

# COUNCIL AGENDA

**Monday, May 18, 2020**



In-person attendance at public meetings is currently prohibited per the Washington Governor's Proclamation No. 20-28.2 through May 31, 2020. Ellensburg City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at [ectv2.com](http://ectv2.com).

In addition, members of the public who wish to listen to the meeting over conference call may do so by calling: 1-253-215-8782 and entering Webinar ID: 839 5048 2051 and the "#" sign when prompted. When prompted for the Participant ID, enter the "#" sign again (there is no Participant ID for this meeting).

*Please Note: Public comment is not accepted during this meeting.*

**CITY OF ELLENSBURG  
COUNCIL AGENDA  
Monday, May 18, 2020  
7:00 PM - Regular Meeting**

**1. Call to Order and Roll Call**

**2. Proclamations**

- 2.A Bike Month Proclamation 4  
[Bike Month Proclamation 2020](#)

**3. Awards and Recognitions**

**4. Approval of Agenda**

**5. Consent Agenda**

Items listed below have been distributed to Councilmembers in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Councilmember or at the request of a member of the public with concurrence of a Councilmember. Requests to remove items should be made under Item 4 Approval of Agenda.

- 5.A [Washington State Military Department Public Assistance Grant Agreement and letter designating Applicant Agent and Alternate.](#) 5  
[D20-254 City of Ellensburg Grant Agreement Facesheet](#)  
[D20-254 City of Ellensburg Designation of Applicant Agent](#)

- 5.B Accept Resignation from Scott King, Building Appeals Board and Authorize Mayor to Sign Letter of Appreciation 9  
[Scott King Resignation](#)

- 5.C Approve May 18, 2020 Voucher Listing 10  
[5-18-20 Voucher](#)

**6. Petitions, Protests, and Communications**

- 6.A [Board and Commission Reappointments](#) 11  
[B and C Agenda Report Chart 5 18-20 Request Reappointment May 2020](#)

- 6.B COVID-19 Update

**7. Citizen Comment on Non-agenda Issues**

**8. Business Requiring Public Hearings**

## **9. Introduction and Adoption of Ordinances and Resolutions**

- 9.A [Proposed Resolution 2020-13 Authorizing expenditure of the City's CARES fund proceeds and establishing a Council subcommittee to disburse the funds.](#) 22  
[Resolution 2020-13 - Community Support Fund](#)

## **10. Unfinished Business**

## **11. New Business**

- 11.A [First Quarter Financial Status Investment Report](#) 27  
[1st qtr 2020 Financial Status Report.pdf](#)

## **12. Miscellaneous**

- 12.A Manager's Report 38  
[5-18-20 MANAGERS REPORT](#)

12.B Councilmember Reports

## **13. Executive Session**

## **14. Adjournment**



# *Bicycle Month Proclamation*

Whereas, the bicycle is a healthy, convenient, financially and environmentally sound form of transportation and an excellent tool for recreation and enjoyment of Ellensburg's scenic beauty; and

Whereas, Ellensburg and Kittitas County's road and trail system attracts bicyclists each year, providing economic health, transportation, tourism, and scenic benefits; and

Whereas, creating a cycling-friendly community has been shown to improve citizens' health, well-being, and quality of life, growing the economy of Ellensburg, attracting tourism dollars, improving traffic safety, supporting student learning outcomes, and reducing pollution, congestion, and wear and tear on our streets and roads; and

Whereas, greater public awareness of bicycle operation and safety education will reduce collisions, injuries, and fatalities and improve health and safety for everyone on the road; and

Whereas, the State of Washington has been ranked the #1 Bicycle-Friendly State in the nation for since 2008, and

Whereas, the City of Ellensburg is a Silver-level Bicycle Friendly Community and has among the highest percentages of people who commute to work by bicycle in the State according to the 2010 US Census,

Whereas, May has been declared National Bike Month, and

Now therefore, the City Council of the City of Ellensburg does hereby proclaim May 2020 as Bike Month in Ellensburg, and urges all residents to join in this special observance

Signed this 18<sup>th</sup> day of May, 2020

Mayor Bruce Tabb



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** May 18, 2020

**Item Title/Agenda Subject:** Washington State Military Department Public Assistance Grant Agreement and letter designating Applicant Agent and Alternate.

**Submitted by:** Jerica Pascoe Finance Department

**Recommended Action or Motion:** Authorize the Mayor to sign agreement with Washington Military Department and sign letter designating Applicant Agent and Alternate for the purpose of receiving reimbursement from the Federal Emergency Management Agency (FEMA) for certain expenditures incurred by the City resulting from the COVID-19 pandemic.

**Background/Summary:** In accordance with section 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"), eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials may be reimbursed under Category B of FEMA's Public Assistance program. Local government entities are eligible to apply for Public Assistance. FEMA assistance will be provided at 75 percent federal cost share. This assistance will require execution of FEMA-State Agreement and execution of an applicable emergency plan.

**Previous Council Action:** City Council adopted Resolution 2020-05, declaring a state of emergency due to the pandemic outbreak, on March 9, 2020.

**Analysis:** Presidential Disaster Declaration provides funds for the emergency protective measures taken in response to the COVID-19 pandemic outbreak as approved by FEMA. The Washington State Military Department is the Recipient and Pass-through Entity of the Presidential Disaster Declaration # FEMA-4481-DR-WA COVID-19, and FEMA State Agreement, which will make a sub award of Federal awards funds. The Department will administer the Public Assistance (PA) Grant Program, provide advance payments, and reimburse approved

eligible Public Assistance costs that are identified under the auspices of Presidential Disaster Declaration Number FEMA-4481-DR-WA.

Emergency Protective Measures conducted before, during, and after an incident are eligible if the measures:

- 1) Eliminate or lessen immediate threats to lives, public health, or safety; OR
- 2) Eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner.

To be specific, there must be a direct connection to COVID-19 and the response activity.

**Financial Impact:**

Application of FEMA funds will allow for reimbursement of up to 75 percent federal cost share directly connected to COVID-19 and the response activity.

**Attachments:**

[D20-254 City of Ellensburg Grant Agreement Facesheet](#)  
[D20-254 City of Ellensburg Designation of Applicant Agent](#)

