

COUNCIL AGENDA

Monday, August 3, 2020



In-person attendance at public meetings is currently prohibited per the Washington Governor's Proclamation No. 20-28.7. Ellensburg City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at ectv2.com.

GUIDELINES FOR PUBLIC PARTICIPATION – ONLINE CITY COUNCIL MEETING

As a result of the threat posed by COVID-19, City is following the mandates from state and county public health officials to take all efforts to prevent the spread of this virus. In compliance with the Governor's Emergency Proclamation 20-28.6 (extended by Proclamation 20-28.7), and in the interest of the safety and welfare of the public, the community, and our employees and to limit the spread of the virus, ***this City Council meeting will not be open to in-person attendance.*** Council will be attending this meeting remotely via video conference. All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at www.ectv2.com. You may also attend by phone, only, and listen to the meeting by following the registration instructions under "Remote testimony during the meeting," below. Once you register, you will be sent a meeting invite with a phone number for the meeting.

Council will be accepting remote testimony under Citizen Comment on Non-Agenda Items (Item No. 7) as well as for all other topics under the Regular Agenda. Testimony will be accepted in the following manner:

- **Written comments submitted in advance of meeting**
Submit written comments by mail to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or via email to: leaderb@ci.ellensburg.wa.us. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.
- **Comments for public hearings**
Written comments must be received by the City Clerk by 5 p.m. on the meeting date. Comments can either be mailed to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or sent via email to: leaderb@ci.ellensburg.wa.us. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.
- **Remote comments or attendance during the meeting**
Advance registration is required to testify. Anyone wishing to speak on items under the Agenda must register prior to 7 p.m. the day of the meeting. Register for the meeting at: https://us02web.zoom.us/webinar/register/WN_6fBZLmo2Ro6frkR13-HKgg. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).

PROCEDURE FOR PARTICIPATION DURING MEETING

1. Join the meeting early, as you may need to download the app in advance to participate. Once you've joined the meeting, your camera and microphone will be muted until you are recognized by the Mayor to speak.
2. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
3. The Mayor will identify the agenda item and ask if anyone wishes to speak on the matter.
4. Any interested person may provide comments on: 1) under Item 7 for non-agenda items. or 2) any listed agenda items, If you wish to speak, you must:
 - a) Raise your "virtual hand" in the corner of the computer screen or press *9 on your phone. Raising your hand signals the moderator that you wish to speak.
 - b) Wait to be called upon by the Mayor using your name, e-mail, or phone number used to log in to the teleconference.
5. Please state your name, address, and whether you are representing only yourself or others.
6. Each speaker's comments are to be limited to 3 MINUTES.
7. Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.

8. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office, or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

Please note: City Council Rules provide that no action will be taken by the Council at the meeting at which a subject is first introduced during the citizen comment period (Item 7 on the Agenda). You may wish to concisely state your concern and request placement of your matter on a future agenda.

CONSENT AGENDA

Members of the audience may request items be removed from the consent agenda by asking for recognition and making the request during Agenda Approval. Items will not be removed from the consent agenda unless your request is confirmed by a councilmember.

AGENDA ITEMS

If you wish to have an item placed on a Council agenda, a written request should be delivered to the City Manager's Office prior to noon on the Monday preceding the Council meeting. Assistance will be provided in preparing a request if you wish to contact the City Clerk at 925-8614.

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A Request for Accommodation form may be obtained on the first floor of City Hall or by calling the City of Ellensburg ADA Coordinator at 962-7222.

**CITY OF ELLENSBURG
COUNCIL AGENDA
Monday, August 3, 2020
7:00 PM - Regular Meeting**

1. Call to Order and Roll Call

2. Proclamations

3. Awards and Recognitions

3.A Introduction of Betsy Dunbar, Transit Manager.

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 Approve Minutes - July 20, 2020 City Council Meeting 6
[7-20-20 Minutes](#)

5.B Acknowledge Minutes of Arts Commission - June 11, 2020 10
[6-11-20 Arts Commission Minutes](#)

5.C Acknowledge Minutes of Library Board - March 10, 2020 12
[3-10-20 Library Board Minutes](#)

5.D Acknowledge Minutes of EBDA - June 17, 2020 14
[6-17-2020 EBDA Minutes](#)

5.E Approve August 3, 2020 Voucher Listing 16
[8-3-2020 Vouchers](#)

6. Petitions, Protests, and Communications

6.A [Board and Commission Applications](#) 17
[B and C Agenda Report Chart 8-3-20](#)
[Townsend Application](#)

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 Resolution regarding the Washington State Transit Insurance Pool and amending Resolution 2019-39.	21
Resolution amending Resolution 2019-39	
Resolution 2019-39	
10. Unfinished Business	
11. New Business	
11.A Second Quarter Financial Status Report	25
2nd Quarter 2020 Financial Status Report	
12. Miscellaneous	
12.A Manager's Report	37
8-3-20 MANAGERS REPORT	
12.B Councilmembers' Reports	
13. Executive Session	
14. Adjournment	



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

July 20, 2020

7:00 PM

Held remotely per Governor Inslee's

Proclamation 20-28.7

1. Call to Order and Roll Call

Roll Call Present: Stacey Engel, Nancy Goodloe, Tristen Lamb, Nancy Lillquist, David Miller, Mary Morgan, Bruce Tabb

Also Present: City Manager Akers; City Attorney/Assistant City Manager Weiner; Deputy City Clerk Davison; Executive Assistant Gigstead; Public Works & Utilities Director Lyyski; IT/Telecomm Manager Faubion; Community Development Director Sackett and approximately 95 members of the audience.

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Nancy Lillquist moved to Amend the Agenda to move item 13 - Executive Session to item 6.B and to move the current item 6.B - City Equity Initiative - Continued Discussion on Messaging Project to 6.C. **Motion Approved 7-0.**

Councilmember Nancy Lillquist moved to Approve the Amended Agenda. **Motion Approved 7-0.**

5. Consent Agenda

5.A. Approve Minutes - July 6, 2020 Regular Meeting

5.B. Acknowledge Minutes of EBDA - May 20, 2020

5.C. Acknowledge Minutes of Environmental Commission - February 19, 2020

5.D. Acknowledge Minutes of Planning Commission - December 12, 2019 and May 7, 2020

5.E. Resolution 2020-17 - 606 S Pine St - Powell street tree removal request

5.F. Award Bid Call 2020-09 Distribution Transformer Bid

5.G. Accept Resignation from Gretchen Thatcher, Planning Commission and Authorize Mayor to Sign Letter of Appreciation

5.H. Approve July 20, 2020 Voucher Listing

Councilmember Mary Morgan moved to Approve Consent Agenda as presented. **Motion Approved 7-0.**

6. Petitions, Protests, and Communications

6.A. COVID-19 Update

Councilmember Tristen Lamb provided an update on active cases in Kittitas County and detailed the statistics provided by Governor Inslee's dashboard. She responded to questions from Council regarding the closure of Irene Rinehart Riverfront Park.

Council discussed the current status of the Ellensburg Public Library.

6.B. Executive Session

RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Action is anticipated after the session.

Council recessed to executive session at 7:15 p.m. for 10 minutes following Councilmembers joining a separate remote meeting; at the Mayor's request, it was announced at 7:27 p.m. the executive session would require five more minutes.

