CITY COUNCIL AGENDA

September 5, 2023

City of Ellensburg WASHINGTON

Ellensburg City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at ectv2.com or on YouTube at ECTV Ellensburg. Members of the public may attend City Council meetings either in person in the City Council Chambers, 501 N Anderson Street, Ellensburg, WA 98926 or by registering to attend remotely via video conference.

To attend the city council meeting virtually register here:
https://us02web.zoom.us/webinar/register/WN_NeC4MNx9TQq5G4IcVUh_pA

Closed Captioning is available to Zoom viewers. To enable closed captioning, you will need to click on the "CC" button at the bottom of your Zoom screen and then select either "Show Subtitle" or "View Full Transcript."

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 by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAcoordinator@ellensburgwa.gov.

COUNCIL MEETING

GUIDELINES FOR PUBLIC PARTICIPATION

All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at www.ectv2.com or on YouTube at ECTV Ellensburg. You may also attend by phone, only, and listen to the meeting by following the registration instructions under "Procedure for Remote Participation During Meeting" below. Once you register, you will be sent a meeting invitation with a phone number for the meeting.

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

SUBMISSION OF WRITTEN COMMENTS

- **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: cityclerk@ellensburgwa.gov. 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: cityclerk@ellensburgwa.gov. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.

PROCEDURE FOR REMOTE PARTICIPATION DURING MEETING

1. ***Advance registration is required to provide public comment or hearing testimony via remote meeting attendance.*** Anyone wishing to speak on items under the Agenda must register prior to 7 p.m. the day of the meeting. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).
2. 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.
3. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
4. The Mayor will identify the agenda item and ask if anyone wishes to speak on the matter.
5. Any interested person may provide comments: 1) under Item 7 on non-agenda items, or 2) on any listed agenda items. If you wish to speak, you must:
   a) Raise your "virtual hand" in the corner of Zoom application on 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.
6. Please state your name, address, and whether you are representing only yourself or others.

PROCEDURE FOR IN-PERSON PARTICIPATION (COUNCIL CHAMBERS)

- ♦ When recognized, approach the microphone provided on the right side of the room.
- ♦ Please state your name, address, and whether you are representing only yourself or others.
- ♦ Each speaker's comments are to be limited to 3 MINUTES.
- ♦ Submit any written comments to the City Clerk.
- ♦ Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
- ♦ 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).

PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS

1. Each speaker's comments are to be limited to 3 MINUTES.
2. Speakers are cautioned not to engage in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting.
3. 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). Council may consider an item at a future meeting, thus you may wish to concisely state your concern and request placement of your matter on a future agenda. Staff will follow up with speakers as necessary.

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 (509) 925-8614.

PUBLIC HEARINGS

City Council accepts testimony or comments in person or via remote testimony on a particular subject schedule for Public Hearing. Council will consider all testimony, respond to any questions, and take action after the public hearing is closed. Testimony or comments will be accepted in the following manner:

1. When recognized,

   If attending in the Council Chambers, approach the microphone provided on the right side of the room.

   If attending remotely, raise your "virtual hand" in the corner of Zoom application on the computer screen or press *9 on your phone.

2. Please state your name, address, and whether you are representing only yourself or others.
3. Please limit your comments to 5 MINUTES.
4. Submit written comments to the City Clerk.

CITY OF ELLENSBURG
CITY COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Tuesday, September 5, 2023
7:00 PM - Regular Meeting

Pledge of Allegiance

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

2. **Proclamations** (Public Comment Opportunity) 6

   2.A Constitution Day and Citizenship Day 2023

3. **Awards and Recognitions**

4. **Approval of Agenda** (No Public Comment)

5. **Consent Agenda** (No Public Comment)
   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 of August 21, 2023 Regular Meeting 7

   5.B Approve Minutes of August 21, 2023 Special Meeting 11

   5.C Acknowledge Minutes of Boards & Commissions 12

   5.D Approve University Way Banner Request from CWU - September 5-26, 2023 17

   5.E Resolution 2023-22 Approving the Public Works & Utilities Department's Street Tree Removal Request for the Pine Street Sidewalk Improvements Project. 18

   5.F Purchase and Sale Agreement Authorization for the Acquisition of Seattle Ave Utility Easement 23

   5.G Bid Award – Bid Call No. 2023-11, Pine Street Sidewalk Improvements – 5th Ave to 6th Ave 42

   5.H Approve September 5, 2023 Voucher Listing 44

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

City of Ellensburg

PROCLAMATION

Constitution Day and Citizenship Day 2023

Whereas, the Constitution of the United States of America guarantees priceless freedoms to us as citizens and sets forth a concept of liberty and democracy that has been an inspiration to people everywhere; and

Whereas, by joint resolution approved December 8, 2004 (36 U.S.C. 106), the Congress of the United States has designated the 17th day of September of each year as Constitution Day and Citizenship Day in commemoration of the signing of the Constitution of the United States on September 17, 1787, and in recognition of all who, by coming of age or by naturalization, enjoy the privileges and assume the responsibilities of citizenship; and

Whereas, the resolution urges civil and educational authorities to make plans for the observance of Constitution Day and Citizenship Day and for the instruction of citizens in their responsibilities and opportunities as citizens of their communities; and

Whereas, every year thousands of candidates for citizenship commemorate Constitution Day and Citizenship Day by becoming American citizens, taking the oath: "I do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; and that I will well and faithfully discharge my duties and responsibilities as a citizen of the United States;" and

Whereas, we welcome all who naturalize into our community to join us in writing the next great chapter of the American story; and

Whereas, a celebration of Constitution Day and Citizenship Day is planned and scheduled on Saturday September 16, 2023, and all residents and visitors in Ellensburg are invited to attend;

Therefore, the City Council of the City of Ellensburg proclaims September 17, 2023 as Constitution Day and Citizenship Day in Ellensburg and encourages all residents to join us in reaffirming our commitment to the foundational principles in our Constitution.

Signed this 5th Day of September, 2023.

Nancy J. Lillquist
Mayor

Attest: Beth Leader
City Clerk

CITY OF ELLENSBURG | **Minutes of City Council, Regular Meeting**
Date of Meeting | **August 21, 2023**
Time of Meeting | **7:00 PM**
Place of Meeting | **Council Chambers**
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom

Pledge of Allegiance
The Pledge of Allegiance was led by Councilmember David Miller

1. Call to Order and Roll Call
Roll Call Present: Sarah Beauchamp, Rich Elliott, Nancy Goodloe, Nancy Lillquist, David Miller, Monica Miller, Adam Winn

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, Police Chief Wade, Finance Director Pascoe, Community Development Director Carlson, Planning Manager Johnston, Public Works & Utilities Director Lyyski, Transit Manager Dunbar, Budget Officer Lanphere, Public Information Officer Klauss and approximately three members of the public

Others present remotely via Zoom: two members of the public

2. Proclamations

2.A International Overdose Awareness Day
Pam Tuggle Miles read the proclamation.

3. Awards and Recognitions

4. Approval of Agenda
Councilmember Goodloe moved to Approve the Agenda as presented. **Motion Approved 7-0**

5. Consent Agenda

5.A Approve Minutes of August 7, 2023 Regular Meeting

5.B Approve Minutes of August 7, 2023 Study Session

5.C Acknowledge Minutes of Boards & Commissions

5.D Amendment No. 2 to Agreement between the City of Ellensburg and HopeSource For Provision of Upper Kittitas County-Ellensburg Commuter Bus

Service

5.E Amendment No. 2 to Dial A Ride Agreement between City of Ellensburg and HopeSource

5.F Resolution 2023-20 Approving Jill Howard's Street Tree Removal Request at 400 S Walnut Street.

5.G Approval of Diversity, Equity & Inclusion Commission 2023 Grant Awards

5.H Approve August 21, 2023 Voucher Listing

Councilmember Elliott moved to Approve the Consent Agenda as presented. **Motion Approved 7-0**

6. Petitions, Protests, and Communications

6.A Resolution 2023-21 to Provide Enforcement of the Ellensburg Rodeo's Double Cross (XX) Ordinance (Public Comment Opportunity)
The annual request for the Double Cross Ordinance was presented.

Councilmember Elliott moved to Approve adoption of Resolution 2023-21. **Motion Approved 7-0**

6.B 2022 Crime Report (Public Comment Opportunity)
Ken Wade, Ellensburg Police Chief, reviewed the report with Council. Councilmembers asked questions of Chief Wade. No action was required.

7. Citizen Comment on Non-agenda Issues
Teresa Plue, spoke regarding a proclamation for Constitution and Citizenship Day

Written public comment concerning Natural Gas and the Climate Commitment Act, submitted by Megan Anderson, was provided to Council on the dais.

8. Business Requiring Public Hearings

8.A 2023 - 2028 Transit Development Plan and 2022 Annual Report (Legislative Hearing) (Public Comment Opportunity)
The Mayor opened the public hearing. Betsy Dunbar, Transit Manager, reviewed information in the staff report and through a presentation.
There were no questions or comments from the public. Council asked questions of staff. The Mayor then closed the public hearing.

Councilmember Elliott moved to adopt the 2023 - 2028 Transit Development Plan and 2022 Annual Report. **Motion Approved 7-0**

9. Introduction and Adoption of Ordinances and Resolutions

9.A Ordinance 4923 (First Reading) 2023/2024 Supplemental Budget Ordinance (Public Comment Opportunity)

Gloria Lanphere, Budget Officer, presented information in the staff report.

Councilmember Elliott moved to Approve conducting first reading of Ordinance 4923. **Motion Approved 7-0.**

9.B Resolution 2023-19 Adopting a Digital Conversion Policy (Public Comment Opportunity)
Beth Leader, City Clerk, presented information in the staff report.

Councilmember Elliott moved to Approve adoption of Resolution 2023-19. **Motion Approved 7-0**

10. Unfinished Business

11. New Business

11.A 2023 Second Quarter Financial Status and Investment Reports (Public Comment Opportunity)
Jerica Pascoe, Finance Director, presented information in the staff report. Additional pages for the investment report was provided to Council on the dais.

Councilmember Elliott moved to accept the 2023 Second Quarter Financial Status and Investment Reports as presented. **Motion Approved 7-0**

11.B Approval of Diversity, Equity & Inclusion Commission's Proposed Proclamations & Recognition Days (Public Comment Opportunity)
Nicole Klauss, Public Information Officer, presented information in the staff report.

Councilmember Goodloe moved to approve the Diversity, Equity & Inclusion Commission's proposed proclamations and recognition days.

Council discussed the proposed list of proclamations.

Mayor Lillquist moved to amend the motion to remove Ramadan and Mexican Independence day from the list and invite replacements/alternatives. **Motion Approved 6-1** (Winn voted no)

Vote on Main Motion as Amended. **Motion Approved 6-1** (Winn voted no)

11.C 2023 Community Development Long Range Planning Work Program (Public Comment Opportunity)
Heidi Behrends Cerniwey introduced the topic and Dan Carlson, Community Development Director, presented information in the staff report. Council asked questions of Director Carlson.

Councilmember Winn moved to approve the 2023 Community Development Long Range Planning Work Program. **Motion Approved 7-0**

12. Miscellaneous

12.A Manager's Report (No Public Comment)
The City Manager reviewed the report. She reminded Council of the Employee Appreciation luncheon and reported that abatement and cleaning has been completed in the city hall building.

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Beauchamp attended the Kittitas County Museum kickoff event and virtual training at the Ellensburg Police Department
- Councilmember Elliott reported on Planning Commission and KITTCOM
- Councilmember Goodloe reported on the DEI commission retreat and grant awards and attended the KCCOG meeting
- Councilmember David Miller reported on the PTAC meeting
- Councilmember Monica Miller reported on Landmarks and Design commission meeting
- Councilmember Winn reported on Law & Justice Commission, status update of the bowling alley, mentioned the Cop on Top event Thursday and attended Coffee with Council
- Mayor Lillquist reported on the Yakima Basin Fish & Wildlife Board, Airport Advisory meeting, and attended the Brick Road open house, Coffee with Council, and EPD virtual training

13. Executive Session

14. Adjournment
Meeting adjourned at 9:05 pm

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Mayor

ATTEST: __________________________
City Clerk

CITY OF ELLENSBURG | Minutes of City Council, Special Meeting

CITY OF ELLENSBURG	**Minutes of City Council, Special Meeting**
Date of Meeting	**August 21, 2023**
Time of Meeting	**6:00 PM**
Place of Meeting	**Council Chambers** **501 North Anderson Street** **Ellensburg, WA 98926** **And remotely via Zoom**

1. Call to Order and Roll Call

The meeting was called to order at 6:00 pm. All Councilmembers were present.

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, Finance Director Pascoe, Public Works and Utilities Director Lyyski, Power & Gas Manager Stanavich and no members of the public.

The Mayor announced Council would recess into an Executive Session, per RCW 42.30.110(1)(i) which would take approximately 55 minutes and no action would be taken.

2. Executive Session

2.A Per 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.

Council recessed for Executive Session at 6:01 pm.

Council reconvened at 6:57 pm

3. Adjournment

Meeting adjourned at 6:57 pm

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Mayor

ATTEST: ____________________________
City Clerk

CENTERFUSE

Centerfuse

Ellensburg Business Development Authority
BOARD OF DIRECTORS MEETING MINUTES
Regular meeting held synchronously in-person and virtually
Wednesday, July 19, 2023
4:00-5:30 PM

Members in Attendance: Garrett Poshusta, Chair; Grant Clark, Treasurer; John Perrie, Board Member; Bob Rapp, Board Member; Jennifer Lubanski, Board Member, James Jankowski, Board Member; and Jared Vallejo, Board Member

Others present: Rich Elliott, Ellensburg City Council liaison; Matt Carston, Economic Development Assistant, and Margaret Reich, Executive Director

Absent: Andreas Bohman, Vice Chair; and Del Bankston, Secretary.

1. **Meeting Called To Order**
   The Chair called the meeting to order at 4:00 PM

2. **Approval of Agenda**
   Chair Poshusta opened the regular meeting and requested a motion to amend the agenda with an Executive Session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee as allowed by RCW 42.30.110 (1) (g), and return to the regular meeting by 4:16 p.m.

   Motion to approve the amended agenda for the July 2023 meeting by Bob Rapp, second by Jared Vallejo. Motion approved by unanimous vote.

   Executive Session
   At 4:16 p.m. the Board reconvened from Executive Session. A motion was made to amend the Executive Director's employment contract starting August 1, 2023 reflecting an adjustment in working hours and compensation and to authorize the chair to sign this amendment by John Perrie, second by Grant Clark. Motion approved by unanimous vote.

3. **Approval of Minutes**
   Motion to approve the June 14, 2023 regular meeting minutes by John Perrie, second by Jared Vallejo. Motion approved by unanimous vote.

4. **Public Comment**
   No public comment.

5. **Board Business**
   a. Organizational Effectiveness

Grant Clark, Treasurer presented the financial reports. Motion to approve July 19, 2023 voucher in the amount of $24,424.32 by Grant Clark, second by Garrett Poshusta. Motion approved by unanimous vote.

Executive Director Reich updated the board on the consultant hiring for the Feasibility Study, SAO audit results, and monthly metrics.

b. Build Local Capacity
Executive Director Reich updated the board on the Kittitas County Economic Development Plan, Ellensburg's Arts & Culture Alliance, Artist Performance and Production Space study, and the anticipated decision from Washington Commerce on the electric vehicle charging grant CenterFuse authored for the city of Kittitas.

c. Marketing
Executive Director Reich shared Manastash Media's monthly digital marketing analytics report and the key industry recommendations.

d. Business Recruiting & Expansion
The Executive Director provided a progress report on the grant funded projects including the USDA Non-Residential Building and Land data collection (which is closed), the CERB I-90 West Interchange Private Development study, and the CERB Value-Added Wood Products study. The Washington Commerce Innovation Cluster Accelerator Program Launch kick off meeting with the cohort 2 core teams occurred last week. 2022 Cat Tank second prize winner, Clara Peterson, requested a contract extension to receive the balance of the funds from last year's Cat Tank from 12/31/2022 to 9/30/2023.

Motion to extend Clara Peterson's contract to 9/30/2023 by Grant Clark, second by Garrett Poshusta. Motion approved by unanimous vote.

6. **For the good of the order**
At the June 2023 regular board meeting, the board asked staff to gather information regarding the city's interest in potentially dissolving the public development authority. Staff presented information on the history of Ellensburg's public development authority, the steps to create and to dissolve a public development authority, and some possible next steps. Ultimately, the city reiterated the value of CenterFuse's work and the desire to discuss updating the CenterFuse charter. Chair Poshusta will schedule one-on-one meetings to explore the impact of a charter update.

7. **Adjournment** – time 5:14 Motion to adjourn by Grant Clark.

Drafted: 7/21/2023
Approved: Garrett Poshusta
Submitted by: Margaret Reich

Parks & Recreation Advisory Commission
Meeting Minutes – May 10, 2023

DATE OF MEETING:	May 10, 2023
MEMBERS PRESENT:	Jackie Adams, Frana Milan, Nick Zentner, Ali Brown
OTHERS PRESENT:	Parks & Recreation Director Case, three members of the public
LOCATION:	Meeting was held in the City Council Conference Room and Remotely

CALL TO ORDER – Meeting called to order at 5:30pm

MEETING MINUTES – Meeting minutes from the April 12, 2023 meeting were approved as submitted.

NEW BUSINESS – Rotary Park Master Plan Stakeholder Meeting Review – Jackie Adams, Stakeholder Representing the Parks & Recreation Commission – Commissioner Adams provided the Commission with a summary of the stakeholder meeting that took place virtually on April 19, 2023. In total 10 different groups attended the meeting, most of which already use Rotary Park, such as the Kittitas Valley Junior Soccer Association and Ellensburg Youth Baseball. There were a few groups in attendance that currently aren't using the park for their activities but that would like to, a few of those include the Ellensburg Disc Golf Club, EPiC (Ellensburg Pickleball Club), and the Kittitas County Railroad History Association.

ITEMS FOR MAY10, 2023 MEETING

Poetry Pole and Wind Phone Proposal at Wippel Park

Discussion about Commission Roles and Opportunities for Greater Community Impact

COMMISSION MEMBER REPORTS/OTHER BUSINESS

Staff acknowledged the letter Kathleen Kelleher wrote to the Commission explaining her reason for not seeing reappointment to the Commission.

Commissioner Zentner commented on the increase in traffic at Reed Park, and the surrounding neighborhood, over the course of the last few weeks. He inquired about what the next steps were in the Reed Park planning process and if the process needed to start over from the beginning. Staff stated that the process would not have to start over and that the intention is to develop a new plan incorporating feedback heard at the March 6th Council meeting as well as with the meeting with the Legion.

STAFF REPORTS – 1. Reed Park Plan Update – City staff met with members of the American Legion Board to discuss concerns Legion member shared with City Council on March 6th regarding the preferred Reed Park master plan. 2. Unity Park – staff provided an update on the appeal of the Landmarks & Design Commission approval of the park design and demolition of the old Wells Fargo drive thru bank building. 3. The garden projects at Wippel Park are underway. 4. The 'Ride to Renslow' bike ride is scheduled for May 20th, there will be shorter ride to North Alder Street Park also offered.

Meeting adjourned at 6:10pm.

PUBLIC TRANSIT ADVISORY COMMITTEE MEETING MINUTES

City of Ellensburg	Minutes of PTAC Meeting
Date & Time of Meeting	July 18, 2023 3:30 PM
Place of Meeting	Virtual Meeting

1. Call to Order and Roll Call

Roll Call Present: David Miller, Sawyer Stearns, Amy Spitznas, Jim Hurson, Joey Bryant

Roll Call Absent: Christopher King

Also Present: Keiko Walsh - HopeSource

2. Approval of Agenda

- Motion by Jim Hurson to approve the PTAC Meeting Agenda.
  Motion Affirmed by all.

3. Ridership Stats

- June 2023 Ridership stats were presented.

4. Agenda Items

The 2023 – 2028 Transit Development Plan was reviewed. Jim Hurson and David Miller suggested updates regarding the predicted Operating and Capital Revenues along with more explanations regarding planned projects.

Updates to the plan will be presented to PTAC at the August 15th meeting.

5. Transit Marketing Updates

- None

6. Transit Updates

- Reviewed the 2023 – 2025 Grant Funding received from WSDOT.

7. Approval of Minutes

- Motion by Joey Bryant to approve the June 20, 2023 PTAC Minutes.
  Motion Affirmed by all.

10. Next PTAC Meeting:

The next regular PTAC meeting will be held on August 15, 2023

11. Adjournment:

With no further discussion, the meeting was adjourned at 4:54 PM

Betsy Dunbar
Drafted: July 19, 2023
Approved: August 15, 2023

Central Washington University
University Way Banner Request Form

Please fill out form and return to Schedule@cwu.edu. The Scheduling Center will submit your form to the City.

Name of Event/Program: Week of Welcome 2023

Contact Person: Robbi Goninan Phone Number: 509-963-1506

Banner Hang Dates (Monday-Sunday): Tuesday, Sept. 5 - Tuesday, Sept. 26, 2023

☑ CWU Scheduling Center has reserved the banner dates.
Phone: 509-963-1321, Email: schedule@cwu.edu

☑ Banner should be double-sided and a **maximum of 30' x 52" and a minimum of 24' x 48**" with **3" turnback at the top and bottom of the banner that will allow steel cable to be strung though it. No grommets.**

- We recommend that wind flaps be cut into the banner to prevent wind damage

* Example of a correctly made banner.

Provide an Example of Your Banner in the Box Below (Please fill in writing and logos)

Important Notes:

Banners affiliated with University business have priority. Therefore, banners from non-University groups requesting dates that conflict with a University banner may be rescheduled

If your banner does not meet manufacturing specifications, we will be unable to process your request and the banner will not be hung

The CWU Scheduling Center will not be held responsible for any weather-related damage that occurs to your banner

For more information please contact CWU Student Union Operations & Scheduling Center at 509-963-1321 or 509-963-1641.

City of Ellensburg approved by: ______________________ Date: ______________________

Disapproval/Reasons: ____

____

Updated July 15, 2022

Agenda #5.E

Meeting Date: September 5, 2023
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Resolution 2023-22 Approving the Public Works & Utilities Department's Street Tree Removal Request for the Pine Street Sidewalk Improvements Project.
Submitted by:	Erin McGowan, Stormwater/Horticulturist
Department:	Public Works & Utilities

Suggested Motion/Action:
Move to adopt Resolution 2023-22, authorizing the Public Works & Utilities Department to remove the designated street trees as part of the Pine Street Sidewalk Improvements Project.

Background/Summary:
The Public Works & Utilities Department requests approval to remove five street trees on the 500 block of North Pine Street as part of the Pine Street Sidewalk Improvements Project. This project will provide ADA improvements, new street lighting, install a paverstone sidewalk, enlarge tree wells, replace the irrigation system, and plant seven new street trees along Pine Street.

Tree condition: The two (2) Honey Locusts, two (2) Little Leaf Linden, and one (1) European Hornbeam are in good to fair condition.

City infrastructure damage: The trees' roots have uplifted the sidewalk, paverstones, curb, and asphalt in several places.

Tree maintenance activity by the City: All five trees are in the Central Business District and maintained by the Parks Department.

Species suitability to location: All of the trees are on the approved street tree list, but were planted too close together and have outgrown their planting location.

Private damage claims processed by the city: None known.

Previous Council Action:
- Council approved the 2023-2024 Biennial Budget Ordinance which included an annual CDB Sidewalk – Tree Replacement Project as part of the Enhancements and Capital Projects List.
- August 7, 2023, Regular Council Meeting – Council authorized the City Manager to execute the Sidewalk Repair Agreement with Liberty Bible Church for the Pine Street Sidewalk Improvements Project.

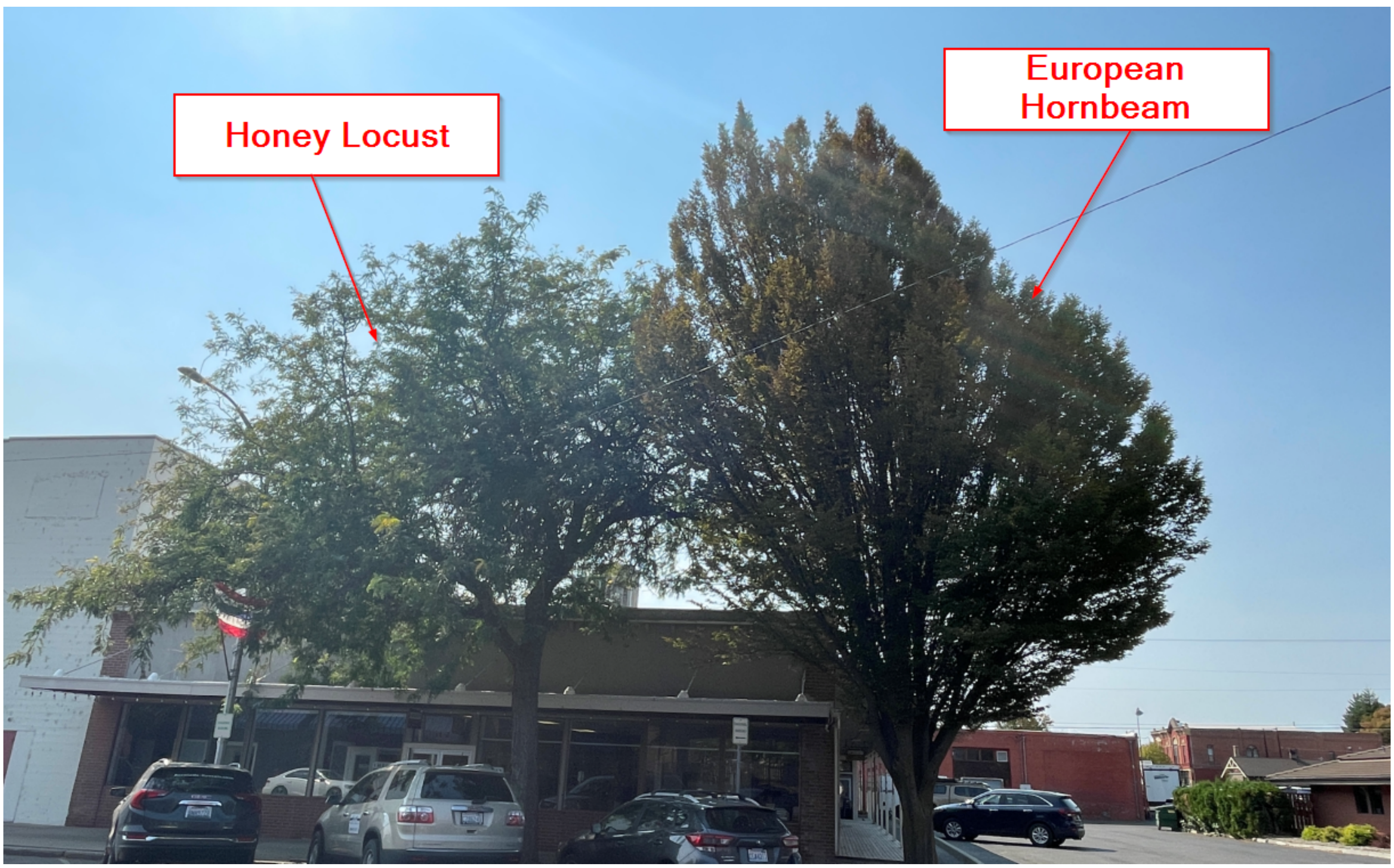
Analysis:
Removal of the trees is appropriate. The Pine Street Sidewalk Improvements Project will include seven new street trees that are better suited to the location.

Financial Impact:
The tree removals and replacement will be funded through the budget for the Pine Street Sidewalk Improvements Project.

