

COUNCIL AGENDA

Monday, November 2, 2020



In-person attendance at public meetings is currently prohibited per the Washington Governor's Proclamation No. 20-28.11. Ellensburg City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at ectv2.com.

GUIDELINES FOR PUBLIC PARTICIPATION – ONLINE CITY COUNCIL MEETING

As a result of the threat posed by COVID-19, City is following the mandates from state and county public health officials to take all efforts to prevent the spread of this virus. In compliance with the Governor's Emergency Proclamation 20-28.11, and in the interest of the safety and welfare of the public, the community, and our employees and to limit the spread of the virus, ***this City Council meeting will not be open to in-person attendance.*** Council will be attending this meeting remotely via video conference. All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at www.ectv2.com. You may also attend by phone, only, and listen to the meeting by following the registration instructions under "Remote testimony during the meeting," below. Once you register, you will be sent a meeting invite with a phone number for the meeting.

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

- **Written comments submitted in advance of meeting**
Submit written comments by mail to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or via email to: leaderb@ci.ellensburg.wa.us. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.
- **Comments for public hearings**
Written comments must be received by the City Clerk by 5 p.m. on the meeting date. Comments can either be mailed to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or sent via email to: leaderb@ci.ellensburg.wa.us. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.
- **Remote comments or attendance during the meeting**
Advance registration is required to testify. Anyone wishing to speak on items under the Agenda must register prior to 7 p.m. the day of the meeting. Register for the meeting at: https://us02web.zoom.us/webinar/register/WN_GYNBHvPRT_SuxD-Z6y_OMw. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).

PROCEDURE FOR PARTICIPATION DURING MEETING

1. Join the meeting early, as you may need to download the app in advance to participate. Once you've joined the meeting, your camera and microphone will be muted until you are recognized by the Mayor to speak.
2. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
3. The Mayor will identify the agenda item and ask if anyone wishes to speak on the matter.
4. Any interested person may provide comments on: 1) under Item 7 for non-agenda items. or 2) any listed agenda items, If you wish to speak, you must:
 - a) Raise your "virtual hand" in the corner of the computer screen or press *9 on your phone. Raising your hand signals the moderator that you wish to speak.
 - b) Wait to be called upon by the Mayor using your name, e-mail, or phone number used to log in to the teleconference.

5. Please state your name, address, and whether you are representing only yourself or others.
6. Each speaker's comments are to be limited to 3 MINUTES.
7. Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
8. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office, or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

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

CONSENT AGENDA

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

AGENDA ITEMS

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

AMERICANS WITH DISABILITIES ACT

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

**CITY OF ELLENSBURG
COUNCIL AGENDA
Monday, November 2, 2020
7:00 PM - Regular Meeting**

1. Call to Order and Roll Call

2. Proclamations

2.A Veterans Day Proclamation 7
[2020 Proclamation Veterans Day](#)

2.B National Native American Heritage Month Proclamation 8
[NATIONAL NATIVE AMERICAN HERITAGE MONTH PROCLAMATION](#)

3. Awards and Recognitions

4. Approval of Agenda

5. Consent Agenda

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

5.A Approve Minutes of October 19, 2020 Regular Meeting 9
[Council Minutes 10-19-20](#)

5.B Acknowledge Minutes of the Environmental Commission - September 16, 2020 14
[Environmental Commission Minutes 9-16-20](#)

5.C Acknowledge Minutes of Landmarks and Design Commission-October 6, 2020 17
[Landmarks and Design Minutes 10-6-20](#)

5.D Acknowledge Minutes of the Parks and Recreation Commission - August 12 and September 14, 2020 19
[Parks and Recreation Minutes 8-12-20](#)
[Parks and Recreation Minutes 9-14-20](#)

5.E Acknowledge Minutes of Public Transit Advisory Committee-September 15, 2020 23
[Public Transit Advisory Committee Minutes 9-15-20](#)

5.F Acknowledge Minutes of Utility Advisory Committee - September 17, 2020 25
[Utility Advisory Committee Minutes 9-17-20](#)

5.G [Award RFQ 2020-18 Annual Substation Inspection and Testing](#) 29

5.H	Approve University Way Banner Request for Air Force ROTC - November 9-15, 2020 ROTC POW-MIA 24Hr Vigil Banner Request Form	30
5.I	Resolution 2020-30 - 511 N Sprague - Coy street tree removal 511 N Sprague - Coy tree removal graphics 511 N Sprague - Coy tree removal request Resolution 2020-30 - 511 N Sprague - Coy street tree removal	31
5.J	EBDA/CenterFuse Agreement Amendment City-Centerfuse Interlocal Agreement 1-23-2020	36
5.K	Tourism-Related, Small-Scale Municipality-Owned Capital Projects Agreement and Grant Acceptance 2020 Lodging Tax Services Agreement Between Kittitas County and the City of Ellensburg	42
5.L	Fifth Amendment to the Non-Exclusive Communications Lease with New Cingular Wireless (dba AT&T) PEA 5th Amd_Ellensburg	56
5.M	IT Computer Refresh Program Purchase 2020 Requisition Form (Dell) PC Replacements	61
5.N	Approve November 2, 2020 Voucher Listing 11-2-20 Voucher Listing	64
6.	Petitions, Protests, and Communications	
6.A	COVID-19 Update	
7.	Citizen Comment on Non-agenda Issues	
8.	Business Requiring Public Hearings	
8.A	Public Hearing for the Preliminary 2021/2022 Biennial Budget Table 1 - 2021-2022 Preliminary Budget Enhancements Table 2 - 2021-2022 Preliminary Budget Table	65
8.B	Public Hearing (Legislative) - 2021 Proposed Revenue Sources Including Property Tax General Fund 2021 Revenue Sources	79
9.	Introduction and Adoption of Ordinances and Resolutions	
9.A	Ordinance 4860 (second reading) Traffic Code Revisions City Bus Zone Lincoln - 9-29-20	89

4860 - Title 8 Traffic - 8.12.020 school bus parking on Walnut

- 9.B [Proposed 2021 Property Tax Levy Ordinance \(First Reading\) and Resolution Declaring Substantial Need to Increase Property Tax by One Percent](#) 98
[Substantial Need Resolution 2020](#)
[Property Tax Levy 2021 Ordinance \(1%\)](#)
[Property Tax Levy 2021 Ordinance \(no 1%\)](#)
- 9.C [Proposed Ordinance amending ECC Section 1.30.640 "Officers - Oath and Bond"](#) 107
[City Officers Bond Requirements - ECC 1.30.640](#)
- 9.D [Ordinance to Repeal Chapter 5.64 of the Ellensburg City Code - "Carryout Bag Regulations" \(First Reading\)](#) 111
[DOE Point of Sale Sign - 2021 law](#)
[Ordinance Repealing Chapter 5.64 ECC - carryout bag ordinances](#)
- 9.E [Resolution to allow Sole Source Purchase of 3 inch and Larger Water Meters](#) 116
[Resolution for Sole Source Purchase of 3 inch and Larger Meters](#)

10. Unfinished Business

- 10.A [Park Master Planning Recommendation for Reed Park from Parks and Recreation Commission](#) 119
[Memo Regarding Commission Recommendation for Reed Park](#)
- 10.B Updated report from the City Council Equity, Diversity and Arts Subcommittee

11. New Business

- 11.A [Purchase of Field Lights for the Rotary Park Youth Baseball & Softball Complex](#) 120
[West Ellensburg Rotary Ballfields Sourcewell Quote](#)

12. Miscellaneous

- 12.A [Manager's Report](#) 124
[11-2-20 MANAGERS REPORT](#)
- 12.B Councilmembers' Reports

13. Executive Session

14. Adjournment

Next Ord. 4861
Next Res. 2020-31



City of Ellensburg

PROCLAMATION

VETERANS DAY

Whereas, in 1954 President Dwight D. Eisenhower, first proclaimed November 11 as Veterans Day, calling on Americans to solemnly remember the sacrifices of all those who fought so valiantly, on the seas, in the air, and on foreign shores, to preserve our heritage of freedom; and

Whereas, President Eisenhower asked Americans to commit ourselves to the task of promoting peace so that our Veterans' efforts shall not have been in vain; and

Whereas, the men and women of our armed forces continue to be an inspiration to all of us through their demonstration of courage, leadership and commitment in service to our community and country; and

Whereas, the greatest acknowledgement of our freedom is to honor our armed forces veterans who have sacrificed, and in many instances, paid the ultimate price for our freedom; and

Now, Therefore, the City Council of the City of Ellensburg proudly joins the rest of our nation to salute and give special honor and recognition to the men and women who served us in our armed forces and encourages all citizens to promote peace.

Dated this 2nd day of November, 2020.

Bruce Tabb
Mayor

Attest: _____
City Clerk



City of Ellensburg

PROCLAMATION

NATIONAL NATIVE AMERICAN HERITAGE MONTH

Whereas, in 1990 President George H.W. Bush declared the month of November as National Native American Heritage Month; and

Whereas, the United States currently recognizes 574 American Indian and Alaska Native tribes, of which 29 are located in Washington State; and

Whereas, in this month, indigenous people are acknowledged for and encouraged to share their culture, traditions, music, crafts, dance, and ways and concepts of life; and

Whereas, as the first to live on this land, Native Americans and their traditions and values inspired – and continue to inspire – the ideals of self-governance and determination that are the framework of our Nation; and

Whereas, approximately ten million acres of land, forming this region known as Central Washington State, were opened to settlement by United States residents through the Treaty with the Yakamas of 1855, signed June 9, 1855 at the Walla Walla Treaty and Council Grounds; and

Whereas, the Confederated Tribes and Bands of the Yakama Nation were represented in the Treaty of 1855 by 14 Head Chiefs who negotiated with the United States government to reserve the Yakama Reservation and rights for all Yakamas to hunt, fish, and gather food and medicines throughout the Treaty Territory in recognition of their traditional and customary ways since time immemorial; and

Whereas, the *K'títaas* (translated as "Kittitas") Valley has been a bountiful source for game, roots, berries, and medicines that have sustained Native communities for thousands of years; and

Whereas, the City of Ellensburg is located where the Yakama Bands of *Pshwánapum* and *K'títaas* people lived and hosted thousands of travelers, both indigenous people and Europeans, from around the Pacific Northwest to trade, display craftsmanship, and engage in sports and competition; and

Whereas, the City of Ellensburg supports the living descendants of those *Pshwánapum* and *K'títaas* Bands in the practice, exercise, and teaching of their cultural language and heritage; and

Whereas, the City of Ellensburg recognizes and honors the living descendants of all Native Nations residing herein and contributing to the strength and vibrancy of diverse community.

Now, Therefore, the City Council of the City of Ellensburg does hereby proclaim November 2020 as Native American Heritage Month in Ellensburg and encourages all citizens to join in this observance by building bridges of understanding and friendship with members of the Yakama Nation and all of our Native American neighbors.

Dated this 2nd day of November, 2020.

Bruce Tabb
Mayor

Attest: _____
City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

October 19, 2020

7:00 PM

Held Remotely per Governor Inslee's

Proclamation 20-28.11

1. Call to Order and Roll Call

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

Also Present: City Manager Akers; City Attorney/Assistant City Manager Weiner; City Clerk Leader; Executive Assistant Gigstead; City Engineering Manager Mayo; Senior Electrical Engineer Meyer; Community Development Director Sackett; Police Chief Wade; Kittitas County Solid Waste Director, Patti Johnson; Kittitas County Public Health Officer, Dr. Mark Larson; and approximately 15 members of the public

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Nancy Lillquist moved to Approve the Agenda with the amendment of removing Item 9.D Sole Source Resolution for 3" and larger water meters. **Motion Approved 7-0.**

5. Consent Agenda

5.A. Approve Minutes of the October 5, 2020 Regular Meeting

5.B. Acknowledge Minutes of Arts Commission - September 17, 2020

5.C. Acknowledge Minutes of Landmarks and Design Commission - September 15, 2020

5.D. Acknowledge Minutes of Library Board - September 15, 2020

5.E. Acknowledge Minutes of Lodging Tax Advisory Committee - September 8, 2020

5.F. Agreement for Professional Services for the Engineering and Design of the Anderson Road Sewer Extension Project.

5.G. Gateway Design Contract with Osborn Consulting Amendment No. 1

5.H. Authorize the City Manager to sign an Agreement for Professional Services for the Natural Gas System Plan Update

5.I. Agreement with Kittitas County Chamber of Commerce for Tourism and Visitor Information Center (VIC) Operations.

5.J. Official Newspaper Contract Bid Award

5.K. Approve October 19, 2020 Voucher Listing

Councilmember Mary Morgan moved to Approve the Consent Agenda as presented.

Motion Approved 7-0.

6. Petitions, Protests, and Communications

6.A. COVID-19 Update

Dr. Mark Larson was present to give an update. He discussed the beginning of in-person attendance for Ellensburg School District students and positive cases at Central Washington University.

6.B. FISH Update & Annual Report

Peggy Morache, Director for FISH Foodbank, was present to give an update on the financial and operational status of the foodbank. She also reviewed growth and information on the future of FISH. She reviewed new programs they will soon be implementing.

7. Citizen Comment on Non-agenda Issues

Stacy Hammond, 308 N Sampson St., speaking for herself, commented regarding alleged discrimination at FISH Foodbank; issues with the Ellensburg Downtown Association, and alleged corruption in the Ellensburg Police Department;

Christopher Hobbs, 302 N Water St., speaking for himself, commented regarding a request of City Council to meet in person;

Tony Bruketta, 890 Katen Rd., commented regarding suspected racism in Ellensburg and the organization Black Lives Matter;

Theresa Plue, 140 Woodhouse Loop, commented regarding supporting the whole community.

8. Business Requiring Public Hearings

8.A. Resolution to Approve Preliminary Plat Application (P19-147) for Ellensburg Flats Subdivision (Quasi-judicial Closed Record Hearing)

The Mayor opened the public hearing. Community Development Director Sackett presented information in the staff report and reviewed a map showing the proposed plat location.

Councilmember Nancy Lillquist moved to Approve adoption of Resolution 2020-24 for approval of the preliminary plat application of Ellensburg Flats Subdivision, incorporating the Hearing Examiner's September 2, 2020 Recommended Findings of Fact, Conclusion of Law, Decision and Conditions of Approval. **Motion Approved 7-0.**

8.B. Resolution to Approve Siting of Essential Public Facility (P20-010) Kittitas County Transfer Station - Legislative Open Record Public Hearing

The Mayor opened the public hearing. Community Development Director Sackett presented information in the staff report. She reviewed location information on maps presented in the Agenda.

Tom Parker and Kim Wetzell, Project Managers with Jacobs Consulting, presented information for the project.

Councilmember Goodloe asked about odor & how it would be contained. Councilmember Lamb stated she would abstain from voting.

Councilmember Nancy Lillquist moved to Approve adoption of Resolution 2020-25 approving the siting of an Essential Public Facility, for the location of a new Kittitas County Solid Waste Transfer Station. **Motion Approved 6-0.** Councilmember Lamb abstained.

Councilmember Stacey Engel moved to Approve to direct staff to docket a Comprehensive Plan amendment in 2021 to provide for further guidance on the siting of future essential public facilities, followed by relevant amendments to the criteria in the Land Development Code. **Motion Approved 7-0.**

9. Introduction and Adoption of Ordinances and Resolutions

9.A. Proposed Ordinance –Traffic Code Revisions

City Engineering Manager, Derek Mayo, presented information in the staff report and reviewed locations on a map

Councilmember Nancy Lillquist moved to Approve first reading of Ordinance 4860 proposed traffic code revisions for Lincoln Elementary. **Motion Approved 7-0.**

9.B. Resolution to Allow Sole Source Purchase of Itron Electrical Meters

Senior Electrical Engineer, Paul Meyer, reviewed information in the staff report concerning a request to sole source purchases of electrical meters.

Councilmember Nancy Lillquist moved to Approve Resolution 2020-26 for sole source purchase of Itron electric meters. **Motion Approved 7-0.**

9.C. Resolution to approve Sole Source Purchase of 2" and Smaller Water Meters

City Engineering Manager, Derek Mayo, presented information in the staff report concerning sole source purchase of small water meters.

Councilmember Nancy Lillquist moved to Approve Resolution 2020-27 for sole source purchase of 2" or smaller water meters. **Motion Approved 7-0.**

9.D. Resolution to allow Sole Source the Purchase of 3" and Larger Water Meters
ITEM REMOVED

9.E. Resolution to Sole Source Purchase of Ultra-Violet Disinfection Lamps
City Engineering Manager, Derek Mayo, presented information in the staff report concerning sole source purchase of ultra-violet disinfection lamps.

Councilmember Nancy Lillquist moved to Approve Resolution 2020-28 for sole source purchase for ultraviolet disinfection lamps from Trojan Technologies. **Motion Approved 7-0.**

9.F. Resolution to approve Purchase and Sale Agreement with Trinity Farms Land LLC for the disposal of Surplus Water Division Property, Parcel #554434
City Engineering Manager, Derek Mayo, presented information in the staff report concerning the purchase and sale of Water Division surplus property.

Mike Forman, Trinity Farms, 2451 #81 Road, commented regarding his offer to purchase the property.

Councilmember Nancy Lillquist moved to Approve Resolution 2020-29 for the Purchase and Sale Agreement with Trinity Farms Land LLC for disposal of surplus Water Division property, Parcel #554434 and authorize the City Manager to sign the Purchase and Sale Agreement. **Motion Approved 7-0.**

10. Unfinished Business

11. New Business

12. Miscellaneous

12.A. 2019 Ellensburg Police Department Annual Report
Ellensburg Police Chief, Ken Wade, presented information from the 2019 Annual Report. No action required.

12.B. Manager's Report
The City Manager reviewed the report. Council consensus was to recommend reappointment of Councilmember Lillquist to the Kittitas County Airport Advisory Board.

12.C. Councilmembers' Reports

- Councilmember Miller attended the Arts Commission special meeting;
- Councilmember Lamb attended Library Board, EMS Trauma Care Council meeting, and Arts Commission meetings;
- Councilmember Engel gave updates on the Arts Commission meetings she attended; also attended the Ellensburg Business Development Authority Board and Parks and Recreation Commission meetings;

- Councilmember Lillquist attended Airport Advisory Board meeting, met with consultants hired concerning the Airport business park and attended the Yakima Basin Fish and Wildlife Recover Board meeting;
- Councilmember Goodloe attended the Utility Advisory Committee meeting and reported the Inclusion, Diversity and Equity subcommittee concluded the listening sessions and are working on a report for recommendations at the November 16th Council meeting;
- Mayor Tabb reported on the Affordable Housing application process and the Finance Committee meeting.

13. Executive Session

14. Adjournment

Motion to adjourn at 9:29 pm

Mayor

ATTEST: _____
City Clerk

ELLENSBURG ENVIRONMENTAL COMMISSION

**September 16, 2020 Regular Meeting
(5:15 p.m. to 6:03 p.m.)
Remote Meeting via Zoom**

Members Present: Kristine Steinkoenig, Andrea Sledge, Christina Wollman, James Rivard, Emily Jacobs, and PJ MacPhaiden

Members Absent: Laura Busby (excused), Annie Schlanger (excused)

Also present: Jamey Ayling, Planning Manager; and Laura Wilson, Planner (Recording Secretary)

Chairperson Wollman called the meeting to order at 5:17 p.m.

AGENDA

Commissioner MacPhaiden moved to approve the agenda. Commissioner Steinkoenig seconded the motion. The motion passed with all in favor.

MINUTES

Commissioner MacPhaiden moved to approve the June 17, 2020 Environmental Commission regular meeting minutes as amended. Commissioner Sledge seconded the motion. The motion passed with all in favor.

Commissioner Jacobs moved to approve the August 19, 2020 Environmental Commission regular meeting minutes as amended. Commissioner MacPhaiden seconded the motion. The motion passed with all in favor.

CITIZEN COMMENT

There was no citizen comment.

NEW BUSINESS

P20-063 Mercer Creek Floodplain & Riparian Restoration SEPA

Council Liaison Lillquist recused herself from the discussion and left the meeting.

Jamey Ayling, Planning Manager, presented the Mercer Creek Floodplain & Riparian Restoration SEPA submitted by Kittitas County Public Works and Mid-Columbia Fisheries. He explained the project involved removing crack willow along the banks and digging out the creek channel as part of floodplain mitigation for Mercer Creek near the corner between Helena Avenue and Airport Road. The applicant obtained a critical area permit to remove crack willow and will eventually replant with a native species trees throughout. The applicant intends on installing fencing with the permission of adjacent landowners. Staff recommended a preliminary threshold MDNS determination. Mr. Ayling said comment letters had been received from Department of Fish and Wildlife and Department of Ecology, both in support of the project. A final determination will be made after the current comment period.

Motion

Commissioner MacPhaiden moved the Environmental Commission has no comment on P20-063. Commissioner Rivard seconded the motion. The motion passed with all in favor.

P20-072 Bull Road Utility Extension SEPA

Council Liaison Lillquist recused herself from the discussion and left the meeting.

Jamey Ayling, Planning Manager, explained the Bull Road Utility Extension SEPA. The project included extending city utilities from the intersection of Mountain View, south on Bull Road, under Interstate 90, connecting with Berry Road, and terminating by the Days Inn. The utilities include a water line, sewer line, natural gas line, power and telecommunication vaults and conduits, overlay, and some extension of the roadway surface. The project would impact Bull Ditch, Wilson Creek, and Lyle Creek on the southern portion of the utility extension on the west side of Interstate 90. The existing culvert would be replaced with a box culvert concrete bridge. Some of the water from Bull Ditch would be redirected into Wilson Creek and Lyle Creek. Department of Fish and Wildlife and Department of Ecology commented it was an acceptable means of fish passage. The utilities would be installed through a tunnel that runs underneath I-90. Once installed, the tunnel would be sealed off from any through access, per Washington State Department of Transportation.

Commissioner Jacobs asked for more information regarding Department of Transportation's tunnel closure requirement. Mr. Ayling stated that because utility addition, DOT determined that, after utility installation, it would not be a usable tunnel thus requiring it to be sealed. Chairperson Wollman provided a brief history of the tunnel. She stated the tunnels were designated as 'agricultural use only' for adjacent landowners. Over time, the land use in the area had changed and the tunnels were no longer being used for the original intended purpose. Commissioner Jacobs stated that cyclists use the Bull Road connector to access areas south of I-90 rather than using Canyon Road. This was due to safety concerns of motorists not paying attention to cyclists when exiting and entering I-90. Some discussion included placing a notice near the entrance that the tunnel would be closed or possibly designating it as a bike tunnel.

Motion

Commissioner MacPhaiden motioned that the Environmental Commission recommend the applicant explore options and the possibility of keeping the Bull Road utility extension tunnel location accessible to cyclists. Commissioner Rivard seconded the motion. The motion passed with all in favor.

Mid-Columbia Fisheries 2021 Water Quality Grant Application

Council Member Lillquist rejoined the meeting.

Laura Wilson, recording secretary, provided an update on the 2021 Water Quality Grant application. Only one application was received and it was from Mid-Columbia Fisheries. Mrs. Wilson stated the application and budget was exactly the same as Mid-Columbia Fisheries 2020 amended project and budget that resulted from the COVID shutdown. She stated the 2020 mid-year report and invoice for reimbursement was submitted by Mid-Columbia Fisheries but they did not provide receipts as evidence of the money spent. Mrs. Wilson asked if the commission would like to review and discuss the 2021 grant application or table it until the October meeting, during which the 2020 mid-year report would be reviewed.

Motion

Commissioner MacPhaiden moved that the Environmental Commission table the consideration of the 2021 Water Quality Grant application until the October meeting and receive more information. Commissioner Steinkoenig seconded the motion. The motion passed with all in favor.

BICYCLE ADVISORY

Council Member Lillquist informed the Commission that City Council adopted the Active Transportation Plan.

STAFF UPDATE/DISCUSSION ITEMS

Ideas for Serving Others – Planting Fruit Trees

Council Member Lillquist read a letter from a Valley View Elementary 5th grader to Mayor Tabb. The letter suggested planting fruit trees in parks and other public spaces to help the Ellensburg homeless population and those in need of food. Mayor Tabb's response to the student stated he would relay the suggestion to the Kittitas County Homeless Committee chair, Fish Food Bank, City of Ellensburg Parks Department Director, and the Environmental Commission for discussion. Council Member Lillquist requested input from the commission related to fruit trees being planted in the landscape strip along roads and within city parks. Chairperson Wollman appreciated the idea but wouldn't want to see fruit trees randomly placed around the city. She stated they attract rodents because of the unharvested and fallen fruit. She stated an orchard may work better in a designated area. There was consensus that a designated area with dedicated manpower to maintain the trees would be a better option. The commission suggested forwarding the request to the City's Parks and Recreation Commission for discussion.

Coal Rolling Update

Mrs. Wilson read an email from Terry Weiner, City Attorney, responding to the Environmental Commission's request related to a coal rolling incident and citizen comment from the September 2020 meeting. Mr. Weiner provided information on which agencies regulate vehicle emissions. He stated such conduct should be handled by law enforcement for investigative purposes. He suggested the citizen call 911 if such conduct occurs in the future.

Mrs. Wilson told the commission she would get more direction from the City Attorney about who should respond to the citizen and whether it should be a formal letter drafted by the Environmental Commission or if it should be a letter from the City Attorney's office.

The meeting adjourned at 6:03 p.m.