The regular session continued at approximately 7:32 p.m. Councilmember Nancy Goodloe moved to Direct the City Attorney to conduct a detailed analysis of the issues and potential options for moving forward with the messaging project, a risk analysis regarding the potential liabilities with any of the proposed actions and to continue the discussion on the messaging project to the August 17, 2020 City Council meeting.

Motion Approved 7-0.

6.C. City Equity Initiative - Continued Discussion on Messaging Project

Per Council action, Item is continued to the August 17, 2020, City Council meeting.

7. Citizen Comment on Non-agenda Issues

Charles Noel commented on the COVID-19 Update.

Keith McGowan appreciated that Council hears the public on projects.

Theresa Plue stated concern for the safety of the signers of the petition that was submitted for item 6.C. and wished to speak on item 11.

8. Business Requiring Public Hearings

8.A. Disposal of Surplus Water Division Property

The Mayor opened the public hearing. Public Works & Utilities Director Lyyski presented information in the staff report and written comment was accepted from Mike Forman, 2451 Number 81 Rd.

Councilmember Mary Morgan moved to Approve the adoption of Resolution 2020-18, declaring as surplus to the City of Ellensburg's needs the real estate of two parcels and a residential structure located at 7640 Highway 10.

9. Introduction and Adoption of Ordinances and Resolutions

9.A. Ordinance 4855 (second reading) to correct definition of "low-income disabled citizen" in City's utility code.

Public Works & Utilities Director Lyyski reviewed information in the staff report and the request for second reading and adoption of Ordinance 4855.

Councilmember David Miller moved to Approve second reading and adoption of Ordinance 4855 to correct the definition of "low-income disabled citizen".

Motion Approved 7-0.

9.B. Ordinance 4856 (second reading) to increase the membership of the Lodging Tax Advisory Committee.

City Attorney Weiner reviewed the staff report and the request for second reading and adoption of Ordinance 4856.

Councilmember Mary Morgan moved to Approve second reading and adoption of Ordinance 4856, to increase the membership of the Lodging Tax Advisory Committee. **Motion Approved 7-0.**

9.C. Adopt Resolution to Reject All Bids - Supply and Delivery of Non-Corrosion Inhibited Solid Sodium Chloride (Rock Salt), Bid Call 2020-14

Public Works & Utilities Director Lyyski detailed information from the staff report and the request to approve the proposed Resolution .

Councilmember Mary Morgan moved to Approve the adoption of Resolution 2020-19, rejecting the bid for the Supply and Delivery of Non-Corrosion Inhibited Solid Sodium Chloride (Rock Salt). **Motion Approved 7-0.**

Councilmember Miller moved to Authorize staff to purchase product from the Washington State Department of Enterprise Services in an amount not to exceed \$50,000.00. **Motion Approved 7-0.**

10. Unfinished Business

11. New Business

11.A. Annual Comprehensive Plan Amendment Docketing
Community Development Director Sackett reviewed information in the staff report and outlined the 2020 docketing proposals.

Tricia Snyder, 708 E 7th #1, spoke in support of docket items 20-02 and 20-03.

Theresa Plue, 140 Woodhouse, expressed concern over docket item 20-03 and inquired about public participation in the comprehensive plan amendment process.

12. Miscellaneous

12.A. Manager's Report

City Manager Akers advised of a joint meeting between the Ellensburg School District and City Council on Wednesday, August 26, 2020 at 6:00 p.m. Councilmember Mary Morgan requested that open campus issues be added to that agenda for discussion.

12.B. Councilmembers' Reports

- Councilmember Nancy Lillquist spoke on an upcoming meeting with the Yakima Basin Fish & Wildlife Recovery Board in August, attended a tour of the airport facility with the new Dean and Provost from CWU and participated in the Equity Committee;
- Councilmember Nancy Goodloe attended the Equity Committee and reported that the Community Recovery Committee has sent out a letter for donations in order to continue assisting with requests;
- Councilmember David Miller attended the Council of Governments (COG) meeting;
- Councilmember Stacey Engel thanked Gretchen Thatcher for her service on the Planning Commission, appreciated the community engagement in recent events, and stated support for law enforcement;
- Mayor Tabb spoke on the evolving role of COG in non-health related Covid-19 issues and thanked Council for their engagement;

13. Executive Session

Per Council action, item was moved to 6.B.

14. Adjournment

Motion to adjourn at 8:54 p.m.

Mayor

ATTEST:

Deputy City Clerk



ELLENSBURG ARTS COMMISSION MINUTES

June 11, 2020 4:00pm

ZOOM Call

Commissioners Present: Alex Eyre, Jerry Dougherty, Arlein Anderson, Laura Bobovski, and Monica Miller, Brian Kooser

Commissioners Absent: Cassandra Town (excused)

Others Present: Council Liaison Tristen Lamb, Mayor Bruce Tabb, Staff Josephine Camarillo, Community Development Director Kirsten Sackett, Guest Sue Wright

Call to Order: Chair Eyre called the meeting to order at 4:03 pm

Approval of Agenda

Anderson; second Dougherty. Approved.

Approval of March Minutes Tabled

Citizen Comment on Non-Agenda Items – Per the Washington Governor's Proclamation No. 20-28.1, no public comment will be taken at the meeting.

Budget/Financial Report Tabled

New Business

Juried Art Show

89 submissions from County received. Juror will be Lele Barnett. Select pieces that will be installed week of June 22. Selection committee will include Arlein Anderson, Laura Bobovski, Brian Kooser, Greg Schlanger, and Tristen Lamb. Awards will be announced July 3, 2020.

Old Business

Grant Funds

Council approved Ordinance No.4853 Amendments to Ellensburg City Code Sections 1.33.240 and 2.16.4700 - City Arts Acquisition Fund to provide economic support for the arts, businesses and individuals up to \$60,000, to be funded from the City's Art Acquisition Fund during the City's declared state of emergency.

Need to create grant application process with specific criteria for nonprofits associated with the arts. Dependent on applications, a second round of grant applications may open.

Motion made by Arlein to approve draft of Creative Sector Grant Application form for funding requests; Seconded by Laura. Discussion.

Application open to individuals and organizations to Ellensburg residents. \$5000 limit per application. Margaret will create online form. Applications will go to Funding Committee for review.

Motion Approved.

Bus Shelters

City received funding for one additional shelter. 11 shelters slated for July 2020. Artwork needed for additional shelter.

Subcommittee Business

1. Funding- Creative Arts Grants

2. Public Art

- a. Jerry attended Americans for the Arts Rural and Small Communities COVID exchange discussion. Account still associated with Debby DeSoer's email. Carolyn will change into her email. Other communities also facing funding challenges for artists and organizations. Individual artists looking for ways to sell their works. And how can commissions help. https://artsu.americansforthearts.org/products/laa-member-covid-exchange-laas-serving-communities-rural-in-nature-population-under-30k?token=sgkwcs4qrqswdon1591902288#tab-product_tab_overview

3. Advocacy/Public Relations

4. Art Walk

- a. Not allowed in Phase 2, maybe in Phase 3. Laura will meet with Carolyn to figure out fees paid by Art Walk sites.
- b. NPR advertising has been canceled until further notice.