Budget Adjustment: No

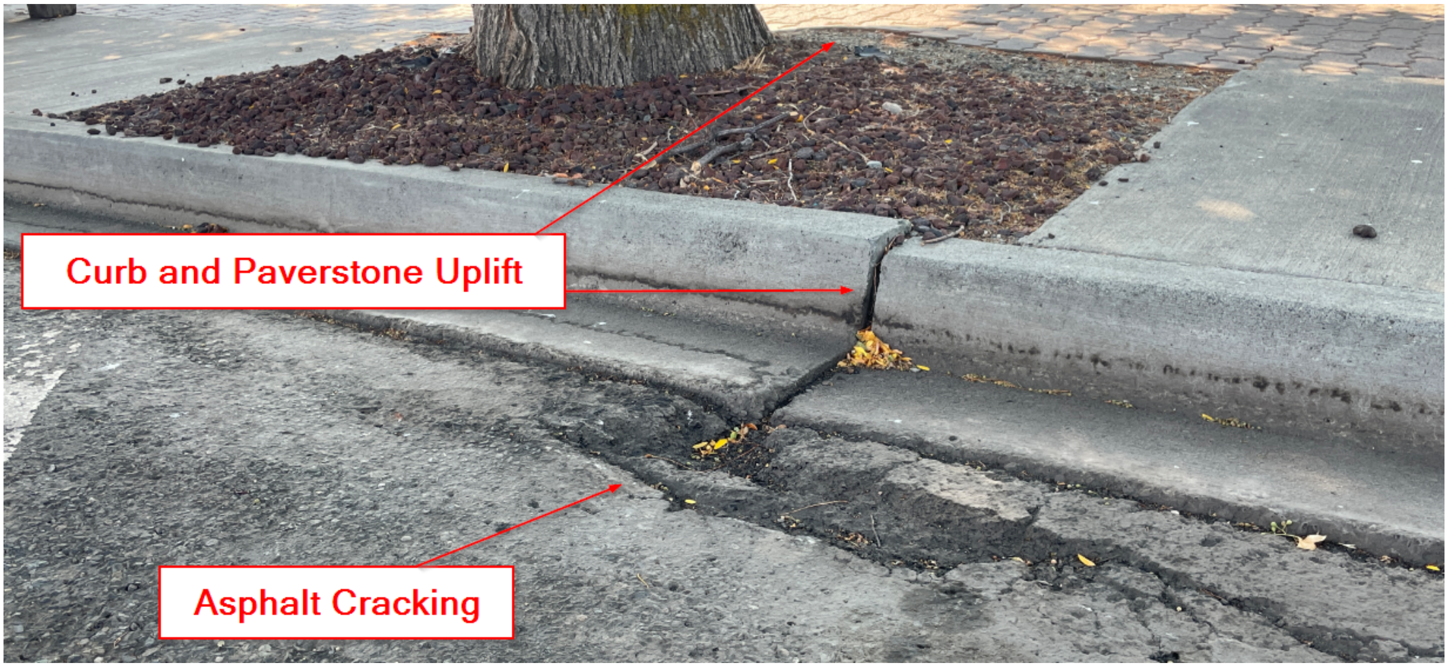
Attachments:
1. Pine Street Sidewalk Improvements Project - Street Tree Removal Graphics
2. Resolution 2023-22 Pine Street Sidewalk Improvements Project Tree Removal


Little Leaf Linden
Honey Locust


Honey Locust
European Hornbeam


Sidewalk Uplift


Sidewalk Uplift


Curb and Paverstone Uplift
Asphalt Cracking

RESOLUTION NO. 2023-22

A RESOLUTION of the Ellensburg City Council authorizing the Public Works & Utilities Department to remove five street trees as part of the Pine Street Sidewalk Improvements Project.

WHEREAS, ECC 4.36.380 requires that any person, firm or corporation may apply for the removal of street trees, subject to city council approval, under such conditions and requirements as set forth in the Ellensburg City Code;

WHEREAS, The Public Works & Utilities Department has requested permission to remove five street trees;

WHEREAS, the City Stormwater and Street Tree Utility Program Manager has reviewed the condition of the trees and the proposed replanting of the trees, and recommends the City Council authorize removal of the trees;

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

Section 1. The Public Works & Utilities Department is authorized to remove five street trees as part of the Pine Street Sidewalk Improvements Project. Approval is conditioned upon the Public Works & Utilities Department first receiving a Street Tree Permit and Public Works Permit from the City of Ellensburg Public Works & Utilities Department for removal of the trees at City of Ellensburg's expense including removal of the stump, and replanting five street trees from the City's Street Tree List in the City right of way in an approved location or pay $1,200 into the city's tree fund, within one year.

Section 2. Removal of the stump shall be done within 30 days of the removal of the tree.

ADOPTED by the City Council of the City of Ellensburg this September 5, 2023.

____
MAYOR

ATTEST: ____________________________________
CITY CLERK

Agenda #5.F

Meeting Date: September 5, 2023
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Purchase and Sale Agreement Authorization for the Acquisition of Seattle Ave Utility Easement
Submitted by:	Josh Mattson, Assistant City Engineer
Department:	Public Works & Utilities

Suggested Motion/Action:
Move to authorize the City Manager and staff to execute a purchase and sale agreement, utility easement, and any other related documents necessary to complete the acquisition of the utility easement with Robert and Jane Scheffelmaier.

Background/Summary:
Staff has been in negotiations with Robert and Jane Scheffelmaier for the acquisition of a utility easement for the City's future Seattle Avenue Utility Extension project. The acquisition would consist of a utility easement for water and power extensions within a 33-foot-wide gap of the Seattle Avenue right-of-way west of Magnolia Street.

This easement will support the extension and looping of the utility mains (water and electricity) on Seattle Avenue from their current ending location approximately 370 feet east of Willow Street east to Magnolia Street. Extension of the water main in this location is called out in the City's Water System Plan. Water and power utility extensions will provide loop services and redundancy to the Vista View neighborhood north of Kittitas Highway between Locust Street and Pfenning Road.

Natural gas is already installed in an existing easement at this location specific to the natural gas utility. City sewer will be extended as needed with future development. The owner has accepted a negotiated offer for the utility easement.

Previous Council Action:
No previous Council action.

Analysis:
City staff requests authority to purchase the utility easement from Robert and Jane Scheffelmaier. City staff negotiated the purchase of the easement for a value of $1.00 with the representations and warranties listed in section 6.3 of the attached purchase and sale agreement.

Financial Impact:
The agreed purchase price and projected recording costs are within the budgeted amount for this item.

Budget Adjustment: No

Attachments:

1. Purchase and Sale Agreement Utility Easement - Scheffelmaier

AGREEMENT FOR PURCHASE AND SALE OF REAL PROPERTY EASEMENT

This Agreement for Purchase and Sale of a Real Property Easement ("Agreement") is made and entered into this ____ day of ______________, 2023, between the CITY OF ELLENSBURG, a Washington municipal corporation ("Buyer"), and ROBERT AND JANE SCHEFFELMAIER, (referred to in the singular as "Seller" or together as "the Sellers").

1. Purchase and Sale of Real Property Easement. Seller agrees to sell and Buyer agrees to purchase an easement, on the terms hereafter stated, a 660 square foot perpetual non-exclusive utility easement, together with all privileges, rights, improvements, and appurtenances thereunto belonging (collectively, the "Property"), as more fully set forth below.

1.1. The Property. The land involved in this transaction, encompassing one easement, is located in the City of Ellensburg, Kittitas County, Washington, and is legally described and depicted in:

Exhibit 1 (attached)

Part of the Southeast Quarter of Section 1, Township 17N, Range 18E, W.M.

1.2. Scrivener's Errors. In the event of an error in the legal description, the parties agree that either party or a scrivener, with prior notice to both parties, may correct the error.

1.3. Laws and Rights. It is understood that the sale and conveyance to be made pursuant to this Agreement shall be subject to any and all applicable federal, state and local laws, orders, rules and regulations.

1.4. Conveyance. The real property described in Section 1.1 shall be conveyed to Buyer by a perpetual non-exclusive utility easement (the "Easement", Exhibit 1) subject only to the permitted exceptions and free and clear of all encumbrances and defects that interfere with Buyer's intended use of the Property, in Buyer's sole absolute discretion. The fully executed Easement shall be delivered to Buyer upon payment of the Purchase Price to Seller.

2. Purchase Price. Buyer shall pay to Seller as the Purchase Price for the Property the sum of One Dollar and no/100ths ($1.00) and such other good consideration as set forth in Section 6.3.3.. The full Purchase Price will be paid to Seller by no later than thirty (30) days after the parties have fully executed the Agreement as provided in Section 3.1.

3. Conditions Precedent to Sale. This Agreement is made and executed by the parties hereto subject to the following conditions precedent.

3.1. Executed Contract. The "Executed Contract Date" is the date that both parties have signed this Agreement. If the Agreement is signed on different days, the Executed Contract Date is the date of the last signing party. Both Buyer and Seller must sign this Agreement within fifteen (15) days of approval from the Ellensburg City Council. If signatures are not received by both parties within fifteen (15) days, this Agreement shall immediately terminate and be without any further force and effect, and without further obligation of either party to the other.

3.2 Due Diligence. Upon execution of this Agreement by both parties, Buyer is granted a due diligence period until and including thirty (30) days after the Executed Contract Date. Said due diligence period may be extended an additional thirty (30) days upon written notice delivered to Seller. Buyer may conduct, at its own expense, a full review of legal, title, environmental, archaeological and any other related issues regarding the Property. If the results of said review are unsatisfactory in Buyer's sole absolute discretion, Buyer may, at its option, elect to terminate this Agreement by giving Seller written notice of termination prior to the end of the due diligence period. In the event of termination by Buyer under this section, this Agreement shall immediately terminate and be without any further force and effect, and without further obligation of either party to the other; provided that in such event, Buyer shall be entitled to a refund of the earnest money.

4. Purchase. On or before the date of Purchase, Buyer shall deliver to the Seller the Purchase Price for the Property. Seller shall deliver the Easement to the Buyer. Buyer shall record the Easement with the Kittitas County Auditor's Office.

4.1. Transaction Costs. The parties agree and acknowledge that this transaction is solely the result of an imminent threat of the exercise of eminent domain by Buyer, a government entity with the present ability and authority to use its power of eminent domain against the Property at the time of this transaction, and is therefore exempt from real estate excise tax pursuant to WAC 458-61A-206. In the event this transaction is not exempt, the Seller and Buyer shall each pay one-half (1/2) of the excise tax and Seller shall remain responsible for any and all other taxes and assessments of any kind, whether ad valorem or otherwise, relating to the Property or to this transaction.

4.2. Purchase Date. The payment to Seller, and delivery of all items shall occur at the Ellensburg City Hall, Ellensburg, WA, and shall occur on a date specified by Buyer and occurring within 30 days of Buyer's notice to Seller that all conditions precedent to purchase have been deemed satisfied or waived by Buyer in Buyer's sole absolute discretion. In the event the purchase shall not have occurred within 30 days after the

Execution Date, this agreement shall terminate and be without any further force and effect, and without further obligation of either party to the other.

5. Easement. Upon purchase as set forth in Section 4, perpetual non-exclusive utility rights to the Property shall be conveyed by Seller to Buyer by duly-executed Easement in form and content approved in advance by Buyer in Buyer's sole absolute discretion.

6. Covenants, Representations and Warranties.

6.1. Seller's Covenants. Seller hereby covenants and agrees as follows:

6.1.1. From the date of this Agreement through the purchase date, the Seller shall not make any material alterations to the Property or to any of the licenses, permits, legal classifications or other governmental regulations relating to the Property, nor enter into any leases or agreements pertaining to the Property without the Buyer's prior written consent.

6.1.2. During the contract period, Seller shall not voluntarily cause to be recorded any encumbrance, lien, deed of trust, easement or the like against the title to the Property without Buyer's prior written consent.

6.1.3. Seller shall remove all disapproved exceptions including all monetary liens affecting the property prior to purchase.

6.1.4. During the contract period, Seller will operate and maintain the Property in a manner consistent with Seller's past practices relative to the Property and so as not to cause waste to the Property.

6.2. Seller's Representations and Warranties. Seller hereby makes the following representations and warranties to Buyer, each of which shall be true on the date hereof and on the date of purchase. Seller shall immediately provide Buyer with written notice of any event which would make any representation or warranty set forth below incorrect or untrue, and upon receipt of such notice, Buyer may elect to terminate this Agreement. Upon Buyer's election to terminate, this Agreement shall be without any further force and effect, and without further obligation of either party to the other.

6.2.1. Seller has full power and authority to enter into and carry out the terms and provisions of this Agreement and to execute and deliver all documents which are contemplated by this Agreement, and all actions of Seller necessary to confer such authority upon the persons executing this Agreement and such other documents have been, or will be, taken, inclusive of obtaining the consent and approval to this Agreement and to any conveyance instrument required herein by any person or persons holding a monetary lien interest in the Property. Consummation of this transaction will not breach any agreement to which Seller is a party. Buyer shall have no obligation to pay any funds prior to, at, or following purchase to any third party, including any person or persons holding a monetary lien interest in the Property.

6.2.2. Seller has not received any written notice from any governmental authorities or regulatory agencies, other than as referenced in Section 4.1 that eminent domain proceedings for the condemnation of the Property are pending or threatened.

6.2.3. Seller has not received any written notice from any governmental authority or regulatory agency that Seller's use of the Property is in violation of any applicable zoning, land use or other law, order, ordinance or regulation affecting the Property.

6.2.4. No special or general assessments have been levied against the Property except those disclosed in the Preliminary Title Report and Seller has not received written notice that any such assessments are threatened.

6.2.5. Seller is not a "foreign person" for purposes of Section 1445 of the Internal Revenue Code.

6.2.6. Seller represents it is not aware of any unrecorded leases, easements, encumbrances or other agreements affecting the property except as shown on the Preliminary Title Report.

6.2.7. To the knowledge of Seller: (a) no hazardous substances are, will be, or have been, stored, treated, disposed of or incorporated into, on or around the Property in violation of any applicable statutes, ordinances or regulations; (b) the Property is in material compliance with all applicable environmental, health and safety requirements; and (c) any business heretofore operated on the Property has disposed of its waste in accordance with all applicable statutes, ordinances and regulations. Seller has no actual notice of any pending or threatened action or proceeding arising out of the condition of the Property or any alleged violation of environmental, health or safety statutes, ordinances or regulations.

6.3. <u>Buyer's Representations and Warranties</u>. Buyer hereby makes the following representations and warranties to Seller, each of which shall be true on the date hereof and on the date of purchase:

6.3.1. Buyer has full power and authority to enter into and carry out the terms and provisions of this Agreement and to execute and deliver all documents which are contemplated by this Agreement, and all actions of Buyer necessary to confer such authority upon the persons executing this Agreement and such other documents have been, or will be, taken.

6.3.2. Buyer represents that it has sufficient funds for this transaction.

6.3.3. Post-Purchase Obligations of the Parties. Buyer will perform the following site improvements at the time of Buyer's completion of the proposed utility improvements within the Easement area:

6.3.3.1. The city will provide a no-cost residential water service connection to the Seller's existing residence. This will include a 5/8" water meter and extension of the water service line to intercept and connect to the Seller's existing residential service. Monthly water service billing would begin after connection is complete.

6.3.3.2. The subject utilities will be installed in the existing right-of-way north of the Seller's property. The construction areas will be restored to the condition existing prior to excavation, including backfill, leveling with topsoil, and grass seeding. Landscape irrigation will not be improved or altered with the project.

6.3.3.3. Access to the Seller's garage and house entryways, to the south of the proposed construction area, will be provided as needed throughout the construction period.

6.3.4. Additional commitments of the Parties:

6.3.4.1. Connection to existing sewer service would not be required by the Buyer at this time since the closest point of connection is more than 200 feet from the Seller's residence. A residential sewer connection at the Seller's cost would be required when a sewer main is constructed with development of the Seller's property or the property to the north, identified as Parcel 106733.

6.3.4.2. No late-comers fees for connection to the water line would assessed to the Buyer for the water utility for the Seller's parcel along the Seattle Ave right-of-way.

6.3.4.3. A no-cost residential city power service connection to the Seller's property will also be provided at a future date as mutually determined by the Buyer and Seller. This will include a city electric power meter and extension of power service to the Seller's existing residence. Monthly power service billing to Seller would begin after the connection is completed.

6.4. <u>Survival of Covenants</u>. The covenants, representations, and warranties contained in Section 6 of this Agreement shall survive the delivery and recording of the Easement from the Seller to the Buyer.

7. <u>Casualty and Condemnation</u>. If, prior to purchase, any of the Property is destroyed or materially damaged by fire or other casualty, Buyer may (a) elect to terminate this Agreement or (b) continue to purchase and have all rights to any property insurance claims and/or proceeds that result from said destruction or damage assigned to Buyer at the time of purchase.

8. Miscellaneous.

8.1. Broker's Fee. Buyer and Seller each agree that a real estate broker's fee ("Real Estate Compensation") is not due to each other or to any third party. Each party hereby agrees to indemnify and defend the other against and hold the other harmless from and against any and all loss, damage, liability or expense, including costs and reasonable attorneys' fees, resulting from any claims for Real Estate Compensation by any person or entity other than provided herein. The provisions of this section shall survive the purchase.

8.2. Time of the Essence. Time is of the essence of every provision of this Agreement.

8.3. Notices. Whenever any party hereto shall desire to give or serve upon the other any notice, demand, request or other communication, each such notice, demand, request or other communication shall be in writing and shall be given or served upon the other party by personal delivery (including delivery by written electronic transmission) or by certified, registered or express United States mail, or Federal Express or other commercial courier, postage prepaid, addressed as follows:

TO SELLER:	TO BUYER:
Robert and Jane J. Scheffelmaier 1500 Seattle Ave. Ellensburg, WA 98926	Derek Mayo Public Works & Utilities Dept. 501 N. Anderson St. Ellensburg, WA 98926

Any such notice, demand, request or other communication shall be deemed to have been received upon the earlier of actual delivery thereof or three (3) days after having been mailed as provided above, as the case may be.

8.4. Amendment. This Agreement may be amended only by the written agreement of each of the parties to this Agreement.

8.5. Assignment. Except as otherwise expressly provided in this Agreement, Buyer may not assign this Agreement or Buyer's rights hereunder without Seller's prior written consent, which consent may not be unreasonably withheld or delayed; provided, however, Buyer, with written notice to Seller, is permitted to assign Buyer's interest under this Agreement to an entity wholly-owned by Buyer.

8.6. Attorneys' Fees and Costs. If any party to this Agreement brings a legal action to interpret or enforce this Agreement, the substantially prevailing party in the action will be entitled to an award of the reasonable attorneys' fees and costs it incurs in the action, whether in arbitration, at trial, on appeal, or in a bankruptcy proceeding.

8.7. Governing Law and Venue. This Agreement will be interpreted, construed, and governed by the laws of the State of Washington. The exclusive venue for any legal action to interpret or enforce this Agreement will be the county in which the real property is situated.

8.8. Captions. Paragraph titles or captions contained herein are inserted as a matter of convenience and for reference, and in no way define, limit, extend or describe the scope of this Agreement.

8.9. Severability. If any provision of this Agreement is determined to be invalid or unenforceable, that provision and the remainder of this Agreement will continue in effect and be enforceable to the fullest extent permitted by law. Furthermore, it is the intention of the parties to this Agreement that if any provision of this Agreement is capable of two constructions, one of which would render the provision void, and the other of which would render the provision valid, then the provision will have the meaning that renders the provision valid.

8.10. Exhibits. All exhibits attached hereto shall be incorporated by reference as if set out in full herein.

8.11. Binding Effect. Regardless of which party prepared or communicated this Agreement, this Agreement shall be of binding effect between Buyer and Seller only upon its execution by an authorized representative of each such party.

8.12. Construction; Role of Legal Counsel. The parties acknowledge that each party has reviewed this Agreement, and that the normal rule of construction providing that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any amendment or exhibits hereto. If Seller has any questions regarding this Agreement and any addenda, attachments, or other related documents, Seller should consult an attorney or tax advisor of Seller's own choice. Seller, by the signature appearing below, agrees and affirms that it has had an adequate opportunity to secure independent legal counsel of its own choosing to review this Agreement and the documents attached hereto.

8.13. Counterparts. This Purchase and Sale Agreement may be executed in several counterparts, each of which shall be an original, but all of such counterparts shall constitute one such Agreement.

8.14. Cooperation and Further Assurances. Each party shall cooperate with the other in good faith to achieve the objectives of this Agreement. The parties shall not unreasonably withhold responses to requests for information, approvals, or consents provided for in this Agreement. The parties agree to take further action and execute further documents, both jointly or within their respective powers and authority, as may be reasonably necessary to implement the intent of this Agreement.

8.15. Merger. The delivery of the Easement and any other documents and instruments by Seller and the acceptance and recordation thereof by Buyer shall effect a merger, and be deemed the full performance and discharge of every obligation on the part of Buyer and Seller to be performed hereunder, except those clauses, covenants, warranties and indemnifications specifically provided herein to survive the purchase.

8.16. Complete Agreement. This Agreement represents and contains the entire understanding between the parties related to the acquisition of the Property. The parties acknowledge that no other oral or written collateral agreements, understandings, or representations exist outside of this document, with the exception of any documents expressly incorporated by reference in this Agreement. Any prior agreements, whether verbal or written, not specifically referred to in this Agreement are hereby terminated.

8.17. Scrivener. The party drafting this Agreement is the Buyer. The Buyer makes no representations regarding the rights or responsibilities of Seller under this Agreement. Seller is encouraged to review the completed contract with counsel before signing this Agreement.

IN WITNESS WHEREOF, the Buyer has executed this Agreement on the date shown next to its signature, and Seller has accepted on the date shown next to its signature.

SELLER		**CITY OF ELLENSBURG, WASHINGTON, a Washington municipal corporation - BUYER**	
______________________	______	______________________	______
Robert Scheffelmaier	Date	By: Heidi Behrends Cerniwey Its: City Manager	Date
______________________	______		
Jane J. Scheffelmaier	Date		
		Approved by Legal Counsel for the City of Ellensburg:	
		______________________	______
		By: Terry Weiner Its: City Attorney	Date

EXHIBIT 1

After recording return to:

Public Works & Utilities Department
City of Ellensburg
501 N Anderson St
Ellensburg, WA 98926

DOCUMENT TITLE: PERPETUAL UTILITY EASEMENT

GRANTOR: Robert and Jane J. Scheffelmaier

GRANTEE: City of Ellensburg, a Washington municipal corporation.

LEGAL DESCRIPTION <Easement Area>: Ptn. SE ¼, SE ¼, Sec. 1, T 17 N, R 18 E, WM, more particularly as described and shown in Exhibit A as the "Seattle Avenue Utility Easement".

PERPETUAL UTILITY EASEMENT

THIS NON-EXCLUSIVE PERPETUAL UTILITY EASEMENT (hereinafter referred to as the "Utility Easement" is made, declared and established this _______ day of ________________, 2023, by and between Robert and Jane J. Scheffelmaier, Grantors, and the CITY OF ELLENSBURG, a Washington municipal corporation, Grantee (collectively referred to as the "Declarants").

WHEREAS, the Grantors own the real property situated in Kittitas County, State of Washington, which is legally described above; and

WHEREAS, the Grantors dedicate the Utility Easement to the CITY OF ELLENSBURG, a municipal corporation; and

WHEREAS, the CITY OF ELLENSBURG, a municipal corporation, desires to establish and reserve unto itself a non-exclusive, perpetual easement for utility purposes,

NOW, THEREFORE, for and in consideration of the benefits contained and derived hereunder, and for other good and valuable consideration, the receipt and sufficiency of which Grantor hereby acknowledges, Grantors, for and on behalf of themselves and their successors in interest and assigns, do hereby convey, grant, declare, reserve unto themselves, and establish the following easement for the benefit of Grantee:

1. PERPETUAL UTILITY EASEMENT

1.1 Location. The Grantors hereby convey, grant, declare, reserve, and establish a non-exclusive, perpetual easement over, across, and under the parcel as previously described (the "Easement Area").

1.2 Use. The Declarants acknowledge and agree the Utility Easement exists for the benefit of Grantee's various utility construction and use and burdens Grantors' property. The Utility Easement is to be used by the Grantee, and its successors and assigns together with other grantees for the purposes of locating, constructing, operating, utilizing, repairing, maintaining, improving, removing, and enlarging the public utility systems, and any and all associated facilities or appurtenances necessary to the foregoing. Following the initial construction of all or a portion of its systems, Grantee may, from time to time, construct such additional facilities as it may require for such systems. Grantee shall have the right of access over and across the above-described parcel to enable Grantee to exercise its rights hereunder. Further, Grantee reserves the right to convey, grant, or declare private utility easements within the Easement area, with the same access rights thereto over and across the above-described parcel, when Grantee determines the same to be in the public interest.

1.3 Maintenance of the Utility Easement. If and when the Grantee maintains, repairs, or improves the Utility Easement or the infrastructure within the Utility Easement for any reason, the Grantee, at the conclusion of said maintenance, repair, or improvement of said infrastructure located on the Utility Easement shall have the obligation of returning any unused surface area of the easement to the condition it was in prior to the maintenance, repair, or improvement which resulted in a disturbance of the surface. The cost of returning the surface to its prior condition shall be the sole and separate responsibility and obligation of the Grantee.

1.4 Clearing and maintenance. Grantee shall have the right to remove, trim or cut any brush, trees, shrubs or other vegetation standing or growing upon or adjacent to said facilities which in the opinion of the Grantee constitutes an obstruction to the maintenance, repair or improvement of, or a danger to, said facilities. Grantee shall also have the right to control, on a continuing basis and by any prudent and reasonable means, the establishment and growth of brush, trees, shrubs or other vegetation in the Easement area. In addition, Grantee shall have only non-exclusive use of the property as described in the easement, together with the rights of the Grantor and other Grantees

Any plantings or improvements that exist in or on the easement area shall be subject to removal by the City, without penalty to the City, at such time as a public street or utility system is constructed in the easement area. Further, the granting of this easement shall not absolve the owners of the property of any requirements or responsibilities which attach to this property toward the cost of street or utility construction in the easement area, as contained in the Ellensburg City Code and adopted physical improvement standards.

The Grantee hereby warrants that access in the easement will be maintained. By making the easement area available the Grantor further confirms that no permanent above ground structures will be located on the easement. Further, the Grantors shall keep all permanent structures set back from the perimeter of the easement area a distance equal to that as contained in the zoning classification for the property in order to insure that no conflicts arise between the permanent improvements on the remainder of the property not subject to the easement, and future construction of the public street or utilities.

2. AGREEMENTS BETWEEN GRANTORS AND GRANTEE. The rights, title, privileges, and authority hereby granted shall continue and be in full force until such time as the Grantee, its successors or assigns, shall permanently remove said facilities and/or appurtenances from said property, or shall otherwise permanently abandon said facilities, at which time all such rights, title, privileges, and authority hereby granted shall terminate, and Grantee, at the request of Grantors, shall execute a document evidencing such termination and clearing title of this easement.

It is understood that at such time as the parent parcel is subdivided, a parcel will be created coincident with this easement boundary and immediately dedicated to the City of Ellensburg Water Department at plat recording.

3. EASEMENT RUNS WITH THE LAND. The easement granted herein, the restrictions established herein, and the covenants on the part of the Declarants, shall run with the land described herein and shall bind and be obligatory upon the parties and their respective successors and assigns, tenants, subtenants, licensees, and invitees.

4. SUCCESSORS AND ASSIGNS. Declarants shall have the right to assign, apportion or otherwise transfer any or all of its rights, benefits, privileges and interests arising in or under the easement conveyed, granted and reserved herein. Without limiting the generality of the foregoing, the rights and obligations of the declarants shall inure to the benefit of and be binding upon their respective successors and assigns.

5. TITLES AND HEADINGS. Titles and headings are for descriptive purposes only and do not control or alter the meaning of this agreement or any provision thereunder as set forth herein

6. INDEMNIFICATION. The Grantee shall defend and indemnify Grantors against any liability for damage to persons or property arising from the public's use of the easement under this agreement. The Grantee shall not be required to indemnify Grantors for any such liability arising out of the negligent or wrongful acts of the Grantors or the employees or agents of the Grantors.

GRANTORS

By: ______________________________
Robert Scheffelmaier

By: ______________________________
Jane J. Scheffelmaier

CITY OF ELLENSBURG, GRANTEE

By: ______________________________
Derek Mayo
City Engineering Services Manager

STATE OF WASHINGTON)
) ss.
County of Kittitas)

On this day personally appeared before me, the undersigned Notary Public, in and for the State of Washington, duly commissioned and sworn, ROBERT SCHEFFELMAIER, Authorized Signatory, as GRANTOR, who executed the within and foregoing instrument, and acknowledge the said instrument to be the free and voluntary act and deed of said property, for the uses and purposes therein mentioned, and on oath stated that ____ was authorized to execute said instrument.

Dated this _____ day of _______________________, 2023.

Notary Signature: ____

Printed Name:
Notary Public in and for the State of Washington, residing at
My Commission Expires:

STATE OF WASHINGTON)
) ss.
County of Kittitas)

On this day personally appeared before me, the undersigned Notary Public, in and for the State of Washington, duly commissioned and sworn, JANE SCHEFFELMAIER, Authorized Signatory, as GRANTOR, who executed the within and foregoing instrument, and acknowledge the said instrument to be the free and voluntary act and deed of said property, for the uses and purposes therein mentioned, and on oath stated that ____ was authorized to execute said instrument.

Dated this _____ day of _______________________, 2023.