Respectfully Submitted by
Laura Wilson
Recording Secretary (Drafted 9/17/20)



**COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg WA 98926**

MINUTES OF THE LANDMARKS & DESIGN COMMISSION REGULAR MEETING

Date and Time: Tuesday, October 6, 2020, 5:45 p.m.
Place of Meeting: Remote Meeting via Zoom
Present: Members: Dorothy Stanley, Marty Blackson, Amy McCoy, Megan West
Absent: Mollie Edson, Marc Brown
Others Present: Jamey Ayling, Planning Manager; Kirsten Sackett, Community Development Director

Note: These are **Summary** Minutes *not* Verbatim Minutes

1. Call to order and roll call of members

Meeting called to order by Vice-Chair McCoy at 5:45 pm. **All in favor, motion passed.**

Commissioner Stanley motioned to excuse absences of Commissioners Brown and Edson. Commissioner West seconded. **All in favor, motion passed.**

2. Approval of the agenda

Commissioner Stanley made a motion to approve the agenda as presented. Commissioner Blackson seconded. **All in favor, motion passed.**

3. Approval of the minutes of the Meeting of September 15, 2020.

Commissioner West made a motion to approve the minutes of September 15, 2020. Commissioner Stanley seconded. **All in favor, motion passed.**

4. New Business

a. Public Hearing for Consideration of a Certificate of Appropriateness submitted by NancyJo Marilley, for the proposed repainting of her circa 1910 Craftsman-style house, addressed as 210 E. 9th Ave., Ellensburg, WA (COA # P20-091)

Vice-Chair McCoy opened the public hearing and explained the procedures of the hearing. Stanley state that the applicant is her neighbor. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

Planning Manager Ayling stated that the applicant is proposing to repaint her house located at 210 E. 9th Ave, which is located within First Railroad Addition National Register and local Landmark Districts.

Ayling said that the applicant had started painting the house but was made aware that the application needed to first come before the commission per ECC 15.280.090(A). Her house is a 1910 Craftsman style house. The proposal is to paint the main body of the house in the lighter "Rockwood Jade", the trim in "Rockwood Dark Green" and the base board slats in "Rockwood

Brown". Paint chip colors were included in the Exhibits, along with a rendering of what the house will look like once painted. Ayling displayed the exhibits on screen for the Commission to view, and explained that the appearance in person is different than what appears on the screen.

Ayling said that the colors did not appear to detract from the historic district. As such, Staff finds the proposal to meet the two criteria ECC 15.530.020(B)(1) (a) and (b), and recommends approval of the COA with one condition. He then read through the Findings of Fact that would be applicable if the Commission chose to follow Staff's recommendation.

Ayling then said he met with the applicant on site earlier in the day to look at the house color in person, and the applicant said she was unable to attend the meeting due to a conflict.

McCoy opened the floor to testimony from the public, but there were no members of the public in attendance. When asked if staff had anything to add, Ayling again displayed the exhibits and described which colors would be used where. Vice-Chair McCoy asked if the Commissioners had any questions. There were no questions. McCoy closed the public hearing.

Blackson made a motion to accept the Findings of Fact as presented by Staff, and to include a recommendation of approval of the COA with the following condition.

Commissioner Blackson made a motion to accept the proposal with the Findings of Fact presented by staff, and to approve the Certificate of Appropriateness with the following condition as recommended by Staff:

1. The applicant shall strip and repaint the house in a manner using best available procedures per the Secretary of Interior's Standards for Rehabilitation, *Preservation Brief 10: Exterior Paint Problems on Historic Woodwork* to ensure that there is no damage to the wooden façade of the building.

Stanley seconded. **All in favor; motion passed.**

5. Old Business

5) Citizen Comment

6) Staff Update/Discussion Items

Ayling stated that the grant applications will be reviewed at the next meeting of October 20.

Director Sackett stated that the historic preservation consultant working on the demolition ordinance has also provided some great feedback on the entirety of the section of the code pertaining to the Landmarks & Design Commission (ECC 15.280). Sackett asked if any members of the Commission would like to participate in a subcommittee to review the document. She said the consultant was also available to meet via zoom to further discuss the concepts and answer any questions. The Commissioners requested that Sackett email the draft document to each of them to review individually. Any feedback would be provided to Sackett only, so as not to conduct any business via email.

7) Commission Representative Updates.

No updates.

8) Adjournment

Commissioner West made a motion to adjourn the meeting. Blackson second. All in favor, motion passed. Vice Chair McCoy adjourned the meeting at 6:09 pm.

**Parks & Recreation Advisory Commission
Meeting Minutes – August 12, 2020**

DATE OF MEETING: August 12, 2020
MEMBERS PRESENT: PJ MacPhaiden, Laci Harrison, Dan Witkowski, Joelle Dickerson
OTHERS PRESENT: Council Liaison Stacey Engel, Parks & Parks & Recreation Director Case
LOCATION: Held remotely per Governor Inslee's Proclamation 20-28.8

CALL TO ORDER – Commission Chair Harrison called the meeting to order at 5:30pm.

MEETING MINUTES - The meeting minutes from the March 11, 2020 meeting were approved as written. *All in favor.*

NEW BUSINESS

6 Year Capital Improvement Program Update – Each year the Commission provides updates to the Parks & Recreation Department 6 Year Capital Improvement Plan. For the 2021-26 update Commission recommended the following:

- Remove project #10 West Ellensburg Tennis Courts
- Remove project #12 West Ellensburg Trail
- Edit project #1 Rotary Pavilion Property Acquisition to read Rotary Pavilion Property Development
- Added project #14 Mt. View Park Tennis Court Development (6 courts) at an estimated cost of \$410,000.00 in 2023

OLD BUSINESS

Downtown Park Name

On February 4th staff put out a call for nominations for naming the future downtown park and received over 70 nominations. At their March 11, 2020 meeting the Commission reviewed each name and come up with the recommended final list for Council consideration: Shoudy Park, Shoudy Central Park, Pavilion Park or Square, Ellensburg Blues Park.

After the March 11th meeting staff realized that the City Code section on naming park facilities requires the Commission to submit the preferred park name to Council with their reasoning for the selection. The Commission discussed the four names and selected by a vote of 3-1, Ellensburg Blues Park. This name was selected because of the multiple connections it has with Ellensburg, from the famous Ellensburg Blue Agate to the annual Jazz in the Valley event that takes places at the future downtown park.

Staff Report/Department Update – COVID 19

Staff provided an update on the impacts of COVID 19 on the department ranging from staffing, to programming, to facility operations.

BUSINESS ITEMS FOR SEPTEMBER 9, 2020 MEETING

Park Partnership Presentations

COMMISSION MEMBER REPORTS / OTHER BUSINESS

Commissioner Witkowski has noticed an increase in fishing at IRRP after the May 15th fishing cutoff, stating that additional signage may be necessary. Staff believes a contributing factor could be the increase of people using IRRP from outside of Kittitas County due to the impacts of COVID 19 and closure of recreation lands in the surrounding counties.

Commissioner Dickerson said she was contacted by community members at the onset of the COVID shutdown about unclear messaging from the city regarding the status of parks. While parks remained open for use, amenities were within parks, specifically those areas where people congregate, like picnic shelters, playgrounds, and sport courts were closed. In the event park facilities are closed again staff will continue to make every effort possible to communicate clearly to the public about the status of park facilities.

ADJOURNMENT - A motion to adjourn the meeting was made at 7:05pm. ***All in favor.***

**Parks & Recreation Advisory Commission
Meeting Minutes – September 14, 2020**

DATE OF MEETING: September 14, 2020
MEMBERS PRESENT: PJ MacPhaiden, Laci Harrison, Dan Witkowski, Joelle Dickerson, Shari Smith
OTHERS PRESENT: Council Liaison Stacey Engel, Parks & Parks & Recreation Director Case, Rusty Gigstead, Jill Scheffer, Bill Meyer, Doug Fessler
LOCATION: Held remotely per Governor Inslee's Proclamation 20-28.8

CALL TO ORDER – Commission Chair Harrison called the meeting to order at 5:30pm.

MEETING MINUTES - The meeting minutes from the August 12, 2020 meeting were approved as written. ***All in favor.***

NEW BUSINESS

Park Partnership Presentations - The Commission heard the following park partnership proposals:

- **KEEN Science in the Parks Mini Camps** – presented by Jill Scheffer of KEEN. The proposal calls for the continuation funding to staff the 'Science in the Parks Mini Camps' program. The request is for \$5,000.00.
- **Pickleball Courts at West Ellensburg Park** – Presented by Rusty Gigstead of the Ellensburg Pickleball Club. The project calls for the installation of perimeter fencing and wind block at the West Ellensburg Park pickleball courts. The funding request is for \$10,500.00.

A total of \$15,310.00 was available in the program, based on their applications and presentations the Commission a motion was made and seconded to recommend the following funding levels; KEEN Science in the Parks at full request of \$5,000.00 and the Ellensburg Pickleball Club at \$10,310.00. ***All in favor.***

Proposal for Wilson Creek Realignment at McElroy Park – Staff reviewed a grant proposal that would realign the west branch of Wilson Creek at McElroy Park. Each spring the park experiences some level of flooding due to snowmelt, some years the flooding is minor, while other years the flooding renders the park unusable for extended periods of time. Before the City stormwater utility puts together a grant proposal, parks and recreation department staff wanted to share the initial plan with the Commission to make sure this is a project the Commission supports. There are locations where Wilson Creek will be relocated approximately 120' south of its current location and will result in moving a section of the paved loop pathway and eliminating a pedestrian access point into the park. The goal of this project is to eliminate or significantly reduce park flooding

while creating minimal changes to the park design. Staff emphasized that this concept was in the infancy stages and that as the plan gets flushed out in greater detail, it will come back in front of the Commission for review. A motion was made and seconded supporting the City moving forward with the grant proposal. ***All in favor.***

Introduction of Proposal from Craig's Hill Neighborhoods Regarding Reed Park Design – Neighbors of Reed Park approached the City Council at their September 8, 2020 meeting with three concept park plan proposals for Reed Park. These changes are a result of mounting frustration from the neighbors regarding behaviors of park visitors and the driving patterns of those going to and leaving the park. The Council referred the matter to the Parks & Recreation Commission for further consideration.

Staff provided an overview of the three park plan proposals that were submitted to Council. Bill Meyer and Doug Fessler, neighbors of Reed Park, provided additional input on the plans, as well as their perspective on the issues related to park use and the driving behaviors and traffic patterns of those driving to and from the park. The plans focus on dispersing and reducing parking while at the same time providing adequate parking for the American Legion building, creating a greenbelt overlook area with interpretive signage, and with one plan removing the loop traffic pattern around the upper grass area thereby eliminating people's ability to 'cruise' the park.

The Commission tabled the discussion for the October 14th meeting.

BUSINESS ITEMS FOR October 14, 2020 MEETING

Reed Park Master Plan Proposal Discussion

COMMISSION MEMBER REPORTS / OTHER BUSINESS

STAFF REPORT – 1. IRRP is open to pedestrian traffic. Since opening to pedestrian traffic staff have received very few complaints. 2. Youth sports are allowed to resume following the requirements as outlined in the Safe Start Washington phased reopening. The Kittitas Valley Junior Soccer Association is the only organization providing youth sports this fall. 3. The naming of downtown park will go before the City Council at their September 21, 2020 meeting. 4. Informal park use has been consistent, the trail counter at Rotary Park registered a daily average of almost 4,000 trail users for the August 17th & August 24th weekends. 5. The Queens of Spades garden club completed their Blue Star Memorial project at Veterans Memorial Park.

ADJOURNMENT - A motion to adjourn the meeting was made at 7:05pm. ***All in favor.***



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING MINUTES

CITY OF ELLENSBURG
Date & Time of Meeting
Place of Meeting

Minutes of PTAC Meeting
September 15, 2020 3:30 PM
Held remotely per Proclamation 20-28.7

1. Call to Order and Roll Call

Roll Call Present: Bruce Tabb, Greg Steger, Bob Mersinger, Edgar Espino, Joshua Hackney, Jason Berthon-Koch. Members absent: Jack Frost
Also Present: Betsy Dunbar - COE, Ryan Lyyski - COE, Margaret Reich - COE, Paula Hctor - HopeSource

2. Approval of Agenda

Motion and second (Edgar E / Josh H) to approve the Agenda of the September 15, 2020 PTAC Meeting. **Motion Affirmed.**

3. Approval of Minutes

Motion and second (Josh H / Jason B) to approve the minutes of the August 18, 2020 PTAC Meeting. **Motion Affirmed.**

4. New Demand Stop

The decision was made not to move forward at this time with the additional demand stop on Ruby Street behind Super-1. It was proposed to send the 2 individuals who had requested the stop letters to inform them the proposed stop was presented to the PTAC committee and of the decision which was made. We will also ensure they are aware of paratransit services.

A systematic review and approval process for system changes was requested.

5. Ellensburg Public Transit Budget

After reviewing the Transit Budget, it was suggested we revisit the budget next month with a budget summary and highlighted points for better PTAC feedback and input.

Follow Up Items

Transit Manager Betsy reported on 3 requested follow up items.

- KVH Social Worker, Polly Sams was contacted and asked to ensure all ER staff know about Cabulance service. Polly stated she would speak with the Emergency Department Director and felt the incident had been an isolated one.
- Spoke with Paula at HopeSource regarding the importance of accurate boarding and deboarding counts.
- The Greyhound bus stop location at Love's Travel Stop was confirmed.



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING MINUTES

5. Ridership and Year to Date Stats

- August 2020 Central Transit ridership was presented.
- Year to date Central Transit ridership was presented.
- August 2020 Fixed Route ridership per route per stop was presented.

Additional ridership information was requested moving forward.

- Ridership time of day boarding's
- Weekend vs weekday ridership stats

6. Transit Updates

- Reviewed updated Timetables and Routes Pamphlet
- Let PTAC members know the Ellensburg School Board is interested in how they might partner with the City to better meet student and family transportation needs.

7. Marketing Updates

- A PowerPoint presentation was given on services Trillium can offer Central Transit and its riders.

8. Next PTAC Meeting

The next regular PTAC meeting will be held on Tuesday, October 20, 2020.

Motion to adjourn and second (Greg S / Bob M) **Motion Affirmed.**

Meeting ended at 4:49 PM.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Utility Advisory Committee

September 17, 2020

3:30 PM

Zoom Conference

1. CALL TO ORDER

Chair Lillquist called the meeting to order at 3:30 pm.

2. ROLL CALL

Members present: Nancy Lillquist, Nancy Goodloe, Ed Barry, and Gary Gleason.
Jim Goeben and Bob Johnson were absent due to no Telecom items.

Also Present: Ryan Lyyski, Public Works & Utilities Director; Darren Larsen, Assistant Utilities Director; Kim Caulkins, Operations Analyst; Jon Morrow, Stormwater Manager; Drew Houck, IT Systems Administrator; Paul Meyer, Electrical Engineer; Darin Yusi, Gas Engineer

3. APPROVAL OF MINUTES

3.A. Approve minutes - August 20, 2020 Regular meeting minutes

Ed Barry moved to approve the minutes. **Motion approved.**

4. APPROVAL OF CONSENT AGENDA

Consent items have been distributed to committee members 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 committee member or at the request of a member of the public with concurrence of a committee member.

4.A. Award Bid Call 2020-29 Medium Voltage 15kV Underground Distribution Cable

4.B. Award Bid Call 2020-28 Ridgeview Lane Sewer Main Extension

Ed Barry moved to approve the consent agenda. **Motion approved.**

5. CORRESPONDENCE AND CITIZEN COMMENTS ON NON-AGENDA ITEMS

Time is set aside each meeting to allow citizens to address the Utility Advisory Committee on city utility issues that are not on the agenda. Please limit remarks to three minutes. The Committee will not take action when the issue is first raised, but may place the issue on a future agenda. Citizen comment on items on the agenda is also welcome. Please let the chair know you wish to speak and then wait to be recognized.

No items.

6. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

No items.

7. ELECTRIC, NATURAL GAS, WATER, WASTEWATER, STORMWATER UTILITY DISCUSSION ITEMS

7.A. Adopt Resolution to Sole Source the Purchase of Itron Electrical Meters

Gary Gleason moved the committee make a favorable recommendation to the City Council to adopt a resolution establishing Itron, Inc. as the sole source supplier for all electrical meters. **Motion passed.**

7.B. Gas Meters and Steel Pipe Fittings Sole Source Resolution

Ed Barry moved the committee make a favorable recommendation to the City Council to adopt a resolution establishing Mueller and Roots/Dresser as the sole source supplier for all steel pipe fittings and gas meters. **Motion passed.**

7.C. Provide Recommendation to Sole Source Purchase of Ultra-Violet Disinfection Lamps

Ed Barry moved the committee make a favorable recommendation to the City Council to adopt a resolution establishing Trojan Technologies as the sole source supplier for Ultra-Violet disinfection lamps. **Motion passed.**

7.D. Provide recommendation to Sole Source the Purchase of 3 inch and Larger Water Meters

Ed Barry moved the committee make a favorable recommendation to the City Council to adopt a resolution establishing Metron, Inc. as the sole source supplier for all water meter sizes 3 inches or greater. **Motion passed.**

7.E. Provide Recommendation to Sole Source the Purchase of 2 inch and Smaller Water Meters

Ed Barry moved the committee make a favorable recommendation to the City Council to adopt a resolution establishing General Pacific, Inc. as the sole source supplier for all water meter sizes 2 inches or less. **Motion passed.**

7.F. APGA Research Foundation Recommendation

Darin Yusi explained the possible benefits of contributing \$4,828.00 to become members of the APGA Research Foundation for 2021. The membership provides resources to make natural gas usage cleaner and more efficient, networking with other gas utilities, consumer benefits and provide tools to assist with federally regulated programs & procedures.

Nancy Goodloe move the committee make a verbal recommendation to move forward with the 2021 budget inclusion of \$4,828.00 to contribute and become members of the APGA Research Foundation.

Gary Gleason moved to amend the motion to include a one year membership.

Motion Approved.

7.G. Budget Discussion

Ryan Lyyski gave an update on upcoming 2021/2022 budgets. There currently are not any rate increases being proposed. Some of the large financial impact projects highlighted across all utilities were: Gateway project off of University Way, Reecer Creek Flood project, Bull Road/I-90/Berry Road utility looping project, relocation of a transformer at the BPA Dolarway substation, Illinois Well project, construct a sewer line to eliminate a lift station on the west side of Ellensburg. The proposed sewer budget also includes funding design of aeration system upgrades. The design and selected process upgrade will help inform needed costs for the upgrade, for future budgets, the cost will likely be significant.

8. INFORMATION ONLY ITEMS

8.A. Public Natural Gas and Power Week

Darren Larsen shared that Public Natural Gas and Power Week will be October 4-10, 2020.

8.B. CETA Updates

The cover letter and comments the City sent to the Washington State Dept. of Commerce regarding the Clean Energy Transformation Act – Second discussion draft rules were provided and Darren Larsen explained that staff has been working collaboratively with other Washington consumer-owned utilities to formulate comments. The Committee recognized the hard work staff has been putting into response letters and comments to the Department of Commerce regarding CETA.

8.C. Public Works & Utilities Issues and Updates

Ryan Lyyski gave an update for the sewer and water departments. Jon Morrow gave a storm water update. Darren Larsen gave an update for the gas and light utilities.

9. NEXT MEETING

9.A. October 15th, 2020 at 3:30 pm

10. ADJOURNMENT

With no further discussion, the meeting adjourned at 4:32 pm.

Kim Caulkins

Recording Secretary

Drafted: 9/18/2020

Approved: 10/15/2020



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	November 2, 2020
Item Title/Agenda Subject:	Award RFQ 2020-18 – Annual Substation Inspection and Testing
Submitted by:	Paul Meyer Public Works & Utilities
Recommended Action or Motion:	Award the contract to Specialty Engineering Inc. for RFQ 2020-18 Annual Substation Inspection and Testing in the amount of \$54,583.20 including sales tax, and approve a supplemental budget adjustment of \$4,538.20.
Background/Summary:	The Electric Utility has an inspection and testing strategy that is required to properly maintain the City's multiple substations. In coordination with this strategy, staff issued RFQ 2020-18 to complete the annual inspections at all the required substations, and also complete the 3 and 6 year periodic testing at the East Ellensburg Substation.
Previous Council Action:	As part of the annual substation maintenance plan, City Council previously awarded a similar contract for the Dolarway Substation. (RFQ 2017-19 Annual Substation Inspection for Dolarway Substation to Specialty Engineers Inc.)
Analysis:	The City issued the request to three contractors on the City's small works roster. Staff received one quote from Specialty Engineers Inc. in the amount of \$54,583.20 including tax. Specialty Engineers Inc. has successfully performed similar work in this and other City Substations and is familiar with City equipment, operation and procedures.
Financial Impact:	A total of \$50,000 was included in the 2020 Light fund for Annual Substation Inspection and testing. Including sales tax, the total project cost is estimated to be \$54,583.20. Adequate funds exist within the Light fund to cover this and any additional costs. The Light Division will need a supplemental budget adjustment in the 2020 Light fund for \$4,538.20 to cover remaining costs.

University Way Banner Request Form

Contact Person: _____

Phone Number: _____

Name of Event/Program: _____

Banner Dates (Monday-Sunday): _____



* Example of a correctly made banner.

- ☐ I have contacted CWU Scheduling Services and reserved the banner dates.
Phone 509-963-1321 or 509-963-1641, Email: schedule@cwu.edu
- ☐ This Banner is 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 through it, and no grommets.**
 - We recommend that wind flaps be cut into the banner to prevent wind damage.
(Additional fees may apply, if CWU provides the services of adding wind flaps to your banner).
- ☐ I have contacted the City of Ellensburg for approval to hang this banner on the above dates.
City of Ellensburg: Phone 509-962-7204, Fax 509-962-7130, Email: renoc@ci.ellensburg.wa.us

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

* If your banner does not meet specifications, we will be unable to process your request.*

City of Ellensburg approved by: _____

Date: _____

Disapproval/Reasons: _____

CWU Student Union Operations approved by: _____

Date: _____

For more information please contact CWU Student Union Operations & Scheduling Services at 509-963-1321.
The CWU scheduling center will not be held responsible for any weather related damage that occurs to your banner.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 2, 2020

Item Title/Agenda Subject: Resolution 2020-30 - 511 N Sprague - Coy street tree removal

Submitted by: Gordon Crane Public Works & Utilities

Recommended Action or Motion: Adopt the attached resolution to authorize Mary Coy to remove the aforementioned trees.

Background/Summary: Mary Coy is requesting to remove two crab apple trees at 511 N Sprague St, due to ongoing maintenance issues.

Previous Council Action: None.

Analysis:

Tree Condition:

The leaves and smaller branches of the crab apple trees are in good condition, however, the trees have been topped in the past. Topping any tree is bad for the tree's health and longevity, and increases the chance of future branch failure. A small stature tree that has been topped has much less of a chance for property or personal damage from a branch failure.

The trees also produce crab apple fruit. In the fall, the crab apples fall from the tree, and create a nuisance underfoot for pedestrians.

City Infrastructure damage: none

Tree Maintenance activity by City: none known.

Species suitability to location: Not suitable. All fruit producing crab apple trees are on the do not plant list, since the crab apples they produce can be a host to the apple maggot.

Private damage claims processed by the City: None known.

Removal of the trees is appropriate; the trees produce fruit that

can be a host to the apple maggot, and when they fall, they create a nuisance underfoot for pedestrians.

Financial Impact: None for the City. The cost will be borne by the applicant.

Attachments:

[511 N Sprague - Coy tree removal graphics](#)

[511 N Sprague - Coy tree removal request](#)

[Resolution 2020-30 - 511 N Sprague - Coy street tree removal](#)

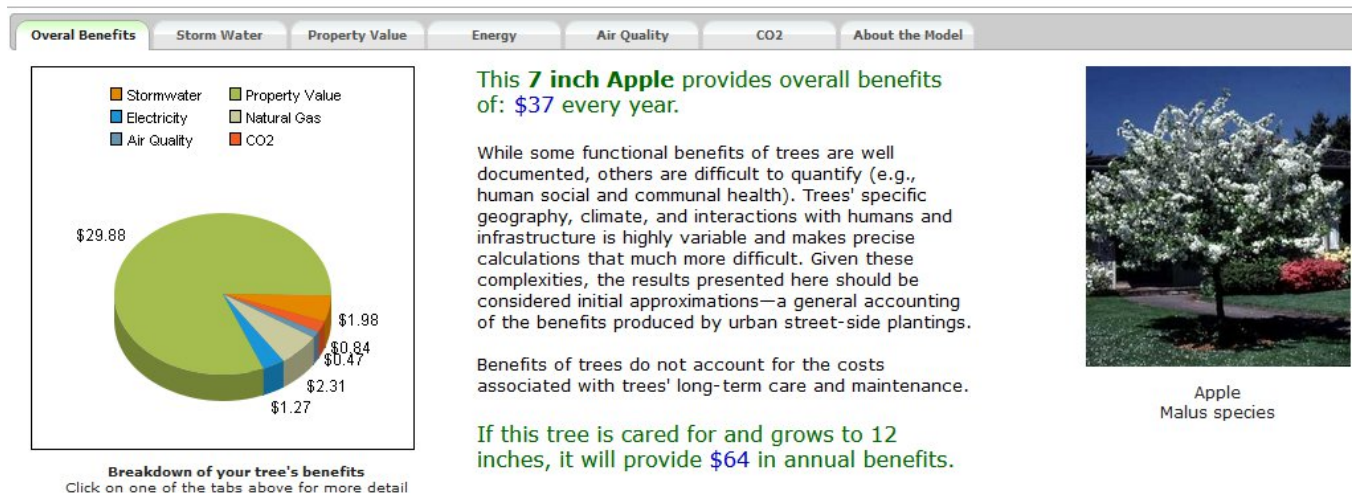
Attachment 1 - Mary Coy Street Tree removal request



Crab apple trees at 511 N Sprague

National Tree Benefit Calculator

Beta



Hello,

I'd am requesting approval to remove the 2 crab apple trees at 511 N Sprague St in Ellensburg, WA. They produce so many crab apples and it creates a huge mess on to the ground, city sidewalk, and street. We are no longer in a position to be able to clean up all the debris the crab apples create and would like to have them removed and replaced with trees which require less maintenance.