**Washington State Military Department  
PUBLIC ASSISTANCE GRANT AGREEMENT FACE SHEET**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. SUBRECIPIENT Name and Address:<br><b>City of Ellensburg<br/>501 N Anderson St<br/>Ellensburg, WA 98926</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | 2. Grant Agreement Amount:<br><b>To be determined, based upon<br/>approved project worksheets</b> |                                                                                                                                                                                                                                                                                                                                                                                      | 3. Grant Number:<br><b>D20-254</b>                                                                                                                                |  |
| 4. SUBRECIPIENT, phone/email:<br><b>509-962-7205/pascoe@ci.ellensburg.wa.us</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | 5. Grant Agreement Start Date:<br><b>January 20, 2020</b>                                         |                                                                                                                                                                                                                                                                                                                                                                                      | 6. Grant Agreement End Date:<br><b>March 22, 2024</b>                                                                                                             |  |
| 7. DEPARTMENT Program Manager, phone/email:<br><b>Gerard Urbas, (253) 512-7402<br/>Gary.urbas@mil.wa.gov</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | 8. Data Universal Numbering System<br>(DUNS): 060041985                                           |                                                                                                                                                                                                                                                                                                                                                                                      | 9. UBI # (state revenue):                                                                                                                                         |  |
| 10. Funding Authority:<br><b>Washington State Military Department (the "DEPARTMENT"), and Federal Emergency Management Agency (FEMA)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |  |
| 11. Funding Source Agreement #:<br><b>FEMA-4481-DR-WA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | 12. Program Index #<br><b>704UC (Federal) / 702UE<br/>(State) / 704UD (Admin)</b>                 |                                                                                                                                                                                                                                                                                                                                                                                      | 13. Catalog of Federal Domestic Asst. (CFDA)<br># & Title: <b>97.036, Public Assistance</b>                                                                       |  |
| 14. Federal EIN #:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |  |
| 15. Total Federal Award Amount: N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | 16. Federal Award Date: N/A                                                                       |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |  |
| 17. Service Districts:<br>(BY LEGISLATIVE DISTRICT): <b>th</b><br>(BY CONGRESSIONAL DISTRICT): <b>th</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | 18. Service Area by County(ies):<br><b>Kittitas County</b>                                        |                                                                                                                                                                                                                                                                                                                                                                                      | 19. Women/Minority-Owned, State<br>Certified?: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO<br><input type="checkbox"/> YES, OMWBE # _____ |  |
| 20. Contract Classification:<br><input type="checkbox"/> Personal Services <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Public/Local Gov't<br><input type="checkbox"/> Research/Development <input type="checkbox"/> A/E <input type="checkbox"/> Other _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                   | 21. Contract Type (check all that apply):<br><input type="checkbox"/> Contract <input checked="" type="checkbox"/> Grant <input checked="" type="checkbox"/> Agreement<br><input type="checkbox"/> Intergovernmental (RCW 39.34) <input type="checkbox"/> Interagency                                                                                                                |                                                                                                                                                                   |  |
| 22. Contractor Selection Process:<br><input checked="" type="checkbox"/> "To all who apply & qualify" <input type="checkbox"/> Competitive Bidding<br><input type="checkbox"/> Sole Source <input type="checkbox"/> A/E RCW <input type="checkbox"/> N/A<br><input type="checkbox"/> Filed w/OFM? <input type="checkbox"/> Advertised? <input type="checkbox"/> YES <input type="checkbox"/> NO _____                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                   | 23. Contractor Type (check all that apply)<br><input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit<br><input checked="" type="checkbox"/> Public Organization/Jurisdiction <input checked="" type="checkbox"/> Non-Profit<br><input type="checkbox"/> VENDOR <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> OTHER |                                                                                                                                                                   |  |
| 24. BRIEF DESCRIPTION:<br><b>Presidential Disaster Declaration # FEMA-4481-DR-WA COVID-19. To provide funds to the SUBRECIPIENT for the emergency protective measures taken in response to the COVID-19 pandemic outbreak as approved by FEMA in project worksheets describing eligible scopes of work and associated funding. The DEPARTMENT is the Recipient and Pass-through Entity of the Presidential Disaster Declaration # FEMA-4481-DR-WA COVID-19, and FEMA State Agreement, which are incorporated by reference, and makes a subaward of Federal award funds to the SUBRECIPIENT pursuant to this Agreement. The SUBRECIPIENT is accountable to the DEPARTMENT for use of Federal award funds provided under this Agreement and the associated matching funds.</b>                                                                                       |  |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |  |
| IN WITNESS WHEREOF, the DEPARTMENT and SUBRECIPIENT acknowledge and accept the terms of this Agreement, references and attachments hereto and have executed this Agreement as of the date and year written below. This Agreement Face Sheet, Special Terms and Conditions (Attachment 1), General Terms and Conditions (Attachment 2), Project Worksheet Sample (Attachment 3), Washington State Public Assistance Applicant Manual dated March 22, 2020 (Attachment 4), and all other documents, exhibits and attachments expressly referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties. |  |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |  |
| In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |  |
| 1. <b>Applicable Federal and State Statutes and Regulations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | 5. <b>Special Terms and Conditions</b>                                                            |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |  |
| 2. <b>DHS Standard Terms and Conditions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | 6. <b>General Terms and Conditions, and,</b>                                                      |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |  |
| 3. <b>Presidential Declaration, FEMA State Agreement, and other Documents</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | 7. <b>Other provisions of the contract incorporated by reference.</b>                             |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |  |
| 4. <b>Statement of Work and/or Project Description as outlined in FEMA approved Project Worksheet(s)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |  |
| WHEREAS, the parties hereto have executed this Agreement on the day and year last specified below.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |  |
| FOR THE DEPARTMENT:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                   | FOR THE SUBRECIPIENT:                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                   |  |
| Signature _____ Date _____<br>Stacey McClain, Governor's Authorized Representative<br>Washington State Military Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                   | Signature _____ Date _____<br>print or type name: _____                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                   | APPROVED AS TO FORM:                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                   | SUBRECIPIENT's Attorney _____ Date _____                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                   |  |

Mr. Gerard Urbas  
Washington Military Department  
Public Assistance Program  
MS: TA-20 Building 20-B  
Camp Murray, WA 98430-5122

Re: Designated Applicant Agent

Dear Mr. Urbas:

The purpose of this letter is to designate the Applicant Agent and Alternate authorized representatives for

Disaster:  
Applicant:  
Applicant Agent:  
Alternate Applicant:

The purpose of this designation as the authorized representatives is to obtain federal and/or State Emergency or Major Disaster Assistance funds.

These representatives are authorized to execute all contracts, certify completion of projects, request payments, and prepare all required documentation for funding requirements.

Sincerely,

Scott King  
2308 N. Ridgeview Ln.  
Ellensburg, WA 98926

April 29, 2020

City of Ellensburg  
Building Appeals Board  
ATTN: Yesenia Massong  
501 N. Anderson St.  
Ellensburg, WA 98926

To Whom It May Concern,

Due to my family's relocation out of the State of Washington, I hereby resign my position on the Ellensburg Building Appeals Board.

This resignation is effective at the end of the business day on Thursday, April 30, 2020.

Sincerely,

Scott King

## VOUCHER APPROVAL

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED, OR THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ELLENSBURG, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

  
AUDITING OFFICER

5/11/2020  
DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **18TH DAY OF MAY 2020**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

| Claims Fund |        |    |        | Total Amounts   |
|-------------|--------|----|--------|-----------------|
| Check #'s   | 148607 | TO | 148757 | \$ 371,523.14   |
| EFT #'s     | 4183   | TO | 4212   | \$ 1,464,952.06 |

| Payroll Fund    |       |    |       | Total Amounts |
|-----------------|-------|----|-------|---------------|
| Check #'s       | 95153 | TO | 95157 | \$ 10,044.02  |
| Direct Deposits | 55884 | TO | 56075 | \$ 364,030.25 |

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

ATTEST: \_\_\_\_\_  
CITY CLERK



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** May 18, 2020

**Item Title/Agenda Subject:** Board and Commission Reappointments

**Submitted by:** Laurie Gigstead City Manager Department

**Recommended Action or Motion:** Consider board and commission reappointments. Authorize the Mayor to send letters of appreciation to Elvin Delgado and Joe Sheeran.

**Background/Summary:**

There are eleven positions on various boards and commissions with terms expiring on May 31, 2020. Nine people have requested reappointment. Elvin Delgado, Utility Advisory Commission, and Joe Sheeran, Parks and Recreation Commission are not seeking reappointment.

**Previous Council Action:** N/A

**Analysis:** As directed by Council, applications are presented to Council for consideration. The attached chart shows all current and upcoming vacancies and applicants. Copies of the requests for reappointment are attached to the agenda report.

**Financial Impact:** N/A

**Attachments:**

[B and C Agenda Report Chart 5-18-20](#)  
[Request Reappointment May 2020](#)

| Boards and Commissions              | Affordable Housing Commission | Arts Commission | Building Appeals Board | Civil Service Commission | Ellensburg Business Development Authority Board | Environmental Commission | Landmarks and Design Commission | Library Board | Lodging Tax Advisory Committee | Parks and Recreation Commission | Planning Commission | Public Transit Advisory Committee | Senior Citizens Advisory Commission | Utility Advisory Committee |
|-------------------------------------|-------------------------------|-----------------|------------------------|--------------------------|-------------------------------------------------|--------------------------|---------------------------------|---------------|--------------------------------|---------------------------------|---------------------|-----------------------------------|-------------------------------------|----------------------------|
| MEMBERS                             | 7                             | 7               | 5                      | 3                        | 9                                               | 7                        | 7                               | 7             | 5                              | 7                               | 7                   | 7                                 | 7                                   | 7                          |
| Residency Requirements              | Y                             | N               | N                      | Y                        | N                                               | Y                        | Y                               | Y             | N                              | Y                               | Y                   | N                                 | N                                   | Y                          |
| Current Members within City Limits  | 6                             | 2               | 1                      | 3                        | 1                                               | 6                        | 5                               | 5             | 3                              | 7                               | 6                   | 7                                 | 4                                   | 5                          |
| Current Members Outside City Limits | 1                             | 5               | 3                      | 0                        | 6                                               | 1                        | 1                               | 2             | 1                              | 0                               | 1                   | 0                                 | 3                                   | 0                          |
| Current Members Outside but in UGA  | 0                             | 0               | 0                      | 0                        | 0                                               | 0                        | 0                               | 0             | 0                              | 0                               | 0                   | 0                                 | 0                                   | 1                          |
| VACANCIES                           | 0                             | 0               | 1                      | 0                        | 2                                               | 0                        | 1                               | 0             | 1                              | 0                               | 0                   | 0                                 | 0                                   | 0                          |
| Terms Expiring 5-31-20              |                               |                 |                        |                          |                                                 |                          | 2                               |               |                                | 1                               | 2                   |                                   | 3                                   | 3                          |
|                                     |                               |                 |                        |                          |                                                 |                          |                                 |               |                                |                                 |                     |                                   |                                     |                            |
| APPLICANTS                          |                               |                 |                        |                          |                                                 |                          |                                 |               |                                |                                 |                     |                                   |                                     |                            |
| Dorothy Stanley                     |                               |                 |                        |                          |                                                 |                          | Re-App                          |               |                                |                                 |                     |                                   |                                     |                            |
| Megan West                          |                               |                 |                        |                          |                                                 |                          | Re-App                          |               |                                |                                 |                     |                                   |                                     |                            |
| George Bottcher                     |                               |                 |                        |                          |                                                 |                          |                                 |               |                                |                                 | Re-App              |                                   |                                     |                            |
| Edgar Harrell                       |                               |                 |                        |                          |                                                 |                          |                                 |               |                                |                                 | Re-App              |                                   |                                     |                            |
| Helen Burrows                       |                               |                 |                        |                          |                                                 |                          |                                 |               |                                |                                 |                     |                                   | Re-App                              |                            |
| Marcella Gauthier                   |                               |                 |                        |                          |                                                 |                          |                                 |               |                                |                                 |                     |                                   | Re-App                              |                            |
| Ed Sendelbach                       |                               |                 |                        |                          |                                                 |                          |                                 |               |                                |                                 |                     |                                   | Re-App                              |                            |
| Ed Barry                            |                               |                 |                        |                          |                                                 |                          |                                 |               |                                |                                 |                     |                                   |                                     | Re-App                     |
| Jim Goeben                          |                               |                 |                        |                          |                                                 |                          |                                 |               |                                |                                 |                     |                                   |                                     | Re-App                     |

