



EPHRATA CITY COUNCIL

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

-AGENDA FOR November 3, 2021-

**ZOOM CALL IN—DIAL INPHONE NUMBER 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: **No**
5. Additions or corrections to published Agenda
 Presentations:
 - a. Update on Ephrata School District--Superintendent Tim Payne
 - b. EDC Board of Directors Meeting of October 20, 2021

II

CONSENT AGENDA

1. Approval of Claim Fund Bills and Checks Issued
2. Approval of Council Minutes: October 20, 2021
3. Approval of Special Event Application:
 - a. Miracle of Main Street/ Jungle Bell Fun Run and Parade—December 11, 2021
4. Set Public Hearing for 2022 Budget---November 17, 2021, and December 1., 2021
5. Set Public Hearing for November 17, 2021—Request to abandon easement at 2266 Cherry Blossom Drive.

BILLS: Allstot, McDonnell, Wanke

III STAFF, COMMITTEE, & AGENCY REPORTS

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

V PUBLIC HEARINGS

1. Ad Valorem Tax for 2022

VI ORDINANCES & RESOLUTION

1. Ordinance 21-07 Ad Valorem Tax-2022
2. Ordinance 21-08 Animal Control-Definitions Chapter 8.02
3. Ordinance 21-09 Animal Control-License Requirements Chapter 8.04
4. Ordinance 21-10 Animal Control-Impound Chapter 8.06
5. Ordinance 21-11 Animal Control-Dangerous Dog Chapter 8.08
6. Ordinance 21-12 Animal Control- Miscellaneous Chapter 8.10
7. Ordinance 21-13 Animal Control- Livestock Chapter 8.12
8. Ordinance 21-14 Animal Control Penalties Chapter 8.14

VII ITEMS FOR COUNCIL CONSIDERATION

VIII ITEMS FOR COUNCIL ACTION

IX CITY ADMINISTRATOR REPORT



CITY COUNCIL MINUTES

October 20, 2021

City Council of the City of Ephrata, Grant County Washington met in regular session on October 20, 2021. 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, Valli Millard, Tony Mora and Kathleen Allstot

Staff Present: City Administrator Mike Warren, City Attorney Katherine Kennison/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

Motion to excuse Council member McDonnell. (m/s Allstot/Wanke) Motion carried.

Pledge of Allegiance was said. This meeting is not being recorded.

No public signed up to speak.

Agenda: There were no corrections to the Agenda.

Presentations: Awards Ceremony for events of August 21, 2021. Mayor Reim read a brief narrative of events regarding the heroic lifesaving actions of several Ephrata Police Officers and Ephrata Firefighters. They responded to a structure fire on Cottage Street and were informed that there were two people in the burning home. Officers were able to coach one individual out of the home before fire rescue arrived on the scene, the second person was in the basement. As soon as firefighters arrived Officer Huffman informed Chief Burns of the location of the second victim. Chief Burns and Lieutenant Yoder immediately entered the burning structure to search for the second victim. They located him on the spiral staircase. Chief Burns drug the victim to safety and Lieutenant Yoder executed a thorough search of the basement for further victims, finding none, he and Chief Burns began to assist with fire suppression. Patient care was immediately

administered to both victims by firefighter personnel. Both were air lifted to medical facilities.

Mayor Reim commended everyone who was involved in this event and thanked them for their dedication and commitment to this community.

Mayoral Award of Professional Excellence was presented to:

Police Sergeant Kristopher Todd Huffman
Police Officer Jose Ramirez
Police Officer Patrick Canady
Deputy Fire Chief Anthony Graaff
Fire Captain Colleen Winski
Firefighter Casey Severin

Medal of Honor Awards were presented to:

Fire Lieutenant Maxwell Yoder
Fire Chief Jeremy Burns

Council member Mora left the meeting at 7:15 p.m.

Council took a short break to allow people to take pictures and clear the room.

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

Items on the consent agenda are as follows:

Claims #94029 through #94092 in the amount of \$166,528.53 including and EFT in the amount of \$77.04

Claims #94025 through #94028 in the amount of \$760.50

Manual Checks #86102021, 87102021, 88102021, and 89102021 in the amount of \$3,638.17

EFT in the amount of \$23,665.13

VOIDED Claim #46665 in the amount of \$184.33

VOIDED Claim #46691 in the amount of \$460.87

Minutes of the October 06, 2021 Council meeting

Special Event Applications:

- American Legion Veterans Day Parade – November 11, 2021
- Ephrata High School Homecoming Bonfire and Fireworks – October 20, 2021

Set Public Hearing for Ad Valorem Tax – November 3, 2021 at 7:00 p.m.

3rd Quarter Financial Report: The third quarter finance report was presented to Council. Financially, the City is doing very well, the overall revenues are 10% below budget and expenses are 25% below. Director Trachsler reviewed the highlights.

- Sales tax continues to set record highs and is 100% of budget.

- The 3rd quarter saw an uptick in building permits, 75 permits issued with 12 for new single family residences.
- Splashzone had a successful season. The extreme heat helped to drive attendance up. Comparing actual revenue to expenses, expenses were 73% higher than revenue coming in.
- ERC Re-Roof: Chimney repair and repainting has been completed.
- Fuel Tax is presently 13% above budget.
- The next large property tax payment will come in November and the yearly county shared fuel tax payment was received this month.
- Division Street has been completed along with 5th and 6th SE and Hilltop.
- Moratorium on disconnecting delinquent accounts was lifted by the Governor on September 30th. Tomorrow will be our first shut off for non-payment in over 18 months.
- Sewer Collection system upgrades are moving forward, no major problems to date. There have been a few delays due to workers coming down with COVID.
- The engineers are working on the sewer treatment plant upgrades as well as the new reservoir and well.
- The City received approval from Public Works Board for a pre-construction loan for the engineering/design for the new reservoir and well.

Staff addressed Council's comments and questions.

2022 Draft Budget Update: Director Trachsler gave a brief update on the 2022 Draft Budget highlighting some of the major projects included and those items that have an impact on the budget. There is still a lot of refining to be done.

Set Annual Fall Leaf Pick-Up – November 15-24, 2021: Administrator Warren reported that each year the city provides curb-side leaf pick-up service to all our residents. This helps to keep the storm drains clear and prevents them from becoming clogged.

Motion to approve the Fall Leaf Pick-Up for November 15-24, 2021. (m/s Millard/Allstot) Motion carried.

Parkside Estates Phase 2 Major Plat Final Approval: Director Leavitt reported that Parkside Estates Phase 2 Major Plat is a 28 residential lot subdivision and is an extension of Parkside Loop. The final plat conforms with the previously approved preliminary plat. Final approval allows for the filing of the plat with the County Auditor completing the division of property.

Motion to accept and approve Parkside Estates Phase 2 Major Plat. (m/s Moore/Wanke) Council discussion ensued, motion carried.

ERC Reroof Project – Accept Chimney Repair/Repaint: Work on the ERC Reroof and Repair project began in August with repairs to the chimney. There were a few issues with the quality of work which has been resolved. The painting contractor completed their portion mid-September.

During the tear-off phase, it was discovered that the decking and structural wood was rotten on the backside overhang. This is being evaluated by the architect and will most likely result in a negotiated contract change order.

Motion to accept the Chimney Repair and Chimney Painting on the ERC Reroof Project. (m/s Coe/Allstot) Motion carried.

Accept Lease Agreement with Ephrata Chamber of Commerce: This lease agreement is for the use of the front office space at the ERC and establishes the fair market value of the use of this space and the considerations the City receives from the Chamber. Public property that is leased to non-public entities are required to pay Leasehold Excise Tax. This lease agreement falls into that category and establishes the yearly fee that the leasehold tax is to be calculated on.

Motion to approve and authorize Administration to execute Lease Agreement with Ephrata Chamber of Commerce. (m/s Wanke/Moore) Council discussion ensued, motion carried.

City Administrator Report: None at this time.

There being no further business meeting adjourned at 7:35 p.m.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk



DATE: October 18, 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. OCTOBER 20, 2021 | VIRTUAL ONLY

BOARD MEETING AGENDA

- 1) Welcome & Call meeting to Order.....William Coe
- 2) Approve Sept. 2021 Board Meeting Minutes.....Dale Pomeroy
- 3) Review Sept. 2021 Financial Reports.....Juliann Dodds
- 4) Remote Worker CertificateWSU-AWB-Others
- 5) Report on EDC ActivitiesBrant Mayo/Staff
- 6) Unfinished (Old) BusinessBrant Mayo
 - a. Staffing Update
- 7) New Business
 - a. Draft Budget 2022 Update
- 8) Board Member Round Table.....Board Members
- 9) AdjournWilliam Coe

2021 FUTURE EDC MEETINGS & EVENTS

Board of Directors	November 17, 2021	7:00 AM Virtual
Board of Directors	December 15, 2021	7:00 AM Virtual
Board of Directors	January 19, 2022	7:00 AM TBD
Annual Meeting	February 16, 2022	7:00 AM TBD
Board of Directors	February 16, 2021	7:10 AM TBD



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 September 15, 2021

Meeting called to order: 7:03 a.m. by President Gregg Fletcher.

Directors Present: Caralyn Bess, Dr. Terry Leas, Dale Pomeroy, Marvin Price, Jim McCullough, Louis Szablya, Brian Meiners, Gregg Fletcher, Rob Jones, Katherine Ryf, Lars Leland, William Coe, Scott Freidig, Juliann Dodds, Juanita Richards, Peggy Nevsimal

Directors Absent: Lisa Karstetter, Cash Brown, Katherine Ryf, Cash Brown, Don Kersey, Curt Morris

Ex-Officio Directors Present: Karen Liebricht

Ex-Officio Directors Absent: Darci Kleyn

Staff Present: Brant Mayo, Allan Peterson, Rebecca Nelson

Guests Present: Dr. Sara Thompson Tweedy, LeAnne Parton, Barry Lawson, Melissa Bethel, Charlse Featherstone, Lora Wood, Chuck Sutton, Maynard Spell, Alicia Deveraux, Susan Mann

Board Meeting Minutes for July 2021: Dr. Terry Leas moved to approve the July minutes and Louis Szablya seconded; the motion passed.

Financial Report for July 2021: Juliann Dodds presented the financial statement drafts, and there are no concerns at this time. A brief audit update is still in progress; we expect to see draft financials by the end of the month.

Report on GCEDC Activities:

- Peterson updated the board on SBDC one-on-one meetings.
- Mayo gave an update on staff changes regarding Joseph Akers resignation and Rachelle Lange as the new hire.
- Mayo met with the county regarding the upcoming clerical changes to the SIP program.
- Mayo asked the board to keep in mind any upcoming drone work needed this year should be scheduled before the weather begins to turn.
- There are several active projects with which the EDC continues to work.

Unfinished (Old) Business:

- Due to the continued COVID restrictions and mandates, the economic summit is currently on hold until further notice.
- Mayo also explained the board will continue to meet via zoom.

New Business:

6594 Patton Boulevard NE | Moses Lake, WA 98837 | Phone: 509.764.6579



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- Staffing update

Community Updates:

- Gregg Fletcher, Confluence Health – spikes in COVID cases have impacted the volume of patients at the clinic. The vaccine mandate has caused a few resignations in staff.
- Dr. Thompson Tweedy, BBCC – resignation of instructor has caused the loss of a program until they fill position.
- Dale Pomeroy, Pomeroy Farms – Warden is currently working on infrastructure and is the hub for the basin.
- Lars Leland, Port of Mattawa – lots of growth and new retail in Mattawa.
- Juliann Dodds, Banner Bank – there has been a significant push back from staff due to new Biden mandates.
- William Coe, City of Ephrata – Ephrata housing permits have been a record high.
- LeAnne Parton, BBCC Foundation – has begun the Thanksgiving campaign and is excited to get students back on campus.
- Eric Skaug, Skaug Bros – retail at the flooring company is up 20% and in need of more employees.
- Rob Jones, Commissioner, District 2 – fair finished up with record number in attendance.
- Alicia Deveraux, Skill Source – there are many new programs to help develop skills or update existing skills for employment.
- Juanita Richards, Horizon Credit Union – some of the employees are choosing to leave a job based on personal choice not to get the vaccine.
- Brian Meiners, Basic American Foods – yield and quality in crops is down this year due to the extreme heat waves.

Meeting Adjourned: at 8:03 a.m. by President Gregg Fletcher

Gregg Fletcher, President

Dale Pomeroy, Secretary

(5 executive committee members must be present to make a quorum)

Executive Committee	1-Jan-21	1-Feb-21	1-Mar-21	1-Apr-21	1-May-21	1-Jun-21	1-Jul-21	1-Aug-21	1-Sep-21	1-Oct-21	1-Nov-21	1-Dec-21	Total
William Coe	1	1	1	1	1	1	1	-	1	-	1	-	7
Dale Pomeroy	1	1	1	1	1	1	1	-	1	-	1	-	8
Julian Dodds	1	1	1	1	1	1	1	-	1	-	1	-	8
Carlyn Beas	1	1	1	1	1	1	1	-	1	-	1	-	8
Gregg Fletcher	1	1	1	1	1	1	1	-	1	-	1	-	8
Louis Szabaly	1	1	1	1	1	1	1	-	1	-	1	-	8
Lars Leland	1	1	1	1	1	1	1	-	1	-	1	-	7
EDC Staff													
Grant Mayo	1	1	1	1	1	1	1	-	1	-	1	-	8
Allan Peterson	1	1	1	1	1	1	1	-	1	-	1	-	8
Rachelle Lange	-	-	-	-	-	-	-	-	-	-	-	-	-
Rebecca Nelson	1	1	1	1	1	1	1	-	1	-	1	-	8

(11 board members must be present to make a quorum)

Board of Directors/Private	01-Jan-21	1-Feb-21	1-Mar-21	1-Apr-21	1-May-21	1-Jun-21	1-Jul-21	1-Aug-21	1-Sep-21	1-Oct-21	1-Nov-21	1-Dec-21	Total
Carlyn Beas	1	1	1	1	1	1	1	-	1	-	1	-	8
Gregg Fletcher	1	1	1	1	1	1	1	-	1	-	1	-	7
Lisa Kerstetter	1	1	1	1	1	1	1	-	1	-	1	-	7
Brian Weiners	1	1	1	1	1	1	1	-	1	-	1	-	7
Scott Freidig	1	1	1	1	1	1	1	-	1	-	1	-	7
Terry Leas	1	1	1	1	1	1	1	-	1	-	1	-	8
Julian Dodds	-	1	1	1	1	1	1	-	1	-	1	-	5
Dale Pomeroy	1	1	1	1	1	1	1	-	1	-	1	-	8
Martin Price	1	1	1	1	1	1	1	-	1	-	1	-	8
Juanita Richards	1	1	1	1	1	1	1	-	1	-	1	-	6
Katherine Ryf	1	1	1	1	1	1	1	-	1	-	1	-	5
Cash Brown	-	1	1	1	1	1	1	-	1	-	1	-	6
Eric Staug	-	-	1	1	1	1	1	-	1	-	1	-	3
Jim McCullough	1	1	1	1	1	1	1	-	1	-	1	-	8
Board of Directors/Public													
Don Kersey	1	1	1	1	1	1	1	-	1	-	1	-	7
Lars Leland	-	1	1	1	1	1	1	-	1	-	1	-	5
Peggy Nersisim	-	-	-	1	1	1	1	-	1	-	1	-	4
Curt Morris	-	1	1	1	1	1	1	-	1	-	1	-	5
William Coe	1	1	1	1	1	1	1	-	1	-	1	-	7
Louis Szabaly	1	1	1	1	1	1	1	-	1	-	1	-	8
Rob Jones	1	1	1	1	1	1	1	-	1	-	1	-	8
Ex-Officio Directors													
Darci Kryn	-	1	-	-	-	-	-	-	-	-	-	-	1
Karen Lehtsch	1	1	-	1	1	-	1	-	1	-	1	-	6
EDC Staff													
Grant Mayo	1	1	1	1	1	1	1	-	1	-	1	-	8
Allan Peterson	1	1	1	1	1	1	1	-	1	-	1	-	8
Rachelle Lange	-	-	-	-	-	-	-	-	-	-	-	-	-
Rebecca Nelson	1	1	1	1	1	1	1	-	1	-	1	-	8

2:52 PM
10/06/21
Accrual Basis

Grant County EDC
Balance Sheet
As of September 30, 2021

	Sep 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · Umpqua CD - 6624	43,985.16
1001 · Banner Checking - 5426	25,641.84
1002 · Banner Saving - 8750	320,242.09
1007 · GESA Savings - 0825	5.00
1008 · GESA money market - 1047	260,381.80
1050 · Umpqua Bank 5257	5,650.00
Total Checking/Savings	655,905.89
Accounts Receivable	27,650.00
Total Current Assets	683,555.89
Fixed Assets	4,002.56
TOTAL ASSETS	687,558.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	31,800.88
Long Term Liabilities	
2300 · Deferred Revenue	69,500.00
Total Long Term Liabilities	69,500.00
Total Liabilities	101,300.88
Equity	586,257.57
TOTAL LIABILITIES & EQUITY	687,558.45

2:51 PM
10/06/21
Accrual Basis

Grant County EDC
Profit & Loss
September 2021

	Sep 21
Ordinary Income/Expense	
Income	
4028 · Membership Dues	19,900.00
Total Income	19,900.00
Gross Profit	19,900.00
Expense	
6000 · Salaries	15,166.94
6010 · Insurance	
6005-1 · Reimbursed Health Care	303.50
6005-3 · Property and Auto	1,567.00
Total 6010 · Insurance	1,870.50
6076 · Employee Retirement	881.68
6080 · Taxes	1,379.65
6500 · Automobile	110.51
6525 · Supplies	90.29
6530 · Postage	13.42
6531 · Garbage	19.31
6535 · Professional Fee/Dues	1,731.67
6540 · Rent/Utilities	783.00
6545 · Telephone	373.57
7000 · Marketing	1,460.00
7502 · Merchant Service Fees	59.38
Total Expense	23,939.92
Net Ordinary Income	(4,039.92)
Net Income	(4,039.92)

2:55 PM
10/06/21
Accrual Basis

Grant County EDC
Profit & Loss Budget Performance
October 2021

	Oct 21	Budget	Jan - Oct 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4028 · Membership Dues	0.00	34,800.00	262,378.00	264,300.00	296,800.00
4029 · SIP Income	0.00	6,250.00	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		0.00		
Total Income	0.00	41,050.00	294,478.00	289,300.00	321,800.00
Gross Profit	0.00	41,050.00	294,478.00	289,300.00	321,800.00
Expense					
5000 · Bank Service Charge	0.00	2.70	0.00	154.28	161.93
6000 · Salaries	8,585.95	17,132.25	201,616.95	197,572.50	254,587.00
6010 · Insurance	303.50	1,212.50	9,937.08	12,125.00	14,550.00
6076 · Employee Retirement	498.10	991.67	8,762.17	9,916.66	11,900.00
6080 · Taxes	806.46	1,625.00	17,979.28	16,250.00	19,500.00
6500 · Automobile	103.15	499.99	38,705.63	20,100.02	21,200.00
6505 · Training/Conferences/Dues	0.00	1,416.67	1,146.96	11,266.66	12,100.00
6515 · Meals/Entertainment	0.00	375.00	597.48	4,750.00	5,750.00
6517 · Equipment	0.00	1,000.00	7,469.47	4,000.00	4,000.00
6525 · Supplies	1.62	333.33	1,461.21	3,333.34	4,000.00
6530 · Postage	1.76	41.67	125.18	416.66	500.00
6531 · Garbage	0.00		30.26		
6535 · Professional Fee/Dues	139.65	12,250.01	36,845.68	65,666.66	76,000.00
6540 · Rent/Utilities	783.00	816.67	8,319.06	8,166.66	9,800.00
6545 · Telephone	0.00	386.67	3,403.03	3,866.66	4,640.00
6550 · Travel	0.00	0.00	263.22	7,000.00	7,000.00

2:55 PM
10/06/21
Accrual Basis

Grant County EDC
Profit & Loss Budget Performance
October 2021

J 3 6 -

	Oct 21	Budget	Jan - Oct 21	YTD Budget	Annual Budget
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
7000 · Marketing	60.00	351.67	4,650.00	8,516.66	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	358.75	500.00	600.00
Total Expense	11,283.19	38,485.80	342,819.10	375,101.76	457,008.93
Net Ordinary Income	(11,283.19)	2,564.20	(48,341.10)	(85,801.76)	(135,208.93)
Other Income/Expense					
Other Income	0.00	125.00	415,474.97	50,051.00	141,568.00
Other Expense	0.00	0.00	338,820.00	0.00	0.00
Net Other Income	0.00	125.00	76,654.97	50,051.00	141,568.00
Net Income	(11,283.19)	2,689.20	28,313.87	(35,750.76)	6,359.07



Grant County
Economic Development Council

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

Director's Report

September 7, 2021 to October 8, 2021

Existing Business Development

- Trade Mission Update
- Staff Update- Rachelle Lange, Contracted Employees
- 125 Visits in past 7 months

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 Moonlight- Food Manufacturer - Project submitted to state
- 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 Coulomb– 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
- Project Y- Clean Tech- Company has specific site in mind
- Project High Bar- Manufacturing, 2 site visits, several calls
- Project Riser- Clean Tech – Site visit, several meetings, continued dialog
- Project Falcon – Clean Tech – Engaged with Site Selector
- Project Beams-Clean Tech
- Project Kane – Food processing
- Project Black Falcon – Advanced Manufacturing
- Project Vision – Clean Tech – Call with Dept of Comm
- Project Jane – Aerospace Manufacturing
- Project SoRna – Clean Energy Transportation
- Project Singularity – Clean Precision Machining Co.
- Phone Call with German Co, starting the process touch base in Jan
- Phone Calls with Clean Energy Project looking in Grant Co.