Notary Signature: ____

Printed Name:
Notary Public in and for the State of Washington, residing at
My Commission Expires:

STATE OF WASHINGTON)
) ss.
County of Kittitas)

On this day personally appeared before me, the undersigned Notary Public, in and for the State of Washington, duly commissioned and sworn, _________________________, the ____________________ of the CITY OF ELLENSBURG, as GRANTEE, a Washington municipal corporation, who executed the within and foregoing instrument, and acknowledge the said instrument to be the free and voluntary act and deed of said city, for the uses and purposes therein mentioned, and on oath stated that ____ was authorized to execute said instrument.

Dated this _____ day of _______________________, 2023.

Notary Signature: ____

Printed Name:
Notary Public in and for the State of Washington, residing at
My Commission Expires:

EXHIBIT A

A 20 foot wide easement for the construction, installation and maintenance of utility easement over and across the following described lands:

Beginning at the Northwest corner of Tract B of the Plat of “Vista View Estates – Div. 2”, filed in Volume 12 of Plats, Page 15, under AFN: 201102180001, records of Kittitas County;
thence S00°07'08"E along the West line of said tract, a distance of 227.93 feet to the point of beginning;
thence S89°52'582"W, 32.99 feet to a point on the West line of the Southeast Quarter of Southeast Quarter of Section 1, T17N., R18E., W.M.;
thence S00°07'08"E, along said East line, a distance of 20.00 feet;
thence N89°52'52", a distance of 32.99 feet to the projected West line of said Tract B;
thence N00°07'08"W, along said West line, a distance of 20.00 feet to the point of beginning.

CONTAINING 660 square feet more or less.

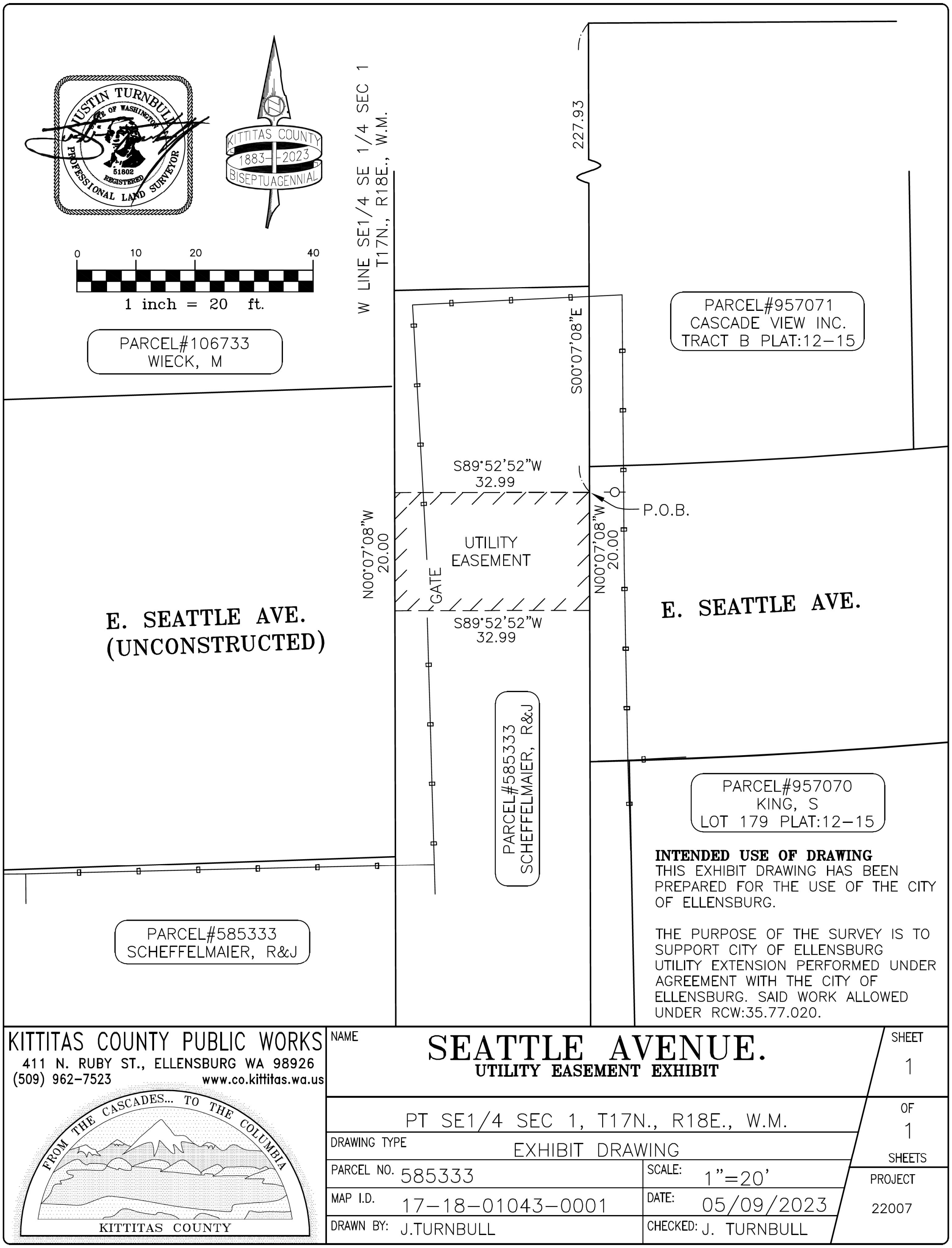


Exhibit 1 - Non-Exclusive Perpetual Utility Easement – Page 8

Meeting Date: September 5, 2023
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Bid Award – Bid Call No. 2023-11, Pine Street Sidewalk Improvements – 5th Ave to 6th Ave
Submitted by:	Josh Mattson, Assistant City Engineer
Department:	Public Works & Utilities

Suggested Motion/Action:
Move to award Bid Call 2023-11 to Allstar Construction Group, the lowest responsive and responsible bidder, in the amount of $302,049.56 and approve the budget adjustments as stated in the report.

Background/Summary:
Bids were opened on Thursday, August 24, 2023 for the Pine Street Sidewalk Improvements project. Allstar Construction Group, Inc. was the low bidder in the amount of $302,049.56. Staff requests Council award the bid to Allstar Construction Group, Inc., the lowest responsive and responsible bidder.

This project has two separate schedules “A” and “B”.

Bid schedule “A” improvements consist of a new brick paver sidewalk, new trees and irrigation, and historical downtown three-globe street lights with underground service extending from 5th Avenue at Liberty Bible Church (LBC) and terminating at the north side of the LBC driveway approach.

Bid schedule “B” improvements consist of new trees and irrigation, a historical downtown three-globe street light with underground service, and removal of tripping hazards by resetting brick pavers beginning at the north end of the LBC driveway and terminating at 6th Ave.

Previous Council Action:
At the August 7, 2023 regular meeting, Council authorized the City Manager to execute a Sidewalk Repair Agreement with LBC to provide financing for LBC’s share of the Pine Street Sidewalk Improvements Project.

Analysis:
The project was advertised, and the bids were received as follows:

Allstar Construction Group	$302,049.56
Belsaas & Smith Construction, Inc.	$362,615.00
H & H Construction	$419,541.70

JM Pacific	$327,037.96
Lowell’s Cornerstone Construction LLC	$368,008.00
McCann Trucking	$441,844.75
ProGrade	$382,184.06
Western Excavating, Inc.	$329,106.00
Engineer’s Estimate	*$264,169.50*

The bid submitted by Allstar Construction Group is above the engineer’s estimate due to increases in labor and materials costs.

Financial Impact:
The following is a financial breakdown by bid schedule:
Funds will be appropriated from the ending fund balance of the Central Business District (CBD) Sidewalk Fund. LBC will be sharing the costs as broken down below.

Schedule A: Bid amount of $230,555.53

- 50% of the Lighting Project Costs ($51,053.00) will be shared with LBC as agreed on August 10th 2023 at a value of $25,526.50.
- 75% of the remaining project costs will be shared with LBC as agreed on August 10th 2023 at a value of $134,626.90.
- LBC’s total obligation is $160,153.40.

Schedule B: Bid amount of $71,494.03

- This portion of the project will be fully funded by the City of Ellensburg.

The City’s portion of the Pine St Sidewalk Improvements will be from the Sidewalk Fund (366). Adequate funds exist including the sidewalk funds carried forward from last year (2022) combined with current 2023 budgeted sidewalk funds.

The City will finance LBC’s share of the project through the Sidewalk Fund. A supplemental adjustment to the Sidewalk Fund is needed for $160,153.40. Adequate funds exist and this adjustment will reduce the ending fund balance. Funds will begin to be replenished by LBC after completion of the project in accordance with the Sidewalk Repair Agreement approved by Council. The funds received by the City from LBC for the financing will be allocated to the Sidewalk Fund Revenue and be placed back into the fund balance.

Budget Adjustment: Yes

Attachments:
None

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 CONTRACTIUAL 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.

[signature] 8/28/23

AUDITING OFFICER 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 **5TH DAY OF SEPTEMBER 2023.** THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE AB OVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund				**Total Amounts**	
Check #'s	**163084**	TO	**163216**	$	542,623.60
EFT #'s	**6421**	TO	**6437**	$	329,989.96
Treasure Cash				**Total Amounts**	
EFT #'S	**147**		**170**	$	503,910.20
Payroll Fund				**Total Amounts**	
Check #'s	**96081**	TO	**96087**	$	8,123.58
Direct Deposits	**74742**	TO	**74990**	$	489,692.41

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _______________

CITY CLERK

Agenda #9.A

Meeting Date: August 21, 2023
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Ordinance 4923 (First Reading) 2023/2024 Supplemental Budget Ordinance (Public Comment Opportunity)
Submitted by:	Keith Bassett, Assistant Finance Director, Gloria Lanphere
Department:	Finance

Suggested Motion/Action:
Motion to conduct first reading of Ordinance 4923

Background/Summary:
The Ordinance adopts amendments to the 2023-2024 Biennial Budget to reflect changes in operational requirements and adjustments to capital project plans approved through prior Council action along with other modifications to the Biennial Budget as proposed by the City Manager. The amendments principally update expenditures to reflect increased prices for infrastructure maintenance and construction, increased utility and energy costs, expenditure of grants awarded this year, and adjustment to wages based on the amendment to the pay plan Resolution 2023-16, and the adopted OPEIU and amendments to the IBEW Collective Bargaining Agreements.

Previous Council Action:
Council adopted the 2023-2024 Biennial Budget via Ordinance 4900 on December 5, 2022, appropriating funds and providing expenditure authority for the two-year period beginning January 1, 2023. Council regularly reviews and approves additional budget adjustments as part of its ongoing review and approval of contracts and purchases.

Analysis:
Since the final biennial budget was adopted, items have been approved by City Council that require a supplemental budget adjustment in order to be implemented. The anticipated budget impacts are presented as part of the City's standard agenda reports that accompany the initial request. The proposed ordinance will officially authorize expenditures in support of previously approved projects and program changes.

The budget amendments in the proposed ordinance include updated revenue forecasts and beginning fund balances as needed and maintain anticipated 2023 and 2024 ending fund balances within required fund balance thresholds. These items provide the necessary budget to maintain the programs and projects previously adopted by City Council, comply with external regulations, and update originally budgeted amounts to current forecasts.

Items previously approved by Council include the adjustment to the 2023 pay plan for non-represented employees, approved by Council with Resolution No. 2023-12 on May 15, 2023; and a second amendment to the pay plan, Resolution 2023-16 approved by Council on June

20, 2023. Also, on June 5, 2023, Council approved the Collective Bargaining Agreement between Office and Professional Employees' International Union (OPEIU) Local 8 and the City of Ellensburg; and Memorandum of Understanding to amend the 2021-2023 Collective Bargaining Agreement with IBEW Local 77 signed by union on April 5, 2023.

Also previously approved by Council on April 3, 2023 was an additional $32,000 for increased costs of a new loader mounted snow blower for a total of $177,877. Actual increase costs are $47,459.

Other items added to sustain previously approved projects and programs include:

- Arterial Street- carryover of 14th and Alder signalization and John Wayne Trail reconnect were not completed at year end of 2022 - $289,339.
- Arterial Street- estimated grant revenues totaling $2,331,000: HSIP $90,000, University Way & Reecer Cr Rd Signal STP/HIP $1,000, DOE Grant University Way Gateway 1 $1,300,000, TIB- JWT Reconnect/ 14th and Alder Signal $900,000, Distressed County Sales & Use Tax 5th RR Signal $40,000.
- Ellensburg Transit- Cabulance contract increased $18,176 for the two-year contract.
- Stormwater Fund- Additional grant funding received from Department of Ecology for the original '21-'23 Capacity Grant - $62,000.
- Natural Gas and Light Funds - increased costs due to higher than anticipated CCA auction allowances - Gas $208,069 for 2023 and $224,715 for 2024 – for both the CCA expense and CCA allowance sales; also the Light Department - $517,200 for 2023 and $558,576 in 2024, for both the CCA expense and CCA allowance sales.
- Legislative advocacy - $12,000 in 2023 and $24,000 in 2024.

Figures for each item, by fund, are included in attached Tables 1 & 2. Figures for total adjustments, by fund, are included in attached Table 3 & 4.

Financial Impact:
The proposed ordinance amends the Biennial Budget increasing budgeted 2023 expenditures by $6,179,084, revenue by $2,723,132 and beginning fund balance by $15,144,071. The effect of these amendments on the budgeted 2023 ending fund balance is an increase of $11,688,119. Additionally, the proposed ordinance amends the Biennial Budget increasing budgeted 2024 expenditures by $5,404,458, revenue by $2,159,783, and beginning fund balance by $11,688,119. The effect of these amendments on the budgeted 2024 ending fund balance is an increase of $8,443,444. A summary of adjustments by fund is included in the attached Tables 3 & 4.

Budget Adjustment: No

Attachments:
1. Table 1 - 2023 Supplemental Budget Items
2. Table 2 - 2024 Supplemental Budget Items
3. Table 3 - 2023 Summary of Budget Adjustments
4. Table 4 - 2024 Summary of Budget Adjustments
5. Ordinance 4923 - 2023-2024 2023 First Supplemental Budget (First Reading)
6. Exhibits A & B - 2023-2024 Biennial Budget as Amended

Table 1 - 2023-2024 Supplemental Budget Items by Fund (First Reading)				
	2023			
Fund / Item	Beg. Fund Balance	Revenues	Expenditures	Impact to End. Fund Balance
General Fund				
Beginning Fund Balance Update	-$259,686	$0	$0	-$259,686
Interfund charges reconciliation - IT	$0	$0	$57,038	-$57,038
Interfund Charges Reconciliation - Shop	$0	$0	$12,969	-$12,969
OPEIU Contract Update	$0	$0	$182,346	-$182,346
Nonrepresented Pay Plan Update	$0	$0	$248,808	-$248,808
GF Sales Tax Support interdepartment true up	$0	$784,760	$0	$784,760
Legislative Advocacy	$0	$12,000	$12,000	$0
Revenue Forecast Updates	$0	$17,300	$0	$17,300
General Fund Total	-$259,686	$814,060	$513,161	$41,213
Economic Development Investment Fund				
Beginning Fund Balance Update	$654,662	$0	$0	$654,662
Economic Development Investment Fund Total	$654,662	$0	$0	$654,662
Street Fund				
Beginning Fund Balance Update	$662,511	$0	$0	$662,511
Interfund charges reconciliation - IT	$0	$0	-$2,841	$2,841
Interfund Charges Reconciliation - Shop	$0	$0	$11,634	-$11,634
Interfund Charges Reconciliation - Stormwater	$0	$41,019	$0	$41,019
Nonrepresented Pay Plan Update	$0	$0	$236,960	-$236,960
Transfer Out-Arterial Street	$0	$0	-$250,911	$250,911
Street Fund Total	$662,511	$41,019	-$5,158	$708,688
Arterial Street Fund				
Beginning Fund Balance Update	-$1,349,529	$0	$0	-$1,349,529
Dolarway Bridge- Accounting Fund Change	$0	-$719,433	-$719,433	$0
Carryforward- 14th and Alder signalization and JWT reconnect	$0	$289,339	$289,339	$0
Interfund charges reconciliation - Engineering	$0	$0	$747	-$747
HSIP-Traffic Signal Enhancement	$0	$90,000	$0	$90,000
Univ Way & Reecer Cr Rd Signal-STP/HIP	$0	$1,000	$0	$1,000
DOE Grant-University Way Gateway 1	$0	$1,300,000	$0	$1,300,000
TIB-JWT Reconnect/14th and Alder Signal	$0	$900,000	$0	$900,000
Distressed County Sales & Use Tax 5th & RR Signal	$0	$40,000	$0	$40,000
Transfer In-Traffic Impact Fees Fund	$0	$0	$0	$0
Transfer In-Street Fund	$0	-$250,911	$0	-$250,911
Arterial Street Fund Total	-$1,349,529	$1,649,995	-$429,347	$729,813
Traffic Impact Fee (TIF) Fund				
Beginning Fund Balance Update	-$8,592	$0	$0	-$8,592
Carryforward- 14th and Alder signalization and JWT reconnect	$0	$0	$126,121	-$126,121
Interfund charges reconciliation - Engineering	$0	$0	$249	-$249
Transfer Out-Arterial Street	$0	$0	$0	$0
Traffic Impact Fee (TIF) Fund Total	-$8,592	$0	$126,370	-$134,962
Public Transit Fund				
Beginning Fund Balance Update	$505,228	$0	$0	$505,228
Interfund charges reconciliation - IT	$0	$0	$1,780	-$1,780
Cabulance Service Agreement	$0	$18,176	$18,176	$0
Nonrepresented Pay Plan Update	$0	$0	$1,931	-$1,931
Public Transit Fund Total	$505,228	$18,176	$21,887	$501,517
Criminal Justice Fund				
Beginning Fund Balance Update	$452,679	$0	$0	$452,679
Error Corrections	$0	$0	$119,917	-$119,917
OPEIU Contract Update	$0	$0	$59,755	-$59,755
Nonrepresented Pay Plan Update	$0	$0	$81,838	-$81,838
Criminal Justice Fund Total	$452,679	$0	$261,510	$191,169
Drug Fund				
Beginning Fund Balance Update	$16,833	$0	$0	$16,833
Police Department Carryforward	$0	$0	$17,385	-$17,385
Drug Fund Total	$16,833	$0	$17,385	-$552

Sales Tax Reserve Fund				
Beginning Fund Balance Update	$453,689	$0	$0	$453,689
Sales Tax Support interdepartment true up	$0	$0	$784,760	-$784,760
Sales Tax Reserve Fund Total	$453,689	$0	$784,760	-$331,071
ECTV Operations Fund				
Beginning Fund Balance Update	$7,509	$0	$0	$7,509
Interfund charges reconciliation - IT	$0	$0	$11,883	-$11,883
ECTV Operations Fund Total	$7,509	$0	$11,883	-$4,374
CATV Capital Fund				
Franchise Agreement CATV Expenditures	$0	$65,000	$65,000	$0
CATV Capital Fund Total	$0	$65,000	$65,000	$0
Park Acquisition Fund				
Beginning Fund Balance Update	-$29,737	$0	$0	-$29,737
Park Acquisition Fund Total	-$29,737	$0	$0	-$29,737
Art Acquisition Fund				
Beginning Fund Balance Update	$30,330	$0	$0	$30,330
Art Acquisition Fund Total	$30,330	$0	$0	$30,330
Lodging Tax Fund				
Beginning Fund Balance Update	-$814	$0	$0	-$814
Rodeo Mural 100th Rodeo	$0	$0	$25,000	-$25,000
Lodging Tax Fund Total	-$814	$0	$25,000	-$25,814
Housing & Related Services Fund				
Beginning Fund Balance Update	$760,387	$0	$0	$760,387
Aff Housing Agreement- Stuart Meadows	$0	$0	$765,000	-$765,000
CHIP Grant- Stuart Meadows	$0	$395,000	$395,000	$0
Housing & Related Services Fund Total	$760,387	$395,000	$1,160,000	-$4,613
COVID Grants Fund				
Beginning Fund Balance Update	$4,436,536	$0	$0	$4,436,536
Nonrepresented Pay Plan Update	$0	$0	-$9,935	$9,935
COVID Grants Fund Total	$4,436,536	$0	-$9,935	$4,446,471
Capital Improvement Bond Debt Fund				
Beginning Fund Balance Update	$3	$0	$0	$3
Capital Improvement Bond Debt Fund Total	$3	$0	$0	$3
2010 Debt Service Fund				
Beginning Fund Balance Update	$26,397	$0	$0	$26,397
2010 Debt Service Fund Total	$26,397	$0	$0	$26,397
2003 Library Const. Debt Fund				
Beginning Fund Balance Update	$2,212	$0	$0	$2,212
2003 Library Const. Debt Fund Total	$2,212	$0	$0	$2,212
LID Guarantee Fund				
Beginning Fund Balance Update	$140,785	$0	$0	$140,785
LID Guarantee Fund Total	$140,785	$0	$0	$140,785
Capital Facility Improvement Fund				
Beginning Fund Balance Update	$520,273	$0	$0	$520,273
Capital Facility Improvement Fund Total	$520,273	$0	$0	$520,273
Sidewalk Fund				
Beginning Fund Balance Update	$258,191	$0	$0	$258,191
Sidewalk Fund Total	$258,191	$0	$0	$258,191
Stormwater Utility Fund				
Beginning Fund Balance Update	$217,583	$0	$0	$217,583
Interfund charges reconciliation - IT	$0	$0	$1,737	-$1,737
Stormwater Utility - Capacity Grant	$0	$62,500	$62,500	$0
Interfund Charges Reconciliation - Shop	$0	$0	$1,465	-$1,465
Interfund charges reconciliation - Engineering	$0	$0	$3,269	-$3,269
OPEIU Contract Update	$0	$0	$18	-$18
Nonrepresented Pay Plan Update	$0	$0	$141	-$141
Stormwater Utility Fund Total	$217,583	$62,500	$69,130	$210,953
Stormwater Capital Bond Fund				
Beginning Fund Balance Update	$446,205	$0	$0	$446,205
Dolarway Bridge- Accounting Fund Change	$0	$0	$0	$0
Stormwater Capital Bond Fund Total	$446,205	$0	$0	$446,205

Telecom Utility Fund				
Beginning Fund Balance Update	$90,640	$0	$0	$90,640
Interfund charges reconciliation - IT	$0	$0	$1,107	-$1,107
Interfund Charges Reconciliation - Telecom	$0	$24,189	$0	$24,189
Nonrepresented Pay Plan Update	$0	$0	$1,552	-$1,552
Hayward Hill Telecom Project - Federal Funding	$0	$408,491	$408,491	$0
Hayward Hill Telecom Project - State Funding	$0	$108,865	$108,865	$0
Telecom Infrastructure - Distressed County Sales Tax	$0	$122,896	$122,896	$0
Replacement City Telecom Electronics for MAN	$0	$0	$100,000	-$100,000
Fiber Service- Traffic Signals and Traffic Cameras	$0	$30,234	$0	$30,234
Telecom Utility Fund Total	$90,640	$694,675	$742,911	$42,404
Natural Gas Utility Fund				
Beginning Fund Balance Update	$569,197	$0	$0	$569,197
Interfund charges reconciliation - IT	$0	$0	$8,924	-$8,924
CCA Auction Cost Increase	$0	-$1,466,094	$208,069	-$1,674,163
Interfund Charges Reconciliation - Shop	$0	$0	$9,631	-$9,631
OPEIU Contract Update	$0	$0	-$25,460	$25,460
Nonrepresented Pay Plan Update	$0	$0	$172,614	-$172,614
Legislative Advocacy	$0	$0	$6,000	-$6,000
Natural Gas Utility Fund Total	$569,197	-$1,466,094	$379,778	-$1,276,675
Electric Utility Fund				
Beginning Fund Balance Update	$3,039,288	$0	$0	$3,039,288
Interfund charges reconciliation - IT	$0	$0	$122,037	-$122,037
CCA Auction Cost Increase	$0	$196,765	$517,200	-$320,435
Interfund Charges Reconciliation - Shop	$0	$0	$25,986	-$25,986
OPEIU Contract Update	$0	$0	$9,756	-$9,756
Nonrepresented Pay Plan Update	$0	$0	$27,244	-$27,244
IBEW Union Contract	$0	$0	$244,187	-$244,187
Legislative Advocacy	$0	$0	$6,000	-$6,000
Electric Utility Fund Total	$3,039,288	$196,765	$952,410	$2,283,643
Water Utility Fund				
Beginning Fund Balance Update	$1,630,094	$0	$0	$1,630,094
Interfund charges reconciliation - IT	$0	$0	$4,944	-$4,944
Interfund Charges Reconciliation - Shop	$0	$0	$7,158	-$7,158
Interfund charges reconciliation - Engineering	$0	$0	$17,533	-$17,533
Interfund Charges Reconciliation - General Facilities IS	$0	$0	$58,849	-$58,849
Nonrepresented Pay Plan Update	$0	$0	$97,015	-$97,015
Water Utility Fund Total	$1,630,094	$0	$185,499	$1,444,595
Water Construction Fund				
Beginning Fund Balance Update	-$51,823	$0	$0	-$51,823
Water Construction Fund Total	-$51,823	$0	$0	-$51,823
Wastewater Utility Fund				
Beginning Fund Balance Update	$2,131,687	$0	$0	$2,131,687
Interfund charges reconciliation - IT	$0	$0	$4,427	-$4,427
WWTF Repairs	$0	$0	$69,500	-$69,500
Interfund Charges Reconciliation - Shop	$0	$0	$3,331	-$3,331
Interfund Charges Reconciliation - Stormwater	$0	$10,296	$0	$10,296
Interfund charges reconciliation - Engineering	$0	$0	$17,533	-$17,533
Nonrepresented Pay Plan Update	$0	$0	$174,896	-$174,896
Wastewater Utility Fund Total	$2,131,687	$10,296	$269,687	$1,872,296
Shop & Warehouse Fund				
Beginning Fund Balance Update	-$1,501,236	$0	$0	-$1,501,236
Interfund charges reconciliation - IT	$0	$0	$4,144	-$4,144
Vehicle Replacement - Cost Increases	$0	$0	$47,459	-$47,459
Interfund charges reconciliation - Engineering	$0	$0	$2,799	-$2,799
Nonrepresented Pay Plan Update	$0	$0	$90,112	-$90,112
Shop & Warehouse Fund Total	-$1,501,236	$0	$144,514	-$1,645,750
General Facilities Fund				
Interfund Charges Reconciliation - Stormwater	$0	$1,870	$0	$1,870
Nonrepresented Pay Plan Update	$0	$0	$0	$0
General Facilities Fund Total	$0	$1,870	$0	$1,870

Health & Benefits Fund				
Beginning Fund Balance Update	$136,561	$0	$0	$136,561
Health & Benefits Fund Total	$136,561	$0	$0	$136,561
Risk Management Fund				
Beginning Fund Balance Update	$93,969	$0	$0	$93,969
Risk Management Fund Total	$93,969	$0	$0	$93,969
IT Service Fund				
Beginning Fund Balance Update	$1,027,364	$0	$0	$1,027,364
Nonrepresented Pay Plan Update	$0	$0	$10,901	-$10,901
Transfer out-GIS fund	$0	$0	$225,223	-$225,223
IT Support for GIS	$0	$14,647	$0	$14,647
Pre-Funded Server Replacement	$0	$0	$88,965	-$88,965
Carryforward- Network Equipment Replacement	$0	$0	$74,545	-$74,545
Carryforward- IT Network Repairs and Maintenance	$0	$0	$85,777	-$85,777
Carryforward- IT Training & Memberships	$0	$0	$36,206	-$36,206
Carryforward- Utility Billing/CIS Replacement Project	$0	$0	$322,252	-$322,252
Enterprise Software Cost Increases	$0	$0	$8,407	-$8,407
Pre-Funded Computer Replacement	$0	$0	$31,697	-$31,697
IT Service Fund Total	$1,027,364	$14,647	$883,973	$158,038
GIS Fund				
Transfer In-IT fund	$0	$225,223	$0	$225,223
IT Support for GIS	$0	$0	$8,666	-$8,666
GIS Fund Total	$0	$225,223	$8,666	$216,557
Library Trust Fund				
Beginning Fund Balance Update	$3,398	$0	$0	$3,398
Library Trust Fund Total	$3,398	$0	$0	$3,398
Hal Holmes Trust Fund				
Beginning Fund Balance Update	$16,697	$0	$0	$16,697
Hal Holmes Trust Fund Total	$16,697	$0	$0	$16,697
Fire Relief and Pension Fund				
Beginning Fund Balance Update	$14,580	$0	$0	$14,580
Fire Relief and Pension Fund Total	$14,580	$0	$0	$14,580
Grand Total	$15,144,071	$2,723,132	$6,179,084	$11,688,119