Thank you,

Mary Coy

RESOLUTION NO. 2020-30

A RESOLUTION authorizing Mary Coy to remove two street trees located at 511 N Sprague Street;

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, Mary Coy has requested permission to remove one street tree;

WHEREAS, the City Arborist 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. Mary Coy is authorized to remove two street trees located at 511 N Sprague Street. Approval is conditioned upon Mary Coy 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 Mary Coy's expense including removal of the stumps, and replanting two street trees from the City's Street Tree List in the City right of way in an approved location, within one year.

Section 2. A \$600 refundable deposit shall be posted prior to the issuance of the Street Tree Permit to assure replacement of the trees.

Section 3. Removal of the stumps shall be done within 30 days of the removal of the trees.

ADOPTED by the City Council of the City of Ellensburg this November 2, 2020.

MAYOR

CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	November 2, 2020
Item Title/Agenda Subject:	EBDA/CenterFuse Agreement Amendment
Submitted by:	John Akers City Manager Department
Recommended Action or Motion:	Consider the amended agreement and authorize the Mayor to execute it on the City's behalf.
Background/Summary:	Currently the agreement between the City and EBDA/CenterFuse commits the City to employ the Executive Director of the EBDA, provide administrative assistance to the Board, and manage the financial resources of the Board. With the resignation of the executive director, staff has been working with the EBDA Board leadership to determine if this arrangement should be continued. The outcome of this discussion is contained in the proposed agreement amendment the result of which will eliminate the City oversight of the employee and provide funding to the EBDA for services previously provided by the City.
Previous Council Action:	In January of 2020, Council authorized an amendment to the agreement between the City and EBDA/CenterFuse to accommodate additional funding obtained by the EBDA from the County .09 Fund Program. This change made necessary revisions to allow the City to receive the .09 funding to support employment of the Executive Director, and in exchange the City would provide direct payment to the EBDA for services provided by the Board in an amount equal to the amount of funding dedicate to the Director's salary and benefits. This arrangement was necessary due to the restriction on 09 Program Funds which must be spent on staffing of the economic development function.
Analysis:	The proposed amendment modifies the agreement to allow employment of the Executive Director by the EBDA/CenterFuse Board. Language in the agreement has been reviewed by the City Attorney and approved by the EBDA/CenterFuse Board. Service from the Board and the reporting function to City Council remain unchanged.

Financial Impact:

The agreement amendments are revenue neutral. Funding previously expended on the internal staff position will be provided directly to the EBDA/CenterFuse.

Attachments:

[City-Centerfuse Interlocal Agreement 1-23-2020](#)

**Interlocal Agreement for Professional Services
Between Ellensburg Business Development Authority (dba CenterFuse)
and the City of Ellensburg**

This Interlocal Agreement for Professional Services (“Agreement”) is entered into as of this ____ day of _____, 2020 (“Effective Date”), by and between the Ellensburg Business Development Authority dba CenterFuse (“CenterFuse”) and the City of Ellensburg (“City”), a Washington municipal corporation, and together may be collectively referred to as “the Parties.”

WHEREAS, CenterFuse is a public development authority created by the City under Chapter 35.21 RCW and Ellensburg Ordinance No. 3895, as amended, and operates under its adopted Charter and Bylaws; and

WHEREAS, CenterFuse’s mission is to strategically recruit and support businesses and connect them to resources so they can start, grow, and prosper to ensure that Ellensburg has a vibrant and prosperous local economy that values history and natural beauty; and

WHEREAS, the geographical boundaries of CenterFuse include the City territorial limits and outside the territorial limits of the City to the extent authorized by RCW 35.21.740; and

WHEREAS, the City is the owner of the “Ellensburg Business Incubator Building (Incubator)” located at 1000 N. Prospect, Ellensburg, WA, heretofore referred to as the Business Incubator, which is leased and operated by CenterFuse under a separate agreement with the City for the purpose of supporting new, recently formed or expanding businesses in Ellensburg to help promote economic development opportunities; and

WHEREAS, CenterFuse and the City are Parties to a January 6, 2020 Interlocal Agreement for Professional Services (“Existing Agreement”), and wish to terminate the Existing Agreement hereby and replace it with this Agreement; and

WHEREAS, the Existing Agreement between the Parties provides for employment of the CenterFuse Director as an employee of the City; and

WHEREAS, CenterFuse wishes to obtain administrative and financial services independent of the City, and

WHEREAS, the City supports the efforts of the CenterFuse and is willing to commit funding previously dedicated to employment of CenterFuse’s Executive Director by the City,

NOW THEREFORE, in consideration of the above recitals and the mutual promises and benefits contained herein, the Parties hereby agree as follows:

SECTION 1: SCOPE

- 1.1. **Parties.** This Agreement is made by and between Ellensburg Business Development Authority dba CenterFuse and the City of Ellensburg, a Washington municipal corporation, and supersedes all other agreements between the Parties. The Existing Agreement between the Parties dated January 6, 2020 is hereby canceled in its entirety.
- 1.2. **Purpose.** The purpose of this Agreement is to specify certain terms and conditions which allow CenterFuse to obtain financial support.
- 1.3. **Term.** This Agreement shall commence on the Effective Date of this Agreement and shall continue until terminated as provided herein.
- 1.4. **Termination.** This Agreement may be terminated for any reason at any time by either Party upon thirty (30) days' prior written notice by one Party to the other.
- 1.5. **Amendments.** This Agreement may be amended upon written agreement of the Parties executed in the same manner as provided by law for the execution of this Agreement.

SECTION 2: DUTIES OF THE PARTIES

- 2.1. **City Duties.** The City agrees to provide the following services, as requested by CenterFuse:
 - A. **Use of Facilities.** Allow CenterFuse use of City meeting facilities when such facilities are available.
- 2.2. **CenterFuse Duties.** CenterFuse agrees to the following services and responsibilities, as requested by the City of Ellensburg:
 - A. **Compliance:** Be in compliance with its Charter, Bylaws, and all rules and regulations set forth by federal, state, and local authorities.
 - B. **Financial.** Reimburse the City or pay directly for expenses, such as printing costs, office supplies, tax filings, audits, D&O insurance, legal fees, and postage.
 - C. **Economic Development Services.** Provide economic development services within the geographic boundaries as set forth in this document through strategic planning and implementation.
 - D. **Updates to Council.** Update on strategic planning, outreach, and outcomes to the City Council a minimum of two times per year at an Open Public Meeting.
 - E. **Budget Resolution.** Adopt an annual budget by Resolution by the January meeting of each year.

F. Incubator Management Services. CenterFuse will provide the following services regarding incubator businesses, generally, and the Ellensburg Business Incubator, concurrent with the term of CenterFuse's lease of the Incubator, attached hereto as Exhibit A:

1. CenterFuse, in conformance with the City's broad policy guidance, shall provide for the operation and management of the Ellensburg Business Incubator and the coordination of services provided to tenants and to community businesses. The City of Ellensburg (City) previously entered into a lease agreement with CenterFuse of the Business Incubator building, located at 1000 Prospect Street, Ellensburg, Washington on January 6, 2020. The lease agreement is referred to and by this reference incorporated into this agreement.
2. Work with the City to develop a strategy for either continued operation of the Business Incubator by the City or dispose the property through private sale upon approval by the Ellensburg City Council.

SECTION 3: FUNDING FOR SERVICES

- 3.1. CenterFuse has been successful in obtaining funding from the .09 Economic Development Program administered by the Kittitas County Board of Commissioners through its representative on the Kittitas County Council of Governments (COG). Should CenterFuse apply for funding from this program in future years the City will support the CenterFuse application to the program.
- 3.2. During the life of this Agreement, the City shall pay to CenterFuse the total sum of \$60,000 by April 30 of each year for advancement of economic development activities.

SECTION 4: OTHER PROVISIONS

- 4.1. **Conflicts of Interest.** No officer, employee or agent of the City or CenterFuse who exercises any functions or responsibilities in connection with planning or carrying out of this Agreement shall have any personal financial interest, direct or indirect, in this Agreement. CenterFuse and the City will take appropriate steps to assure compliance with this provision.
- 4.2. **Independent Authority.** CenterFuse is a separate public development authority established under the laws of the State of Washington. Nothing in this Agreement is intended, or shall be deemed, to constitute a partnership or joint venture between CenterFuse and the City. CenterFuse shall act independently under the guidance and direction of its Board of Directors, pursuant to its Charter and Bylaws.
- 4.3. **Hold Harmless.** The Parties to this Agreement shall defend, indemnify and save one another harmless from any and all claims arising out of the performance of this Agreement, except to the extent that the harm complained of arises from the sole negligence of one of the Parties.

- 4.4. Severability.** In the event any provisions of this Agreement shall be determined to be unenforceable or otherwise invalid for any reason, such provisions shall be enforced and valid to the extent permitted by law. All provisions of this Agreement are severable and the unenforceability or invalidity of a single provision herein shall not affect the remaining provisions.
- 4.5. Filing of Agreement.** This Agreement shall be filed with the Kittitas County Auditor's Office or, alternatively, listed by subject on each or either Party's website or other electronically retrievable public source pursuant to RCW 39.34.040.
- 4.6. Photocopies.** A fully executed copy of this Agreement shall be treated the same as an original of this Agreement for all purposes.

The City of Ellensburg:

The Ellensburg Business Development
Authority dba CenterFuse:

By: _____
Bruce Tabb, Mayor

By: _____
Jared Vallejo ,
CenterFuse Board Chairperson

Attest:

City Clerk

Approved as to form:

City Attorney



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 2, 2020

Item Title/Agenda Subject: Tourism-Related, Small-Scale Municipality-Owned Capital Projects Agreement and Grant Acceptance

Submitted by: Brad Case Parks and Recreation

Recommended Action or Motion: Enter into an agreement with Kittitas County and accept the grant related to the Tourism-Related, Small-Scale Municipality-Owned Capital Projects, in the amount of \$50,000.00 for the demolition of the old Wells Fargo drive thru structure and related restoration work.

Background/Summary: The City is developing a downtown park on the northwest corner of 4th & Pearl in downtown Ellensburg. Although the design of the park has not been finalized, through stakeholder meetings it has been determined that the drive thru structure of the old Wells Fargo bank building should be removed.

An opportunity to perform this work presented itself through the Tourism-Related, Small-Scale Municipality-Owned Capital Projects grant program offered through the Kittitas County Lodging Tax Advisory Committee. In the summer of 2020 city staff was successful in securing a \$50,000.00 matching grant through this program, total estimated cost of the project is \$100,000.00.

Previous Council Action: No previous Council action.

Analysis: The concept planning process for the downtown park included stakeholder meetings, an open house at the park site and a variety of ways to provide public input via on-line surveys plus a page titled 'Imagine Ellensburg's Town Center', which can be accessed on the Parks & Recreation Department homepage.

Throughout the public input process there was very little support, if any, to retain the drive thru structure. Removing the drive thru structure has an immediate impact by adding 1,600

square feet of programmable space to the site, and creating a much more open and flexible landscape.

Financial Impact:

The grant has a match requirement so the City committed to a match of \$50,000.00 which will be taken from Fund 160 Park Acquisition Fund. Project expenditures, and associated grant revenue, are included in the preliminary 2021 budget.

Attachments:

[2020 Lodging Tax Services Agreement Between Kittitas County and the City of Ellensburg](#)

**2020 LODGING TAX SERVICES AGREEMENT
BETWEEN KITTITAS COUNTY AND CITY OF ELLENSBURG (MUNICIPALITY)**

This Contract, effective October 6, 2020 is made and entered into by and between KITTITAS COUNTY ("County"), a subdivision of the State of Washington, and the CITY OF ELLENSBURG ("Contractor").

WHEREAS, the purpose of this Agreement is to provide for Tourism-Related, Small-Scale Municipality-Owned Capital Projects relating to activities and expenditures designed to increase tourism,

NOW THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, the County and the Contractor mutually agree as follows:

Section 1. Scope of Work.

- a. Contractor shall provide the services and staff described in its **Application for Lodging Tax Funds** submitted to the Lodging Tax Advisory Committee, attached hereto as **Exhibit "A"** (with limitations-see Section 2.a & b) which is attached hereto and incorporated herein by this reference.
- b. Except as otherwise specifically provided in this Agreement, Contractor shall furnish the following as required to perform the services, described in Paragraph (a) above, in accordance with this Agreement: Personnel, labor and supervision; technical, professional and other services. All such services, property and other items furnished or required to be furnished, together with all other obligations performed, or required to be performed, by Contractor under this Agreement are collectively referred to herein as "Services."

Section 2. Payment.

- a. As full compensation for satisfactory performance of the Contractor's Services, the County agrees to pay Contractor the sum of fifty thousand dollars (\$50,000.00) to be used for capital project- only for the Downtown Park Improvements Project.
- b. Additional payment terms: The County will make payment to the Contractor only on a reimbursement basis, as receipts for any items are submitted to the County, not to exceed the sum of fifty thousand dollars (\$50,000.00) to be used for capital project-only for Downtown Parks Improvements Project.
- c. Services/Expenses that are reimbursed must be dated during the 24 (twenty-four) months (or two years) of the date of the Agreement and final date to submit reimbursements requests is October 6, 2022 after this date funds lapse.
- d. Requests for reimbursements must be submitted to:

Kittitas County Auditor
Attn: Judy Pless
205 West 5th Ave – Suite 105
Ellensburg, WA 98926
auditoraccounting@co.kittitas.wa.us

- e. Reporting requirements of your events will be required on prescribed forms from the County Auditor.

Section 3. Performance by Contractor.

- a. Contractor shall not (by contract, operation of law or otherwise) delegate or subcontract performance of any Services to any other person or entity without the prior written consent of the County. Any such delegation or subcontracting without the County's prior written consent shall be voidable at the County's option.
- b. Contractor shall at all times be an independent contractor and not an agent or representative of the County with regard to performing the Services. Contractor shall not represent that it is, or hold itself out as, an agent or representative of the County. In no event shall Contractor be authorized to enter into any Agreement or undertaking for or on behalf of the County. It is understood that the Contractor and the Contractor's staff and employees are not employees of the County and are not, therefore, entitled to any benefits provided employees of the County.
- c. Contractor shall comply with all applicable laws, ordinances, rules, regulations, orders, licenses, permits, and other requirements, now or hereafter in effect, of any governmental authority (including, but not limited to, such requirements as may be imposed upon the County and applicable to Services). Contractor shall furnish such documents as may be required to effect or evidence such compliance. All laws, ordinances, rules, and orders required to be incorporated into agreements of this character are incorporated into this Agreement by this reference. Contractor agrees to obtain all required licenses and permits, and further agrees to keep them in full force and effect during the term of this Agreement.
- d. The County and the Contractor agree that in fulfilling the terms and conditions of this Agreement neither shall discriminate on the basis of race, creed, color, national origin, age, sex, marital status, or the presence of a physical, sensory, or mental handicap.
- e. The Services shall at all times be subject to inspection by and approval of the County, but the County's making (or failure or delay in making) such inspection or approval shall not relieve Contractor of its responsibility to perform the Services in accord with this Agreement, notwithstanding the County's knowledge of defective or non-complying performance, or the substantiality or ease of discovering the same. Contractor shall provide the County with sufficient, safe, and proper facilities and equipment for such inspection and free access to such facilities.
- f. This contract is subject to review by any Federal or State auditor. Contractor shall promptly furnish the County or its designee, or such Federal or State auditor with such information

related to the Services as may be requested by the applicable governmental entity. Contractor shall preserve and maintain all financial records and records relating to performance of Services under this Agreement for six (6) years after contract termination. For such duration after the County makes final payment of compensation due hereunder, Contractor shall provide the County access to (and the County shall have the right to examine, audit and copy, with or without notice) all of Contractor's books, documents, papers and records related to the Services or this Agreement.

- g. Contractor understands and acknowledges that Contractor is solely responsible for its own reporting and accounting of all state, federal, social security, and local taxes, of every nature, arising from Contractor's performance of this Agreement. All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accord with the applicable IRS regulations.

Section 4. Release, Indemnity, and Hold Harmless.

The County assumes no liability for the Contractor's actions under this Agreement. Contractor releases and shall defend, indemnify, and hold harmless the County, its officers and employees, agents, representatives, attorneys and/or volunteers, from and against all claims, costs, liabilities, damages, and expenses, (including, but not limited to, reasonable attorney fees) which arise or may arise or be alleged to arise out of or by reason of this Agreement including:

- Any fault, negligence, strict liability or product liability of Contractor in connection with the Services for this Agreement;
- Any lien asserted upon any property of the County in connection with the Services for this Agreement;
- Any failure of Contractor, or of the Services, to comply with any applicable law, ordinance, rule, regulation, order, license, permit and other requirement, now or hereafter in effect, of any governmental authority; or
- Any breach of or default under this Agreement by Contractor.

Section 5. Compliance with Public Records Law.

- a. In compliance with Washington's public records law, the County will retain copies of any documents associated with this Agreement, which may be required by law unless legally exempt from such retention, for any applicable legally required retention period.
- b. In the event a public records request is made to the County for documents created in relation to this Agreement, should legal uncertainty arise regarding the disclosability of any documents under federal or state public records laws, the County shall provide notice to Contractor pursuant to Washington's public records act, chapter 42.56 RCW, to allow Contractor to seek a court injunction.
- c. The County specifically shall not be liable to Contractor for the County's release under public records laws of any documents not protected by trademark, copyright or other law.

Section 6. Industrial Insurance Waiver.

With respect to performance of this Agreement and as to any claims against the County, its Additional Insureds, officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to Contractor's employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. **This waiver is mutually negotiated by the parties to this Agreement.**

Section 7. Insurance and Endorsements.

- a. The County may require through a request in writing that the Contractor provide the County with a certificate, binder, or policy of liability insurance, acceptable to the County in an amount specified by the County.
- b. Such liability insurance shall be such as will protect Contractor, its employees, agents and representatives, from all claims, losses, harm, costs, liabilities, damages and expenses arising out of personal injury (including death) or property damage that may result from performance of the Services or this Agreement, whether such performance is by Contractor or any of its employees, agents or representatives.
- c. Should the County require such liability insurance, the Contractor agrees to provide proof of insurance prior to commencing performance of this Agreement.
- d. Copies of the County's written request and the insurance documents provided by Contractor shall be attached to this Agreement and by this reference will be made part hereof.
- e. Where insurance is requested by the County, all liability insurance policies shall be endorsed to include the County as an Additional Insured and shall stipulate that the insurance afforded by the policies shall be primary insurance, and that any insurance, self-insured retention, deductibles, or risk retention trusts maintained or participated in by the Parties shall be excess and not contributory to any other insurance maintained by the County. Contractor shall furnish the County a certificate of insurance with Endorsement as evidence that the required policies are in full force and effect.

Section 8. Termination.

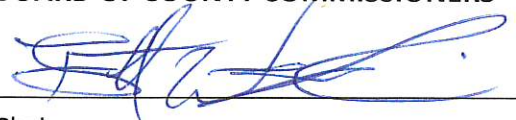
The County may, by written notice thereof to Contractor, terminate this Agreement as to all or any portion of the Services not yet performed, whether or not Contractor is in breach or default. Upon receiving such notice of termination, Contractor shall, except as otherwise directed by the County, immediately stop performing the Services to the extent specified in the notice. In the event the County terminates the Contractor's Services, the Contractor is obligated and hereby agrees to refund to the County all monies paid for Services not yet rendered by the Contractor, if any, as of the date of the notice of termination.

Section 9. Miscellaneous.

- a. Contractor shall not (by contract, operation of law or otherwise) assign this Agreement or any right or interest in this Agreement without the County's prior written consent.
- b. This Agreement embodies the entire Agreement between the County and Contractor, and supersedes any and all prior oral or written communications, proposals, conditions, promises, representations, or understandings regarding the Services. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in a written amendment to the Agreement signed by both parties.
- c. Notice for any purpose under this Agreement, except service of process, shall be given by the Contractor to the Kittitas County Commissioners and the Kittitas County Auditor, 205 West 5th Ave. Ellensburg, WA 98926. For all purposes under this Agreement, any notice by the County to the Contractor shall be given to the Contractor's address provided on the signature page. Notice may be given by delivery or by depositing in the U.S. Mail, first class, postage prepaid, certified mail, return receipt requested.
- d. The section and paragraph headings of this Agreement are for reference convenience only and are not intended to restrict, affect or be of any weight in interpreting or construing the provisions of such sections or paragraphs.
- e. This Agreement may be executed in one or more counterparts and by facsimile, each of which will be deemed an original, but all of which together will constitute one and the same instrument.
- f. Contractor warrants to the County that the individual signing on Contractor's behalf has the requisite power and authority to enter into and to perform Contractor's obligations under this Agreement. Contractor further warrants to the County that Contractor has made no misrepresentation or misleading statement in connection with this Agreement, and is not in violation of any applicable law, ordinance, or regulation the consequence of which will or may materially affect Contractor's ability to perform its obligations under this Agreement.
- g. If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect the other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.
- h. The exclusive venue for any action brought to enforce this Agreement or any of its terms shall be in Kittitas County, State of Washington.

KITTITAS COUNTY

BOARD OF COUNTY COMMISSIONERS



Chair

CONTRACTOR

[Print Name]

Vice Chair

Commissioner

10/6/20

LT-SS-2020-003-Ellensburg-Downtown Parks

[Address]

[Telephone]



ATTEST:

APPROVED AS TO FORM:

Clerk of the Board

Deputy Prosecuting Attorney

Applicant Information - Capital Project or Operations (Circle One or Both)

Name of Municipality: City of Ellensburg

Mailing Address: 501 N Anderson
Ellensburg, WA 98926

Contact Person and Title: Brad Case, Parks & Recreation Director

Phone: 509-925-8639

Email: caseb@cityofellensburg.org

Project Title: Downtown Park Improvements

Project Location: Northwest corner of 4th & Pearl in Downtown Ellensburg

Funding Request: \$50,000.00

Application Requirements

___ 1. The project qualifies for lodging tax funds as a capital expenditure of a tourism related facility owned or operated by a municipality or is supporting the operations of tourism-related facilities owned or operated by a municipality.

___ 2. The municipality has submitted no more than two applications for capital project funding in the current year.

___ 3. The municipality's lodging tax advisory committee (or equivalent) has been informed of the project and endorsed it (not required for Kittitas County). A letter from the municipality is included.

___ 4. Lodging tax capital project funds are not being substituted for other funds that are already secured or applied for (if applicable).

___ 5. Municipality has secured matching funds of at least 50% of the total project costs.

___ 6. A completed project budget is included in the application (if applicable).

___ 7. A detailed 8 ½ X 11 vicinity map that clearly shows the project is included (if applicable).

Tourism-Related, Small-Scale Municipality-Owned Capital Project Narrative

1. **Project Description:** Please describe the project in detail. Indicate the major work to be completed, any milestones that need to be overcome in order for the project to move forward and include a comparison of existing and proposed conditions.

The scope of this project calls for the removal of the drive thru structure of the existing bank building, located at the City owned Rotary Pavilion property. By removing the drive thru, an additional 1,600 square feet can be used as programmable space for the multitude of recreational events that take place at the site throughout the course of the year. Program organizers currently use the parking area and pavilion area to run events, which is quite restrictive.

The City has a long-standing stake in this property. From September 1, 1980 to September 25, 2019, the City subleased and was responsible for the maintenance and upkeep of the Rotary Pavilion. In late September 2019, the City was able to purchase the property with the long-term vision of creating a public park. To that end, the City contracted with Walker|Macy, a landscape architect firm, to perform concept design services for the entire property. Consulting services included a site inventory analysis, facilitating three distinctive stakeholder meetings and preparing concept site plans.

Before starting work on this project, the City Parks & Recreation Department will need to apply for a demolition permit through the City of Ellensburg Community Development Department, as well as take the project to the City Landmarks and Design Commission for their review. In order to minimize impact on events taking place at the Rotary Pavilion, work could begin sometime in the late winter or early spring of 2021.

2. **Kittitas County Tourism Infrastructure Plan:** Please explain how the project meets the goals and priorities in the Kittitas County Tourism Infrastructure Plan as adopted. Also, describe the specific county tourism infrastructure needs the project addresses and how the project directly increases tourism. Explain how the improvements will promote tourism in Kittitas County and indicate specifically how the improvements will directly increase economic activity resulting from tourists (see the definition of tourist on page 3 of this application).

The development of this property will benefit tourism by creating a unique “destination” multi-purpose park in a centralized public space. The space will dramatically increase programming opportunities that attract visitors to our community. A park of this type becomes a signature attraction and prime marketing tool for conventions, businesses, and tourism. Organized programming opportunities include but are not limited to, event and festivals for arts, food, music, movies, sports, and holidays. When a potential visitor comes to an event, they have made or will make additional arrangements which can include hotels/motels, restaurants, fuel, retail, and recreational adventures. This additional economic activity positively impacts the community, as well as the communities traveled through to get to a destination.