Workforce Development

- Workforce Alliance Meetings
- NCWD Board Meetings



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Infrastructure Development

- Calls with PUD on current Projects
- Columbia Basin RR Call
- Meeting with County on SIP
- Conversation with Natural Gas Company

Communication and Investor Development

- Department of Comm – Visit with Staff
- Grant Co. Fair Grounds Planning
- Assoc Grant Co Homebuilders
- ML Rotary Presentation
- Conversation with potential development (solar)
- Calls with Real Estate Developers
- Grant County Planning Dept visits
- ADO Data Collection Webinar and Calls
- CBH working on Grant Magazine
- International Trade Call
- Drone work and scheduling
- WSBDC Weekly Calls
- Software Demo
- WEDA Weekly Calls and Legislative Call
- Several CHI Calls and Meeting
- Meeting with Confluence Healthcare
- Kiwanis Meeting
- Grant Co Industrial Alliance
- ML City Visit with Muni Director and City Manager
- Grant County Health District Call

Retail and Services Development

- SBDC 1 on 1 Meetings
- COLI Submitted
- ReCon Dec. 2021 planning

WASHINGTON RURAL ONLINE INITIATIVE

The Washington Rural Online Initiative (WROI) is a specialized training program that can equip rural residents with the skills they need to compete for remote on-line jobs. Access to remote jobs with prestigious companies will create opportunities for young people without the need to move.

Employers across Washington are hanging Help Wanted signs and rural communities are a source of much needed talent.

173%

Remote work
increase



86.2%

Households
have broadband



REMOTE WORK CERTIFICATE

Remote work (also known as telework) is a work arrangement that does not require employees to work from a central location, instead allowing a worker to complete their assigned duties from home or other self-selected location. Remote work opportunities have increased by 173% since 2005, and the pandemic has dramatically accelerated the shift to remote work which means that there are employment opportunities regardless of where you live.

Washington State University Extension and the AWB Institute are partnering with Utah State University Extension to offer the Remote Worker Certificate to Washington residents to prepare them to take advantage of remote work opportunities.

The 9 modules of this 4-week course will help you build skills that make an effective remote worker, whether as an employee, entrepreneur, or freelancer.



"I really believe because of this program, it gave me a leg up."

JUSTINE SALAZAR, AN OKANOGAN COUNTY RESIDENT WHO OBTAINED A REMOTE WORK POSITION AFTER COMPLETING THE COURSE

A STATEWIDE PARTNERSHIP



REMOTE
ONLINE
INITIATIVE



WASHINGTON STATE
UNIVERSITY
EXTENSION

AWB
INSTITUTE

WASHINGTON RURAL ONLINE INITIATIVE

PROGRAM DETAILS

- The course will take approximately 30 hours over four weeks
- There will be one interactive workshop each week with other students and coaches
- The course work is spread over 9 modules.
- You will be assigned a coach to provide support during the course
- Participants will receive a course certificate upon completion and join a growing network of past and present participants, where you can share information and tips moving forward

ELIGIBILITY

Participation in the course requires:

- A reliable broadband internet connection
 - Your download speed should be at least 10 Mbps
 - If your speed is below that you will need to find a publicly available network.
- Web camera and microphone
- Basic computer proficiency, including the ability to:
 - Send an email
 - Download or upload files from your desktop
 - Do basic tasks in a word processing and spreadsheet program
- Microsoft Word, Google Docs, etc.

Funds from Avista Foundation are available to help overcome eligibility requirements for Avista service territory participants.

ENROLL TODAY

To register, email course coordinator Brian Anderson at remotework.certificate@wsu.edu



Avista foundation

stcu



AWB INSTITUTE

Companies interested in hiring Remote Worker Certificate graduates should contact AWB Institute and consider listing their Remote Work Employment opportunities on www.washingtonworkforceportal.org

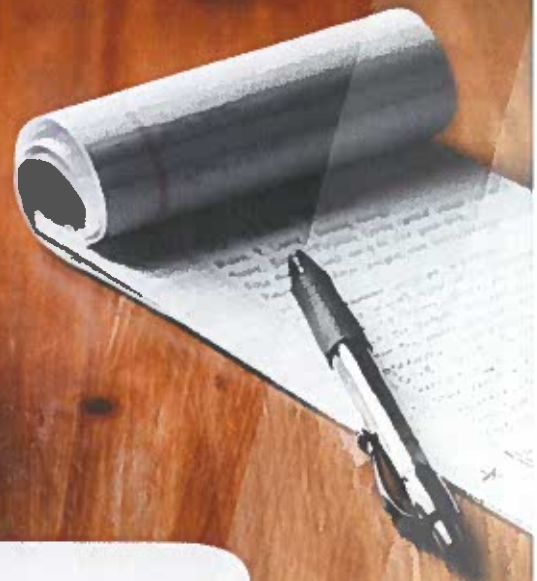


Division of Governmental
Studies and Services

WASHINGTON STATE UNIVERSITY
EXTENSION

Evaluation Summary Report

Utah State University's Master Remote
Worker Professional Course



INTRODUCTION

In the Fall of 2020, Washington State University's Division of Governmental Studies and Services (DGSS) entered into a formal agreement between WSU and the Columbia Basin Foundation to develop and implement a process to assess the efficacy of Utah State University's Remote Worker curriculum. The project was led by DGSS in collaboration with representatives of Microsoft and the Greater Wenatchee Area Technology Alliance (GWATA) and the Association of Washington Businesses (AWB).

Washington State University's Division of Governmental Studies and Services (DGSS) is an outreach unit sponsored by WSU Extension and the College of Arts and Sciences that draws upon faculty, staff and student capacity from across the University. For over fifty years, the mission of DGSS has been to translate the resources of the University for public benefit through research, technical assistance and training with communities, with state, local, federal and tribal government agencies, and with select non-governmental entities. DGSS has significant experience with qualitative & quantitative methods, survey research, program evaluation and technical assistance for multiple agencies at various levels.

The goals for assessment of the Utah State University (USU) Rural Online Initiative Master Remote Work Professional Certification course were to evaluate the efficacy of the program and to identify possible needs or opportunities to replace, augment or enhance the curriculum to benefit residents of the GWATA area and the State of Washington. Approximately thirty participants were recruited to participate in the program over the course of two months. Their participation was supported by WSU Extension, AWB, and Confluence Health. The design for the work included recruitment of both students and a pilot group of peer evaluators to participate in the USU course, assessment of their experience and perceptions of that course, assessment of supervisor perceptions of the impacts of course participation, and development of a proposed plan to broadly implement a Washington Remote Worker training program.

METHODOLOGY

Participants in the program were recruited from and assigned to three categories: 1) GWATA - recruited Confluence Health employees, 2) WSU identified Extension personnel, and 3) a group for which WSU Extension worked with the Association of Washington Business to solicit assistance from North Central Washington WorkSource to secure rural unemployed and underemployed residents from Adams, Chelan, Grant, and Okanogan counties. The project plan included approximately ten (10) participants from each category for a total of no more than thirty (30) participants comprised the peer evaluation group. Members of this pilot group participated in one of two offerings of the Utah State University (USU) Remote Worker course, for a total of 16 participants in each course during October and November 2020. It should be noted that the peer evaluation group was not required to pay the fee usually associated with the course, and that a majority are currently working remotely and have been for some time. These two qualities may impact their evaluations of the course compared to typical students. Where appropriate, the analysis examines those participants without remote work experience separately to understand their experience.

Participant evaluation of the course content and delivery included a multi-modal approach consisting of both quantitative and qualitative data collection. DGSS developed on-line surveys, which were made available to participants via weblink on a weekly basis. Participating peer evaluators also engaged in category-specific qualitative assessment "conversations" at three points during each course. For the first group, these conversations occurred after the first two weeks of the course, at the conclusion of the course, and two weeks after conclusion of the course. For the second group, the timing of the assessment conversations varied slightly due to the Thanksgiving holiday. These conversations occurred two weeks after the start of the course, the final week of

the course, and 10 days after the course ended. The surveys and conversations included topic areas such as quality of course content and assignments, assessment of weekly interactive workshops, quality of instruction and coaching and ease of use of the platform for participants. Lastly, DGSS researchers conducted secondary analysis of data collected by USU from our participants as part of their regular course protocol. This data included pre-test and post-test scores from our participants on Module quizzes, and an exit survey given to all participants by USU.

DGSS surveys and the qualitative conversations were used to evaluate how well the USU programming addressed remote worker training, whether there is a need/opportunity to replace that curriculum with a Washington product, and where there may be opportunities to augment or supplement that training, as in with pre-course skills training or with remote supervisor training. In addition, at the two weeks post-completion mark, available supervisors for the participating peer evaluators were asked via an online questionnaire to share any perceptions they had of the impact of the course on participant performance. Secondary analysis of USU data was performed to examine participant's perceptions of knowledge gain on specific abilities necessary for remote work, whether respondents felt empowered to seek remote work, and whether performance on module quizzes improved from the pretest to post-test. The report which follows includes assessment data (quantitative and qualitative) and analysis based on those questionnaires, the conversations that took place during the course and data from the USU program pre-post surveys, exit survey and participant questionnaires.

SECONDARY ANALYSIS OF UTAH STATE UNIVERSITY DATA

Master Remote Worker Professional Course (MRWP) Module Pre-Test and Post-Test Scores

For each module, participants were required to take a pre-test and post-test to assess their knowledge in the topic area. The total number of participants across both cohorts for each module are below.

Table 1: Total Participants per Module

Module	Total
Communication	26
Compliance	25
Critical Thinking	24
Productivity	25
Remote Job Development	25
Teams	27
Workday	28
Workflow	26

Mean test scores increased across all modules from the pre-test to the post-test. The largest change from pre-test to post-test was for the productivity module, followed by the compliance and workday modules. Dependent sample t-tests were conducted to determine whether these differences were significant. For all modules except Workflow, a significant difference exists between pre-test and post-test scores (please note negative T values indicate postscores were higher than pre-scores). For these modules, post-test scores were significantly higher than pre-test scores, suggesting that the training is improving knowledge in these areas (See Figure 1 and Table 2 Below).

Figure 1: Mean Pre-test and Post-test Scores by Module

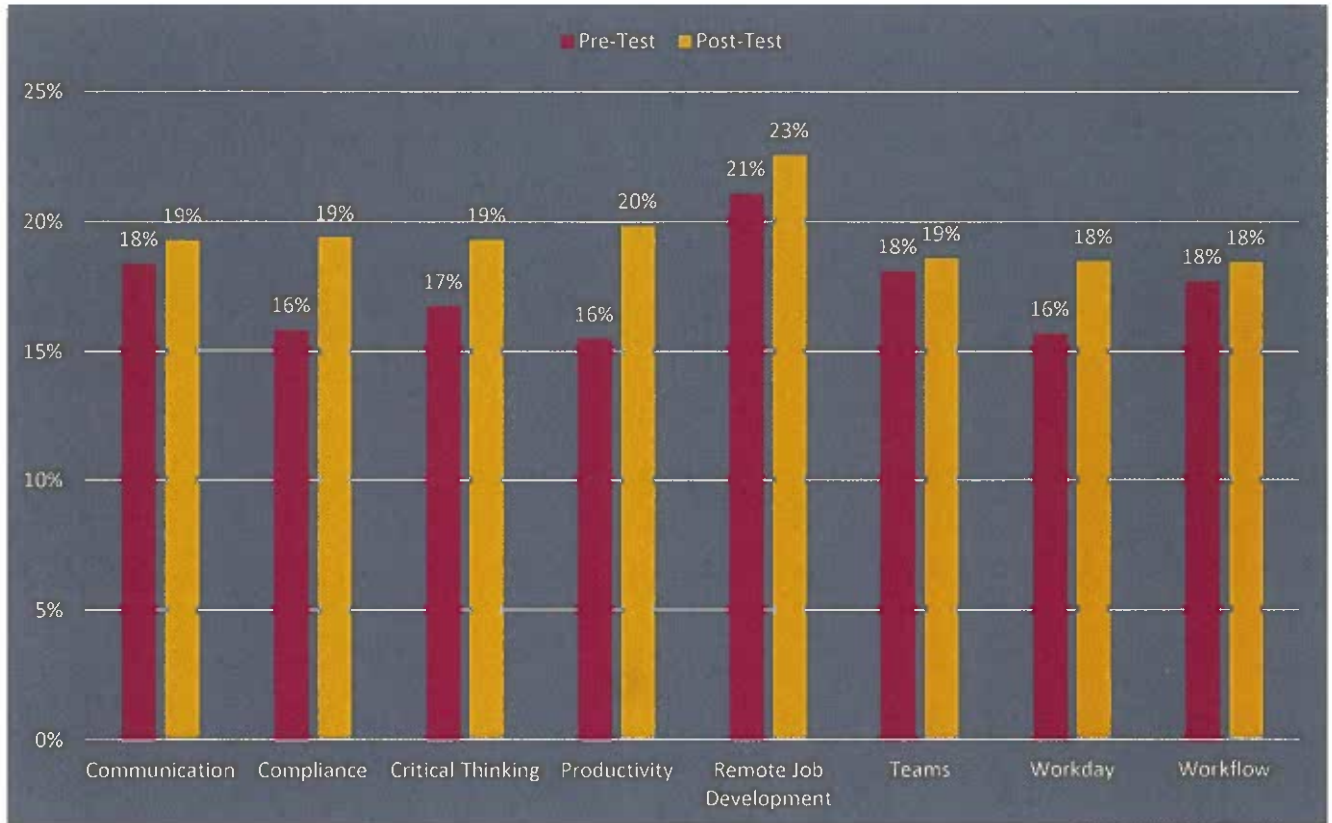


Table 2: Paired T-Test Results by Module

Module	T (df)	P-Value
Communication	-2.4457 (25)	.021
Compliance	-8.1217 (24)	.000
Critical Thinking	-6.9911 (23)	.000
Productivity	-10.937 (24)	.000
Remote Job Development	-3.154 (24)	.004
Teams	-1.5003 (26)	.014
Workday	-5.7153 (27)	.000
Workflow	-2.0116 (25)	.055

MASTER REMOTE WORKER PROFESSIONAL COURSE EXIT SURVEY

Demographics of Participants

The MRWP course included exit surveys, which were completed by 25 of the 27 participants: 15 in the October cohort and 10 in the November cohort. The majority of participants across both cohorts were female (13, 52%) and white (17, 68%). With regard to participant age, the highest percentage of participants (9, 36%) fell into the 50 or over category. Ten participants (40%) had a graduate or professional degree. Nearly three-fourths (18, 72%) had remote work experience before enrolling in the course, and 40% (10) indicated they would seek remote work after this course.

Satisfaction with Course Elements

Overall, there was a high level of reported satisfaction with the course. A strong majority of participants indicated they were either satisfied or very satisfied with program coordinators, online learning modules, module assignments, module assessments, virtual workshops and slack channel communication. When comparing across these different aspects, it appears that participants were less satisfied with virtual workshops and module assignments overall.

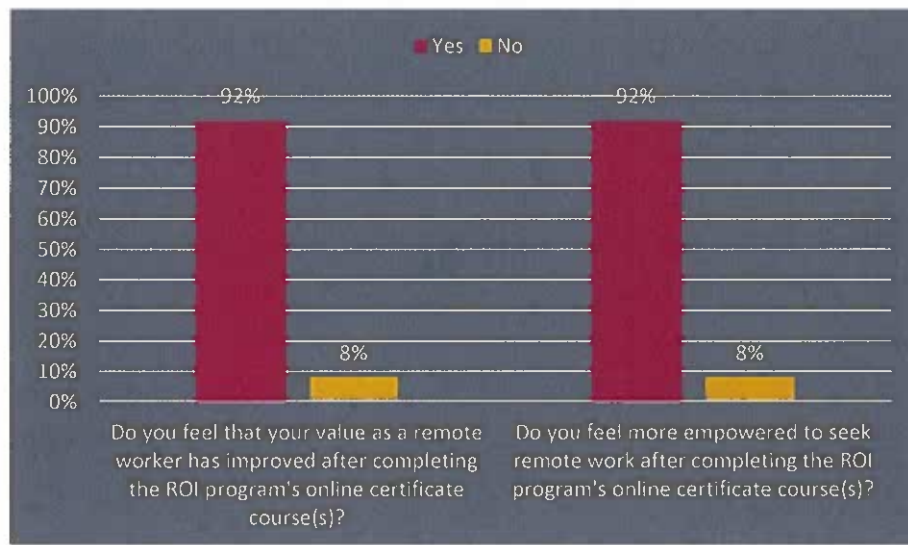
Figure 2: Overall Satisfaction with Course



Value as a Remote Worker

The exit survey asked participants whether they felt that their value as a remote worker improved and whether they felt more empowered to seek remote work after completing the course. Nearly all participants (over 90%) answered affirmatively to both questions.

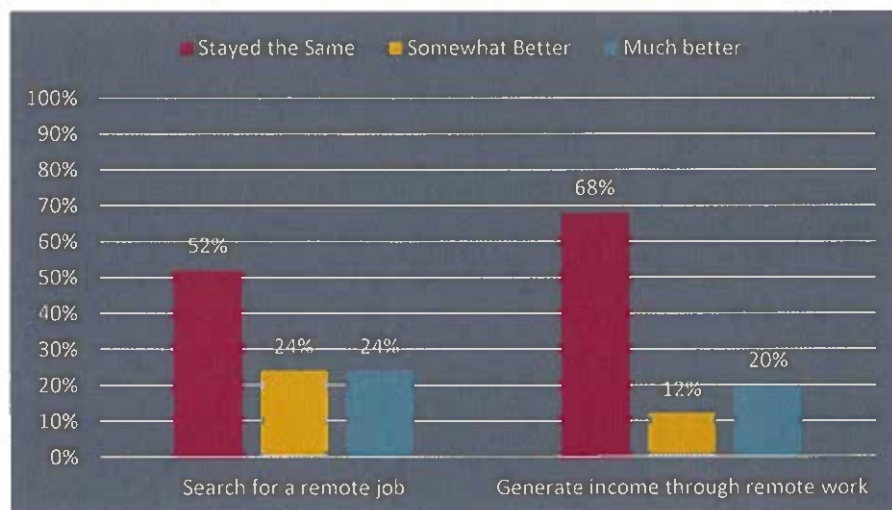
Figure 3: Value as a Remote Worker



Level of Improvement in Searching for Remote Work and Generating Income through Remote Work

When examining the impact of the course on participants' perceptions of improvement in their ability to search for remote work and generate income through remote work, the majority of participants indicated that this ability stayed the same.