Table 2 - 2023-2024 Supplemental Budget Items by Fund (First Reading)				
	2024			
Fund / Item	**Beg. Fund Balance**	**Revenues**	**Expenditures**	**Impact to Ending Fund Balance**
General Fund				
Interfund charges reconciliation - IT	$0	$0	$57,038	-$57,038
Interfund Charges Reconciliation - Shop	$0	$0	$12,969	-$12,969
OPEIU Contract Update	$0	$0	$229,834	-$229,834
Nonrepresented Pay Plan Update	$0	$0	$546,190	-$546,190
GF Sales Tax Support interdepartment true up	$0	$1,945,686	$0	$1,945,686
Legislative Advocacy	$0	$24,000	$24,000	$0
General Fund Total	$0	$1,969,686	$870,031	$1,099,655
Street Fund				
Interfund charges reconciliation - IT	$0	$0	-$2,841	$2,841
Interfund Charges Reconciliation - Shop	$0	$0	$11,634	-$11,634
Interfund Charges Reconciliation - Stormwater	$0	$41,019	$0	$41,019
Nonrepresented Pay Plan Update	$0	$0	$265,624	-$265,624
Street Fund Total	$0	$41,019	$274,417	-$233,398
Arterial Street Fund				
Interfund charges reconciliation - Engineering	$0	$0	$747	-$747
Transfer In-Traffic Impact Fees Fund	$0	-$155,365	$0	-$155,365
Arterial Street Fund Total	$0	-$155,365	$747	-$156,112
Traffic Impact Fee (TIF) Fund				
Interfund charges reconciliation - Engineering	$0	$0	$249	-$249
Transfer Out-Arterial Street	$0	$0	-$155,365	$155,365
Traffic Impact Fee (TIF) Fund Total	$0	$0	-$155,116	$155,116
Public Transit Fund				
Interfund charges reconciliation - IT	$0	$0	$1,780	-$1,780
Nonrepresented Pay Plan Update	$0	$0	$4,415	-$4,415
Public Transit Fund Total	$0	$0	$6,195	-$6,195
Criminal Justice Fund				
Error Corrections	$0	$0	$119,917	-$119,917
OPEIU Contract Update	$0	$0	$62,484	-$62,484
Nonrepresented Pay Plan Update	$0	$0	$133,614	-$133,614
Criminal Justice Fund Total	$0	$0	$316,015	-$316,015
Sales Tax Reserve Fund				
Sales Tax Support interdepartment true up	$0	$0	$1,945,686	-$1,945,686
Sales Tax Reserve Fund Total	$0	$0	$1,945,686	-$1,945,686
ECTV Operations Fund				
Interfund charges reconciliation - IT	$0	$0	$11,883	-$11,883
ECTV Operations Fund Total	$0	$0	$11,883	-$11,883
COVID Grants Fund				
Nonrepresented Pay Plan Update	$0	$0	$183,202	-$183,202
COVID Grants Fund Total	$0	$0	$183,202	-$183,202
Stormwater Utility Fund				
Interfund charges reconciliation - IT	$0	$0	$1,737	-$1,737
Interfund Charges Reconciliation - Shop	$0	$0	$1,465	-$1,465
Interfund charges reconciliation - Engineering	$0	$0	$3,269	-$3,269
OPEIU Contract Update	$0	$0	$1,437	-$1,437
Nonrepresented Pay Plan Update	$0	$0	$2,600	-$2,600
Stormwater Utility Fund Total	$0	$0	$10,508	-$10,508
Telecom Utility Fund				
Interfund charges reconciliation - IT	$0	$0	$1,107	-$1,107
Interfund Charges Reconciliation - Telecom	$0	$24,189	$0	$24,189
Nonrepresented Pay Plan Update	$0	$0	$2,036	-$2,036
Fiber Service- Traffic Signals and Traffic Cameras	$0	$30,234	$0	$30,234
Telecom Utility Fund Total	$0	$54,423	$3,143	$51,280

Table 2 2023-2024 Supplemental Budget Items by Fund (First Reading)

Table 2 - 2023-2024 Supplemental Budget Items by Fund (First Reading)				
	2024			
Fund / Item	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance
Natural Gas Utility Fund				
Interfund charges reconciliation - IT	$0	$0	$8,924	-$8,924
CCA Auction Cost Increase	$0	$224,715	$224,715	$0
Interfund Charges Reconciliation - Shop	$0	$0	$9,631	-$9,631
OPEIU Contract Update	$0	$0	-$22,630	$22,630
Nonrepresented Pay Plan Update	$0	$0	$169,632	-$169,632
Legislative Advocacy	$0	$0	$6,000	-$6,000
Natural Gas Utility Fund Total	$0	$224,715	$396,272	-$171,557
Electric Utility Fund				
Interfund charges reconciliation - IT	$0	$0	$122,037	-$122,037
CCA Auction Cost Increase	$0	$0	$558,576	-$558,576
Interfund Charges Reconciliation - Shop	$0	$0	$25,986	-$25,986
OPEIU Contract Update	$0	$0	$9,788	-$9,788
Nonrepresented Pay Plan Update	$0	$0	$25,323	-$25,323
IBEW Union Contract	$0	$0	$252,084	-$252,084
Legislative Advocacy	$0	$0	$6,000	-$6,000
Electric Utility Fund Total	$0	$0	$999,794	-$999,794
Water Utility Fund				
Interfund charges reconciliation - IT	$0	$0	$4,944	-$4,944
Interfund Charges Reconciliation - Shop	$0	$0	$7,158	-$7,158
Interfund charges reconciliation - Engineering	$0	$0	$17,533	-$17,533
Interfund Charges Reconciliation - General Facilities IS	$0	$0	$58,849	-$58,849
Nonrepresented Pay Plan Update	$0	$0	$117,431	-$117,431
Water Utility Fund Total	$0	$0	$205,915	-$205,915
Wastewater Utility Fund				
Interfund charges reconciliation - IT	$0	$0	$4,427	-$4,427
Interfund Charges Reconciliation - Shop	$0	$0	$3,331	-$3,331
Interfund Charges Reconciliation - Stormwater	$0	$10,296	$0	$10,296
Interfund charges reconciliation - Engineering	$0	$0	$17,533	-$17,533
Nonrepresented Pay Plan Update	$0	$0	$197,626	-$197,626
Wastewater Utility Fund Total	$0	$10,296	$222,917	-$212,621
Shop & Warehouse Fund				
Interfund charges reconciliation - IT	$0	$0	$4,144	-$4,144
Interfund charges reconciliation - Engineering	$0	$0	$2,799	-$2,799
Nonrepresented Pay Plan Update	$0	$0	$70,338	-$70,338
Shop & Warehouse Fund Total	$0	$0	$77,281	-$77,281
General Facilities Fund				
Interfund Charges Reconciliation - Stormwater	$0	$1,870	$0	$1,870
Nonrepresented Pay Plan Update	$0	$0	$0	$0
General Facilities Fund Total	$0	$1,870	$0	$1,870
IT Service Fund				
Nonrepresented Pay Plan Update	$0	$0	$26,902	-$26,902
IT Support for GIS	$0	$13,139	$0	$13,139
IT Service Fund Total	$0	$13,139	$26,902	-$13,763
GIS Fund				
IT Support for GIS	$0	$0	$8,666	-$8,666
GIS Fund Total	$0	$0	$8,666	-$8,666
Grand Total	$0	$2,159,783	$5,404,458	-$3,244,675

Table 3
City of Ellensburg
2023 Summary of Budget Adjustments

Fund/Department	Budgeted Beg Fund Balance	2023 Revenues	2023 Expenditures	Budgeted Ending Fund Balance
Total General Fund	-259,686	814,060	513,161	41,213
Budgeted General Sub-Funds				
Economic Development	654,662	0	0	654,662
Sales Tax	453,689	0	784,760	-331,071
Art Acquisitions	30,330	0	0	30,330
COVID-19 Grants	4,436,536	0	-9,935	4,446,471
Library Trust	3,398	0	0	3,398
Hal Holmes Trust	16,697	0	0	16,697
Fire Relief & Pension Trust	14,580	0	0	14,580
Total Budgeted General Sub-Funds	5,609,892	0	774,825	4,835,067
Special Revenue Funds:				
Street	662,511	41,019	-5,158	708,688
Arterial Street	-1,349,529	1,649,995	-429,347	729,813
Traffic Impact Fee	-8,592	0	126,370	-134,962
Ellensburg Public Transit	505,228	18,176	21,887	501,517
Criminal Justice	452,679	0	261,510	191,169
Drug	16,833	0	17,385	-552
CATV Ops. and & Maint.	7,509	0	11,883	-4,374
CATV Capital	0	65,000	65,000	0
Park Acquisitions	-29,737	0	0	-29,737
Lodging Tax	-814	0	25,000	-25,814
Affordable Housing	760,387	395,000	1,160,000	-4,613
Total Special Revenue Funds	1,016,475	2,169,190	1,254,530	1,931,135
Debt Service Funds				
Capital Imprv. Debt	3	0	0	3
2010 Maintenance Bond	26,397	0	0	26,397
Library Bond Debt	2,212	0	0	2,212
LID Guarantee Fund	140,785	0	0	140,785
Total Debt Service Funds	169,397	0	0	169,397
Capital Project Funds				
Capital Imprv. Bond Projects	520,273	0	0	520,273
General Capital Projects	0	0	0	0
Sidewalk Improvements	258,191	0	0	258,191
Recreation Facilities	0	0	0	0
Total Capital Project Funds	778,464	0	0	778,464
Enterprise Funds				
Stormwater	217,583	62,500	69,130	210,953
Stormwater Bond	446,205	0	0	446,205
Telecommunications	90,640	694,675	742,911	42,404
Gas	569,197	-1,466,094	379,778	-1,276,675
Light	3,039,288	196,765	952,410	2,283,643
Water	1,630,094	0	185,499	1,444,595
Water Construction	-51,823	0	0	-51,823
Sewer	2,131,687	10,296	269,687	1,872,296
Total Enterprise Funds	8,072,871	-501,858	2,599,415	4,971,598
Internal Service Funds				
Shop & Equipment	-1,501,236	0	144,514	-1,645,750
General Facilities	0	1,870	0	1,870
Health Insurance	136,561	0	0	136,561
Risk Management	93,969	0	0	93,969
IT Fund	1,027,364	14,647	883,973	158,038
GIS Fund	0	225,223	8,666	216,557
Total Internal Service Funds	-243,342	241,740	1,037,153	-1,038,755
Grand Total	$15,144,071	$2,723,132	$6,179,084	$11,688,119

Table 4
City of Ellensburg
2024 Summary of Budget Adjustments

Fund/Department	Budgeted Beg Fund Balance	2024 Revenues	2024 Expenditures	Budgeted Ending Fund Balance
Total General Fund	41,213	1,969,686	870,031	1,140,868
Budgeted General Sub-Funds				
Economic Development	654,662	0	0	654,662
Sales Tax	-331,071	0	1,945,686	-2,276,757
Art Acquisitions	30,330	0	0	30,330
COVID-19 Grants	4,446,471	0	183,202	4,263,269
Library Trust	3,398	0	0	3,398
Hal Holmes Trust	16,697	0	0	16,697
Fire Relief & Pension Trust	14,580	0	0	14,580
Total Budgeted General Sub-Funds	4,835,067	0	2,128,888	2,706,179
Special Revenue Funds:				
Street	708,688	41,019	274,417	475,290
Arterial Street	729,813	-155,365	747	573,701
Traffic Impact Fee	-134,962	0	-155,116	20,154
Ellensburg Public Transit	501,517	0	6,195	495,322
Criminal Justice	191,169	0	316,015	-124,846
Drug	-552	0	0	-552
CATV Ops. and & Maint.	-4,374	0	11,883	-16,257
CATV Capital	0	0	0	0
Park Acquisitions	-29,737	0	0	-29,737
Lodging Tax	-25,814	0	0	-25,814
Affordable Housing	-4,613	0	0	-4,613
Total Special Revenue Funds	1,931,135	-114,346	454,141	1,362,648
Debt Service Funds				
Capital Imprv. Debt	3	0	0	3
2010 Maintenance Bond	26,397	0	0	26,397
Library Bond Debt	2,212	0	0	2,212
LID Guarantee Fund	140,785	0	0	140,785
Total Debt Service Funds	169,397	0	0	169,397
Capital Project Funds				
Capital Imprv. Bond Projects	520,273	0	0	520,273
General Capital Projects	0	0	0	0
Sidewalk Improvements	258,191	0	0	258,191
Recreation Facilities	0	0	0	0
Total Capital Project Funds	778,464	0	0	778,464
Enterprise Funds				
Stormwater	210,953	0	10,508	200,445
Stormwater Bond	446,205	0	0	446,205
Telecommunications	42,404	54,423	3,143	93,684
Gas	-1,276,675	224,715	396,272	-1,448,232
Light	2,283,643	0	999,794	1,283,849
Water	1,444,595	0	205,915	1,238,680
Water Construction	-51,823	0	0	-51,823
Sewer	1,872,296	10,296	222,917	1,659,675
Total Enterprise Funds	4,971,598	289,434	1,838,549	3,422,483
Internal Service Funds				
Shop & Equipment	-1,645,750	0	77,281	-1,723,031
General Facilities	1,870	1,870	0	3,740
Health Insurance	136,561	0	0	136,561
Risk Management	93,969	0	0	93,969
IT Fund	158,038	13,139	26,902	144,275
GIS Fund	216,557	0	8,666	207,891
Total Internal Service Funds	-1,038,755	15,009	112,849	-1,136,595
Grand Total	$11,688,119.00	$2,159,783	$5,404,458	$8,443,444

Ordinance 4923 - Exhibit A (Supplemental Budget Ordinance)
City of Ellensburg
2023 Budget Table - All Funds as Amended

Fund/Department	Budgeted Beg Fund Balance	2023 Revenues	2023 Expenditures	Budgeted Ending Fund Balance
Total General Fund	4,297,317	18,141,951	19,767,896	2,671,373
Budgeted General Sub-Funds				
Economic Development	654,662	0	0	654,662
Sales Tax	4,680,768	6,296,280	7,737,767	3,239,281
Art Acquisitions	47,181	51,000	59,000	39,181
COVID-19 Grants	5,024,069	0	577,598	4,446,471
Library Trust	324,103	4,900	8,800	320,203
Hal Holmes Trust	153,128	10,500	10,000	153,628
Fire Relief & Pension Trust	707,337	199,737	141,909	765,165
Total Budgeted General Sub-Funds	11,591,249	6,562,417	8,535,074	9,618,592
Special Revenue Funds:				
Street	1,782,075	2,597,582	3,405,259	974,399
Arterial Street	592,375	8,161,111	7,030,286	1,723,200
Traffic Impact Fee	285,837	379,387	298,870	366,355
Ellensburg Public Transit	3,511,760	2,569,105	2,693,724	3,387,140
Criminal Justice	2,788,774	1,532,560	2,401,246	1,920,088
Drug	29,403	3,100	22,385	10,118
CATV Ops. and & Maint.	117,221	101,998	115,470	103,749
CATV Capital	0	65,000	65,000	0
Park Acquisitions	557,641	122,661	420,000	260,302
Lodging Tax	911,672	690,000	355,313	1,246,359
Affordable Housing	2,448,165	1,187,160	1,877,500	1,757,825
Total Special Revenue Funds	13,024,923	17,409,664	18,685,053	11,749,534
Debt Service Funds				
Capital Imprv. Debt	362,381	562,327	562,326	362,382
2010 Maintenance Bond	87,215	187,003	187,003	87,215
Library Bond Debt	82,018	0	0	82,018
LID Guarantee Fund	140,785	0	0	140,785
Total Debt Service Funds	672,399	749,330	749,329	672,400
Capital Project Funds				
Capital Imprv. Bond Projects	520,273	0	0	520,273
General Capital Projects	0	0	0	0
Sidewalk Improvements	1,096,838	448,000	768,712	776,126
Recreation Facilities	0	380,000	0	380,000
Total Capital Project Funds	1,617,111	828,000	768,712	1,676,399
Enterprise Funds				
Stormwater	1,087,297	2,963,319	2,971,794	1,078,822
Stormwater Bond	1,165,638	0	719,433	446,205
Telecommunications	346,794	1,050,576	1,111,450	285,920
Gas	3,411,575	10,966,047	13,147,646	1,229,977
Light	13,522,336	21,852,960	26,078,325	9,296,972
Water	6,312,186	6,530,244	7,885,149	4,957,281
Water Construction	3,254,792	0	1,750,000	1,504,792
Sewer	7,555,399	8,330,355	10,811,275	5,074,479
Total Enterprise Funds	36,656,018	51,693,501	64,475,071	23,874,448
Internal Service Funds				
Shop & Equipment	8,959,502	2,658,820	2,734,437	8,883,885
General Facilities	0	630,424	587,129	43,295
Health Insurance	1,242,634	2,423,824	2,688,003	978,455
Risk Management	1,451,037	688,102	937,098	1,202,041
IT Fund	1,965,571	1,981,828	2,890,666	1,056,733
GIS Fund	314,822	519,467	571,099	263,190
Total Internal Service Funds	13,933,566	8,902,465	10,408,432	12,427,600
Grand Total	$81,792,584	$104,287,329	$123,389,567	$62,690,346

Ordinance 4923 - Exhibit B (Supplemental Budget Ordinance)
City of Ellensburg
2024 Budget Table - All Funds as Amended

Fund/Department	Budgeted Beg Fund Balance	2024 Revenues	2024 Expenditures	Budgeted Ending Fund Balance
Total General Fund	2,671,373	19,461,296	20,239,021	1,893,648
Budgeted General Sub-Funds				
Economic Development	654,662	0	0	654,662
Sales Tax	3,239,281	6,515,811	8,770,693	984,399
Art Acquisitions	39,181	51,000	59,000	31,181
COVID-19 Grants	4,446,471	0	183,202	4,263,269
Library Trust	320,203	7,500	8,800	318,903
Hal Holmes Trust	153,628	10,500	10,000	154,128
Fire Relief & Pension Trust	765,165	190,737	147,594	808,308
Total Budgeted General Sub-Funds	9,618,592	6,775,548	9,179,289	7,214,852
Special Revenue Funds:				
Street	974,399	2,857,122	3,331,777	499,744
Arterial Street	1,723,200	3,054,786	3,655,747	1,122,239
Traffic Impact Fee	366,355	372,387	642,384	96,358
Ellensburg Public Transit	3,387,140	2,467,505	2,488,300	3,366,345
Criminal Justice	1,920,088	1,556,822	2,032,775	1,444,135
Drug	10,118	3,100	5,000	8,218
CATV Ops. and & Maint.	103,749	100,198	110,529	93,418
CATV Capital	0	0	0	0
Park Acquisitions	260,302	102,261	0	362,563
Lodging Tax	1,246,359	687,000	330,313	1,603,046
Affordable Housing	1,757,825	820,406	682,500	1,895,731
Total Special Revenue Funds	11,749,534	12,021,588	13,279,325	10,491,797
Debt Service Funds				
Capital Imprv. Debt	362,382	562,327	562,326	362,383
2010 Maintenance Bond	87,215	187,003	187,003	87,215
Library Bond Debt	82,018	0	0	82,018
LID Guarantee Fund	140,785	0	0	140,785
Total Debt Service Funds	672,400	749,330	749,329	672,401
Capital Project Funds				
Capital Imprv. Bond Projects	520,273	0	0	520,273
General Capital Projects	0	0	0	0
Sidewalk Improvements	776,126	406,000	586,000	596,126
Recreation Facilities	380,000	380,000	760,000	0
Total Capital Project Funds	1,676,399	786,000	1,346,000	1,116,399
Enterprise Funds				
Stormwater	1,078,822	2,099,924	2,080,014	1,098,732
Stormwater Bond	446,205	0	0	446,205
Telecommunications	285,920	410,324	371,156	325,088
Gas	1,229,977	12,881,248	13,620,513	490,712
Light	9,296,972	21,752,965	24,355,491	6,694,446
Water	4,957,281	6,555,464	7,584,305	3,928,440
Water Construction	1,504,792	0	1,210,000	294,792
Sewer	5,074,479	6,923,113	7,327,493	4,670,099
Total Enterprise Funds	23,874,448	50,623,038	56,548,972	17,948,514
Internal Service Funds				
Shop & Equipment	8,883,885	2,846,320	2,611,688	9,118,517
General Facilities	43,295	630,424	550,383	123,336
Health Insurance	978,455	2,533,915	2,703,393	808,977
Risk Management	1,202,041	688,102	937,098	953,045
IT Fund	1,056,733	2,788,500	2,906,636	938,597
GIS Fund	263,190	309,244	360,803	211,631
Total Internal Service Funds	12,427,600	9,796,506	10,070,002	12,154,104
Grand Total	$62,690,346	$100,213,306	$111,411,937	$51,491,715

Table 4
City of Ellensburg
2024 Summary of Budget Adjustments

Fund/Department	Budgeted Beg Fund Balance	2024 Revenues	2024 Expenditures	Budgeted Ending Fund Balance
Total General Fund	41,213	1,969,686	870,031	1,140,868
Budgeted General Sub-Funds				
Economic Development	654,662	0	0	654,662
Sales Tax	-331,071	0	1,945,686	-2,276,757
Art Acquisitions	30,330	0	0	30,330
COVID-19 Grants	4,446,471	0	183,202	4,263,269
Library Trust	3,398	0	0	3,398
Hal Holmes Trust	16,697	0	0	16,697
Fire Relief & Pension Trust	14,580	0	0	14,580
Total Budgeted General Sub-Funds	4,835,067	0	2,128,888	2,706,179
Special Revenue Funds:				
Street	708,688	41,019	274,417	475,290
Arterial Street	729,813	-155,365	747	573,701
Traffic Impact Fee	-134,962	0	-155,116	20,154
Ellensburg Public Transit	501,517	0	6,195	495,322
Criminal Justice	191,169	0	316,015	-124,846
Drug	-552	0	0	-552
CATV Ops. and & Maint.	-4,374	0	11,883	-16,257
CATV Capital	0	0	0	0
Park Acquisitions	-29,737	0	0	-29,737
Lodging Tax	-25,814	0	0	-25,814
Affordable Housing	-4,613	0	0	-4,613
Total Special Revenue Funds	1,931,135	-114,346	454,141	1,362,648
Debt Service Funds				
Capital Imprv. Debt	3	0	0	3
2010 Maintenance Bond	26,397	0	0	26,397
Library Bond Debt	2,212	0	0	2,212
LID Guarantee Fund	140,785	0	0	140,785
Total Debt Service Funds	169,397	0	0	169,397
Capital Project Funds				
Capital Imprv. Bond Projects	520,273	0	0	520,273
General Capital Projects	0	0	0	0
Sidewalk Improvements	258,191	0	0	258,191
Recreation Facilities	0	0	0	0
Total Capital Project Funds	778,464	0	0	778,464
Enterprise Funds				
Stormwater	210,953	0	10,508	200,445
Stormwater Bond	446,205	0	0	446,205
Telecommunications	42,404	54,423	3,143	93,684
Gas	-1,276,675	224,715	396,272	-1,448,232
Light	2,283,643	0	999,794	1,283,849
Water	1,444,595	0	205,915	1,238,680
Water Construction	-51,823	0	0	-51,823
Sewer	1,872,296	10,296	222,917	1,659,675
Total Enterprise Funds	4,971,598	289,434	1,838,549	3,422,483
Internal Service Funds				
Shop & Equipment	-1,645,750	0	77,281	-1,723,031
General Facilities	1,870	1,870	0	3,740
Health Insurance	136,561	0	0	136,561
Risk Management	93,969	0	0	93,969
IT Fund	158,038	13,139	26,902	144,275
GIS Fund	216,557	0	8,666	207,891
Total Internal Service Funds	-1,038,755	15,009	112,849	-1,136,595
Grand Total	$11,688,119.00	$2,159,783	$5,404,458	$8,443,444

ORDINANCE NO. 4923

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, AMENDING THE 2023-2024 BIENNIAL BUDGET FOR THE CITY OF ELLENSBURG, WASHINGTON AS SET FORTH IN ORDINANCE NO. 4900 TO ADJUST APPROPRIATIONS IN THE CITY'S FUNDS.

WHEREAS, the City Council approved Ordinance No. 4900, which adopted a biennial budget for fiscal years 2023-2024; and

WHEREAS, Ch. 35A.34 RCW provides procedures for adopting, managing, and amending a biennial budget; and

WHEREAS, the City Manager has identified the need to make certain revisions to the 2021-2022 biennial budget; and

WHEREAS, the City Council has reviewed the proposed adjustments to the budget and has determined that they should be made;

NOW, THEREFORE, the City Council of the City of Ellensburg, Washington do hereby ordain as follows:

Section 1. 2023-2024 Supplemental Budget. The 2023-2024 Biennial Budget for the City of Ellensburg for the period January 1, 2023 through December 31, 2024, as authorized in Ordinance 4900 is hereby amended as revised in attached Exhibits A and B, and are hereby appropriated for expenditure at the fund level during the 2023-2024 biennium.

Section 2. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 3. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of the ordinance or a summary thereof consisting of the title.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 5th day of September, 2023.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4923 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4923 was published as required by law.

