

COUNCIL AGENDA

Monday, November 16, 2020



In-person attendance at public meetings is currently prohibited per the Washington Governor's Proclamation No. 20-28.12. 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 20-28.12, 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_nwI3XW1yRuiyvn3ZM7X9YA. 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 16, 2020
7:00 PM - Regular Meeting**

1. Call to Order and Roll Call

2. Proclamations

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 November 2, 2020 Regular Meeting 7
[11-2-20 Council Minutes](#)

5.B Acknowledge Minutes of the Lodging Tax Advisory Committee - October 7, 2020 13
[10-7-20 Lodging Tax Minutes](#)

5.C [Project Acceptance - Request for Quotes \(RFQ\) 2020-12 - Vactor Truck Rental](#) 15

5.D [Authorization to execute a National Mutual Aid Agreement for the Natural Gas Division](#) 17
[National Mutual Aid Agreement - Gas Division](#)
[Exhibit B - Request for Assistance](#)

5.E Approve November 16, 2020 Voucher Listing 48
[11-16-20 Voucher Listing](#)

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 and first reading of the 2021/2022 Biennial Budget Ordinance](#) 49

9. Introduction and Adoption of Ordinances and Resolutions

- | | |
|---|----|
| 9.A Ordinance 4861 (second reading) - 2021 Property Tax Levy Ordinance
Ordinance 4861 - Property Tax Levy 2021 | 67 |
| 9.B Ordinance 4862 (second reading) amending ECC Section 1.30.640 "Officers - Oath and Bond"
4862 - City Officers Bond Requirements - ECC 1.30.640 | 71 |
| 9.C Ordinance 4863 (second reading) to Repeal Chapter 5.64 of the Ellensburg City Code - "Carryout Bag Regulations"
DOE Point of Sale Sign - 2021 law
4863 - Repealing 5 64 carryout bag ordinances 1 | 75 |
| 9.D Proposed Ordinance amending ECC Chapter 2.32 "Deferred Compensation Plan" and repealing ECC Section 2.32.200.
Ordinance amending Chapter 2 32 Deferred Compensation Plan | 80 |

10. Unfinished Business

- | | |
|--|----|
| 10.A A Call for Art for temporary artwork installation for Rotary Pavilion area in coordination with Ellensburg City Council Equity, Diversity and Arts Subcommittee and Ellensburg Arts Commission.
FINAL Call- Racial Equity 11-10-2020 | 85 |
|--|----|

11. New Business

- | | |
|--|----|
| 11.A Council Funded Grant Program - 2021 Grant Awards
Council Community Grants Subcommittee Report
Park Partnership Grants Funding Recommendation
Historic Preservation Grant Recommendation
2021 Water Quality Grant Recommendation | 91 |
| 11.B Third Quarter Financial Status and Investment Reports
3rd Quarter 2020 Financial Status Report
3rd Quarter 2020 Investment Report | 99 |

12. Miscellaneous

- | | |
|---|-----|
| 12.A Manager's Report
11-16-20 MANAGERS REPORT | 115 |
| 12.B Councilmembers' Reports | |

13. Executive Session

14. Adjournment

Next Ord. 4864
Next Res. 2020-33



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

November 2, 2020

7:00 PM

Held Remotely per Governor Inslee's

Proclamation 20-28.11

1. Call to Order and Roll Call

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

Councilmember Stacey Engel arrived at 7:02 pm

Also Present: City Manager Akers; City Attorney/Assistant City Manager Weiner; City Clerk Leader; Executive Assistant Gigstead; Finance Director Pascoe; Senior Financial Analyst/Budget Officer Bassett; Parks and Recreation Director Case; Public Works and Utilities Director Lyyski; IT/Telecomm Manager Faubion; Kittitas County Public Health Officer, Dr. Mark Larson and approximately 10 members of the public

2. Proclamations

2.A. Veterans Day Proclamation

Former Councilmember, Ed Barry, was present to read the Veteran's Day Proclamation.

Councilmember Mary Morgan moved to Approve the Mayor's signature on the Veterans Day Proclamation. **Motion Approved 7-0.**

2.B. National Native American Heritage Month Proclamation

Former Councilmember, Anthony Aronica, was present to read the National Native American Heritage Month Proclamation.

Councilmember Nancy Lillquist moved to Approve the Mayor's signature on the National Native American Heritage Month Proclamation. **Motion Approved 7-0.**

3. Awards and Recognitions

4. Approval of Agenda

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

5. Consent Agenda

- 5.A. Approve Minutes of October 19, 2020 Regular Meeting
- 5.B. Acknowledge Minutes of the Environmental Commission - September 16, 2020
- 5.C. Acknowledge Minutes of Landmarks and Design Commission - October 6, 2020
- 5.D. Acknowledge Minutes of the Parks and Recreation Commission - August 12 and September 14, 2020
- 5.E. Acknowledge Minutes of Public Transit Advisory Committee - September 15, 2020
- 5.F. Acknowledge Minutes of Utility Advisory Committee - September 17, 2020
- 5.G. Award RFQ 2020-18 – Annual Substation Inspection and Testing
- 5.H. Approve University Way Banner Request for Air Force ROTC - November 9-15, 2020
- 5.I. Resolution 2020-30 - 511 N Sprague - Coy street tree removal
- 5.J. EBDA/CenterFuse Agreement Amendment
- 5.K. Tourism-Related, Small-Scale Municipality-Owned Capital Projects Agreement and Grant Acceptance
- 5.L. Fifth Amendment to the Non-Exclusive Communications Lease with New Cingular Wireless (dba AT&T)
- 5.M. IT Computer Refresh Program Purchase
- 5.N. Approve November 2, 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

Kittitas County Public Health Officer, Dr. Mark Larson, gave an update on active positive cases in Kittitas County.

7. Citizen Comment on Non-agenda Issues

Theresa Plue commented regarding divisive groups, the election and thanked Council for the work they are doing.

8. Business Requiring Public Hearings

8.A. Public Hearing for the Preliminary 2021/2022 Biennial Budget

The Mayor opened the Public Hearing. Senior Financial Analyst/Budget Officer, Keith Bassett, presented information in the staff report and reviewed proposed expenditures for each year by department.

Christopher Hobbs, commented regarding in person City Council meetings;

Terry Wilson, Ellensburg Resident, commented regarding Councilmember Engel;

The Mayor reiterated that comments being taken needed to be concerning the Public Hearing for the Preliminary 2021/2022 Biennial Budget.

Stacy Hammond, 308 N Sampson, speaking for herself, commented regarding cutting funding to the Ellensburg Downtown Association and City Attorney from the City budget;

Theresa Plue, Ellensburg Resident, commented regarding funding given to the Ellensburg Downtown Association;

The Mayor closed the Public Hearing. No action was requested and was for information only.

8.B. Public Hearing (Legislative) - 2021 Proposed Revenue Sources Including Property Tax

The Mayor opened the Public Hearing. Finance Director, Jerica Pascoe, presented information in the staff report and reviewed projected revenues for the General Fund budget.

The Mayor closed the Public Hearing. No action was requested and was for information only.

9. Introduction and Adoption of Ordinances and Resolutions

9.A. Ordinance 4860 (second reading) –Traffic Code Revisions

Public Works and Utilities Director, Ryan Lyyski, presented information in the staff report.

Councilmember Mary Morgan moved to Approve conducting second reading and adoption of Ordinance 4860. **Motion Approved 7-0.**

9.B. Proposed 2021 Property Tax Levy Ordinance (First Reading) and Resolution Declaring Substantial Need to Increase Property Tax by One Percent

Finance Director, Jerica Pascoe, presented information in the staff report and commented that all references to the .60152 IPD in the Agenda Report had been changed to .602 per the Department of Revenue.

Councilmember Mary Morgan moved to Approve adopting Resolution 2020-31 declaring a substantial need to set the increase the property tax by one percent for 2021. **Motion Approved 7-0.**

Councilmember Nancy Goodloe moved to Approve conducting first reading of Ordinance 4861 levying property tax for the City of Ellensburg for fiscal year commencing January 1, 2021. **Motion Approved 7-0.**

9.C. Proposed Ordinance amending ECC Section 1.30.640 "Officers - Oath and Bond"

Finance Director, Jerica Pascoe, presented information in the staff report.

Councilmember Mary Morgan moved to Approve conducting first reading of Ordinance 4862 amending ECC Section 1.30.640. **Motion Approved 7-0.**

9.D. Ordinance to Repeal Chapter 5.64 of the Ellensburg City Code - "Carryout Bag Regulations" (First Reading)

Public Works and Utilities Director, Ryan Lyyski, presented information in the staff report.

Councilmember Mary Morgan moved to Approve conducting first reading of Ordinance 4863 repealing Chapter 5.64 of the Ellensburg City Code. **Motion Approved 7-0.**

9.E. Resolution to allow Sole Source Purchase of 3" and Larger Water Meters

Public Works and Utilities Director, Ryan Lyyski, presented information in the staff report.

Councilmember Nancy Lillquist moved to Approve adoption of Resolution of 2020-32 to sole source purchases of 3" and larger water meters. **Motion Approved 7-0.**

10. Unfinished Business

10.A. Park Master Planning Recommendation for Reed Park from Parks and Recreation Commission

Lacy Harrison, Parks and Recreation Chair, was present to review information discussed at the Parks and Recreation meeting regarding Reed Park, and the Commission's recommendation to City Council.

Stacy Hammond, 308 N Sampson St., commented regarding the elimination of traffic and parking at the water tower and the public participation process.

Martha Duskin-Smith, 1108 Craig Ave., representing herself and others, commented regarding the proposal not eliminating traffic to the park.

Terry Wilson, speaking for herself, commented regarding the park plan and the use of funds for other projects;

Stacy Hammond commented regarding the use of funds and the suspected urgency of park changes;

Theresa Plue commented regarding access to the park for vehicles;

Stacy Hammond commented regarding the use of funds for a consultant and the budget;

Terry Wilson questioned whether this was the only process for the public to comment;

The Mayor explained funding used for a consultant will be from the Park Impact Fees fund in the budget.

Councilmember Nancy Lillquist moved to Authorize the expenditure of up to \$20,000 for a consultant to run a public participation process and propose design changes to the Reed Park Master Plan. **Motion Approved 7-0.**

10.B. Updated report from the City Council Equity, Diversity and Arts Subcommittee

Councilmember Tristen Lamb reported on the Special Arts Commission meeting and review by members including three changes proposed by the commission.

- Instead of being specific to windows, would prefer allowing use of entire Rotary Pavilion site;
- Would like to allow a \$100 stipend from Arts Commission funds to the top three finalists;
- Would like to give an extension to the timeline for work to be done;

A written report would be included in the next council agenda for public comment and the subcommittee requested Council consensus on the three additional items. Council agreed with those additions for inclusion in the report for the November 16th Agenda.

11. New Business

11.A. Purchase of Field Lights for the Rotary Park Youth Baseball & Softball Complex

Parks and Recreation Director, Brad Case, reviewed information in the staff report.

Councilmember Stacey Engel moved to Authorize purchase of the field lights in the amount of \$398,029 and approve the necessary budget adjustment to the 2020 Parks Acquisition Fund budget. **Motion Approved 7-0.**

12. Miscellaneous

12.A. Manager's Report

The City Manager reviewed the Manager's Report. City Council concurred with the proposed proclamation format.