Unscheduled Business

None

Announcements

June 17 at 1pm WA Cultural Convention- South Central (Klickitat, Yakima, Kittitas)
Must sign up before event.

<https://www.eventbrite.com/e/wa-cultural-convention-south-central-klickitat-yakima-kittitas-registration-106980355122#>

Blue Bear Puppet Lab now a 501c3. Made first round of Jim Henson grant.

Adjourned Chair adjourned the meeting at 5:31pm.

Next Meeting: July 9, 2020

Drafted: 6/30/2020

Approved:

Respectfully submitted by: Josephine Camarillo, Staff substitute.



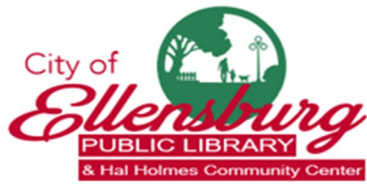
209 North Ruby Street, Ellensburg, WA 98926

LIBRARY BOARD MEETING
Tuesday, March 10, 2020
City Council Chamber

PRESENT: Marty Blackson, Julie Cloninger, Andreina Delgado, Mary Holmgren, PJ MacPhaiden, Andrea Sledge
COUNCIL LIASON: Tristen Lamb
ABSENT: Loretta Gray
STAFF: Josephine Camarillo

- I. CALL TO ORDER: Delgado called the meeting to order at 4:35 p.m.
- II. Approval of the Agenda: M/S/P
- III. Approval of the Minutes: M/S/P
- IV. Citizen Comment/Suggestions: None
- V. Reports
 - A. Director's Report: (1) A representative from HopeSource will be at the library every Tue. 1-6pm to answer questions and help people take the census. (2) Kanopy is now live and open for public use. (3) Pyper Stever is the new Youth Services Assistant.
 - B. Budget Report: Presented and discussed. All looks well.
 - C. Friends' Report: (1) Book Barn sales continue to rise. (2) The Annual Spring Book Sale (May) has been cancelled. The Annual Fall Book Sale (Oct) will continue.
- VI. Old Business
 - A. Last month's Board was discussed and reviewed. Board still in favor of security and safety as Library/HH priority. Library expansion project briefly discussed. Next step would be a feasibility study.
- VII. New Business
 - A. New Board member Julie Cloninger introduction.
 - B. In light of the current COVID-19 outbreak, the library has taken steps to protect staff and patrons:
 1. All Library/HH programs that see 50 or more in attendance have been cancelled.
 2. All children's toys and crayons have been put away until further notice
 3. Door handles and high traffic surfaces will be disinfected at every hour
 4. Staff encouraged to stay home if sick.Motion made by Marty to allow Josephine to make necessary adjustments to library operations to minimize exposure current virus situation. Seconded by Andreina.
Motion passed.
- VIII. Upcoming Programs: Events for March noted. Small events still a GO.
- IX. Unscheduled Business: None

Next regular meeting will be March 10, 2020
Respectfully submitted,



209 North Ruby Street, Ellensburg, WA 98926

Josephine Camarillo

**ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY
dba CenterFuse
BOARD OF DIRECTORS MEETING MINUTES**

SPECIAL MEETING
Wednesday, June 17, 2020 – 4:00 pm
Virtual Meeting

In attendance: Jared Vallejo, Linda Schactler, Garrett Poshusta, Grant Clark, James Jankowski, Andreas Bohman, City Councilmember Stacey Engel; City staff Beth Leader, Kirsten Sackett and Ben Faubion, City IT/Telecomm Manager

Excused absence: John Perrie

1. Chair Vallejo called the meeting to order at 4:03 pm
2. Approval of Agenda. Linda Schactler moved, James Jankowski seconded. Motion approved with all in favor.
3. Approval of Minutes. Linda Schactler moved to approve the minutes of the May 20th meeting. James Jankowski seconded. Motion approved with all in favor.
4. Board Business

a) Discussion of Discount Rent for Tenants and Past Due Accounts

Jared stated he has tried to contact the Incubator tenants, but has not connected with them yet. Linda explained the County has inquired about using the unit at the Airport Incubator that will potentially be vacated by CWU for the Airport Manager's office. Kirsten has sent a lease agreement to Carolyn to create a draft for the County to sign. It was discussed to draft a document concerning rent deferrals to all tenants. Beth will forward the EllensburgCares.org website info to Jared for inclusion. Grant inquired about the past due tenant rent and Beth gave an update on their status.

b) Outline of Current Open Projects and Next Steps

Jared gave an update on the website status.

Incubator space – Beth reported on the status of the appraisal, which has been requested of Pacific Appraisals.

RFP Process – Jared reviewed the past process and Ben Faubion was present and reviewed the background of their pilot project and grant. He also mentioned missed opportunities for other grants. Linda reviewed the grant EBDA received from Department of Commerce for broadband services in the UGA and the ability to proceed with the project. Andreas will review the RFP documents and the process, and update for re-advertising. Linda will ask

Carolyn where the RFP was sent. There was discussion regarding a letter from Commerce for the timeline of the grant and deadline for funding.

c) Subcommittee Work Plans

SpaceForce – James reported he and John met to discuss continuation of the Incubator appraisal and sale, Airport leases and getting things in order when normalcy returns and businesses start inquiring for space.

Garrett asked about the database of available spaces and whether it will be maintained.

MegaForce – Garrett reported they're working on development of a resource guide to assist businesses. There could be a possibility of free downtown WIFI (potentially permanent) which could bring people to the downtown. Ben would like to discuss that with members before they proceed. They are also moving forward with a "How To Guide" project.

FutureForce – Linda gave an update and Jared spoke regarding the possible availability of space at the Liberty Theater. Linda explained they have a meeting with Carolyn on Friday to discuss her intentions for return.

d) Audit Finalization from State Auditor's Office

Beth briefly reviewed of the report from the State Auditor's office. Members acknowledged and had no questions. She asked the board members if they've ever signed waivers for allowable compensation, and no one has in the past.

e) Approval of Vouchers

Beth asked about Board practice for approval of vouchers. Beth will meet with Grant and Jared to sign the documents. Councilmember Engel asked if that was in the Board bylaws.

Councilmember Engel spoke about the downtown park and the possibility testing free WIFI at that location. She also spoke about development support and creation of a resource guide that could be offered to assist those with new development. She mentioned the concern Council expressed with three members being CWU employees. A conflict of interest statement would need to be forwarded to Andreas for signature.

Adjournment: Meeting adjourned 5:10 pm

Drafted: 6/24/2020

Approved: 7/8/2020

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

7/27/2020
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 **3RD DAY OF AUGUST 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	149437	TO	149631	\$ 1,304,592.90
EFT #'s	4310	TO	4332	\$ 830,003.04

Payroll Fund			Total Amounts	
Check #'s	95187	TO	95191	\$ 9,406.30
Direct Deposits	56851	TO	57058	\$ 375,278.18

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: August 3, 2020

Item Title/Agenda Subject: Board and Commission Applications.

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Conduct introduction of Steve Townsend.

Background/Summary: One person has applied to serve on the Lodging Tax Advisory Committee. As directed by Council, applications are presented to Council for consideration. The attached chart shows all current vacancies and applicants. A copy of the application for appointment is attached to the agenda report.

Previous Council Action: None.