BETH LEADER

Ordinance 4923 - Exhibit A (Supplemental Budget Ordinance)
City of Ellensburg
2023 Budget Table - All Funds as Amended

Fund/Department	Budgeted Beg Fund Balance	2023 Revenues	2023 Expenditures	Budgeted Ending Fund Balance
Total General Fund	4,297,317	18,141,951	19,767,896	2,671,373
Budgeted General Sub-Funds				
Economic Development	654,662	0	0	654,662
Sales Tax	4,680,768	6,296,280	7,737,767	3,239,281
Art Acquisitions	47,181	51,000	59,000	39,181
COVID-19 Grants	5,024,069	0	577,598	4,446,471
Library Trust	324,103	4,900	8,800	320,203
Hal Holmes Trust	153,128	10,500	10,000	153,628
Fire Relief & Pension Trust	707,337	199,737	141,909	765,165
Total Budgeted General Sub-Funds	11,591,249	6,562,417	8,535,074	9,618,592
Special Revenue Funds:				
Street	1,782,075	2,597,582	3,405,259	974,399
Arterial Street	592,375	8,161,111	7,030,286	1,723,200
Traffic Impact Fee	285,837	379,387	298,870	366,355
Ellensburg Public Transit	3,511,760	2,569,105	2,693,724	3,387,140
Criminal Justice	2,788,774	1,532,560	2,401,246	1,920,088
Drug	29,403	3,100	22,385	10,118
CATV Ops. and & Maint.	117,221	101,998	115,470	103,749
CATV Capital	0	65,000	65,000	0
Park Acquisitions	557,641	122,661	420,000	260,302
Lodging Tax	911,672	690,000	355,313	1,246,359
Affordable Housing	2,448,165	1,187,160	1,877,500	1,757,825
Total Special Revenue Funds	13,024,923	17,409,664	18,685,053	11,749,534
Debt Service Funds				
Capital Imprv. Debt	362,381	562,327	562,326	362,382
2010 Maintenance Bond	87,215	187,003	187,003	87,215
Library Bond Debt	82,018	0	0	82,018
LID Guarantee Fund	140,785	0	0	140,785
Total Debt Service Funds	672,399	749,330	749,329	672,400
Capital Project Funds				
Capital Imprv. Bond Projects	520,273	0	0	520,273
General Capital Projects	0	0	0	0
Sidewalk Improvements	1,096,838	448,000	768,712	776,126
Recreation Facilities	0	380,000	0	380,000
Total Capital Project Funds	1,617,111	828,000	768,712	1,676,399
Enterprise Funds				
Stormwater	1,087,297	2,963,319	2,971,794	1,078,822
Stormwater Bond	1,165,638	0	719,433	446,205
Telecommunications	346,794	1,050,576	1,111,450	285,920
Gas	3,411,575	10,966,047	13,147,646	1,229,977
Light	13,522,336	21,852,960	26,078,325	9,296,972
Water	6,312,186	6,530,244	7,885,149	4,957,281
Water Construction	3,254,792	0	1,750,000	1,504,792
Sewer	7,555,399	8,330,355	10,811,275	5,074,479
Total Enterprise Funds	36,656,018	51,693,501	64,475,071	23,874,448
Internal Service Funds				
Shop & Equipment	8,959,502	2,658,820	2,734,437	8,883,885
General Facilities	0	630,424	587,129	43,295
Health Insurance	1,242,634	2,423,824	2,688,003	978,455
Risk Management	1,451,037	688,102	937,098	1,202,041
IT Fund	1,965,571	1,981,828	2,890,666	1,056,733
GIS Fund	314,822	519,467	571,099	263,190
Total Internal Service Funds	13,933,566	8,902,465	10,408,432	12,427,600
Grand Total	$81,792,584	$104,287,329	$123,389,567	$62,690,346

Ordinance 4923 - Exhibit B (Supplemental Budget Ordinance)
City of Ellensburg
2024 Budget Table - All Funds as Amended

Fund/Department	Budgeted Beg Fund Balance	2024 Revenues	2024 Expenditures	Budgeted Ending Fund Balance
Total General Fund	2,671,373	19,461,296	20,239,021	1,893,648
Budgeted General Sub-Funds				
Economic Development	654,662	0	0	654,662
Sales Tax	3,239,281	6,515,811	8,770,693	984,399
Art Acquisitions	39,181	51,000	59,000	31,181
COVID-19 Grants	4,446,471	0	183,202	4,263,269
Library Trust	320,203	7,500	8,800	318,903
Hal Holmes Trust	153,628	10,500	10,000	154,128
Fire Relief & Pension Trust	765,165	190,737	147,594	808,308
Total Budgeted General Sub-Funds	9,618,592	6,775,548	9,179,289	7,214,852
Special Revenue Funds:				
Street	974,399	2,857,122	3,331,777	499,744
Arterial Street	1,723,200	3,054,786	3,655,747	1,122,239
Traffic Impact Fee	366,355	372,387	642,384	96,358
Ellensburg Public Transit	3,387,140	2,467,505	2,488,300	3,366,345
Criminal Justice	1,920,088	1,556,822	2,032,775	1,444,135
Drug	10,118	3,100	5,000	8,218
CATV Ops. and & Maint.	103,749	100,198	110,529	93,418
CATV Capital	0	0	0	0
Park Acquisitions	260,302	102,261	0	362,563
Lodging Tax	1,246,359	687,000	330,313	1,603,046
Affordable Housing	1,757,825	820,406	682,500	1,895,731
Total Special Revenue Funds	11,749,534	12,021,588	13,279,325	10,491,797
Debt Service Funds				
Capital Imprv. Debt	362,382	562,327	562,326	362,383
2010 Maintenance Bond	87,215	187,003	187,003	87,215
Library Bond Debt	82,018	0	0	82,018
LID Guarantee Fund	140,785	0	0	140,785
Total Debt Service Funds	672,400	749,330	749,329	672,401
Capital Project Funds				
Capital Imprv. Bond Projects	520,273	0	0	520,273
General Capital Projects	0	0	0	0
Sidewalk Improvements	776,126	406,000	586,000	596,126
Recreation Facilities	380,000	380,000	760,000	0
Total Capital Project Funds	1,676,399	786,000	1,346,000	1,116,399
Enterprise Funds				
Stormwater	1,078,822	2,099,924	2,080,014	1,098,732
Stormwater Bond	446,205	0	0	446,205
Telecommunications	285,920	410,324	371,156	325,088
Gas	1,229,977	12,881,248	13,620,513	490,712
Light	9,296,972	21,752,965	24,355,491	6,694,446
Water	4,957,281	6,555,464	7,584,305	3,928,440
Water Construction	1,504,792	0	1,210,000	294,792
Sewer	5,074,479	6,923,113	7,327,493	4,670,099
Total Enterprise Funds	23,874,448	50,623,038	56,548,972	17,948,514
Internal Service Funds				
Shop & Equipment	8,883,885	2,846,320	2,611,688	9,118,517
General Facilities	43,295	630,424	550,383	123,336
Health Insurance	978,455	2,533,915	2,703,393	808,977
Risk Management	1,202,041	688,102	937,098	953,045
IT Fund	1,056,733	2,788,500	2,906,636	938,597
GIS Fund	263,190	309,244	360,803	211,631
Total Internal Service Funds	12,427,600	9,796,506	10,070,002	12,154,104
Grand Total	$62,690,346	$100,213,306	$111,411,937	$51,491,715

Agenda #9.B

Meeting Date: September 5, 2023
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Resolution 2023-23 Amending the Pay Plan for Fiscal Year 2023 (Public Comment Opportunity)
Submitted by:	Lisa Young, HR Director
Department:	Human Resources

Suggested Motion/Action:
Move to adopt Resolution 2023-23, amending the pay plan for fiscal year 2023 and approve the necessary budget adjustments.

Background/Summary:
A pay resolution is submitted to Council for consideration each year. Resolution 2022-42 was subsequently amended by Resolutions 2023-09, 2023-12, and 2023-16 to address changing departmental needs and make necessary corrections. This has been a year of change, growth, and improvement, and as such, additional amendments are now being presented for approval.

Previous Council Action:
Approval of Pay Resolution 2022-42 and subsequent amendments, and ongoing support of improvements necessary to meet the City's goals and plans for the future.

Analysis:
When Resolution 2023-16 was prepared for Council it contained an error in the wages for the Public Works & Utilities Light Operations Supervisor. The correct wages were previously approved in Resolution 2023-12. These corrections are marked in this Resolution by bold font, and there is also a slight title modification.

There are two additional title modifications. The Public Works & Utilities Sustainability Coordinator will be retitled to Sustainability & Energy Coordinator to better capture the scope of duties, and the Applications Analyst position in IT will be retitled to IT Business Analyst to better match the industry standard for that position.

The City has been without a certified Arborist since the retirement of Gordon Crane. Josh Mattson, Public Works & Utilities Civil Engineer, recently obtained his Arborist certification. A stipend of 5% of base pay will be established by this Resolution and will be implemented starting with the 9/1/23 – 9/15/23 pay period.

The position of Housing & Grants Administrator was included in the 2023-2024 biennial budget; however, it was still conceptual at the time the budget and 2023 Pay Plan Resolution were adopted and established. We are now ready to recruit for the position.

Community Development Director, Dan Carlson, requested to implement a promotional position of Building Inspector II. Our current Building Inspector, Lia Sommer, has undergone extensive training and her increased knowledge will improve service to the community. This position will provide a professional growth opportunity and recognize the work the employee has done to advance her skills. Once the promotion occurs, the Building Inspector I position will remain vacant.

Financial Impact:
The items that will create a financial impact at this time are the two positions in Community Development, and the Certified Arborist stipend.

For the remainder of 2023, the anticipated base wage impact for the creation of Building Inspector II is approximately $1,000.

The Housing & Grants Administrator position will require some additional funding due to the increased scope of duties since it was initially budgeted. The budget impact will also be dependent on the qualifications of the selected candidate. Using the highest cost scenario, the additional budget required for 2.5 months of 2023 would be approximately $4,000 in base wages. Because this position has been budgeted but unfilled in 2023, the base salary savings is approximately $55,000 from January to mid-October, our target hire date.

The Certified Arborist stipend is based on a percentage of the regular monthly salary, so the stipend amount will vary as the regular salary is updated. Currently, the estimated base wage impact is approximately $2,150 for the remainder of 2023.

All of these impacts will be carried into 2024.

Budget Adjustment: Yes

Attachments:
1. 2023-23 Pay Plan Resolution - AMENDED SEPT 2023

RESOLUTION NO. 2023-23

A RESOLUTION amending the current pay plan for Fiscal Year 2023 to address personnel-related changes in Public Works & Utilities and Community Development, to correct a scrivener's error, and to update three job titles.

WHEREAS, the City Manager has prepared and submitted to the City Council of the City of Ellensburg a standard schedule of pay via Resolution 2022-42, which was then amended by Resolutions 2023-09, 2023-12, and 2023-16; and

WHEREAS, the City would benefit from having a certified Arborist on staff; and

WHEREAS, the position of Housing & Grants Administrator was included in the 2023-2024 biennial budget; however, it was still conceptual at the time the budget and 2023 Pay Plan Resolution were adopted and established; and

WHEREAS, Community Development is under new leadership and the Director has identified an opportunity for employee growth and development that he would like to implement, which will also help improve customer service and departmental efficiencies; and

WHEREAS, there was a scrivener's error in Resolution 2023-16, specific to the wage for the Public Works & Utilities Operations Supervisor position which will be corrected herein, as well as an update to the title for Sustainability Coordinator (now Sustainability & Energy Coordinator); Light Operations Supervisor (now Operations Supervisor – Light), and Applications Specialist (now IT Business Analyst); and

WHEREAS, the City Council of said City desires to adopt such amended pay plan,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Resolution Nos. 2022-42, 2023-09, 2023-12, and 2023-16 be hereby amended as set forth herein, and that the said amendments be effective September 5, 2023.

Section 2. A stipend equal to 5% of base pay is hereby established for non-represented employees who hold the International Society of Arboriculture (ISA) Arborist Certification and are authorized by the Public Works & Utilities Director to engage in work that requires the certification or otherwise benefits City operations, as noted by an "*" in the wage table.

Section 3. Effective September 5, 2023, the pay range assignment for each non-union class title shall be as follows (amendments noted in **bold**):

CLASS TITLES BY DEPARTMENT **PAY RANGE**

CITY MANAGER

TITLE	MIN	MAX	Pay Grade
City Manager	13,733	15,538	50

TITLE	MIN	MAX	Pay Grade
Assistant City Manager/City Attorney	13,071	14,789	48
Human Resources Director	10,467	11,842	39
Assistant City Attorney	9,482	10,728	35
Public Information Officer	8,176	9,251	29
Arts & Economic Development Manager	7,782	8,805	27
HR Specialist	6,387	7,227	19
Executive Assistant – City Attorney/Deputy City Clerk	6,232	7,051	18
Executive Assistant – City Manager	5,508	6,232	13
HR Assistant	5,508	6,232	13
Civil Service Secretary/Chief Examiner	150	150	n/a
Temporary Marketing Specialist	$50/hr	$50/hr	n/a

COMMUNITY DEVELOPMENT DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Community Development Director	10,467	11,842	39
Building Official	7,977	9,025	28
Planning Manager	7,977	9,025	28
Building Inspector II	**6,879**	**7,783**	**22**
Housing & Grants Administrator	**6,547**	**7,408**	**20**
Building Inspector I	6,387	7,227	19

FINANCE DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Finance Director	11,553	13,072	43
Assistant Finance Director	9,482	10,728	35
Utility Services Supervisor	8,176	9,251	29
Accounting Manager	7,977	9,025	28
Accountant III – Budget Officer	7,977	9,025	28
City Clerk	7,051	7,977	23
Accountant II	6,547	7,408	20

INFORMATION TECHNOLOGY

TITLE	MIN	MAX	Pay Grade
IT Director	10,467	11,842	39
IT & Telecommunications Manager	8,590	9,719	31
IT Systems Administrator (2 positions)	7,407	8,381	25
IT Business Analyst ~~Applications Specialist~~	7,407	8,381	25

TITLE	MIN	MAX	Pay Grade
Service Desk Specialist	5,508	6,232	13
Temporary Service Desk Specialist	$31.78/hr	$31.78/hr	n/a
IT Intern – Desktop Support	$16/hr	$16/hr	n/a

LIBRARY

TITLE	MIN	MAX	Pay Grade
Library Director	9,719	10,997	36
Librarian	5,787	6,547	15
Part-time Library Substitute*	15.79/hr	17.23/hr	n/a

**Reflects WA Minimum Wage increase of 8.6%*

PARK AND RECREATION DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Parks & Recreation Director	9,719	10,997	36
Aquatic & Recreation Supervisor	6,387	7,227	19

Steps	1	2	3
Recreation Leader – AAC/SBYC*	21.11	22.17	23.28
Recreation Leader – KVMP*	22.17	23.28	24.44

*AAC – Adult Activity Center; SBYC – Stan Basset Youth Center; KVMP – Kittitas Valley Memorial Pool

2023 State Minimum Wage - $15.74	I	II	III	IV	V	VI
Custodian	16.53	17.36	18.23			
Recreation Aide	17.36	18.23	19.14	20.10		
Sports Official	17.36	18.23	19.14	20.10	21.11	22.17
Swim Instructor	18.23	19.14	20.10			
Senior Van Driver	18.23	19.14	20.10			
Lifeguard	19.14	20.10	21.11			

POLICE DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Police Chief	11,553	13,072	43
Police Captain (2 positions)	9,962	11,272	37
Police Records Supervisor	6,547	7,408	20
Crime Analyst	6,262	7,051	18
Reserve Officer	15.74/hr	15.74/hr	n/a

PUBLIC WORKS AND UTILITIES DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Public Works & Utilities Director	13,071	14,789	48
Engineering Services Manager	10,996	12,422	41
Assistant Utilities Director	10,728	12,138	40
Senior Electrical Engineer	10,211	11,553	38
Project Engineer	9,962	11,272	37
Operations Supervisor - Light	**9,962**	**11,272**	**37**
Construction Project Manager (Temp thru 2024)	9,719	10,997	36
Energy Resources Manager	9,719	10,997	36
Assistant Public Works Director	9,482	10,728	35
Assistant City Engineer/Capital Projects Manager*	9,482	10,728	35
~~Light Operations Supervisor~~	~~9,482~~	~~10,728~~	~~35~~
Gas Engineer	9,251	10,467	34
Stormwater Utility Manager	8,590	9,719	31
Transit Manager	8,590	9,719	31
Shop/Warehouse Manager	8,590	9,719	31
Civil Engineer	7,977	9,025	28
PW Finance Officer	6,547	7,408	20
Sustainability **& Energy** Coordinator	6,387	7,227	19
Rate Analyst	6,232	7,051	18
Operations Analyst – ES	5,787	6,547	15
GIS Intern – Gas Division	$22/hr	$22/hr	n/a

Plus 5% for current ISA Arborist Certification

All other City positions are covered by Union contracts. This resolution has no application to such positions.

Section 4. The amended Pay Plan Schedule is hereby adopted as hereinafter set forth.
All remaining terms and conditions of Resolution 2022-42, as amended by Resolutions 2023-09, 2023-12, and 2023-16 remain in full force and effect.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 5th day of September, 2023.

____
Mayor

Attest: ______________________________
City Clerk

Meeting Date: September 5, 2023
City of Ellensburg
City Council Agenda Report

Agenda Subject: Central Transit Zero Emissions Transition Plan (Public Comment Opportunity)
Submitted by: Betsy Dunbar, Transit Manager
Department: Public Works & Utilities

Suggested Motion/Action:
Move to approve the Central Transit Zero Emissions Transition Plan

Background/Summary:
Grant funding for Zero Emissions capital projects requires applicants to have a Zero Emissions Transition Plan. In 2022, Central Transit was awarded a grant for a Zero Emissions Transition Plan (ZETP). HDR Engineering was chosen as the consultant and the completed plan was received on May 30, 2023.

Previous Council Action:
Council authorized the professional services agreement with HDR Engineering at its December 19, 2022 meeting.

Analysis:
Approval of the Central Transit ZETP will allow Central Transit to procure Green Transportation capital grants. The plan will also guide the City when developing a supportive infrastructure for Zero Emissions Vehicles. The plan concentrates on the following items: Policy and Legislative impacts, Fleet Transition Plans, Facility and Infrastructure Plans, Utility and Fuel Partnerships, and Funding Plans along with a Workforce Transition Plan.

Timing for Central Transit's Zero Emission Plan includes adoption of the plan in 2023. Central Transit will begin applying for grants in 2025 to secure funding for the supportive infrastructure for conversion and utility infrastructure upgrades in 2027. The current proposal continues use and replacement of gasoline vehicles through 2027. In 2027, Central Transit's operations contractor will begin replacement of gasoline buses with three electric buses. The plan then replaces one gasoline with one electric bus in 2030 and three gas-to-electric replacements in 2032, which will fully convert the fleet. This plan is built with the assumption that electric buses will be available in 2027 and the electric buses will last 8 years, as opposed to 5 years for gasoline buses.

The costs associated with conversion are compared in Table 4 of the report, which clearly indicates that transitioning to zero emissions will cost more than continuing with a gasoline fleet. Although there will be fuel cost savings resulting from the transition to zero emissions, these savings are far outweighed by the additional capital, ownership and maintenance costs. The electric fuel savings in the plan will be approximately one-half of gasoline vehicles. Staff will work to offset capital costs of the plan with grant funding.

The Public Transit Advisory Committee (PTAC) reviewed the plan and recommended its approval by Council. Staff also recommends Council approve the Central Transit Zero Emissions Transition Plan.

Financial Impact:
Central Transit was awarded 150,000 with a 20% match for a total award of 120,000. The cost of the plan came to 119,485.40. The match came to 23,897.08 with a reimbursement amount to Central Transit of 95,588.32. There are no additional costs associated with the ZETP. Costs associated with implementation of the plan will be brought forward in future biannual budget proposals for Council consideration.

Budget Adjustment: No

Attachments:
1. Central Transit Zero Emissions Transition Plan

2
0
2
3

ZERO EMISSION TRANSITION PLAN

5/30/2023

CONTENTS

TABLES

FIGURES

AGENCY OVERVIEW

Central Transit is a rural public transit system serving a population of 19,530 residents within a total area of 7.65 square miles. Located just east of the Cascade Range at the junction of Interstate 90 and 82, Ellensburg is known as the most centrally located city in the state of Washington. Central Transit serves the public throughout the city limits of Ellensburg. Central Transit is a safe reliable fare free Ellensburg Public Transit System which operates 7 days a week (except certain holidays). All buses are ADA accessible and are equipped with bicycle racks.

ORGANIZATION AND OPERATIONS

The Ellensburg City Council is responsible for Central Transit's operations. The Public Transit Advisory Committee (PTAC) provides oversight of the transit system and reports to the City Council on those, and other elements as directed. The City Manager and Public Works and Utilities Director also report to the City Council on Transit activities, policies, and finances. The Transit Manager oversees and manages the operational activities of the Transit System.

To advance Central Transit's environmental goals and meet state requirements Central Transit evaluated the feasibility of alternative fuel vehicles and developed a zero emission transition plan to convert the bus fleet to zero emissions. This study includes route modeling and simulations, lifecycle cost analysis, infrastructure and facility need, utility coordination, and a phased fleet transition strategy. This plan also meets the federal requirements to apply for FTA funding.

Central Transit provides accessible fixed route and complimentary ADA paratransit services. Central Transit operates 5 fixed routes daily from 7:00 AM to 8:00 PM. Central Transit's system maps show the locations of each route, the direction of bus movement, scheduled bus stops, on demand bus stops, bus shelters and transfer service points.

Transfer locations allow connections to other ground transportation which include the Kittitas County Connector, Greyhound, Flixbus, the Yakima-Ellensburg Commuter, the Travel Washington Apple Line, and the Bellair Airporter Shuttle which connects with SeaTac International Airport and Amtrak. Central Transit also connects passengers with many shared-use biking and walking trails including the Palouse to Cascades State Park Trail.

ADA Paratransit services are available within ¾ miles of the fixed route service during the same time as the Central Transit fixed route services. Central Transit's Cabulance service operates independently 24-7 to provide accessible non-emergency medical transportation for individuals within the City limits of Ellensburg to and from specific medical facilities as initiated by Kittitas Valley Fire and Rescue and other contracted facilities.

HOPESOURCE

The City of Ellensburg contracts all transportation operations to HopeSource, a local private nonprofit organization. All operational equipment is owned and maintained by HopeSource located at 606 West 3rd Avenue, Ellensburg, Washington 98926. HopeSource contracts out maintenance to garages to perform work on transit buses used by Central Transit.

HopeSource is a private, non-profit organization that has provided a wide range of human services in Kittitas County since 1966. The service area stretches from the east side of Snoqualmie Pass to the Columbia River. HopeSource was created through the Economic Opportunity Act of 1964 to address the needs of low-wealth households and has provided emergency and sustained support to thousands of families in the Upper and Lower Kittitas County since that time. There is a Community Action Agency in every county in Washington State and in most counties nationwide.

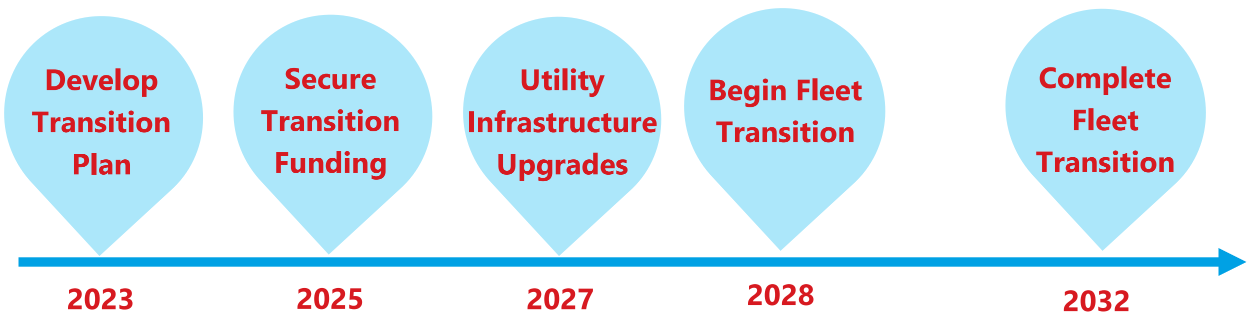
ZERO EMISSION TRANSITION PLAN

The Federal Transit Administration (FTA) requires a Zero Emission Transition Plan from each transit agency that applies to the FTA Low or No Emission Grant Program and the FTA Bus and Bus Facilities Grant Program for zero emission projects. The Zero Emission Transition Plan must include the following six elements:

1. **Policy & Legislative Impacts**: Consideration of policy and legislation impacting relevant technologies
2. **Fleet Transition Plan**: Demonstration of a long-term fleet management plan with a strategy for how the applicant intends to use the current request for resources and future acquisitions
3. **Facility & Infrastructure Plan**: Evaluation of existing and future facilities and their relationship to the technology transition
4. **Utility & Fuel Partnerships**: Description of the partnership of the applicant with the utility or alternative fuel provider
5. **Funding Plan**: Address the availability of current and future resources to meet costs for the transition and implementation
6. **Workforce Transition Plan**: Examination of the impact of the transition on the applicant's current workforce by identifying skill gaps, training needs, and retraining needs of the existing workers. This focuses on supporting the applicant's short-term and long-term needs to operate and maintain zero emission vehicles while avoiding displacement of the existing workforce.

FLEET TRANSITION OVERVIEW

Central Transit will continue to replace the fleet with gasoline vehicles between 2023 and 2027, with a transition to zero emission beginning in 2028 with the purchase of three battery electric busses (BEBs). The fleet will be 100 percent battery electric in 2032, assuming necessary funding is secured in each biennium. Charging infrastructure will be installed at the HopeSource facility and on-route at a common layover point downtown at the intersection of East 4th Avenue and North Ruby Street in Ellensburg, Washington. The following graphic shows key milestones in the transition.



The additional power demand associated with charging Central Transit's vehicles will require coordination with the utility, City of Ellensburg Electrical Power Department, to plan for utility infrastructure upgrades. Utility infrastructure upgrades must be complete prior to delivery and installation of BEBs and chargers in 2028; due to anticipated lead times, utility infrastructure upgrades should begin in 2027, one year prior to delivery of vehicles. The transition will begin with the purchase of three BEBs, all on-route chargers, and depot chargers would be installed in 2028; not all chargers would be utilized at first, but there would be no construction rework required to install the remaining chargers with later bus procurements.

Table 1. Transition Timeline Strategic Actions

Year	Category	Strategic Action
2023	Planning	• Complete Zero Emission Transition Plan • Incorporate ZE Plan into City of Ellensburg Sustainability Plan
2024	Funding	• Apply for infrastructure funding and identify local match as required • Update service provider contract terms for ZE plan elements • Coordinate with the selected vendor for vehicle procurement(s) • Develop vehicle and charging specifications
2025	Planning and Funding	• Secure funding for infrastructure and vehicles • Clarify roles between City and vendor(s) for chargers and infrastructure • Consider phasing if partial funding is secured to match funding award(s)
2026	Infrastructure and Permitting	• Plan and coordinate infrastructure upgrades and grid connections • Gain approvals for infrastructure upgrades at bus depot and on-route
2027	Infrastructure	• Substantially complete infrastructure upgrades and utility coordination
2028	Implement Transition	• Begin transition to zero emission buses and infrastructure • Consider phasing of implementation as necessary

EQUITY & DIVERSITY

Ensuring equitable outcomes through sustainable practices is reflective of Central Transit's core values as Ellensburg's primary public transportation provider. Environmental justice and equity factors relating to income, race and ethnicity, health and level of environmental burden were analyzed during the route analysis process and documented to meet Central Transit's commitment to following equity and environmental justice best practices. The following section works to describe Central Transit's position on equity initiatives, highlighting federal policy as well as action taken at the local level.

Environmental justice can be defined as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and polices. Developed by the U.S. Environmental Protection Agency (EPA), this definition works to highlight best practices to be followed when aiming to ensure individuals experience the same degree of protections from environmental hazards, conditions leading to adverse health impacts, and equal access to the decision-making processes which promote healthy environments that benefit everyone. A critical component of achieving environmental justice in communities requires identifying areas where individuals may be disproportionately vulnerable to adverse environmental impacts, such as contaminated air pollutants, with the goal of mitigating potential environmental hazard.

Threats to healthy air quality levels greatly impacts quality of life, compromising the health and well-being of individuals. One of the leading threats to air quality is the air pollutants emitted from vehicular traffic, including particulate matter, nitrogen oxides, carbon monoxide, and ozone. These are some of the pollutants released from emissions that are known to be linked to respiratory and cardiovascular health concerns in individuals. In addition, research has demonstrated that traffic noise can also lead to stress and sleep disturbances, both of which can lead to a higher risk for type 2 diabetes. Low-income households and minority populations are more likely to live near busy roadways and highways and therefore these communities are often disproportionately impacted by these negative outcomes than their non-Hispanic white counterparts.

JUSTICE40

Accounting for the agency's zero-emission bus transition, Central Transit aims to uphold the mission of Executive Order (EO) 14008, Tackling the Climate Crisis at Home and Abroad, which emphasizes the need for agencies to prioritize environmental justice in their program development, policy making, and activities impacting communities. A range of action items, policies and programs came from EO 14008's inception, including the Justice40 initiative. The Justice40 Initiative aims to direct Federal investments in a way that allows at least 40 percent of the overall benefits of such investments to flow to disadvantaged communities. The U.S. Department of Transportation (USDOT) developed a definition for disadvantaged communities, to be utilized in connection with certain federal grant programs. Informed by an internal and external collaborative research process, this definition comprises data for 22 indicators collected at the U.S. census tract level, which are then grouped into the following six categories of transportation disadvantage:

- **Transportation Access**: This disadvantage identifies communities and places that spend more, and longer, to get where they need to go. (CDC Social Vulnerability Index, Census America Community Survey, EPA Smart Location Map, HUD Location Affordability Index)
- **Health**: This disadvantage identifies communities based on variables associated with adverse health outcomes, disability, as well as environmental exposures. (CDC Social Vulnerability Index)
- **Environmental**: This disadvantage identifies communities with disproportionate pollution burden and inferior environmental quality. (EPA EJ Screen)
- **Economic**: This disadvantage identifies areas and populations with high poverty, low wealth, lack of local jobs, low homeownership, low educational attainment, and high inequality. (CDC Social Vulnerability Index, Census America Community Survey, FEMA Resilience Analysis & Planning Tool)
- **Resilience**: This disadvantage identifies communities vulnerable to hazards caused by climate change. (FEMA National Risk Index)
- **Equity**: This disadvantage identifies communities with a high percentile of persons (age 5+) who speak English "less than well." (CDC Social Vulnerability Index)

In accordance with USDOT's Office of Management and Budget (OMB), USDOT identifies highly disadvantaged communities as exceeding the 50th percentile (75th for resilience) across four or more of the six Transportation Disadvantaged indicators listed above. Census tracts with four or more Transportation Disadvantaged indicators are considered highly disadvantaged.

The map in Figure 1 highlights Transportation Disadvantaged communities as well as communities that will benefit from the Justice40 initiative by census tract. For communities identified based on Transportation Disadvantage, census tract level data was collected using publicly available datasets consistent with OMB's Interim Guidance, developed by USDOT. The Justice40 layer displayed on the map reflects Justice40 factors based on datasets that identify indicators of burdens. The data is accessible through the Council on Environmental Quality's (CEQ) Climate and Economic Justice Screening Tool. Due to the interlining of bus routes, benefits will be seen across multiple communities with the initial deployments of zero-emission buses.