The City Manager announced his upcoming retirement. The Mayor requested a meeting be scheduled with the City Manager, City Attorney, HR Director and Mayor to discuss the hiring process. Councilmembers should contact the City Manager's office if they're interested in serving on a hiring subcommittee. Appointments to the subcommittee will be made at the November 16th Council meeting.

12.B. Councilmembers' Reports

- Councilmember Miller attended a KCCOG meeting, Homeless & Affordable Housing Committee;
- Councilmember Lillquist reported on the Environmental Commission meeting;
- Councilmember Engel expressed thanks to the City Manager for his help during her time on Council;
- Councilmember Goodloe reported on the Inclusion Diversity and Equity subcommittee and stated a report will be presented at the December 7th meeting;
- Councilmember Miller inquired about the November 18th Special Meeting Agenda and the City Manager reported a draft will be out soon.

13. Executive Session

14. Adjournment

Adjourned at 9:18 pm

Mayor

ATTEST: _____
City Clerk

LODGING TAX ADVISORY COMMITTEE

October 7, 2020 (2:04 p.m. to 3:37 p.m.)

Members Present: Matt Anderson, Monica Miller, Steve Townsend, and Mary Morgan

Members Absent: Christine Krueger (excused)

Others Present: Laurie Gigstead, Executive Assistant, Jerica Pascoe, Finance Director, Keith Bassett, Senior Financial Analyst, Amy McGuffin and Madison Ford, Kittitas County Chamber of Commerce

1. **Call to Order.** Chair Morgan called the meeting to order at 2:04 p.m.
2. **Minutes of the September 8, 2020 meeting.** Moved and seconded (Townsend/Anderson) to approve minutes as written. Motion approved.
3. **Correspondence and Public Comment Period.**
Other: Email from Christine Krueger. Laurie advised she had received an email from Christine Krueger requesting an excused absence. Moved and seconded (Anderson/Townsend) to excuse Christine Krueger from the October 7, 2020 meeting. Motion approved.

Monica Miller requested an overview of the Consolidated Lodging Tax process. The process was discussed. Amy advised there is a power point presentation for reviewers, and she will forward that to the City LTAC. The consolidated meeting is scheduled for November 20, 2020 from 8:00 a.m. to 5:00 p.m. Mary Morgan, Matt Anderson, and Steve Townsend plan to participate.

4. **Unfinished Business.**
 - A. **Budget/Financials Review.** Reviewed and acknowledged.
 - B. **Tourism Committee Report.** Madison reviewed the September data.
 - C. **Sign Committee Report.** Amy advised that the Sign Committee meets as needed. There has been a request to reconvene the Sign Committee to discuss a community banner program, where a fee would be paid to place banners throughout the community in approximately 100 locations (south Canyon Road to downtown core and University Way to west interchange) advertising events. Different aspects of a proposed program were discussed. Mary Morgan will participate on the Sign Committee. The Sign Committee will present a recommendation to the City Manager, then the Lodging Tax Advisory Committee, who will make a recommendation to the City Council.
5. **New Business.**
 - A. **2021/2022 Budget Discussion.** Keith Bassett, Senior Financial Analyst, gave an overview of the biennial budget process to the committee and answered questions. Discussion paused to consider Item 5B.
 - B. **Kittitas County Chamber of Commerce Professional Services Agreement.** The City Manager sent a letter to the Chamber of Commerce addressing the need to renegotiate the current contract due to the reduced revenues caused by the COVID pandemic. Madison reviewed the funding request from the Chamber of Commerce for 2021/2022.

Moved and seconded (Miller/Anderson) to recommend approval of the proposed funding request of the Chamber of Commerce for 2021 in the amount of \$254,751.24 and 2022 in the amount of \$267,488.80.

2021/2022 Budget – Continued Discussion. Based on the recommended approval of the Chamber funding request the committee discussed the proposed 2021/2022 LTAC budget allocations.

Moved and seconded (Anderson/Townsend) to forward the 2021/2022 Proposed Lodging Tax Advisory Committee Budget as shown below.

LTAC Proposed Budget 2021/2022

	2021	2022
Estimated Revenues	360,000	400,000
CLTAC Grant Funding	46,800.00	52,000.00
Visitor information Center Operations	58,968.00	61,916.40
Website Maintenance	8,500.00	8,925.00
Collateral Materials	5,000.00	5,250.00
Marketing & Advertising	182,283.24	191,397.40
Administration (city staff)	800.00	825.00
Tourism Strategic Plan	0	0
Operating Budget Totals	302,351.24	320,314.80
Funding from Reserve Fund		
Signage	0	0
Capital	0	0
Grand Total	\$302,351.24	\$320,313.80

Next meeting will be **November 4, 2020 beginning at 1:00 p.m.**

With no further business, the meeting was adjourned at 3:37 pm.

Respectfully submitted,
 Laurie Gigstead
 Recording Secretary

Drafted: 10/12/2020
Approved: 11/4/2020



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 16, 2020

Item Title/Agenda Subject: Project Acceptance - Request for Quotes (RFQ) 2020-12 - Vactor Truck Rental

Submitted by: Rod Paul Public Works & Utilities

Recommended Action or Motion: Staff is recommending Council accept the project as complete.

Background/Summary: The City of Ellensburg Sewer and Stormwater Divisions each own a vactor truck that is utilized by all city crews. The accessibility of the Sewer and Stormwater vactor trucks becomes very limited to the Light, Gas, and Water divisions during the construction season. The city has rented an additional vactor truck for all city divisions for the past few years.

Previous Council Action: City Council, at its December 3, 2018 meeting, approved the annual 6 month rental of a vactor truck through adoption of the 2019/2020 biennial budget.

City Council, at its March 16, 2020 meeting, awarded RFQ 2020-12 to Owen Equipment, the lowest responsive and responsible bidder for the 6 month rental of a vactor truck.

Analysis: Staff reviewed quotes from vendors who have contracts through the State of Washington Purchasing Cooperative (#02915) and through the Sourcewell National Purchasing Contract (#122017-SCA). The City of Ellensburg is a member of both the Washington State Purchasing Cooperative and the Sourcewell Purchasing Group and may purchase off any contract they provide. Staff reviewed two (2) quotes and the results were as follows:

- 1) Owen Equipment - Vactor 2100 PD - (WA State #02915)
Total cost with fees: \$72,335.70 plus WSST
- 2) SWS Equipment, Inc. - Sewer Equipment 900 Eco -
(Sourcewell Contract (#122017-SCA) Total cost with fees:
\$77,320.00 plus WSST.

Owen Equipment delivered the Vactor 2100 PD truck on March 19, 2020. The rented vactor truck was no longer needed and returned September 8, 2020.

Financial Impact:

The total cost of the rented vactor truck including WSST was \$78,322.32. The cost of the unit was split between the Water, Gas, and Light Divisions.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 16, 2020

Item Title/Agenda Subject: Authorization to execute a National Mutual Aid Agreement for the Natural Gas Division

Submitted by: Darin Yusi Public Works & Utilities

Recommended Action or Motion: Authorize City Manager to execute a National Mutual Aid Agreement developed by American Gas Association ("AGA"), the American Public Gas Association ("APGA"), the Northeast Gas Association ("NGA"), the Southern Gas Association ("SGA"), and the Midwest Energy Association ("MEA") for public natural gas utilities across the Nation.

Background/Summary: The City Natural Gas Division is a member of the American Public Gas Association (APGA) and benefits greatly through the resources and assistance the APGA provides. The APGA has recently worked with the American Gas Association ("AGA"), the American Public Gas Association ("APGA"), the Northeast Gas Association ("NGA"), the Southern Gas Association ("SGA"), and the Midwest Energy Association ("MEA") to develop a National Mutual Aid Agreement for public gas utilities. There are currently over 60 utilities throughout the nation that have signed on to the agreement. This agreement provides opportunities for gas utilities to support one another in situations of need, but does not obligate those utilities to provide assistance in those situations.

The City Gas Division currently has an interlocal agreement with the City of Enumclaw and having the National Mutual Aid Agreement in place would allow for further assistance in the event it became necessary.

It is important for gas utilities to support each other and for formal process/forms to be in place before the need is there, so that needs can be met quickly and efficiently. Gas Division staff has read through the agreement and recommend execution of the agreement for the City to become part of the National Mutual Aid Agreement.

Previous Council Action: No previous council action.

Analysis:

Chapter 39.34 RCW (the “Interlocal Cooperation Act”) permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities.

As previously stated, utilizing this RCW and executing a National Mutual Aid Agreement through the APGA would allow for the City to request assistance and provide assistance in times of need.

Financial Impact:

There is no immediate or anticipated financial impact.

In the event the agreement is utilized in the future, compensation, invoicing and reimbursement is defined in Section 5 of the Agreement.

Attachments:

[National Mutual Aid Agreement - Gas Division](#)
[Exhibit B - Request for Assistance](#)

MUTUAL ASSISTANCE AGREEMENT

The American Gas Association (“AGA”), the American Public Gas Association (“APGA”), the Northeast Gas Association (“NGA”), the Southern Gas Association (“SGA”), and the MEA Energy Association (“MEA”), hereinafter “the Associations”, developed the following Mutual Assistance Agreement (“Agreement”) for Members to request and provide emergency assistance in the form of materials, personnel, supplies and/or equipment, to aid in restoring natural gas service when it has been disrupted and cannot be restored in a safe and timely manner by the affected company or companies alone. Because of the significant differences between work performed under normal circumstances and emergency restoration, as well as the fact that each Member may, at any given point, both require as well as render emergency assistance, the Associations developed a voluntary system, described in detail herein, to help facilitate the provision of mutual aid assistance between their members. This voluntary system shall be governed by terms and conditions described herein.

Signatories to this Agreement recognize the need for a system whereby they may receive or provide assistance in the form of materials, personnel, supplies and/or equipment to aid in maintaining or restoring natural gas utility service when such service has been disrupted by acts of the elements, equipment malfunctions, accidents, sabotage or any other occurrences where the Signatory deems emergency assistance to be necessary or advisable (“Emergency Assistance Period”).

Signatories acknowledge that no other Signatory is under any obligation to furnish such emergency assistance; however, experience indicates that natural gas distribution companies are willing to furnish such assistance when materials, personnel, supplies and/or equipment are available.

In the absence of a continuing formal contract between a Signatory requesting emergency assistance (“Requesting Company”) and a Signatory willing to furnish such assistance (“Responding Company”), collectively the “Parties”, the following terms set forth the terms and conditions to which the Parties agree to be bound:

- 1. Master Agreement.** This Agreement sets out the terms under which a party may provide materials, personnel, supplies and/or equipment requested in a request for mutual assistance. The Agreement identifies the basic terms and conditions applicable to services and material provided by a Responding Company to a Requesting Company during any Emergency Assistance Period. The Associations shall have joint responsibility for the maintenance and revision of this Agreement and associated mutual assistance documents implementing this Agreement, including, but not limited to, the Mutual Assistance Procedures and Guidelines (Exhibit A). This Agreement may only be amended with the concurrence of each Association and with notice provided to Signatories. All services performed or materials, personnel, supplies and/or equipment provided by Responding Company pursuant to an RFA should be documented in advance. To that end, Exhibit B is a template that should be used to document the type and scope of assistance requested.