Analysis: There are currently two vacancies on the Lodging Tax Advisory Committee - one "collector" and one "receiver" of lodging tax funds.

Financial Impact: None.

Attachments:

[B and C Agenda Report Chart 8-3-20](#)
[Townsend Application](#)

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	7	7	7	7	7	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	0	3	2	6	5	5	4	6	5	7	4	5
Current Members Outside City Limits	1	5	3	0	5	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	2	0	0	0	1	0	2	1	1	0	0	1
APPLICANTS														
Steve Townsend									1 st					

Laurie Gigstead

From: noreply@civicplus.com
Sent: Monday, March 16, 2020 3:33 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions	Lodging Tax Advisory Committee
Name of Applicant:	Steve Townsend
Address	502 North Main Street
Mailing Address (If Different)	<i>Field not completed.</i>
City	Ellensburg
State	WA
Zip	98926
Email Address	stevet@hotelwindrow.com
Phone Number	5099628000
Length of Residence in Ellensburg	6 years
Do you live within the city limits?	Yes
If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age?	<i>Field not completed.</i>
Occupation Status and Background:	Managing Partner and General Manager, Hotel Windrow
Organization Affiliations:	Kittitas County Chamber of Commerce Board of Directors Former Board Member Centerfuse Former Landmarks Commission Member

Why are you seeking appointment?

Now that Hotel Windrow has opened, I would like to have a voice in the use of Lodging Tax funds here in Ellensburg. It is critical that sound choices be made for the use of these important marketing dollars.

Will you be able to attend meetings regularly if appointed?

Yes

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions

Field not completed.

Boards & Commissions

Field not completed.

Email not displaying correctly? [View it in your browser.](#)



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: August 3, 2020

Item Title/Agenda Subject: Resolution regarding the Washington State Transit Insurance Pool and amending Resolution 2019-39 .

Submitted by: Betsy Dunbar Public Works & Utilities

Recommended Action or Motion: Adopt the attached Resolution amending Resolution 2019-39 to authorize the Ellensburg City Manager to appoint the board member and the Transit Division's designated alternate representative(s) to WSTIP's Board of Directors.

Background/Summary: Resolution 2019-39 authorized the Mayor to sign an Interlocal Agreement for the City to join WSTIP. The Resolution also included the initial appointment of the board member and the Transit Division's designated alternate representative(s) to WSTIP's Board of Directors.

Previous Council Action: On December 2, 2019, the Council approved Resolution No. 2019-39, which appointed the City's Transit Manager as the board member and the City Attorney as the Transit Division's designated alternate representative(s) to WSTIP's Board of Directors.

Analysis: The City Manager along with the Public Works & Utilities Director oversee the Transit Division. Having the City Manager appoint the board member and the alternate representative(s) is consistent with the City of Ellensburg's Transportation organizational structure. The Resolution will give the City Manager the flexibility to appoint an alternative WSTIP board member who can best serve in that role, while maintaining the Transit Manager as the primary WSTIP board member.

Financial Impact: There is no financial impact from this modification.

Attachments:
[Resolution amending Resolution 2019-39](#)
[Resolution 2019-39](#)

RESOLUTION NO. 2020 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, AMENDING RESOLUTION 2019-39 AND AUTHORIZING THE CITY MANAGER THE ABILITY TO APPOINT THE BOARD MEMBER AND THE DESIGNATED ALTERNATE REPRESENTATIVE(S) MEMBERS TO THE WASHINGTON STATE TRANSIT INSURANCE POOL BOARD OF DIRECTORS.

WHEREAS, City of Ellensburg, Washington (“the City”) is a municipal corporation as defined in Chapter 36.57 RCW; and

WHEREAS, the City created a Transportation Benefit District under the authority of Chapter 36.73 RCW and RCW 35.21.225 through adoption of Ordinance 4707 in 2015; and

WHEREAS, the City created a Transit Division following the adoption of Ordinance 4707, which oversees funding and operation of public transit services known as “Central Transit,” which are provided in the City through a turn-key agreement with a contracted service provider; and

WHEREAS, the City is a member of the Washington State Transit Insurance Pool (“WSTIP”), and has secured insurance coverage and risk and member services through WSTIP; and

WHEREAS, WSTIP has established best practices for member programs and provides assistance in meeting the best practices;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Ellensburg, Washington, that City of Ellensburg Resolution 2019-39 is amended to provide as follows:

“Section 3. The Ellensburg City Manager is authorized to appoint the board member and the Transit Division’s designated alternate representative(s) to WSTIP’s Board of Directors.”

Except as specifically provided herein, all other provisions of Resolution 2019-39 shall remain in full force and effect.

ADOPTED by the City Council of the City of Ellensburg this 3rd day of August 2020.

Mayor

Attest: _____

RESOLUTION NO. 2019-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE INTERLOCAL AGREEMENT OF THE WASHINGTON STATE TRANSIT INSURANCE POOL, APPOINTING THE CITY'S TRANSIT DIVISION MANAGER AND THE CITY ATTORNEY TO THE WASHINGTON STATE TRANSIT INSURANCE POOL BOARD OF DIRECTORS, AND AGREEING TO MEMBERSHIP REQUIREMENTS OF THE WASHINGTON STATE TRANSIT INSURANCE POOL.

WHEREAS, City of Ellensburg, Washington ("the City") is a municipal corporation as defined in Chapter 36.57 RCW; and

WHEREAS, the City created a Transportation Benefit District under the authority of Chapter 36.73 RCW and RCW 35.21.225 through adoption of Ordinance 4707 in 2015; and

WHEREAS, the City created a Transit Division following the adoption of Ordinance 4707, which oversees funding and operation of public transit services known as "Central Transit," which are provided in the City through a turn-key agreement with a contracted service provider; and

WHEREAS, the City desires membership with the Washington State Transit Insurance Pool ("WSTIP") to secure insurance coverage and risk and member services; and

WHEREAS, WSTIP has established best practices for member programs and provides assistance in meeting the best practices;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Ellensburg, Washington, as follows:

Section 1. The Mayor is authorized to sign and execute the Interlocal Agreement between the City of Ellensburg, Washington, and the Washington State Transit Insurance Pool to secure insurance coverage, risk and member services.

Section 2. The City's Transit Division Manager is appointed as City of Ellensburg, Transit Division's designated director to WSTIP's Board of Directors.

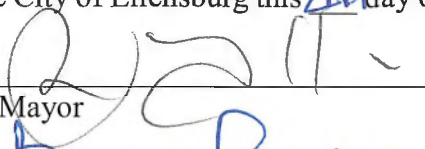
Section 3. The Ellensburg City Attorney is appointed as City of Ellensburg, Transit Division's designated alternate representative to WSTIP's Board of Directors.

Section 4. Authority is granted to the Transit Division Manager to sign the WSTIP Best Practices agreement and adhere to all applicable best practices set by WSTIP.

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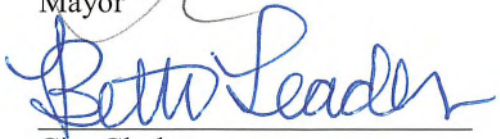
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ADOPTED by the City Council of the City of Ellensburg this 2nd day of December, 2019.