April 8, 2020

Office of the City Manager  
501 North Anderson Street  
Ellensburg, WA 98926

Re: Request for Reappointment to the Landmarks and Design Commission

My term on the Landmarks and Design Commission expires on May 31, 2020.  
Please consider reappointing me to another four-year term.

Thank you for your consideration.

Sincerely,

*Requested Reappointment via Email 5-1-20*

Megan West

April 8, 2020

Office of the City Manager  
501 North Anderson Street  
Ellensburg, WA 98926

Re: Request for Reappointment to the Landmarks and Design Commission

My term on the Landmarks and Design Commission expires on May 31, 2020.  
Please consider reappointing me to another four-year term.

Thank you for your consideration.

Sincerely,

*Requested Reappointment via email 4-22-20*

Dorothy Stanley

April 8, 2020

Office of the City Manager  
501 North Anderson Street  
Ellensburg, WA 98926

Re: Request for Reappointment to the Planning Commission

My term on the Planning Commission expires on May 31, 2020. Please consider reappointing me to another six-year term.

Thank you for your consideration.

Sincerely,

*Requested Reappointment via email 4-22-20*

Edgar Harrell

April 8, 2020

Office of the City Manager  
501 North Anderson Street  
Ellensburg, WA 98926

Re: Request for Reappointment to the Planning Commission

My term on the Planning Commission expires on May 31, 2020. Please consider reappointing me to another six-year term.

Thank you for your consideration.

Sincerely,

*Requested Reappointment via phone call 5-7-20*

George Bottcher

April 8, 2020

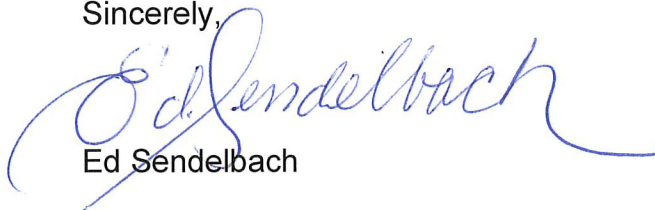
Office of the City Manager  
501 North Anderson Street  
Ellensburg, WA 98926

Re: Request for Reappointment to the Senior Citizens Advisory Commission

My term on the Senior Citizens Advisory Commission expires on May 31, 2020.  
Please consider reappointing me to another two-year term.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ed Sendelbach", with a large, stylized initial "E" and a long, sweeping underline.

Ed Sendelbach

April 8, 2020

Office of the City Manager  
501 North Anderson Street  
Ellensburg, WA 98926

Re: Request for Reappointment to the Senior Citizens Advisory Commission

My term on the Senior Citizens Advisory Commission expires on May 31, 2020.  
Please consider reappointing me to another two-year term.

Thank you for your consideration.

Sincerely,

*Requested Reappointment via Email 4-24-20*

Marcella Gauthier

April 8, 2020

Office of the City Manager  
501 North Anderson Street  
Ellensburg, WA 98926

Re: Request for Reappointment to the Senior Citizens Advisory Commission

My term on the Senior Citizens Advisory Commission expires on May 31, 2020.  
Please consider reappointing me to another two-year term.

Thank you for your consideration.

Sincerely,

*Requested Reappointment via telephone call 4-15-20*

Helen Burrows

April 8, 2020

Office of the City Manager  
501 North Anderson Street  
Ellensburg, WA 98926

Re: Request for Reappointment to the Utility Advisory Committee

My term on the Utility Advisory Committee expires on May 31, 2020. Please consider reappointing me to another three-year term.

Thank you for your consideration.

Sincerely,

*Requested Reappointment via phone call 5-7-20*

Ed Barry

April 8, 2020

Office of the City Manager  
501 North Anderson Street  
Ellensburg, WA 98926

Re: Request for Reappointment to the Utility Advisory Committee

My term on the Utility Advisory Committee expires on May 31, 2020. Please consider reappointing me to another three-year term.

Thank you for your consideration.

Sincerely,

*Requested Reappointment via email 4-21-20*

Jim Goeben



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** May 18, 2020

**Item Title/Agenda Subject:** Proposed Resolution 2020-13 Authorizing expenditure of the City's CARES fund proceeds and establishing a Council subcommittee to disburse the funds.

**Submitted by:** John Akers City Manager Department

**Recommended Action or Motion:** Adopt the proposed resolution, appoint the Council subcommittee, and make the necessary budget adjustments to receive and disburse the funds.

**Background/Summary:** The City is the recipient of funding from the Federal CARES Act, which provided funding to the State, Counties, Municipalities, and Tribal Governments for costs incurred in response to COVID-19 and other authorized expenditures under the act. The State of Washington receives and distributes the funding to eligible agencies and the City is slated to receive approximately \$598,800. Under the act, expenditures can be made for a number of purposes and the attached proposed resolution enumerates the type of eligible expenditures and identifies a subcommittee process for Council to prioritize expenditures and distribute the funding. Of the \$598,800 available to the City, approximately \$450,000 remains for dedication to the purposes provided for in the attached resolution.

**Previous Council Action:** Adoption of Resolution 2020-12 authorizing up to 25% of the City's CARES Act funding to be dedicated to the Kittitas County Health Department for costs associated with the COVID-19 response.

**Analysis:** The attached resolution provides expenditure authorization and identifies a process for Council's prioritization and distribution of funds. The expenditure purposes listed in the resolution will require additional Council action to ultimately release the funds and the statutory ability to do so will be provided at the time the expenditures are approved by the City Council along with any

other legislative documentation necessary to disburse the funds.

**Financial Impact:**

Funding provided under the CARES Act does not require a local match and the fiscal impact is limited to a small amount of staff time to expend the funds. The actions anticipated in the proposed resolution will require a budget adjustment to credit in the funds and authorize the expenditures.

**Attachments:**

[Resolution 2020-13 - Community Support Fund](#)

## RESOLUTION NO. 2020-13

**A RESOLUTION OF THE CITY COUNCIL OF ELLENSBURG, WASHINGTON**  
establishing a community support program in response to the coronavirus (COVID-19) outbreak using the City's CARES Act funding allocation from the State of Washington.