Figure 4: Level of Improvement in Searching for Remote Work and Generating Income through Remote Work



While these responses may suggest that the course is not having the hoped-for impact, cross tabulations between these questions and whether a participant had prior remote work experience suggest important differences between these groups. Table 3 below indicates that those who had no prior remote work experience more often answered that their ability to search for a remote job was much better after completing the course. Table 4 below indicates that those without prior remote work experience responded that their ability to generate income from remote work was much better.

Table 3: Prior Remote Experience and Ability to Search for Remote Job

'Have you had remote work experience before enrolling in this course?'	'Please indicate your level of improvement in your ability to manage your career. My ability to: Search for a remote job.'			Total
	Much better	Somewhat better	Stayed the same	
No	5 71.4 %	2 28.6 %	0 0 %	7 100 %
Yes	1 5.6 %	4 22.2 %	13 72.2 %	18 100 %
Total	6 24 %	6 24 %	13 52 %	25 100 %

Figure 5: Prior Remote Experience and Ability to Search for Remote Job

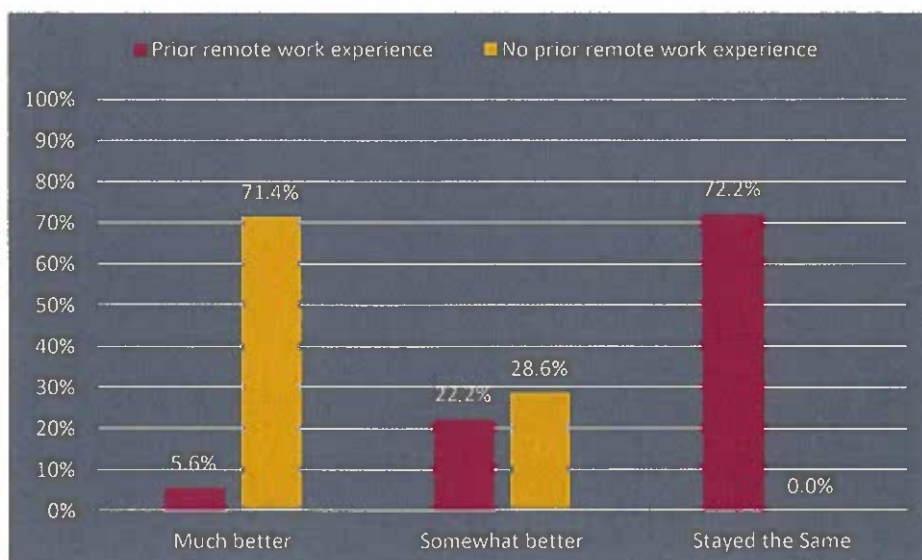
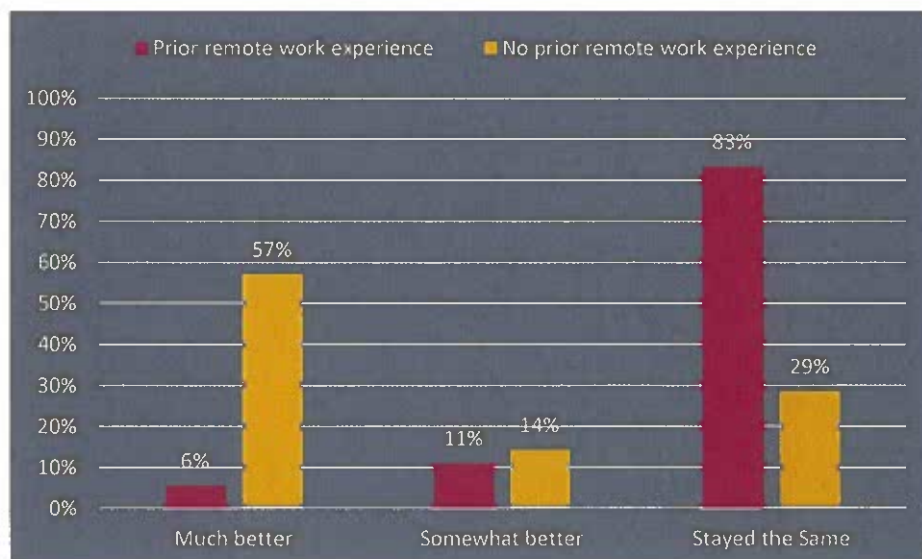


Table 4: Prior Remote Work Experience and Ability to Generate Income through Remote Work

Have you had remote work experience before enrolling in this course?	Please indicate your level of improvement in your ability to manage your career. My ability to: Generate income through remote work.			Total
	Much better	Somewhat better	Stayed the same	
No	4 57.1 %	1 14.3 %	2 28.6 %	7 100 %
Yes	1 5.6 %	2 11.1 %	15 83.3 %	18 100 %
Total	5 20 %	3 12 %	17 68 %	25 100 %

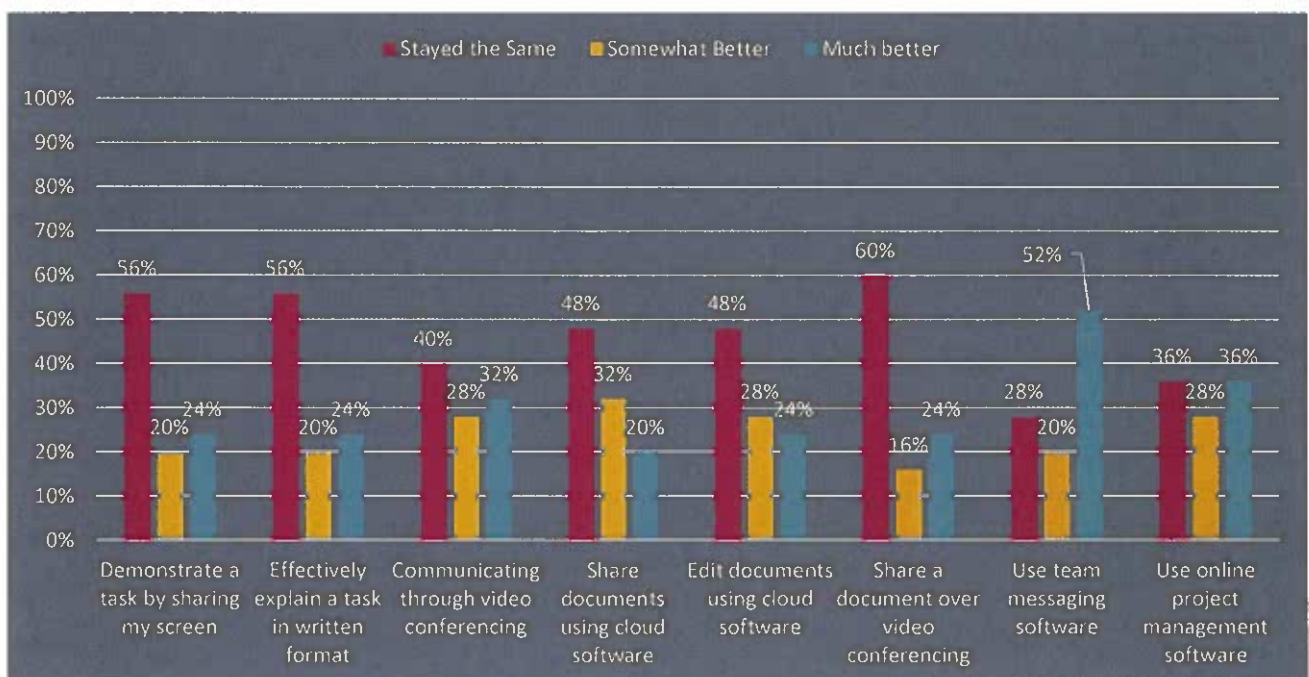
Figure 6: Prior Remote Work Experience and Ability to Generating Income through Remote Work



Level of Improvement in Ability to Use Online Technology

When asked about improvement in their ability to use online technology, the majority of respondents indicated their ability stayed the same for demonstrating a task by sharing their screen, effectively explaining a task in written format, and sharing a document over video conferencing. The greatest improvement was reported for using team-messaging software with over 50% reporting that their ability to use this tool was much better. This was followed by using online project management software (36% much better and 28% somewhat better) and communicating through video conferencing (32% much better and 28% somewhat better).

Figure 7: Level of Improvement in Ability to Use Online Technology



Responses to these questions do seem to differ based on prior remote work experience. For example, while a majority of overall respondents indicated that their ability to share a document over video conferencing stayed the same, cross tabulations show that while 72.2% of those with prior remote work experience indicated this ability stayed the same, only 28.6% of those without prior remote work experience reported no change in this ability. Almost 43% of them reported that this ability was much better (See Table 5 Below). As can be seen in Table 6 below, while only 11.1% of those with remote work experience indicated that their ability to demonstrate a task by sharing their screen is much better, 57.1% of those without prior remote work experience indicated this ability is much better. Although the majority of respondents indicated their ability to use team messaging was much better, Table 7 below illustrates that 85.7% of those without prior remote work experience said their team messaging ability was much better compared to slightly more than a third of those without prior remote work (38.9%).

Table 5: Prior Remote Work Experience and Improvement in Sharing Document Over Video Conferencing

Have you had remote work experience before enrolling in this course?	Please indicate your level of improvement in your ability to use online technology in your professional and personal life. My ability to: Share a document over video conferencing.			Total
	Much better	Somewhat better	Stayed the same	
No	3 42.9 %	2 28.6 %	2 28.6 %	7 100 %
Yes	3 16.7 %	2 11.1 %	13 72.2 %	18 100 %
Total	6 24 %	4 16 %	15 60 %	25 100 %

Figure 8: Prior Remote Work Experience and Improvement in Ability to Share a Document over Video Conferencing

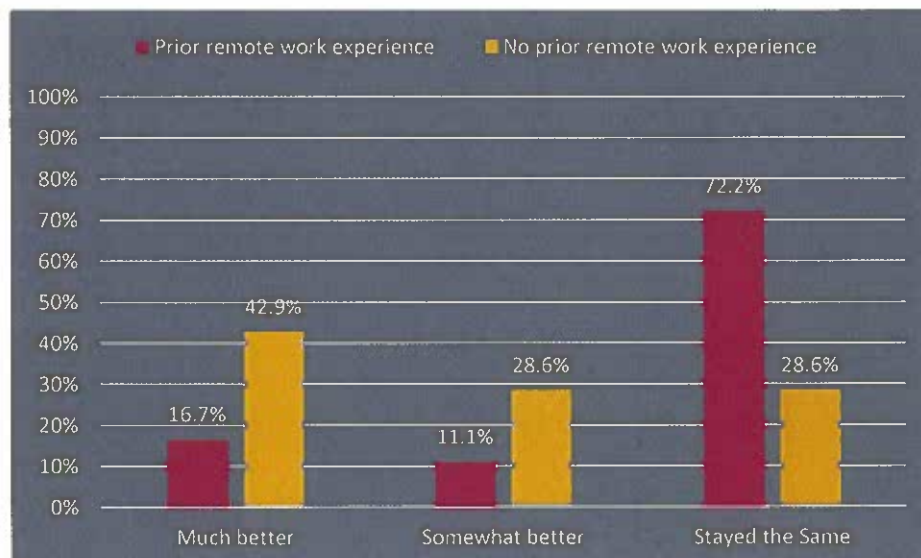


Table 6: Prior Remote Experience and Ability to Demonstrate a Task by Sharing My Screen

Have you had remote work experience before enrolling in this course?	Please indicate your level of improvement in your ability to communicate digitally in your professional and personal life. My ability to: Demonstrate a task by sharing my screen.			Total
	Much better	Somewhat better	Stayed the same	
No	4 57.1 %	3 42.9 %	0 0 %	7 100 %
Yes	2 11.1 %	2 11.1 %	14 77.8 %	18 100 %
Total	6 24 %	5 20 %	14 56 %	25 100 %

Figure 9: Prior Remote Work Experience Ability to Share a Task by Sharing my Screen

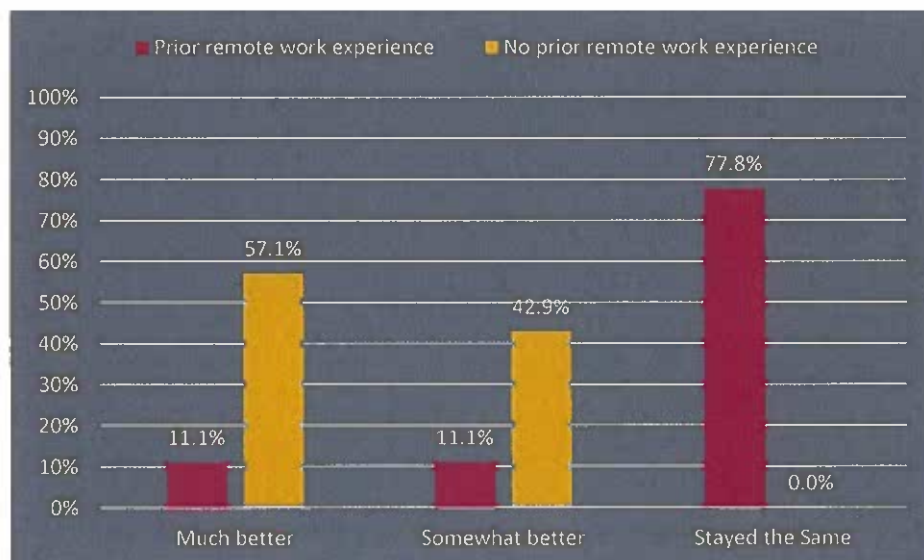
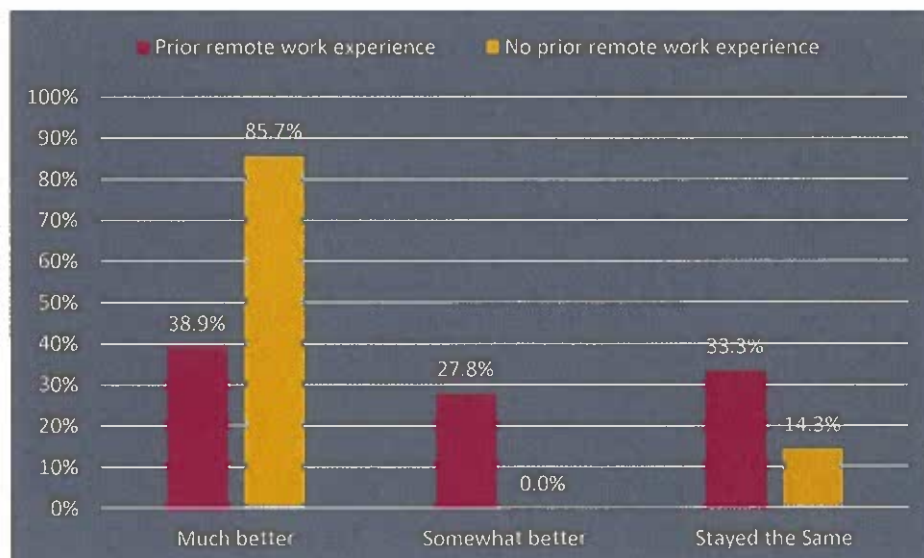


Table 7: Prior Remote Work and Ability to Use Team Messaging Software

Have you had remote work experience before enrolling in this course?	Please indicate your level of improvement in your ability to use online technology in your professional and personal life. My ability to: Use team messaging software (i.e., Slack) to communicate.			Total
	Much better	Somewhat better	Stayed the same	
No	6 85.7 %	0 0 %	1 14.3 %	7 100 %
Yes	7 38.9 %	5 27.8 %	6 33.3 %	18 100 %
Total	13 52 %	5 20 %	7 28 %	25 100 %

Figure 10: Prior Remote Work Experience and Ability to Use Team Messaging Software



Conclusions on MRWP Course Exit Survey

Overall, there is high amount of satisfaction with various aspects of the course. When examining improvement in specific skills, it appears that there was not much reported improvement in several skills covered in the course when examining the data overall. However, this masks key differences between those who have had prior remote

experience and those who have not. Cross tabulation of improvements on abilities by remote work experience reveals that for several skills, a vast majority of those without prior remote work experience report that these abilities were much better after taking the course. Because the target audience for this training is those with limited or no remote work experience, this suggests that the training is effectively improving skills for this group.

DGSS DATA COLLECTION

DGSS Surveys

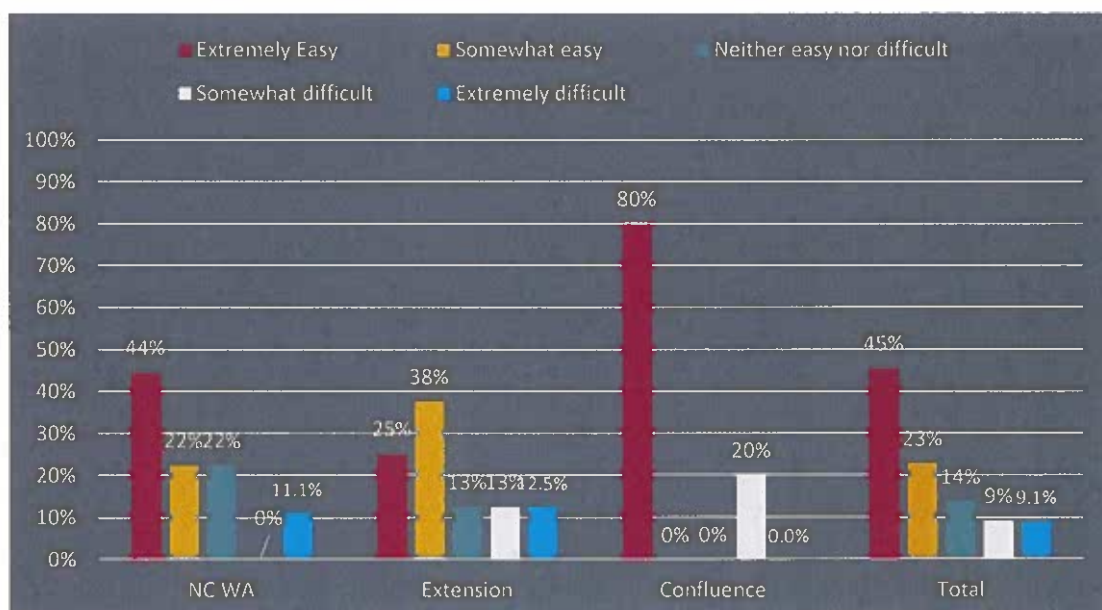
Methods

In addition to the surveys conducted by USU at the beginning and end of the course, the evaluation team surveyed course participants weekly, and conducted a final exit survey. Though many of the questions were similar between the three participant groups (Confluence, Extension, and North Central Washington), some questions were adapted to reflect the different employment circumstances between the three groups. All questions in the final survey were identical for all groups. The following analysis focuses on perceptions of the onboarding process, course tools and structure, and quality of the content. Because the target audience for this course is individuals who are seeking remote work, this analysis pays particular attention to the perspectives of the NC WA group.

Onboarding

One area of analysis that was examined was participants' perceptions of the course tools and structure. For instance, respondents were asked *How easy was it to onboard (register and get set up) for participation in this course?* Over two thirds of those who responded indicated that the onboarding process was extremely easy or somewhat easy. Figure 1 below shows the breakdown by group. It should be noted that almost 20% of participants found onboarding to be somewhat difficult or extremely difficult.