2. Member Responsibilities.

- 2.1. Signatories will make a good faith effort to provide assistance to aid in restoring natural gas service when aid is needed by another Member company. However, nothing in this Agreement commits, binds, or otherwise obligates a Signatory to respond to any particular request for assistance. Each Signatory reserves the sole right to respond or not respond to an RFA on a case-by-case basis. Each Signatory shall, in its sole discretion, determine if it shall respond to an RFA including the extent and limitations of that response. Each Responding Company reserves the right to recall any and all materials, personnel, supplies and/or equipment, at any time.
- 2.2. Unless otherwise agreed and documented in writing, Signatories shall follow the terms and conditions set forth herein if they are able and choose to respond to a Requesting Company's need for assistance.
- 2.3. Members will work together to minimize risk to all parties. Responding Company will provide assistance (which may include materials, personnel, supplies, and/or equipment) on a not-for-profit basis. Requesting Company will reimburse Responding Company for all direct and indirect costs and expenses incurred in providing the assistance.
- 2.4. At all times, employees of a Responding Company continue to be employees of that Responding Company and are not ever deemed to be employees of a Requesting Company. Wages, hours and other terms and conditions of employment of Responding Company shall continue to apply to its employees at all times.
- 2.5. Participating Members shall forward a signed copy of this Agreement to AGA. AGA will maintain a list of Signatories and their authorized representatives on its web site, www.aga.org, at the "Emergency Planning Resources Center".
- 2.6. Except as noted below, a Signatory may withdraw from participation under this Agreement at any time by providing written notice (including via email) to AGA. Such notice shall not affect any obligations which may arise out of events occurring prior to the date of such notice. No Requesting Company may withdraw from participation under this Agreement while it is receiving assistance pursuant to the terms of this agreement.

3. Emergency Assistance Period.

- 3.1. Signatories agree that the Emergency Assistance Period shall commence when materials, personnel, supplies and/or equipment expenses are initially incurred by the Responding Company in response to the Requesting Company's RFA. This includes any request for the Responding Company to prepare its employees, materials, supplies and/or equipment for transport to the Requesting Company's location, but to await further instructions before departing. The Emergency Assistance Period shall

- terminate when such employees, materials, supplies and/or equipment, have returned to the Responding Company, and shall include any mandated DOT rest time or rest time specified in responding companies labor contract or safety policies resulting from the assistance provided and reasonable time required to prepare the materials, personnel, supplies and/or equipment for return to normal service activities (e.g., cleaning off trucks, restocking minor materials, etc.).
- 3.2. The length of stay/response by Responding Company personnel will be mutually agreed to by both companies. To the extent possible, the RFA should state the anticipated length – in general – of the Emergency Assistance Period. This period should typically not exceed fourteen (14) consecutive days, including Responding Company’s travel time to the designated work area and return to the point of origin. For extended Emergency Assistance Periods, the Requesting Company and Responding Company should agree on the process for replacing or, alternatively, providing extra rest for the Responding Company’s employees. The Responding Company and Requesting Company may mutually agree to exceptions to this Section.
- 3.3. It is understood and agreed that the Responding Company can, in its sole and independent judgment and at any time after it has mobilized to provide emergency assistance hereunder, recall any or all of its employee and/or contract workforce. In these instances:
- a. It is understood and agreed that the decision to terminate assistance and recall employees lies solely with the Responding Company.
 - b. If a recall of Responding Company’s workforce becomes necessary, the Requesting Company will be responsible for all expenses incurred by Responding Company up to the time of recall, as well as return travel costs to the workforce’s point of origin and any needed retrofit of equipment.
 - c. If Responding Company’s workforce is recalled to a location other than their point of origin, the Requesting Company will be responsible for travel costs not to exceed that which would have been incurred had the workforce returned to their original point of origin.
- 3.4. Requesting Company may, at any time, order additions, deletions, or revisions in the services and materials, personnel, supplies and/or equipment provided pursuant to an RFA provided that these modifications to an RFA are made in writing and mutually agreed to in writing by both Parties in advance.
- 3.5. During emergencies impacting more than one Signatory, Responding Company resources may be re-assigned: (1) en route to the Requesting Company; (2) at an initial staging area before reaching the Requesting Company; or (3) at the Responding Company’s final staging area. Additionally, resources may be assigned to assist a second Requesting Company after completing work for the initial Requesting

Company. In any of these instances, unless otherwise mutually agreed or stated in this Agreement, the Requesting Company receiving the re-assigned Responding Company resources will be responsible for all Responding Company costs incurred from the time of re-assignment.

4. Safety Rules, Supervision, and Operator Qualification.

- 4.1. Whether providing or receiving assistance, the safety of all personnel and the general public will be the preeminent objective and responsibility of all Signatories. The Responding Company and the Requesting Company will make all reasonable efforts under the circumstances to provide for adequate safety measures, including necessary involvement of police or governmental agencies, to ensure and otherwise protect the safety of all personnel and the general public.
- 4.2. Responding Company's safety rules shall apply to all work done by its employees unless the Requesting Company's safety rules are more stringent. In the event the safety rules of the Requesting Company are more stringent than the safety rules of the Responding Company, the Requesting Company shall provide the Responding Company's personnel with appropriate safety orientation and training. The Responding Company will in a timely manner report any and all occupational injuries and vehicle accidents to the Requesting Company. Any questions or concerns arising about any safety rules should be brought to the proper level of management for prompt resolution between management of the Requesting and Responding Companies.
- 4.3. In the event the Responding Company or its employees are party to any incident involving damage to persons or property, Responding Company will report and document the specifics of such incident to Requesting Company as soon as practicable after any such incident.
- 4.4. Responding Company shall send the level of supervision and support as set forth in the RFA and mutually agreed to by the Parties. The Responding Company may send such additional personnel as it deems necessary to ensure the safety and efficiency of the response. These personnel may typically include, but are not limited to, safety supervision, vehicle mechanics and logistics support.
- 4.5. All requests for work to be done by Responding Company's crews shall be given by Requesting Company to Responding Company's supervisor(s); or, when Responding Company's crews are to work in widely separate areas, to Responding Company's foremen as may be designated for the purpose by Responding Company's supervisor(s).
- 4.6. Requesting Company's RFA must specify what tasks are covered tasks per 49 CFR Part 192 subpart N. The Requesting Company receiving personnel pursuant to an RFA is required to confirm that Responding Company personnel's knowledge, skills, and ability are consistent with Requesting Company's needs. The Responding Company

should provide documentation, as appropriate, demonstrating the knowledge, skills, and ability of responding personnel, in accordance with Exhibit A.

- 4.7. Any engineering work performed by Responding Company personnel who are not licensed as a professional engineer (PE) in the applicable state jurisdiction of the Requesting Company shall be supervised and/or reviewed by the appropriate engineering personnel or consultant of the Requesting Company in accordance with the statutes and regulations of the applicable state jurisdiction of the Requesting Company.

5. Compensation, Invoicing and Reimbursement.

- 5.1. Requesting Company shall reimburse Responding Company for all costs and expenses incurred by Responding Company in providing emergency assistance. Responding Company shall submit an invoice to Requesting Company, which includes documentation of all costs and expenses. Such costs and expenses, without any added profit, shall include, but not be limited to, the following:
 - a. Employees' wages and salaries for paid time spent in Requesting Company's service area and paid time during travel to and from such service area, plus Responding Company's standard payable additives to cover all employee benefits and allowances.
 - b. Employee travel and living expenses (meals, lodging and reasonable incidentals).
 - c. Replacement cost of materials and supplies expended or furnished.
 - d. Repair or replacement cost of equipment damaged or lost.
 - e. Charges, at rates internally used by Responding Company, for the use of transportation equipment and other equipment requested.
 - f. Other uninsured costs.
 - g. Administrative and general costs, which are properly allocable to the emergency assistance to the extent such costs, are not chargeable pursuant to the foregoing subsections.
- 5.2. Unless otherwise agreed by the Parties, Requesting Company shall be responsible for supplying and/or coordinating support functions such as lodging, meals, materials, etc. Unless otherwise agreed by the Parties in the RFA or in an amendment thereto, the Responding Company shall be responsible for arranging lodging and meals en route to the Requesting Company and for the return trip home. The cost for these transit expenses will be covered by the Requesting Company.

- 5.3. “Host Companies” are those companies who may provide staging areas or other resources to a Responding Company. Requesting Company will reimburse Host Company for expenses incurred in the provision and management of interim staging areas (i.e., labor and miscellaneous expenses provided by the host company to operate the staging area, but not including any Responding Company crew costs). In emergencies involving more than one Requesting Company, staging costs will be shared by Requesting Companies on a prorated basis based on the resources committed to each Requesting Company entering (i.e., logged into) the staging site.
- 5.4. Notwithstanding anything herein, at all times during the provision of mutual aid, the Responding Company shall be an independent Contractor of the Requesting Company. Wages, hours, and other terms and conditions of employment of Responding Company shall remain applicable to its employees during the emergency assistance period.
- 5.5. Unless otherwise agreed, the Responding Company should submit an invoice to the Requesting Company within sixty (60) calendar days from the date released by the Requesting Company. Requesting Company shall pay all costs and expenses of Responding Company within sixty (60) calendar days after receipt of an invoice and complete records from Responding Company. Termination of an RFA by either Party shall not relieve Requesting Company from its obligation to pay properly invoiced costs and expenses.
- 5.6. The Responding Company has the sole responsibility to maintain appropriate vehicle/automobile insurance coverage and worker’s compensation coverage for Responding Company personnel.

6. Records.

- 6.1. Responding Company shall maintain daily records of time and expenses for personnel and equipment. This documentation will be provided with the invoice submitted to the Requesting Company.
- 6.2. Responding Company shall keep and maintain all time sheets and other work records pertaining to its provision of Emergency Assistance to Requesting Company in the same manner in which Responding Company keeps and maintains its records in the ordinary course of business. The Responding Company shall maintain field-records in its customary format, unless both the Responding Company and Requesting Company mutually agree to supplement those records in writing in the RFA.
- 6.3. Responding Company agrees to maintain auditable records of billed expenses for emergency mutual assistance. The records must be reasonably sufficient to satisfy the legal requirements and obligations incumbent the Requesting Company. It is the Requesting Company’s responsibility to make those requirements and obligations known to the Responding Company prior to mobilization.

7. Indemnification.

- 7.1. Requesting Company shall indemnify, hold harmless and defend the Responding Company from and against any and all liability for loss, damage, cost or expense which Responding Company may incur by reason of bodily injury, including death, to any person or persons or by reason of damage to or destruction of any property, including the loss of use thereof, which result from furnishing emergency assistance and whether or not due in whole or in part to any act, omission, or negligence of Responding Company, except to the extent that such death or injury to person, or damage to property, is caused by the willful or wanton misconduct and/or gross negligence of the Responding Company and/or Responding Company employee(s).

In the event any claim or demand is made or suit or action is filed against Responding Company alleging liability for which Requesting Company shall indemnify and hold harmless Responding Company, Responding Company shall promptly notify Requesting Company thereof, and Requesting Company, at its sole cost and expense, shall settle, compromise or defend the same in such manner as it in its sole discretion deems necessary or prudent.

- 8. Term, Entire Agreement & Modification.** This Agreement shall be effective from January 1, 2021 through December 31, 2025. This Agreement encompasses the entire agreement of the Parties and supersedes the AGA Master Operations Assistance Agreement dated December 2011 and the NGA and SGA 2015 Agreement. No agreement or understanding purporting to modify this Agreement shall be binding unless in writing and signed by the Parties' respective authorized representatives.