WHEREAS, Governor Inslee issued Proclamation 20-05 on February 29, 2020, which declared a State of Emergency for all counties throughout Washington state as a result of the coronavirus 2019 (COVID-19) pandemic outbreak; and

WHEREAS, Governor Inslee issued Proclamation 20-25, "Stay Home, Stay Healthy, on March 23, 2020, which was amended on April 2, 2020, and again on May 4, 2020 (Proclamation 20-25.3) to prohibit all people in Washington State from leaving their homes or participating in social, spiritual and recreational gatherings of any kind regardless of the number of participants, and all non-essential businesses in Washington State from conducting business, within the limitations therein, through May 31, 2020; and

WHEREAS, on March 9, 2020, the Ellensburg City Council declared a public health emergency in Ellensburg arising from the COVID-19 outbreak; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak; and

WHEREAS, section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), and the CARES Act established the Coronavirus Relief Fund (the "Fund") and appropriated \$150 billion to the Fund be used to make payments for specified uses to States and certain local governments; and

WHEREAS, the City of Ellensburg has been notified by the Washington State Department of Commerce that its share of the Fund will be approximately \$598,800.00, and that such funds may only be used for certain uses as provided in the CARES Act, including but not limited to:

- Expenses associated with COVID-19 testing, contact tracing and emergency housing required for those persons needing to be isolated or quarantined;
- Expenditures are necessary due to the public health emergency with respect to COVID-19, including purchases such as personal protective equipment, sanitation or similar supplies;
- The provision of grants to small businesses to reimburse for the costs of business interruption caused by closures;
- Consumer grants to prevent eviction assist in preventing homelessness;
- Emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 outbreak;
- To assist utility account holders facing economic hardship resulting from the COVID-19 outbreak;

- The costs of increased workers compensation coverage for first responders;
- Subsidize payments by utility account holders who are facing economic hardships so they may continue to receive essential utility services;
- Paying for unemployment insurance costs incurred by the City as an employer;
- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions; and
- Any other purpose authorized under federal or state law.

WHEREAS, the City has already committed payment of up to \$149,700 from the City's allocation of CARES Act funding from the State to the Kittitas County Health Department for the purposes stated in Resolution 2020-12, leaving a balance of up to \$449,100 to be used for other uses permitted by the CARES Act; and

WHEREAS, disruptions to workers and small businesses are serious, as small businesses are the backbone of our economy, and provide the foundation of employment, services for the community, and revenue for cities and other public agencies to continue to provide essential services for the public welfare and benefit; and

WHEREAS, citizens who have lost their primary source of income may be unable to afford to stay home or practice social distancing which could have a negative impact on the public's health; and

WHEREAS, the Ellensburg City Council recognizes that one of its essential functions is to secure the health and welfare of Ellensburg's citizens; and

WHEREAS, resources are necessary to help small businesses survive and certain small businesses reasonably require public aid in order to survive; and

NOW, THEREFORE, the Ellensburg City Council do resolve as follows:

**Section 1.** The "Whereas" provisions set forth above are hereby incorporated in this Resolution as findings in support of the actions authorized in this Resolution.

**Section 2.** The City Council hereby authorizes the formation of a City Council subcommittee to determine how the City's remaining CARES Act funding should be distributed, and the requirements, application, review and distribution of such funds (the "CARES Act Funding Subcommittee"). The subcommittee shall consist of three councilmembers and two representatives appointed by the Ellensburg Business Development Authority/CenterFuse.

**Section 3.** The CARES Act Funding Subcommittee shall also evaluate and recommend to City Council a process for distribution of the City's CARES Act funding, including the potential to contract with a third party for the intake of applications and distribution of funding upon approval by the City.

**Section 4.** The CARES Act Funding Subcommittee shall report back to City Council at its earliest opportunity for review and approval of the subcommittee's recommendations.

**Section 5.** The provisions of this Resolution shall become effective upon adoption and shall continue until further formal action of the City Council.

ADOPTED by the City Council of the City of Ellensburg this 18<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
MAYOR

Attest: \_\_\_\_\_  
City Clerk



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** May 18, 2020

**Item Title/Agenda Subject:** First Quarter Financial Status Investment Report

**Submitted by:** Jerica Pascoe Finance Department

**Recommended Action or Motion:** Accept First Quarter Financial Status Report as presented.

**Background/Summary:** Attached is the 2020 First Quarter Financial Status Report for the period ending March 31, 2020. This report represents General Fund status, Governmental fund type tax revenues, and citywide revenues and expenditures. The City's Financial Management Policy provides that Council will receive updated information relating to the City's Financial Reports on a quarterly basis.

**Previous Council Action:** The 2020 First Quarter Financial Status Report was presented to the Finance Committee at the May 6, 2020 meeting

**Analysis:**

Key items – 2020 First Quarter:

- General Fund revenues are projected to come in below budget whereas expenditures, although expected to come in below budget, have not been projected at this time. (Table 1, Page 1)
- Year-End tax revenue is projected to come in 18.52% below budget. (Table 2, Page 2)
  - Sales tax revenue projected 27% below budget. (Table 2, Page 2)
    - Local Criminal Justice .1% – projected \$130,781 below budget (Table 3, Page 3)
    - Retail Sales for Public Transit .2% - projected \$563,334 below budget
    - Retail Sales for Public Safety .3% - projected \$329,750 below budget
    - Regular Retail Sales – projected \$921,620 below budget
    - Retail Sales for Housing – projected \$282,374 below budget

- B&O Tax revenue projected 1.89% below budget. (Table 2, Page 2)
- Other Tax revenue projected 32.28% below budget. (Table 2, Page 2)
- Property Tax revenue projected 10% below budget. (Table 2, Page 2)
- January through March 2020 sales tax receipts were 0.19% lower than January through March 2019 receipts. (Table 4, Page 4)
  - The majority of this decrease was in construction sales tax. Removing the construction sales tax decrease would bring the overall change from an decrease of 0.19% to an increase of 1.64% over 2019.
- Utility tax revenues were 10.1% higher than 1st quarter 2019. (Table 5, Page 5)
- General Fund revenues are projected to come in below budget at this time. Current projected excess of revenues over expenditures is -\$1,779,521. (Table 6, Page 6)
- The total excess revenues over expenditures for all funds through 1st quarter was \$6,445,027. In other words, the City brought in \$6.45 million more than it spent. (Table 7, Page 7)

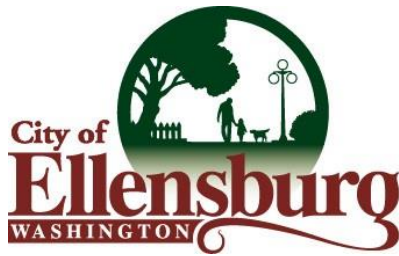
This report is not intended to address the impacts from the current pandemic situation because sale tax revenue reductions to the General Fund are still uncertain because of the two month lag time in reporting by the State (as explained on page 1 of the attached report). We would anticipate addressing the revenue reduction in the 2nd quarter financial report to be presented to City Council in August.

**Financial Impact:** None

**Attachments:**  
[1st qtr 2020 Financial Status Report.pdf](#)

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# City of Ellensburg Washington



## Quarterly Financial Status Report

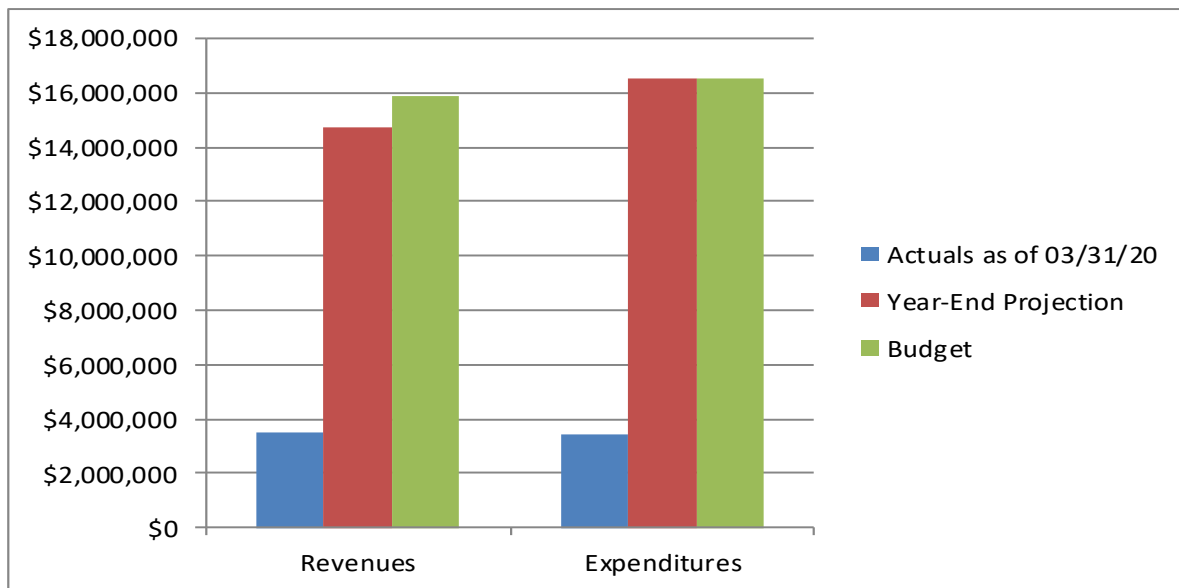
For the Quarter Ending March 31, 2020

**PRELIMINARY AS OF 04/14/2020**

## **General Fund**

The Governmental Funds' major funding sources include Property Tax, Sales Tax, Utility Taxes, Licenses & Permit Fees, and Charges for Services. Sales Tax is the largest tax revenue source for the City at 55.9%, followed by Utility Tax at 21.16%, Property Tax at 19.99%, and Other Taxes at 2.95% of the City tax revenue. Tax revenue is 18.52% of the total City revenues budgeted in 2020.