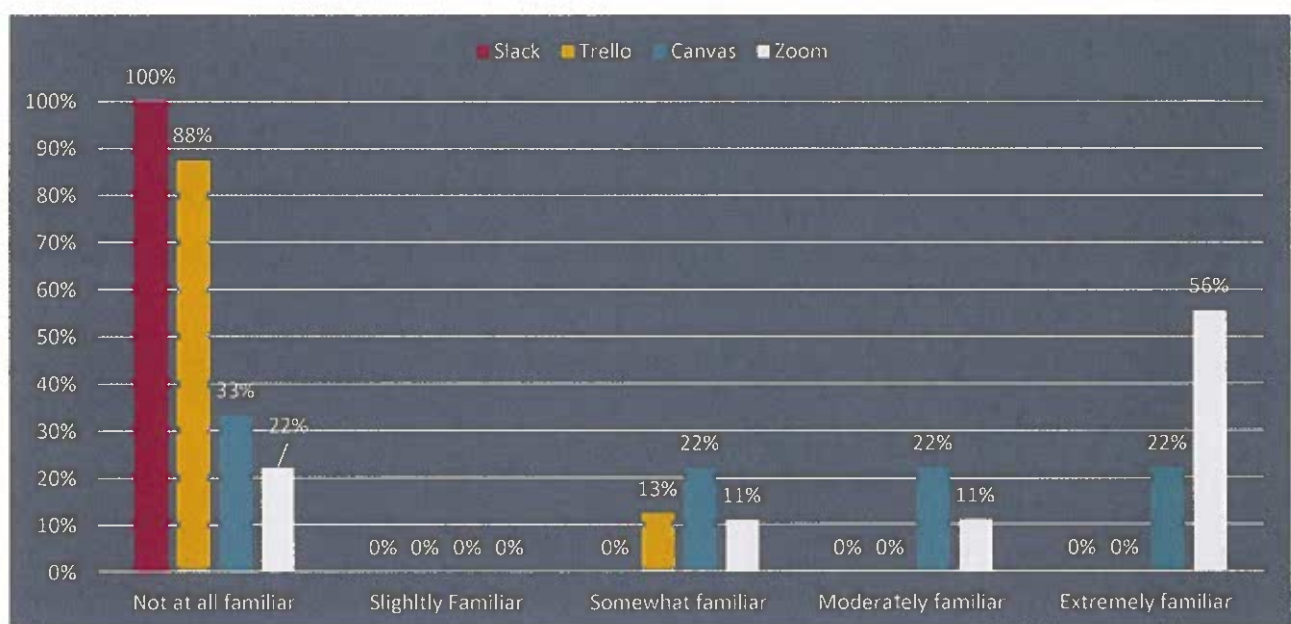
Figure 11: Ease of onboarding



Course Tools

Respondents were also asked about the software tools they used as part of this course, which included Canvas, Zoom, Trello, and Slack. Students were expected to complete all course activities using at least one software tool and sometimes a combination of several tools, underscoring the importance of having and possibly increasing their skillset in using the tools. Some NC WA participants faced a steeper learning curve due to varying levels of familiarity with the tools prior to the course. For instance, while all the NC WA participants indicated that they were not at all familiar with Slack, just 22.2% of these participants indicated they were not at some level familiar with Zoom.

Figure 12: Familiarity with tools



After the first week of the course, when the online tools were introduced, respondents were asked to indicate their level of agreement with several statements about the course tools. These statements included: *I understand how to use the course tools to complete course assignments and attend the weekly interactive workshops*; *the course tools are user-friendly*; *the instruction I received on the use of the course tools was clear and complete*; and *I still have questions about how to use the course tools*. Among the NC WA participants, responses indicate a generally high level of agreement 88.9% strongly agree or somewhat agree that they understand how to use the tools to complete course assignments. This does not mean that participants were completely comfortable with use of the course tools as 22% responded that they still had questions about how to use the tools.

In the final survey, respondents were presented a list of challenges they might have faced in completing the course. Response options included: *the technology tools/applications (i.e., Zoom, Slack, Trello, Canvas) were new to me*, and *the technology tools/applications were difficult to use*. Of the respondents who completed the final survey, 30.6% indicated that the new technology tools used in the course were a challenge. No respondents indicated that the tools/applications were difficult to use.

Overall, the NC WA participants had a positive response to the course tools and their ability to use them. This is particularly important for the NC WA group that is not currently employed remotely and may have limited experience with the tools that are used by companies to coordinate with remote workers.

Curriculum—The Modules

The course was organized into nine modules, with three modules assigned per week of the course. To evaluate the quality of the content, respondents were asked their level of agreement with several statements about each module. For this analysis, we will focus on responses to two statements: *The material covered in this module helped prepare me for remote work*, and *the assignments and materials associated with this module were of high quality*. This component of the report is again focused on responses from NC WA participants.

NC WA participants evaluated the modules very highly. For modules 1-7, all NC WA respondents indicated that they strongly agreed or somewhat agreed that the modules prepared them for remote work, and that the assignments and materials were of high quality. For modules 8 and 9, 71.4% of respondents agreed on some level that the modules were of high quality, with the rest neither agreeing nor disagreeing. Among WSU Extension and Confluence participants, employed individuals who are currently working remotely, evaluations of the curriculum were less uniformly positive however, over half of these respondents strongly agreed or somewhat agreed that the modules were of high quality, with the exception of Module 2 (Communications), for which only 42.9% participants agreed that it was of high quality. This suggests that even those with remote work experience see the value of the content.

Recommending the Course

All participant groups were also asked: *Understanding that it costs \$199 to enroll, would you recommend taking this course to a friend?* Over two thirds (68.4%) said they would definitely recommend or probably recommend the course at that price point.

Supervisor Survey

Supervisors of participants working at Confluence Health were also surveyed. Invitations were sent to four supervisors, and two responded with one not completing the entire questionnaire. With such low numbers of respondents to this survey, results should be interpreted with caution. The supervisor who completed the entire survey did indicate that they thought their employees would benefit from this training, that the employee who took the course had become more confident in their ability to work remotely, and had improved in their timeliness. In addition, the respondent also agreed that supervisors at their company would benefit from a training on how to be a better remote supervisor. While this evidence is anecdotal, it does indicate positive changes in participants of the course.

Survey Conclusions

Overall, the surveys reveal that most participants of the course rated the onboarding process and modules positively. While some were unfamiliar with the course tools initially and found them to be a challenge, after the first week most were confident that they could use them effectively. Lastly, over two thirds of participants would recommend this course to a friend at the price of \$199, again suggesting that they found it to be a valuable course.

Assessment Conversations

Originally, three assessment conversations were planned with each of our three groups (WSU Extension, North Central Washington, and Confluence Health) for a total of 18 assessment conversations. However, for two sessions, no one participated in the Zoom sessions, so a total of 16 assessment conversations took place, each

lasting approximately 30 minutes. Total participants for each session typically ranged from two to four participants. Assessment conversations were semi-structured with questions designed to facilitate conversation on key topics of interest to the evaluation team. Questions asked for each session and group are included in the table below.

Issues Identified by Participants

Onboarding Process/Learning Tools in Modules 1&2

It is important to note that while the North Central Washington groups indicated that the onboarding process for the course went smoothly, participants from other groups indicated there was a knowledge gap for some participants which slowed the onboarding process. While North Central Washington participants were excited to learn new tools through the course (Slack, Canvas, Trello, etc.) and indicated that this process went well, Extension and Confluence Health participants reported that they were called upon to assist those who were unfamiliar with the various tools and learning management system in the beginning of the course in order to effectively work together on team assignments and complete those assignments on time. One Extension participant suggested “maybe make first week not so heavy with modules...maybe one module to get feet wet on platform: people’s lives right now more chaotic/many competing priorities—ease people into it” (November 18, 2020).

Additionally, one participant noted that they had issues using some of the course elements and received little help from program coordinators with addressing the issues. This participant stated that some course content and features were not available on Mac’s Safari browser and course designers “didn’t do due diligence to test on various platforms and browsers” (November 30, 2020). When trying to resolve these technical issues with program coordinators, this participant received little help and at one point was told, “I can see it, I don’t know why you can’t” (November 30, 2020). This participant was able to find their own work-around to the issue (by using another browser) but was frustrated with the experience. In an email to the evaluation team, a participant who was unable to complete the course stated that they also had technology issues. This participant was told that their older Mac was not capable of running course content and recommended that course designers/instructors better communicate technology requirements prior to the course.

Table 8: Assessment Questions by Group

Session/Question	North Central Washington	Confluence Health	Extension
First Session/Second Session Questions			
What is your overall impression of the course so far?	X	X	X
Do you believe the training so far has been useful for those already doing remote work?		X	X
Do you believe the training as a whole would be useful for those interested in becoming remote workers? <i>Please clarify...</i>	X	X	X
What would you say was the most useful portion of the training so far? Do you feel it was adequately covered?	X	X	X
What elements of the training so far have you actually tried/applied in your own life outside the context of this course?	X	X	X
Are there any components which you would like to have spent more time on? Less?	X	X	X
How would you describe your interaction with the coaches?	X	X	X
Do you have any suggestions or comments for us as we assess the value of this type of course?	X	X	X
What was your opinion of the interactive session? Was it helpful, unhelpful...?			X
Third Session Questions			
What was the value of this course in your goal of obtaining remote work?	X		
How have you benefited from this course?	X		
Are there any topics/tools you feel you need more familiarity with before working remotely?	X		
The cost of the course is currently \$199, would you recommend this course for someone working remotely?	X		
What was the value of this course for people who are already working remotely?		X	
If you were going to improve this course for people already working remotely how would you do so?		X	
Would you recommend this class to someone already working remotely? Why? Why not?		X	
What was the value of this course for people who are already working remotely?			X
If you were going to improve this course for people already working remotely how would you do so?			X
Would you recommend this class to someone already working remotely? Why? Why not?			X
If we were to move forward with co-branding and co-delivering this course or offering another remote work course, do you see a role for yourself?			X
If so, what would that role be? Program Coordinator?			X
Do you see students benefitting from this?			X
Do you think people in your community who are unemployed or underemployed would benefit from taking this course?			X

Final Course Modules

Perhaps unsurprisingly, opinions on the usefulness of the final modules and assignments were correlated with the current employment status of participants. For instance, those who were not currently working or actively seeking different employment (North Central Washington Participants) expressed much enthusiasm for the last modules and assignments, particularly creating their resume. A North Central Washington participant stated she was “so grateful the workforce training lady called her [to take the course]...[she] learned a lot and is going to keep learning” (November 2, 2020). Another stated that the course has inspired him. However, Extension and Confluence Health participants stated these assignments were of limited use. One participant stated, “if my 22-year-old son wanted to do this work and has no office experience, this course would be great as is...it feels targeted to a student who has no experience online to do remote work” (November 2, 2020). Another Confluence Health participant stated that “some information felt like a beginning job search 101 class” (November 2, 2020).

Confluence Health participants and some Extension participants suggested that these modules could indicate a natural “branch” in the curriculum where those with limited/no remote work experience could complete original course content and those currently working remotely (and not seeking alternative employment) could receive new content focused on their situation or use this as an opportunity to review earlier sections of the course. Others mentioned the possibility of two courses, one for beginners and those with more advanced skills.

While there were some differences in opinions of the final modules related to current employment status and experience, participants across all three groups stated that the last modules were “a heavy lift” (November 2, 2020). Throughout the course, many participants indicated that modules required substantially more time than estimated. However, participants across all groups indicated this was a particular issue for the last modules, which required much more time and effort.

Interactive Sessions and Program Coordinators

It should be noted that participants reported vastly different experiences with program coordinators. Some indicated they had much interaction with their program coordinators and their coordinator was helpful, especially in addressing any questions and concerns. However, other participants indicated that they never interacted with their program coordinator, while a few indicated that their program coordinator was not responsive to questions or unable to help them address their concerns (such as with technical issues). These divergent experiences can lead to different evaluations of the course.

Additionally, while several participants indicated that the interactive sessions were valuable and many participants stated the breakout sessions were useful and even fun, participants across all groups agreed that the breakout sessions were too short to complete the tasks assigned. There was much agreement that five minutes was not enough to accomplish the tasks and achieve team building. As one North Central Washington participant stated, “Just as we got warmed up on the topic we had to go back to the full meeting.” (November 2, 2020). Unfortunately, Extension participants taking the first course (October 4-31), noted that the final interactive session was not as successful as prior sessions. Part of this concern was due to content, “[I am} 65 years old and do not want to do career planning” (November 2, 2020), and part of this was due large sections of the class being disengaged. This participant noted that “not a lot of dynamic facilitation was going on for content and new ideas” (November 2, 2020). It should be noted that participants who took the later course, while agreeing that more time is needed for breakout sessions, did not note any particular issues with the final session’s facilitation which may indicate this was driven more by the individual leading the session rather than content.

Final Comments about Course Content from Assessment Conversations

Overall, participants across the three different groups found items about the course that were helpful. How helpful depended on current employment status as those already working remotely and not actively seeking work were more likely to indicate that there were beneficial tidbits or “nuggets” of information (November 30, 2020) rather than being more generally satisfied with the course. However, almost all participants indicated that the tools learned were valuable and helpful, and many indicated the need to spend more time focusing on these tools regardless of their current employment status or future goals. This included more time focused on project management tools, as many indicated more time learning Trello would be helpful and even requiring students to use Trello to manage team projects throughout the course would have been a great assignment.

It should also be noted that all participants stated that the course and program coordinators could be more understanding of circumstances that impacted students’ ability to complete tasks and assignments on time. Especially during the COVID19 pandemic, participants stated that technical issues and/or life circumstances were not taken into consideration and some participants either failed to complete the course or could not complete specific assignments. We recognize that this is a delicate balance, but more consideration and flexibility would be beneficial and help with retention.

Lastly, several participants noted that team assignments were inconsistent and seemingly done at random through Zoom. While Zoom breakout sessions are helpful, assigning teams in this manner has several disadvantages. For instance, participants noted that several teams were unbalanced in terms of technological skills. For some groups, most participants had experience with technology and tools, leading to easier completion of tasks and coordination across the group. For other groups, there were far more technology novices which made completion of tasks much more difficult and reduced enjoyment of team assignments. One participant noted that it would be beneficial to use a different method of assigning teams to ensure more consistency across teams, including in terms of skills and total number in a group (which also varied across groups). Consistent team membership across the modules would also increase team interaction according to several participants.

Comments from Participants Unable to Complete the Course

Of the participants recruited by WSU and our partners, five did not complete the course, including three from the North Central Washington group, one from Extension and one from the Confluence Health Group. The WSU evaluation team reached out to these participants via email and asked what challenges they faced which led to them not completing the course, and how the course could better accommodate their needs.. For those currently employed, time constraints were identified as a challenge including family and work responsibilities. . From the North Central Washington group, one respondent reported they were unable to continue the course after being notified that their Mac was too old to run the course content. However, this was explained to the participant after the course had begun and after conversing with several individuals to try to resolve the problem. While few participants reported this particular problem, an Extension participant did state they also had trouble running some content on their Mac and received inadequate support to address this issue. This could indicate the need to be clearer on the technology required to take the course when individuals are signing up, and for technical assistance dedicated to those who use Macs, such as a resource page. Another participant from this group faced eviction during the course and was unable to get internet access while homeless. Some suggestions for adjusting the course were to make assignment deadlines more flexible, allow for transfers to future sessions of the course, or having all course materials and activities on one platform. This could indicate the need to be clearer on the technology required to take the course when individuals are signing up, and for technical assistance dedicated to those who use Macs, such as a resource page.

CONCLUSIONS AND RECOMMENDATIONS

The analysis of both USU and DGSS-collected data reveals that the remote worker course is successful, particularly for individuals who do not have prior remote work experience. It is important to note that two individuals recruited to participate in the program (one from each group), were able to obtain remote work positions recently after completing the course, illustrating some important successes from this course. The analysis of pretest/post-test quiz scores shows a significant increase in performance for all but one module, indicating that participants are learning module content. In addition, the NC WA group indicated that the content and assignments of the modules were of high quality and helped them to prepare for remote employment. Unfortunately, there was no way to break down the Utah data from those who had prior remote work experience and those who did not. However, exit survey data did allow for descriptive analysis based on prior remote work experience. While exit survey analysis across all survey respondents suggested perceptions of knowledge in several skills did not increase but stayed the same, descriptive analysis revealed that a higher percentage of those without prior remote experience reported their knowledge increased. While the sample of those without remote work experience is too small to generalize, this does suggest that those without prior remote experience can greatly benefit from the course. These differences are also supported by DGSS data collection efforts as North Central Washington participants reported less familiarity with some tools.

Recommendations on Improvement Remote Training

Recommendation 1: More Time for Onboarding and Learning New Tools

While most survey respondents indicated that the onboarding process was easy, assessment conversations revealed this may not necessarily be the case, especially for respondents with little remote work experience. Assessment conversations revealed that those with more experience were often helping novices to navigate several platforms. This suggests the need to consider adjusting the onboarding process to better account for differing technological skills of participants. Given the target audience of the course, assuming limited technological experience and adjusting the course to allow time for more onboarding and learning tools in early modules may be necessary to have the intended impacts.

Additionally, while all participants were enthusiastic about learning the tools, many stated that time spent on learning these tools was insufficient and they would have liked to develop more proficiency in this area. This point is also supported by the surveys conducted by DGSS. After the first week of the course, over 20% of respondents who were not currently remotely employed still had questions about how to use the tools, and over 30% of all participants identified learning new software tools as a challenge they faced in completing the course. Allowing more time for both onboarding and these early modules will likely improve the course and knowledge retention in this area and improve performance on subsequent modules. Not only would it benefit those with limited or no remote work experience, most participants with much experience in this area felt that more focus on tools, particularly the communication and project management tools would be beneficial for those interested in and currently doing remote work. For example, a Confluence Health participant stated, "If I was going to add to the course, it would be more interaction with the tools...if you hire a remote worker, training on the tech is hard." Another Confluence Health participant stated, "even for programs used in this class, not a lot of education on the tools and just you figure it out. Some can figure it out faster than others." This suggests that more time on these tools would be beneficial to all participants and even employers who benefit from not having to train remote workers on the use of these tools.

It may also be necessary to provide technical assistance specifically for Mac users and make this assistance easily available to both participants and program coordinators to improve the course experience. Ensuring that programming can successfully run on Mac's Safari browser would also benefit Mac users. Lastly, the USU course

requires that prospective participants have access to sufficient equipment and internet access. This excludes groups of people that would benefit greatly from the training. Development of equipment loan programs and providing broadband internet access to participants may provide opportunities for more people to receive this training.

Recommendation 2: Pre-Course Training Opportunities and Assessments

This recommendation builds on the first recommendation by suggesting providing an opportunity to learn essential tools prior to the course start date. As participants in Extension and Confluence Health indicated that several individuals struggled with learning new tools, a pre-course assessment of current knowledge with the various tools utilized could be beneficial. This assessment could be used to direct potential course participants to pre-course learning content (via online or through apps) to learn the basics of certain programs before starting the course. This could help those taking the course to learn Module 1 and 2 course content more quickly (thus reducing the time needed to expand the onboarding and learning new tools in the beginning of the course), and place participants on more equal footing when learning these tools. This would also help ensure that other participants in the course are not taking on a heavier workload by teaching their teammates how to use these tools to complete their team assignments.

Recommendation 3: More Time on Final Modules and Potential Branch to Other Content

Based on assessment conversation feedback, it seems that course content is also too condensed in the final modules. The course assignments require much time to complete adequately and more time should be allowed to adequately address these assignments. It may also be beneficial to adjust the course to take into account different goals of participants so that those who are already remote working need not complete a resume, but branch to different content that better addresses their current status and goals. This is also supported by the exit surveys which show limited knowledge gain for those who have remote work experience. While the target of the training are those with limited remote work experience, Washington State may benefit from a training that is more adaptable to those who already are doing remote work, particularly in the final module assignments. This could also potentially build from Recommendation 2 where the pre-course assessment is used to determine who should branch to different content. To address the needs of those with prior remote work experience, an advanced course could also potentially be developed.

Recommendation 4: More Time for Breakout Sessions and Consistent Program Coordinator Interaction

As stated, overall, most participants agreed that interactive sessions were valuable and even fun, but that more time was needed for breakout sessions. This would allow for completion of tasks and better interaction between participants, which many participants indicated, would be an added value to the course. Additionally, ensuring a more consistent experience with program coordinators and facilitators of interactive sessions would be beneficial. While it is anticipated that some participants will need more interaction with program coordinators to ensure successful completion of the course especially given the target audience, the number of participants that indicated they had little to know interaction with the program coordinators suggests an important area for improvement. There are a growing number of courses offered online and via apps on numerous topics, and interaction interactions with both (1) other students and (2) program coordinators potentially set this course apart from other courses (especially as more become available in this content area). This can be an important value-added experience that offsets the expense of the course when compared to other courses that are completed entirely independently. Ensuring that all program coordinators reach out to participants at regular intervals could improve the experience for those taking the course.