Mayor

Attest:



City Clerk



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: August 3, 2020

Item Title/Agenda Subject: Second Quarter Financial Status Report

Submitted by: Jerica Pascoe Finance Department

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

Background/Summary: Attached is the 2020 Second Quarter Financial Status Report for the period ending June 30, 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: This report attempts to address some of the fiscal impacts created by the current pandemic situation. Year-end projections were made as of the current situation on 6/30/2020. Projections were made with COVID-19 in mind and were predicated on remaining in Phase III through year-end. However, changes since the date of this report on 6/30/2020 indicate an economic recovery that is far from the v-shaped recovery once anticipated. The ongoing spread of COVID-19 in the state and our community, the re-closures in a number of states, changes to phased reopening plans, mixed economic data, geopolitical tension, lingering decisions on the re-opening of schools, and the cancelling of the Kittitas County Fair & Rodeo are just a few of the changes that affect the recovery of our local economy. These changes raise concerns that the recession has not bottomed out. Economic data which first hinted at a start of normalization in May, now suggests that the recovery may be losing steam. With that being said, and the uncertainty and changes we continue to see daily, staff feels that the year-end projections in this report are overly optimistic

and should be read with extreme caution.

Key items – 2020 Second Quarter:

- General Fund revenues and expenditures are both projected to come in below budget. (Table 1, Page 1)
- Year-End tax revenue is projected to come in 9.58% below budget. (Table 2, Page 2)
 - Sales tax revenue projected 13.19% below budget. (Table 2, Page 2)
 - Local Criminal Justice .1% – projected \$36,999 below budget (Table 3, Page 3)
 - Retail Sales for Public Transit .2% - projected \$323,195 below budget
 - Retail Sales for Public Safety .3% - projected \$105,924 below budget
 - Regular Retail Sales .85% – projected \$526,726 below budget
 - Retail Sales for Housing .1% – projected \$161,789 below budget
 - B&O Tax revenue projected 2.79% above budget. (Table 2, Page 2)
 - Other Tax revenue projected 47.89% below budget. (Table 2, Page 2)
 - Property Tax revenue projected 1.32% below budget. (Table 2, Page 2)
 - January through June 2020 sales tax receipts were 6.68% lower than January through June 2019 receipts. (Table 4, Page 4)
 - The majority of this decrease was in Accommodation and Food Services as well as Construction. Removing the construction sales tax decrease would bring the overall change from an decrease of 6.68% to a decrease of 5.5% under 2019.
 - Utility tax revenues were 1.69% higher than 2nd 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 -\$407,501. (Table 6, Page 6)
 - The total excess revenues over expenditures for all funds through 2nd quarter was \$8,355,284. In other

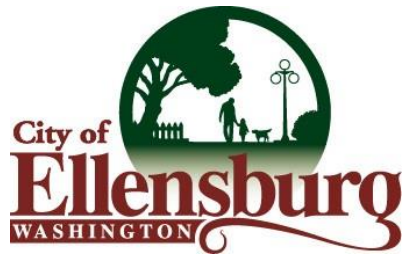
words, the City brought in \$8.36 million more than it spent. (Table 8, Page 8)

Financial Impact: None

Attachments:

[2nd Quarter 2020 Financial Status Report](#)

City of Ellensburg Washington



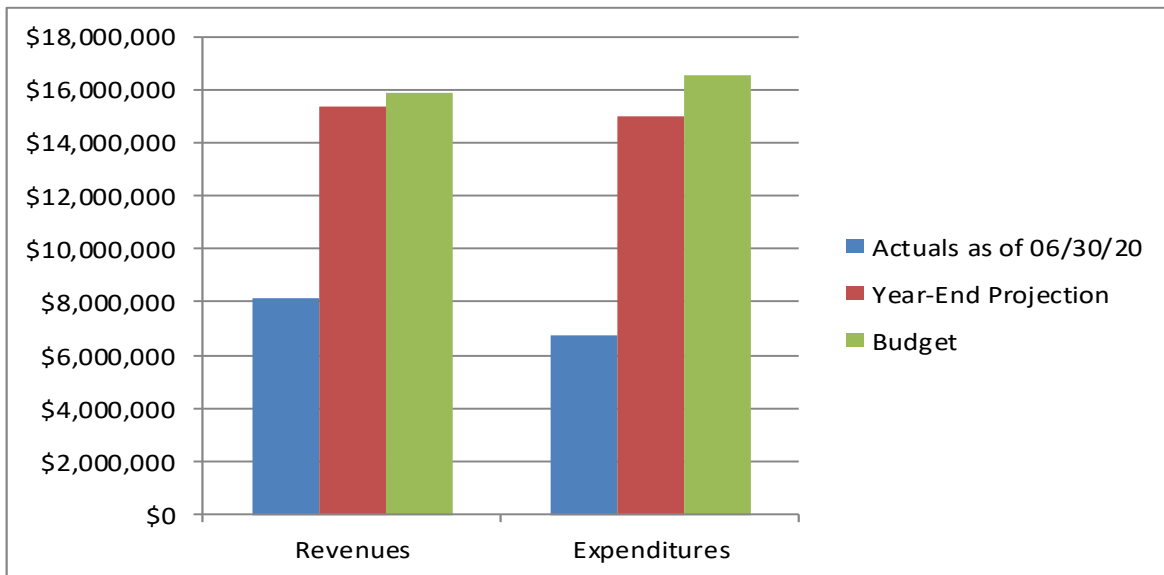
Quarterly Financial Status Report

For the Quarter Ending June 30, 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