9. Limitation on Liability.

- 9.1. No Party shall be liable to any other Party for any claim for indirect, incidental, special or consequential damage or loss of the other Party, including, but not limited to, loss of profits or revenues, cost of capital of financing, loss of goodwill and cost of replacement power arising from such Party's carrying out, or failing to carry out, any obligations contemplated by this Agreement except to the extent the damages are direct damages that result from the gross negligence or intentional misconduct of such party; provided, however, that nothing herein shall be deemed to reduce or limit the obligation of any Party with respect to the claims of persons or entities not a Party to this Agreement.
- 9.2. The Parties to this Agreement acknowledge that the Associations' role is limited to facilitating communication between Member Companies and the maintenance and revision of this Agreement and associated mutual assistance documents implementing this Agreement. In light of this limited role, the Associations shall not be liable to any Party for any claim for indirect, incidental, special or consequential damage or loss, including, but not limited to, loss of profits or revenues, cost of capital of financing,

loss of goodwill and cost of replacement power arising from carrying out, or failing to carry out, any obligations contemplated by this Agreement.

10. **No Third-Party Beneficiaries.** This Agreement is intended to be solely for the benefit of the Parties and their respective successors and permitted assigns and is not intended to and shall not confer any rights or benefits on any third party (other than successors and permitted assigns) not a Party hereto.
11. **Governing Law of Agreement.** This Agreement shall be governed in accordance with the laws of the State of Delaware.

Signatory:

Company Name

Signature

Officer Name: _____

Title: _____

Date: _____

Exhibit A

MUTUAL ASSISTANCE PROCEDURES AND GUIDELINES

September 10, 2020

In order to effectively implement the terms of the Mutual Assistance Agreement (“Agreement”) signed by AGA, APGA, NGA, SGA and MEA Energy (“the Associations”) and the individual signatory Members of the Associations; effective January 1, 2021, the Associations have developed and approved the following Mutual Assistance Procedures and Guidelines (“MA Procedures and Guidelines”) for participants to request and provide emergency assistance in the form of materials, personnel, supplies and/or equipment, to aid in restoring gas service when it has been disrupted and cannot be restored in a safe and timely manner by the affected company or companies alone. The MA Procedures and Guidelines provided herein will apply to all Member companies who signed the Agreement. Participants in this program recognize the significant differences between work performed under normal circumstances and emergency restoration, as well as the fact that each Participant may, at any given point, both require as well as render emergency assistance.

The Associations shall have joint responsibility for the maintenance and revision of these MA Procedures and Guidelines.

1. Members (“Members”) understand and agree:

- 1.1. This document, as well as any future approved modifications, amendments or revisions adopted by mutual agreement among the Associations, shall be known as the Mutual Assistance Procedures and Guidelines.

2. Code of Conduct and Coordination Between the Associations

- 2.1. Whether providing or receiving assistance, all personnel will be expected to conduct themselves in accordance with their respective Member Company’s Code of Conduct, if such code exists, together with such reasonable policies for workplace safety, security, and conduct while on the Requesting Company’s premises; and, if not, then all personnel will conduct themselves in a professional, safe and responsible manner.
- 2.2. When implementing the terms of the Mutual Aid Agreement and this Exhibit A, the Associations will, to the extent practicable, serve as the initial point of contact between the Requesting Company and Responding Company(ies); and help coordinate communications and engagement with Requesting and Responding Companies, and each other, to streamline requests for information and to better enable Requesting and Responding Companies to respond to the circumstances requiring emergency assistance. Typically, the Regional Associations will be responsible for interacting with state agencies; and AGA and APGA will be responsible for interacting with federal agencies during a mutual aid scenario.

- 2.3. The responsible Association will provide the Requesting Company(ies) with a list of potential Responding Companies that have volunteered to provide aid. The Responding Company shall provide, via writing (including e-mail) to the Requesting Company, their offer of assistance, copying the appropriate Association. The Requesting Company shall confirm, via writing (including e-mail) their acceptance of the assistance in accordance with this Agreement. The responsible Association will help facilitate communication between the Requesting Company and Responding Company as necessary.
- 2.4. This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one and the same Agreement, as between Requesting Company and Responding Company.

3. Roles and Responsibilities of the Associations

- 3.1. In the event that a regional mutual aid request exceeds the response capacity of the NGA, SGA, MEA or another regional gas association leading the mutual aid response, more extensive, nationwide mutual aid may be requested. In this capacity, AGA will serve in a support role to the regional association leading the response. AGA's role and responsibilities include the following:
 - a. In coordination with the Association(s), update member emergency contact information for emergency response personnel approximately every 6 months and incorporate in the national mutual aid database.;
 - b. In coordination with APGA, send a mutual aid request via email to companies participating in the Mutual Assistance Program notifying them of the need being requested by the impacted utility. The Request for Assistance form (Exhibit B), should be included in this correspondence. Coordinate with regional gas associations as appropriate. Forward all responses received to the lead regional gas association;
 - c. In coordination with the regional association in the impacted area and consistent with section 2.2 above, communicate daily with members in the impacted region about the status of operations, personnel and equipment, or obtain this information from the regional gas association leading the mutual aid response; and
 - d. Participate on industry calls with federal government entities to inform them of our members' operational status and relay overall needs. AGA, in coordination with APGA, may also reach out to government agencies (e.g., PHMSA) to request waivers on behalf of operators in the impacted region.
- 3.2. In the event that regional mutual aid is requested by a participating AGA member company, in an area where a regional gas association does not have a formal mutual

aid program or is unable to provide mutual aid support, AGA will serve in a primary role to support mutual aid coordination among its member companies. In this scenario, AGA's role and responsibilities include the following:

- a. In coordination with the Association(s), update member emergency contact information for emergency response personnel approximately every 6 months and incorporate in the national mutual aid database.
- b. Send a mutual aid request via email to member companies participating in the Mutual Assistance Program, notifying them of the need being requested by the impacted utility. The Request for Assistance form (Exhibit B) should be included in this correspondence. Coordinate with regional gas associations as appropriate;
- c. Facilitate the Joint Mobilization Conference Calls to provide members with the opportunity to understand the entire scope of the emergency;
- d. After each Joint Mobilization Conference Call, AGA staff will summarize and distribute discussion notes to all member call participants;
- e. Consistent with section 2.2 above, communicate daily with members in the impacted region about status of operations, personnel and equipment; and
- f. Participating companies final dispatch of committed resources is to be coordinated directly between the Requesting Company and the Responding Company. AGA should not be given, and will not accept, the authority by the Requesting Company to coordinate the dispatch of committed resources.

3.3. If regional mutual aid is requested by an APGA member company, in an area where a regional gas association does not have a formal mutual aid program or is unable to provide mutual aid support and the system is not an AGA member, APGA will serve in a primary role to support mutual aid coordination among participants in the National Mutual Assistance Program. In this scenario, APGA's roles and responsibilities include the following:

- a. Update member emergency contact information for emergency response personnel approximately every 6 months and share with AGA to incorporate in the national mutual aid database.
- b. Send a mutual aid request via email to member companies participating in the Mutual Assistance Program, notifying them of the need being requested by the impacted utility. The Request for Assistance form (Exhibit B) should be included in this correspondence;

- c. Facilitate the Joint Mobilization Conference Calls to provide members with the opportunity to understand the entire scope of the emergency;
 - d. After each Joint Mobilization Conference Call, APGA staff will summarize and distribute discussion notes to all member call participants;
 - e. Communicate daily with members in the impacted region about status of operations, personnel and equipment; and
 - f. Members agree that final dispatch of committed resources is to be coordinated directly between the Requesting Company and the Responding Company. APGA should not be given and will not accept, the authority by the Requesting Company to coordinate the dispatch of committed resources.
- 3.4. In the event that regional mutual aid is requested by an NGA SGA and/or MEA member, the appropriate Association (NGA SGA and/or MEA) will serve in a primary role to support mutual aid coordination among participants in the National Mutual Assistance Program. In this scenario, NGA, SGA and/or MEA's roles and responsibilities include the following:
- a. Update member emergency contact information for emergency response personnel approximately every 6 months and share with AGA to incorporate in the national mutual aid database.
 - b. Send out the mutual aid request via email with the attached RFA filled out by the requesting company. In the case that the requesting company is a member of NGA, SGA and/or MEA, the geographical location will be used to determine which association will take lead on the response.
 - c. Facilitate the member company's request for emergency assistance in the form of materials, personnel, supplies, and /or equipment.
 - d. Members must have a signed Mutual Assistance Agreement on file in order to participate.
 - e. Facilitate a Joint Mobilization conference call to provide members the scope of emergency and needs. Depending on situation, calls could be facilitated prior to, during and after emergency.
 - f. NGA, SGA, and/or MEA will communicate daily with requesting and responding companies, as needed.
 - g. NGA,SGA and/or MEA will coordinate and communicate dispatch of the responding company upon approval of the requesting company up to the point

of dispatch. At this point, ongoing communication will be between both parties with NGA, SGA and/or MEA operating within a supporting role.

- h. NGA will be responsible for coordinating activities for their current members and neighboring companies in Canada. SGA and MEA will be responsible for coordinating activities for their current members within their footprint. When assistance is requested outside the NGA, SGA and MEA footprint, AGA and APGA staff will coordinate activities as appropriate.

4. Maintenance of Contact Roster

- 4.1. In order to facilitate efficient communication and response, participating companies will provide the following information to AGA:
 - a. The names contact numbers (e.g., work phone and cellular phone, if available), and e-mail addresses for individuals authorized to request mutual assistance for a requesting company and commit resources for a responding company.
 - b. If available, the telephone number(s) for the 24-hour operations / dispatch center for the Member.
 - c. If available, a corporate emergency center 24-hour telephone number, if different from the 24-hour operations / dispatch telephone number.
- 4.2. AGA will be responsible for maintaining, updating and providing access to the Associations the combined national “Member Company Contact Roster.”

5. Communication with Contractors

- 5.1. Members are encouraged to explain the mutual assistance and joint mobilization processes and procedures discussed in this document with contractors working on their respective systems.

6. Purpose and Rationale for Joint Mobilization Conference Call Procedures

- 6.1. Because response time is critical in emergency situations, the Joint Mobilization Conference Call provides a mechanism that allows participating companies to quickly request assistance and identify the number and status of available personnel and resources.

6.2. The Joint Mobilization Conference Call format should:

- a. Provide participating companies with the opportunity to understand the entire scope of the emergency, including the number of participating companies expecting to be impacted and potentially requiring assistance.
- b. Allow participating companies to discuss and evaluate applicable information regarding the incident (e.g., weather forecasts, road closures, etc.) from different sources.

7. Understanding – Joint Mobilization Conference Call Procedures

- 7.1. Participating companies agree to adhere to the procedures contained in this document for requesting, identifying, and mobilizing emergency mutual assistance resources. The exception being when an event impacts a single company and the impacted company anticipates a short restoration time requiring limited assistance from only neighboring (adjacent) companies. In this instance, the impacted company may contact neighboring companies directly to arrange assistance.
- 7.2. Participating companies understand and agree that participation on Joint Mobilization Conference Calls is restricted to employees of participating companies and the Associations, unless otherwise agreed prior to the call.
- 7.3. Members understand and agree that conversations between participating companies and the Associations during Joint Mobilization Conference Calls may contain confidential and propriety information. Therefore, with the exception of general deployment information, Members and representatives of AGA, APGA, NGA, SGA, MEA and all other signatories to the Agreement expressly agree not to share, divulge or release any information shared by any participant during Joint Mobilization Conference Calls without express prior written consent of all participants on such Joint Mobilization Conference Calls. Joint Mobilization Conference Calls will not be recorded.