Recommendation on Remote Training in Washington State

First, the partnership with WorkSource in Washington State Employment Security Department was essential to the successful recruitment for this training. Kristi O'Neill was instrumental in finding individuals to take the training to provide feedback. To be successful going forward in Washington State, partnerships with various companies, groups, and agencies will be necessary. Second, there are many options for establishing a remote work training capacity in Washington State, including developing an independent course specifically for Washington State, co-branding training with Washington State, and contracting with independent companies for remote work training. However, given the immediate need to implement this training in Washington State and the considerable time it would take to develop an entirely new course, we recommend partnering with Utah State University to co-brand and implement this training in Washington State.

RECEIVED
10/20/2021

SPECIAL EVENT PERMIT APPLICATION

City of Ephrata
121 Alder Street SW
Ephrata, WA 98823
(509) 754-4601 ph
(509) 754-0912 fax

PERMIT APPROVED: YES NO

Authorized City Signature: _____ Date: _____

1. Name of Event: Ephrata Chamber of Commerce
Miracle on Main St. Jingle Bell Fun Run & Parade Date(s) of Event: December 11, 2021
2. Setup Start Time/Date: 3:00 pm Event Start Time: 3:30 pm
3. Event End Time: 6:00 pm Clean Up End Time/Date: 6:00 pm
4. Sponsoring Organization: Ephrata Chamber of Commerce
5. Event Coordinator/Primary Contact: Rita Wida
6. Mailing Address: P.O. Box 275, Ephrata WA 98823
7. Day Phone: 509-750-6183 Cell Phone: same
8. Email: ephratlawchamber@gmail.com Fax:
9. Secondary Contact: Phone:
10. Is alcohol being served? YES NO ☒ If YES include a copy of the State Liquor Permit.
11. Do you wish to utilize any City property, such as a park? YES NO ☒
If YES, which one(s)? City Street, C St. in front of the Courthouse
12. Will this event include Food Vendors of any type? YES NO
If yes, all vendors must apply for a Temporary Food Service Permit with the County Health District. A list of vendors is required to be submitted with the application.
13. Anticipated number of attendees? 150

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

FOR OFFICE USE ONLY:

Park & Rec.		Code Enforcement	
Community Development		Police	
Fire		Public Works	

STAFF - INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS.

PAYMENT AMOUNT: _____ CASH CC CHECK # _____

RECEIVED BY: _____ DATE: _____

INDEMNIFICATION/ HOLD HARMLESS AGREEMENT

IN CONSIDERATION OF BEING PERMITTED TO PRODUCE THIS SPECIAL EVENT OR ACTIVITY OR USE OF ANY CITY PROPERTY OR FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED APPLICANT ("INDEMNITOR") AGREES TO THE FOLLOWING:

1. THE INDEMNITOR HEREBY AGREES TO RELEASE, INDEMNIFY AND HOLD HARMLESS the City of Ephrata from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the City's right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the City or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the City.
2. The INDEMNITOR agrees to reimburse the City for any loss, theft of, or damage to City property, equipment and/or facilities.
3. The INDEMNITOR agrees to comply with all applicable laws, statutes, ordinances, rules and requirements including, but not limited to, not admitting more attendees than designated by Fire Department as safe for the particular event or facility.
4. The INDEMNITOR expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Washington law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.
5. Falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I UNDERSTAND THAT CHANGES TO THE ABOVE DETAILED PROGRAM REQUIRE IMMEDIATE NOTIFICATION TO CITY.

I, the undersigned representative, have read the Special Events Application and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. The information herein is complete and accurate.

APPLICANT: Rita M Witte Ephrata Chamber of Commerce
PRINT NAME AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT:  10-20-21
SIGN NAME DATE

APPROVAL, DENIAL OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OF USE PERMIT IS AT THE SOLE DISCRETION OF THE CITY PURSUANT TO EMC 05.10. All applications must be reviewed and approved before a permit can be issued.

Submit completed original application, along with required attachments to:

OFFICE OF THE CITY ADMINISTRATOR
CITY OF EPHRATA
121 ALDER ST. SW
EPHRATA, WA 98823

Issue Date 9/2/2021

Cert #:0000023916

Non Profit Insurance Program**Certificate of Coverage**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONVEYS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain coverage may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

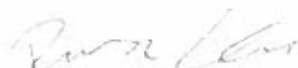
PRODUCER	COMPANIES AFFORDING COVERAGE
Clear Risk Solutions 451 Diamond Drive Ephrata, WA 98823	GENERAL LIABILITY American Alternative Insurance Corporation, et al. AUTOMOBILE LIABILITY American Alternative Insurance Corporation, et al.
INSURED	PROPERTY American Alternative Insurance Corporation, et al. MISCELLANEOUS PROFESSIONAL LIABILITY Princeton Excess and Surplus Lines Insurance Company
Ephrata Chamber of Commerce Inc. PO Box 275 Ephrata, WA 98823	
COVERAGES	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF DATE	POLICY EXP DATE	DESCRIPTION	LIMITS
GENERAL LIABILITY					
COMMERCIAL GENERAL LIABILITY	N1-A2-RL-0000013-12	6/1/2021	6/1/2022	PER OCCURRENCE	\$5,000,000
OCCURRENCE FORM				PER MEMBER AGGREGATE	\$10,000,000
INCLUDES STOP GAP				PRODUCT-COMP/OP	\$5,000,000
				PERSONAL & ADV. INJURY	\$5,000,000
(LIABILITY IS SUBJECT TO A \$150,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	\$50,000,000
AUTOMOBILE LIABILITY					
ANY AUTO	N1-A2-RL-0000013-12	6/1/2021	6/1/2022	COMBINED SINGLE LIMIT	\$5,000,000
(LIABILITY IS SUBJECT TO A \$150,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	NONE
PROPERTY					
	N1-A2-RL-0000013-12	6/1/2021	6/1/2022	ALL RISK PER OCC EXCL EQ & FL	\$75,000,000
				EARTHQUAKE PER OCC	\$1,000,000
				FLOOD PER OCC	Excluded
(PROPERTY IS SUBJECT TO A \$150,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	NONE
MISCELLANEOUS PROFESSIONAL LIABILITY					
	N1-A3-RL-0000060-12	6/1/2021	6/1/2022	PER CLAIM	\$5,000,000
(LIABILITY IS SUBJECT TO A \$150,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	\$40,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS					
Regarding the Miracle on Main Street Parade, December 11, 2021. The City of Ephrata is named as Additional Insured regarding this event only and is subject to policy terms, conditions, and exclusions. Additional Insured endorsement is attached.					

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

CERTIFICATE HOLDER	AUTHORIZED REPRESENTATIVE
City of Ephrata 121 Alder St. SW Ephrata, WA 98823	

Jingle Bell Fun Run Dec. 11 3:30 pm

Leave from Basin St. & Third going north

Turn left on to 4th and making the jog to Frey Rd.

North on Frey and turn at marker

And return in same direction.

Miracle on Main St. Parade 5:15 pm

Parade will be a drive along as it was last year of lighted vehicles

We will follow route provided, however are request to keep Basin

Open will go from 4th at Lee Theater down to Division where we will

Turn right and then again right on C St. and then follow our route as listed.

The route shows us going all the way down Basin to 18th and that is not our

Request.

If keeping Basin open from 3:30 – 6:00 is not possible, I would request a escort down Basin St. if possible.

Thank you.

Rita Witte President/Director
Chair Miracle on Main

509-750-6183

Jingle Bell Fun Run 2021



Start
+ End

Lighted Cars - Parade @ ~~15th~~ Basin St.



Start @ High School @ 4th
South to 14th and turn
Right on to Basin

||| *whole high road parade*





DATE: November 3, 2021

ITEM: Public Hearing

SUMMARY

1. Ad Valorem Tax for 2022—As part of the budget process, Council is required to hold a Public Hearing on the revenues projected to be raised by Ad Valorem Taxes to be levied upon real and personal property within its corporate limits for the upcoming year.

BUDGET IMPACTS

1. +\$13,374.00

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

To: Mayor and City Council
Mike Warren, City Manager

From: Finance Director Trachsler

Date: October 21, 2021

Proceeding Type: Public Hearing/Ordinances & Resolutions

Subject: Ad Valorem Tax for 2022

Legislative History:

• First Presentation:	November 3, 2021
• Second Presentation:	N/A
• Requested Action:	Motion to Approve Ordinance 21-07

Staff Report Summary: As part of the budget process, Council is required to hold a Public Hearing on the revenues projected to be raised by Ad Valorem Taxes to be levied upon real and personal property within its corporate limits for the upcoming year.

Discussion/Analysis: The City is allowed by law to increase the revenues received from Ad Valorem Taxes by 1% from the previous year's actual levy amount. This 1% is exclusive of additional revenues resulting from new construction and annexation.

Staff Recommendation: Council approval of Ordinance 21-07 fixing the amount of revenues to be raised by Ad Valorem Taxes for the budget year 2022.

Financial Implications: An estimated increase in Ad Valorem Taxes for 2022 of \$13,374.00

Attachments:

A.	Ordinance 21-07
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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	

ORDINANCE 21-07

AN ORDINANCE OF THE CITY OF EPHRATA, GRANT COUNTY, WASHINGTON FIXING OF THE AMOUNT OF REVENUES FOR THE 2022 BUDGET TO BE RAISED BY AD VALOREM TAXES TO BE LEVIED UPON REAL AND PERSONAL PROPERTY WITHIN THE CORPORATE LIMITS AND AUTHORIZING THE CITY CLERK TO CERTIFY SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS

WHEREAS, the City Council of the City of Ephrata, Washington has met and considered its budget for the calendar year 2022; and,

WHEREAS, the City's actual levy amount from the previous year was \$1,337,454.00; and,

WHEREAS, the population of the city is less than 10,000; and,

NOW THEREFORE, the City Council of the City of Ephrata do ordain that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$13,374.00 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

This ordinance shall take effect 5 days after its passage, approval and publication as required by law.

Passed by the City Council of the City of Ephrata, Washington, this 3rd day of November, 2021.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk

APPROVED AS TO FORM:

Katherine Kenison, City Attorney

PASSED the 3rd day of November, 2021

APPROVED the 3rd day of November, 2021

PUBLISHED the 4th day of November, 2021



DATE: November 3, 2021

ITEM: Ordinances & Resolutions

SUMMARY

1. Ordinance 21-07-Ad Valorem Tax -2022—The City is allowed by law to increase the revenues received from Ad Valorem Taxes by 1% from the previous year's accrual levy amount. This 1% is exclusive of additional revenues resulting from new construction and annexation.
2. Ordinance 21-08—Animal Control Definitions Chapter 8.02
3. Ordinance 21-09--Animal Control License Requirements Chapter 8.04
4. Ordinance 21-10--Animal Control Impound Chapter 8.06
5. Ordinance 21-11—Animal Control Dangerous Dog Chapter 8.08
6. Ordinance 21-12—Animal Control Miscellaneous Chapter 8.10
7. Ordinance 21-13—Animal Control Livestock Chapter 8.12
8. Ordinance 21-14—Animal Control Penalties Chapter 8.14—The Municipal Code's Title 8—Animals was in serious need of overhaul to bring it into the present. The current code is a hodgepodge of edits stemming from the code's original adoption.

BUDGET IMPACTS

1. +\$13,374.00
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A
8. 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.



CITY OF EPHRATA STAFF REPORT

To: Mayor and City Council
Mike Warren, City Manager

From: Heather Rhoades

Date: 10/11/2021

Proceeding Type: Item for Council Action

Subject: Title 8 Animals

Legislative History:	
• First Presentation:	11/3/2021
• Second Presentation:	
• Requested Action:	Code Adoption

Staff Report Summary

The Municipal Code's Title 8 Animals was in serious need of an overhaul to bring it into the present. The current code is a hodgepodge of edits stemming from the code's original adoption.

Discussion/Analysis

Staff has worked for 3 years with Anna Franz to come up with a current and effective Animal Code. Updated definitions, reorganization, clarifications to vague wording, and expanded protocols for potentially dangerous and dangerous dogs to minimize the city's liability.

Staff Recommendation

Repeal the current Title 8 Animals and adopt the seven new chapters under Title 8 as presented.

Financial Implications

Attachments

A.	Chapter 8.02 Definitions
B.	Chapter 8.04 Licensing
C.	Chapter 8.06 Impound
D.	Chapter 8.08 Dangerous Dogs and Potentially Dangerous Dogs
E.	Chapter 8.10 Miscellaneous Animal Control
F.	Chapter 8.12 Livestock
G.	Chapter 8.14 Penalties

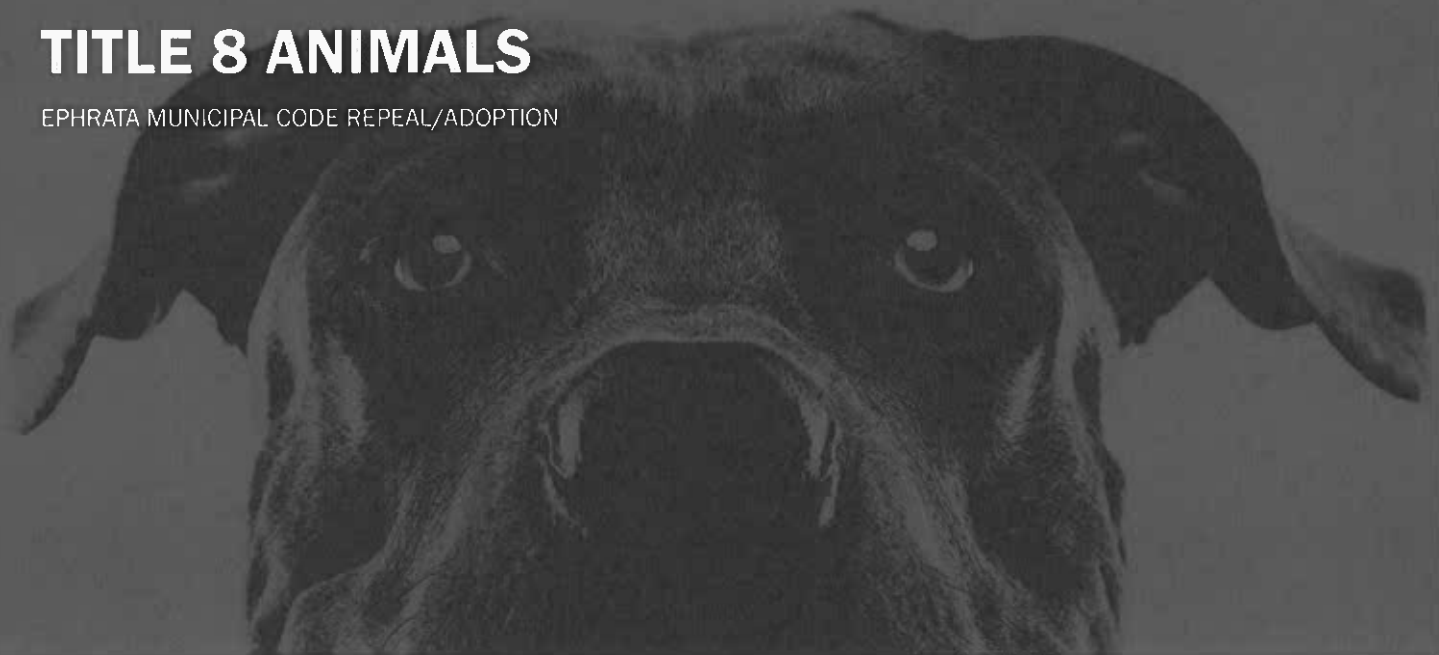
Legal Review

The following documents are attached and subject to legal review:

Type of Document	Title of Document	Date Reviewed by Legal Counsel
• Policy	Chapter 8.02 Definitions Chapter 8.04 Licensing Chapter 8.06 Impound Chapter 8.08 Dangerous Dogs and Potentially Dangerous Dogs Chapter 8.10 Miscellaneous Animal Control Chapter 8.12 Livestock Chapter 8.14 Penalties	6/9/2021

TITLE 8 ANIMALS

EPHRATA MUNICIPAL CODE REPEAL/ADOPTION



ADOPTING A NEW CODE



DEFINITION UPDATES, FORMATTING
INTO CHAPTERS



CODE UPDATES TO REFLECT
CURRENT LEGAL PRACTICES



EXPANDED POTENTIALLY
DANGEROUS AND DANGEROUS DOG
STANDARDS

UPDATE HIGHLIGHTS

- Expanded Potentially Dangerous and Dangerous Dog stipulations and regulation
- Household pet limits updated to allow 3 chickens in addition to the 3 dogs/dogs
- Updated stray hold times
 - Known owner – stray hold for 96 hours
 - Unknown owner – stray hold for 72 hours
- Updated repeat stray dog protocols – microchipping
- Livestock chapter reflects the Livestock section in Title 19 Zoning

POTENTIALLY DANGEROUS AND DANGEROUS DOGS

- Annual registration for potentially dangerous dogs
 - This will enable the police department to track these animals on a yearly basis to minimize the city's liability for allowing such animals to reside within city limits
- Additional requirements to contain potentially dangerous dogs on private property when outside unattended
 - Proper enclosure - a securely enclosed and locked pen or structure, suitable to prevent the entry of young children and designed to prevent the animal from escaping. Such pen or structure shall have secure sides and a secure top and shall also provide protection from the elements for the dog.
- Updated designation process to ensure it is fair and equitable
 - The decision regarding the designation will be made by a single person rather than twelve separate officers
 - The owner will have the opportunity to discuss the incident prior to the designation being made final
 - Appeals are heard before an unbiased hearing examiner rather than the Police Chief and then City Council

MORE USER FRIENDLY

- Each category now has it own chapter
 - 8.02 Definitions
 - 8.04 Licensing
 - 8.06 Impound
 - 8.08 Dangerous & Potentially Dangerous Dogs
 - 8.10 Miscellaneous Animal Control
 - 8.12 Livestock
 - 8.14 Penalties
- Code language updated to reflect current terminology and industry standards
- Several conflicting/vague language sections corrected

ORDINANCE NO. 21-08

AN ORDINANCE ADOPTING A NEW CHAPTER 8.02 TITLED
“DEFINITIONS” OF THE EPHRATA MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF EPHRATA, WASHINGTON ORDAINS AS
FOLLOWS:

Section 1. Chapter 8.02 of the Ephrata Municipal Code titled “Definitions” is adopted as
follows:

**CHAPTER 8.02
DEFINITIONS**

Sections:

8.02.010 Definitions

8.02.020 Chapter Supplementary

- 8.02.010 Definitions. When used in this title, the following words shall have the following meanings:
- A. “Abandonment” means leaving of an animal by its owner or owners or other person or persons responsible for its care or custody without making effective provisions for its proper care.
 - B. “Animal” means any animal other than humans.
 - C. “Animal Control Officer” means any person or persons empowered by the City to enforce the provisions of this title.
 - D. “Animal Shelter” means the facility designed by the City for the boarding and caring of any animal impounded under the provisions of this chapter or any other ordinance or law of the State of Washington.
 - E. “Cats” means any animal of the species Felidae, regardless of sex.
 - F. “Common Areas of a Condominium, Town House, or Apartment Buildings” means and includes but is not limited to the yards, grounds, patios, garden areas, play areas, clubhouses, swimming pools, sidewalks, walkways, common garage areas, entryways, hallways, and driveways.
 - G. “Dangerous Dog” is defined in RCW 16.08.070(2), as now enacted or hereafter amended.