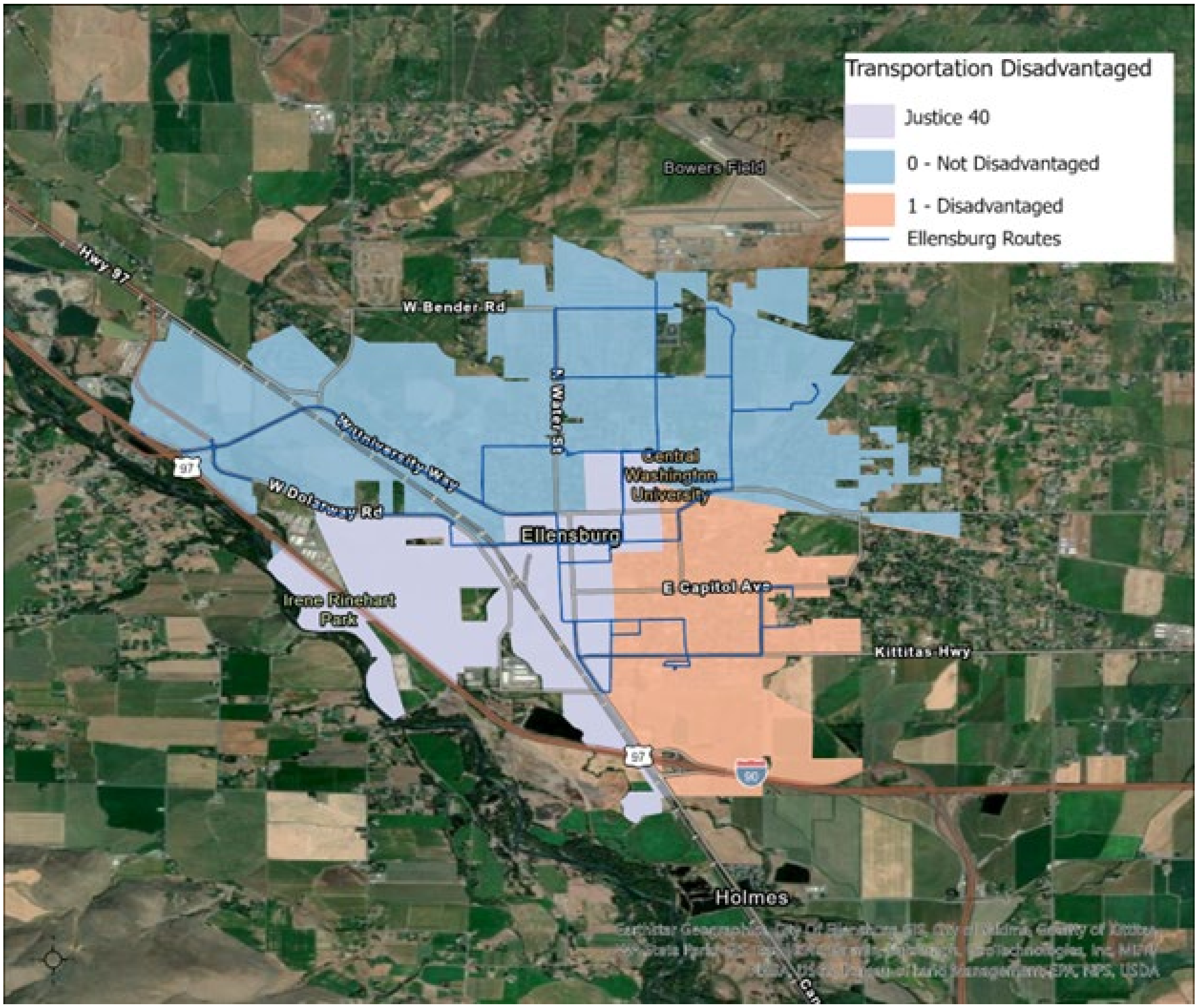


Figure 1. Justice40 Transportation Disadvantaged Communities in Ellensburg (USDOT 2022, CEQ 2022)

MINORITY POPULATION

Minority populations were identified using The American Community Survey (ACS) 2016–2020 5-year estimates. The block group is the smallest geographic unit for which the U.S. Census Bureau tabulates 100 percent data. The reference population, Ellensburg, has a population of around 17,800. Within this population, the percentage of people who identify as non-White or of Hispanic/Latino origin is 27 percent, according to the Decennial Census in 2020. The location of these block groups is shown in Figure 2, breaking down per square mile the people who are non-White or of Hispanic/Latino origin, by census block.

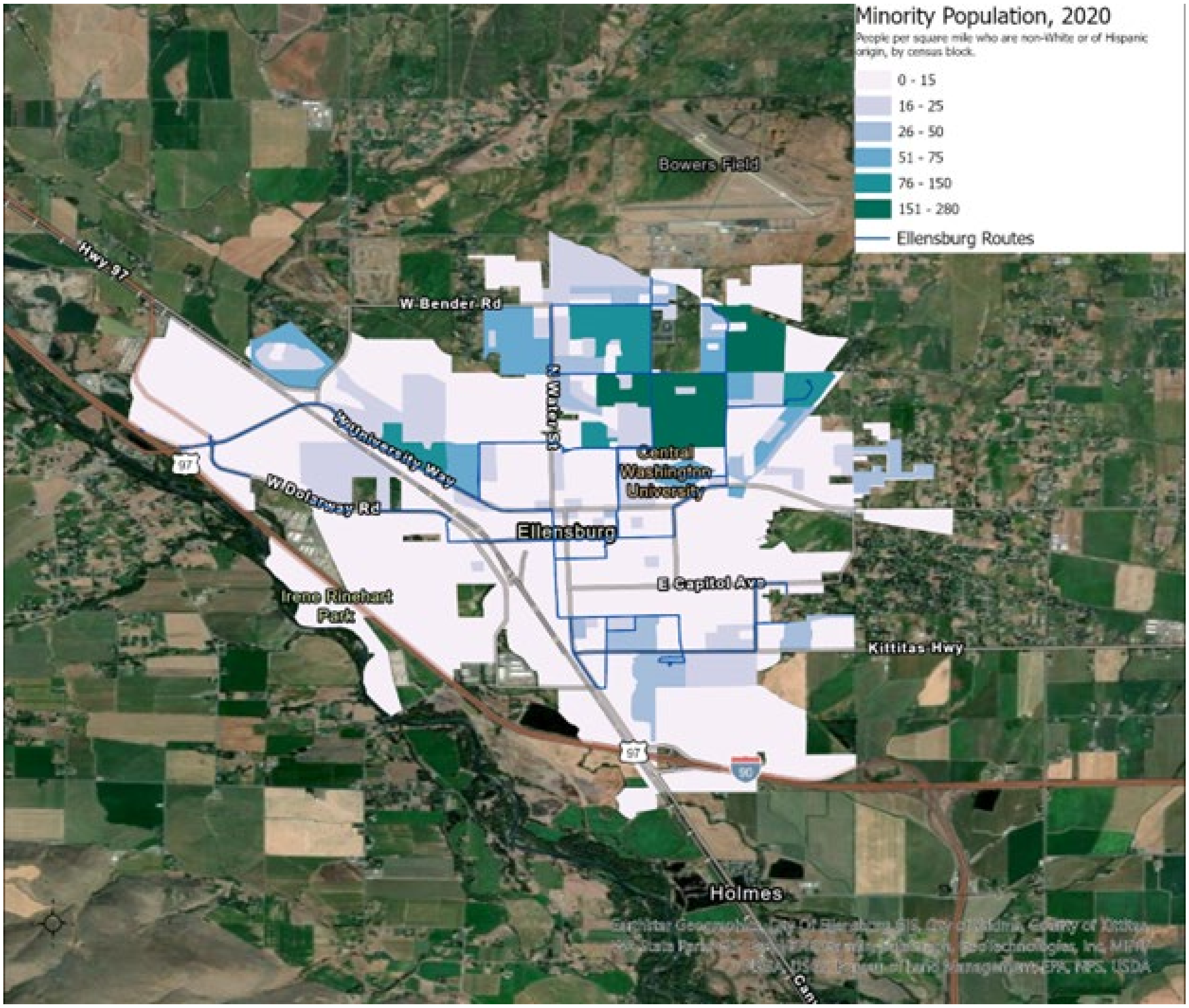


Figure 2. Minority Population by Block Group in Ellensburg, 2020 (ACS, 2016-2020)

LOW-INCOME POPULATION

To determine how much of the population is living below the poverty threshold, the ratio of income to poverty level in the past 12 months were identified using the ACS 2016–2020 5-year estimates at the census block group level. The block group is the smallest geographic unit for which the U.S. Census Bureau tabulates 100 percent data. The reference population, the city of Ellensburg, has a low-income population of 29 percent, qualifying the census block groups within the city boundary as environmental justice communities. The location of these block groups is shown in Figure 3.

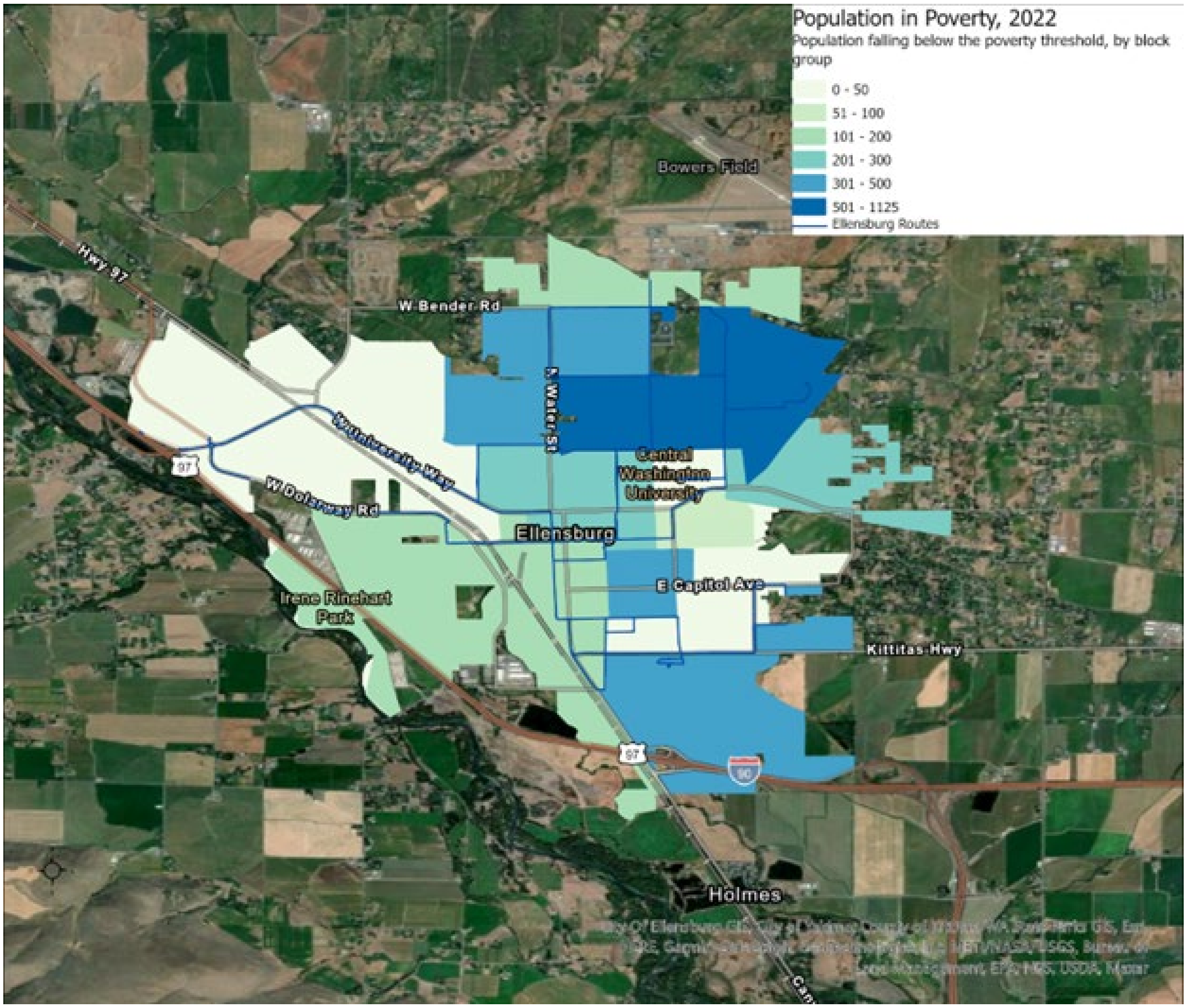


Figure 3. Income Projection by Block Group in Ellensburg, 2022 (ACS, 2016-2020)

POLICY & LEGISLATION IMPACTS

Central Transit is anticipating future changes to policy, legislation, and the development of supportive technologies locally in addition to the plans already put in place that will impact this plan. In addition to FTA's direction, Central Transit has identified specific supportive policies at the local, state, and federal level that will help ensure the success of the full fleet's transition.

CITY OF ELLENSBURG AND CENTRAL TRANSIT

From 2022 through 2027, Central Transit will focus on several key priorities that convey how Central Transit's local priorities align with state goals established in the Washington State Transportation Plan. Central Transit strives to provide safe, reliable transportation services connecting passengers to employment, essential services, education, and many other services, which increases the quality of life in the community. To that end, Central Transit's proposed project and action strategies align its goals with regional and state public transportation objectives. The State's six policy goals are:

1. **Economic Vitality:** To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
2. **Preservation:** To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
3. **Safety:** To provide for and improve the safety and security of all passengers and the transportation system.
4. **Mobility:** To improve the predictable movement of goods and people throughout Washington State.
5. **Environment:** To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
6. **Stewardship:** To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Central Transit also includes the following specific goal, objective, and three strategies in their 2022-2027 Transit Development Plan to meet these needs reflected above across the state policy goal areas of Economic Vitality, Environment, and Stewardship.

- **Goal 3:** Enhance the integration of transit services to support the economy and preserve the environment.
- **Objective 3.1**: Reduce fossil fuel consumption through the consideration of alternative fuel vehicle technology.
  - **Strategy 3.1.1:** Acquire a zero-emissions transition plan.
  - **Strategy 3.1.2**: Support the procurement of alternative fuel transit vehicles.
  - **Strategy 3.1.3**: Support the development of a zero-emissions infrastructure.

Central Transit's transition to ZEBs will support the City, County, and State goals outlined here and below.

KITTITAS COUNTY

Kittitas County lies east of the Cascade Mountain range, with a total area of 2,333 square miles. The geography of the county results in long periods of high pressure and air inversions during the winter months where any pollution released into the air stays in the lower atmosphere until changing weather conditions stir air out of the valley. Air quality data indicate Ellensburg has one of the highest levels of PM2.5 in Washington State during the winter home-heating season. Ellensburg has been identified as a vulnerable community for PM2.5. In recent years, fine particle air pollution in Ellensburg has reached unhealthy levels several times, which is a concern not only for health reasons, but also because higher levels of fine particles could cause the Ellensburg area to violate the federal health-based National Ambient Air Quality Standards (NAAQS).

Kittitas County Public Health Department (KCPHD) has evaluated air monitoring data from the Washington State Department of Ecology's real time air monitoring station in Ellensburg, Washington, since 1999 as an environmental health indicator. In the 2012 Kittitas County Community Health Assessment, poor air quality was identified as an area of concern by a group of key community partners. In this assessment, it was also noted that Kittitas County has a significantly higher mortality rate for influenza and pneumonia compared to Washington State as a whole. This may be one of many factors related to poor air quality.

Kittitas County Public Health partnered with the EPA and joined the PM Advance program in August of 2016. The PM Advance program encourages communities to take proactive steps to improve air quality and avoid violation of federal health-based standards. As part of this program, the Kittitas County Air Quality Advisory Committee and KCPHD are creating a sustainable 5-year Strategic Plan which includes voluntary efforts to limit harmful emissions.

Efforts to reduce PM2.5 county-wide will benefit all the communities of Kittitas County. The aims of Central Transit's zero emission transition plan align with the objectives of KCPHD's 5-year Strategic Plan, particularly in the prioritization and utilization of resources to provide cleaner air for all people in the county and surrounding areas. With an emphasis on increased opportunities to collectively address population health issues in Kittitas County, Central Transit's ZEBs will work to support the County's goals by incorporating sustainability principles and efficiency into its operational standards.

QUAD COUNTY REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Quad County Regional Transportation Planning Organization (QUADCO RTPO) is a four-county region made up of the counties, cities, and towns within Adams, Grant, Kittitas, and Lincoln Counties. Geographically, it covers an area of 9,214 square miles of central and eastern Washington. The primary purpose of QUADCO RTPO is to provide a forum for continuing, cooperative, and comprehensive transportation planning and decision-making among the member agencies in the region.

QUADCO RTPO is currently updating its Regional Transportation Plan (RTP). This plan was first adopted in 1994 and has been updated regularly since. An important element of QUADCO RTPO's RTP is a description of transportation improvements needed to sustain QUADCO's economic vitality. Other important elements will include accessibility, mobility, safety, and preservation. These elements will show what transportation improvements should be considered, where there are challenges and opportunities, and what future trends and growth patterns will impact the transportation system. QUADCO RTPO's RTP plays an important role in achieving consistency between state, county, city, and town plans and policies. QUADCO RTPO is a supportive partner agency in reducing emissions in the transportation sector.

WASHINGTON STATE

In Washington, the transportation sector is the largest source of greenhouse gas (GHG) emissions and a major contributor to other types of air pollution. Under a 2020 law, Washington is required to reduce its overall GHG emissions 45 percent by 2030, 70 percent by 2040, and 95 percent by 2050. Since almost 45 percent of Washington's annual GHG emissions come from transportation, cleaner cars and trucks are essential to meeting these limits. Increasing the number of zero emission vehicles on our roads will reduce total GHG emissions by the equivalent of 1 million metric tons of carbon dioxide a year by 2030.

To support the environmental performance of state government operations, several EOs have been signed in recent years explicitly addressing transportation measures that will be taken in Washington. In 2014, Governor Inslee signed EO 14-04, titled "Washington Carbon Reduction and Clean Energy Action." This order superseded two orders by Washington's previous governor (EO 07-02 and EO 09-05) to serve as the framework for Governor Inslee's actions on climate change. From this framework, ten measures were produced to address the issues raised by research into climate change, including a Clean Transportation measure. Several goals were set for the Washington State Department of Transportation (WSDOT), including the development of an action plan to advance electric vehicle use, programs related to transportation efficiency (covering a comprehensive plan to maximize transportation efficiency update); and identifying increased investment opportunities in multimodal transportation. In January 2018, EO 14-04 was superseded by EO 18-01, taking measures further by requiring the agencies with the largest share of statewide GHG emissions to significantly cut their emission usage from operations.

MOTOR VEHICLE EMISSION STANDARDS — ZERO EMISSION VEHICLES BILL

Governor Jay Inslee signed the Motor Vehicle Emission Standards – Zero Emission Vehicles bill (RCW 70A.30.010) on March 25, 2020. The result of this bill will be the adoption of California vehicle emission standards, including new requirements to increase the number of zero emission vehicles sold in Washington.

CLIMATE COMMITMENT ACT

The Climate Commitment Act (CCA) (SB 5126), signed by Gov. Jay Inslee on May 17, 2021, reduces GHG emissions from Washington's largest emitting sources and industries, allowing businesses to find the most efficient path to lower carbon emissions. The CCA establishes a "cap and invest" program that sets a limit on the amount of GHGs that can be emitted in Washington (the cap) and then auctions off allowances for companies and facilities that emit GHGs until that cap is reached. Over time the cap will be reduced, allowing total emissions to fall to match the GHG emission limits set in state law. Auctioning allowances will raise money that will raise funds for investing in climate resiliency, reducing pollution in disproportionately affected communities, and expanding clean transportation.

CLEAN FUEL STANDARD

On May 17, 2021, Governor Jay Inslee signed the Clean Fuel Standard (HB 1091). The standard will cut statewide GHG emissions by 4.3 million metric tons a year by 2038 and will stimulate economic development in low carbon fuel production. The Clean Fuel Standard will work beside the Climate Commitment Act to target the largest source of emissions in Washington. The Clean Fuel Standard law requires fuel suppliers to gradually reduce the carbon intensity of transportation fuels to 20 percent below 2017 levels by 2038. There are several ways for fuel suppliers to achieve these reductions, including:

- Improving the efficiency of their fuel production processes
- Producing and/or blending low-carbon biofuels into the fuel they sell
- Purchasing credits generated by low-carbon fuel providers, including electric vehicle charging providers

WSTA Clean Fuel Standard Credit Generation Program

The Clean Fuel Standard (CFS) creates the possibility of credit generation opportunities for public transit operators in Washington State, specifically those operating using alternative fuels, renewable fuels, electrification, and hydrogen. As a result of this legislation, the Washington State Transit Association (WSTA) is seeking consultant support in aggregating and marketing CFS credits on behalf of its membership. WSTA is seeking to act as an agent to aggregate the needs of its members under a single contract that would serve to assist members in education and generation of CFS credits and realizing the credits.

ZERO EMISSION VEHICLE INFRASTRUCTURE PARTNERSHIP PROGRAM

The Washington State Alternative Fuel Vehicle Charging and Refueling Infrastructure Program (RCW 47.04.350) directs WSDOT's Innovative Partnerships Office to develop and maintain a program to support the deployment of clean alternative fuel vehicle charging and refueling infrastructure supported by private financing. WSDOT refers to the program as the Zero Emission Vehicle Infrastructure Partnership (ZEVIP) program. ZEVIP consists solely of projects that provide a benefit to the public through development, demonstration, deployment, maintenance, and operation of clean energy technologies that save energy and reduce energy costs, reduce harmful air emissions, or otherwise increase energy independence for the state. Program funds are invested in the deployment of electric vehicle charging and hydrogen fueling stations at key intervals along state and federal highway corridors to support interurban, interstate, and interregional travel for clean alternative fuel vehicles.

GREEN TRANSPORTATION GRANT PROGRAM

The WSDOT Green Transportation Capital grant program provides funding to transit agencies for capital projects that reduce the carbon intensity of the Washington transportation system. This grant is supported by state funding through RCW 47.66.120. Project types include fleet electrification, including battery and fuel cell electric vehicles, modification, or replacement of capital facilities to facilitate fleet electrification and/or hydrogen refueling, necessary upgrades to electrical transmission and distribution systems, and construction of charging and fueling stations. It is anticipated that there will be a minimum of $12 million and up to $50 million in state funding for Green Transportation Capital Grants in the 2023–2025 biennium. The Legislature will determine the funding level in the 2022–2023 legislative session.

OTHER RELATED STATE POLICIES

EO 21-04: Governor Jay Inslee affirmed urgent commitments to addressing the climate crisis by signing a range of emission reductions in November 2021. This EO fully commits to electrify Washington State's public fleets and transition to a 100 percent zero-emission light-duty fleet by 2035, as well as 100 percent zero-emission medium- and heavy-duty state fleets by 2040.

SB 5910: This legislation advances Washington's first statewide strategy to pursue a renewable hydrogen economy by authorizing financial support from the State for a public-private partnership, in efforts to apply for the Bipartisan Infrastructure Law's clean hydrogen hub funding. Existing renewable energy resources in the Pacific Northwest make Washington an ideal location for a hydrogen hub that is supported by both public and private partnerships.

HB 1988: This act establishes a retail sale and use tax deferral program for certain investment projects in clean technology manufacturing, clean alternative fuels production, and renewable energy storage. Permitted investments include renewable hydrogen production and zero emission vehicle refueling infrastructure. Investments in these areas will work to expand accessibility to clean hydrogen resources, while encouraging more robust deployment and use.

FLEET TRANSITION PLAN

Transitioning to a zero-emission fleet goes beyond purchasing vehicles and a fueling system. It involves integrating new technology and processes into daily operations. Effective fleet transition plans adopt a comprehensive approach that considers operational needs, market conditions, available power, infrastructure demands, and costs. The analysis summarized below offers Central Transit data to guide decisions around capital programs and operations necessary to support transition actions and phases.

ZERO EMISSION VEHICLES & FUELING OPTIONS

As transit agencies look for zero emission technology to replace gasoline vehicles, there are two primary options: BEBs and hydrogen fuel cell electric buses (FCEBs). Currently, BEBs are the leading replacement choice because they are readily available on the market today and use the electric grid as their fuel source, which is universally available and relatively "easy" to connect to and draw the required power. Based on today's technology, BEBs limited range compared to gasoline vehicles can mean that not all gasoline vehicles can be replaced 1-to-1 with a BEB. In some cases, additional vehicles or mid-day recharging would be necessary to maintain the same level of service.

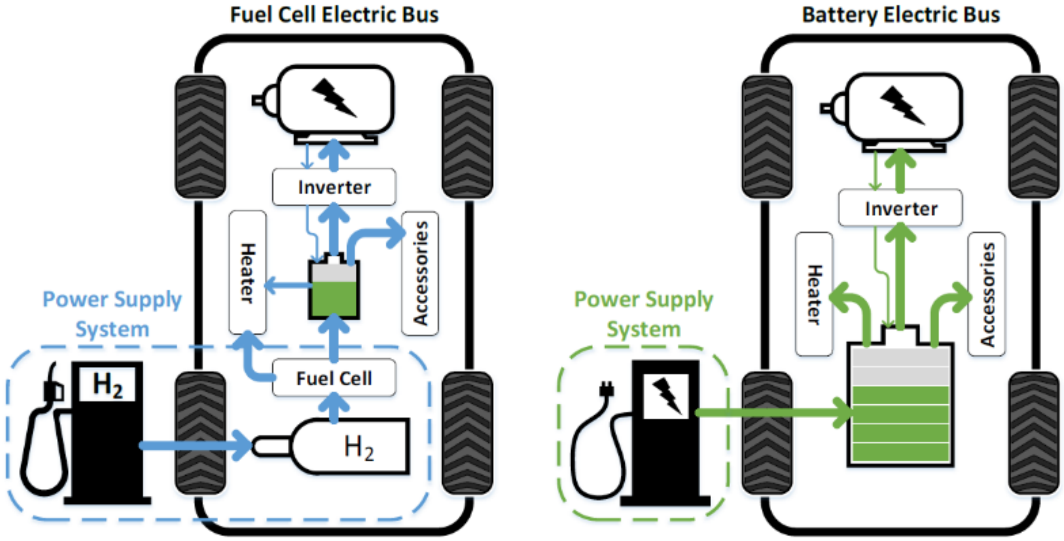


Figure 4. BEV and FCEV Vehicle Technology Comparison

Hydrogen FCEBs are the other primary option as a propulsion type for a zero-emission transition. FCEBs utilize a similar drivetrain to BEBs but have a smaller battery that is recharged by an on-board fuel cell that generates electricity from hydrogen as the vehicle travels. The energy density of hydrogen is much greater than a battery, which allows for the range of these vehicles to match a conventional gasoline vehicle more closely. Therefore, the greatest benefit of FCEBs is that their range is comparable to gasoline vehicles. However, the challenge with deploying FCEBs is the lack of a current market for cutaway vehicles, locating a source of hydrogen, which is not as readily available as electricity, and the cost of hydrogen.

ENERGY MODELING & ANALYSIS

Understanding energy consumption is a key component of fleet transition planning, as it informs the choice of vehicle technology, infrastructure requirements, finances, and fleet replacement strategies. The energy consumption model, Zero+, provides a comprehensive understanding of the potential impacts ZEB technology may have on Central Transit's existing service.

The Zero+ model also analyzes variables known to impact lifetime vehicle performance, like energy density; battery degradation; operating environment; heating, air conditioning, and auxiliary power loads; and the lifecycle of bus batteries and hydrogen fuel cells. The model is fed by General Transit Feed Specification (GTFS) data, geographic information system (GIS) data, and vehicle profile assumptions to create an accurate energy consumption profile unique to Central Transit's existing service. In sum, Zero+ results include many data variables, yielding the most accurate results possible to influence strong, effective decision making.

The Zero+ model results, combined with discussions with agency staff, provide the basis upon which the preferred refueling strategy will be determined. This modeling effort included a review of available hydrogen FCEBs, but it was found that no comparable vehicles exist for the Central Transit fleet so FCEBs were not simulated. For a BEB scenario, this modeling evaluated whether the optimal charging strategy is depot charging only, a mix of depot and on-route charging, or on-route charging only, and identifies potential strategies that best complement Central Transit's service and fleet plans. Simulations were performed at the granular level, so that the strategy can inform individual vehicles, routes, and blocks as well as the full Central Transit fleet. Examining each vehicle individually drives decisions for the right technology at the system, depot, route, and block levels. This analysis balances impacts to operations, overall fleet size, and infrastructure requirements and ultimately provides Central Transit with the information to make a data-driven determination of the preferred BEB transitional technologies and deployment pace. Details of the energy modeling and analysis for all scenarios can be found in the accompanying Appendix.