*Table 1 General Fund*

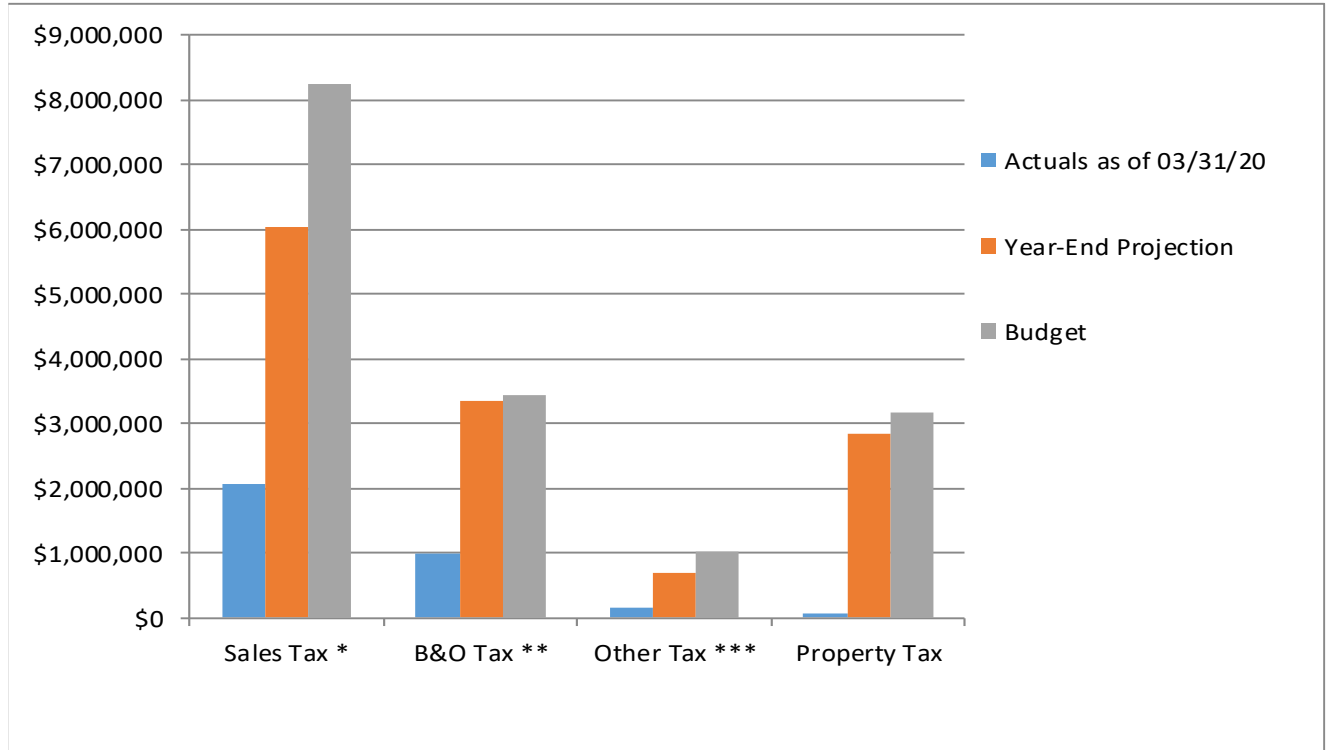


NOTE: The above graph illustrates the difference between year-to-date actuals through September, year-to-date projections, and revised budget.

Year-End projections were as of the current situation on 3/31/2020 (1st quarter projections). Projections have been made with the COVID19 outbreak and the current “Stay Home, Stay Safe” order in mind. Please keep in mind, these are short-term projections based on the limited information known by local governments as of the end of March. These projections can and will change as more information becomes available. General Fund expenditures are expected to come in below budget as required by Chapter 35.33 RCW. Staff is currently evaluating all purchases for need and only approving expenditures that are essential to conducting City business. Management has implemented a hiring freeze on all General Fund positions. This freeze applies to both temporary and permanent employee appointments and will remain in effect until further notice. Permanent part-time employees idled as a result of the stay at home order may be reemployed on a case by case basis subject to final approval of the Human Resources Director and Finance Director. Budgeted expenditures reflect all adjustments that were taken to Council for approval prior to April 7. Revenue projections were done on an individual basis and will be discussed further in this report.

## Governmental Funds Tax Revenue

Table 2



|               | Actuals as of<br>03/31/20 | Year-End<br>Projection | Budget              | % Projection<br>Over/(Under)<br>Budget |
|---------------|---------------------------|------------------------|---------------------|----------------------------------------|
| Sales Tax *   | \$2,072,278               | \$6,022,387            | \$8,250,246         | -27.00%                                |
| B&O Tax **    | 983,071                   | 3,362,464              | 3,427,331           | -1.89%                                 |
| Other Tax *** | 165,525                   | 686,730                | 1,014,000           | -32.28%                                |
| Property Tax  | 81,431                    | 2,853,834              | 3,170,927           | -10.00%                                |
|               | <b>\$3,302,305</b>        | <b>\$12,925,416</b>    | <b>\$15,862,504</b> | <b>-18.52%</b>                         |

\* SALES TAX includes tax portions for public transit, affordable housing, public safety, and regular retail sales

\*\*B&O TAX includes utility, gambling etc.

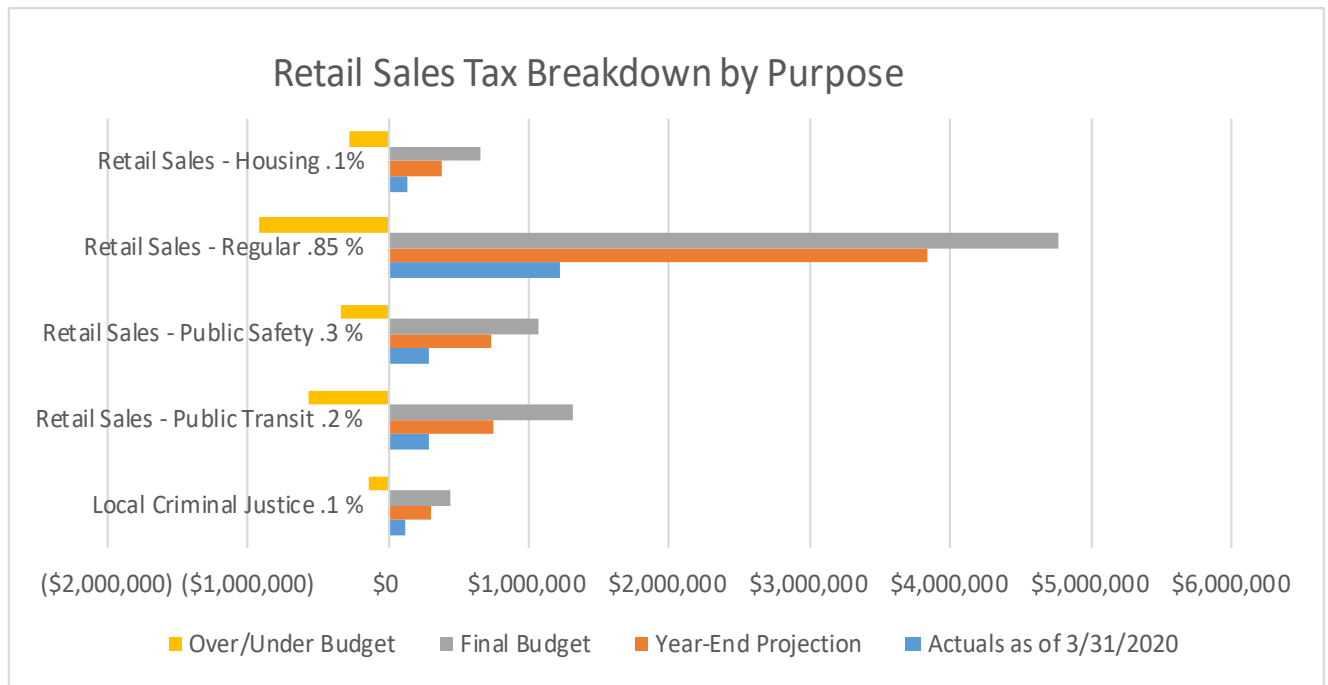
\*\*\* OTHER TAX includes leasehold and other excise taxes including hotel/motel tax

Overall governmental fund tax revenue is projected to fall short by approximately \$2.94 million or 18.52%. Sales Tax and Hotel/Motel Tax are expected to be the hardest hit governmental fund tax revenue. Hotel/Motel Tax revenue was projected at 52.5% of 2019.