8. Initiation of the Joint Mobilization Conference Call

- 8.1. Typically, the participating company that has been impacted or expects to be impacted (i.e., a Requesting Company) by an event will submit a request to the lead Association to initiate the Joint Mobilization Conference Call (“Initiating Member”).
- 8.2. Participating companies may request to initiate a Joint Mobilization Conference Call any time they experience or are threatened by an event so significant they anticipate needing resources beyond the capabilities of their neighboring (adjacent) companies to restore their system.

- 8.3. Alternatively, participating Association staff members listed on the Mutual Assistance Contact Roster may initiate the Joint Mobilization Conference Call for an impacted Member.
- 8.4. Procedure for initiating the Joint Mobilization Conference Call:
- a. The Initiating Member will notify an AGA, APGA, NGA, SGA, MEA or other regional association staff member(s) listed on the Mutual Assistance Contact Roster that it wishes to hold a Joint Mobilization Conference Call for emergency response and provide the date and time for the call (including time zone). The contacted AGA, APGA, NGA, SGA, MEA or other association staff member(s) will distribute by e-mail the Joint Mobilization Conference Call information to one of two groups (Initiating Member should specify):
 - All participating companies who signed the Agreement or
 - A specific group of participating companies as specified by the Initiating Member (e.g. other operators or contractor in the impacted state(s)).
 - b. After each call, AGA, APGA, NGA, SGA or MEA staff, as appropriate, will summarize and distribute discussion notes to all call participants.

9. Responsibilities of the Initiating Member

- 9.1. The Initiating Member will designate an individual to serve as spokesperson during the Joint Mobilization Conference Call. The spokesperson will:
- a. Present an estimate of predicted impact / damages and when these are expected to occur or an assessment of actual damages if the event has already occurred. If the event is large enough to impact more than one Member's service territory, the moderator will ask other participating companies for their projected damage assessments.
 - b. Present an estimate of resources needed by type (i.e., personnel, equipment, materials, etc.), including specific job site requirements regarding personnel qualifications and special equipment.
 - c. When appropriate, the Initiating Member(s)' spokesperson will lead discussion of staging areas to be used by Responding Companies; transportation and safety concerns, such as evacuation orders, fuel availability, and DOT exemptions; and, the availability of non-Member (e.g., contractors) resources that may be available to assist Requesting Companies.

10. Responsibilities of Non-Initiating Members Participating in Conference Calls

- 10.1. Participant companies understand and agree that participation in the Joint Mobilization Conference Call by non-Initiating Members does not obligate them to become a Responding Company.
- 10.2. Responding Company agrees not to release or dispatch ANY resources (contract or native/employee) unless committed to and confirmed in writing, including e-mail, by a Requesting Company. It is understood that a Responding Company's territory should be free from significant threat before resources can be committed and dispatched.
- 10.3. Non-impacted participant companies should be prepared to provide an estimate of the resources available to assist Requesting Companies, including an estimate of when those personnel can be dispatched.
- 10.4. To enhance safety and flexibility, upon request, non-impacted participating companies should be prepared to identify staging areas available in their territories.
- 10.5. Questions during the call should be limited to understanding the needs and requirements of the requesting company.
- 10.6. Phones shall be kept on mute at all times except when asking a question.

11. Resource Allocation and Mobilization

- 11.1. When more than one participating company has requested emergency assistance under the Agreement, all participating companies understand and agree that it is the responsibility of the Requesting Companies to agree upon the allocation of available Responding company resources, with the assistance of the Associations.
- 11.2. Participating companies agree that, in general, resources will be allocated based on severity of need, based on:
 - a. Impact – degree of system loss and estimated time customers have been without service;
 - b. Which participating company will be first impacted;
 - c. Travel time; and
 - d. Availability of other non-participating company-controlled resources.

The intent will be to allocate available resources to meet all participating company needs in the most efficient manner possible according to severity of need.

- 11.3. Responding companies will only provide individuals who are qualified under the Operator Qualification requirement 49 CFR Part 192 Subpart N. Responding companies will provide a record of everyone's credentials under the Operator Qualification Requirement 49 CFR Part 192 Subpart N. Requesting companies will have the right to review these records prior to the dispatch of resources and decline the dispatch of specific individuals based upon this review.
- 11.4. Members agree that final dispatch of committed resources is to be coordinated as outlined in Section 3 above.

12. Responsibilities of Joint Mobilization Conference Call Moderator

- 12.1. A lead Association staff member will serve as the moderator for the Joint Mobilization Conference Call.
- 12.2. Call the roll of Member companies and identify non-Member participants.
- 12.3. If the event is large enough to impact more than one participating company's service territory, the moderator will ask other participating companies for their projected resource needs, if any.
- 12.4. A "Coordinator" designated by AGA, APGA, NGA, SGA or MEA will be responsible for notifying Members of Joint Mobilization Conference Calls.
- 12.5. The AGA, APGA, NGA, SGA or MEA Coordinator will be responsible for producing and distributing conference call summary notes after each conference call.
- 12.6. By roll call, ask all non-impacted Members to indicate if they intend to assist immediately or once their territories are no longer impacted.
- 12.7. Set the date and time for future conference call(s).

13. Requesting Company – Responsibilities Prior to Mobilization

- 13.1. To the extent possible, the Requesting Company is expected to clearly communicate the degree of devastation and working conditions and any safety concerns the Responding Company personnel should expect to encounter upon arrival at the emergency restoration work area.
- 13.2. To facilitate communications, the Requesting Company may opt to provide a single point of contact ("Coordinator") to interact with the Responding Company. If a single point of contact (Coordinator) is designated a secondary point of contact shall be designated also.

- 13.3. The Requesting Company will provide the Responding Company with the name and contact information for their Coordinator(s) before Responding Company personnel leave their point of origin.
- 13.4. Requesting Company, in coordination with the applicable Regional Association, will coordinate with their state DOT officials and law enforcement, as necessary, concerning emergency exemptions and any other transportation or safety issues that will facilitate the Responding Company's trip to and from the Requesting Company. Requesting Company, in coordination with the AGA and APGA (primarily for federal agency coordination), and applicable Regional Association (primarily for state agency coordination), will also coordinate with other state and federal officials, as necessary.
- 13.5. The Requesting Company is encouraged to communicate general information with Responding Company before arriving on site. Items covered may include labor contractual issues, safety issues, contact personnel, vehicle fueling arrangements, typical standard construction, meal and lodging arrangements, and other items that will be of benefit to the responding personnel and their supervision.

14. Requesting Company – Responsibilities during Emergency Assistance Period

- 14.1. The Requesting Company will establish expectations for work, including start time and duration.
- 14.2. The Requesting Company will provide materials, including but not limited to equipment, vehicles, and PPE, if necessary, for emergency assistance, unless specifically noted otherwise.
- 14.3. The Requesting Company will provide a guide for communications and if necessary portable radios/cellular telephones to assist Responding Company team leaders with communications.
- 14.4. The Requesting Company will provide required system maps and/or information.
- 14.5. The Requesting Company will provide (i) vehicle security for parking areas, and (ii) any additional security measures, including involvement of law enforcement, as necessitated by the emergency, unless specifically agreed otherwise.
- 14.6. Except for food and lodging during travel to and from the final work site, the Requesting Company will handle all food, lodging and incidental support needed by Responding Company; unless both Member companies agree that Responding Company will handle/be responsible for these logistics/expenses.
- 14.7. Requesting and Responding Companies should agree on the provision of laundry services.

15. Responding Company – Responsibilities Prior to Mobilization

- 15.1. To the extent possible, the Responding Company is expected to clearly communicate the degree of devastation and working conditions and any safety concerns that should be expected by their employees upon arrival at the emergency restoration work area.
- 15.2. To facilitate communications, the Responding Company shall provide a single point of contact (“Coordinator”) to interact with the Requesting Company.
- 15.3. Responding Company agrees not to load extra stock materials on trucks unless specifically requested by the Requesting Company to ensure that all material used meets the Requesting Company's design and construction standards.

16. Responding Company – Responsibilities during Emergency Assistance Period

- 16.1. Responding Company will handle all communication needs within their teams.
- 16.2. The Responding Company will be responsible for performing normal maintenance on their vehicles and equipment during the Emergency Assistance Period and this work will be covered in their standard hourly/daily rates.
- 16.3. All instructions for work to be done by Responding Company’s crews shall be given by Requesting Company to Responding Company’s supervisor(s). When Responding Company’s crews are to work in separate areas, a Responding Company’s foremen may be designated as a supervisor(s).

17. Responding Company – Responsibilities End of Emergency Assistance Period

- 17.1. Responding Company shall return all maps and other proprietary information to the Requesting Company, except for copies retained for archival and legal purposes.
- 17.2. Responding Company shall return all loaned equipment to the Requesting Company.

18. Lessons Learned and After-Action Review

- 18.1. Evaluating the processes, procedures, and practices employed by the Associations and participating companies during a mutual aid event is critical to improving how we respond to future events. To that end, all Associations and participating companies should, to the extent practicable, identify lessons learned and opportunities to improve the mutual aid process described by this Exhibit.
- 18.2. After a mutual aid event has been completed, the Associations and the participating companies should meet (in person or via video or teleconference) to discuss lessons learned for the event and areas where, if necessary, the processes and procedures discussed in this Exhibit should be modified.

National Mutual Assistance Program
REQUEST FOR ASSISTANCE (RFA)

TO BE COMPLETED BY REQUESTING COMPANY

Today's Date: _____

RFA No: _____

RFA Type: _____New _____Renewal _____Cancellation _____Change / Update

Requesting Company Name: _____

	Primary Contact	Secondary Contact
Name:		
Company Phone:		
Cell Phone:		
E-Mail:		

Period Emergency Assistance Needed:

Starting: _____ Ending: _____

Description of Emergency (include approximate number of customers affected)

System(s) affected: ≤14" WC _____, >14"≤60 psi _____, >60 psi _____, >20% SMYS _____.

Type of PE: HDPE _____, MDPE _____

Typical Main Size: _____" OD to _____" OD

Type of FIELD Personnel/Work needed: (check all that apply)

Number Needed	Type	Make-up of Crew	Type of Work / Equipment Requested – These include the minimum OQ tasks required	Additional types of Work / Equipment Requested (check all that apply)	Standardized B31Q Tasks Required
	Construction / Maintenance Crews	3-person Crews	Steel, PE, Mains and Services, Repairs, Replacements, Locating, Abandonments, Purging, Pressure Testing, Bar holing, Leak Pinpointing, Emergency Response Crew Truck with Backhoe or Trencher and traffic channelization equipment FR Clothing and Supplied	☐ Cast Iron ☐ Heat Fusion ☐ Electro-Fusion ☐ Socket Fusion ☐ Mechanical Couplings ☐ Dump Truck ☐ Air Compressor ☐ Portable Shoring ☐ Shoring Box ☐ Small Dial Tapping &	

			Air Respirator	Stopping _____ ___ OSHA 40 Hr HAZWOPER	
	Dewatering Crew	2-person Crews	Tapping Pipelines, Removal of Liquids	___ Appropriate Vehicle ___ Vac Truck ___ Compressors with Pigging ___ Vapor Extraction Units ___ Cameras ___ Pumps (LP Drips)	

Number Needed	Type	Make-up of Crew	Type of Work / Equipment Requested– These include the minimum OQ tasks required	Additional types of Work/ Equipment Requested (check all that apply)	Standardized B31Q Tasks Required
	Leak Survey	1-person	Leak Detection, Bar Holing, Leak Pinpointing, Emergency Response,	___ Appropriate Vehicle ___ Calibration equipment ___ Walking Survey ___ Mobile Survey ___ Above ground meter sets ___ ATV vehicle ___ Mobile Flame Ionization Detector ___ Mobile Infrared / Optical Detector ___ Handheld Flame Ionization Detector ___ Handheld Infrared / Optical Detector ___ Handheld Laser based Detector ___ Ability to use Paper Maps ___ Ability to use a Mobile Device	
	Welding	1-person	Holds a current weld qualification with the responding company Appropriate vehicle and welding equipment	___ Qualified - 49CFR192 App C ___ Qualified Sec 6 API 1104 ___ Qualified Sec IX ASME BPVC ___ Welding Pipe <20% SMYS ___ Welding Pipe ≥20% SMYS ___ Welding Service Tees ___ Welding up to 12" dia. ___ Welding > 12" dia.	