The Rotary Pavilion is uniquely situated in a location that makes it useful and usable year-round. There are many tourists that attended events in Ellensburg that last more than three days length. Of note are the Ellensburg Rodeo which boasts over 60,000 tourists each year. In support of the Rodeo are several events that occur at the Rotary Pavilion such as the Rodeo Kick-Off breakfast, and the Hoedown in the Downtown. It's not a reach to suggest that most of the Rodeo attendees have lodging in Ellensburg,

which have an average overnight expenditure of \$95/pp (source: Dean Runyan Associates), and the Rodeo is a significant supporter of County tourism as a destination. Worth mentioning, too, is Jazz in the Valley, also a multi-day event, which attracts an estimated 5,000 tourists who travel >50 miles from their residence/place of business to attend this very popular music event. For over 20 years, this annual, reoccurring event supports the County as a tourism destination, with attendees having multi-day lodging stays in Ellensburg and the County. In total it is estimated that over 68,000 people annually stay overnight in Ellensburg for events that utilize the Rotary Pavilion property, of which, 65,000 people travel from an area greater than 50 miles away to attend these events.

3. Use of Grant Funds: Please explain exactly how the requested funds will be used. Include an itemized list.

Grant funds from this program will be used to perform the following tasks:

1. Demolition and removal of the drive thru structure of the old Wells Fargo bank building,
2. Repair the bank building west wall that is disturbed as a result of the demolition work,
3. Removal of the drive thru customer service stations
4. Repaving where bank infrastructure was removed to provide added programmable area

4. Real Property: If real property acquisition is a component of the project, please explain. Include any information of property already secured or evidence of the ability to secure the real property.

5. Capital Assets: If capital asset acquisition is a component of the project, please explain. Include any bids solicited and received from potential vendors willing to supply the asset. All capital asset purchases require at least three bids. If you have already selected one of the bids, please provide justifications in writing.

6. Coordination: Please explain how this project has been coordinated with other jurisdictions as well as affected stakeholders. Please include letters of support from stakeholders.

As a part of the park master planning process, the City held stakeholder meetings with over 25 members of the community. These stakeholder meetings were attended by user groups such as Jazz in the Valley, Kittitas County Chamber of Commerce, Ellensburg Downtown Association, and the Iron Horse Brewery. Also included in the stakeholder's meetings were downtown business owners and various members of City boards and commissions. Additionally, the City, along with Walker|Macy, the landscape architect firm assisting with the project, held a public forum at the Rotary Pavilion in October 2019 which over 50 people attended, providing valuable feedback on the project. City staff has presented the project to local service clubs such as the Morning and Noon Rotary Clubs, and Kiwanis Club.

7. Studies: Please attach any feasibility or other studies that demonstrate linkages between the proposed project and the anticipated tourism impacts. Also please include your operations/maintenance funding strategy and business plan for long-term project sustainability (how the facility or facilities will be operated and maintained for at least three years following completion).

Attached are two studies, the draft copy of the City of Ellensburg Strategic Plan 2020-2024 prepared by JayRay, and the Downtown Market Study and Economic Development Plan, prepared by Arnett Muldrow. The importance of the Rotary Pavilion property as a downtown

public park, and the role it will serve as an event venue and economic generator is displayed throughout both plans. Information in the JayRay study, related to the projects impact on tourism can be found on:

Page 10 & 62, Local events or festivals attract the most visitors to Ellensburg

Page 21, Long-range Community Goals Benefitting Tourism, **Downtown development**

In the Arnett Muldrow study, information related to the downtown park can be found on:

Page 26, Section 4.0 Recommendations, *Reinforcing the Center*

Page 26, Section 4.1 Reinforcing the Town Center, **4.1.1 Implement Ellensburg Town Square as a gathering place. High Priority.**

Page 28, Figure 9, Ellensburg Core Area Plan

Page 37, Section 4.4 Enhancing the Visitors Experience, **4.4.1 Relocate visitors' center to the core of downtown.**

The long-term management of the property will fall under the City Parks & Recreation Department. Two years ago, the City adopted a new special event permit process to better streamline and support event planners, this process is administered by the Parks & Recreation Director. The day to day maintenance of the property will be the responsibility of the City Parks Maintenance Division.

8. Project Readiness: Please provide a detailed project schedule, including milestones necessary for completion as mentioned in question 1 above. On the schedule, indicate items completed and exactly where in the schedule the project is at this time. Be sure to include expected completion date.

As stated in question number 1, before starting work on this project, the City Parks & Recreation Department will need to apply for a demolition permit through the City of Ellensburg Community Development Department, as well as take the project to the City Landmarks and Design Commission for their review. In order to minimize impacts on events taking place at the site, work could begin sometime in the late winter or early spring of 2021. It is anticipated that the work will take less than 15 days to complete. Since the City acquired the property in September 2019, there has been no new development or alterations to the site. City staff is making application through a variety of grant programs for project development, including a \$500,000.00 request through the Recreation and Conservation Office (RCO) for park development. It is anticipated that the cost of the full park build-out will be approximately \$1,500,000.00. If funding is available, full build out on the park could begin in September 2021.

9. Applicant Certification: Please sign below in agreement with statement of certification.

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I further certify that the application thresholds are met at the time of application.

Signature of Official Representative

Title

Date

Tourism-Related, Small-Scale Municipality-Owned Capital Project Budget

All applicants for capital project funding must supply a detailed and complete project budget utilizing the following basic format:

Funding Sources Lodging

Tax Funds Request \$50,000.00

***Other Grant Funds**

List By Source (indicate if secured or applied)

*Other Local Government Funds \$50,000.00

List By Source City of Ellensburg Park Impact Fees

***Private Funds**

List By Source (may include in-kind)

Total Available Funding

Project Expenses

Real Property or "Right-of-Way" Acquisition Cost

Capital Asset Cost

Construction Cost or "Hard" Cost

Include an itemized list of general costs See attached project budget worksheet

For example: asset type and cost, site prep, building foundation and structure, mechanical work, finish work, site restoration, electrical work, technology, etc.

Soft Cost

Include an itemized list of soft costs For example: design fees, construction management fees, survey costs, engineering fees, permitting costs, special inspections, cultural resource surveys, etc.

Total Project Costs \$100,000.00

*Verifying documentation must be provided and attached to this budget. This documentation may include award letters, letters of commitment, or loan approval documentation. You must include this in order to meet the matching funds requirement. If the funding source includes applicant funds, proof of available funding in the form of a letter of commitment from an authorized body or representative of the applicant is adequate.

See attached City of Ellensburg Park Acquisition Fund Balance thru May 2020.

Tourism-Related Facility Operational Funding Narrative

(Municipality Applications Only)

1. Operational Spending: Please explain your request for operational funding and how it is directly related to supporting the operations of a tourism-related facility owned or operated by a municipality or public facilities district.
2. Sustainability Strategy: Please describe your strategy for long-term operational sustainability. Include any specific progress toward this goal.
3. Applicant Certification: Please sign below in agreement with statement of certification.

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I further certify that the application thresholds are met at the time of application.


Signature of Official Representative

CITY MANAGER
Title

6-18-20
Date



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	November 2, 2020
Item Title/Agenda Subject:	Fifth Amendment to the Non-Exclusive Communications Lease with New Cingular Wireless (dba AT&T)
Submitted by:	Derek Mayo Public Works & Utilities
Recommended Action or Motion:	Staff recommends City Council authorize the Mayor to sign the attached Fifth Amendment to the Non-Exclusive Communications Lease Agreement with New Cingular Wireless.
Background/Summary:	New Cingular Wireless PCS, LLC Dba AT&T is wanting to further upgrade their equipment on the water tank located at the Craig's Hill cell site. In addition to the eighteen (18) existing devices allowed under the fourth amendment one additional device is now being proposed to be installed. The proposed revisions are as follows: • Additional one (1) device • Location of existing devices altered per exhibit C-3
Previous Council Action:	The City entered into a non-exclusive communication site lease on August 7, 2001 with New Cingular Wireless (dba AT&T). In addition, four previous amendments to the site lease were approved on February 7, 2005, December 22, 2005, June 2, 2015, and December 21, 2015.
Analysis:	The new equipment will not interfere with other cellular communication providers on the water tank or prevent a new carrier or the City's telecommunications utility from taking the vacant space on the water tower. Public Works and Utilities staff have reviewed the plans and approved the modifications. The City attorney has reviewed and approved the lease amendment.
Financial Impact:	No Fiscal Impact
Attachments:	PEA 5th Amd_Ellensburg

Market: PNW
Cell Site Number: KI02
Cell Site Name: Ellensburg
Fixed Asset Number: 10092304

FIFTH AMENDMENT TO NON-EXCLUSIVE COMMUNICATIONS LEASE AGREEMENT

THIS FIFTH AMENDMENT TO NON-EXCLUSIVE COMMUNICATIONS SITE LEASE (“**Amendment**”), dated as of the latter of the signature dates below, is by and between the City of Ellensburg, having a mailing address of 501 North Anderson Street, Ellensburg, WA 98926 (“**Lessor**”) and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address of 575 Morosgo Drive, Atlanta, GA 30324.

WHEREAS, Lessor and Lessee entered into a Non-Exclusive Communications Site Lease dated August 7, 2001, as amended by that First Amendment to Antenna Site Lease dated February 7, 2005 and last executed on May 12, 2005 (“**First Amendment**”), as further amended by that (incorrectly identified) First Amendment to Non-Exclusive Communications Site Lease Agreement dated December 22, 2005, as further amended by that Third Amendment to Non-Exclusive Communications Lease Agreement dated June 2, 2015 (“**Third Amendment**”) and by that Fourth Amendment to Non-Exclusive Lease Agreement dated December 29, 2015 (“**Fourth Amendment**”), whereby Lessor leased to Lessee certain Premises, therein described that are a portion of the Property located at 1301 Craig, County of Kittitas, City of Ellensburg, WA 98926 (“**Lease**”); and

WHEREAS, Lessor and Lessee desire to amend the Lease to add a new Exhibit C-3 reflecting the location and other information regarding the installation and/or removal of additional antennas allowed under the Fourth Amendment, along with associated cables and other communications instruments; and

WHEREAS, Lessor and Lessee desire to amend Lessee’s notice addresses in Section 23 of the Lease; and

WHEREAS, Lessor and Lessee, in their mutual interest, wish to amend the Lease set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee agree as follows:

1. **Additional Antennas Exhibit.** As permitted in the Lease, Lessor consents to the installation and operation of additional antennas, associated cables and equipment, as set forth in the Fourth Amendment and more completely described on attached Exhibit C-3. Lessor’s execution of this Amendment will signify Lessor’s approval of Exhibit C-3. Exhibit C-3 hereby replaces Exhibit C-2 to the Lease.
2. **Notices.** Lessee’s notice addresses in Section 23 of the Lease are hereby replace with the following:

New Cingular Wireless PCS, LLs
Attn: Network Real Estate Administration
Cell Site #: KI02
Cell Site Name: Ellensburg (WA)
Fixed Asset #: 10092304
1025 Lenox Park Blvd. NE, 3rd Floor
Atlanta, GA 30319

With a required copy to:

New Cingular Wireless PCS, LLs
Attn: Legal Dept. - Network
Cell Site #: KI02

Cell Site Name: Ellensburg (WA)
Fixed Asset #: 10092304
208 S. Akard Street
Dallas, TX 75202

3. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Lease and this Amendment, the terms of this Amendment shall control. Except as expressly set forth in this Amendment, the Lease otherwise is unmodified and remains in full force and effect. Each reference in the Lease to itself shall be deemed also to refer to this Amendment.
4. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Lease.

IN WITNESS WHEREOF, the parties have caused this Amendment to be effective as of the last date written below.

LESSOR:

City of Ellensburg

LESSEE:

New Cingular Wireless PCS, LLC
A Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: _____
Print Name:
Its:
Date:

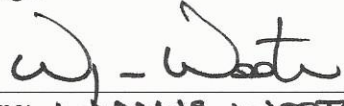
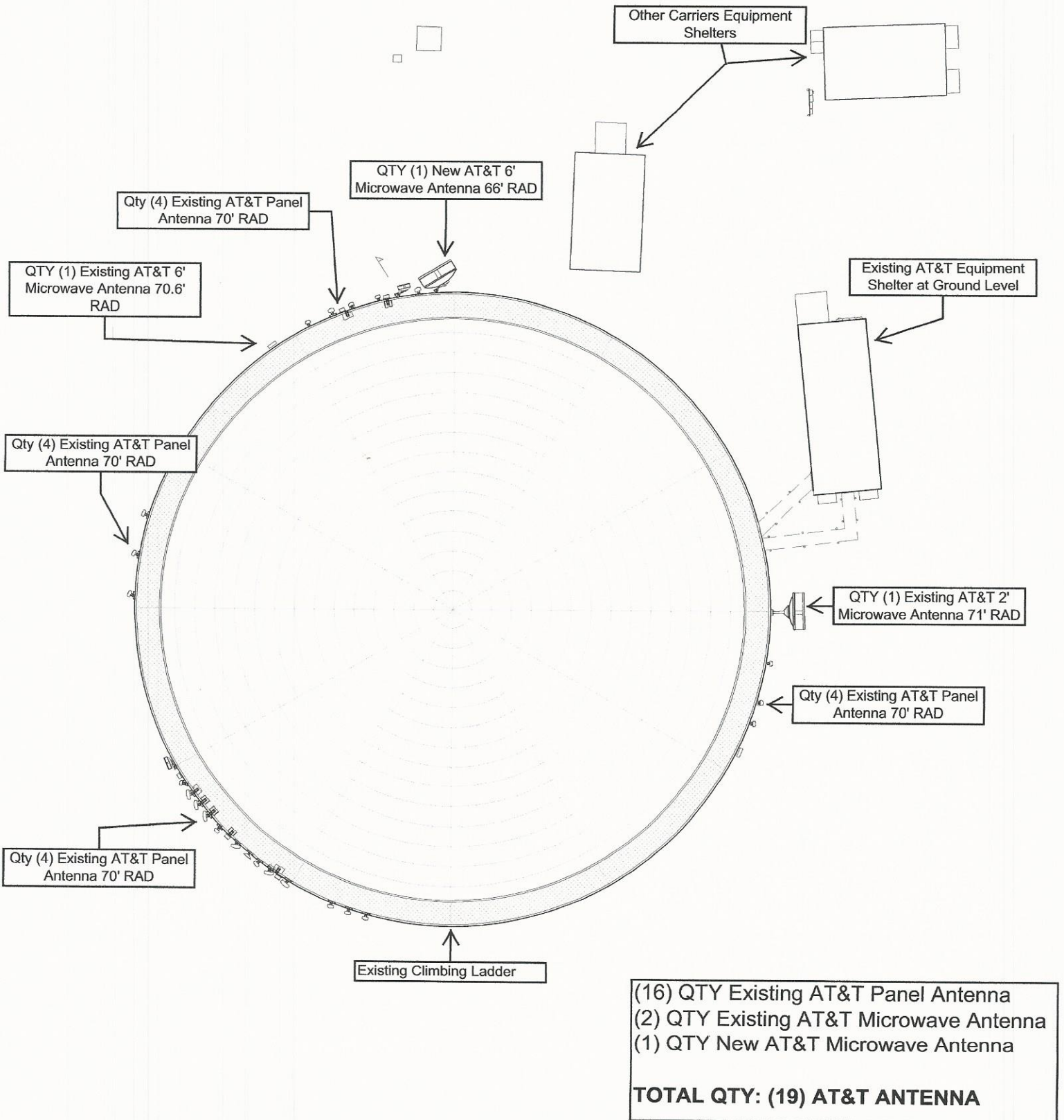
By: 
Print Name: WAYNE WOOTEN
Its: DIRECTOR
Date: 9-29-20

Exhibit C-3

Exhibit C-3
Page 1 of 1





CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 2, 2020

Item Title/Agenda Subject: IT Computer Refresh Program Purchase

Submitted by: Ben Faubion Information Technology

Recommended Action or Motion: Staff recommends City Council authorize the City Manager to sign the requisition request along with any other documents needed to complete the IT Refresh Program Computer Purchase.

Background/Summary: The IT Department budgets annually for the computer refresh program to replace staff computers on a regular schedule. The program aims to replace computers when they reach an age of four years and have reached the end of the feasible hardware support agreement. The program collects funds annually from departments to build up the computer replacement fund. This program ensures that staff are able to work efficiently and reduces downtime due to computer hardware failures. The replacement program also ensures staff computers can keep pace with the constant increase in computing power requirements by the City's computer programs.

Staff has determined the preferable procurement method is to make the purchase from Dell through the State of Washington local government cooperative purchasing program for the price of \$66,263.08 including tax.

Previous Council Action: N/A

Analysis: The computer procurement uses the State of Washington contract using the Department of Enterprise Services and Dell Master Agreement through the NASPO Valuepoint Cooperative Purchasing Program. The IT Division is purchasing fifty five computers to refresh staff computers that are due for replacement in 2020. Prices for Desktop computers available to the City through the state contract are discounted at least 13.5% from the established baseline price.

Financial Impact: Funds are available within the 2020 IT Fund budget for

purchase of the computer refresh purchase.

Attachments:

[2020 Requisition Form \(Dell\) PC Replacements](#)

CITY OF ELLENSBURG, DEPARTMENT OF ENERGY SERVICES
501 N. Anderson Street, Ellensburg, WA 98926
MATERIAL & SERVICES REQUISITION FORM

To: Department Requisition Clerk

Purchase Order #

Date 10/23/2020

Department IT

Budget # 500-550-518-88-35-005-000

Project #

Vendor Information:

Dell Inc. **name**

One Dell Way **address**

Round Rock, Texas 78682 **city/state**

PH 800-576-6038 x7250402 FAX 512-283-20 **phone/fax**

Ship To (mark one):

☒ **City of Ellensburg**
Attn: Energy Services
501 N. Anderson Street
Ellensburg, WA 98926

☐ **City of Ellensburg**
Central Services Facility
607 Industrial Way
Ellensburg, WA 98926

Shipping Method:	Payment Terms:	Contact:
		Avery Wardlaw

Quantity	Item/Stock#	Description	CAP	Unit Price	Extended Price
1	OptiPlex7840	Replacement for 55		61,184.75	61,184.75
		Desktop All in One Computers			0.00
					0.00
		See attached quote #3000071221109.1			0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

Requesting Party:	Approved by Director:
Ben Faubion / Drew Houck	

Subtotal	61184.75
Trade Discount	0.00
Freight	0.00
Miscellaneous	0.00
State Tax 8.3%	5078.33
Order Total	66263.08

VOUCHER APPROVAL

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


AUDITING OFFICER

10/20/2020
DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **2ND DAY OF NOVEMBER 2020**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund				Total Amounts
Check #'s	150557	TO	150758	\$ 1,069,448.46
EFT #'s	4462	TO	4483	\$ 1,416,902.91

Payroll Fund				Total Amounts
Check #'s	95222	TO	95229	\$ 10,612.58
Direct Deposits	58092	TO	58299	\$ 375,999.36

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 2, 2020

Item Title/Agenda Subject: Public Hearing for the Preliminary 2021/2022 Biennial Budget

Submitted by: Keith Bassett Finance Department

Recommended Action or Motion: Conduct a Public Hearing on the Preliminary 2021/2022 Biennial Budget.

Background/Summary:

The preliminary 2021/2022 Biennial Budget has been prepared for a public hearing, ahead of Council consideration of first reading of a proposed budget ordinance scheduled for the November 16, 2020 Council meeting. The budget reflects impacts to the City's finances and operations due to COVID-19, but generally anticipates programs will return to pre-COVID operations within the biennium, and preserves reserve levels in the general fund, internal service funds, and utility funds.

The preliminary 2021/2022 biennial budget presumes disease prevalence, local economic conditions, and City revenue will substantially recover by 2022. However, available resources in 2022 are anticipated to be 9.5% below the amount in the presently adopted 2020 budget. There is significant uncertainty about the future impact of COVID-19 to City revenues and operations, and numerous downside risks. Staff will continue to monitor the impacts to City operations and recommend budget amendments if conditions require.

Budget enhancements beyond the status quo are listed separately and these requests have been developed within the originating departments.

Previous Council Action: On October 5, 2020, Council received an overview of the anticipated revenue available in 2021 and 2022.

Analysis:

The preliminary 2021/2022 Biennial Budget generally supports a return to pre-COVID service levels and invests in the strategic priorities delineated by the Council.

- Maintains service levels for Police, Parks, Library, Transportation, Community Development, and Utilities
- Anticipates replacement of the City's 17-year-old utility billing software
- Adjustments to staffing for Street and Sewer Utility funds reducing reliance on temporary staff to complete work funded from the Stormwater Utility
- Purchase of body-worn and in-car camera system for the Police Department
- Extensive transportation & utility investments, including:
 - Gateway Project (University Way)
 - Gateway II Project (Vantage Highway)
 - Several traffic signal projects, including new signals and signal enhancements
 - Helena Avenue Complete Streets improvements
 - Reecer Creek flood control improvements
 - Continue to complete John Wayne Trail reconnection route
 - Sidewalk repair programs
 - Redundancy and reliability investments for utility systems
 - System expansions as needed
 - Substation investments for the Electric Utility
 - Well construction and inspection for the Water Utility
- Community Spaces
 - Continued investment in the Downtown Park
 - Rotary Park and Irene Rinehart Riverfront Park parking lot chip sealing
- Additional bus shelters for Public Transit

Budget Enhancements

Carefully selected increases in expenditure appropriations are included in the budget that invest in Council priorities, prioritize critical maintenance and strategic investments in infrastructure across the city, fund known increases to employee compensation and anticipated increases in other employee expenses including retirement and workers' compensation rates in 2021 and 2022, medical insurance premium rates in 2021 and 2022, and other priority operational needs. A list of funded enhancements, along with a summary of impacts, is attached as Table 1.

Positions and Wages

Pay Plans for represented employees were established in accordance with their respective labor agreements. The budget includes no salary range adjustment for non-represented employees. Anticipated increases for medical insurance premiums and retirement plan contributions are included in the preliminary budget.

The preliminary 2021/2022 Biennial Budget maintains the current permanent FTE count in 2021 and 2022 for most departments. An increase of .25 FTE for Police Department Record Clerk position is included to address the anticipated workload related to the acquisition of the body-worn camera system. A few additional hours are included to help staff youth services provided by the Ellensburg Public Library in the summer months. The Natural Gas utility includes budget to facilitate an intern position to complete the transition from AutoCAD to a GIS operating system. The Light Utility budget includes additional hours for temporary assistance with the heavy work load during construction season and coverage for extended leave for permanent positions. The preliminary budget includes additional permanent FTE in the Sewer Utility and Street funds. Half of each of these new positions are budgeted to perform work chargeable to the Stormwater Utility. These positions replace temporary labor hours which have long been included in the Stormwater Utility budget, and the preliminary budget anticipates that payment will continue.

Debt Issuance

The preliminary 2021-2022 biennial budget anticipates issuance of utility “revenue bonds” to fund investments in capital projects. Current forecasts project historically low interest rates will continue through 2021, meaning the cost of debt is low. The timing of individual projects and bond sales will continue to be evaluated by City staff, and will culminate with a proposal to Council in advance of bond issuance. However, this summary shows the overall amount of debt-financed capital projects anticipated in 2021-2022.

Debt Proceeds in Preliminary Budget (10/22/20)

Fund	2021 Budget	2022 Budget
-------------	--------------------	--------------------

Stormwater Utility (draw on 2020 Bond)	\$1,283,612	\$0
Natural Gas Utility	\$800,000	\$0
Water Utility	\$5,178,000	\$300,000
Sewer Utility	\$3,853,000	\$500,000
Total Debt Proceeds	\$11,114,612	\$800,000

Preliminary Budget by Fund

A tabular outline of the preliminary budget for each fund is included as Table 2 attached to this report.

Financial Impact:

The preliminary 2021/2022 budget, once adopted, would establish the appropriations and positions necessary to authorize the expenditures for each of the City's funds. As drafted, the preliminary budget anticipates a return to pre-COVID service levels, makes targeted investments in Council priorities, and maintains fund balances within policy targets.