## Sales Tax

**Sales tax revenue is projected to fall short of the 2020 budget by \$2,227,859.** Table 3 breaks down the difference of budgeted less projected by tax purpose. It is important to note that this shortfall includes retail sales and use tax that is restricted for public transit, public safety, and affordable housing purposes. At the time of this sales tax projection, it was unknown if and what construction would be allowed to continue. Therefore, in projecting for the remainder of 2020 we removed the “construction sales tax projection” as well as decreased the other regular retail sales tax revenue by 10% of 2019.

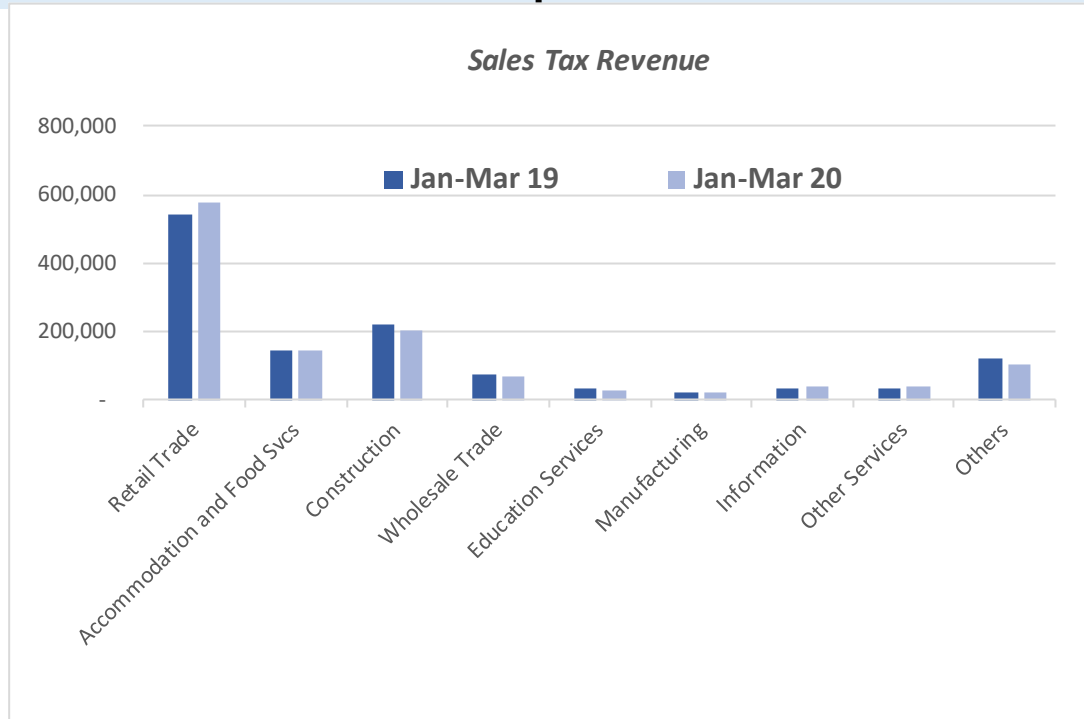
*Table 3*



|                                    | Actuals as of<br>3/31/2020 | Year-End<br>Projection | Final<br>Budget    | Over/Under<br>Budget |
|------------------------------------|----------------------------|------------------------|--------------------|----------------------|
| Local Criminal Justice .1 %        | \$123,196                  | \$311,042              | \$441,823          | (\$130,781)          |
| Retail Sales - Public Transit .2 % | 287,724                    | 755,487                | 1,318,821          | (\$563,334)          |
| Retail Sales - Public Safety .3 %  | 292,788                    | 739,968                | 1,069,718          | (\$329,750)          |
| Retail Sales - Regular .85 %       | 1,224,871                  | 3,838,854              | 4,760,474          | (\$921,620)          |
| Retail Sales - Housing .1%         | 143,699                    | 377,036                | 659,410            | (\$282,374)          |
|                                    | <b>\$2,072,278</b>         | <b>\$6,022,387</b>     | <b>\$8,250,246</b> | <b>(\$2,227,859)</b> |

# Table 4

## Year-to-Date Sales Tax Activity - Cash Basis Jan-Mar 2019 Compared to Jan-Mar 2020



|                                    | Receipts Dates<br>Jan-Mar '19 | Receipt Dates<br>Jan-Mar '20 | Increase/<br>(Decrease) | % Inc<br>(Dec) |
|------------------------------------|-------------------------------|------------------------------|-------------------------|----------------|
| <b>Retail Trade</b>                | 544,054                       | 578,645                      | 34,591                  | 6.36%          |
| <b>Accommodation and Food Svcs</b> | 143,862                       | 145,453                      | 1,591                   | 1.11%          |
| <b>Construction</b>                | 220,112                       | 201,205                      | (18,907)                | -8.59%         |
| <b>Wholesale Trade</b>             | 77,735                        | 69,919                       | (7,816)                 | -10.05%        |
| <b>Education Services</b>          | 31,898                        | 27,258                       | (4,640)                 | -14.55%        |
| <b>Manufacturing</b>               | 20,643                        | 20,669                       | 26                      | 0.13%          |
| <b>Information</b>                 | 33,069                        | 38,002                       | 4,933                   | 14.92%         |
| <b>Other Services</b>              | 34,186                        | 39,198                       | 5,012                   | 14.66%         |
| <b>Others</b>                      | 121,674                       | 104,521                      | (17,153)                | -14.10%        |
| <b>Total</b>                       | <b>\$ 1,227,233</b>           | <b>\$ 1,224,870</b>          | <b>\$ (2,363)</b>       | <b>-0.19%</b>  |

Source: Dept of Revenue Sales Tax Reports - 2020 information: reporting revenue **received** January thru March 2020

Revenue was recorded on a cash basis for this report. January will be the first month of reporting for 2020

Retail sales tax is distributed monthly reflecting 20 different categories. The above graph reflects the top nine categories with 11 categories being identified within the “Others” category. Not all categories of sales tax saw an increase. “Retail Trade” showed the highest dollar increase

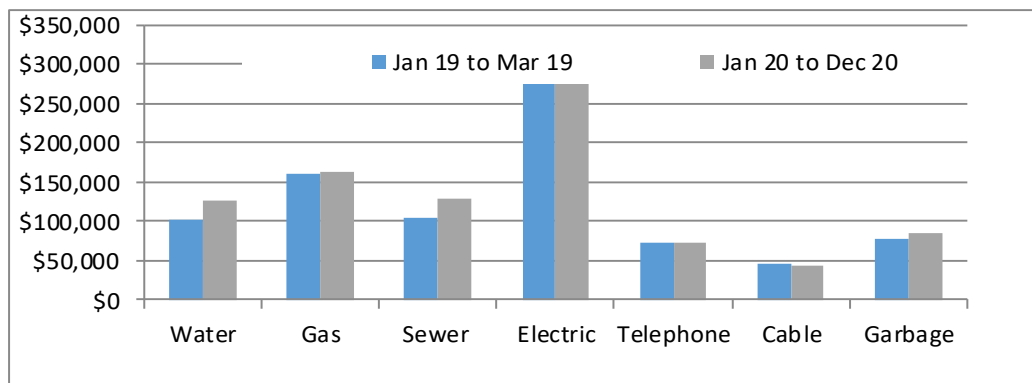
while “Information” showed the highest percentage increase. Regular retail sales tax revenue had a **(.19%) overall decrease** over the same period last year. **Removing the “Construction” sales tax increase, which can be very volatile, would bring the overall change from a decrease of (.19%) to an increase of 1.64% over 2019 for 1<sup>st</sup> Quarter.** One large construction project can skew the numbers very quickly. These numbers do not include the .03% for criminal justice, the .02% for public transit, or the .01% for housing and related services. These revenues are for sales from November through January. Therefore, we were already seeing a decrease in sales tax revenue compared to 2019 before the COVID19 outbreak.