- H. "Dog" means any animal of the species Canidae, regardless of sex.
- I. "Dog Owner" means any person, firm, corporation, organization, or department in possession of, harboring, keeping, having an interest in, or having control or custody of a dog. "Dog Owner" or "Owner" for purposes of this Title means persons who are at least eighteen (18) years old.
- J. "Exotic Animal" means any animal which, when in its wild state, or due to its size, habits, natural propensities, training or instinct, presents a danger or potential danger to human beings and is capable of inflicting serious physical harm upon human beings, and includes inherently dangerous mammals and reptiles as follows:
1. "Inherently dangerous mammal" means any live member of the Canidae, Felidae, or Ursidae families, including hybrids thereof, which, due to their inherent nature, may be considered dangerous to humans, and which includes:
 - a. Canidae, including any member of the dog (canid) family not customarily domesticated by man, or any hybrids thereof, including wolf hybrids which are a cross between a wolf and domestic dog, but not including domestic dogs (*Canis familiaris*). Common names include wolf, coyote, jackal, hyena, fox, and all their hybrids.
 - b. Felidae, including any member of the cat (felis) family weighing over fifteen pounds (15 lbs.) not customarily domesticated by man, or any hybrids thereof, but not including domestic cats (*Felis catus*).
 - c. Ursidae, including any member of the bear family, or any hybrids thereof.
 - d. Nonhuman primates and prosimians.
 - e. All bats, skunks, foxes, raccoons, coyotes, and all other animals that are designated as unlawful and known to transmit the rabies virus to humans under WAC 246-100-197, as now adopted or hereafter amended.
 2. "Inherently dangerous reptile" means any live member of the class Reptilia which:
 - a. Is venomous, including but not necessarily limited to, all members of the following families: Helodermidae (Beaded Lizards including Gila Monster, Mexican Beaded Lizard); Viperidae (Vipers and Adders); Crotalidae (Pit Vipers); Atracaspidae (Mole Vipers); Hydrophilidae (Sea Snakes); and Elapidae (Cobras).
 - b. Is a "rear fanged" snake of the family Colubridae (rear fanged snakes) that are known to be dangerous to humans, including, but not necessarily limited to, all members of the following families: *Dispholidus typus* (Boom-slang

Snake); *Thebtonia kirtlandii* (Twig Snake); and *Rhabdophis* ssp. (Speckled Belly Keelback and Red Necked Keelback).

- c. Is a member of the order Crocodilia (crocodiles, alligators, and caiman) over two feet (2') in length.
 - d. Is a member of the family Colubridae (including but not limited to green anaconda, reticulated pythons, Burmese python, albino Indian python, and African rock python) that reach over a length of ten feet (10') in length.
- 3. "Potentially dangerous wild animal" as defined by Chapter 16.30 RCW as now enacted or hereafter amended.
 - 4. "Prohibited or protected species" is any animal or species defined under Chapter 220-610 WAC, Chapter 220-640 WAC, or 50 C.F.R. §17.11, Endangered and threatened wildlife, as now adopted or hereafter amended.
 - 5. "Exotic bird" means any bird species not on the approved captive-bred bird species defined under 50 C.F.R. §15.33, as now adopted or hereafter amended.
- K. "Ferret" means an animal of the species *Mustela furo* and as defined in WAC 246-100-197, as now adopted or hereafter amended.
 - L. "Guard Dog" means a dog trained to protect persons or property by attacking or threatening to attack any person found within the area patrolled by the dog. These dogs must be registered with the City as a guard dog.
 - M. "Household pets" means dogs, cats, rabbits, mice, hamsters, hedgehogs, gerbils, parakeets, canaries, finches, captive-bred exotic birds (50 C.F.R. §15.33, as now adopted or hereafter amended), reptiles, amphibians, fish and similar small animals/fowl kept inside a residence for companionship and/or personal enjoyment so long as they are not a danger to other persons or property. All other animals are prohibited within the City unless otherwise provided herein.
 - N. "Hybrid" means any mammal which is the offspring of the reproduction between any species of wild canid or hybrid wild canid and a domestic dog or hybrid wild canid, or is represented by its owner to be a wolf hybrid, coyote hybrid, coy dog or any other kind of wild canid hybrid, or a wild felid or hybrid wild felid and a domestic cat or hybrid wild felid or is represented by its owner to be a wild felid hybrid.
 - O. "Livestock" means any animal kept or raised on a farm, ranch or other spread of land which are raised for home use, profit, or hobby.

1. "Large Domesticated Animal" includes but is not limited to horses, mules, donkeys, ponies, cattle, sheep, pigs, hogs, goats, llamas, alpacas, oxen, or other hoofed animals;
 2. "Small Domesticated Animal" includes but is not limited to rabbits (when not used as pets), miniature or teacup pigs, miniature goats.
 3. "Small Domesticated Fowl" includes but is not limited to chickens, geese, turkeys, ducks, or other types of fowl.
- P. "Mistreatment" means every act or omission which cause, or unreasonably permits the continuation of, unnecessary or unjustifiable pain or suffering.
- Q. "Neglect" means failure to provide food, water, protection from the elements, opportunity for exercise, or other care normal, usual and proper for an animal's health and well-being.
- R. "Owner or custodian" means any person, firm, partnership, corporation, trust arrangement, or the like who shall keep, maintain, control, care for, or be responsible for keeping, maintaining, or caring for any animal, or who knowingly permits any animal to remain on premises occupied by them.
- S. "Potentially dangerous dog" means:
1. Any dog with a known propensity, tendency, or disposition to attack unprovoked, to cause injury to or to otherwise endanger the safety of humans or other domestic animals; or
 2. Any dog which unprovoked inflicts bites on a human or domestic animal either on public or private property; or
 3. Any dog which unprovoked chases or approaches a person upon the streets, sidewalks, or other public grounds in a menacing fashion or apparent attitude of attack.
- T. "Proper Confinement or Control" means that while on or off the owner's property, a potentially dangerous dog shall either be:
1. Securely confined indoors; or
 2. Secured confined in a "Proper Enclosure" as defined by RCW 16.08.070(4), as now enacted or hereafter amended
 3. While off the owner's property or otherwise in public, restrained by a chain or leash, muzzled, and under the physical control of a person over the age of eighteen (18) years who is of sufficient size and stature to control the animal.

The muzzle shall be made in a manner that will not cause injury to the dog or interfere with its vision or respiration but shall prevent it from biting any person or animal.

U. "Running at Large" means to be off the premises of the owner and not under the immediate control of the owner or other competent person authorized by the owner, by means of a leash, cord, or chain not to exceed eight (8) feet in length, except when in or on any vehicle and securely confined to such vehicle; except that, for purposes of this definition, the "premises of the owner" shall not include common areas of a condominium complex, town houses, duplexes, and apartment buildings, and any animal not in the effective control of its owner upon the common area of a condominium complex, town house, duplex, or apartment building, or the grounds thereof, shall be deemed to be running at large.

V. All other words and phrases used herein will have their commonly accepted meanings.

8.02.020 Chapter Supplementary: The provisions of this chapter shall be supplementary to the provisions of RCW Chapter 16.08 relating to dangerous dogs, RCW Chapter 49.60 relating to guide dogs and service animals, and RCW Chapter 16.30 relating to dangerous wild animals.

Section 2. Effective date. This ordinance shall be in full force and effect upon its passage and publication of its summary as provided by law.

PASSED by the City Council of the City of Ephrata, Washington, this 3rd day of November, 2021.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk

APPROVED AS TO FORM:

Anna Franz, City Attorney

PASSED the 3rd day of November, 2021.

APPROVED the 3rd day of November, 2021.

PUBLISHED the 4th day of November, 2021.

ORDINANCE NO. 21-09

AN ORDINANCE REPEALING EPHRATA MUNICIPAL CODE
CHAPTER 8.05 TITLED "ANIMAL CONTROL" AND
ADOPTING A NEW CHAPTER 8.04 TITLED "LICENSE
REQUIREMENTS"

THE CITY COUNCIL OF THE CITY OF EPHRATA, WASHINGTON ORDAINS AS
FOLLOWS:

Section 1. Chapter 8.05 of the Ephrata Municipal Code titled "Animal Control" is
repealed in its entirety.

Section 2. Chapter 8.04 of the Ephrata Municipal Code titled "Licensing Requirements"
is adopted as follows:

**CHAPTER 8.04
LICENSING REQUIREMENTS**

Sections:

8.04.010	Dog License Required
8.04.020	Rabies Vaccination Required
8.04.030	Dog License Fee and Tag
8.04.040	Dog License and Permit Issuance and Revocation
8.04.050	Household Pets.
8.04.060	Exotic Animals Prohibited.
8.04.070	License Not Required

8.04.010 Dog License Required. It is unlawful for any person or persons to own or harbor any dog over the age of six (6) months within the corporate limits of the City, unless such person or persons first procures a license therefore as provided in this chapter.

8.04.020 Rabies Vaccination Required. All dogs, cats, and ferrets shall be vaccinated for rabies. Provided, that this requirement may be waived upon certification from a licensed veterinarian that the animal, for medical reasons, should not be vaccinated for rabies. The owner of any dog, cat, or ferret shall provide proof of current rabies vaccination upon demand by any animal control officer or law enforcement officer.

A. All dogs over the age of four months or dogs with a full set of canine teeth shall have a current rabies vaccination administered by a licensed veterinarian. An owner acquiring a dog shall have such a dog inoculated against rabies within the later of thirty days after the dog is brought into the city or thirty days after the dog reaches four months of age. A current rabies vaccination means that a dog vaccinated between three months to one year shall be revaccinated within one year and then revaccinated at least within every three years thereafter.

- B. All cats and ferrets over the age of four months shall have a current rabies vaccination administered by a licensed veterinarian. An owner acquiring a cat or ferret or moving into the city shall have such cat or ferret inoculated against rabies within the later of thirty days after the cat or ferret is brought into the city or thirty days after the cat or ferret reaches four months of age. Cats and ferrets shall be revaccinated annually or as directed by a veterinarian.

8.04.030 Dog License Fee and Tag. All license fees shall be as listed in the City of Ephrata Fee Schedule in Chapter 3.35 EMC. The license fee is determined based upon the reproductive status of the dog. The City may offer a reduced rate license fee during a designated annual special event in conjunction with a rabies vaccination or microchipping clinic. The City of Ephrata shall not charge a license fee for “dog guides” or “service animals” as defined in RCW 49.60.040, as now enacted or hereafter amended. Upon the payment of such license fee to the clerk and upon being shown proof of a current rabies vaccination, it shall be the duty of the clerk to issue a license to the party making application therefor. The person licensing a dog shall verify the breed of the dog at the time of licensing and that breed name shall be recorded with the tag number. If the owner has had an electronic chip implanted into a dog or has had the dog tattooed, the owner may present evidence of that chip or tattoo and the registration number of the chip to help identify the dog if it needs to be identified.

- A. The license shall expire upon the death of the animal licensed.
- B. The clerk shall, together with the license, furnish a suitable tag which shall be worn by the dog for which such license is issued and shall be fastened to such dog in such manner that it can easily be inspected at all times by City authorities. Lost tags will be replaced by the clerk upon a payment of an additional fee as listed in the City of Ephrata Fee Schedule, Chapter 3.35 EMC.
- C. It is unlawful for any person, who for purposes of securing the license, to falsely represent the breed, age or sex of any dog, or that the dog has been spayed or neutered.
- D. No person may use any license for any animal other than the animal for which it was issued.
- E. It shall be the duty of the clerk to keep a record which shall include the following information:
 - 1. Names, address (physical and mailing), telephone number, and driver’s license or identification card number when available of any person to whom a license is issued;
 - 2. Description and name of the dog for which the license is sought;

3. Whether the dog is a male or female dog and whether the male dog has been neutered or the female dog spayed;
4. Number of each license issued; and
5. Record of rabies vaccination.

8.04.040 Dog License and Permit Issuance and Revocation.

- A. The City may revoke any animal permit or license if the person holding the permit or license refuses or fails to comply with this title, the regulations promulgated by the City of Ephrata, or any law governing the protection and keeping of animals.
- B. Any person whose animal permit or license is revoked shall, within ten (10) calendar days thereafter, rehome or humanely dispose of all animals owned, kept, or harbored by such person and no part of the permit or license fee shall be refunded.
- C. It shall be a condition of the issuance of any permit or license that the City shall be permitted to inspect all animals and the premises where animals are kept at any time and shall, if permission for such inspection is refused, revoke the permit or license of the refusing owner.
- D. If the applicant has withheld or falsified any information on the application, the City shall refuse to issue or may revoke a permit or license.
- E. No person who has been convicted of cruelty to animals shall be issued a permit or license to operate a commercial animal establishment.
- F. Any person having been denied a license or permit may not reapply for a period of thirty (30) calendar days.
- G. Any dog impounded under the provisions of this chapter shall not be released until the owner of such dog have paid all fees and charges due and has obtained all required permits, licenses and/or registrations and has complied with any other conditions imposed by the City. The City may release a dog not currently vaccinated for rabies subject to the owner vaccinating the dog within five (5) business days from release. Failure to vaccinate the dog within the required time shall subject the owner to the penalties for failing to maintain a current rabies vaccine and failure to affix license.

8.04.050 Household Pets.

- A. The maximum number of household pets permitted to be kept in conjunction with each permitted dwelling is as follows:

1. Not more than the accumulative total of three of the following: dogs or cats over the age of six months;
2. Not more than the accumulative total of fifteen of the following may be kept:
 - a. mice, hamsters, gerbils, hedgehogs, and ferrets;
 - b. pigeons, parakeets, finches, canaries and other small exotic birds and songbirds;
 - c. reptiles, amphibians, and other similar animals.
3. No more than twelve rabbits per household.
4. Unlimited numbers of fish.

B. The keeping of household pets for the principal purpose of sale and profit is prohibited.

C. All household pets shall be kept and maintained in a manner which confines their movement and activity to the premises of the owner.

D. All household pets shall be kept in such a manner so as to not create any objectionable noise, odor or otherwise annoy or disturb the public.

8.04.060 Exotic Animals Prohibited. It is unlawful to own or harbor an exotic animal as defined in EMC Chapter 8.02.

8.04.070 License Not Required. The provisions of this chapter shall not apply to dogs used by a law enforcement agency for police work, nor to dogs or cats in the custody of a veterinarian or animal shelter or animal rescuer, or whose owners are nonresidents temporarily within the city for a period not exceeding thirty (30) calendar days.

Section 3. Effective date. This ordinance shall be in full force and effect upon its passage and publication of its summary as provided by law.

PASSED by the City Council of the City of Ephrata, Washington, this 3rd day of November, 2021.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk

APPROVED AS TO FORM:

Anna Franz, City Attorney

PASSED the 3rd day of November, 2021.

APPROVED the 3rd day of November, 2021.

PUBLISHED the 4th day of November, 2021.

ORDINANCE NO. 21-10

AN ORDINANCE ADOPTING A NEW CHAPTER 8.06 TITLED
“IMPOUNDS” OF THE EPHRATA MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF EPHRATA, WASHINGTON ORDAINS AS
FOLLOWS:

Section 1. Chapter 8.06 of the Ephrata Municipal Code titled “Impounds” is adopted as follows:

**CHAPTER 8.06
IMPOUNDS**

Sections:

**8.06.010 Impoundment Procedure - Disposition
8.06.020 Fees**

8.06.010 Impoundment Procedure – Disposition.

- A. Any City officer designated by the Mayor to engage in animal control enforcement may impound any animal under the following conditions:
1. Any animal that has been humanely trapped.
 2. Any animal found in violation of the provisions of this title if the owner is unknown, or if known, if the owner is not readily available.
 3. Any animal neglected or abandoned by its owner, including any animal that is found abandoned within any building, establishment, or within or on any premises, whether public or private.
 4. Any animal that is sick or injured and the owner is not present or able to take charge of the animal.
 5. Any animal remaining at the scene of a crime or accident and the owner has been incarcerated or hospitalized.
 6. Any animal seized by the court.

7. Any potentially dangerous or dangerous dog, inherently dangerous mammal, or inherently dangerous reptile found in violation of the provisions of this title and/or state law.
 8. Any inherently dangerous mammal or inherently dangerous reptile that has inflicted a bite or is found running at large.
 9. Any animal that has bitten a human being up to a period of fourteen (14) days. In the event that the Animal Control Officer has reason to suspect that an animal is rabid, the appropriate officials of the Grant County Health District shall be notified and the Animal Control Officer shall coordinate any further activities with said health district. Said health district shall have jurisdiction over any matter possibly involving rabies.
- B. The Animal Control Officer, upon impounding an animal, shall make a complete record, entering the description of each animal. If the owner of the animal is known or if the animal is identifiable by license or other identification, the Animal Control Officer shall attempt to notify the owner within forty-eight (48) hours by service or posting of notice that his/her animal has been impounded and where it may be redeemed. The reading of a license tag or the scanning for a microchip shall constitute reasonable attempts to identify the animal. The City or animal shelter shall not be liable for the failure of a scanner to detect the presence of a microchip.
- C. If the owner is known, the animal shall be held at least ninety-six (96) hours after the attempt to notify is accomplished. If the owner is unknown, the animal shall be held at least seventy-two (72) hours after the time of impound. If the animal has been impounded pursuant to quarantine and has not been found to be suffering from rabies, the animal shall be held at least seventy-two (72) hours after the end of the quarantine period and examination by a licensed veterinarian.
- D. Redemption of impounded animals.
1. Any animal (except potentially dangerous dogs, dangerous dogs, and inherently dangerous mammals or reptiles) impounded pursuant to the provisions of this Chapter may be redeemed by the owner or other authorized person upon payment in full of all legal charges and expenses incidental to the impoundment and boarding of the animal and by demonstrating that all conditions for the release of the animal have been met.
 2. If a domestic animal is impounded by the City more than twice during a twelve (12) month period it will be mandatory that a microchip capable of being scanned by an "AVID" or other equivalent brand microchip scanner be implanted in the animal before it is released to the owner. The owner of said animal shall incur all expenses incidental to the microchip process and shall provide written proof of said process to the animal control authority.

3. Prior to redemption of a dog that has been declared potentially dangerous, the owner shall present proof of compliance with Section 8.08.110 and any other applicable code provision. If the owner fails to redeem the potentially dangerous dog ninety-six (96) hours after the end of any mandatory impoundment period, the dog will be considered abandoned and euthanized.
4. Prior to redemption of a dog that has been declared dangerous, the owner shall meet all of the following conditions:
 - a. Present proof of the dog's proposed residency outside of the City limits which shall include a physical address, written verification of the dog's ownership, and written verification that the owner resides at the physical address provided as the dog's residence outside of the City limits. The clerk shall contact the jurisdiction of the dog's proposed residency to confirm the allowance of a dog with a dangerous designation and inform the jurisdiction's Animal Control Officer of the dog's dangerous designation.
 - i. The owner, at his/her sole cost and expense, shall be responsible to comply with any stipulations the jurisdiction of the proposed residency has for dogs declared dangerous.
 - ii. The owner, at his/her sole cost and expense, shall also be required to have the dangerous dog microchipped prior to its release from impound.
 - iii. The owner shall sign a written statement acknowledging that the dangerous dog is prohibited from being within the City limits and that, in the event the dangerous dog is found within the City limits following its release from impound, the dangerous dog will be subject to immediate seizure and impound and shall be humanely euthanized at the direction of the Animal Control Officer.
5. Prior to redemption of an inherently dangerous mammal or reptile, the owner shall meet all of the following conditions:
 - a. Present proof of the animal's proposed residency outside of the City limits which shall include a physical address, written verification of the animal's ownership, and written verification that the owner resides at the physical address provided as the animal's residence outside of the City limits. The clerk shall contact the jurisdiction of the animal's proposed residency to confirm the allowance of an inherently dangerous mammal or reptile.
 - i. The owner, at his/her sole cost and expense, shall be responsible to comply with any stipulations the jurisdiction of the proposed residency has for inherently dangerous mammals or reptiles.

- ii. The owner shall sign a written statement acknowledging that the inherently dangerous mammal or reptile is prohibited from being within the City limits and that, in the event the inherently dangerous mammal or reptile is found within the City limits following its release from impound, the inherently dangerous mammal or reptile will be subject to immediate seizure and impound and shall be humanely euthanized at the direction of the Animal Control Officer.
6. Any Dangerous Dog, Potentially Dangerous Dog, or Inherently Dangerous Animal or Reptile found in violation of this title shall be impounded at the owner's expense until all required stipulations or conditions have been met or the animal is appropriately disposed of per subsection E of this Section. The Animal Control Officer shall dispose of any Dangerous Dog, Potentially Dangerous Dog, or Inherently Dangerous Animal or Reptile in an expeditious and humane manner if the required stipulations or conditions are not corrected within twenty (20) days of notification to the Owner at the Owner's last known address.