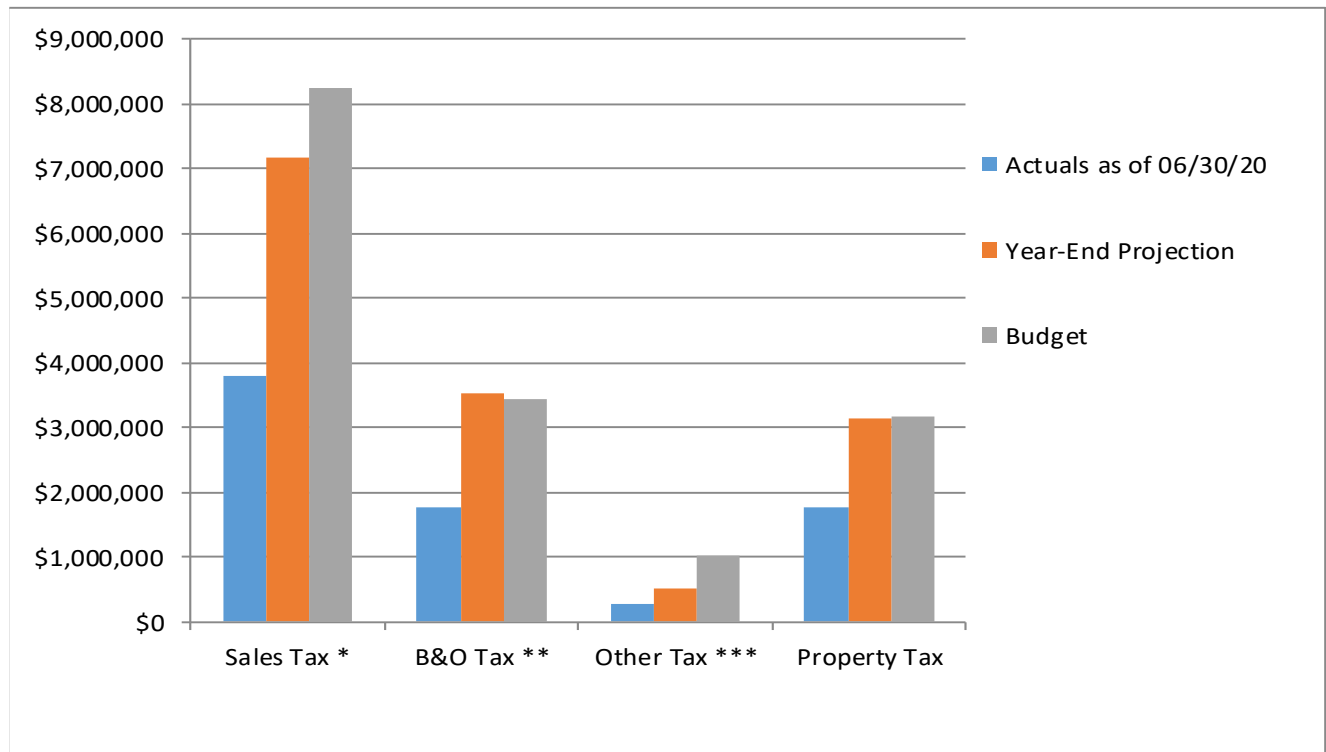


NOTE: The above graph illustrates the difference between year-to-date actuals through June, year-to-date projections, and revised budget.

Year-End projections were as of the current situation on 6/30/2020. Projections have been made with the COVID19 outbreak in mind and is predicated on remaining in Phase III through year-end. Please keep in mind, these continue to be short-term projections based on the limited information known by local governments as of the end of June. 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 continues to evaluate all purchases for need and is 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 06/30/20	Year-End Projection	Budget	% Projection Over/(Under) Budget
Sales Tax *	\$3,810,854	\$7,161,701	\$8,250,246	-13.19%
B&O Tax **	1,783,508	3,523,123	3,427,331	2.79%
Other Tax ***	279,941	528,357	1,014,000	-47.89%
Property Tax	1,767,066	3,129,065	3,170,927	-1.32%
	<u>\$7,641,368</u>	<u>\$14,342,245</u>	<u>\$15,862,504</u>	<u>-9.58%</u>

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

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

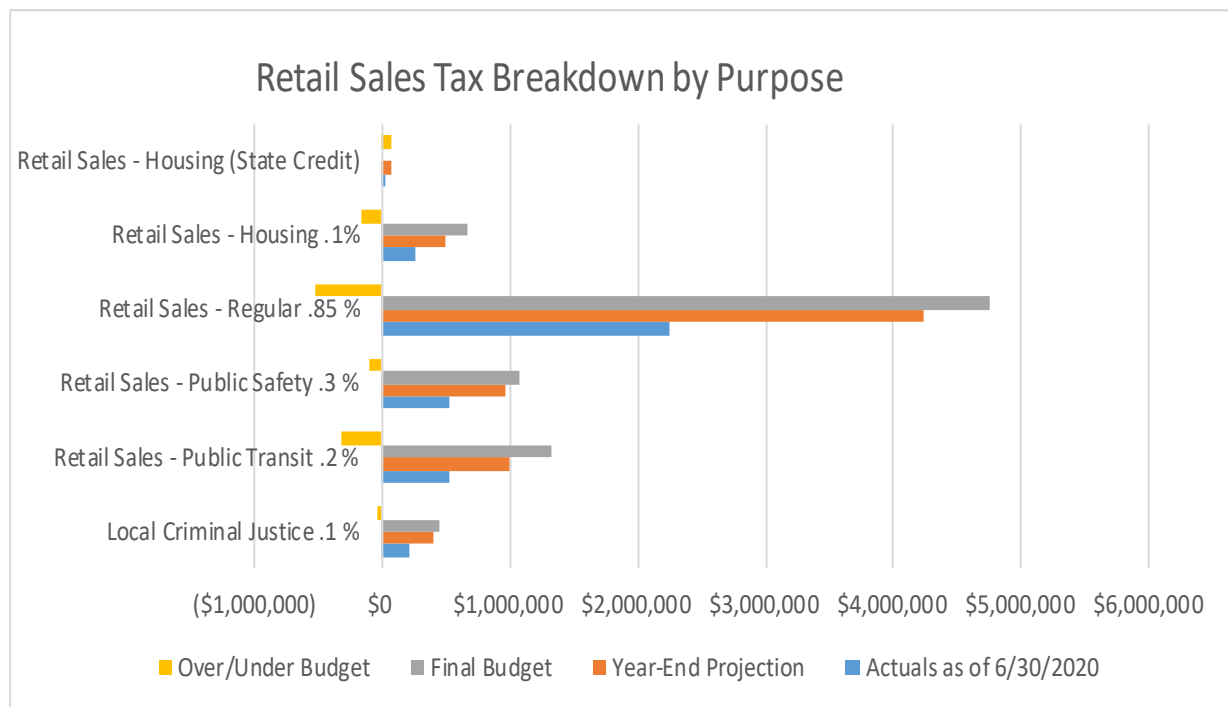
*** OTHER TAX includes leasehold and other excise taxes including hotel/motel tax

Overall governmental fund tax revenue is projected to fall short by approximately \$1.52 million or 9.58%. Sales Tax and Hotel/Motel Tax are expected to be the hardest hit governmental fund tax revenue. Hotel/Motel Tax revenue was projected at 32% of 2019.

Sales Tax

Sales tax revenue is projected to fall short of the 2020 budget by \$1,088,545. 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. Sales tax revenue received in June is for April 2020 activity. Because of the lag in reporting and receiving sales tax from the state, we are still unable to see how the transition of phases has affected our numbers locally. We used an average of sales tax over the past 6 months in order to project through year-end as we were already seeing decrease in sales tax revenue compared to 2019 before the COVID19