Attachments:

[Table 1 - 2021-2022 Preliminary Budget Enhancements](#)

[Table 2 - 2021-2022 Preliminary Budget Table](#)

Table 1 - 2021-2022 Budget Enhancements - Preliminary Budget

Police Department					
Item #	Item Description	Fund	2021	2022	Impacts
1	Line Item Budget Increases (known escalators)				
	· Jail Fees	016	\$0	\$44,920	Outside City Control
	· Facilities- Utilities	016	\$10,000	\$10,000	Outside City Control
	· Admin Prof Services	016	\$5,000	\$5,000	Outside City Control
	· Dispatching	016	\$91,195	\$91,195	Outside City Control
2	Patrol Cars/Staff Cars	130	\$46,300	\$54,960	Shop Fund
		016	-\$6,360	-\$12,240	Shop Fund
3	Body-worn In Car Camera System	130	\$155,510	\$0	
4	Records Clerk .25 FTE Increase	130	\$19,568	\$19,898	FTE
Total Police Department			\$321,213	\$213,733	

Engineering					
Item #	Item Description	Fund	2021	2022	Impacts
1	Engineering iPads	019	\$3,050	\$0	
2	Surveying Equipment	019		\$25,000	
Total Engineering			\$3,050	\$25,000	

Parks & Recreation					
Item #	Item Description	Fund	2021	2022	Impacts
1	Sod Cutter and Turf Aerator	022	\$6,000	\$38,700	Shop Equipment
2	Rotary Park Parking Lot Chip Seal	022	\$40,000	\$0	
3	Irene Rinehart Riverfront Park Parking Lot Chip Seal Project	022	\$0	\$51,000	
4	Downtown Park Drive-Thru Demolition	160	\$100,000	\$0	\$50k Grant
Total Parks & Rec			\$146,000	\$89,700	

Library/ Hal Holmes					
Item #	Item Description	Fund	2021	2022	Impacts
1	Elimination of Late Fees on Materials	023	\$22,000	\$22,000	Revenue
2	Youth Services Assistant- Summer Hours	023	\$1,000	\$1,000	FTE (General Fund)
3	Library Management System-SirsiDynix	023	\$1,000	\$1,000	
Total Library			\$24,000	\$24,000	

Table 1 - 2021-2022 Budget Enhancements - Preliminary Budget

Street Division					
Item #	Item Description	Fund	2021	2022	Impacts
2	Additional HEO FTE – Street	120	\$93,974	\$93,974	Stormwater payment
3	Additional Temporary Laborers – Street	120	\$62,242	\$62,242	Partially offset by cutting student temps
6	Assistant Public Works & Utilities Director	120	\$23,065		
25	Street Division Capital Equipment Purchases	120	\$50,900	\$900	
Total Street Fund			\$230,181	\$157,116	

1	5th Avenue and Railroad Avenue Signalization	123	\$460,000	\$0	\$202,600 grant; \$212,400 TIF
5	CBD Alley Reconstruction Annual	123	\$65,000	\$65,000	
7	BNSF and Umptanum Signal Upgrades	123	\$30,000		
8	Bridge Inspection	123	\$5,000	\$5,000	
11	Downtown Micro Slurry Seal	123		\$450,000	Sales tax funded
12	Engineering Payments	123	\$15,000	\$15,000	
13	Gateway II Design/Construction	123	\$400,000	\$4,600,000	Grant & sales tax funded
14	Helena Avenue Complete Streets Improvements – Water to Walnut	123	\$566,500	\$0	\$500k grant
15	Helena Avenue Overlay – Water to Airport	123	\$495,000		Sales tax funded
16	JWT Reconnect & Signalization of 14th & Alder (14th to Fairgrounds)	123		\$1,610,000	\$564k grant; remainder TIF
17	Large Scale Wayfinding Project	123	\$133,000		Lodging tax grant requested
18	Main Street Corridor – Intersection & Signal Enhancements	123	\$1,145,000		100% grant funded
19	Reecer Creek Flood Conveyance Project Phase II	123	\$2,000,000		
21	Signal Optimization	123	\$25,000	\$25,000	
22	Sixth Avenue Paverstone Walk & Angle Parking (N. of City Hall)	123	\$125,000		100% Sidewalk fund
23	University Way and Reecer Creek Signalization	123	\$450,000		100% County funded
24	University Way Gateway Project - Wenas Street to Red Horse Diner	123	\$3,027,000		\$2.543M grant funded
Total Arterial Street Fund			\$8,941,500	\$6,770,000	

1	5th Avenue and Railroad Avenue Signalization	125	\$212,400	\$0	
14	Helena Avenue Complete Streets Improvements – Water to Walnut	125	\$26,500		
16	JWT Reconnect & Signalization of 14th & Alder (14th to Fairgrounds)	125		\$1,046,000	
Total Traffic Impact Fee Fund			\$238,900	\$1,046,000	

Table 1 - 2021-2022 Budget Enhancements - Preliminary Budget

<i>Street Division - Continued</i>					
4	Alder St. Sidewalk (One block between Capitol and 4th)	366	\$0	\$35,000	
5	CBD Alley Reconstruction Annual	366	\$15,000	\$15,000	Arterial st. project
9	Capitol Avenue Sidewalk Replacement (Main to Sampson)	366	\$50,000		
10	CBD Sidewalk Repair / Tree Removal & Replacement	366	\$60,000	\$60,000	
20	Residential Sidewalk Repair Program Annual Project	366	\$160,000	\$160,000	
	Sixth Avenue Paverstone Walk & Angle Parking (N. of City Hall)	366	\$125,000		Arterial st. project
Total Sidewalk Fund			\$410,000	\$270,000	

Public Transit					
Item #	Item Description	Fund	2021	2022	Impacts
1	Bus Shelters	127	\$76,500	\$100,000	
2	Dial-A-Ride	127	\$81,313	\$81,313	
3	Transit – Professional Services	127	\$30,000	\$28,091	
Total Transit			\$187,813	\$209,404	

Stormwater Utility					
Item #	Item Description	Fund	2021	2022	Impacts
1	Stormwater Catch Basin Retrofitting	431	\$75,000	\$75,000	
2	Additional HEO FTE – Street	431	\$46,988	\$46,988	Street FTE
3	New Collection Service Position	431	\$46,987	\$46,987	Sewer FTE
4	Reecer Creek Flood Conveyance Project Phase II	439	\$400,000		Arterial Street project
5	University Way Gateway Project - Wenas Street to Red Horse Diner	431	\$200,000		Arterial Street project
Total Stormwater			\$768,975	\$168,975	

Natural Gas Utility					
Item #	Item Description	Fund	2021	2022	Impacts
1	Cathodic Protection Surveys	461	\$0	\$35,000	
2	Gas ERTs/ERT Programmer/Meter Proving Projects	461	\$26,000	\$32,000	
3	GIS Intern- Gas	461	\$24,382	\$24,382	Gas FTE
4	Bull Rd. Loop & Misc Looping/Improvements (Redundancy & Reliability)	461	\$1,094,145	\$374,145	Bond financed
5	Gateway Project – System Alterations as a Result of Roadway Improvements	461	\$100,000	\$0	
6	New Metering/Telemetry Equipment Projects	461	\$160,000	\$40,000	
7	Tensile Machine	461	\$9,000	\$0	
Total Natural Gas Utility			\$1,413,527	\$505,527	

Table 1 - 2021-2022 Budget Enhancements - Preliminary Budget

Electric Utility					
Item #	Item Description	Fund	2021	2022	Impacts
1	Berry Rd. Re-conductor	471		\$200,000	
2	Bull Rd. Improvements	471	\$827,119		
3	Canyon Rd. I-90 Crossing	471		\$150,000	
4	Conduit Camera	471	\$15,000		
5	D1 Dolarway Substation Improvement	471	\$432,000	\$2,041,404	
6	Dolarway Bridge	471	\$20,000		
7	Mountain View Re-conductor	471		\$500,000	
8	Pole Yard Land Purchase	471		\$200,000	
9	South Substation Land Purchase	471		\$500,000	
10	South Substation Sighting Study	471	\$60,000		
11	University Gateway Project	471	\$1,700,000		
12	Temporary Lineman /Groundman	471	\$92,967	\$95,540	Electric FTE
13	CT Test Equipment	471	\$35,000		
Total Electric Utility			\$3,182,086	\$3,686,944	

Water Utility					
Item #	Item Description	Fund	2021	2022	Impacts
1	24" Water Main Valve Replacement	481	\$33,000	\$66,000	
2	Airport Reservoir Galvanic Anode	481	\$100,000		
3	Annual Leak Detection of Water System	481	\$35,000	\$35,000	
4	Bull Road Utility Extension	481	\$1,978,000		Bond financed
5	Cost of Service Analysis (COSA) – Water	481	\$30,000		
6	Craigs Hill Pressure Zone	481		\$350,000	\$300k bond financed
7	Craigs Hill Reservoir Rectifier	481	\$13,000		
8	Dolarway Bridge – Water Main Relocation	481	\$30,000		
9	Illinois Well Construction and Inspection	481	\$3,200,000		Bond financed
10	Illinois Well Main Extension on Helena Ave.	481	\$350,000		
11	Inspect 24" Transmission Main	481	\$25,000		
12	Inspection of Reservoirs	481	\$20,000		
13	Memorial Park Water Main Relocation	481	\$50,000		
14	Miscellaneous Water Main Extensions	481	\$40,000	\$40,000	
15	Miscellaneous Water Main Oversizing	481	\$40,000	\$40,000	
16	New Reservoir Siting Study	481	\$40,000		
17	Rodeo Well Electrical Analysis and Upgrades 2021	481	\$60,000		
18	Route 10 & Hayward Well Pump Rebuilds	481		\$55,000	
19	Seattle Avenue Water Main Extension	481		\$323,000	

Table 1 - 2021-2022 Budget Enhancements - Preliminary Budget

<i>Water Utility - Continued</i>					
22	University Way/Gateway – Water System Modifications	481	\$25,000		
23	Assistant Public Works & Utilities Director	481	\$23,235		

Total Water Utility \$6,092,235 \$909,000

Sewer Utility					
Item #	Item Description	Fund	2021	2022	Impacts
1	Aeration Process Upgrades at WwTF – Design	491	\$350,000		
2	Aerators – Purchase	491	\$50,000		
3	Bull Road Utility Extension	491	\$1,953,000		Bond financed
4	Cost of Service Analysis - Sewer	491	\$30,000		
5	Digester/GBT Bldg. Electrical Upgrades	491		\$510,000	Bond financed
6	Flood Control Work – Wilson/Mercer Creeks	491	\$30,000	\$30,000	
7	Grit Chamber Rehabilitation	491		\$100,000	
8	Miscellaneous Sewer Main Extensions	491	\$40,000	\$40,000	
9	Miscellaneous Sewer Main Oversizing	491	\$40,000	\$40,000	
10	New Collection Service Position	491	\$93,974	\$93,974	50% funded from Stormwater
11	Push Camera – Purchase	491	\$15,000		
12	Rebuild WwTF Clarifiers	491		\$375,000	
13	Reroof WwTF Admin. Bldg.	491		\$60,000	
14	Sandbagging Equipment	491	\$15,000		
15	Sewer Line Rehabilitation/Replacement	491	\$100,000	\$150,000	
16	Sewer System Comprehensive Plan Update and I&I Study	491	\$250,000		
17	Umptanum/Anderson Road Sewer Extension	491	\$1,900,000		Bond financed
18	University Way/Gateway – Sewer Modifications	491	\$50,000		
	Assistant Public Works & Utilities Director	491	\$22,770		

Total Sewer Utility \$4,939,744 \$1,398,974

Telecommunications Utility					
Item #	Item Description	Fund	2021	2022	Impacts
2 & 3	Telecom Utility Customer Growth	451	\$46,815	\$46,815	Revenue offset
4 & 5	Telecom Capital (Customer Extensions, Gateway I & II)	451	\$90,000	\$50,000	Extension Revenue
6 & 7	Telecom Capital Replacement	451	\$25,000	\$100,000	(Pre-funded)

Total Telecom \$161,815 \$196,815

Table 1 - 2021-2022 Budget Enhancements - Preliminary Budget

IT Fund					
Item #	Item Description	Fund	2021	2022	Impacts
A	GIS - Asset Management System	550	\$93,500	\$83,500	(Multiple Funds)
B	Website Update and Modernization	550	\$15,000	\$0	(Multiple Funds)
C	CIS/Utility Billing Replacement	550	\$550,000	\$150,000	(Multiple Funds)
1 & 3	Prefunded Computer Replacement	550	\$26,680	\$0	(Pre-funded)
2 & 4	Software "Maintenance" Cost Increases	550	\$16,040	\$20,612	
5 & 6	Prefunded Network Equipment Replacement	550	\$60,000	\$35,000	(Pre-funded)
Total IT			\$761,220	\$289,112	

Shop/ Warehouse					
Item #	Item Description	Fund	2021	2022	Impacts
1	Equipment	531	\$1,495,445	\$325,000	Capital; Rental Rates
2	Assistant Public Works & Utilities Director	531	\$23,032	\$0	
Total Engineering			\$1,518,477	\$325,000	

Department Requests - All Funds \$29,340,736 \$16,285,300

Other cost increase drivers include mandated increases for Retirement and L&I Insurance and Medical Insurance premiums, and bargained wages.

CITY OF ELLENSBURG
Table 2 - 2021-2022 Preliminary Budget by Fund

	2020	2021	2022
	Revised	Preliminary	Preliminary
Dept 010- Non-Departmental General Fund			
Beginning Fund Balance	\$3,798,488	\$3,847,331	\$1,882,566
Contribution To/From Fund Balance	\$3,798,488	\$3,847,331	\$1,882,566
Dept 011- Non- Departmental General Fund			
Revenues	\$10,883,915	\$9,548,156	\$9,749,171
Expenditures	\$1,676,941	\$1,646,104	\$1,255,784
Contribution To/From Fund Balance	\$9,206,973	\$7,902,052	\$8,493,387
Dept 012- Finance			
Revenues	\$1,744,843	\$1,880,001	\$1,980,607
Expenditures	\$2,013,469	\$2,077,666	\$2,108,998
Contribution To/From Fund Balance	-\$268,625	-\$197,665	-\$128,391
Dept 013- City Manager			
Revenues	\$668,817	\$669,244	\$692,154
Expenditures	\$1,229,862	\$1,217,306	\$1,225,957
Contribution To/From Fund Balance	-\$561,044	-\$548,062	-\$533,803
Dept 016- Police			
Revenues	\$192,435	\$235,589	\$261,732
Expenditures	\$4,709,226	\$5,142,670	\$5,234,319
Contribution To/From Fund Balance	-\$4,516,791	-\$4,907,081	-\$4,972,587
Dept 017- Community Development			
Revenues	\$593,406	\$742,401	\$741,899
Expenditures	\$1,424,908	\$1,617,301	\$1,624,796
Contribution To/From Fund Balance	-\$831,502	-\$874,900	-\$882,897
Dept 019- Engineering			
Revenues	\$928,185	\$933,053	\$933,053
Expenditures	\$894,861	\$1,044,063	\$1,088,943
Contribution To/From Fund Balance	\$33,324	-\$111,010	-\$155,890
Dept 022- Parks and Recreation			
Revenues	\$192,414	\$429,325	\$523,600
Expenditures	\$2,224,806	\$2,613,485	\$2,784,567
Contribution To/From Fund Balance	-\$2,032,392	-\$2,184,160	-\$2,260,967
Dept 023- Library			
Revenues	\$126,561	\$164,724	\$164,724
Expenditures	\$1,176,925	\$1,208,663	\$1,232,896
Contribution To/From Fund Balance	-\$1,050,364	-\$1,043,939	-\$1,068,172
Total General Fund			
Beg. Fund Balance	\$3,798,488	\$3,847,331	\$1,882,566
Revenues	\$15,330,577	\$14,602,494	\$15,046,940
Expenditures	\$15,350,998	\$16,567,259	\$16,556,260
Fund Balance	\$3,778,067	\$1,882,566	\$373,247
Dept 140- Sales Tax Fund			
Beg. Fund Balance	\$3,451,518	\$2,202,699	\$2,343,123
Revenues	\$4,855,497	\$4,855,497	\$4,855,497
Expenditures	\$6,104,317	\$4,715,073	\$4,786,871
Fund Balance	\$2,202,699	\$2,343,123	\$2,411,749
Dept. 162- Art Acquisition Fund			
Beg. Fund Balance	\$48,657	\$47,040	\$35,847
Revenues	\$51,400	\$51,400	\$51,400
Expenditures	\$53,017	\$62,593	\$62,234
Fund Balance	\$47,040	\$35,847	\$25,013
Dept 651- Fire Relief and Pension Fund			
Beg. Fund Balance	\$425,563	\$448,381	\$485,606
Revenues	\$165,169	\$165,169	\$165,169
Expenditures	\$142,351	\$127,944	\$132,622
Fund Balance	\$448,381	\$485,606	\$518,154

CITY OF ELLENSBURG
Table 2 - 2021-2022 Preliminary Budget by Fund

	2020	2021	2022
	Revised	Preliminary	Preliminary
Combined General Fund Resources			
Beg. Fund Balance	\$7,724,227	\$6,545,452	\$4,747,143
Revenues	\$20,402,643	\$19,674,560	\$20,119,006
Expenditures	\$21,650,683	\$21,472,869	\$21,537,986
Fund Balance	\$6,476,187	\$4,747,143	\$3,328,163
Fund Balance as Percentage of Operating Expenditures	37.57%	25.81%	17.74%
Dept 120- Street			
Beg. Fund Balance	\$1,324,278	\$1,146,675	\$610,909
Revenues	\$1,991,819	\$2,330,028	\$2,611,170
Expenditures	\$2,169,422	\$2,865,794	\$2,813,355
Fund Balance	\$1,146,675	\$610,909	\$408,725
Dept 123- Arterial Street			
Beg. Fund Balance	\$1,757,735	\$1,742,772	\$1,632,311
Revenues	\$3,823,688	\$9,333,539	\$6,449,116
Expenditures	\$6,938,651	\$9,444,000	\$6,870,000
Fund Balance	-\$1,357,228	\$1,632,311	\$1,211,427
Dept 125- Traffic Impact Fees			
Beg. Fund Balance	\$956,579	\$511,500	\$625,718
Revenues	\$257,486	\$386,618	\$386,618
Expenditures	\$728,198	\$272,400	\$594,000
Fund Balance	\$485,868	\$625,718	\$418,336
Dept 127- Ellensburg Public Transit			
Beg. Fund Balance	\$1,911,881	\$2,207,602	\$1,877,430
Revenues	\$2,275,796	\$1,508,690	\$1,234,427
Expenditures	\$1,980,074	\$1,838,862	\$1,884,958
Fund Balance	\$2,207,603	\$1,877,430	\$1,226,899
Dept 130- Criminal Justice			
Beg. Fund Balance	\$1,557,893	\$1,384,779	\$1,321,980
Revenues	\$1,116,224	\$1,170,118	\$1,170,118
Expenditures	\$1,289,338	\$1,232,944	\$1,286,920
Fund Balance	\$1,384,779	\$1,321,953	\$1,205,178
Dept 137- Drug Fund			
Beg. Fund Balance	\$30,099	\$22,175	\$10,275
Revenues	\$2,276	\$3,100	\$3,100
Expenditures	\$15,000	\$15,000	\$11,699
Fund Balance	\$17,375	\$10,275	\$1,676
Dept 150- CATV Operations Fund			
Beg. Fund Balance	\$124,395	\$101,342	\$77,591
Revenues	\$80,420	\$80,420	\$80,421
Expenditures	\$103,473	\$104,171	\$101,340
Fund Balance	\$101,342	\$77,591	\$56,672
Dept 160- Park Acquisition Fund			
Beg. Fund Balance	\$775,991	\$477,702	\$924,413
Revenues	\$126,711	\$546,711	\$266,711
Expenditures	\$425,000	\$100,000	
Fund Balance	\$477,702	\$924,413	\$1,191,124
Dept 165- Lodging Tax Fund			
Beg. Fund Balance	\$344,014	\$214,043	\$272,692
Revenues	\$342,029	\$361,000	\$401,000
Expenditures	\$472,000	\$302,351	\$320,313
Fund Balance	\$214,044	\$272,692	\$353,379
Dept 172- Housing & Related Services			
Beg. Fund Balance	\$939,353	\$1,391,269	\$237,316
Revenues	\$495,177	\$568,547	\$568,547
Expenditures	\$190,000	\$1,722,500	\$682,500
Fund Balance	\$1,244,530	\$237,316	\$123,363
Dept 181- COVID Grants Fund			

CITY OF ELLENSBURG
Table 2 - 2021-2022 Preliminary Budget by Fund

	2020	2021	2022
	Revised	Preliminary	Preliminary
Revenues	\$598,800		
Expenditures	\$598,800		
Fund Balance	\$0	\$0	\$0
Dept 210- 2017 Debt Service Fund			
Beg. Fund Balance			
Revenues	\$210,000	\$203,184	\$562,327
Expenditures	\$210,000	\$203,184	\$562,327
Fund Balance	\$0	\$0	\$0
Dept 225- 2010 Debt Service Fund			
Beg. Fund Balance	\$39,972	\$39,772	\$39,772
Revenues	\$212,700	\$217,700	\$212,800
Expenditures	\$212,900	\$217,700	\$212,800
Fund Balance	\$39,772	\$39,772	\$39,772
Dept 230- 2003 Library Const. Debt Fund			
Beg. Fund Balance	\$97,323	\$96,423	\$90,323
Revenues	\$175,000	\$175,000	\$175,000
Expenditures	\$175,900	\$181,100	\$186,000
Fund Balance	\$96,423	\$90,323	\$79,323
Dept 340- 2017 Capital Construction Bond Projects			
Beg. Fund Balance	\$2,723,263		
Revenues			
Expenditures	\$2,723,263		
Fund Balance	\$0	\$0	\$0
Dept 366- Sidewalk Fund			
Beg. Fund Balance	\$689,169	\$359,280	\$252,280
Revenues	\$116,722	\$306,000	\$306,000
Expenditures	\$627,167	\$413,000	\$273,000
Fund Balance	\$178,724	\$252,280	\$285,280
Dept 431- Stormwater Fund			
Beg. Fund Balance	\$719,111	\$1,004,402	\$698,084
Revenues	\$1,538,796	\$1,589,992	\$1,520,790
Expenditures	\$1,253,505	\$1,896,311	\$1,888,656
Fund Balance	\$1,004,402	\$698,084	\$330,218
Dept 439- Stormwater Bond			
Beg. Fund Balance		\$116,388	
Revenues	\$3,000,000	\$1,283,612	
Expenditures	\$2,883,612	\$1,400,000	
Fund Balance	\$116,388	\$0	\$0
Dept 451- Telecommunications Fund			
Beg. Fund Balance	\$185,816	\$237,329	\$279,737
Revenues	\$340,744	\$355,901	\$355,901
Expenditures	\$289,231	\$313,493	\$344,897
Fund Balance	\$237,328	\$279,737	\$290,741
Dept 461- Gas Fund			
Beg. Fund Balance	\$2,437,432	\$1,936,934	\$1,276,229
Revenues	\$6,672,157	\$7,832,727	\$7,048,904
Expenditures	\$7,172,654	\$8,493,433	\$7,601,318
Fund Balance	\$1,936,935	\$1,276,229	\$723,815
Dept 471- Light Fund			
Beg. Fund Balance	\$8,241,071	\$8,908,056	\$7,494,468
Revenues	\$18,799,260	\$19,395,762	\$19,226,770
Expenditures	\$18,132,274	\$20,809,350	\$20,949,732
Fund Balance	\$8,908,057	\$7,494,468	\$5,771,506
Dept 481- Water Fund			
Beg. Fund Balance	\$5,679,091	\$5,337,030	\$4,960,851
Revenues	\$5,679,402	\$11,025,312	\$6,147,505
Expenditures	\$6,021,162	\$11,451,490	\$6,020,439

CITY OF ELLENSBURG
Table 2 - 2021-2022 Preliminary Budget by Fund

	2020	2021	2022
	Revised	Preliminary	Preliminary
Fund Balance	\$5,337,330	\$4,910,851	\$5,087,917
<i>Dept 485- Water Construction Fund</i>			
Beg. Fund Balance		\$400,000	\$400,000
Revenues	\$729,988	\$3,200,000	
Expenditures	\$329,988	\$3,200,000	
Fund Balance	\$400,000	\$400,000	\$400,000
<i>Dept 491- Sewer Fund</i>			
Beg. Fund Balance	\$3,367,524	\$3,130,696	\$2,586,507
Revenues	\$4,698,017	\$8,796,404	\$5,443,404
Expenditures	\$4,922,345	\$9,340,593	\$5,729,482
Fund Balance	\$3,143,196	\$2,586,507	\$2,300,428
<i>Dept 531- Shop Fund</i>			
Beg. Fund Balance	\$7,265,651	\$7,748,130	\$7,030,522
Revenues	\$2,192,266	\$2,378,390	\$2,413,910
Expenditures	\$1,709,787	\$3,095,998	\$2,203,946
Fund Balance	\$7,748,130	\$7,030,522	\$7,240,486
<i>Dept 540- Health & Benefits Fund</i>			
Beg. Fund Balance	\$1,009,544	\$733,475	\$855,148
Revenues	\$2,301,143	\$2,499,280	\$2,609,441
Expenditures	\$2,699,621	\$2,377,608	\$2,377,608
Fund Balance	\$611,066	\$855,148	\$1,086,981
<i>Dept 545- Risk Management Fund</i>			
Beg. Fund Balance	\$994,272	\$1,152,332	\$1,295,418
Revenues	\$686,902	\$686,902	\$686,902
Expenditures	\$528,842	\$543,816	\$592,939
Fund Balance	\$1,152,332	\$1,295,418	\$1,389,381
<i>Dept 550- IT Fund</i>			
Beg. Fund Balance	\$1,129,218	\$630,435	\$629,351
Revenues	\$1,210,749	\$1,948,438	\$1,539,046
Expenditures	\$1,709,532	\$1,949,522	\$1,508,441
Fund Balance	\$630,435	\$629,351	\$659,956
<i>Dept 605- Library Trust</i>			
Beg. Fund Balance	\$296,546	\$295,246	\$293,346
Revenues	\$7,500	\$6,900	\$7,500
Expenditures	\$8,800	\$8,800	\$8,800
Fund Balance	\$295,246	\$293,346	\$292,046
<i>Dept 621- Hal Holmes Trust</i>			
Beg. Fund Balance	\$456,599	\$456,599	\$456,599
Revenues	\$10,000	\$10,000	\$10,000
Expenditures	\$10,000	\$10,000	\$10,000
Fund Balance	\$456,599	\$456,599	\$456,599



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 2, 2020

Item Title/Agenda Subject: Public Hearing (Legislative) - 2021 Proposed Revenue Sources Including Property Tax

Submitted by: Jerica Pascoe Finance Department

Recommended Action or Motion: 1) Conduct Public Hearing to Consider 2021 Proposed Revenue Sources Including Property Tax and Resolution of Substantial Need.