E. Disposition of animals.

1. Animals not redeemed within the time periods as set forth herein will be considered abandoned and may be surrendered to a local rescue or humanely destroyed by euthanasia at the discretion of the Animal Control Officer. Those animals known to have bitten or which have been found to be dangerous or potentially dangerous are not eligible for surrender and will be humanely destroyed by euthanasia. However, the owner or keeper will remain responsible for payment of all legal expenses and charges incidental to the impound.
 - a. If the failure to reclaim the pet animal is due to the owner's incarceration or incapacity, notification of incarceration or incapacity to the City will serve to extend the hold period by an additional forty-eight (48) hours. The animal may be reclaimed during that additional forty-eight (48) hour hold period by any person who has obtained the written or verbal permission of the owner to reclaim the animal, or by any person who is a legally appointed agent for the owner or keeper. Verbal permission must be provided by the owner to the Animal Control Officer or his/her designee.
2. Upon receipt of written permission from the owner animals may be surrendered to a local rescue or humanely destroyed by euthanasia without regards to the holding periods outlined herein. The owner shall remain responsible for payment of all legal expenses and charges incidental to the impound.
3. Any animal as may be determined by the Animal Control Officer or licensed veterinarian to be suffering from serious injury or disease may be humanely destroyed by euthanasia without regard to the holding periods outlined herein.

4. Any previously declared dangerous dog found within the city limits that has attached or bitten a person or another domestic animal shall be humanely destroyed by euthanasia after the quarantine period.
 5. Inherently dangerous mammals and/or inherently dangerous reptiles which have bitten a person or another domestic animal or have been found running at large shall be humanely destroyed by euthanasia or transferred to a suitably licensed facility such as a zoo without regard to the holding periods outlined above.
- F. Opportunity for Hearing on impound fees and costs. Prior to reclaiming an impounded animal, an owner or keeper who wishes to contest the impoundment of his/her animal and/or the assessment of fees pursuant to impoundment, may utilize the following procedure:
1. The owner or keeper must appear in person at the police department and request the form for contesting impoundment and fees. If the owner or keeper is unable to personally appear due to his/her incarceration or incapacity, he/she may provide written or verbal permission to another person to act in his/her place. Verbal permission must be provided by the owner or keeper to the Animal Control Officer or his/her designee.
 2. The owner or keeper or his/her designee must complete the form and sign it under penalty of perjury.
 3. The owner or keeper or his/her designee must give the completed form to staff at the police department. The Mayor or his/her designee will review the form and records on file for the impoundment, will meet with the owner or keeper or his/her designee, and will decide based on all of the above whether to impose the fees for impoundment and other services as set forth in this section; to adjust the fees based on the completed form; or to not assess fees based on the completed form. The decision will be discretionary with the Mayor or his/her designee, and is non-appealable.
- G. Waiver of Fees. The Mayor or his/her designee may waive the fees for impoundment and other services in the event of an unforeseen circumstance beyond the control of the owner in which the owner or keeper is unable to make arrangements for the immediate care of the animal, including but not limited to medical emergency, arrest, or house fire. Prior to reclaiming an impounded animal, an owner or keeper may request a waiver as follows:
1. The owner or keeper must appear in person at the police department and request the form for waiver of impound fees. If the owner or keeper is unable to personally appear due to his/her incarceration or incapacity, he/she may provide written or verbal permission to another person to act in his/her place. Verbal

permission must be provided by the owner or keeper to the Animal Control Officer or his/her designee.

2. The owner or keeper or his/her designee must complete the form and sign it under penalty of perjury.
3. The owner or keeper or his/her designee must give the completed form to staff at the police department. The Mayor or his/her designee will review the form and records on file for the impoundment, will meet with the owner or keeper or his/her designee, and will decide based on all of the above whether to waive the impound fees. The decision will be discretionary with the Mayor or his/her designee, and is non-appealable.

H. Housing fees shall be as listed in the City of Ephrata Fee Schedule as set forth in Chapter 3.35 EMC. Such fees shall include all costs of housing such animals.

8.06.020 Fees. Any animal impounded under the provisions of this chapter shall not be released until the owner of such animal shall have paid all fees and charges due and has obtained all permits, licenses, and registrations as required herein.

Section 2. Effective date. This ordinance shall be in full force and effect upon its passage and publication of its summary as provided by law.

PASSED by the City Council of the City of Ephrata, Washington, this 3rd day of November, 2021.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk

APPROVED AS TO FORM:

Anna Franz, City Attorney

PASSED the 3rd day of November, 2021.

APPROVED the 3rd day of November, 2021.

PUBLISHED the 4th day of November, 2021.

ORDINANCE NO. 21-11

AN ORDINANCE ADOPTING A NEW CHAPTER 8.08 TITLED
“DANGEROUS DOGS AND POTENTIALLY DANGEROUS
DOGS”

THE CITY COUNCIL OF THE CITY OF EPHRATA, WASHINGTON ORDAINS AS
FOLLOWS:

Section 1. Chapter 8.08 of the Ephrata Municipal Code titled “Dangerous Dogs and
Potentially Dangerous Dogs” is adopted as follows:

**CHAPTER 8.08
DANGEROUS DOGS AND POTENTIALLY DANGEROUS DOGS**

Sections:

8.08.010	Title
8.08.020	Applicability
8.08.030	Definitions
8.08.040	Defense
8.08.050	Declaration of Dangerous Dog or Potentially Dangerous Dog - Procedures
8.08.060	Notice of Potential Declaration
8.08.070	Evidence
8.08.080	Final Decision
8.08.090	Service
8.08.100	Appeal of Potentially Dangerous or Dangerous Dog Determination
8.08.110	Registration of Potentially Dangerous Dog Required
8.08.120	Prohibited Acts
8.08.130	Penalties
8.08.140	Destruction
8.08.150	Costs
8.08.160	Failure to Reclaim
8.08.170	Nuisance
8.08.180	Notification of Status of Potentially Dangerous Dog
8.08.190	Dog Declared Dangerous or Potentially Dangerous by Another Jurisdiction

8.08.010 Title. The ordinance codified in this chapter shall be referred to as the Dangerous Dog
and Potentially Dangerous Dog ordinance.

8.08.020 Applicability. The provisions of this chapter shall apply to adult dogs only, which means any dog over the age of six (6) months. The declaration of Dangerous Dog or Potentially Dangerous Dog follows the dog, regardless of Ownership or change of Ownership.

8.08.030 Definitions. The following definitions shall apply throughout this chapter:

- A. "Animal Control Authority" means the department of the City charged with the responsibility of administering the provisions of this chapter, or the department and any other agency to which this responsibility is contractually delegated and which is thereby charged with the duty of enforcing the animal control laws of the City and/or with the shelter and welfare of animals.
- B. "Animal Control Officer" means any person or persons empowered by the City to enforce the provisions of this title.
- C. "Dangerous Dog" is defined in RCW 16.08.070(2), as now enacted or hereafter amended.
- D. "Owner" means any person, firm, corporation, organization, or department in possession of, harboring, keeping, having an interest in, or having control or custody of an animal.
- E. "Potentially Dangerous Dog" means:
 - 1. Any dog with a known propensity, tendency, or disposition to attack unprovoked, to cause injury to or to otherwise endanger the safety of humans or other domestic animals; or
 - 2. Any dog which unprovoked inflicts bites on a human or domestic animal either on public or private property; or
 - 3. Any dog which unprovoked chases or approaches a person upon the streets, sidewalks, or other public grounds in a menacing fashion or apparent attitude of attack.
- F. "Proper Confinement or Control" means that while on or off the Owner's property, a Potentially Dangerous Dog shall either be:
 - 1. Securely confined indoors; or
 - 2. Secured confined in a "Proper Enclosure" as defined by RCW 16.08.070(4), as now enacted or hereafter amended

3. While off the Owner's property or otherwise in public, restrained by a chain or leash, muzzled, and under the physical control of a person over the age of eighteen (18) years who is of sufficient size and stature to control the animal.

G. "Running At Large" means to be off the premises of the Owner and not under the immediate control of the Owner or other competent person authorized by the Owner, by means of a leash, cord, or chain not to exceed eight (8) feet in length, except when in or on any vehicle and securely confined to such vehicle; except that, for purposes of this definition, the "premises of the Owner" shall not include common areas of a condominium complex, town houses, duplexes, and apartment buildings, and any animal not in the effective control of its Owner upon the common area of a condominium complex, town house, duplex, or apartment building, or the grounds thereof, shall be deemed to be running at large.

H. "Severe Injury" means any physical injury that results in broken bones or lacerations requiring multiple sutures or cosmetic surgery.

8.08.040 Defense. Dogs shall not be declared Dangerous or Potentially Dangerous if the threat, injury, or damage was sustained by a person who, at the time:

A. Was committing a willful trespass or other tort upon the property or vehicle occupied or owned by the Owner of the dog; or

B. Was tormenting, abusing, or assaulting the dog; or

C. Has, in the past, tormented, abused, or assaulted the dog; or

D. Was committing or attempting to commit a crime.

8.08.050 Declaration of Dangerous Dog or Potentially Dangerous Dog – Procedure.

A. The Animal Control Officer shall issue a notice of potential declaration to the Owner of the dog following the guidelines of service found at Section 8.08.090. Said notice will include an opportunity for the Owner to discuss the action in writing or orally with the Animal Control Officer within fourteen (14) calendar days of receipt of the notice.

B. After the discussion or the expiration of the fourteen (14) day period, whichever comes first, the Animal Control Officer shall issue a final decision in the form of either a final declaration or a letter of no finding.

C. If the dog has been impounded due to its actions, such impoundment shall continue during the pendency of the above procedure. The Owner shall be responsible for the cost of impoundment regardless of the outcome of the action.

- D. The Hearing Examiner in an appeal pursuant to this Chapter can take note of and consider the Owner's failure to discuss the action with the Animal Control Officer or failure to raise any and all defenses at the discussion with the Animal Control Officer.

8.08.060 Notice of Potential Declaration. Notice in the form of a declaration given to an Owner in the manner described below or in Section 8.08.080 shall be prima facie evidence that the Owner acted knowingly, although notice is not the only way to prove the Owner's knowledge of the animal's propensity. Any notice of potential declaration must be in writing and include the following:

- A. A description of the animal;
- B. The name and address of the Owner, if known;
- C. The whereabouts of the animal if it is not in the custody of the Owner;
- D. A brief statement of why the dog is being considered a Dangerous or Potentially Dangerous Dog;
- E. The specific provision or provisions of Section 8.08.030(C) or (E) which the Animal Control Officer has found applicable;
- F. The restrictions that could be placed on the dog as a result of a final declaration;
- G. The penalties for violation of the restrictions of a final declaration, including the possibility of destruction of the dog, civil damages assessed against the Owner, imprisonment and fines incurred by the Owner through criminal prosecution;
- H. The date, time and location to meet with the Animal Control Officer to discuss the action.

8.08.070 Evidence. Based on an investigation, the Animal Control Officer may find and declare a dog Dangerous or Potentially Dangerous if he or she has a reasonable belief that the dog falls within the definitions set forth in Section 8.08.030(C) or (E). For the purposes of this chapter, a reasonable belief may be supported by any of the following:

- A. The written complaint of a citizen who has witnessed the animal acting in a manner which causes it to fall within the definitions in Section 8.08.030(C) or (E) and is willing to so testify in a court of law; or
- B. Dog bite reports filed with the Ephrata Police Department; or
- C. Actions of the dog witnessed by the Animal Control Officer or any law enforcement officer; or

D. A verified report that the animal previously has been found to be either Potentially Dangerous or Dangerous by the Animal Control Officer; or

E. Other substantial evidence admissible in a court of law.

8.08.080 Final Decision. The final decision shall consist of either a final declaration or a letter of no finding issued to the Owner.

A. In the event the Animal Control Officer finds reason to issue a final declaration, it shall contain the following:

1. A description of the animal;
2. The name and address of the Owner, if known;
3. The date and time of the meeting with the Owner, if any;
4. A brief statement of why the dog has been found to be a Dangerous or Potentially Dangerous Dog;
5. The specific provision or provisions of Section 8.08.030(C) or (E) which the Animal Control Officer found applicable;
6. The restrictions placed on the dog as a result of the declaration;
7. The penalties for violation of the restrictions, including the possibility of destruction of the dog, civil damages assessed against the Owner, imprisonment and fines incurred by the Owner through criminal prosecution;
8. A statement that the declaration can be appealed to the Hearing Examiner pursuant to Section 8.08.100 within fourteen (14) calendar days; and
9. A statement that failure to file a timely and complete notice of appeal will constitute a waiver of all rights to appeal said declaration.

B. A letter of no finding shall include:

1. A description of the animal;
2. The name and address of the Owner;
3. The date and time of the meeting with the Owner;
4. A brief summary of testimony and evidence presented at such discussion;

5. A brief summary of why the animal is not being found Dangerous or Potentially Dangerous.

8.08.090 Service. Service of the notice of potential declaration, final declaration, or letter of no finding shall be in writing, and shall be served on the Owner in one of the following methods:

- A. Regular and certified mail, return receipt requested or delivery confirmation requested, to the Owner's last known address; or
- B. Personally delivered with proof of personal service made by written declaration under penalty of perjury by the person effecting service declaring the time, date, and manner in which service was made; or
- C. Posting the declaration on the front door of the living unit of the Owner, or person with right to control the animal if said Owner is not home; or
- D. Publication in a newspaper of general circulation, if the Owner cannot be located by one of the above methods.

8.08.100 Appeal of Potentially Dangerous or Dangerous Dog Determination.

- A. Any Owner of a dog which has been declared Potentially Dangerous or Dangerous by the Animal Control Officer, pursuant to this section may appeal the notice by filing with the City Clerk within fourteen (14) calendar days from the date of the notice, a written notice of appeal. Said written notice of appeal shall be on a form provided for that purpose by the City Clerk and must contain the following items:
 1. A caption reading: "Appeal of Potentially Dangerous Dog or Dangerous Dog Determination" giving the name of the appellant;
 2. A brief statement of the finding being appealed, together with any material facts claimed to support the contentions of the appellant including but not limited to the following written information and/or documents:
 - a. Specific basis on which the Owner contests the determination of Potentially Dangerous or Dangerous Dog;
 - b. Any breed identification or registration paperwork, certificates, pedigrees, or the like regarding the dog in question;
 - c. Any expert testimony supporting or corroborating the Owner's assertion that the dog is not a Potentially Dangerous or Dangerous Dog;

- d. Any certifications or other evidence establishing training courses completed by the dog and its Owner, such as obedience training or canine good citizen training.
- 3. A brief statement of the relief sought, and the reasons why the finding should be reversed, modified, or otherwise set aside.
- 4. A statement acknowledging that if the Hearing Examiner finds there is sufficient evidence to support the Potentially Dangerous or Dangerous Dog determination, all costs of the appeal process, including attorney's fees, shall be assessed against the Owner.
- 5. The current address of the appellant.
- 6. A verification, by declaration under penalty of perjury, made by the appellant as to the truth of the matters stated in the appeal, pursuant to RCW 9A.72.085.
- B. Failure to file a timely and complete notice of appeal constitutes a waiver of all rights to an appeal under this chapter. Failure to appear for an appeal hearing shall result in a denial of the appeal and upholding of the declaration of Potentially Dangerous or Dangerous Dog.
- C. Upon receipt of a timely filed and completed notice of appeal, a notice of hearing shall be sent to the appellant, setting the date, time and place of the appeal hearing.
- D. The Hearing Examiner shall set a date and time for hearing the appeal following receipt of a timely filed and complete notice of appeal. The filing of a notice of appeal shall not stay the requirements for restraint of the dog provided to the Owner pursuant to this chapter.
- E. The appeal shall be heard before the Hearing Examiner for the City. At the hearing, the dog shall be declared Potentially Dangerous or Dangerous upon proof that the dog is as defined in Section 8.08.030(C) or (E), as established by the probable cause standard required for the declaration of the Animal Control Officer.
- F. The burden shall be upon the Owner of the dog to prove one or more of the affirmative defenses set forth in 8.08.040 by a preponderance of the evidence.
- G. At the hearing, the Owner of the dog found to be a Potentially Dangerous or Dangerous Dog shall be permitted to present evidence in support of the Owner's position at the hearing.
- H. At the conclusion of the hearing, the Hearing Examiner shall issue a written decision.

1. If the Hearing Examiner finds there is insufficient evidence to support the Potentially Dangerous or Dangerous Dog determination, it shall be rescinded and the restrictions imposed thereby annulled. No Hearing Examiner costs shall be assessed and any Potentially Dangerous registration fee paid shall be refunded.
 2. If the Hearing Examiner finds there is sufficient evidence to support the Potentially Dangerous or Dangerous Dog determination, all costs of the appeal process, including attorney's fees, shall be assessed against the Owner.
- I. The decision of the Hearing Examiner shall be final and shall be mailed to the Owner.
 - J. All impound fees are the responsibility of the Owner of the dog, no dog impound expense and fee(s) shall be assessed against the City of Ephrata or the Animal Control Authority or Officer.
- 8.08.110 Registration of Potentially Dangerous Dog Required. All Potentially Dangerous Dogs residing within the City of Ephrata must be registered to the current Owner. The fee for registration of a Potentially Dangerous Dog shall be as listed in the City of Ephrata Fee Schedule in Chapter 3.35 EMC. Registration must be renewed annually.
- A. A Potentially Dangerous Dog certificate of registration shall be issued by the City Clerk to the Owner of a Potentially Dangerous Dog if the Owner presents to the City sufficient evidence of:
 1. A proper enclosure as defined in Section 8.08.030(F) in which to confine the Potentially Dangerous Dog;
 2. Proof of payment of the annual registration fee;
 3. Proof that the dog has been micro-chipped within thirty (30) days of the date the declaration of Potentially Dangerous Dog was issued, including providing the microchip serial number.
 4. Written acknowledgment of receipt of a copy of this chapter that includes a statement that the person acknowledging has read and understood what is required to keep a Potentially Dangerous Dog within the City and what actions may lead to a Dangerous Dog declaration.
 - B. Exemption to certificate of registration fee of Potentially Dangerous Dog. A dog that is classified as a Potentially Dangerous Dog under the provisions of this chapter may be exempted from the annual registration fee when renewing the Certificate of Registration, provided such dog has passed the Canine Good Citizen (CGC) test of the American Kennel Club (AKC) as administered by an AKC approved evaluator and has received the appropriate certificate from the AKC. Such dog shall be

retested and shall pass such CGC test at least once every two (2) years in order to maintain this exemption. The burden of maintaining such certification is the sole responsibility of the Owner and the Owner shall bear all costs of obtaining and maintaining such certification.

8.08.120 Prohibited Acts. It shall be unlawful for any person to:

- A. Keep a Dangerous Dog within the City limits;
- B. Fail to register a Potentially Dangerous Dog under Section 8.08.110(A) within thirty (30) calendar days of bringing the dog into the City limits.
- C. Fail to comply with the requirements of owning a Potentially Dangerous Dog as defined in Section 8.08.110;
- D. Allow a Potentially Dangerous Dog outside of a proper enclosure, unless the dog is muzzled, restrained by a substantial chain or leash and under the physical control of a person over the age of eighteen (18) years who is of sufficient size and stature to control the animal. The muzzle shall be made in a manner that will not cause injury to the dog or interfere with its vision or respiration but shall prevent it from biting any person or animal.

8.08.130 Penalties.

- A. Violations of any of the prohibited acts under Section 8.08.120 may result in the following penalties:
 - 1. Immediate confiscation of the dog:
 - a. The Animal Control Officer shall immediately confiscate and impound any Dangerous Dog found within the city limits in violation of this Chapter and the Animal Control Authority shall hold the same until such time as the prohibited act is abated. The Animal Control Officer shall serve notice upon the Owner in person or by regular and certified mail, return receipt requested, specifying the reason for the confiscation of the Dangerous Dog, that the Owner is responsible for payment of the costs of confinement and control, and that the dog will be destroyed in an expeditious and humane manner if the deficiencies for which the dog was confiscated are not corrected within twenty days. The Animal Control Officer shall destroy the confiscated Dangerous Dog in an expeditious and humane manner if any deficiencies required by this subsection are not corrected within twenty days of notification.
 - b. The Animal Control Officer shall immediately impound any Dangerous Dog or Potentially Dangerous Dog found Running At Large as defined in Section 8.08.030(G).