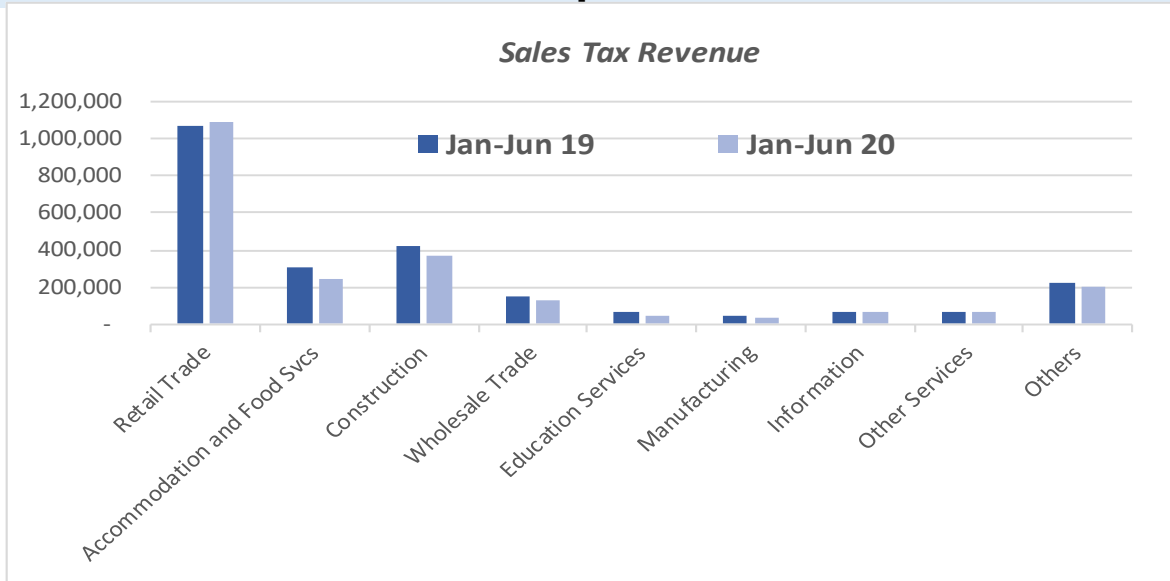
Table 3



	Actuals as of 6/30/2020	Year-End Projection	Final Budget	Over/Under Budget
Local Criminal Justice .1 %	\$219,232	\$404,824	\$441,823	(\$36,999)
Retail Sales - Public Transit .2 %	528,409	995,626	1,318,821	(\$323,195)
Retail Sales - Public Safety .3 %	519,278	963,794	1,069,718	(\$105,924)
Retail Sales - Regular .85 %	2,248,168	4,233,749	4,760,474	(\$526,725)
Retail Sales - Housing .1%	264,032	497,621	659,410	(\$161,789)
Retail Sales - Housing (State Credit)	31,736	66,089	0	\$66,089
	\$3,810,854	\$7,161,701	\$8,250,246	(\$1,088,545)

Table 4

**Year-to-Date Sales Tax Activity - Cash Basis
Jan-Jun 2019 Compared to Jan-Jun 2020**



	Receipts Dates <u>Jan-Jun '19</u>	Receipt Dates <u>Jan-Jun '20</u>	Increase/ <u>(Decrease)</u>	% Inc <u>(Dec)</u>
Retail Trade	1,066,033	1,088,321	22,288	2.09%
Accommodation and Food Svcs	301,702	246,564	(55,138)	-18.28%
Construction	423,629	373,869	(49,760)	-11.75%
Wholesale Trade	149,421	130,442	(18,979)	-12.70%
Education Services	64,898	41,763	(23,135)	-35.65%
Manufacturing	42,511	34,435	(8,076)	-19.00%
Information	65,757	68,355	2,598	3.95%
Other Services	69,096	66,480	(2,616)	-3.79%
Others	226,063	197,939	(28,124)	-12.44%
Total	\$ 2,409,110	\$ 2,248,168	\$ (160,942)	-6.68%

Source: Dept of Revenue Sales Tax Reports - 2020 information: reporting revenue **received** January thru June 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. Only retail trade and information has seen a YTD increase. “Retail Trade” showed the highest

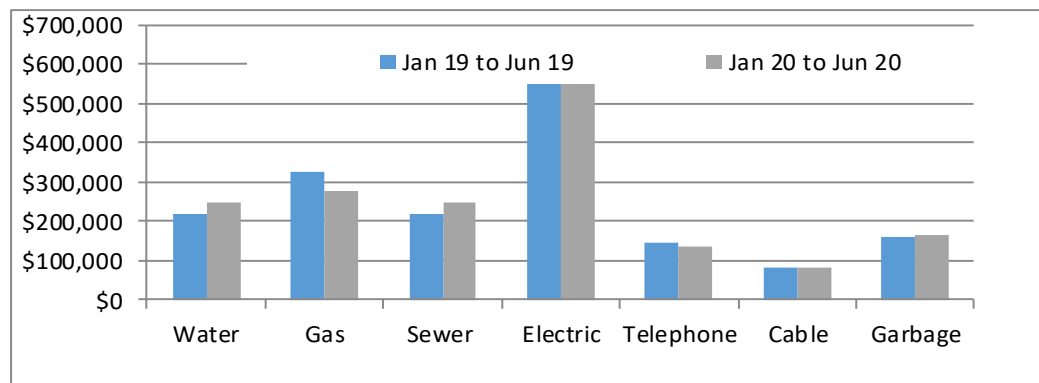
dollar increase while “Information” showed the highest percentage increase. Regular retail sales tax revenue had a (6.68%) overall decrease over the same period last year. **Removing the “Construction” sales tax increase, which can be very volatile, would bring the overall change from a decrease of (6.68%) to a decrease of (5.5%) over 2019 for 2nd 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 April. 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-June 2019 Compared to January-June 2020



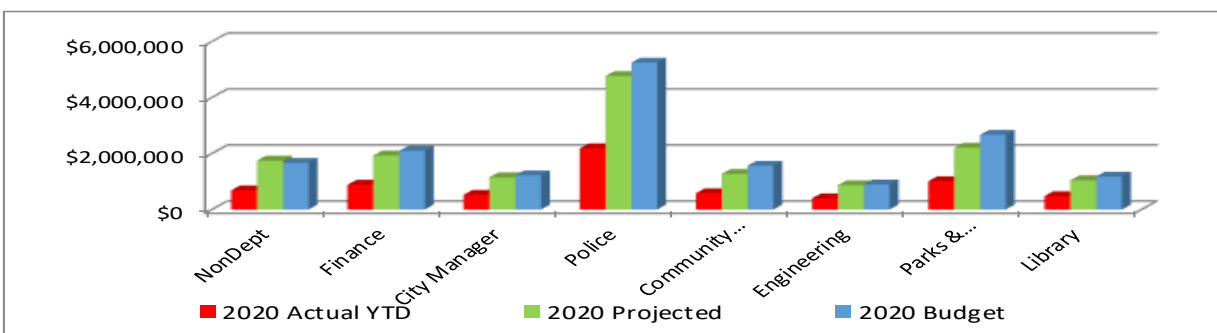
	Receipt Dates Jan 19 to Jun 19	Receipt Dates Jan 20 to Jun 20	Increase/ (Decrease)	% Inc (Dec)
Water	\$217,779	\$247,626	\$29,847	13.71%
Gas	326,791	275,713	(51,078)	-15.63%
Sewer	217,718	247,158	29,440	13.52%
Electric	556,989	586,129	29,140	5.23%
Telephone	145,281	134,370	(10,911)	-7.51%
Cable	84,816	84,920	104	0.12%
Garbage	161,278	163,698	2,421	1.50%
Total	\$1,710,652	\$1,739,614	\$28,962	1.69%