ZERO EMISSION TRANSITION STRATEGY

Central Transit's current service profile and existing fleet was modeled to determine the feasibility of a transition to zero emission vehicles using currently available vehicle and charging technology. The modeling analysis revealed that either the current fleet size would need to double, or on-route chargers would need to be introduced in addition to overnight charging at the HopeSource Facility to maintain the same level of service.

Doubling the fleet size is not a viable option, so the focus turned to on-route charging as a possible solution. The following strategy outlines the infrastructure requirements necessary to allow Central Transit to transition to a zero-emission fleet with a 1-to-1 vehicle replacement ratio and maintain the same level of service. The transition would begin in 2028 with the purchase of the first three BEBs, utilizing on-route charging with depot assisted charging, and all future vehicle replacements will be electric. The agency currently replaces vehicles in line with the biennium vehicles that have already been planned show the actual replacement year, while vehicles that do not currently have replacements planned assume the next replacement is the end of the biennium. Vehicles rebuilt in 2023 will be replaced with BEBs in 2028.

Table 2. Existing Fleet Replacement Schedule

Vehicle	Model Year	Make/Model	UFL Description	Next Replacement
CT-6	2017	Ford E-450	REBUILD – 2023	2028
CT-7	2017	Ford E-450	REBUILD – 2023	2028
CT-8	2019	Ford E-450	REPLACE 2023-2025	2023
CT-9	2018	Ford E-350	REPLACE 2023-2025	2025
CT-10	2021	Diamond VIP2200	REPLACE 2025-2027	2027
CT-11	2021	Diamond VIP2200	REPLACE 2025-2027	2027
CT-12	2021	Ford E-450	REPLACE 2025-2027	2027

The replacement schedule shown in Figure 5 shows gasoline replacements are purchased between 2023 and 2027 with electric replacements beginning in 2028, but gasoline vehicles are replaced with BEBs at a 1-to-1 ratio. With the inclusion of on-route charging, there is no need for an increased fleet size, so procurement quantities in each year mirror the existing replacement schedule through 2032. Replacements beyond 2032 will be subsequent replacements of BEBs, which have an assumed 8-year useful life instead of the current 5-year useful life of gasoline vehicles. This figure shows vehicle purchases that get the fleet to 100 percent zero emissions, but does not include any future, incumbent replacements of electric vehicles.

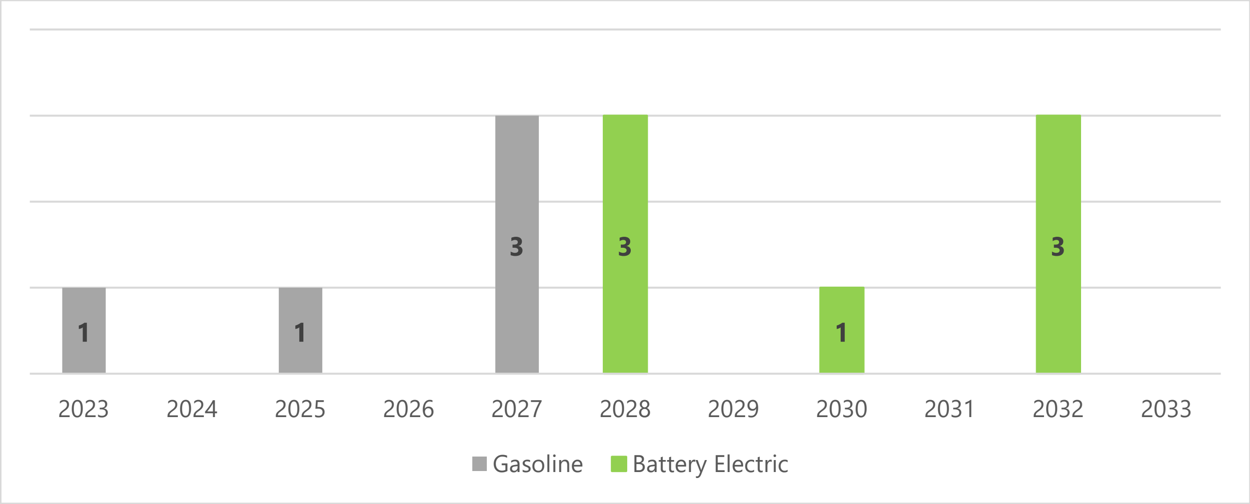


Figure 5. Vehicle Transition Schedule

The transition would begin with all four on-route chargers being installed in 2028 with the first three BEBs; not all chargers would be utilized at first, but there would be no construction rework required to install the remaining two chargers with later bus procurements. At the HopeSource Facility there will be a total of five Level 2 chargers; three of these chargers will be installed in 2028 with future installations in 2030 and 2032. The charger installation schedule is shown below in Figure 6.

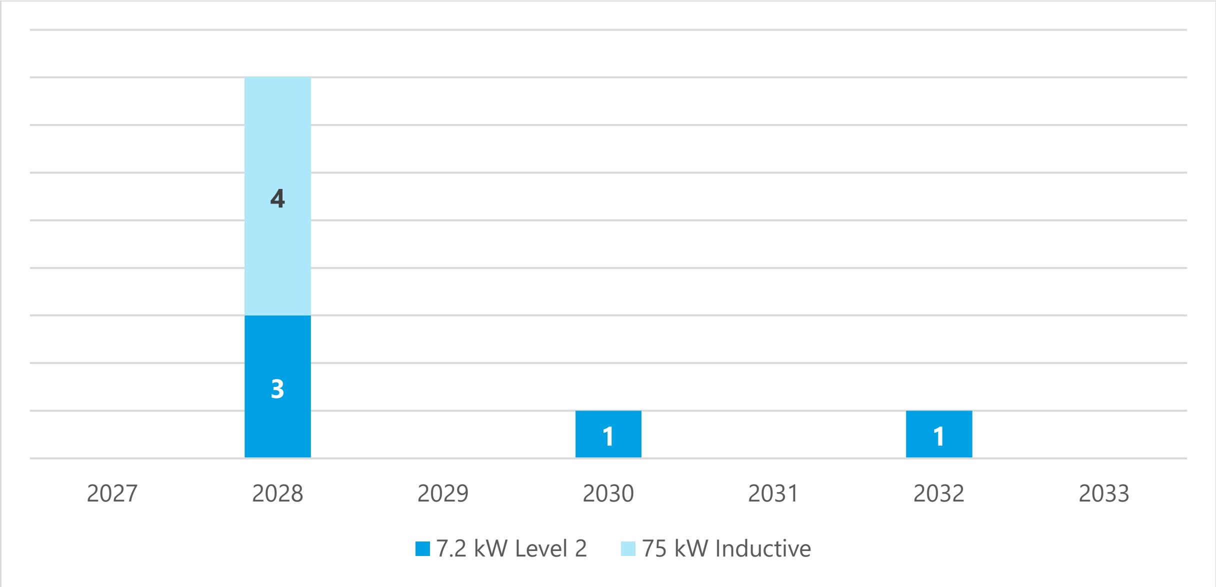


Figure 6. Charger Installation Schedule

FACILITY & INFRASTRUCTURE PLAN

The following section identifies Central Transit's current service profile, operations, and maintenance facilities. These elements were captured to develop the Zero Emission Transition Strategy that best suits the agency based on discussions following the energy modeling and analysis effort, as well as how the proposed strategy will impact existing service and facilities. In coordination with the City of Ellensburg's Electrical Power Department, the availability and accessibility of power, utility rate structures, and potential incentives or rebate programs for electrification were assessed. A summary of estimated up-front capital costs for the purchase and installation of charging and supporting utility infrastructure is also provided, including a detailed financial analysis for Central Transit's reference.

EXISTING CONDITIONS

Central Transit does not own their own facility, so all vehicles are stored overnight at the HopeSource Facility located at 606 West 3rd Avenue in Ellensburg. The existing fleet is currently fueled by the drivers at Midstate Coop Fuel Station adjacent to the HopeSource Facility. Most driver shift reliefs take place at the HopeSource Facility, but some routes have on-street shift reliefs in addition to vehicles periodically being swapped at shift change for maintenance and upkeep.

HopeSource leases its facility space in a historical building, so coordination and approvals will be required with both the building owner and historical review within Ellensburg. Additional time may be needed to secure approvals for charger installations. HopeSource is also developing plans for transitioning to zero emissions, so additional coordination will be needed to ensure plans align between Central Transit and HopeSource.

DEPOT CHARGING INFRASTRUCTURE

To support the BEBs within the Central Transit fleet, five 7.2 kW Level 2 plug-in chargers are needed at the HopeSource BEB storage location. For the layout shown in Figure 7, all chargers would be located behind the gate on the northwestern corner of the property. In coordination with the HopeSource team, this location was identified as the current parking space for the transit fleet and has available space for the required infrastructure footprint. The point of interconnect (POI) with the utility is located adjacent to the park, south of the parking area. The utility has confirmed that the existing overhead utility line provides feed to an existing transformer on the west side of the park through an electrical manhole. This existing feed would be the POI for a new 50 kVA transformer to support the charging equipment at the HopeSource facility.

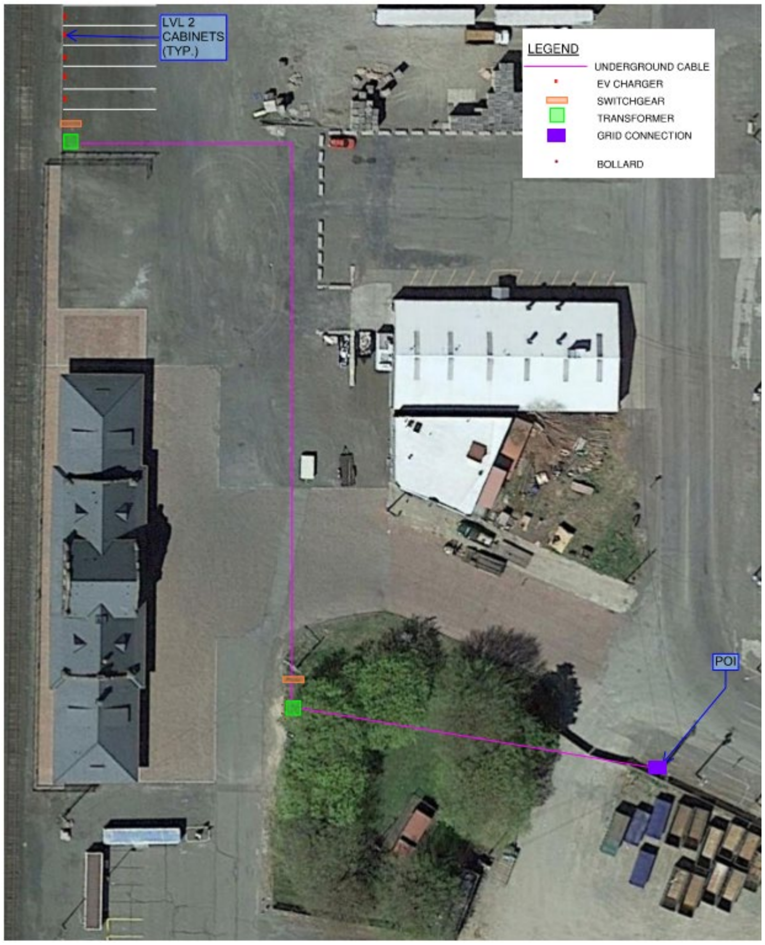


Figure 7: HopeSource Facility Proposed Charging Layout

ON-ROUTE CHARGING INFRASTRUCTURE

All Central Transit routes share a common layover point downtown at the intersection of East 4th Avenue and North Ruby Street in Ellensburg, Washington. Based upon current vehicle battery technology, four wireless inductive direct current fast chargers (DCFCs) would be required at this location: three chargers on the northbound side of the street and one charger on the southbound side of the street as shown in Figure 8. The green space located between the northbound bus stop bench and Safeway parking lot is owned by the City of Ellensburg and would house the required infrastructure for the on-route charging. The POI from the utility for the infrastructure is provided by the overhead line located one block west of the charging location. The utility confirmed there is a pole available, Figure 9, to tap off the overhead line and trench to the new 500 kVA transformer.

Figure 8: On-Route Proposed Charging Layout

Figure 9: On-Route Charging Location Overhead Utility POI

UTILITY & FUEL PARTNERSHIPS

Coordination with local utility providers is a critical element to a successful transition to zero emissions. Discussions with the City of Ellensburg Electrical Power Department provided valuable insight on what infrastructure exists and what the current grid capacity is at both the HopeSource Facility and the on-route charging location near Safeway. In addition to current and future availability of and need for supporting infrastructure, discussion also included currently available utility rate structures and potential rebates, incentive programs, and the possibility of utility rate structures unique to electric vehicle charging.

COORDINATION WITH ELECTRIC UTILITY

UTILITY POWER SUPPLY

For each of the final site layouts reviewed, initial design considerations were discussed to ensure ease of implementation of the infrastructure. Through this process, the utility also confirmed the availability of required POIs for each location and indicated that any equipment over 400 Amps, which is common for DCFC infrastructure, is considered owned by and the sole responsibility of the customer.

Industry-wide supply chain shortages have increased procurement lead times for electrical equipment which has led to large delays in project completion; backlogged inventory of transformers for standard ratings is a concern. The lead times for switchgears and electrical panels are also impacted by supply chain shortages and inventory backlogs which may further impact the project timeline.

UTILITY RATE CONSIDERATIONS

Many utilities are incentivizing BEB adoption by introducing utility rate structures unique to BEB charging that are often less expensive than general residential and commercial rate structures. At this time, there is not an available BEB rate structure available for Central Transit, but discussion with the utility included potential rates that can further reduce costs such as the demand charge in the future.

Standard Rate Structures

The existing rate structures are E500 (Municipal) and E201 (General Service Three Phase Demand) were identified as the potential rates that may be associated with the BEB charging. While a formal application for each rate would be required, the E500 rate was suggested as the more suitable rate structure for Central Transit’s operational profile.

E500 (Municipal) Rate

The E500 rate structure only includes a flat-rate daily customer charge and charges for energy consumption on a per kWh basis. It does not include a per kW demand charge, making this rate structure more appealing when compared to the E201 rate structure.

Table 3: E500 (Municipal) Rate Structure

Effective Date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Unit	All usage (per kWh)			
Consumption Charge	$ 0.0696	$ 0.0696	$ 0.0724	$ 0.0724
Unit	Three Phase (per day)			
Customer Charge	$ 2.4658	$ 2.4658	$ 2.5644	$ 2.5644

E201 (General Service Three Phase Demand) Rate

While the per kWh energy consumption charge is slightly lower than the E500 value, the E201 rate structure includes a demand charge in addition to energy consumption and customer charges. For the anticipated load profile of charging the BEBs, the E201 rate is forecasted to be a higher monthly cost than the E500 rate and is reviewed further in the Task 4 Technical Memorandum.

Table 4: E201 (General Service Three Phase Demand) Rate Structure

Effective Date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Unit	All usage (per kWh)			
Consumption Charge	$ 0.0524	$ 0.0524	$ 0.0534	$ 0.0534
Unit	All demand (per kW)			
Demand Charge	$ 6.30	$ 6.30	$ 6.43	$ 6.43
Unit	Three Phase (per day)			
Customer Charge	$ 3.7808	$ 3.7808	$ 3.8564	$ 3.8564

Electric Vehicle Charging and Special Consideration Rates

Separate metering is required when recording the electrical associated directly with BEB charging. While there are currently no incentives or special rate structures provided for BEB charging, the utility recommended applying for the E700 (Nonprofit Agency Serving the Disadvantaged) rate structure. This rate structure provides an additional 50 percent reduction in any demand and customer charges associated with the primary rate structure.

FINANCIAL ANALYSIS & FUNDING PLAN

The following section evaluates the lifecycle costs associated with the zero-emission fleet transition scenario currently being considered by Central Transit for its public transit bus fleet. The costs evaluated include capital, maintenance, and fuel/electricity over a 20-year period, from 2023 through 2042. The transition includes the replacement of all gasoline buses with BEBs. This BEB fleet is compared to a baseline scenario in which Central Transit continues to utilize the existing gasoline fleet and does not transition to BEBs. A lifecycle cost analysis is used to inform a decision between acquiring one of two assets, determining each asset's benefits, and create an informal budget. In this case, the analysis will show how the cost schedule of continuing with a gasoline fleet compares to transitioning to electric buses. The analysis will not consider any external benefits, such as noise reduction or harmful GHG emissions reductions, realized by the transition, which may play a large part in policy choices; these external benefits are not monetized but should be considered in final decisions.

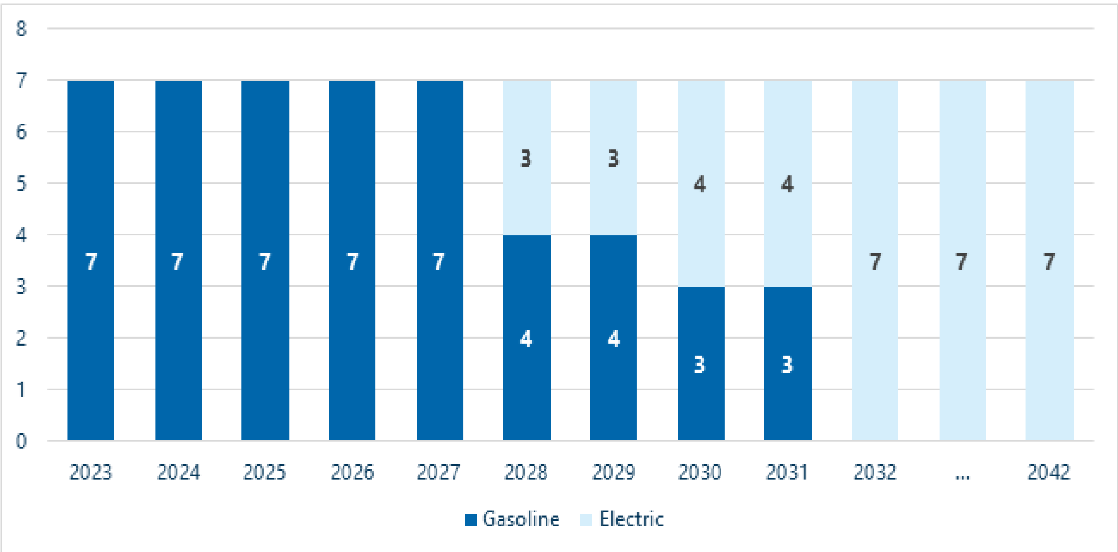


Figure 10: Annual Fleet Composition by Fuel Type

Figure 10 depicts the fleet composition by fuel type in each year as the fleet transitions from gasoline to electric. Because vehicles would be replaced at a 1-to-1 ratio, vehicle operating hours and miles remain the same regardless of fuel type. Associated costs can generally be separated into three categories: capital costs, operating and maintenance (O&M) costs, and fueling costs. While some operating statistics, like revenue hours and miles, may remain consistent across fuel types, there are differences in the cost of vehicles, the cost to maintain and fuel vehicles, and the added cost of charging infrastructure. These costs are compared in Table 4, which clearly indicates that transitioning to zero emissions will cost more than continuing with a gasoline fleet. There is a realized savings on fueling costs by transitioning to zero emissions, but these savings are far outweighed by the additional capital and O&M costs.

Table 5: Lifecycle Cost Breakdown, FY 2023 to FY 2042 (2023 $)

Capital Costs	Baseline	EV Transition
Vehicle Purchases	**$1,976,000**	**$3,716,000**
Gasoline Vehicle Purchases	$1,976,000	$356,000
EV Purchases	-	$3,360,000
Infrastructure Purchases	**N/A**	**$1,535,563**
Chargers	-	$312,500
Utility Infrastructure	-	$1,223,063
Total	**$1,976,000**	**$5,251,563**
O&M Costs	**Baseline**	**EV Transition**
Vehicle Maintenance	**$719,499**	**$441,774**
Gasoline Vehicles	$719,499	$159,318
Electric Vehicles	-	$282,457
Infrastructure O&M	**N/A**	**$154,500**
EV Chargers	-	$154,500
Total	**$719,499**	**$596,274**
Fueling Costs	**Baseline**	**EV Transition**
Gasoline	$3,097,610	$1,148,585
Electricity	-	$372,534
Total	**$3,097,610**	**$1,521,119**

WORKFORCE TRANSITION PLAN

Alongside the introduction of zero emission technology to the Central Transit bus fleet, proper training on bus systems and subcomponents unique to ZEBs is critical to ensure safe, efficient operation and maintenance of the transitioned fleet. Central Transit will ensure the selected contractor works with internal training departments and in close coordination with original equipment manufacturers (OEMs) to acclimate the existing workforce to the new technology, avoiding displacement of the existing workforce. This section addresses the necessary steps that will need to be taken by contractors to evaluate the skills of the existing workforce, identify skill gaps on an individual basis, and develop a plan to build and implement an effective training program for both bus operators and bus maintenance personnel. In addition to the development of the existing workforce, this section also conveys a workforce growth strategy for attracting new employees, retaining new and current employees, and funding opportunities to sponsor growth. Central Transit should consider building the following information into the next contracting period to ensure that workforce planning is included in partnership with the selected contractor.

TRAINING PROGRAM DEVELOPMENT

Central Transit intends to deploy a fleet of BEBs operated by contractors. Central Transit will review the training program provided by the selected contractor, making sure the appropriate technologies are included into a comprehensive curriculum. The development of a high-quality training program will entail coordination with internal and external resources. The following potential resources may assist Central Transit's selected contractor with program development:

- Vehicle and charger OEM training curriculum purchased as part of new rolling stock procurements
- Vehicle subsystem/subcomponent OEM training curriculum
- Partnership with local first responding agencies
- Collaboration with transit agencies with operational zero emission fleets and in-house training programs
- Washington State Transit Insurance Pool
- GEM (Grounds, Equipment, and Maintenance), a Pacific Northwest Interagency Cooperative for all public agencies to the mutual benefit of all constituents
- Membership through training consortiums like National Transit Institute
- Participation in transit associations like Washington State Transit Association, American Public Transportation Association, Center for Transportation and the Environment, and Zero Emissions Bus Resource Alliance

Central Transit is committed to working closely with the contractor to develop a comprehensive training program that integrates a BEB curriculum with any existing internal training programs, including bus maintenance technical training and behind-the-wheel training. Technical training includes shop and system safety, system familiarization and operations, troubleshooting and diagnostics, rebuild, and preventative maintenance. All BEB curriculums will be developed and reviewed by Central Transit, the contractor, and any labor unions.

TRAINING CURRICULUM

BEBs contain high voltage batteries, requiring all maintenance technicians to be certified to work on high voltage systems. Central Transit will work closely with the selected contractor to ensure the existing Electronic and Electrical Safety Program with guidance from the National Fire Protection Agency (NFPA 70E), Occupational Safety and Health Administration, OEMs, and industry best practices are supplemented appropriately. These programs can be reviewed and utilized by the contractor as a foundation to establish and maintain electrically safe work conditions for bus maintenance personnel servicing Central Transit's fleet of BEBs. The selected contractor should consider including the following programs in their curriculum:

- Proper use and inspection of personal protective equipment
- CPR and first aid training
- High voltage onboard systems familiarization and identification
- Lock-Out-Tag-Out training and compliance

SKILLS ASSESSMENT, CATEGORIZATION, AND GAP IDENTIFICATION

This section outlines workplace hierarchical structure and authorized responsibilities of individuals based on qualifications; skill level requirements for work needing to be performed; and initial, refresher, and proficiency guidelines and requirements for training and associated qualifications that may be implemented by the contractor. Operational staff can be grouped into four main categories:

- Operations Support: Staff includes those who are critical to bus operations but do not directly interact with the buses.
- Bus Operations Staff: Includes operational staff who directly interact with the buses but do not perform any vehicle maintenance.
- Bus Maintenance Support: Staff includes operational staff who directly interact with the buses and are responsible for the assignment and oversight of maintenance functions.
- Bus Maintenance: Staff includes operational staff who directly interact with the buses and perform routine and unplanned maintenance functions.

For Operations Support, contractor-developed training requires a high-level overview of the technology and its capabilities. For example, it is important for dispatchers and schedulers to understand the operational range of the vehicles to avoid assigning vehicles to unsuitable routes.

Those categorized under Bus Operations will undergo extensive training developed by the contractor compared to Operations Support staff, given their direct interaction with the vehicles. For example, bus operators must be familiar with all dash indicator lights, operation of doors and wheelchair access, and safety procedures.

Bus Maintenance Support staff include key personnel responsible for the assignment and oversight of maintenance work, both preventative and unplanned, and are responsible for troubleshooting and dispatching for vehicle road calls. Staff in this category will receive the same contractor-developed training as bus maintenance personnel because their roles include making "game time" decisions that require full familiarity with all vehicle systems and mechanical components.

Bus Maintenance personnel will require the most training by the contractor because they have the most frequent and in-depth interaction with the vehicles. It is strongly encouraged that the contractor individually assesses each Bus Maintenance personnel on current skills and assign to training modules as necessary, ensuring that all Bus Maintenance personnel receive all training required without duplicating efforts. For example, Bus Maintenance personnel who can demonstrate proficient multiplexing skills will not be assigned to multiplexing courses.

TRAINING PROGRAM IMPLEMENTATION

Central Transit will work closely with the contractor to ensure current technical training programs are up to date, moving forward from older systems and making sure newer systems are adequately integrated into program. The selected contractor is expected to provide a training program that includes a comprehensive curriculum on all vehicle systems and subsystems. Through the selected contractor's program, Central Transit will review all Maintenance Department training, to make sure employees are provided with specialized training that encompasses current information about new and existing equipment, including modern electronic and mechanical bus systems, OEM changes that impact maintenance practices, and refresher training if necessary.

Central Transit encourages the selected contractor to identify maintenance management and front-line supervisors for Safety Orientation Training and Maintenance Department training sessions. Additional programs and supplemental professional development events supported by the contractor, including Federal Emergency Management Agency (FEMA) National Incident Response Training, Maintenance Program and Process Benchmarking, and National Transit Institute's Transit Trainers Workshops, have been identified as useful for training purposes.

Initially, the selected contractor should identify and develop a core group of subject matter experts to serve as BEB fleet specialists to be reviewed by Central Transit. This approach will proactively develop qualified fleet specialists through hands-on experience and learning.

Central Transit will work with the contractor to develop an appropriate timeline for training. The training effort is envisioned to be phased; as the zero-emission fleet grows, more mechanics will complete zero-emission maintenance training under the contractor. For example, if Central Transit is expecting delivery of 10 BEBs, transition training for five mechanics to become BEB-certified fleet specialists will begin 1 month prior to delivery.

WORKFORCE RIGHT-SIZING

As Central Transit transitions to a zero emissions fleet, the agency will work closely with the selected contractor to evaluate staffing needs on a rolling basis, based on overall fleet growth, and approve additional apprentice mechanic, mechanic, and lead mechanic positions as determined by the contractor's maintenance staffing personnel.

Central Transit and its selected contractor should continue to develop more creative recruitment strategies to combat the nationwide shortage of mechanics and bus operators. Properly marketing the Central Transit Zero Emission Fleet Transition, including the opportunity for a cutting-edge technical career, is critical to the attraction, development, and retention of the largely contracted workforce.

FUNDING OPPORTUNITIES

The anticipated cost of workforce training will likely fluctuate in response to the adoption of ZEBs. Suggested contractor funding is anticipated to come from several sources, including procurement, existing funding sources used for training, and federal and local funding shares.

While the cost of the training is one item to consider, the labor cost to train bus maintenance personnel is anticipated to be high. As highlighted by the International Transportation Learning Center, the following costs should be considered when budgeting for workforce training:

- Classroom training hours
- Instructor hours (instruction and preparation)
- Instructor hourly wages and benefits
- Instructor costs per class
- Instructor cost per trainee
- On the job training hours
- Mentor hours
- Mentor hourly cost
- Mentor cost per trainee
- Facilities cost
- Training materials, mock-ups, software, and simulation cost

Central Transit will work closely with the contractor to identify funding sources for worker training and retraining and utilize the training funding offered through federal grants to support the agency's zero-emission workforce training costs. Ellensburg will work to secure funding for zero emissions vehicle maintenance and operation training on behalf of the contractor.

ENERGY MODELING APPENDIX

Understanding energy consumption is a key component of fleet transition planning, as it informs the choice of vehicle technology, infrastructure requirements, finances, and fleet replacement strategies. The energy consumption model, Zero+, provides a comprehensive understanding of the potential impacts ZEB technology may have on Central Transit's existing service. Figure 11 shows the Zero+ Model inputs, outputs, and process. Energy consumption is impacted by several factors, including slope and grade of the bus routes, number of vehicle stops, anticipated roadway traffic, and ambient temperature. The Zero+ model also analyzes variables known to impact lifetime vehicle performance such as energy density; battery degradation; operating environment; heating, air conditioning, and auxiliary power loads; and the lifecycle of bus batteries and hydrogen fuel cells. The model is fed by GTFS data, GIS data, and vehicle profile assumptions to create an accurate energy consumption profile unique to Central Transit's existing service. In sum, Zero+ results include many data variables, yielding the most accurate results possible to influence strong, effective decision making.