2. Civil infraction subject to a C-1 penalty.

- B. If a Dangerous Dog of an Owner with a prior conviction under this Chapter or Chapter 18.08 RCW attacks or bites a person or another domestic animal, the dog's Owner is guilty of a Class C felony, punishable in accordance with RCW 9A.20.021. In addition, the Dangerous Dog shall be immediately confiscated by an Animal Control Officer, placed with the Animal Control Authority to be held in quarantine for the proper length of time, and thereafter destroyed in an expeditious and humane manner.
- C. The Owner of any dog that aggressively attacks and causes Severe Injury or death of any human, whether the dog has previously been declared Potentially Dangerous or Dangerous, shall be guilty of a Class C felony, punishable in accordance with RCW 9A.20.021. In addition, the Dangerous Dog shall be immediately confiscated by an Animal Control Officer, placed with the Animal Control Authority to be held in quarantine for the proper length of time, and thereafter destroyed in an expeditious and humane manner. It is an affirmative defense that the defendant must prove by a preponderance of the evidence that he or she was in compliance with the requirements for Ownership of a Dangerous Dog pursuant to this chapter and the person or domestic animal attacked or bitten by the defendant's dog trespassed on the defendant's real or personal property or provoked the defendant's dog without justification or excuse.
- D. Any person violating this Chapter shall pay all expenses, including shelter, food, veterinary expenses for identification or certification of the breed of the animal or boarding and veterinary expenses necessitated by the seizure of the dog for the protection of the public, and such other expenses as may be required for the destruction of any such dog.

8.08.140 Destruction. Whenever the Animal Control Authority comes into possession of a Dangerous Dog, or Potentially Dangerous Dog, they shall destroy the same if the dog is not reclaimed by the Owner in accordance with Chapter 8.06 EMC. Under no circumstances shall a Dangerous Dog or Potentially Dangerous Dog be sold or given to another as a pet.

8.08.150 Costs.

- A. The Owner of any dog found to be a Potentially Dangerous Dog or Dangerous Dog under this chapter shall be assessed all actual service costs expended under Section 8.08.090.
- B. The Owner of any dog found to be a Potentially Dangerous Dog or Dangerous Dog under this chapter shall be assessed all costs of confinement for any dog impounded pursuant to a violation of Section 8.08.120.

- C. The Owner of any dog found to be a Potentially Dangerous Dog or Dangerous Dog under this chapter shall be assessed all costs of destruction expended for any dog impounded and not reclaimed under Chapter 8.06 EMC.

8.08.160 Failure to Reclaim.

Whenever a dog is seized and impounded under this chapter, the failure to either reclaim the dog or to give a written surrender of the dog to the Animal Control Authority shall result in the Owner being prohibited from registering any new dogs in the City for a period of one (1) year. This prohibition shall not apply to the renewal of any existing dog license.

8.08.170 Nuisance. The harboring, keeping, and maintaining of a Potentially Dangerous Dog or Dangerous Dog contrary to this chapter is a public nuisance and is subject to abatement by judicial procedure or by a summary abatement in an emergency or life-threatening situation. If summary removal of a dog occurs, the dog shall not be destroyed before a hearing can be held concerning the removal and destruction unless public health and safety requires otherwise.

8.08.180 Notification of Status of Potentially Dangerous Dog. The Owner of a dog that has been classified as a Potentially Dangerous Dog shall immediately notify the Animal Control Authority when such dog:

- A. Is loose or unconfined;
- B. Has bitten or otherwise injured a human being or attacked another animal;
- C. Is sold or given away or dies;
- D. Is moved to another address;
- E. Is removed from the City of Ephrata.

Prior to a Potentially Dangerous Dog being sold or given away, the Owner shall provide the name, address, and telephone number of the new Owner to the Animal Control Authority. The new Owner shall be subject to all of the requirements of this Chapter.

8.08.190 Dog Declared Dangerous or Potentially Dangerous by Another Jurisdiction.

- A. Any person desiring to bring a dog to live in the City which has been previously declared to be Potentially Dangerous, Dangerous, vicious, or similar designation in another jurisdiction, under the provisions of chapter 18.08 RCW or comparable local ordinance, must notify the Animal Control Authority prior to moving the dog to the City. The person must provide all information requested by the Animal Control Authority and must comply with all restrictions imposed by the Animal Control Authority. There is no right to bring into the City a dog that has been the

subject of a declaration or similar process in another jurisdiction and the Animal Control Authority will determine whether such a dog will be licensed and permitted to reside in the City.

- B. Except to the extent inconsistent with this Section, an appeal from the decision of the Animal Control Authority under this Section may be appealed in the manner set forth in Section 8.08.100. At the hearing, the presumption shall be that the previous jurisdiction's determination is correct and the burden shall be upon the appellant to demonstrate the invalidity of the prior declaration or similar process.

Section 2. Effective date. This ordinance shall be in full force and effect upon its passage and publication of its summary as provided by law.

PASSED by the City Council of the City of Ephrata, Washington, this 3rd day of November, 2021.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk

APPROVED AS TO FORM:

Anna Franz, City Attorney

PASSED the 3rd day of November, 2021.

APPROVED the 3rd day of November, 2021.

PUBLISHED the 4th day of November, 2021.

ORDINANCE NO. 21-12

AN ORDINANCE ADOPTING A NEW CHAPTER 8.10 TITLED
“MISCELLANEOUS ANIMAL CONTROL”

THE CITY COUNCIL OF THE CITY OF EPHRATA, WASHINGTON ORDAINS AS
FOLLOWS:

Section 1. Chapter 8.10 of the Ephrata Municipal Code titled “Miscellaneous Animal Control” is adopted as follows:

**CHAPTER 8.10
MISCELLANEOUS ANIMAL CONTROL**

Sections:

8.10.010	Responsibility of Owner or Custodian
8.10.020	Running At Large
8.10.030	Animal Bites/Injuries
8.10.040	Confinement of Females in Heat
8.10.050	Guard Dogs
8.10.060	Dogs Barking
8.10.070	Dog Feces Control
8.10.080	Habitual Violations
8.10.090	Interference With Animal Control Officer

8.10.010 Responsibility of Owner or Custodian.

- A. It shall be the responsibility of the owner or custodian of any animal within the corporate limits of the City to so control and care for their animal so as to prevent and keep that animal from being in violation of this chapter. In any proceeding to enforce the provisions of this title, it shall be conclusively presumed that the owner or custodian of any animal within the corporate limits of the City is aware of the animal’s whereabouts, condition, or method of being treated and/or maintained.
- B. The owner or custodian of any animal within the corporate limits of the City shall be responsible for any cost, charge, fee, or expense of any nature incurred by the City in capturing, controlling, caring for, or destroying any animal in violation of this chapter. Without limitation but by way of illustration, the following are examples of costs, charges, fees, and expenses which the owner or custodian shall be responsible to pay to the City: board charges, tranquilizer costs, euthanasia costs, veterinary expenses.

8.10.020 Running At Large.

- A. It is unlawful for any owner or custodian of any dog to permit any such dog to run loose or be at large upon any public street, highway, or public place, or upon private property owned by a person or persons other than the owner or custodian of the dog, within the corporate limits of the City unless such dog is confined and controlled by a leash, rope, device or cord not to exceed eight (8) feet in length. Such leash, rope, device, or cord shall be of such material and of such size as to ensure the custodian of the dog at the time can control and restrain the dog. Any person who elects to be at large within the corporate limits of the City with a dog or dogs contained and controlled by a leash, rope, device, or cord as provided for herein shall be in violation of this section if that person in fact does not or cannot control and contain any dog by the leash, rope, device, or cord method.
- B. Animals injured or killed in the street shall be considered as running at large; the Animal Control Officer may remove any such animals and, at his or her discretion, take those needing medical attention to a veterinarian, to the animal shelter, or dispose of the remains. The owner of any such animal shall be responsible for all expenses of the treatment and of the impoundment. Reasonable efforts will be made using the licensing records of the City to notify the owner or custodian of any such animal prior to the animal being treated and impounded. Injured animals may be destroyed humanely, if it is determined by the Animal Control Officer or a veterinarian that the animal has sustained critical injuries, suffering is extreme, and/or the prognosis for recovery is poor. The Animal Control shall consult with a veterinarian as to the disposition of injured animals, when the animals' prognosis cannot be ascertained with reasonable certainty.

8.10.030 Animal Bites/Injuries. It shall be unlawful for any owner or custodian to permit an animal to bite or injure a human or domestic animal. Any dog, cat, or other animal that has bitten any person shall be immediately confined for a period of ten days. No animal under confinement shall be released from confinement until such release has been approved by the Animal Control Officer. The owner of any animal that has been reported as having inflicted a bite on any person shall, on demand of an Animal Control Officer, produce such animal for examination and quarantine as prescribed in this section.

8.10.040 Confinement of Females in Heat. Any un-spayed female dog in the stage of estrus (heat) shall be confined during such period of time in a house, building, or secure enclosure, and such area of enclosure shall be so constructed that no other dog or dogs may gain access to the confined animal. Except that an owner can take the dog out of confinement so long as on a leash and can take the dog to a show and show that dog unleashed if a requirement of the show. The Animal Control Officer shall order any un-spayed female that is in the stage of estrus (heat) and that is not properly confined or leashed or being shown unleashed at a show, or any such dog that is creating a neighborhood nuisance to be removed to a boarding kennel or to a veterinary hospital.

All expenses incurred as a result of the confinement shall be paid by the owner. Failure to comply with the order of the Animal Control Officer shall be a violation of this provision, and the animal shall then be impounded.

8.10.050 Guard Dogs. It shall be unlawful to place or maintain guard dogs in any area for the protection of persons or property unless the following conditions are met:

- A. The dogs shall be confined to an enclosed area adequate to ensure that they will not escape.
- B. They shall be under the absolute control of a handler at all times.
- C. Warning signs shall be conspicuously posted indicating the presence of guard dogs, and such signs shall plainly show a telephone number where some person responsible for controlling such dogs can be reached at all times.
- D. Prior to the posting of guard dogs on any property, the person or persons responsible for the posting shall inform the supervising Animal Control Officer in writing of their intention to post such dogs, the number of dogs to be posted, the location where such dog or dogs will be posted and the approximate length of time such dog or dogs will be patrolling the area.

8.10.060 Dogs Barking. It shall be an infraction to keep or harbor any dog that disturbs others by engaging in loud behavior or barking. It shall be the duty of City Police Officers or Animal Control Officers to respond to and investigate complaints of any dog which by frequent or habitual howling, yelping, or barking annoys or disturbs a neighborhood or the quiet and repose of a complainant, and shall have the authority to issue a notice of infraction.

8.10.070 Dog Feces Control. It shall be the duty of every person who allows or takes any dog off of that person's premises onto any public or private property of another, including but not limited to yards, lawns, sidewalks, alleys, parking strips, parks and recreational fields, to carry collection bags or equipment; to pick up or to remove; and to properly dispose of any feces produced by said dog while that dog is not upon the person's premises.

8.10.080 Habitual Violations.

- A. If, within any twelve (12) month period, a person has received three (3) notices of infraction for violations of this chapter, the Animal Control Officer may serve a written abatement notice on the person or upon the owner/keeper of the animal that is the subject of the notices of infraction. No notice of infraction which a person has properly responded to and is actively pending, or that was decided on the merits adversely to the City, shall be included among the three (3) notices of infraction. Service of the abatement notice shall be accomplished by issuing a Notice of Violation and Order to Correct pursuant to EMC Chapter 1.22.

B. The Notice of Violation shall, at a minimum:

1. Identify the three (3) notices of infraction;
2. Identify the provision of this chapter that authorizes the abatement notice; and
3. Describe what the person receiving the abatement notice must do to comply with its terms and the deadline for doing so. This may include permanently transferring ownership, custody and control of the animal to another person not related to or residing with the person receiving the Notice; removing the animal from the City; or humanely causing such animal to be euthanized.

C. The person receiving the abatement notice shall, upon request of the Animal Control Officer, provide the Animal Control Officer with a written statement signed under the penalty of perjury, stating how the person has complied with such abatement notice. Such person shall provide the Animal Control Officer such other information as the Animal Control Officer reasonably needs to substantiate compliance with the notice.

D. In the event that the person receiving the abatement notice should fail to comply therewith, and in the further event that such person should not file a notice of appeal of such abatement notice as herein provided, or in the event that such person should fail to comply with such notice of abatement following affirmance thereof by a court, the animal which is the subject of such notice of abatement shall be deemed to be a public nuisance and it may be seized, impounded, and disposed of as provided in this chapter; provided, however, that the owner/keeper of such animal shall not be entitled to redeem such animal after such seizure and impoundment.

8.10.090 Interference With Animal Control Officer. It shall be unlawful for any person to interfere with, molest, hinder or obstruct an Animal Control Officer or any City employee or official in the discharge of his or her official duties under this chapter.

Section 2. Effective date. This ordinance shall be in full force and effect upon its passage and publication of its summary as provided by law.

PASSED by the City Council of the City of Ephrata, Washington, this 3rd day of November, 2021.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk

APPROVED AS TO FORM:

Anna Franz, City Attorney

PASSED the 3rd day of November, 2021.

APPROVED the 3rd day of November, 2021.

PUBLISHED the 4th day of November, 2021.

ORDINANCE NO.

AN ORDINANCE ADOPTING A NEW CHAPTER 8.12 TITLED
“LIVESTOCK”

THE CITY COUNCIL OF THE CITY OF EPHRATA, WASHINGTON ORDAINS AS
FOLLOWS:

Section 1. Chapter 8.12 of the Ephrata Municipal Code titled “Livestock” is adopted as
follows:

CHAPTER 8.12
LIVESTOCK

Sections:

8.12.010	Purpose
8.12.020	Livestock Running At Large

- 8.12.010 Purpose. The purpose of this chapter is to define the conditions under which the keeping of livestock shall be permitted within the City of Ephrata. The intent is to ensure that negative impacts, including but not limited to, noise, odor, destruction of property, unsightliness or damage to natural resources, are minimized while still permitting Ephrata residents to keep, raise or breed a modest number of livestock on appropriately sized and located parcels of land.
- 8.12.020 Livestock Running At Large. Livestock running at large or being ridden or driven. It is unlawful for the owner or custodian or any horse, mule, donkey, oxen, goat, sheep, livestock, poultry or other animals generally regarded as farm or ranch animals to permit the same to run at large within the corporate limits of the city.
- A. It shall be unlawful for the owner or custodian of any of said animals to allow said animals to use, be upon or be ridden over, along or upon any public sidewalk, walkway or park within the corporate limits of the City. It shall not be unlawful for said animals to use, be upon or be ridden over, along or upon any street, alley or access way that is available to motor vehicles or bicycles unless such street, alley or access way has been designated by the Public Works Department as prohibiting such animals. Provided, such restriction against said animals using, being upon, or being ridden, over, along or upon any public sidewalk, walkway or park may be waived by the city council if so requested or registered in connection with any fair, show, exhibition, parade or other function generally open to the public.

B. Animals injured or killed in the street shall be considered as running at large; the Animal Control Officer may remove any such animals and, at his or her discretion, take those needing medical attention to a veterinarian, to the animal shelter, or dispose of the remains. The owner of any such animal shall be responsible for all expenses of the treatment and of the impoundment. Reasonable efforts will be made using the licensing records of the City to notify the owner or custodian of any such animal prior to the animal being treated and impounded. Injured animals may be destroyed humanely, if it is determined by the Animal Control Officer or a veterinarian that the animal has sustained critical injuries, suffering is extreme, and/or the prognosis for recovery is poor. The Animal Control Officer shall consult with a veterinarian as to the disposition of injured animals, when the animal's prognosis cannot be ascertained with reasonable certainty.

Section 2. Effective date. This ordinance shall be in full force and effect upon its passage and publication of its summary as provided by law.

PASSED by the City Council of the City of Ephrata, Washington, this _____ day of _____, 2021.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk

APPROVED AS TO FORM:

Anna Franz, City Attorney

PASSED the _____ day of _____, 2021.

APPROVED the _____ day of _____, 2021.

PUBLISHED the _____ day of _____, 2021.

ORDINANCE NO. 21-14

AN ORDINANCE ADOPTING A NEW CHAPTER 8.14 TITLED
“PENALTIES AND ENFORCEMENT”

THE CITY COUNCIL OF THE CITY OF EPHRATA, WASHINGTON ORDAINS AS
FOLLOWS:

Section 1. Chapter 8.14 of the Ephrata Municipal Code titled “Penalties and Enforcement”
is adopted as follows:

**CHAPTER 8.14
PENALTIES AND ENFORCEMENT**

Sections:

**8.14.010 Notice of Violation and Order to Correct
8.14.020 Penalty**

- 8.14.010 Notice of Violation and Order to Correct: When the Animal Control Officer determines that any violation of Title 8 requires further and/or additional enforcement action, he or she may proceed against that violation using the procedures provided in this section and EMC Chapter 1.22.
- A. Notice of Violation and Order to Correct or Cease Activity. If the Animal Control Officer or any Police Officer determines that any activity or condition, related to the keeping or management of animals as set forth in Title 8 exists that does not conform to this Title, he or she may issue a Notice of Violation and Order to Correct or Cease Activity as provided in EMC Chapter 1.22.
- B. Penalties. Any violation for which a Notice of Violation and Order to Correct or Cease Activity has been issued shall be subject to the penalties provided for in EMC Chapter 1.22. The cumulative penalty provided for in EMC Chapter 1.22 shall not preclude the initiation of appropriate legal action to correct the violation.
- C. Further Enforcement. The Animal Control Officer may refer the matter to the City Attorney for civil enforcement by injunction or other appropriate action.
- D. Compromise, Settlement, and Disposition of Disputes or Litigation. The Animal Control Officer and the City Attorney may negotiate a settlement or compromise, or otherwise dispose of a dispute or litigation when to do so would be in the best interests of the City.

8.14.020 Penalty: Failure to comply with any provisions of Title 8 other than violations enforced under Section 8.14.010 shall subject the violator to the following penalties as they are defined in Chapter 1.04 of this code:		
A.	Failure to obtain license (8.04.010)	C-7
B.	Failure to produce evidence of current rabies vaccination (8.04.020)	C-15
C.	Failure to affix license (8.04.030(B))	C-18
D.	False representation (8.04.030(C))	C-7
E.	Use of license on another animal (8.04.030(D))	C-7
F.	Failure to dispose of animal with revoked license (8.04.040)	C-7
G.	Household Pet Violation (8.04.050)	C-18
H.	Keeping exotic animal (8.04.060)	C-7
I.	Keeping dangerous dog in city limits (8.08.120(A))	C-1
J.	Failure to register potentially dangerous dog (8.08.120(B))	C-1
K.	Failure to comply with a potentially dangerous dog requirements (8.08.120(C))	C-1
L.	Failure to confine potentially dangerous dog 8.08.0120	C-1
M.	Failure to properly muzzle /restrain potentially dangerous dog (8.08.120(D))	C-1
N.	Dog running at large (8.10.020)	
	1. First offense	C-18
	2. Second offense within 12 months	C-12
	3. Each subsequent offense within 12 months	C-4
O.	Permitting an animal to bite or injure (8.10.030)	
	1. First offense	C-7
	2. Each subsequent offense within 12 months	C-4
P.	Failure or refusal to confine or produce a biting animal (8.10.030)	C-1
Q.	Failure to confine female in heat (8.10.040)	
	1. First offense	C-15
	2. Each subsequent offense within 12 months	C-12
R.	Failure to comply with guard dog restrictions/conditions (8.10.050)	
	1. First offense	C-12
	2. Each subsequent offense within 12 months	C-7
S.	Dogs Barking (8.10.060)	
	1. First offense	C-18
	2. Second offense within 12 months	C-12
	3. Each subsequent offense within 12 months	C-7
T.	Dog Feces Control Violation (8.10.070)	C-18
U.	Keeping of any dog by a Habitual Violation Owner (8.10.080)	C-5
V.	Interference with Animal Control Officer (8.10.090)	C-4
W.	Livestock at large (8.12.080)	
	1. First offense	C-18
	2. Each subsequent offense within 12 months	C-12
X.	Allowing Livestock on Sidewalks, Parks, or Walkways (8.12.080(A))	C-15
Y.	All Other Livestock Violations (8.12.010-080)	C-4

Section 2. Effective date. This ordinance shall be in full force and effect upon its passage and publication of its summary as provided by law.

PASSED by the City Council of the City of Ephrata, Washington, this 3rd day of November, 2021.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk

APPROVED AS TO FORM:

Anna Franz, City Attorney

PASSED the 3rd day of November, 2021.

APPROVED the 3rd day of November, 2021.

PUBLISHED the 4th day of November, 2021.