### Utility Tax

The City generates utility tax revenues from the sale of the City’s gas, electric, water, and sewer utilities as well as utility taxes on cable television, telephone, and garbage collection. The cable utility tax revenue includes both the General Fund and the Special Revenue funds.

## *Table 5*

**CITY OF ELLENSBURG**  
**Year-to-Date Utility Tax Activity - Cash Basis**  
**January-March 2019 Compared to January-March 2020**



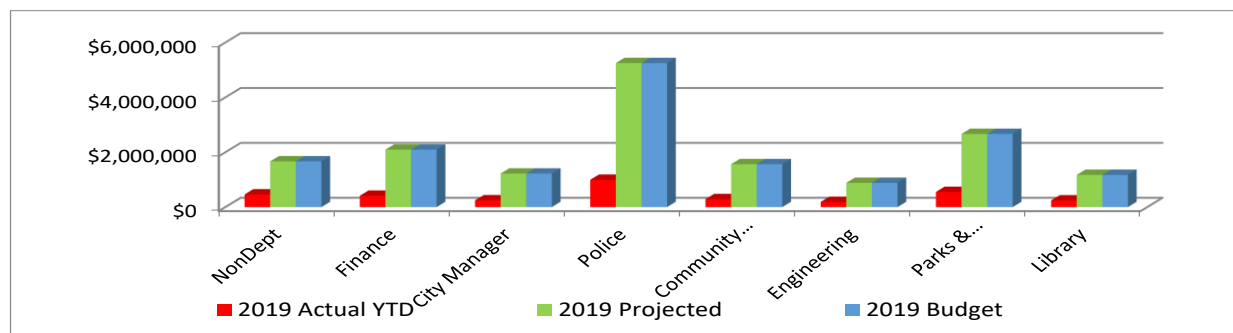
|              | Receipt Dates<br>Jan 19 to Mar 19 | Receipt Dates<br>Jan 20 to Dec 20 | Increase/<br>(Decrease) | % Inc<br>(Dec) |
|--------------|-----------------------------------|-----------------------------------|-------------------------|----------------|
| Water        | \$101,272                         | \$127,658                         | \$26,386                | 26.05%         |
| Gas          | 160,386                           | 163,826                           | 3,440                   | 2.14%          |
| Sewer        | 103,939                           | 129,596                           | 25,657                  | 24.68%         |
| Electric     | 298,869                           | 329,755                           | 30,886                  | 10.33%         |
| Telephone    | 72,844                            | 71,941                            | (903)                   | -1.24%         |
| Cable        | 47,345                            | 42,717                            | (4,628)                 | -9.78%         |
| Garbage      | 78,518                            | 84,847                            | 6,328                   | 8.06%          |
| <b>Total</b> | <b>\$863,174</b>                  | <b>\$950,339</b>                  | <b>\$87,166</b>         | <b>10.10%</b>  |

Revenue was recorded as cash basis for this report.

Telephone taxes will continue to decrease as landlines become less common. Residents using cell phone numbers from out of the area are not paying this local telephone tax.

*Table 6*

| General Fund<br>Revenues and Expenditures - Budget and Actual<br>For the Period Ending March 31, 2020 |                     |                     |                    |                       |
|-------------------------------------------------------------------------------------------------------|---------------------|---------------------|--------------------|-----------------------|
|                                                                                                       | 2020 Budget         | 2020 Projected      | 2020 Actual<br>YTD | Budget less<br>Actual |
| <b>Revenues</b>                                                                                       |                     |                     |                    |                       |
| Taxes                                                                                                 | \$6,874,036         | \$6,537,506         | \$1,187,396        | \$5,686,640           |
| Licenses & Permits                                                                                    | 691,823             | \$428,578           | 187,186            | \$504,637             |
| Intergovernmental                                                                                     | 427,975             | \$446,133           | 113,478            | \$314,497             |
| Charges For Fees                                                                                      | 4,256,227           | \$3,971,033         | 1,070,193          | \$3,186,033           |
| Fines & Forfeits                                                                                      | 278,400             | \$139,200           | 86,293             | \$192,107             |
| Misc.                                                                                                 | 199,789             | \$142,378           | 74,619             | \$125,170             |
| Transfers                                                                                             | 3,073,317           | \$3,073,317         | 768,329            | \$2,304,988           |
| Other Receipts                                                                                        | 0                   | 0                   | 0                  | \$0                   |
| <b>Total</b>                                                                                          | <b>\$15,801,567</b> | <b>\$14,738,144</b> | <b>\$3,487,496</b> | <b>\$12,314,071</b>   |
| <b>Expenditures by Dept</b>                                                                           |                     |                     |                    |                       |
| NonDept                                                                                               | \$1,667,044         | \$1,667,044.00      | \$462,328          | \$1,204,716           |
| Finance                                                                                               | 2,094,180           | \$2,094,180.00      | 414,242            | \$1,679,938           |
| City Manager                                                                                          | 1,221,612           | \$1,221,612.00      | 247,716            | \$973,896             |
| Police                                                                                                | 5,248,407           | \$5,248,407.00      | 995,416            | \$4,252,991           |
| Community Develop.                                                                                    | 1,562,845           | \$1,562,845.00      | 290,220            | \$1,272,625           |
| Engineering                                                                                           | 882,861             | \$882,861.00        | 189,616            | \$693,245             |
| Parks & Recreation                                                                                    | 2,666,541           | \$2,666,541.00      | 553,203            | \$2,113,338           |
| Library                                                                                               | 1,174,175           | \$1,174,175.00      | 244,165            | \$930,010             |
| <b>Total</b>                                                                                          | <b>\$16,517,665</b> | <b>\$16,517,665</b> | <b>\$3,396,906</b> | <b>\$13,120,759</b>   |
| Excess of Revenues over                                                                               | -\$716,098          | -\$1,779,521        | \$90,590           | \$1,063,423           |
| Beginning Balance                                                                                     | 2,834,355           | 3,798,491           | 3,798,491          | -\$964,136            |
| Other Receipts                                                                                        | 0                   |                     |                    | \$0                   |
| <b>Ending Fund Balance</b>                                                                            | <b>\$2,118,257</b>  | <b>\$2,018,970</b>  | <b>\$3,889,081</b> | <b>\$99,287</b>       |



\*Budgeted Fund balance does not include the interfund loans (long-term debt)

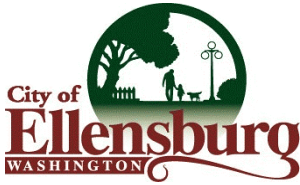
\*\* General Fund numbers do not include retail sales tax or other managerial fund amounts

## **Citywide Report**

The table on the next page- Revenues and Expenditures-Actual shows that the City brought in \$6.44 million more than it spent the 1<sup>st</sup> quarter of 2020. A majority of the excess of revenue over expense is from the utility funds. \*Table 7 reduces utility revenues by the outstanding utility receivable amounts to convert revenue amounts to cash basis.