Background/Summary: A public hearing is being held for the purpose of City Council consideration of, and receiving public comment on, the proposed 2021 revenue sources supporting the activities of the General Fund.

As set forth by RCW 84.55.120 and RCW 35A.33.135, the City Council shall receive information on the estimated General Fund revenues from all sources for the current year as well as estimates for the following budget period. Council must also hold a public hearing on revenue sources for the taxing districts following year's current expense budget. For purposes of RCW 84.55.120, "current expense budget" means that budget which is primarily funded by taxes and charges and reflects the provision of ongoing services. It does not include capital, enterprise, or special assessment budgets. The hearing must include consideration of possible increases in property tax revenues and must be held prior to the consideration of adopting an Ad Valorem Tax Ordinance for 2021.

Previous Council Action: Council received estimated revenue sources for all funds at the October 5, 2020 meeting.

Analysis: Estimated 2021 revenues have been prepared to determine the availability of revenue to support the City's financial needs of the general government in 2021. The City's 2021-2022 biennial budget will consider the estimated available revenues and anticipated financial requirements, and recommends an amount to be raised by ad valorem taxes in 2021. General

Fund revenue estimates are presented in the attachment titled "General Fund 2021 Revenue Sources".

Upon conclusion of this public hearing on revenue sources, first reading of the 2021 Ad Valorem Tax Ordinance is scheduled later in the Agenda with second reading and adoption scheduled for November 16, 2020.

Financial Impact: None at this time.

Attachments:
[General Fund 2021 Revenue Sources](#)



CITY OF ELLENSBURG

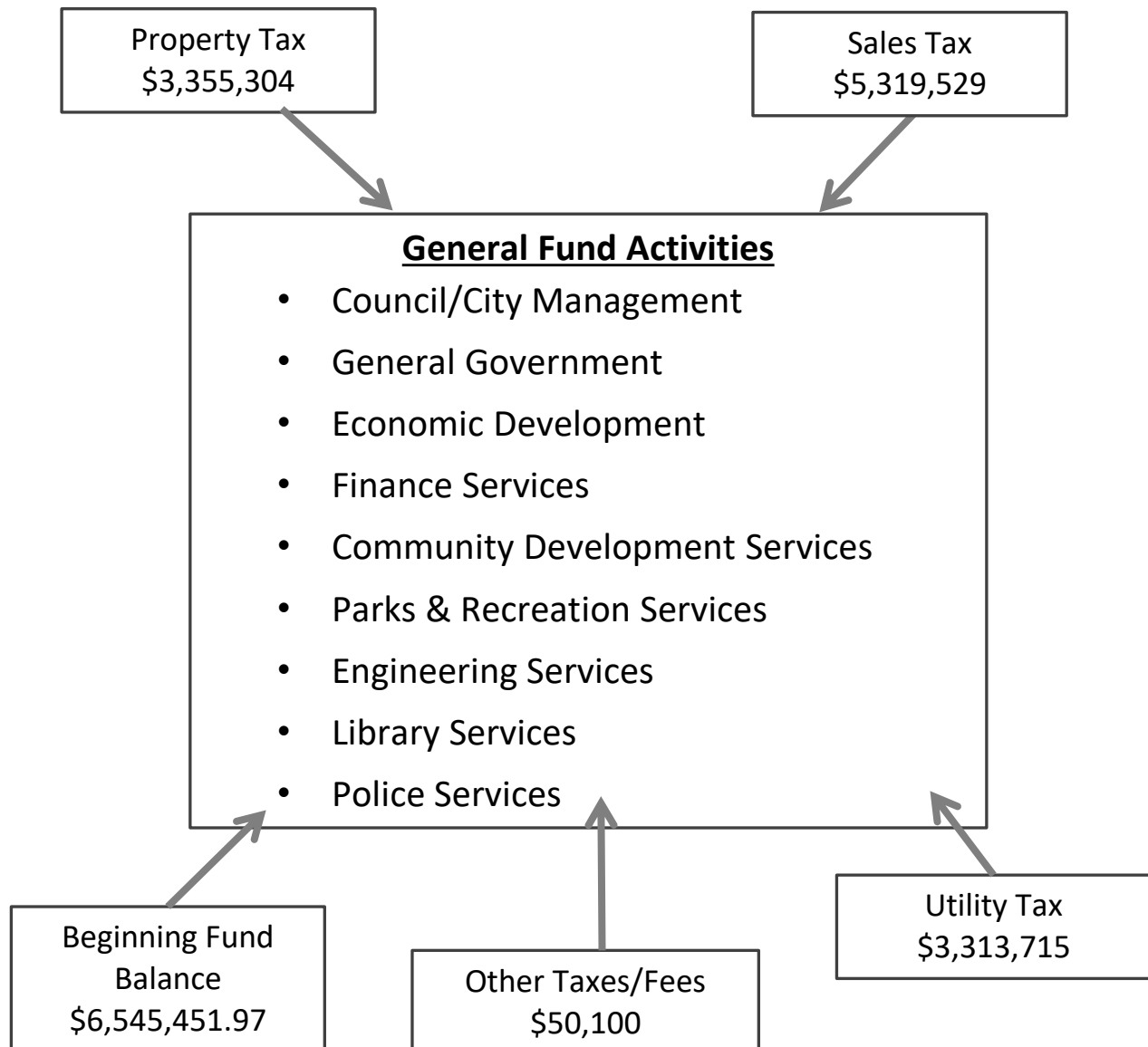
PUBLIC HEARING

General Fund 2021 Revenue Sources

Prepared by: Finance Department
21-Oct-20

CITY OF ELLENSBURG

2021 GENERAL FUND BUDGETED REVENUES



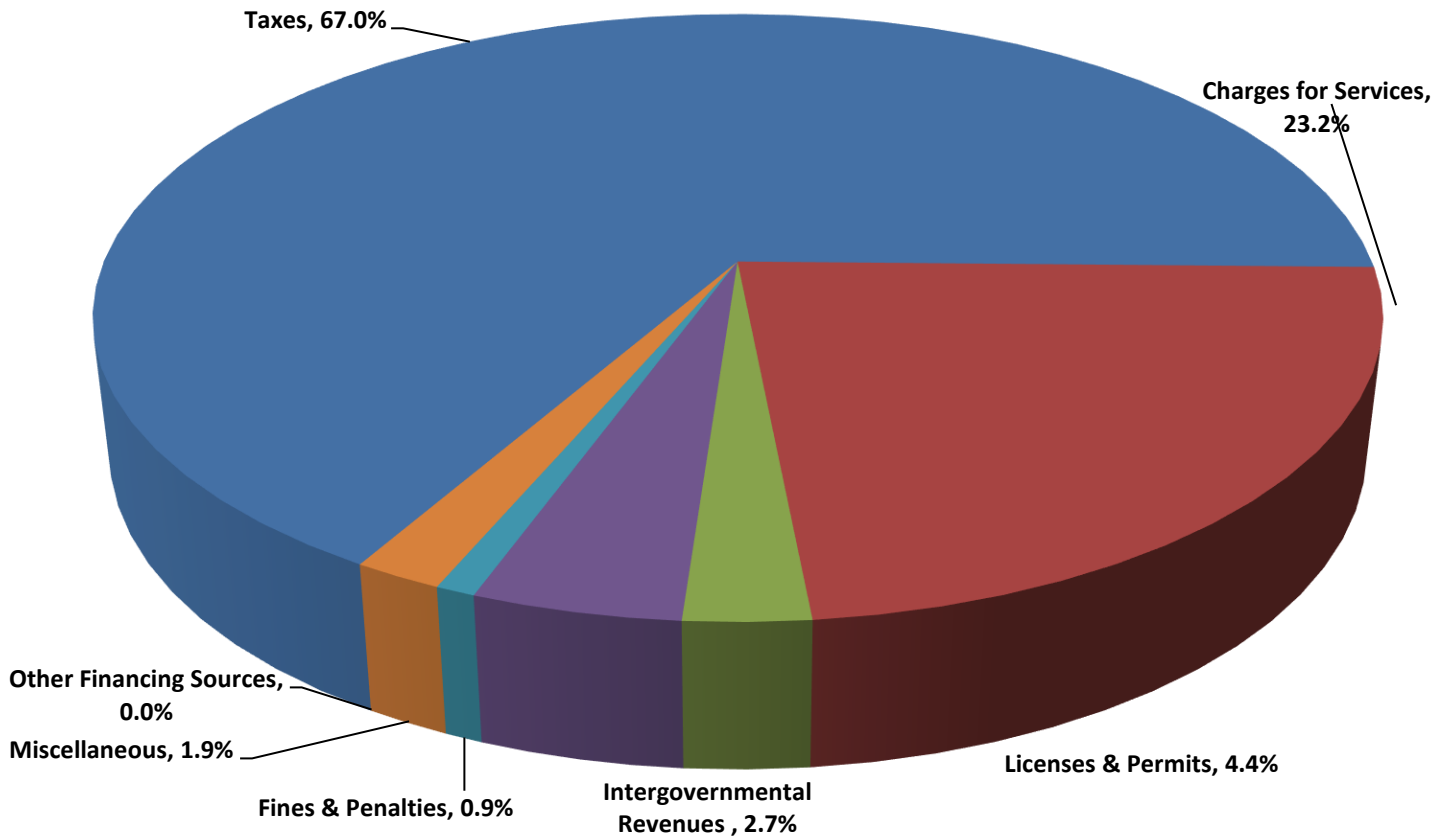
"General Fund" includes the following city funds: City General, Sales Tax, Art Acquisition, and Fire Relief and Pension.

Interfund transfers between "General Fund" funds have been removed.

City of Ellensburg

2021 Estimated Revenues - General Fund

General Fund Revenue Sources



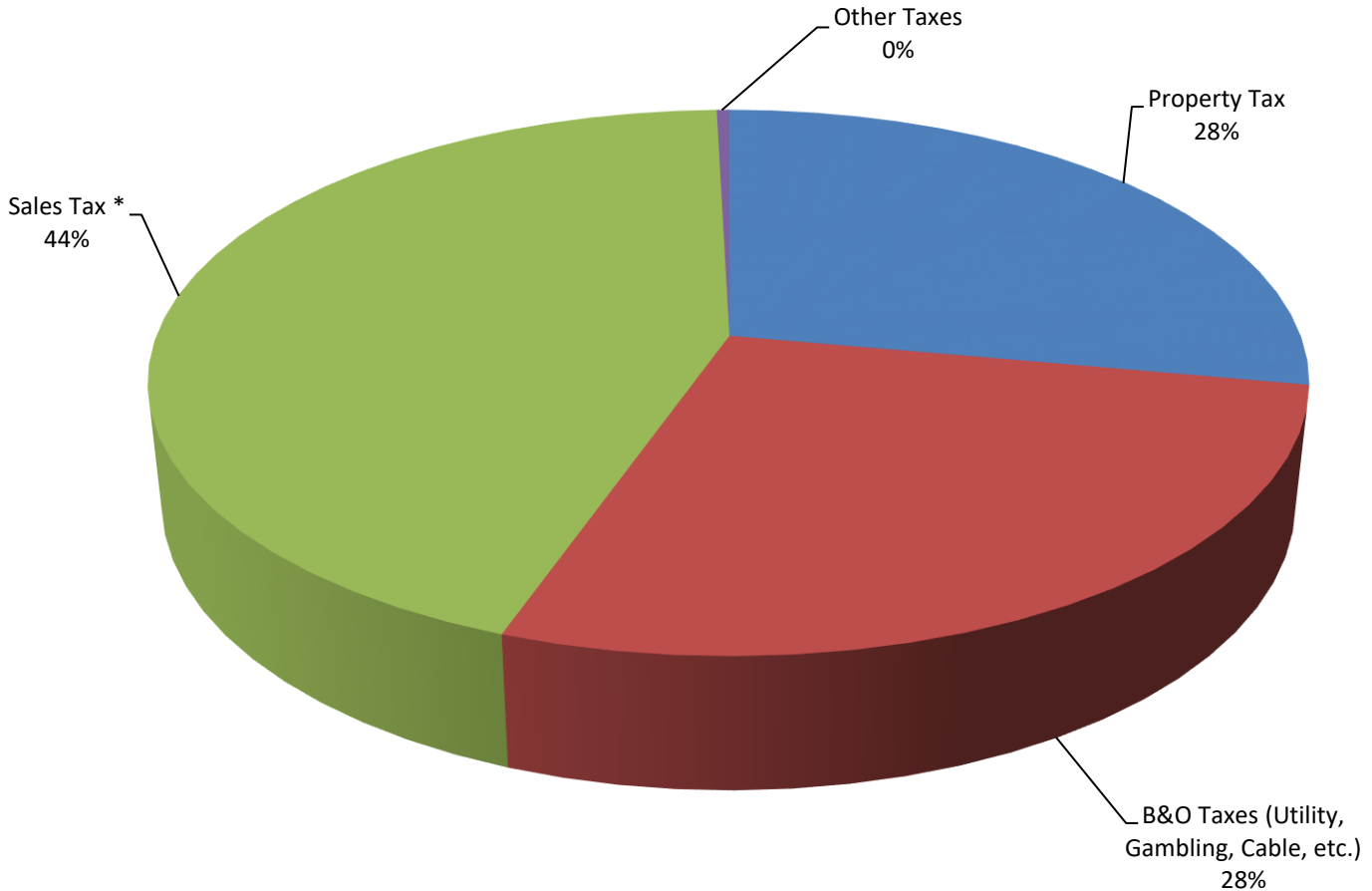
Taxes	67.0%	\$12,038,648
Charges for Services	23.2%	4,165,071
Intergovernmental Revenues	2.7%	482,575
Licenses & Permits	4.4%	797,983
Fines & Penalties	0.9%	152,900
Miscellaneous	1.9%	341,706
Other Financing Sources	0.0%	-
Total Revenue		17,978,883
Budgeted Beginning Fund Balance		6,545,452
Total General Funding Sources		\$24,524,335

Graph percentages are rounded and may have a 1% rounding error

City of Ellensburg

2021 Estimated Revenues - General Fund

Taxes



	2020 Estimates	2021 Estimates	2021 Budget
Property Tax	\$3,097,896	\$3,355,304	\$3,355,304
B&O Taxes (Utility, Gambling, Cable, etc.)	3,264,711	3,313,715	3,313,715
Sales Tax *	5,319,529	5,319,529	5,319,529
Other Taxes	119,655	50,100	50,100
Total	\$11,801,792	\$12,038,648	\$12,038,648

* includes dept 011 local criminal justice but does not include fund 130 3/10 cents tax, 172 1/10 affordable housing, or fund 127 2/10 transit tax

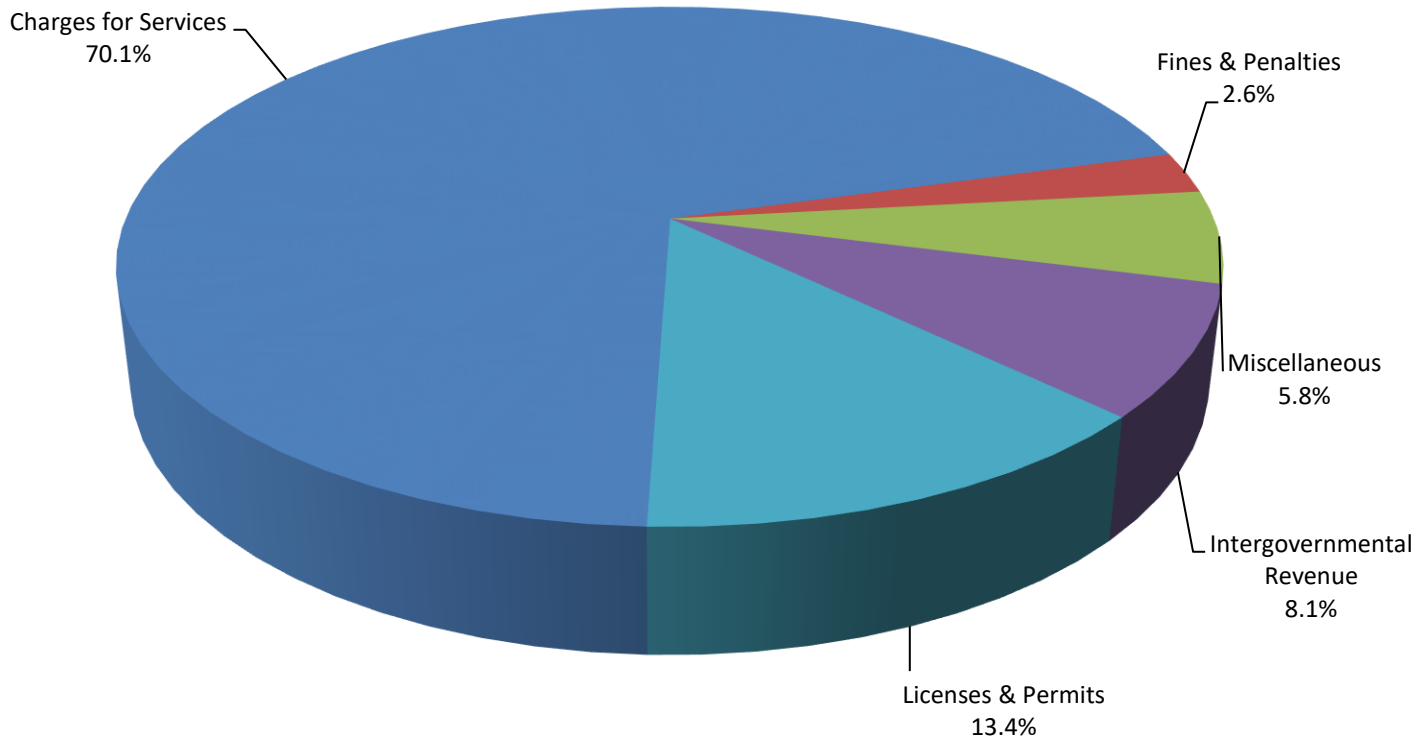
2020 Estimates based on 09/30/20 projections

Graph percentages are rounded and may have a 1/10% rounding error

City of Ellensburg

2021 Estimated Revenues - General Fund

Other Revenues



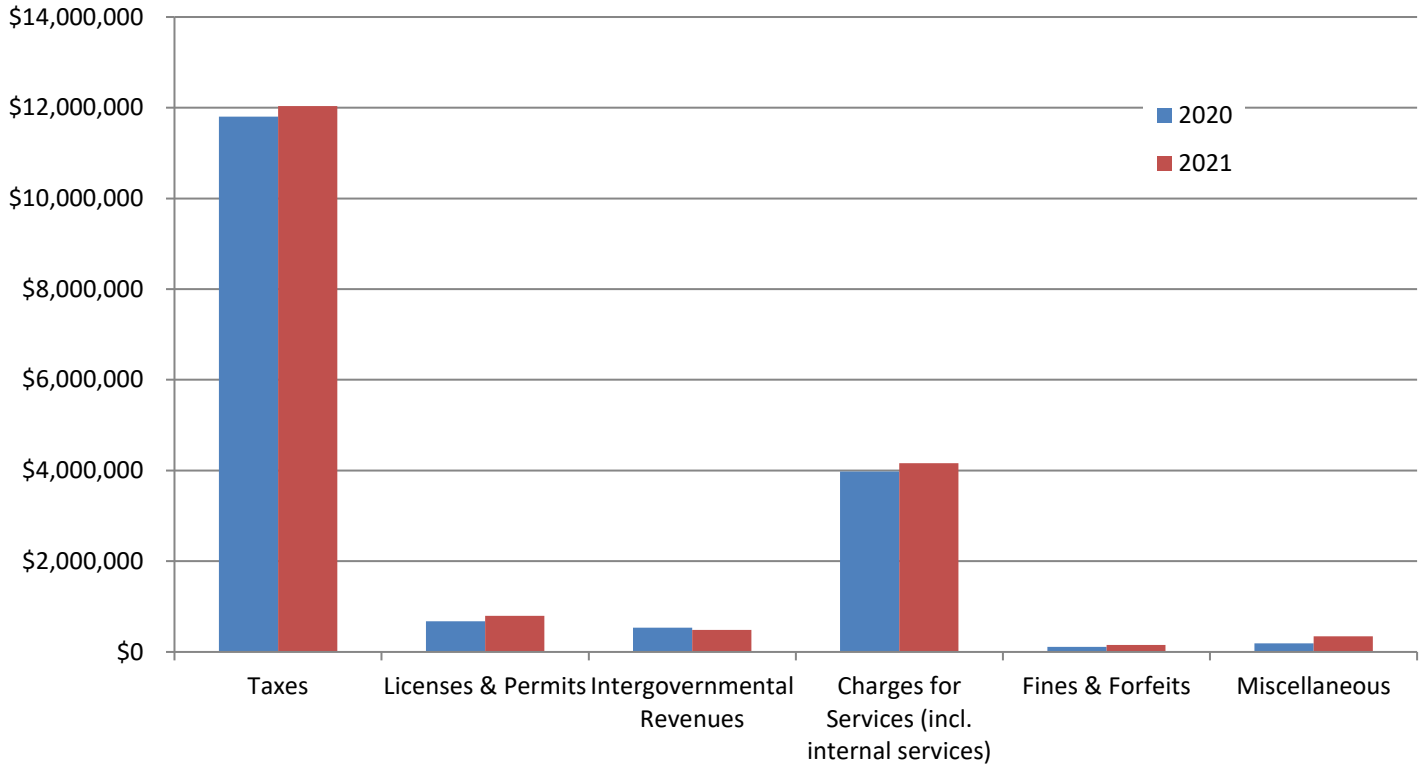
		2021 Estimates	2021 Budget
Charges for Services	70.1%	\$4,165,071	4,165,071
Fines & Penalties	2.6%	152,900	152,900
Miscellaneous	5.8%	341,706	341,706
Intergovernmental Revenue	8.1%	482,575	482,575
Licenses & Permits	13.4%	797,983	797,983
Total Other General Fund Revenue		<u>\$5,940,235</u>	<u>\$5,940,235</u>

Graph percentages are rounded and may have a 1/10% rounding error

City of Ellensburg

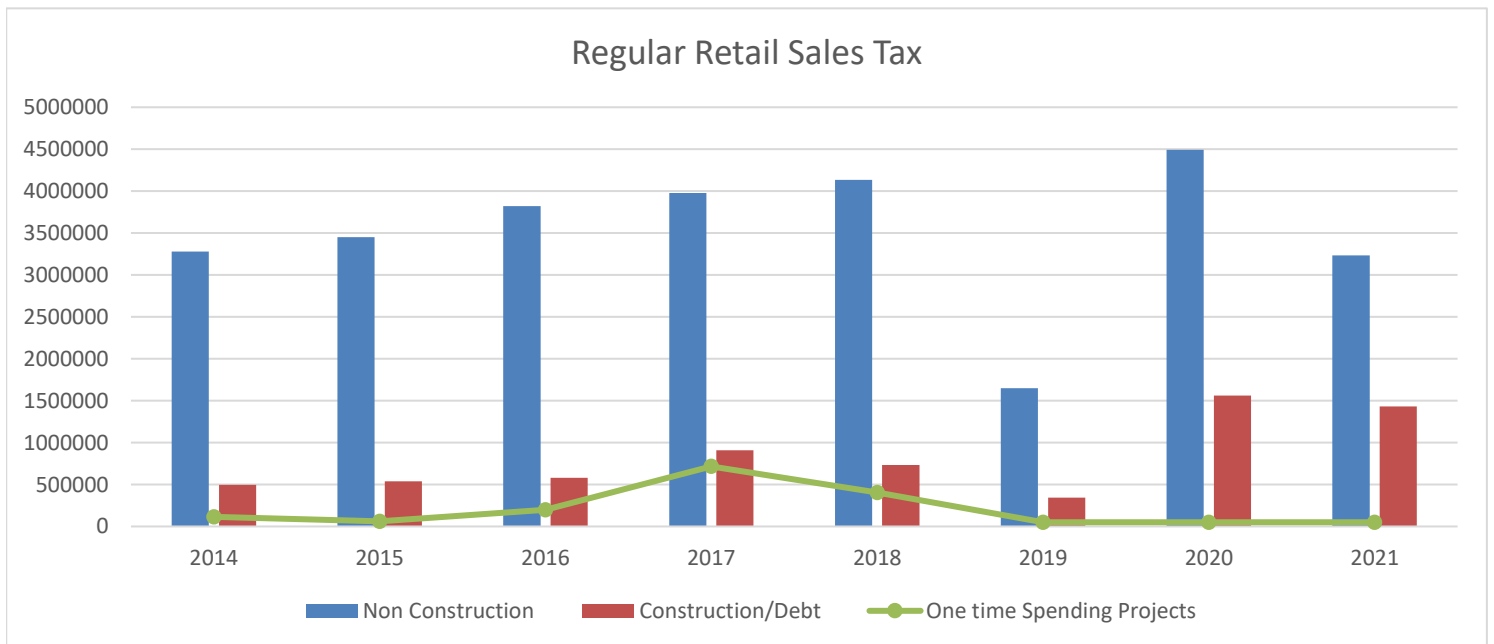
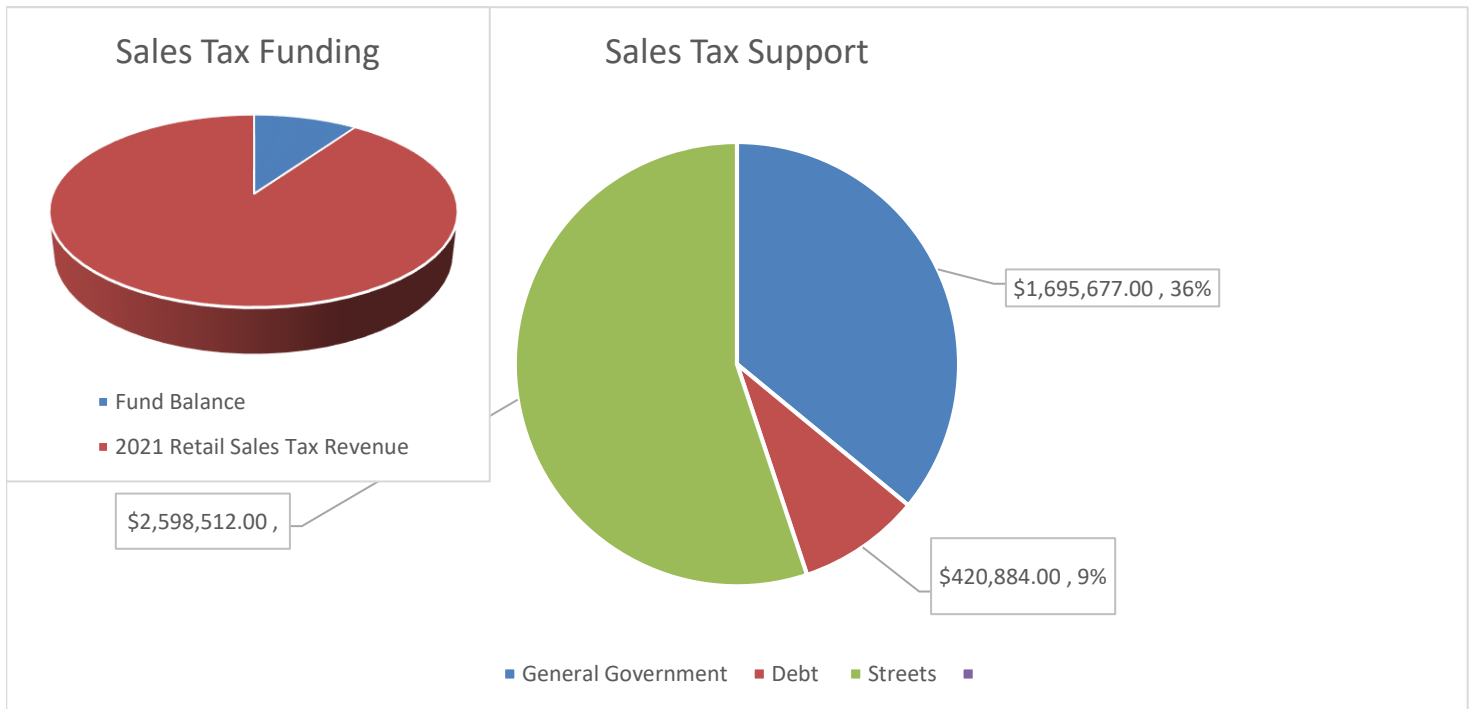
2020/2021 Estimated Revenues - General Fund