				___ Low Hydrogen Welding ___ Welder's assistant/laborer	
	Service Restoration - Relights	See Additional	Inspection of meter and regulator sets, Purging fuel lines, Conducting Lock-in test, relighting residential and small commercial appliances, Emergency Response.	___ With own vehicle ___ One person to a truck/van ___ Two to a truck/van ___ Ability to relight larger commercial appliances ___ Appliance Repair experience	
	Meter Sets	1-person	Inspection of meter and regulator sets; Replacing meters, regulators, and meter valves; Purging fuel lines, Conducting pressure test and/or flow and Lock-up test, relighting residential and small commercial appliances.	___ With own vehicle ___ Ability to relight larger commercial appliances ___ Ability to rebuild larger meter sets	
	Locating	1-person	Locating Underground Facilities. With locating equipment.	___ With own vehicle ___ Ability to use paper maps ___ Ability to use mobile device ___ Ability to use GPS	

Number Needed	Type	Make-up of Crew	Type of Work / Equipment Requested– These include the minimum OQ tasks required	Additional types of Work/ Equipment Requested (check all that apply)	Standardized B31Q Tasks Required
	Other	1-person	Various – See Additional	☐ With own vehicle ☐ Large Diameter Tapping and Stopping _____ ☐ Operation of Portable Odorizing Equipment ☐ Regulator Station Technicians ☐ Crane Truck ☐ Other _____ _____	

Must field personnel provided by responding companies belong to a Labor Union?

YES _____ NO _____

What other Operator Qualification Requirements are needed?

Type of ADMIN Personnel needed: (check all that apply)

Number Needed	Type	Make-up	Type of Work / Equipment Requested	Preferred Span of Control and other requests
	Supervision	1-person	Experienced Supervisor	☐ With own vehicle ☐ 10:1 ☐ 15:1 ☐ Other _____
	Safety Personnel	1-person	Experienced in Safety	☐ With own vehicle ☐ 10:1 ☐ 15:1 ☐ Other _____
	Admin Support	1-person	Experienced in back-office processes necessary to prepare work order packages, order materials, and arrange utility mark-outs. Collect and process work documentation	☐ Computer Aided Dispatch ☐ Automated Work Order Systems ☐ Records Management Systems ☐ Asset Management Systems ☐ Designer/Engineer ☐ Other (Specify) _____
	Incident Management Assistance Team	1-Team (Select position and	Experienced in Incident Command System and Event Response. Capable of being assigned responsibility of a	☐ Emergency Response Specialist (IMAT Team Leader) ☐ Resource Tracking Specialist ☐ Outage Tracking Specialist

		equipment required)	geographic area within the incident and performing response/restoration activities according to the Incident Commanders Priorities.	☐ Logistics Support Specialist ☐ ICS Planning Specialist ☐ Emergency Response Command Vehicle/Trailer ☐ IT Support Specialist ☐ Network-in-a-box ☐ Satellite Phone ☐ Vehicle Repair Mechanic ☐ Equipment Repair Mechanic ☐ Generators ☐ Other (Specify) _____
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LOGISTICS

When are personnel needed to report? _____

Where must personnel report? _____

What is the total estimated deployment time for responders (Days or Weeks)?

Expected Work Conditions (detail any unique characteristics of the work locations including flooding, debris, continuing weather issues, etc.) _____

Expected Housing

_____ Hotel / Motel, _____ Tents, _____ Other (Describe)

Food and Water: Requesting Company Will _____ or Will Not _____ (check one) be providing food and water for responding personnel once they have arrived. Exceptions (if any):

Expected Availability of Diesel or Gasoline for Vehicles: _____

Vehicle CNG Fueling Capability: Requesting Company Has: _____ or Does Not Have: _____ (Select one) an operational CNG fueling station. If CNG is available, indicate the type of refueling nozzle:

Drug and Alcohol Testing Required? YES _____ NO _____

Drug & Alcohol Testing: Please provide a listing of any Drug and Alcohol testing pools in which each individual is currently active. The responding company will continue to include these individuals in random pool selection. The

requesting company can provide a listing of qualified Drug and Alcohol sampling facilities in the area. Anyone not currently enrolled in a program will need to have a pre-assignment Drug and Alcohol test before working for the requesting company.

OQ: Please bring a copy of each person's OQ qualifications including the latest effective date.

PPE: Each employee provided is expected to bring appropriate Personal Protective Equipment applicable to their job.

If pandemic guidelines are in effect in the impacted area, the following PPE and precautions are required or advised:

Communications Equipment: Please provide at least one cell phone for each vehicle.

Requesting Company Will _____ or Will Not _____ (check one) be providing portable radio communications equipment.

Shipping Address for any support Materials:

Contact name: _____

Address: _____

City / State / Zip: _____

Other Materials/Equipment Needed:

Billing Information for Company Requesting Aid:

Company Name: _____

Contact: _____

Service Address: _____

Suite/Floor: _____

City/State/Zip: _____

Telephone: _____ E-mail: _____

TO BE COMPLETED BY RESPONDING COMPANY

Responding Company Name: _____

	Primary Contact	Secondary Contact
Name:		
Company Phone:		
Cell Phone:		
E-Mail:		

1. Total Number of people being provided: _____

2. Number of Personnel being provided by Gender: Female _____, Male _____

Number Offered	Type	Make-up of Crew	Affiliated With Labor Union (Y or N) If Yes, What Union	Estimated Pay Rate, e.g. hourly, per job, daily rate	Additional types of Work / Equipment Offered (check all that apply)	B31Q / Responding Company OQ Crosswalk
	Construction / Maintenance Crews	3-person Crews			☐ Cast Iron ☐ Heat Fusion ☐ Electro-Fusion ☐ Socket Fusion ☐ Mechanical Couplings ☐ Dump Truck ☐ Air Compressor ☐ Portable Shoring ☐ Shoring Box ☐ Small Dia Tapping & Stopping ☐ OSHA 40 Hr HAZWOPER	
	Dewatering Crew	2-person Crews			☐ Appropriate Vehicle ☐ Vac Truck ☐ Compressors with Pigging ☐ Vapor Extraction Units ☐ Cameras ☐ Pumps (LP Drips)	
	Leak Survey	1-Person			☐ Appropriate Vehicle ☐ Calibration equipment ☐ Walking Survey ☐ Mobile Survey ☐ Above ground meter sets ☐ ATV vehicle ☐ Mobile Flame Ionization Detector ☐ Mobile Infrared / Optical Detector ☐ Handheld Flame Ionization Detector	

					☐ Handheld Infrared / Optical Detector ☐ Handheld Laser based Detector ☐ Ability to use Paper Maps ☐ Ability to use a Mobile Device	
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Number Offered	Type	Make-up of Crew	Affiliated With Labor Union (Y or N) If Yes, What Union	Estimated Pay Rate, e.g. hourly, per job, daily rate	Additional types of Work/ Equipment Offered (check all that apply)	B31Q / Responding Company OQ Crosswalk
	Welding	1-person			☐ Qualified - 49CFR192 App C ☐ Qualified Sec 6 API 1104 ☐ Qualified Sec IX ASME BPVC ☐ Welding Pipe <20% SMYS ☐ Welding Pipe ≥20% SMYS ☐ Welding Service Tees ☐ Welding up to 12" dia. ☐ Welding > 12" dia. ☐ Low Hydrogen Welding ☐ Welder's assistant/laborer	
	Service Restoration - Relights	See Additional			☐ With own vehicle ☐ One person to a truck/van ☐ Two to a truck/van ☐ Ability to relight larger commercial appliances ☐ Appliance Repair experience	
	Meter Sets	1-person			☐ With own vehicle ☐ Ability to relight larger commercial appliances ☐ Ability to rebuild larger meter sets	
	Locating	1-person			☐ With own vehicle ☐ Ability to use paper maps ☐ Ability to use mobile device ☐ Ability to use GPS	
	Other	1-person			☐ With own vehicle ☐ Large Diameter Tapping and Stopping _____ ☐ Operation of Portable Odorizing Equipment ☐ Regulator Station Technicians ☐ Crane Truck ☐ Other _____	

Type of ADMIN Personnel needed: (check all that apply)

Number Offered	Type	Make-up	Affiliated With Labor Union (Y or N) If Yes, What Union	Estimated Pay Rate, e.g. hourly, per job, daily rate	Preferred Span of Control and other requests
	Supervision	1-person			☐ With own vehicle ☐ 10:1 ☐ 15:1 ☐ Other _____

Number Offered	Type	Make-up	Affiliated With Labor Union (Y or N) If Yes, What Union	Estimated Pay Rate, e.g. hourly, per job, daily rate	Preferred Span of Control and other requests
	Safety Personnel	1-person			☐ With own vehicle ☐ 10:1 ☐ 15:1 ☐ Other _____
	Admin Support	1-person			☐ Computer Aided Dispatch ☐ Automated Work Order Systems ☐ Records Management Systems ☐ Asset Management Systems ☐ Designer/Engineer ☐ Other (Specify) _____
	Incident Management Assistance Team	1-Team			☐ Emergency Response Specialist (IMAT Team Leader) ☐ Resource Tracking Specialist ☐ Damage Assessment Specialist ☐ Logistics Support Specialist ☐ ICS Planning Specialist ☐ Emergency Response Command Vehicle/Trailer ☐ IT Support Specialist ☐ Network-in-a-box ☐ Satellite Phone ☐ Vehicle Repair Mechanic ☐ Equipment Repair Mechanic ☐ Generators ☐ Other (Specify) _____

Other Materials/Equipment Offered:

Estimated Responder Deployment From: (Geographic Location) _____

Estimated Deployment: (Date and Time) _____

Preferred geographic area for deployment (if multiple areas are identified) _____

Estimated number of hours travel time (One Way) _____

Estimated Time of Arrival: (Date and Time) _____

Planned Crew Rotation: Every 2 weeks_____, **Every 3 weeks**_____,
Other (please specify) _____

Required Release Date (If necessary) _____

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

11/9/2020
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 **16TH 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	150759	TO	150919	\$ 1,111,918.54
EFT #'s	4484	TO	4514	\$ 1,252,013.16

Payroll Fund				Total Amounts
Check #'s	95235	TO	95239	\$ 8,949.50
Direct Deposits	58509	TO	58717	\$ 376,281.38

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 16, 2020

Item Title/Agenda Subject: Public Hearing and first reading of the 2021/2022 Biennial Budget Ordinance

Submitted by: Keith Bassett Finance Department

Recommended Action or Motion: Conduct public hearing and give first reading of the 2021/2022 Biennial Budget Ordinance

Background/Summary: The 2021/2022 Biennial Budget Ordinance has been prepared for first reading. 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 2021/2022 Biennial Budget Ordinance 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. Council advertised and held two public hearings at the November 2, 2020 regular meeting. The first was regarding the General

Fund revenue estimates for the purpose of providing information to the public regarding the revenue estimates to be included in the proposed budget and at which hearing all taxpayers were heard who appeared for or against. The second was for the purpose of providing information to the public regarding the estimates and programs contained in the proposed budget and at which hearing all taxpayers were heard who appeared for or against any part of said budget.