## Table 7

| All City Funds                                              |                     |                     |                                     |
|-------------------------------------------------------------|---------------------|---------------------|-------------------------------------|
| Revenues and Expenditures- Actual                           |                     |                     |                                     |
| For the Quarter Ending March 31, 2020                       |                     |                     |                                     |
|                                                             | Revenue             | Expenditures        | Excess of Revenue Over Expenditures |
| General Fund                                                | \$3,487,496         | \$3,396,904         | \$90,592                            |
| <b>Special Revenue Funds</b>                                |                     |                     |                                     |
| Street                                                      | 511,273             | 389,535             | 121,738                             |
| Arterial                                                    | 440,339             | 109,424             | 330,915                             |
| Traffic Impact                                              | 134,574             | 0                   | 134,574                             |
| Ellensburg Public Transit                                   | 540,019             | 277,112             | 262,907                             |
| Criminal Justice                                            | 300,640             | 145,551             | 155,089                             |
| Drug Fund                                                   | 1,158               | 2,290               | (1,132)                             |
| Sales Tax                                                   | 1,232,998           | 2,196,354           | (963,356)                           |
| CATV                                                        | 20,654              | 23,152              | (2,498)                             |
| Parks Acquisition                                           | 56,841              | 0                   | 56,841                              |
| Arts Acquisition                                            | 51,050              | 500                 | 50,550                              |
| Lodging Tax                                                 | 89,349              | 32,973              | 56,376                              |
| Housing & Related Service                                   | 161,188             | 0                   | 161,188                             |
| <b>Debt Funds</b>                                           |                     |                     |                                     |
| Public Safety Bond                                          | 540,000             | 0                   | 540,000                             |
| Maintenance Bond                                            | 212,700             | 300                 | 212,400                             |
| Library Bond                                                | 4,362               | 300                 | 4,062                               |
| LID Guarantee Fund                                          | 476                 | 0                   | 476                                 |
| <b>Capital Funds</b>                                        |                     |                     |                                     |
| Capital Const. Bond Projects                                | 0                   | 541,616             | (541,616)                           |
| Sidewalk                                                    | 136,020             | 24,867              | 111,153                             |
| <b>Enterprise Funds</b>                                     |                     |                     |                                     |
| Stormwater                                                  | 3,328,653           | 3,069,665           | 258,988                             |
| Telecommunications                                          | 67,707              | 33,384              | 34,323                              |
| Gas                                                         | 2,744,647           | 1,757,958           | 986,689                             |
| Electric                                                    | 5,422,197           | 3,446,367           | 1,975,830                           |
| Water                                                       | 1,219,260           | 1,033,123           | 186,137                             |
| Sewer                                                       | 1,139,054           | 931,799             | 207,255                             |
| <b>Internal Service Funds</b>                               |                     |                     |                                     |
| Shop                                                        | 595,612             | 246,886             | 348,726                             |
| Health Insurance                                            | 525,958             | 574,391             | (48,433)                            |
| Risk Management                                             | 691,889             | 436,088             | 255,801                             |
| IT                                                          | 300,282             | 163,977             | 136,305                             |
| Library Trust                                               | 1,259               | 319                 | 940                                 |
| Hal Holmes                                                  | 302                 | 0                   | 302                                 |
| Fire Relief                                                 | 1,935               | 23,807              | (21,872)                            |
| <b>Total</b>                                                | <b>\$25,303,669</b> | <b>\$18,858,642</b> | <b>\$6,445,027</b>                  |
| * Utility Revenue amounts have been converted to cash basis |                     |                     |                                     |



## MANAGER'S REPORT

DATE: May 18, 2020  
TO: Ellensburg City Council  
FROM: John Akers, City Manager

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### **1. Waste Management Increase – State B & O Tax Increase 0.25%.**

Waste Management has notified the City that their rates will increase on June 1, 2020. The increase is based on a Washington State Business and Occupation tax increase from 1.5% to 1.75% (an increase of 0.25%) which occurred April 1, 2020. The price adjustment is authorized under Section 3.3.5 of the Waste Management contract with the City, which allows for adjustment when state or local taxes are increased.

### **2. Gas Division Recognized by American Public Gas Association.**

The City's Natural Gas Division has recently been selected as one of twenty-five System Operational Achievement Recognition (SOAR) recipients recognized in 2020 by the American Public Gas Association (APGA). Out of approximately 750 APGA members, the City of Ellensburg Gas Division was selected for SOAR level Bronze by its peers on the APGA Operations and Safety Committee. The selection was based on demonstrated excellence in four areas: system integrity, system improvement, employee safety, and workforce development. The APGA press release is attached.

### **3. Letter of Support for FISH.**

FISH continues to work towards a permanent home and to that end has requested the City support its effort to make permanent the lease of property previously occupied by Elmview at the Airport. FISH operated for a short time at this location and believes a permanent relationship with the County will satisfy the need for food support in the lower county. Attached is a draft letter of support to the Board of County Commissioners for the Mayor's signature. If Council concurs with the letter, a motion to authorize the Mayor to sign the letter on the City's behalf is in order.

FOR IMMEDIATE RELEASE CONTACT:  
Erin Kurilla, Vice President of Operations & Safety  
Phone: (202) 905-2904  
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APGA Congratulates the City of Ellensburg Natural Gas Utility for Operational Excellence!

Washington, DC- (May 6, 2020) - The American Public Gas Association (APGA) presented the City of Ellensburg Natural Gas Utility with the prestigious APGA System Operational Achievement Recognition (SOAR) for excellence in operating its natural gas utility. Public natural gas systems are entrusted by their customers to deliver clean and affordable natural gas through a safe and reliable distribution pipeline system. To accomplish this mission, a forward thinking natural gas utility constantly strives to improve its operating capabilities, overcome challenges and adapt to its changing environment.

Out of approximately 750 APGA members, the City of Ellensburg Natural Gas Utility was selected for SOAR level Bronze by its peers on the APGA Operations and Safety Committee. The selection was based on demonstrated excellence in the four areas of system integrity, system improvement, employee safety, and workforce development.

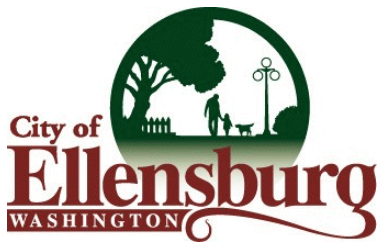
System integrity refers to the natural gas distribution system performing its overall intended function safely, efficiently and effectively—distributing energy to all customers without being degraded or impaired by its internal or external environment. System improvement refers to keeping the natural gas system well maintained and up-to-date through a self-improvement program that includes both an eye on the future through research and development, technology integration and a commitment to system improvement programs. Systems that exhibit excellence in employee safety include adopting a safety program that includes policies and procedures for education involvement and accountability for all employees, as well as tracking safety performance. Lastly, workforce development focuses on creative recruitment, training, education and development practices that provide a return on investment through increased employee loyalty, motivation, safety and productivity.

APGA President and CEO Dave Schryver remarked, “The City of Ellensburg Natural Gas Utility was highly rated in all four areas that are required of SOAR. The City of Ellensburg Natural Gas Utility consistently demonstrates a commitment to providing natural gas safely and efficiently to all those in their community and as such, serves as a model for all other natural gas utilities in the country. APGA is proud to recognize the City of Ellensburg Natural Gas Utility and is confident in their continued success.”

The City of Ellensburg Natural Gas Utility was one of twenty-five SOAR recipients recognized in 2020, joining the 39 previous SOAR award recipients. The system also received a plaque signifying the City of Ellensburg Natural Gas Utility's commitment to and achievement in excellence in operating a natural gas utility system.

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APGA is the national association of municipally and publicly-owned local distribution systems. There are about 1,000 public gas systems serving more than 5 million customers. These public gas utilities are not-for-profit retail distribution entities that are owned by, and accountable to, the citizens they serve. They include municipal gas distribution systems, public utility districts, county districts, and other public agencies that have natural gas distribution facilities.



**OFFICE OF THE MAYOR**  
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May 18, 2020

Kittitas County  
Board of Commissioners  
205 West Fifth Avenue  
Ellensburg, WA 98926

Dear Commissioners:

I am writing in support of FISH's need for a permanent home. FISH is a valuable county-wide resource providing groceries to 10% of the residents of the City of Ellensburg and 40% of the residents of Kittitas County. It is critical to our community that we recognize the impact this agency has on our community as a whole.

FISH has become expert in maximizing space and efficiently using resources. To continue to meet the needs of the people of Kittitas County, the organization requires a commitment that ensures stability for the space needed for programs and capacity for food storage. It seems in the best interest of the entire county to help FISH find a permanent location for its programs and services.

The current location on Elmview Road was built with public money and private donations to house the operations of a not-for-profit organization. Supporting FISH to have administrative offices and to construct the buildings for a Food Bank and Food Pantry fulfill the intentions of the benefactors who gave the money for the building. The increased food deliveries and storage needs are consistent with the zoning of the land on which the building sits. The City has worked with FISH to ensure that the site is accessible for people needing food, as well as, the many people who volunteer to help their neighbors.

The City of Ellensburg is committed to assisting FISH in locating space within the City for Open Table, their food service division. The food service provides more than 30,000 meals annually to the most vulnerable residents in our County and City.

This letter is request that the Commissioners take the action needed to provide a stable long-term solution for FISH. Supporting the organization to continue to serve our County's residents from the location at 804 Elmview Road. That solution includes needed renovations and additions to create space for a Food Bank, Food Pantry and the administrative offices.

Thanks for your consideration of their request.

Sincerely,

Bruce Tabb, Mayor  
City of Ellensburg