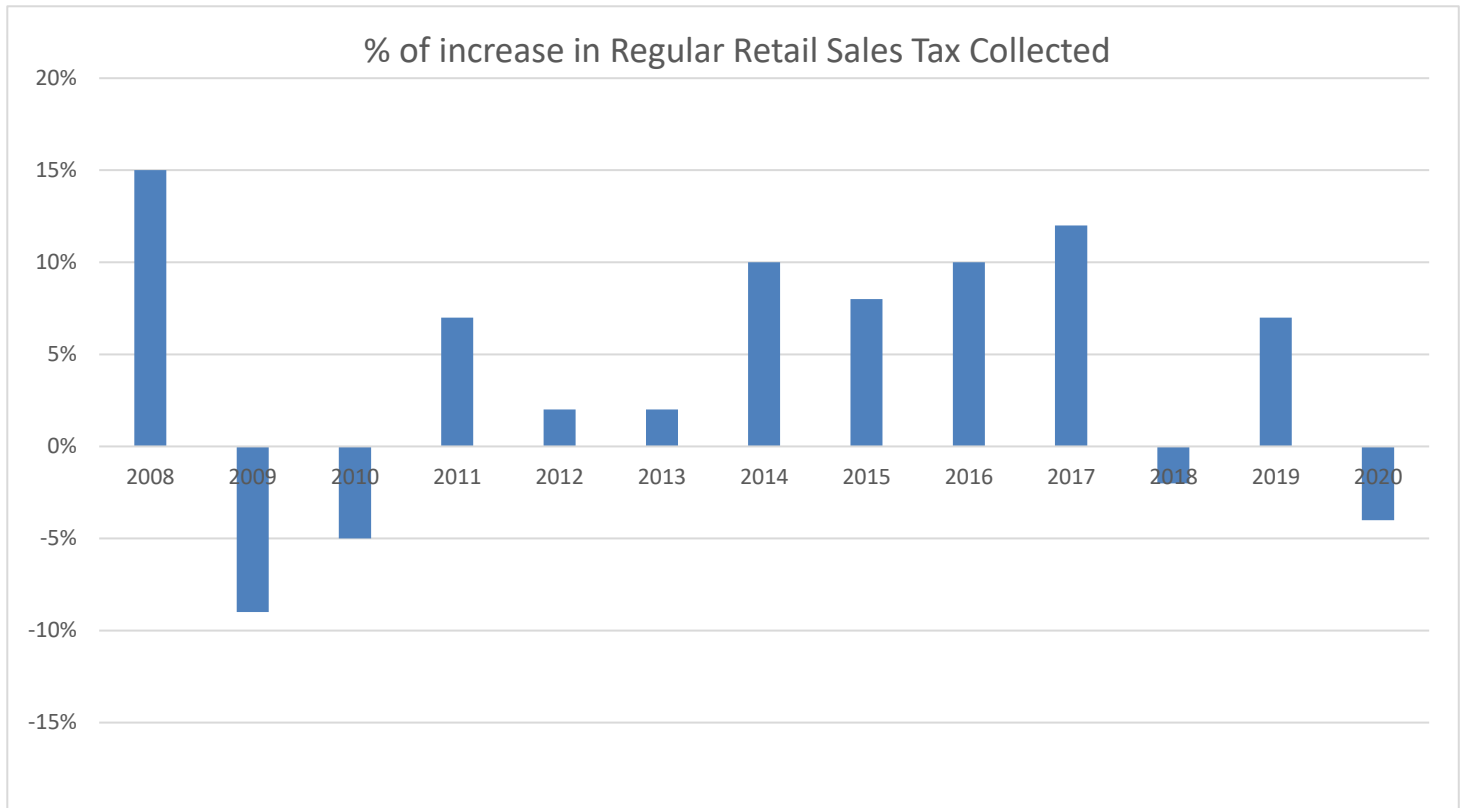
By Major Source



	2020 Estimates	2021 Estimates	% Change
Taxes	\$11,801,792	\$12,038,648	2.0%
Licenses & Permits	673,055	797,983	18.6%
Intergovernmental Revenues	533,294	482,575	-9.5%
Charges for Services (incl. internal services)	3,981,151	4,165,071	4.6%
Fines & Forfeits	109,096	152,900	40.2%
Miscellaneous	190,766	341,706	79.1%
Total Revenue	17,289,153	17,978,883	4.0%
Budgeted Beginning Fund Balance	7,580,433	6,545,452	-13.7%
Total General Fund Revenues & Funding Sources	\$24,869,586	\$24,524,335	-1.4%

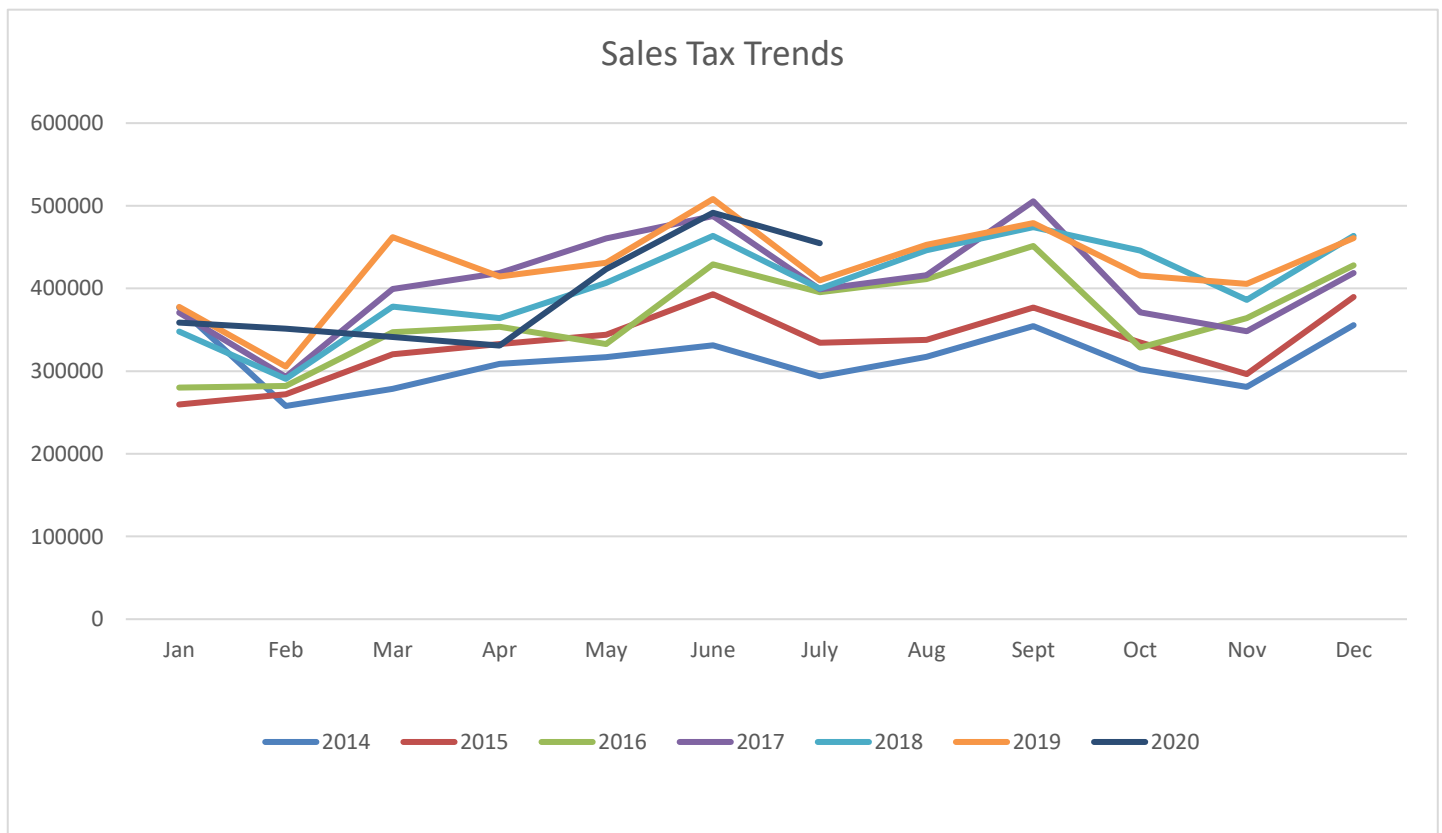
2021 Sales Tax Support





* 2018 decrease is from going to cash basis reporting in 2018

**2020 as of July 2020 sales





CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 2, 2020

Item Title/Agenda Subject: Ordinance 4860 (second reading) –Traffic Code Revisions

Submitted by: Josh Mattson Public Works & Utilities

Recommended Action or Motion: Staff recommends Council consider second reading and adoption of Ordinance 4860.

Background/Summary:

An ordinance is required to revise regulatory signing on the city street system. The proposed ordinance reflects parking revision requests from the Ellensburg School District (ESD).

The proposed revisions and justifications are as follows:

- Parking Restricted – Times and days (ECC 8.12.020):
 - Per the request from Cindy Ramsey, Assistant Transportation Director for the ESD Transportation Department, extend the school bus parking time on the west side of Walnut St. adjacent to Lincoln Elementary School from 7:00 a.m. to 4:00 p.m. to accommodate revised school start times and install an additional school bus parking area from Washington Ave. south to the end of ESD property to provide space for more buses.

Previous Council Action: First reading of Ordinance 4860 was held at the October 19, 2020 regular Council meeting.

Analysis:

Staff have reviewed the proposed parking revision requests to section 8.12.020 of the ECC and have no objections or concerns to these requests.

Staff received a request from Cindy Ramsey to extend the school bus parking times on the west side of Walnut St adjacent to Lincoln Elementary School from 7:00 a.m. to 4:00 p.m. while school is in session. The current school bus parking time is from 7:45 a.m. to 3:15 p.m. while school is in session. This parking revision will help facilitate earlier starts for

elementary school students. ESD had originally requested an ending time of 3:00 p.m. However, after working with staff, ESD revised their requested ending time to 4:00 p.m. to accommodate possible schedule shifts to later starts as the district may revise schedules for students returning to school.

ESD also requested additional bus parking area on the west side of Walnut St from Washington Ave south to the end of their property. This revision will provide space to park the additional school buses that are needed to provide minimum social distancing separation for transporting ESD students.

Financial Impact:

The Street Division budget is sufficient to absorb the cost of new signage, and no other fiscal impact should result from this ordinance.

Attachments:

[City Bus Zone Lincoln - 9-29-20](#)

[4860 - Title 8 Traffic - 8.12.020 school bus parking on Walnut](#)



Ellensburg School District #401

1300 East Third Avenue
Ellensburg, WA 98926
www.esd401.org
Phone 509-925-8000
Fax 509-925-8025

Ellensburg School District Transportation Department

1300 East Third Ave

Ellensburg, WA 98926

September 29, 2020

To Ellensburg City Council,

I am requesting that the bus zone along Walnut Street on the East side of Lincoln Elementary be extended. We have more buses in the school loading and unloading zone before and after school and request that the bus zone / no parking be extended to the most southern boundary line of Lincoln Elementary on South Walnut Street. The bus zone / no parking would be along the sidewalk on the East side of Lincoln Elementary starting at the corner of East Capitol Avenue and continue past East Washington Avenue to the southern boundary of Lincoln Elementary.

I am also requesting that the bus zone / no parking time be adjusted to the new bell schedule for Lincoln Elementary. The new adjustment to times would be 7:00 AM to 3:00 PM while school is in session.

Please let me know if you need any additional information regarding these adjustments.

Best regards,

Cindy Ramsey

Assistant Transportation Director

Ellensburg School District Transportation Department

509-925-8100

The Ellensburg School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination: Kim Snider, Title IX Coordinator and Civil Rights Coordinator, 509-925-8007, kim.snider@esd401.org and Section 504 Coordinator, Kelly Kronbauer, 509-925-8011, kelly.kronbauer@esd401.org, 1300 East Third Avenue, Ellensburg, WA 98926.

ORDINANCE NO. 4860

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO TITLE 8 “TRAFFIC” AND AMENDING SECTION 8.12.020 OF THE ELLENSBURG CITY CODE.

WHEREAS, staff received a request from Cindy Ramsey, Assistant Transportation Director for the Ellensburg School District Transportation Department, to extend the bus zone parking area and times on Walnut St adjacent to Lincoln Elementary School,

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

Section 1. Section 8.12.020 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4779, is hereby amended to read as follows:

8.12.020 Parking restricted – Times and days.

A. When signs are erected giving notice thereof, no person shall park a vehicle at the prohibited times and days as posted upon any of the following described streets or portion thereof:

Street Name	Side	Location	Description
Eleventh Ave.	South	From “C” St. to “D” St.	No parking from 9:00 a.m. to 5:00 p.m. except Saturdays, Sundays and holidays.
Fifth Ave.	Both	From Water St. to Pine St.	No parking between 2:00 a.m. and 6:00 a.m.
Fifth Ave.	North	From Sprague St. to Anderson St.	No parking from 8:00 a.m. to 3:30 p.m. while school is in session.
First Ave.	South	From Ruby St. to Sampson St.	School bus parking 7:00 a.m. to 4:00 p.m. while school is in session.
Fourth Ave.	North	From Water St. to Ruby St.	No parking between 2:00 a.m. and 6:00 a.m. Monday, Wednesday, Friday and Sunday.

Street Name	Side	Location	Description
Fourth Ave.	South	From Water St. to Ruby St.	No parking between 2:00 a.m. and 6:00 a.m. Tuesday, Thursday, and Saturday.
Fourteenth Ave.	Both	Main St. to “B” St.	No parking from 9:00 a.m. to 5:00 p.m. except Saturdays, Sundays and holidays.
Helena Ave.	South	From a point 950 feet west of the centerline of Walnut St. to a point 1,309 feet west of the centerline of Walnut St.	No parking between 8:00 p.m. and 6:00 a.m.
Main St.	Both	From University Way to Fifth Ave.	No parking between 2:00 a.m. and 6:00 a.m.
Main St.	Both	From Third Ave. to Second Ave.	No parking between 2:00 a.m. and 6:00 a.m.
Main St.	East	From Capitol Ave. to Second Ave.	No parking between 2:00 a.m. and 6:00 a.m.
Main St.	East	From Fifth Ave. to Third Ave.	No parking between 2:00 a.m. and 6:00 a.m. Monday, Wednesday, Friday and Sunday.
Main St.	West	From Fifth Ave. to Third Ave.	No parking between 2:00 a.m. and 6:00 a.m. Tuesday, Thursday and Saturday.
Pearl St.	Both	From University Way to Fifth Ave.	No parking between 2:00 a.m. and 6:00 a.m.
Pearl St.	Both	From Third Ave. to Second Ave.	No parking between 2:00 a.m. and 6:00 a.m.

Street Name	Side	Location	Description
Pearl St.	East	From Fifth Ave. to Third Ave.	No parking between 2:00 a.m. and 6:00 a.m. Monday, Wednesday, Friday and Sunday.
Pearl St.	West	From Fifth Ave. to Third Ave.	No parking between 2:00 a.m. and 6:00 a.m. Tuesday, Thursday and Saturday.
Pine St.	Both	From Sixth Ave. to Fifth Ave.	No parking between 2:00 a.m. and 6:00 a.m.
Pine St.	Both	From Third Ave. to Second Ave.	No parking between 2:00 a.m. and 6:00 a.m.
Pine St.	East	From Fifth Ave. to Third Ave.	No parking between 2:00 a.m. and 6:00 a.m. Monday, Wednesday, Friday and Sunday.
Pine St.	East	From a point 59 feet north of the centerline of Foster Ave. to a point 119 feet north of Foster Ave.	No parking between 8:00 a.m. to 6:00 p.m. except Saturdays, Sundays and holidays.
Pine St.	West	From Fifth Ave. to Third Ave.	No parking between 2:00 a.m. and 6:00 a.m. Tuesday, Thursday and Saturday.
Second Ave.	South	From Pearl St. east to alley between Pearl St. and Pine St.	No parking between 8:00 a.m. to 6:00 p.m. except Saturdays, Sundays and holidays.
Seventh Ave.	Both	From Main St. to Pine St.	No parking between 2:00 a.m. and 6:00 a.m.
Seventh Ave.	North	From Pine St. to Ruby St.	No parking between 2:00 a.m. and 6:00 a.m.

Street Name	Side	Location	Description
Seventh Ave.	North	From Walnut St. to Chestnut St.	No parking between 2:00 a.m. and 6:00 a.m. except Sundays and holidays.
Seventh Ave.	South	From Walnut St. to Chestnut St.	No parking between 8:00 a.m. and 5:00 p.m. except Sundays and holidays.
Sixth Ave.	North	From Main St. to Pine St.	No parking between 2:00 a.m. and 6:00 a.m.
Sixth Ave.	South	From Water St. to Pine St.	No parking between 2:00 a.m. and 6:00 a.m.
Tenth Ave.	North	From “B” St. to a point 105 feet west of “D” St.	No parking from 9:00 a.m. to 5:00 p.m. except Saturdays, Sundays and holidays.
Third Ave.	North	From Anderson St. to Alder St.	No parking between 2:00 a.m. and 6:00 a.m.
Third Ave.	Both	From Water St. to Ruby St.	No parking between 2:00 a.m. and 6:00 a.m.
Third Ave.	North	From Anderson St. to Alder St.	No parking whenever snow exceeds two inches.
Third Ave.	North	From the centerline of entrance to Valley View Elementary to a point 167 feet west.	No parking from 7:30 a.m. to 8:30 a.m. and from 2:30 p.m. to 3:30 p.m. while school is in session.
Walnut St.	West	From 125 feet north of the centerline of Washington Ave. to Capitol Ave.	School bus parking <u>7:00</u> 7:45 a.m. to <u>4:00</u> 3:15 p.m. while school is in session.

Street Name	Side	Location	Description
Walnut St.	West	<u>From the centerline of Washington Ave. to a point 190 feet south of the centerline of Washington Ave.</u>	<u>School bus parking 7:00 a.m. to 4:00 p.m. while school is in session.</u>
Water St.	East	From Manitoba Ave. to Fifth Ave.	No parking between 2:00 a.m. and 6:00 a.m. Thursdays.
Water St.	East	From Second Ave. to Third Ave.	No parking between 2:00 a.m. and 6:00 a.m.
Water St.	West	From Manitoba Ave. to Fifth Ave.	No parking between 2:00 a.m. and 6:00 a.m. Fridays.

B. When temporary signs are erected giving notice thereof, no person shall park a vehicle at the prohibited times and days of locations as posted at the direction of the city engineer under the authority granted in WAC 308-330-265. [Ord. 4779 § 1, 2017; Ord. 4730 § 2, 2016; Ord. 4620 § 2, 2012; Ord. 4590 § 2, 2011; Ord. 4544 § 2, 2009; Ord. 4522 § 2, 2008; Ord. 4490 § 2, 2007; Ord. 4453 § 1, 2006; Ord. 4387, 2004; Ord. 4372, 2003; Ord. 4361, 2003; Ord. 4332, 2002; Ord. 4312, 2002; Ord. 4281, 2001; Ord. 4167, 1998; Ord. 4101, 1997; Ord. 4033 § 1, 1996; Ord. 3916 § 1, 1994; Ord. 3873 § 1, 1993; Ord. 3832 § 1, 1992; Ord. 3826 § 1, 1992; Ord. 3677 § 1, 1990; Ord. 3631 § 1, 1988; Ord. 3623 § 1, 1988; Ord. 3592 § 2, 1987; Ord. 3564 § 1, 1986; Ord. 3452 § 2, 1984; Ord. 3430 § 1, 1984; Ord. 3387 § 2, 1983.]

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 shall take effect and be in force five (5) days after its passage, approval and publication.

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The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 2nd day of November, 2020.

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. 4860 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4860 was published as required by law.

BETH LEADER



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 2, 2020

Item Title/Agenda Subject: Proposed 2021 Property Tax Levy Ordinance (First Reading) and Resolution Declaring Substantial Need to Increase Property Tax by One Percent

Submitted by: Jerica Pascoe Finance Department

Recommended Action or Motion: 1) Consider adoption of the proposed Resolution declaring a substantial need to increase property tax by one percent; and 2) Following adoption of the proposed Resolution, immediately move forward to consider first reading of the proposed Ordinance establishing the Ad Valorem Property Tax Levy for 2021.

Background/Summary: The proposed ordinance reflects the 2021 levy for property taxes to be collected in 2021 for municipal purposes. The ordinance establishes the 2021 regular property tax levy, the 2021 excess property tax levy, and certifies the 2021 property tax levy to the Kittitas County Commissioners.

RCW 84.55.005 limits the increase in property taxes to the lower of one percent over the prior year levy rate or the Implicit Price Deflator (IPD). The IPD was .60152 for second quarter of 2020; therefore, the City is limited to 100.60152% without a declaration of substantial need by Council.

Tax revenue funds are approximately 61.27% of the General Fund budget, of which property tax alone accounts for 17.08%. Because Council has very limited control over revenue/funding sources that support general government activities, without increases in General Fund revenues such as property tax, the City cannot fund the necessary overhead increases without further reducing fund balance. In order for delivery of service to remain consistent from year to year, funding of these services must also remain consistent and thus rise as expenses rise.

This is the first year since 2016 that the IPD inflation factor has fallen below the 1% inflation mark. From a historical perspective, during the past 10 years the IPD has fallen below

1% two times: in 2015 and 2016. Prior to that, the last time the IPD fell below 1% was during the great recession in 2009. For those of us forecasting biennial budgets, the economic recovery may be prolonged due to the pandemic; therefore, the prospect of the IPD falling below the 1% inflation mark in 2022 is a strong possibility.

This drop in IPD does not reflect the overall rate of inflation that we are seeing locally. For example, EMS services are scheduled to increase \$5,703 (7.36%) over the 2020 actual cost, and we have been notified of Kittcom dispatch and cost center user fee increases of \$91,195 (21.88%) increase over 2020. In addition, labor contract increases including \$59,159 (2.26%) for Teamsters Police, and \$83,237 (3%) for OPEIU are just a few of the general fund increases in 2020 resulting in over \$1,216,261 in additional operating expenditures for 2021.

Previous Council Action: The City Council received a report on 2021 and 2022 revenue sources for all funds on October 5, 2020. Council held a public hearing on revenue sources, including property tax prior to this public hearing on November 2, 2020.