Analysis:

The 2021/2022 Biennial Budget Ordinance 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 including unavoidable cost increases for dispatching and jail fees. A list of funded enhancements, along with a summary of impacts, is attached as Table 1.

Positions and Wages

Expenditures 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 2021/2022 Biennial Budget maintains the current permanent FTE count in 2021 and 2022 for most departments. Exhibit C to the Ordinance identifies the positions and FTE included in the budget. 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 workload during construction season and coverage for extended leave for permanent positions. The budget includes one additional permanent positions in both the Sewer Utility and Street funds. Half of each of these two 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 budget anticipates that payment will continue.

Debt Issuance

The 2021-2022 Biennial Budget Ordinance 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 (11/9/2020)

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

Budget by Fund

A tabular outline of the budget for each fund is included as Exhibits A & B of the Ordinance.

Financial Impact:

The 2021/2022 Biennial Budget Ordinance, once adopted, would establish the appropriations and positions necessary to authorize the expenditures for each of the City’s funds. As drafted, the 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 Budget Enhancements](#)
[Ord 2021-2022 Biennial Budget First Reading](#)
[Exhibits A & B 2021-2022 Budget Table](#)
[Exhibit C - Positions and FTE](#)

Table 1 - 2021/2022 Biennial Budget Enhancements

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 Biennial Budget Enhancements

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 Biennial Budget Enhancements

<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 Biennial Budget Enhancements

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 Biennial Budget Enhancements

<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 Biennial Budget Enhancements

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.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, ADOPTING THE 2021-2022 BIENNIAL BUDGET FOR THE CITY OF ELLENSBURG, WASHINGTON.

WHEREAS, State law, 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, Ordinance No. 4592 adopted by the City of Ellensburg on May 16, 2011 established the two-year fiscal biennium budget beginning January 1, 2013 and requires thereafter that a two-year fiscal biennial budget be prepared, considered and adopted under the provisions of Chapter 35A.34 RCW; and

WHEREAS, a public hearing on the general fund revenue estimates for 2021 was advertised and held on November 2, 2020 for the purpose of providing information to the public regarding the revenue estimates to be included in the proposed budget and at which hearing all taxpayers were heard who appeared for or against; and

WHEREAS, a public hearing on the preliminary biennial budget for the two-year fiscal biennium 2021-2022 was advertised and held on November 2, 2020 for the purpose of providing information to the public regarding the estimates and programs contained in the proposed budget and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, a public hearing on the proposed biennial budget for the two-year fiscal biennium 2021-2022 was advertised and held on November 16, 2020 for the purpose of providing information to the public regarding the estimates and programs contained in the proposed budget and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, the City Council met regarding the proposed budget on December 7, 2020 for the purpose of adopting a final budget for the two-year fiscal biennium 2021-2022, and at which meeting the City Council made such changes as it deemed necessary and proper;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. 2021-2022 Biennial Budget Adoption. The 2021-2022 Biennial Budget for the City of Ellensburg for the period January 1, 2021 through December 31, 2022, as determined in Exhibits A, B, and C, is hereby adopted.

Section 2. Copies of the biennial budget to be filed. The City Clerk is directed to keep a complete copy of the final 2021-2021 biennial budget, as adopted, together with a copy of the adopting ordinance, on file in the City Clerk's office, and a copy shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities as required by RCW 35A.34.120.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. 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 errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. 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 January 1, 2021 after passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 7th day of December, 2021.

Mayor

Attest: _____
City Clerk

Approved as to form:

City Attorney

Publish: December __, 2020

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 of said City as the same was passed by said Council, and that Ordinance No. ____ was published as required by law.

BETH LEADER

Ordinance No. _____ - Exhibit A (2021-2022 Biennial Budget Ordinance)
City of Ellensburg
2021 Budget Table - All Funds

Fund	Budgeted Beg. Fund Balance	2021 Revenues	2021 Expenditures	Budgeted Ending Fund Balance
General Fund	\$3,847,331	\$14,602,494	\$16,567,259	\$1,882,566
Budgeted General Sub Funds				
Sales Tax Reserve Fund	\$2,202,699	\$4,855,497	\$4,715,073	\$2,343,123
Art Acquisition Fund	\$47,040	\$51,400	\$62,593	\$35,847
Fire Relief & Pension Trust Fund	\$448,381	\$165,169	\$127,944	\$485,606
Total Budgeted General Sub Funds	\$2,698,121	\$5,072,066	\$4,905,610	\$2,864,577
Special Revenue Funds				
Street Fund	\$1,146,675	\$2,330,028	\$2,865,794	\$610,909
Arterial Street Fund	\$1,742,772	\$9,333,539	\$9,444,000	\$1,632,311
Traffic Impact Fees Fund	\$511,500	\$386,618	\$272,400	\$625,718
Public Transit Fund	\$2,207,602	\$1,508,690	\$1,838,862	\$1,877,430
Criminal Justice Sales Tax Fund	\$1,384,779	\$1,170,118	\$1,232,944	\$1,321,953
Drug Fund	\$22,175	\$3,100	\$15,000	\$10,275
Ellensburg Community TV	\$101,342	\$80,420	\$104,171	\$77,591
Parks Acquisition Fund	\$477,702	\$546,711	\$100,000	\$924,413
Lodging Tax Fund	\$214,043	\$361,000	\$302,351	\$272,692
Housing Fund	\$1,391,269	\$568,547	\$1,722,500	\$237,316
Total Special Revenue Funds	\$9,199,859	\$16,288,771	\$17,898,022	\$7,590,609
Debt Service Funds				
Facilities Improvement Debt Service	\$0	\$203,184	\$203,184	\$0
2010 Maintenance Bond Debt Service	\$39,772	\$217,700	\$217,700	\$39,772
Library Bond Debt	\$96,423	\$175,000	\$181,100	\$90,323
Total Debt Service Funds	\$136,195	\$595,884	\$601,984	\$130,095
Capital Project Funds				
Sidewalk Fund	\$359,280	\$306,000	\$413,000	\$252,280
Total Capital Project Funds	\$359,280	\$306,000	\$413,000	\$252,280
Trust & Agency Funds				
Library Trust Fund	\$295,246	\$6,900	\$8,800	\$293,346
Hal Holmes Trust Fund	\$456,599	\$10,000	\$10,000	\$456,599
Total Trust & Agency Funds	\$751,845	\$16,900	\$18,800	\$749,945
Enterprise Funds				
Stormwater Utility Fund	\$1,004,402	\$1,589,992	\$1,896,311	\$698,084
Stormwater Bond Fund	\$116,388	\$1,283,612	\$1,400,000	\$0
Telecommunications Utility Fund	\$237,329	\$355,901	\$313,493	\$279,737
Gas Utility Fund	\$1,936,934	\$7,832,727	\$8,493,433	\$1,276,229
Electric Utility Fund	\$8,908,056	\$19,395,762	\$20,809,350	\$7,494,468
Water Utility Fund	\$5,337,030	\$11,025,312	\$11,451,490	\$4,910,851
Water Construction Fund	\$400,000	\$3,200,000	\$3,200,000	\$400,000
Sewer Utility Fund	\$3,130,696	\$8,796,404	\$9,340,593	\$2,586,507
Total Enterprise Funds	\$21,070,836	\$53,479,709	\$56,904,670	\$17,645,875
Internal Service Funds				
Shop Fund	\$7,748,130	\$2,378,390	\$3,095,998	\$7,030,522
Health & Benefits Fund	\$733,475	\$2,499,280	\$2,377,608	\$855,148
Risk Management Fund	\$1,152,332	\$686,902	\$543,816	\$1,295,418
Information Technology Fund	\$630,435	\$1,948,438	\$1,949,522	\$629,351
Total Internal Service Funds	\$10,264,372	\$7,513,010	\$7,966,944	\$9,810,439
Grand Total	\$48,327,840	\$97,874,834	\$105,276,289	\$40,926,385

Ordinance No. _____ - Exhibit B (2021-2022 Biennial Budget Ordinance)
City of Ellensburg
2022 Budget Table - All Funds

Fund	Budgeted Beg. Fund Balance	2022 Revenues	2022 Expenditures	Budgeted Ending Fund Balance
General Fund	\$1,882,566	\$15,046,940	\$16,556,260	\$373,247
Budgeted General Sub Funds				
Sales Tax Reserve Fund	\$2,343,123	\$4,855,497	\$4,786,871	\$2,411,749
Art Acquisition Fund	\$35,847	\$51,400	\$62,234	\$25,013
Fire Relief & Pension Trust Fund	\$485,606	\$165,169	\$132,622	\$518,154
Total Budgeted General Sub Funds	\$2,864,577	\$5,072,066	\$4,981,727	\$2,954,916
Special Revenue Funds				
Street Fund	\$610,909	\$2,611,170	\$2,813,355	\$408,725
Arterial Street Fund	\$1,632,311	\$6,449,116	\$6,870,000	\$1,211,427
Traffic Impact Fees Fund	\$625,718	\$386,618	\$594,000	\$418,336
Public Transit Fund	\$1,877,430	\$1,234,427	\$1,884,958	\$1,226,899
Criminal Justice Sales Tax Fund	\$1,321,980	\$1,170,118	\$1,286,920	\$1,205,178
Drug Fund	\$10,275	\$3,100	\$11,699	\$1,676
Ellensburg Community TV	\$77,591	\$80,421	\$101,340	\$56,672
Parks Acquisition Fund	\$924,413	\$266,711	\$0	\$1,191,124
Lodging Tax Fund	\$272,692	\$401,000	\$320,313	\$353,379
Housing Fund	\$237,316	\$568,547	\$682,500	\$123,363
Total Special Revenue Funds	\$7,590,636	\$13,171,229	\$14,565,085	\$6,196,780
Debt Service Funds				
Facilities Improvement Debt Service	\$0	\$562,327	\$562,327	\$0
2010 Maintenance Bond Debt Service	\$39,772	\$212,800	\$212,800	\$39,772
Library Bond Debt	\$90,323	\$175,000	\$186,000	\$79,323
Total Debt Service Funds	\$130,095	\$950,127	\$961,127	\$119,095
Capital Project Funds				
Sidewalk Fund	\$252,280	\$306,000	\$273,000	\$285,280
Total Capital Project Funds	\$252,280	\$306,000	\$273,000	\$285,280
Trust & Agency Funds				
Library Trust Fund	\$293,346	\$7,500	\$8,800	\$292,046
Hal Holmes Trust Fund	\$456,599	\$10,000	\$10,000	\$456,599
Total Trust & Agency Funds	\$749,945	\$17,500	\$18,800	\$748,645
Enterprise Funds				
Stormwater Utility Fund	\$698,084	\$1,520,790	\$1,888,656	\$330,218
Stormwater Bond Fund	\$0	\$0	\$0	\$0
Telecommunications Utility Fund	\$279,737	\$355,901	\$344,897	\$290,741
Gas Utility Fund	\$1,276,229	\$7,048,904	\$7,601,318	\$723,815
Electric Utility Fund	\$7,494,468	\$19,226,770	\$20,949,732	\$5,771,506
Water Utility Fund	\$4,960,851	\$6,147,505	\$6,020,439	\$5,087,917
Water Construction Fund	\$400,000	\$0	\$0	\$400,000
Sewer Utility Fund	\$2,586,507	\$5,443,404	\$5,729,482	\$2,300,428
Total Enterprise Funds	\$17,695,875	\$39,743,273	\$42,534,524	\$14,904,625
Internal Service Funds				
Shop Fund	\$7,030,522	\$2,413,910	\$2,203,946	\$7,240,486
Health & Benefits Fund	\$855,148	\$2,609,441	\$2,377,608	\$1,086,981
Risk Management Fund	\$1,295,418	\$686,902	\$592,939	\$1,389,381
Information Technology Fund	\$629,351	\$1,539,046	\$1,508,441	\$659,956
Total Internal Service Funds	\$9,810,438	\$7,249,299	\$6,682,934	\$10,376,803
Grand Total	\$40,976,412	\$81,556,435	\$86,573,456	\$35,959,390