The Zero+ model results, combined with discussions with agency staff, provide the basis upon which the preferred refueling strategy will be determined. This modeling effort included a review of available hydrogen FCEBs, but it was found that no comparable vehicles exist for the Central Transit fleet so FCEBs were not simulated. For a BEB scenario, this modeling evaluated whether the optimal charging strategy is depot charging only, a mix of depot and on-route charging, or on-route charging only, and identifies potential strategies that best complement Central Transit's service and fleet plans. Simulations were performed at the granular level, so that the strategy can inform individual vehicles, routes, and blocks as well as the full Central Transit fleet. Examining each vehicle individually drives decisions for the right technology at the system, depot, route, and block levels. This analysis balances impacts to operations, overall fleet size, and infrastructure requirements and ultimately provides Central Transit with the information to make a data-driven determination of the preferred BEB transitional technologies and deployment pace.

By using this data and applying existing Central Transit service information, the Zero+ tool produced a heat map showing the vehicle state of charge (SOC) throughout the day on any given route block. This report details which blocks and routes could perform within currently available BEB vehicle range capabilities, as well as forecasts of at what point in each route BEB range is exceeded. This insight provides clear data for planning operational adjustments and fleet demands to maintain service levels and maximize BEB utilization while also highlighting changes that may affect riders and recommending tactics to avoid or mitigate these impacts.

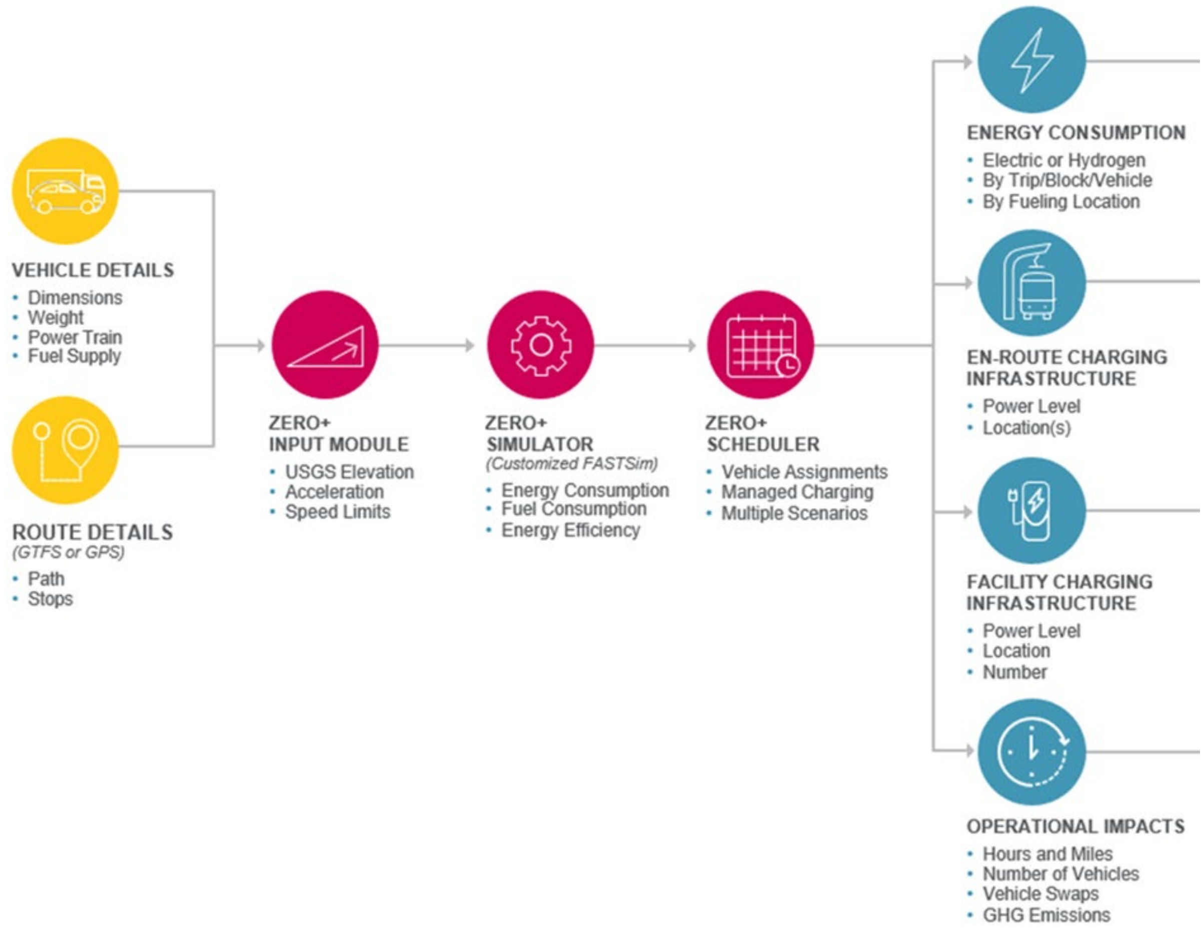


Figure 11. Zero+ Model Inputs, Outputs, and Process

ENERGY MODELING & ANALYSIS

Based on the evaluation and collection of data described above, a baseline gasoline scenario is simulated of current Central Transit service. This validates both the data provided and the functionality of the model by comparing simulation results to observed Central Transit existing gasoline operations. This validation provides confidence that the simulations of BEB scenarios are not missing critical data points that influence the transition. BEB scenarios simulated include two alternatives: BEBs with depot charging only, and BEBs with both depot and on-route charging.

BEB DEPOT CHARGING SIMULATION

Depot charging only was modeled first to establish a baseline feasibility. This scenario allows the Zero+ Model to identify which existing service blocks can be electrified without an increase in peak vehicle requirements, the need for on-route charging, or the need for schedule modifications to achieve the same level of service. By electing a depot-only charging profile, the model calculates what staff, vehicle, and service modifications would be needed to maintain the current level of service.

SIMULATION ASSUMPTIONS

To develop a model relevant for Central Transit's fleet and operations, a set of assumptions and variables were identified (Table 5). This simulation modeled service with a GreenPower EV Star, but not all vehicle OEMs will meet the same specification. When Central Transit procures vehicles for this transition, it is crucial to ensure that vehicle procurements meet or exceed this minimum specification to deploy BEBs that can match the operations simulated in this profile.

Table 6: Assumptions and Variables for Modeling Central Transit Operations

Variable	Input
Battery Capacity GreenPower EV Star	118 kWh
End-of-Life Battery Health	80% (Maximum Battery Degradation)
Energy Reserve	20% SOC
Heating	Electric Heater
Ambient Temperature	20°F (Coldest Day, 10th Percentile)
Passenger Capacity	20
Maximum Charging Power	61 kW

SIMULATION RESULTS

Key Takeaways:

- Revenue hours and miles remain the same
- Non-revenue hours: **216% increase**
- Non-revenue miles: **209% increase**
- Peak vehicle requirement: **100% increase**
- Increase fleet from 5 to 10 buses
- 5 more vehicles required
- At least two depot chargers will be required

Figure 12 shows the vehicle battery SOC plot for each block. Each block is represented by a line on the chart with the color of the line corresponding to the SOC of the vehicle. The color changes from green to yellow to red as the SOC drops from 100 to 0 percent. Bus swaps (shown in blue) are introduced only between trips to minimize service impacts.

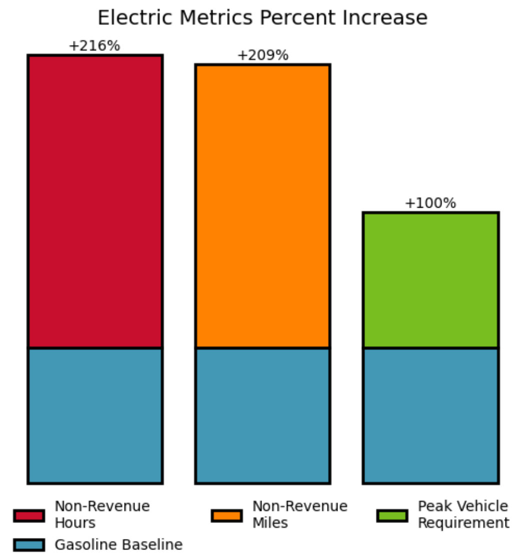


Figure 12. BEB Depot-Only Charging Model Outputs

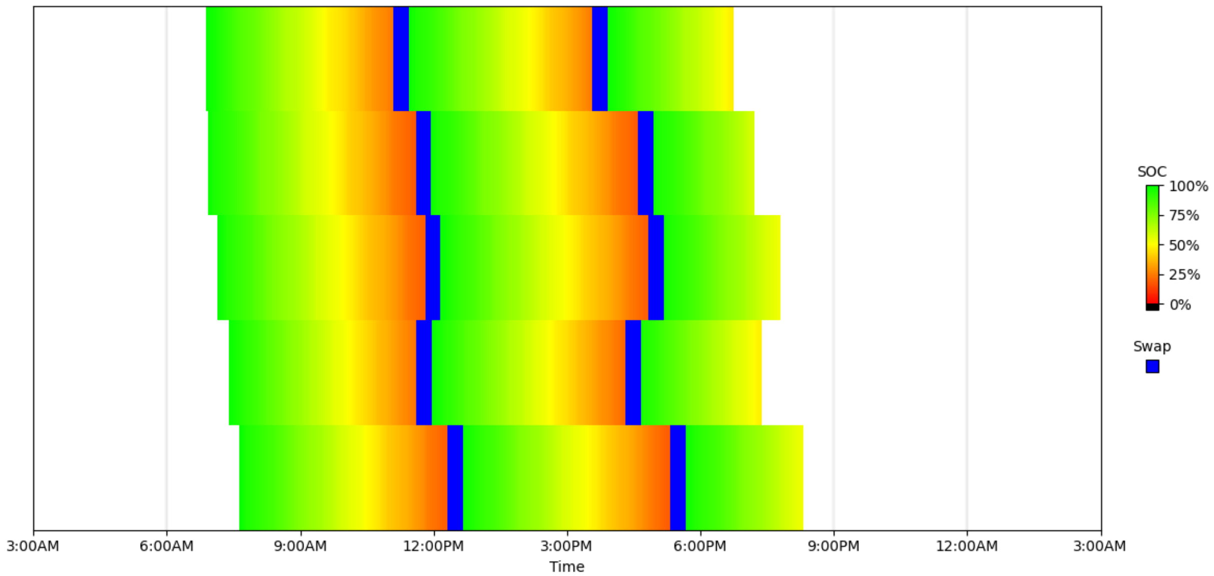


Figure 13. BEB Depot-Only Charging Block State of Charge

Bus swaps are also inserted in locations to guarantee the minimum SOC does not dip below the required 20 percent reserve capacity, including the energy needed to return the vehicle to the depot when a swap is needed. Whenever a vehicle is swapped out, it is replaced with a BEB that has a fully charged battery. Swapping buses is only helpful when the bus either stays near the depot all day or returns within a close distance to the depot at multiple points throughout the day. If a block is scheduled to travel a long distance one way away from the depot, then there is no opportunity for a swap. All Central Transit's service (five blocks) can only be operated with two swaps.

BEB DEPOT & ON-ROUTE CHARGING SIMULATION

On-route charging is an enhancement that can greatly improve the feasibility of BEBs in many situations. This is particularly helpful with circulatory routes where the same on-route charger can be used by a vehicle multiple times throughout the day. The on-route charging infrastructure is ideally located at places such as transit centers where buses operating on multiple routes all have scheduled layover time. On-route charging is capable of greatly extending the range of a BEB and facilitating 1-to-1 replacement of gasoline vehicles when the routes are conducive to this charging strategy.

SIMULATION ASSUMPTIONS

The simulation assumptions for the BEB Depot & On-Route Charging Scenario are identical to the assumptions for the BEB Depot Charging Scenario (Table 5). Although there are on-route chargers on the market that offer more power than the assumed 61 kW, there are currently no vehicles of the size used by Central Transit on the market that can accept a higher level of power. When Central Transit procures vehicles for this transition, it is crucial to ensure that vehicle procurements meet or exceed this minimum specification to deploy BEBs that can match the operations simulated in this profile.

ON-ROUTE CHARGER LOCATION

Layover times in the existing schedule were used to identify potential locations for on-route chargers. All Central Transit routes share a common layover point downtown at the intersection of East 4th Avenue and North Ruby Street in Ellensburg. The GreenPower EV Star modeled in this simulation has a wireless inductive charging option available that provides 61 kW of power, the same power level supported for depot charging.

At this location, three on-route chargers would be installed in the northbound lane, one on-route charger would be installed in the southbound lane, and all four chargers would be operated on a first-come, first-served basis. With minor changes to Central Transit's operating schedule, this on-route charger quantity could likely be reduced to a total of three between both the northbound and southbound lane. To maintain operations with only three on-route chargers, layover times would need to be slightly extended at the on-route chargers and instead of first come, first served, vehicles that run a larger deficit over the day would be given preference for charging.

SIMULATION RESULTS

The plot shown in Figure 14 illustrates the SOC for each block during service when including on-route charging in the simulation. With on-route charging, no bus swaps would be required and there is no change to non-revenue operations or fleet size. At least one depot charger would still be required for overnight vehicle charging; additional chargers may be desired depending on overnight staffing to facilitate swapping buses and build in resiliency. With more than one charger at the depot facility buses would not necessarily need to be shuffled around overnight and vehicles could still be charged if one charger is out of operation.

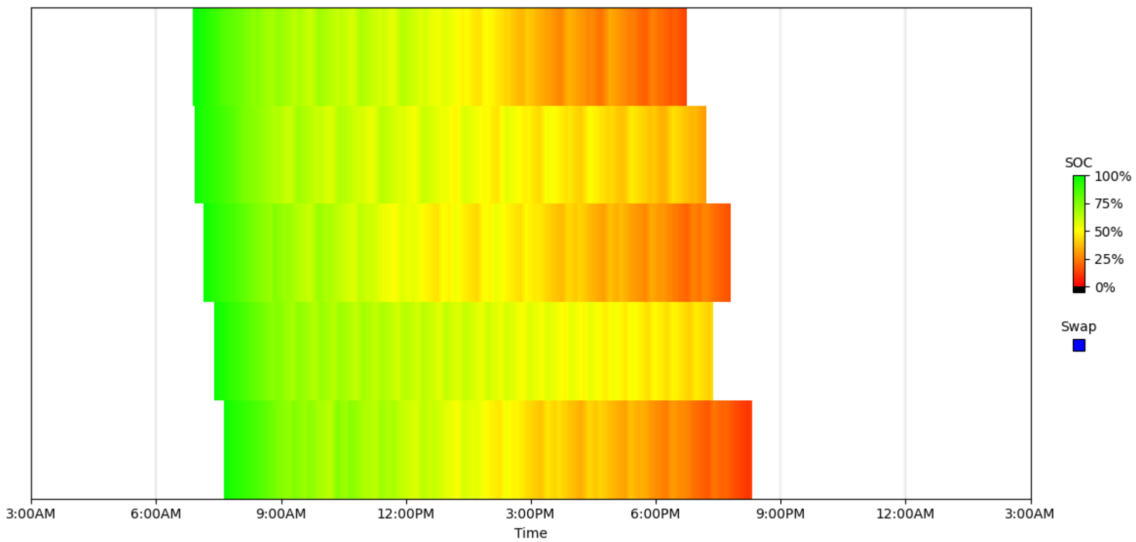


Figure 14. Depot and On-Route Charging Block State of Charge

ON-ROUTE CHARGER UTILIZATION

The charging infrastructure that achieves the greatest number of feasible blocks for conversion to BEB includes both depot and on-route chargers. The usefulness of an additional charger is dependent on how layover times overlap between vehicles. The use of chargers at this location and the energy they would provide is shown in Figure 15, based on their utilization of a 24-hour day. The addition of on-route chargers also reduces the power requirements at the depot facility. The second on-route charger northbound and the third on-route charger southbound both have very low utilization, but they provide energy that is necessary based on the current schedule. Minor schedule adjustments could likely eliminate the need for these two chargers and shift that energy to one of the other chargers.

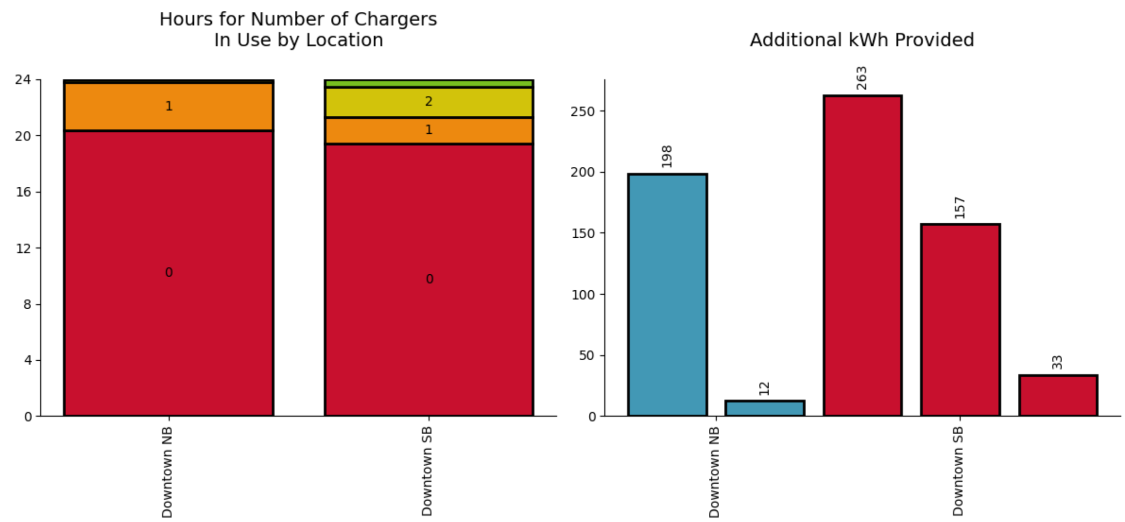


Figure 15. On-Route Charger Utilization by Location

ZEB TRANSITION SCENARIOS

Following the analysis above, two transition scenarios were developed based on Central Transit's fleet replacement schedules and block feasibility. This section shows how many vehicles should be purchased in each year and identifies the infrastructure required to accommodate the new vehicles and when that infrastructure would be needed.

The two scenarios have the same replacement schedule through 2027 but diverge in 2028 with the introduction of BEBs to the fleet. In both scenarios vehicles will be purchased in the same years, but in the depot-charging-only scenario, two BEBs will be purchased for each gasoline vehicle replacement due to range limitations. For subsequent replacements of BEBs, an 8-year useful life is assumed because that is the standard factory battery warranty offered on BEBs.

PROCUREMENT SCHEDULE

Central Transit currently operates five vehicles plus two available spares, all of which are gasoline cutaways with the existing fleet replacement schedule shown in Table 6. The vehicle procurement schedule in Figure 16 shows all vehicle procurements between 2023 and 2036, where both the initial replacement of the vehicles is shown as well as the second replacement 5 years after the first replacement shown in Table 6. A 5-year useful life was assumed for gasoline replacements as well as for the rebuilt vehicles (CT-6 and CT-7).

Table 7: Ellensburg Central Transit Existing Fleet Roster

Vehicle	Model Year	Make/Model	UFL Description	Next Replacement
CT-6	2017	Ford E-450	REBUILD – 2023	2028
CT-7	2017	Ford E-450	REBUILD – 2023	2028
CT-8	2019	Ford E-450	REPLACE 2023-2025	2023
CT-9	2018	Ford E-350	REPLACE 2023-2025	2025
CT-10	2021	Diamond VIP2200	REPLACE 2025-2027	2027
CT-11	2021	Diamond VIP2200	REPLACE 2025-2027	2027
CT-12	2021	Ford E-450	REPLACE 2025-2027	2027

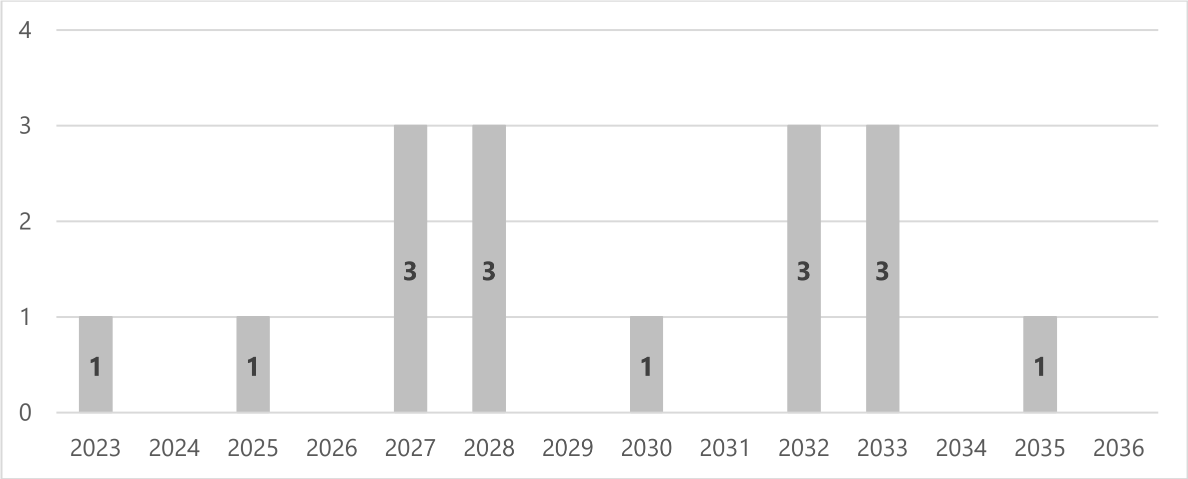


Figure 16: Ellensburg Central Transit Existing Vehicle Procurement Schedule

BEB WITH DEPOT CHARGING ONLY

This scenario shows gasoline vehicles are purchased between 2023 and 2027, with BEB purchases beginning in 2028. When modeling the existing fleet with depot charging only, it was determined that vehicles must be replaced at a 2-to-1 ratio to maintain the same level of service. The vehicle procurement schedule assumes the first battery electric purchases take place in 2028 with six BEBs to replace CT-6, CT-7, and CT-8. If only depot charging were to be utilized, chargers would be purchased and installed in the same year as the first BEB replacement of each vehicle.

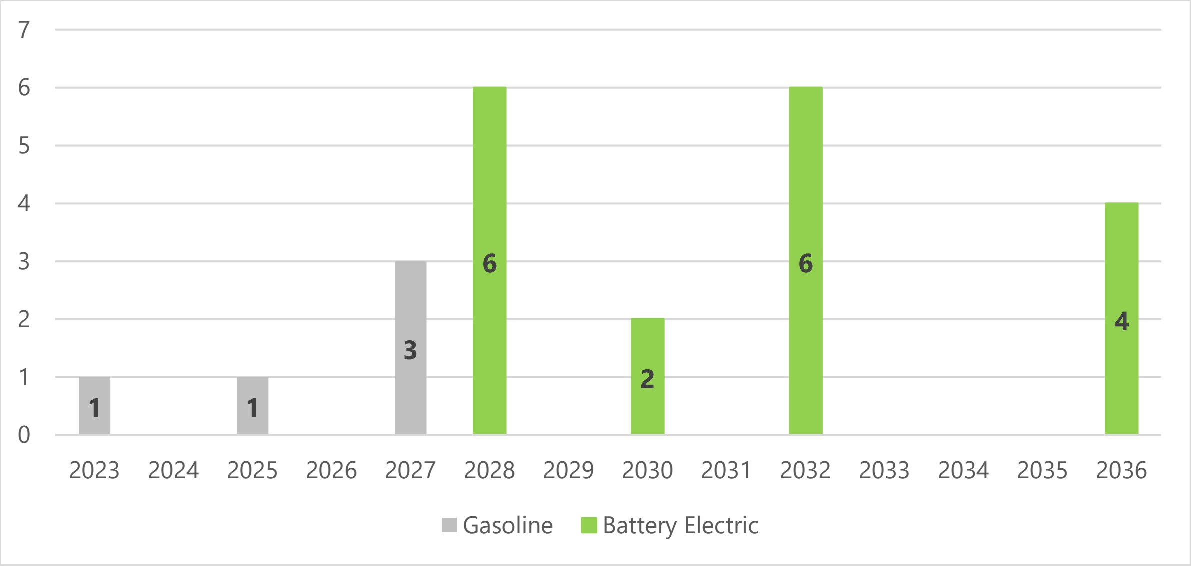


Figure 17. Ellensburg Central Transit Vehicle Procurement Schedule (Depot Charging Only)

BEB WITH DEPOT & ON-ROUTE CHARGING

This scenario also shows gasoline replacements are purchased between 2023 and 2027 with electric replacements beginning in 2028, but gasoline vehicles are replaced with BEBs at a 1-to-1 ratio. With the inclusion of on-route charging, there is no need for an increased fleet size, so procurement quantities in each year mirror the existing replacement schedule through 2032. Replacements beyond 2032 will be subsequent replacements of BEBs, which have an assumed 8-year useful life instead of the current 5-year useful life of gasoline vehicles. Under this scenario, all on-route chargers would be installed in 2028 with the first three BEBs; not all chargers would be utilized at first, but there would be no construction rework required to install the remaining two chargers with later bus procurements. Any depot chargers purchased would also be installed with the delivery of the first three BEBs in 2028.

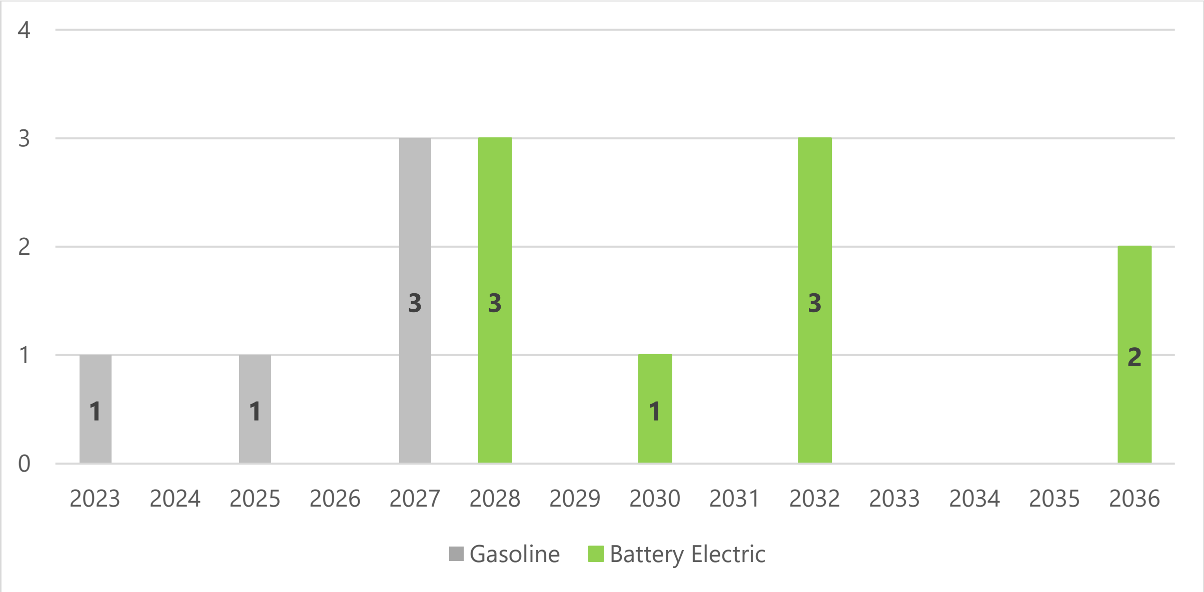


Figure 18. Ellensburg Central Transit Vehicle Procurement Schedule (Depot and On-Route Charging)

MANAGER'S REPORT

DATE: September 5, 2023

TO: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. **Request for September 18 Study Session.**
   Staff requests Council to add a Study Session at 6:00 p.m. on Monday, September 18. The proposed topics will be the Draft Demolition Ordinance and the draft Flag and Banner Policy overview.

2. **Appoint Council Grants Review Committee.**
   The application period for the City's Council Funded Grant Program closed on August 31, 2023. Staff request Council designate a subcommittee of three members that will review and rank the grant applications and make funding recommendation to the full Council. Last year's subcommittee was Councilmember Goodloe, Councilmember Winn, and Councilmember David Miller.