Analysis: Property tax collections for the City of Ellensburg are estimated to be \$3,355,303.89, which is an increase of \$223,771.73 over the 2020 levy. This reflects a one percent (1.00%) increase of \$31,315.32 and is predicated on City Council's approval of a Resolution declaring a substantial need for the 1% increase. If Council does not approve the Resolution, an alternative Ordinance is also attached which includes an increase of .60152%, or an \$18,836.79 increase from 2020. An increase of \$73,706.06 is attributed to new construction, improvements, wind turbines, solar, biomass, and geothermal facilities, \$2,550.19 for an increase in the value of state-assessed property, and \$116,200.16 from annexations. These increases may change slightly as updated numbers come in from the county.

Financial Impact: Adoption of the Ordinance at 1.00% will increase the property tax revenue by \$31,315.32. Adoption of the Ordinance at .60152% will increase the property tax revenue by \$18,836.79. The proposed 2021 budget includes the 1.00% increase.

Attachments:

Substantial Need Resolution 2020a
Property Tax Levy 2021 Ordinance
Property Tax Levy 2021 Ordinance 2b

RESOLUTION NO. 2020-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, DECLARING A SUBSTANTIAL NEED TO SET THE LEVY LIMIT FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2021, AT ONE PERCENT (1%) FOR THE PURPOSE OF ENSURING SUFFICIENT REVENUE TO CARRY ON GENERAL OPERATIONS, AND PAY DEBT SERVICE OBLIGATIONS OF SAID CITY AS REQUIRED BY LAW.

WHEREAS, the City Council of the City of Ellensburg has met and considered its budget for 2020-2021 biennial budget pursuant to RCW 84.55.120; and

WHEREAS, RCW 84.55.005 sets the default limit factor for taxing districts with a population of 10,000 or more at the lesser of 101% or 100% plus inflation; and

WHEREAS, RCW 84.55.005 limits the increase in property taxes to the lower of one percent over the prior year levy rate or the implicit price deflator (IPD); and

WHEREAS, the IPD to be used by Washington taxing jurisdictions for 2021 is measured at .602 for second quarter of 2020, and therefore the City is limited to 100.602% without a declaration of substantial need by Council; and

WHEREAS, RCW 84.55.0101 provides for use of a limit factor of 101% with a finding of substantial need by a majority plus one Councilmembers (or five out of seven Councilmembers); and

WHEREAS, pursuant to RCW 84.55.120, the City Council of the City of Ellensburg held a public hearing on November 2, 2020, to consider possible increases in property tax revenue for the calendar year 2021; and

WHEREAS, the City's actual levy amount from previous year was \$3,131,532.16; and

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

WHEREAS, the City Council of the City of Ellensburg, after considering all evidence and testimony presented at the November 2, 2020 public hearing, has determined that, due to the need for sufficient revenue to carry on general operations and pay debt service obligations, there is a substantial need to increase the regular property tax limit factor above the rate of inflation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, AS FOLLOWS:

Section 1. The Ellensburg City Council authorizes use of a limit factor of one hundred and one percent (101%) for purposes of setting regular property taxes to be levied by the City of Ellensburg in 2021.

Section 2. The Ellensburg City Council authorizes use of a limit factor of 101% for purposes of calculating the highest lawful levy limit of the City of Ellensburg and protecting such future levy capacity.

Section 3. Increases authorized herein shall be in addition to voter approved increases and increases attributable to new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Section 4. This resolution was passed by a majority plus one of the entire Council.

ADOPTED by the City Council of Ellensburg on the 2nd day of November, 2020.

Mayor

Attest: _____
City Clerk

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, LEVYING PROPERTY TAXES FOR THE CITY OF ELLENSBURG FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2021, ON ALL PROPERTY IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CARRY ON GENERAL OPERATIONS, RECOGNIZE VOTER APPROVED LEVIES AND PAY DEBT SERVICE OBLIGATIONS OF SAID CITY AS REQUIRED BY LAW.

WHEREAS, Chapter 35A.34 RCW provides the legislative body of any code city the authority by ordinance to elect to have a two-year fiscal biennium budget in lieu of an annual budget; and

WHEREAS, the City Council of the City of Ellensburg has met and considered its budget for 2021-2022 biennial budget pursuant to RCW 84.55.120; and

WHEREAS, pursuant to RCW 84.55.120, previous to consideration of this ordinance, the City Council of the City of Ellensburg held a public hearing on November 2, 2020, to consider possible increases in property tax revenue for the calendar year 2021; and

WHEREAS, the City's actual levy amount from previous year was \$3,131,532.16; and

WHEREAS, the population of the city is more than 10,000,

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

Section 1. General Tax Levy for 2021. An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year. The dollar amount of the increase over the actual levy amount from previous year shall be \$31,315.32, which is a percentage increase of 1% from previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of the state assessed property, any annexations that have occurred and refunds made.

Section 2. Excess Tax Levy for 2021. In addition to the above levies for the ensuing fiscal year of 2020, there shall be and are hereby levied current taxes of \$175,000, the purpose of which is to retire the outstanding obligation incurred by the City for general obligation bonds that have been issued after an affirmative vote of the citizens in favor thereof.

Section 3. Majority Approval. This ordinance was passed by a majority of the entire Council.

Section 4. Transmittal to Auditor. A certified copy of this Ordinance shall be transmitted to the Kittitas County Assessor's Office and to the Clerk of the Kittitas County Commissioners, and such other governmental agencies as provided by law.

Section 5. 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 6. 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 7. 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 _____ day of November, 2020.

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. ***** is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. ***** was published as required by law.

BETH LEADER

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, LEVYING PROPERTY TAXES FOR THE CITY OF ELLENSBURG FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2021, ON ALL PROPERTY IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CARRY ON GENERAL OPERATIONS, RECOGNIZE VOTER APPROVED LEVIES AND PAY DEBT SERVICE OBLIGATIONS OF SAID CITY AS REQUIRED BY LAW.

WHEREAS, Chapter 35A.34 RCW provides the legislative body of any code city the authority by ordinance to elect to have a two-year fiscal biennium budget in lieu of an annual budget; and

WHEREAS, the City Council of the City of Ellensburg has met and considered its budget for 2021-2022 biennial budget pursuant to RCW 84.55.120; and

WHEREAS, pursuant to RCW 84.55.120, the City Council of the City of Ellensburg held a public hearing on November 2, 2020, to consider possible increases in property tax revenue for the calendar year 2021; and

WHEREAS, the City's actual levy amount from previous year was \$3,131,532.16; and

WHEREAS, WHEREAS, the population of the city is more than 10,000,

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

Section 1. General Tax Levy for 2021. An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year. The dollar amount of the increase over the actual levy amount from previous year shall be \$18,851.82, which is a percentage increase of .602% from previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of the state assessed property, any annexations that have occurred and refunds made.

Section 2. Excess Tax Levy for 2021. In addition to the above levies for the ensuing fiscal year of 2020, there shall be and are hereby levied current taxes of \$175,000, the purpose of which is to retire the outstanding obligation incurred by the City for general obligation bonds that have been issued after an affirmative vote of the citizens in favor thereof.

Section 3. Majority Approval. This ordinance was passed by a majority of the entire Council.

Section 4. Transmittal to Auditor. A certified copy of this Ordinance shall be transmitted to the Kittitas County Assessor's Office and to the Clerk of the Kittitas County Commissioners, and such other governmental agencies as provided by law.

Section 5. 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 6. 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 7. 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 _____ day of November, 2020.

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. ***** is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. ***** was published as required by law.

BETH LEADER



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 2, 2020

Item Title/Agenda Subject: Proposed Ordinance amending ECC Section 1.30.640
"Officers - Oath and Bond"

Submitted by: Jerica Pascoe Finance Department

Recommended Action or Motion: Give first reading of Proposed Ordinance amending ECC 1.30.640

Background/Summary: RCW 35A.42.030 requires all elective and appointed officers of code cities provide official bonds as required in compliance with chapters 42.08 and 42.28 RCW. It is also in the City's best interests to have certain officers and employees of the City bonded to ensure the faithful performance of their offices. The City currently requires the following city officers take an oath of office and execute and file with the city clerk an official bond, conditioned for the faithful performance of duty:

- City Manager
- City Finance Director/Treasurer
- City Clerk
- City Attorney
- Chief of Police

The City is a member of the Washington Cities Insurance Authority (WCIA), a self-insured risk pool of Washington cities and special purpose districts. WCIA provides the City with Crime and Fidelity insurance coverage which includes "Faithful Performance of Duty" coverage for City officials and employees. The Crime and Fidelity Policy coverage has insurance limits in the amount of \$2.5 million dollars, and the Washington State Auditor's Office has deemed this policy sufficient to satisfy the legal requirements in lieu of bonding of public officials and employees.

Previous Council Action: Ordinance No. 2418 establishing Officers - Oath and bond was adopted in 1959 and revised by Ordinance No. 3440, Ordinance No. 3615, Ordinance No. 4642, and Ordinance No. 4734.

Analysis: The proposed Ordinance amends ECC Section 1.30.640 to allow a policy of insurance covering honest and faithful performance of duties by city officers, and insuring against the same perils as a bond, to be utilized in lieu of any such bonds.

Financial Impact: The City will save approximately \$1,350 per year by deeming the current insurance policy by WCIA sufficient to satisfy the legal requirements in lieu of bonding.

Attachments:
[City Officers Bond Requirements - ECC 1.30.640](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO TITLE 1 “ORGANIZATION, ADMINISTRATION, AND PERSONNEL” AND AMENDING SECTION 1.30.640 OF THE ELLENSBURG CITY CODE.

WHEREAS, RCW 35A.42.030 requires all elective and appointed officers of code cities provide official bonds as required in compliance with chapters 42.08 and 48.28 RCW;

WHEREAS, it is also in the City’s best interests to have certain officers and employees of the City bonded to ensure the faithful performance of their offices; and

WHEREAS, the City is a member of the Washington Cities Insurance Authority (WCIA), a self-insured risk pool of Washington cities and special purpose districts; and

WHEREAS, the WCIA provides the City with Crime and Fidelity insurance coverage, which includes “Faithful Performance of Duty” coverage for City officials and employees; and

WHEREAS, the Crime and Fidelity Policy coverage has insurance limits in the amount of \$2.5 million dollars, and the Washington State Auditor’s Office has deemed this policy sufficient to satisfy the legal requirements in lieu of bonding of public officials and employees;

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

Section 1. Section 1.30.640 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4734, is hereby amended to read as follows:

1.30.640 Officers – Oath and bond.

Before entering upon the duties of their respective offices, each of the following city officers shall take an oath of office and execute and file with the city clerk an official bond, conditioned for the faithful performance of duty, in penal sums as follows:

City manager	\$50,000
City finance director/treasurer	\$100,000
City clerk	\$1,000
City attorney	\$50,000
Chief of police	\$1,000

A policy of insurance covering honest and faithful performance of duties by such city officers and insuring against the same perils as a bond may be utilized in lieu of any such bonds. All such

bonds, or insurance policies in lieu of bonds, shall be approved by the city attorney as to form.
[Ord. 4734 § 1, 2016; Ord. 4642 § 1, 2013; Ord. 3615 § 1, 1988; Ord. 3440 § 1, 1984; Ord. 2418 § 1, 1959.]

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 shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the _____ day of November, 2020.

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. ***** is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. ***** was published as required by law.

BETH LEADER



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	November 2, 2020
Item Title/Agenda Subject:	Ordinance to Repeal Chapter 5.64 of the Ellensburg City Code - "Carryout Bag Regulations" (First Reading)
Submitted by:	Ryan Lyyski Public Works & Utilities
Recommended Action or Motion:	Staff recommends City Council give first reading to the proposed Ordinance, which would repeal Chapter 5.64 of the Ellensburg City Code, "Carryout Bag Regulations."
Background/Summary:	Council adopted Ordinance 4750, which created Chapter 5.64 of Ellensburg City Code in 2016. The Ordinance enacted "Carryout Bag Regulations" within City limits. The current City regulations went into effect January 1, 2018. The 2020 Washington State Legislative Session adopted into law new regulations in regards to carryout bags, which effectively preempt the City's regulations. The new state law is effective January 1, 2021. More information can be found on the Washington State Department of Ecology's website at: https://ecology.wa.gov/Waste-Toxics/Reducing-recycling-waste/Plastic-bag-ban, and poster from the department summarizing the charges is attached.
Previous Council Action:	Council adopted Ordinance 4750 at their November 7, 2016 Council meeting.
Analysis:	During the 2020 Washington State Legislative session, the legislature enacted Engrossed Substitute Senate Bill 5523, codified as Chapter 70A.530 RCW, which implemented a ban on single use plastic bags, a fee for certain carryout paper bags and for reusable carryout plastic bags of a certain thickness made of recycled content, and added criteria for compostable and reusable bags. ESSB 5323 also includes a provision preempting local regulation of carryout bags, resulting in the need to repeal Ch. 5.64 ECC. The State of Washington will now regulate carryout bags effective January 1, 2021. The proposed ordinance will be repeal Chapter 5.64,

as last amended by Ordinance 4750 of the Ellensburg City Code, effective midnight on January 1, 2021.

Financial Impact: None.

Attachments:

[DOE Point of Sale Sign - 2021 law](#)

[Ordinance Repealing Chapter 5.64 ECC - carryout bag ordinances](#)



NO

**Single-use Plastic
Carryout Bags**



8¢ charge

**Large Paper
Carryout Bags**

Made with 40% recycled content.
Charges must be retained by the business.



8¢ charge

**Thick Reusable Plastic
Carryout Bags**

Made with 20% recycled content and
a minimum of 2.25 mil thick film.
Charges must be retained by the business.



BYOB

Clean Reusable Bags

No charge! Don't forget your
durable reusable bags.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO PLASTIC AND RECYCLABLE PAPER CARRYOUT BAGS AND REPEALING CHAPTER 5.64 “CARRYOUT BAG REGULATION” OF THE ELLENSBURG CITY CODE.

WHEREAS, following a request from citizens, the City’s Environmental Commission studied the issue of options/advice on how best to proceed with a potential plastic bag ban. Ultimately, under the direction of the Ellensburg City Council, a “ban” was rejected but a carryout bag ordinance was developed would apply to both plastic and paper bags; and

WHEREAS, Ordinance 4750 was adopted November 7, 2016 and established Chapter 5.64 of the Ellensburg City Code titled “Carryout Bag Regulation” with a delayed effective date of January 1, 2018, which applied a fee to both carryout plastic and paper bags provided by retail establishments; and

WHEREAS, the purpose of Ordinance 4750 was to encourage the use of reusable bags at retail establishments to reduce litter in the city and the city’s waterways, and to also reduce the number of single-use bags in the city’s waste stream; and

WHEREAS, the Washington State Legislature enacted Engrossed Substitute Senate Bill 5323, codified as Chapter 70A.530 RCW, in the 2020 legislative session, which implemented a ban on single use plastic bags, a fee for certain carryout paper bags and for reusable carryout plastic bags of a certain thickness made of recycled content, and added criteria for compostable and reusable bags; and

WHEREAS, RCW 70A.530.050(1) provides that, “any carryout bag ordinance that was enacted as of April 1, 2020, is preempted by this chapter,” which encompasses Ordinance 4750; and

WHEREAS, Chapter 70A.530 RCW is effective January 1, 2021.

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

Section 1. Chapter 5.64 of the Ellensburg City Code, as last amended by Ordinance 4750, is hereby repealed in its entirety effective at midnight on January 1, 2021.

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 shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the _____ day of November, 2020

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. ***** is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. ***** was published as required by law.

BETH LEADER



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 2, 2020

Item Title/Agenda Subject: Resolution to allow Sole Source Purchase of 3" and Larger Water Meters

Submitted by: Rod Paul Public Works & Utilities

Recommended Action or Motion: Adopt the attached resolution establishing Metron, Inc. as the sole source supplier for all water meter sizes 3" or greater.

Background/Summary: Large water meters in Ellensburg range from 3" to 8" in size. Replacing these water meters with meters from the same manufacturer provides water crews with the ability to install and repair meters more efficiently while also allowing for continuity in installation and replacement parts.

Previous Council Action: Similar sole source resolutions were adopted in 2005, 2007, 2010, 2013 and 2017, when the City declared Metron, Inc. as the sole supplier for all 3" and larger water meters.

Analysis: In 2000, Water Division personnel began changing out compound water meters with single-jet Metron water meters. Single-jet water meters provide a much more accurate consumption read compared to the compound water meter application. Approximately 99% of all 3" and larger water meters installed within the City of Ellensburg are manufactured by Metron, Incorporated. Metron is an approved manufacturer of large single-jet meters, which utilize the City's Itron radio read equipment. It is not anticipated that purchases of the new single-jet water meters will surpass the \$15,000 threshold for requiring official bids; however, it is likely that the City of Ellensburg's \$7,500 threshold for requiring three official quotes will be exceeded during the ordering process. Since Metron,

Inc. does not have distributors for their meters, three official quotes will not be obtainable. The Utility Advisory Committee forwarded a favorable recommendation to Council for adoption of proposed resolution at their September 17, 2020 meeting.

Financial Impact:

The 2019-2020 Biennial Water Division Budget contains \$120,000 to purchase and install new and replacement water meters.

Attachments:

[Resolution for Sole Source Purchase of 3 inch and Larger Meters](#)

RESOLUTION NO. 2020-_____

A RESOLUTION waiving the bid requirements for the purchase of new and replacement water meters 3” and larger for use by the City of Ellensburg Water Division from Metron, Inc.

WHEREAS, the City of Ellensburg Water Division provides its customers with potable water through metered water services; and

WHEREAS, to maintain a consistent infrastructure of the water system, reduce costs associated with maintenance, and to increase water consumption accuracy in 3” and larger water meters, a single meter manufacturer is required; and

WHEREAS, Metron, Inc. has provided the entire current inventory of single-jet large water meters for the City of Ellensburg, and manufactures a single-jet water meter approved with Itron radio read equipment; and

WHEREAS, staff has confirmed that Metron, Inc. is the only authorized distributor of Metron water meters in the Pacific Northwest; and

WHEREAS, RCW 35.23.352(10) and RCW 39.04.280(1)(a) permit the waiving of bidding requirements for the purchase of materials which are clearly and legitimately limited to a single source of supply or services which are subject to special market conditions.

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

Section 1. The City Council of the City of Ellensburg hereby waives the competitive bidding requirements for the purchase of new and replacement 3” and larger water meters for use by the City of Ellensburg Water Division from Metron Inc.

Section 2. This resolution will be effective for three years from date of adoption. City staff will make periodic inquiries of the manufacturer no less than every three years to determine whether sole source purchasing is still required.

Adopted by the City Council of the City of Ellensburg this 2nd day of November, 2020.

Mayor

Attest: _____
City Clerk

Memorandum

Date: November 2, 2020
To: Ellensburg City Council
Cc: John Akers, City Manager
From: Parks & Recreation Commission
Subject: Park Master Planning Recommendation for Reed Park

At the September 8, 2020 Council meeting the Council heard a request from a few of the Reed Park neighbors requesting that the City develop a new master plan for Reed Park. Included in the request were three park plan design proposals developed by the neighbors. The Council referred the matter to the Parks & Recreation Commission for additional discussion and further consideration.

The Commission discussed the Reed Park issues and park design proposals at their September 14, 2020 and October 16, 2020 meetings. Park neighbors participated in both meetings and shared their story of what it's like living near the park, or along one of the streets accessing or leaving the park. The message from the neighbors was consistent and clear, they have concerns with pedestrian safety, the number of cars driving to and from the park, the driving behaviors of those driving to or from Reed Park, and general park behavior. They stated that the community as whole is reluctant to use the park because of the behaviors and attitudes exhibited by those currently using park, the majority of which are thought to be high school and college age.

At the October 16th Commission meeting a motion was passed recommending that the City Council move forward with making physical changes to the park as soon as possible. A second motion was passed recommending that the City use park impact fees to hire a landscape architect to handle the public participation process in developing a master plan that focuses on pedestrian safety, traffic circulation, and viewpoint access. The Commission recognizes that the popularity and history of Reed Park necessitates the need for a comprehensive public outreach and participation process. Anticipated cost of the master planning process is estimated between \$15,000.00-\$20,000.00 which will require a budget request coming back to Council at a future meeting. Both motions passed 4-0.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	November 2, 2020
Item Title/Agenda Subject:	Purchase of Field Lights for the Rotary Park Youth Baseball & Softball Complex
Submitted by:	Brad Case Parks and Recreation
Recommended Action or Motion:	Authorize the purchase of MUSCO field lights in the amount of \$398,029.00 off the Sourcewell purchasing agreement and approve the necessary budget amendments to the 2020 Parks Acquisition Fund budget reflecting the purchase of the lights and receipt of the grant award.
Background/Summary:	In 2018 the City was awarded a \$230,000.00 grant through the Kittitas Sales and Use Tax program for the purchase of field lights for the Rotary Park youth baseball and softball four field complex. The addition of field lights will benefit the local organizations who use the park as well as draw tournaments to Ellensburg.
Previous Council Action:	There have been no previous Council actions.
Analysis:	The addition of field lights will allow local programs, such as the Ellensburg Youth Baseball and Softball program, greater flexibility in scheduling games. From a tourism standpoint the field lights will generate a lot of interest from local and regional tournament organizers looking to offer events in Ellensburg. Currently, running a two or three day tournament with 16-24 teams on only four dedicated youth fields without field lights is nearly impossible. MUSCO fields lights, which are undoubtedly the best lights on the market, can be purchased off the Sourcewell cooperative purchasing contract which the City of Ellensburg is a member of (ID # 85466). The lights are compliant with the City's lighting ordinance, have an energy savings of more than 40% over a standard lighting system, can be controlled off site, and carries with it a 25 year warranty and maintenance program, which includes labor and materials.
Financial Impact:	This project will be appropriated in the Park Acquisition and

Development Reserve Fund. The grant will pay for \$230,000 of the project cost and the balance of the lights, totaling \$168,029, will be paid from accumulated reserves.

Attachments:

[West Ellensburg Rotary Ballfields Sourcewell Quote](#)



West Ellensburg Rotary Ballfields
Ellensburg, WA
Date: August 28th, 2020
To: Brad Case

Sourcewell (Formerly NJPA)
Master Project: 170558
Contract Number: 082114-msl
Expiration: 09/16/2023
Category: Facility & MRO

Sub-Category: Athletic Field / Court and Parking Lot Lighting Systems

Musco Equipment

Light-Structure Green™ System delivered to your site

- 12 - pre-cast concrete foundations
- 12 – 60' & 70' Galvanized steel poles
- UL Listed remote electrical component enclosures
- Pole length wire harnesses
- 62 - Factory-aimed and assembled TLC - LED 1200 field lighting luminaires
- 12 - Factory-aimed and assembled LED – 575 BT ball tracking luminaires
- 6 – Factory assembled LED security luminaires
- Lighting control cabinets and Control Link (wireless control system)

Light Levels: Infield - 50 footcandles, Outfield 30 footcandles

Uniformities Infield - 2.0:1, Outfield – 2.5:1

The above price also includes:

- Energy savings of more than 40% over a standard lighting system
- 50% less spill and glare light than Musco's prior industry leading technology
- Musco Constant 25™ warranty and maintenance program that eliminates 100% of your maintenance costs for 25 years, including labor and materials
- Guaranteed constant light levels for 25 years, per IESNA RP-06-15
- Control Link® Control & Monitoring System for control and management of your lighting system

Total Breakout of Equipment:

Total Price (Equipment Only):	<u>\$442,254.00</u>
10% Discount:	<u>(\$44,225.00)</u>
Total Price – Including Discount:	<u>\$398,029.00</u>

Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential. Payment Terms to be determined between Musco Credit department and purchasing entity

Email or fax a copy of the Purchase Order to Musco Sports Lighting:

Musco Sports Lighting, LLC
Attn: Ryan Tighe
Fax: 800-374-6402
Email: ryan.tighe@musco.com

All purchase orders and/or Musco PA's should note the following:

NJPA Purchase
Master Project # 170558
Contract #: 082114-MSL
Musco Project 134755

Delivery to the job site from the time of order, submittal approval, and confirmation of order details including voltage and phase, pole locations is approximately 6 weeks. Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

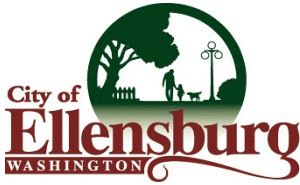
Notes

Quote is based on:

- Shipment of entire project together to one location
- Field sizes:
- Fields 1 - 4 – Baseball (200' x 200' x 200')
- Structural code and wind speed = 2015 IBC, 110 MPH, EXP C.
- Confirmation of pole locations prior to production

Thank you for considering Musco for your sports-lighting needs. Please contact me with any questions.

Tim Butz
Musco Sports Lighting, LLC
Phone: 503-720-6625
E-mail: tim.butz@musco.com



MANAGER'S REPORT

DATE: November 2, 2020
TO: Ellensburg City Council
FROM: John Akers, City Manager

1. Amended City Management Emergency Order No. 2020-03-A (Temporary Streatery Permits).

An amended City Management Emergency Order was executed regarding streateries. The amendment addresses other areas where business expansion can occur on adjacent street right of way and meet requirements for sidewalk obstruction prohibition and all other public health and safety regulations.

2. New Proclamation Format.

The Inclusion, Diversity and Equity Committee has recommended the new proclamation format presented in this agenda. If Council concurs with the new format, staff will proceed with the new template for proclamations in the future.

3. Manager to Retire.

As many of you are aware, I plan to retire in 2021, and want to give you official notice in order to begin the search and recruitment process. My last day in the office will be May 4, and I plan to use accumulated leave that will result in my last day on the payroll being July 5. Council may want to consider forming a search subcommittee to begin the recruitment process.