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 Revenues and Expenditures - Budget and Actual For the Period Ending June 30, 2020				
	2020 Budget	2020 Projected	2020 Actual YTD	Budget less Projected
Revenues				
Taxes	\$6,874,036	\$6,880,832	\$3,678,476	-\$6,796
Licenses & Permits	691,283	\$663,617	448,039	\$27,666
Intergovernmental	427,975	\$447,199	221,835	-\$19,224
Charges For Fees	4,306,825	\$4,075,609	2,038,330	\$231,216
Fines & Forfeits	278,400	\$108,698	94,446	\$169,702
Misc.	199,789	\$136,591	111,033	\$63,198
Transfers	3,073,317	\$3,073,317	1,536,659	\$0
Other Receipts	0	0	0	\$0
Total	\$15,851,625	\$15,385,864	\$8,128,818	\$465,762
Expenditures by Dept				
NonDept	\$1,667,044	\$1,746,144	\$687,415	-\$79,100
Finance	2,094,180	\$1,928,887	884,009	\$165,293
City Manager	1,221,612	\$1,148,069	526,160	\$73,543
Police	5,248,407	\$4,765,841	2,184,185	\$482,566
Community Develop.	1,562,845	\$1,272,352	583,119	\$290,493
Engineering	895,861	\$867,955	397,784	\$27,906
Parks & Recreation	2,666,541	\$2,205,595	1,010,824	\$460,946
Library	1,174,175	\$1,043,520	478,245	\$130,655
Total	\$16,530,665	\$14,978,363	\$6,751,741	\$1,552,302
Excess of Revenues over	-\$679,040	\$407,501	\$1,377,077	-\$1,086,541
Beginning Balance	2,834,355	3,798,491	3,798,491	-\$964,136
Other Receipts	0			\$0
Ending Fund Balance	\$2,155,315	\$4,205,992	\$5,175,568	\$2,050,677



*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

Table 7

DEBT ACTIVITIES	Issued Date	Maturity Date	Original Amount	Balance as of 12/31/19	2020 Debt Payment
General Obligation					
Library Bonds *	2003/2014	2022	1,905,000	510,000	175,300
Maintenance Bonds	2010	2030	2,935,000	1,805,000	212,300
2017 Capital Bond - draw thru 2019	2017	2037	121,200	7,200,000	203,184
Telecom Utility - LTGO Taxable **	2016	2036	290,243	256,575	19,072
			5,251,443	9,771,575	609,856
Interfund Loan					
City Hall Construction**	2012	2021	2,599,657	644,657	341,447
Affordable Housing	2020	2023	35,917	0	500
			2,635,574	644,657	341,947
Revenue Bonds					
Stormwater Bond *****	2020	2039	3,000,000	0	64,575
Water Sewer *****	2016	2029	6,990,000	6,710,000	755,001
Gas	2016	2036	859,015	750,897	52,115
Electric- Refunding***	2005/2014	2025	3,650,000	2,115,000	396,000
Electric	2014	2033	4,540,000	4,480,000	206,825
Water	2013	2022	2,416,431	690,458	241,643
			21,455,446	14,746,355	1,716,159

* Library Bonds were refunded in 2014 with a new bond which has a lower interest rate.

** LTGO Taxable 20 year bonds in 2016

*** Electric Bonds were refunded in 2014 with a new bond which has a lower interest rate

**** Water/Sewer Bonds refunded in 2016 with a new bond at a lower interest rate

***** Up to \$5 million Waterworks Utility Bond for Stormwater Utility. Draw period ends Dec 1, 2021

Citywide Report

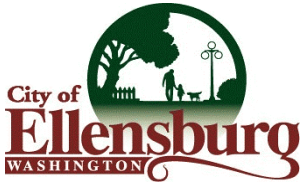
The table on the next page- Revenues and Expenditures-Actual shows that the City brought in \$8.36 million more than it spent the 2nd quarter of 2020. A majority of the excess of revenue over expense is from the utility and internal service funds. *Table 8 reduces utility revenues by the outstanding utility receivable amounts to convert revenue amounts to cash basis.

Investment Report

See attachment, which shows the breakdown of our investment portfolio. The goal of our investment is safety, liquidity, and yield. To have safety and liquidity, most of our investments reside in the State Pool.

Table 8

All City Funds			
Revenues and Expenditures- Actual			
For the Quarter Ending June 30, 2020			
	Revenue	Expenditures	Excess of Revenue Over Expenditures
General Fund	\$8,128,818	\$6,751,740	\$1,377,078
Special Revenue Funds			
Street	1,005,559	795,697	209,862
Arterial	982,495	437,430	545,065
Traffic Impact	129,094	109,481	19,613
Ellensburg Public Transit	901,682	670,451	231,231
Criminal Justice	529,628	344,007	185,621
Drug Fund	4,816	3,720	1,096
Sales Tax	2,260,996	3,453,508	(1,192,512)
CATV	40,711	38,184	2,527
Parks Acquisition	69,777	0	69,777
Arts Acquisition	51,050	6,200	44,850
Lodging Tax	135,327	97,694	37,633
Housing & Related Service	336,449	50,000	286,449
Debt Funds			
Public Safety Bond	540,000	101,592	438,408
Maintenance Bond	212,700	41,450	171,250
Library Bond	93,432	7,950	85,482
LID Guarantee Fund	642	0	642
Capital Funds			
Capital Const. Bond Projects	338,690	1,825,048	(1,486,358)
Sidewalk	188,250	65,167	123,083
Enterprise Funds			
Stormwater	3,658,629	3,332,833	325,796
Telecommunications	134,933	99,674	35,259
Gas	4,436,711	3,293,276	1,143,435
Electric	9,743,309	7,251,637	2,491,672
Water	2,610,489	2,284,142	326,347
Sewer	2,334,008	2,015,879	318,129
Internal Service Funds			
Shop	1,137,942	652,093	485,849
Health Insurance	1,253,396	1,062,752	190,644
Risk Management	693,542	201,339	492,203
IT	594,570	539,598	54,972
Library Trust	1,584	344	1,240
Hal Holmes	3,254	0	3,254
Fire Relief	43,692	51,783	(8,091)
Total	\$43,939,953	\$35,584,669	\$8,355,284
* Utility Revenue amounts have been converted to cash basis			



MANAGER'S REPORT

DATE: August 3, 2020
To: Ellensburg City Council
FROM: John Akers, City Manager

1. Notice of Public Hearing – Benjamin's Corner Plat.

A public hearing has been scheduled for August 17, 2020 to consider application #P20-041, a Type IV Preliminary Plat submitted by Tyler Glahn, for the Benjamin's Corner Plat located south of the 26th Avenue right-of-way, in the City of Ellensburg, Washington, Kittitas County Assessor's Parcel Numbers: 14541 and 960879.

2. Natural Gas Purchase.

Staff is notifying City Council, as required by Chapter 9.80 of the Ellensburg City Code, of three (3) recent natural gas purchase commitments to Shell Energy North America. The first purchase commitment includes three (3) separate quantities and prices for the months of August, September, and October which are as follows: 500 MMBtu/day at \$1.58/MMBtu for the month of August 2020; 1000 MMBtu/day at \$1.56/MMBtu for the month of September; and 2,000 MMBtu/day at \$1.62/MMBtu for the month of October. The total value of the first purchase contract is \$171,730. The second purchase commitment is for 750 MMBtu/day at \$2.69/MMBtu for November 2020 through March 2021. The total value of the second contract purchase is \$304,642.50. The third purchase commitment is for 250 MMBtu/day at \$3.38/MMBtu for November 2020 through March 2021. The total value of the third contract purchase is \$127,595.

3. Special Meeting Request.

Staff is requesting that City Council set a special meeting for August 17, 2020 at 6:00 p.m. for the purpose of holding an executive session to discuss threatened or pending litigation under the authority of RCW 42.30.110(1)(i). Action following the special meeting, if any, would not be taken until the 7:00 p.m. regular City Council meeting.