2021/2022 Biennial Budget Ordinance - Exhibit C
2021/2022 Biennial Budget - Positions by Department

1 of 4

Department/ Position	FTE '21	FTE '22
General Governmental		
Mayor	0.04	0.04
Council Member	0.21	0.21
Plant Maintenance (Public Works Dept.)	1.00	1.00
Total FTE	1.25	1.25
Finance Department		
Accountant II	1.00	1.00
Accounting Manager	1.00	1.00
City Clerk	1.00	1.00
Executive Assistant/Assistant City Clerk	0.44	0.44
Finance Director	1.00	1.00
Senior Financial Analyst/Budget Officer	1.00	1.00
Utility Services Supervisor	1.00	1.00
Account Clerk 1/RPZ	2.00	2.00
Account Clerk II	3.00	3.00
Accounting Specialist	1.00	1.00
Accounting Specialist/AP	1.00	1.00
Payroll/ Accounting Specialist	1.00	1.00
Payroll/Benefits Technician	0.50	0.50
Sr. Meter Reader	1.00	1.00
Sr. Utility Account Clerk	1.00	1.00
Finance Applications Specialist	1.00	1.00
Total FTE	17.94	17.94
City Administration		
Assistant City Manager/ City Attorney	0.90	0.90
City Manager	1.00	1.00
Assistant City Attorney	1.00	1.00
Communications/ Govt. Relations Officer	1.00	1.00
Executive Assistant - Manager	1.00	1.00
Executive Assistant/Deputy City Clerk	0.46	0.46
HR Director	1.00	1.00
HR Specialist	1.00	1.00
Total FTE	7.36	7.36

Department/ Position	FTE '21	FTE '22
Police Department		
Animal Shelter Manager	1.00	1.00
Police Captain	1.00	1.00
Police Chief	1.00	1.00
Police Records Supervisor	1.00	1.00
Animal Control Officer	1.50	1.50
Code Enforcement Officer - RPZ	1.50	1.50
Secretary/Records Clerk	3.00	3.00
Officer First Class	10.00	10.00
Officer Second class	-	1.00
Officer Third class	1.00	3.00
Corporal	2.00	2.00
Probationary	3.00	-
Sergeant	5.00	5.00
Total FTE	31.00	31.00
Criminal Justice Fund (Police Department)		
Police Captain	1.00	1.00
Animal Control Officer	0.50	0.50
Animal Shelter Aide	0.90	0.90
Secretary/Records Clerk	1.00	1.00
Officer First Class	3.00	3.00
Corporal	2.00	2.00
Total FTE	8.40	8.40
Community Development Department		
Building Inspector II	1.00	1.00
Building Official	1.00	1.00
Planning Secretary	1.00	1.00
Community Development Director	1.00	1.00
Associate Planner	1.00	1.00
Planning Supervisor	1.00	1.00
Planning/Permit Tech	1.00	1.00
Senior Planner	2.00	2.00
Total FTE	9.00	9.00

Department/ Position	FTE '21	FTE '22
Parks & Recreation Department		
Aquatic & Rec Supervisor	1.00	1.00
Custodian I	0.36	0.36
Custodian II	0.22	0.22
E.R.R.C. Rec Aide II	1.24	1.24
Lifeguard III	0.58	0.58
Lifeguard I	2.65	2.65
Lifeguard II	0.58	0.58
Parks & Rec Director	1.00	1.00
Rec Aide IV	0.62	0.62
Rec. Leader II	0.10	0.10
Sports Official I	0.23	0.23
Sports Official II	0.38	0.38
Sports Official III	0.28	0.28
Sports Official IV	0.07	0.07
Sports Official VI	0.47	0.47
Swim Instructor I	0.07	0.07
Swim Instructor II	0.63	0.63
Swim Instructor III	0.53	0.53
Adult Activity Coordinator	1.00	1.00
Adult Activity Rec Leader III	0.45	0.45
E.R.R.C. Coordinator.	1.00	1.00
Front Desk Admin - Recreation Lead	0.40	0.40
Mechanical - Recreation Lead	0.40	0.40
Parks & Rec Administrative Secretary	1.00	1.00
SBYC Rec Leader	0.40	0.40
Special Events - Recreation Lead	0.40	0.40
Staff Training - Recreation Lead	0.40	0.40
Swim Lesson Coordinator	0.40	0.40
Youth Center & Athletic Program Coordinator.	1.00	1.00
Foreperson	1.00	1.00
Park Maintenance Tech	7.17	7.17
Total FTE	26.03	26.03

Department/ Position	FTE '21	FTE '22
Library/ Hal Holmes Department		
Library Director	1.00	1.00
Youth Services Librarian	1.00	1.00
Facilities Assistant	0.95	0.95
Facilities Coordinator	1.00	1.00
Library Aide	0.38	0.38
Library Assistant	2.70	2.70
Library Associate	3.75	3.75
Office Specialist	0.45	0.45
Library Specialist	0.75	0.75
Total FTE	11.98	11.98
Info. Technology		
Assistant City Manager/ City Attorney	0.05	0.05
IT & Telecommunications Manager	0.90	0.90
IT System Administrator	1.00	1.00
IT Systems Administrator - SQL	1.00	1.00
Executive Assistant/Deputy City Clerk	0.05	0.05
GIS Coordinator	1.00	1.00
GIS Specialist	1.00	1.00
Total FTE	5.00	5.00
Telecommunications Utility		
Assistant City Manager/ City Attorney	0.05	0.05
IT & Telecommunications Manager	0.10	0.10
Executive Assistant/Deputy City Clerk	0.05	0.05
Total FTE	0.20	0.20

2021/2022 Biennial Budget Ordinance - Exhibit C
2021/2022 Biennial Budget - Positions by Department

3 of 4

Department/ Position	FTE '21	FTE '22
Public Works Admin/ Engineering (Public Works & Utilities)		
Assistant City Engineer	1.00	1.00
City Engineering Manager	0.07	0.07
Public Works & Utilities Director	0.05	0.05
Civil Engineer 2	1.00	1.00
Sr. Operations Analyst	1.00	1.00
Administrative Secretary	1.00	1.00
Development Coordinator	1.00	1.00
Engineering Intern	0.34	0.34
Engineer Tech II	1.00	1.00
Engineer Tech I	2.00	2.00
Total FTE	8.46	8.46
Street		
Assistant Public Works Director	0.25	0.25
Operations Analyst	0.10	0.10
Foreperson	1.00	1.00
Heavy Equipment Operator	8.00	8.00
Temp Crackfill Laborer	0.48	0.48
Temp General Laborer	0.46	0.46
Total FTE	10.29	10.29
Ellensburg Public Transit		
Public Works & Utilities Director	0.10	0.10
Transit Manager	1.00	1.00
Total FTE	1.10	1.10
Stormwater Utility		
City Engineering Manager	0.10	0.10
Stormwater Utility Manager	1.00	1.00
Public Works & Utilities Director	0.14	0.14
Stormwater Tech/Urban Horticulturist	1.00	1.00
Total FTE	2.24	2.24

Department/ Position	FTE '21	FTE '22
Electric Light Utility		
Foreman	1.00	1.00
Lineman	5.00	5.00
Serviceman	1.00	1.00
Meterman	1.00	1.00
Assistant Utilities Director	0.30	0.30
Light Operations Supervisor	1.00	1.00
Public Works & Utilities Director	0.14	0.14
Operations Analyst - ES	0.67	0.67
City Engineering Manager	0.16	0.16
Power & Gas Manager	0.45	0.45
Project Engineer	1.00	1.00
Rate Analyst	0.45	0.45
Temporary Lineman	0.50	0.50
Senior Electrical Engineer	1.00	1.00
Engineering Tech - Light	2.00	2.00
Total FTE	15.67	15.67
Water Utility		
Assistant Public Works Director	0.25	0.25
Public Works & Utilities Director	0.14	0.14
City Engineering Manager	0.28	0.28
Operations Analyst	0.20	0.20
Temporary Labor	1.50	1.50
Cross Connection	1.00	1.00
Foreperson	1.00	1.00
Plant Maintenance	1.00	1.00
Senior Pipeman	4.00	4.00
Total FTE	9.37	9.37

Department/ Position	FTE '21	FTE '22
Wastewater Utility		
Assistant Public Works Director	0.25	0.25
Public Works & Utilities Director	0.14	0.14
City Engineering Manager	0.25	0.25
Operations Analyst	0.05	0.05
Collection Service	2.00	2.00
Foreperson	1.00	1.00
Lab-Tech. Operator	1.00	1.00
T.P.O.	4.00	4.00
T.P.O. Plant Maintenance/TPO	3.00	3.00
Total FTE	11.69	11.69

Natural Gas Utility		
Assistant Utilities Director	0.70	0.70
Gas Engineer	1.00	1.00
Public Works & Utilities Director	0.14	0.14
City Engineering Manager	0.13	0.13
Operations Analyst - ES	0.33	0.33
Summer Intern	0.42	0.42
Power & Gas Manager	0.55	0.55
Rate Analyst	0.55	0.55
Engineering Specialist- Gas	1.00	1.00
Gas Foreman	1.00	1.00
Gas Journeyman	4.00	4.00
Gas Meterman	1.00	1.00
Laborer	0.83	0.83
Gas Serviceman	1.00	1.00
Total FTE	12.65	12.65

Department/ Position	FTE '21	FTE '22
Shop/ Warehouse		
Assistant Public Works Director	0.25	0.25
Public Works & Utilities Director	0.14	0.14
City Engineering Manager	0.01	0.01
Operations Analyst	0.65	0.65
Equipment Mechanic	2.00	2.00
Sr. Equipment Mechanic	1.00	1.00
Foreman	1.00	1.00
Temporary Labor	0.58	0.58
Warehouseman	1.00	1.00
Total FTE	6.63	6.63



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 16, 2020

Item Title/Agenda Subject: Ordinance 4861 (second reading) - 2021 Property Tax Levy Ordinance

Submitted by: Jerica Pascoe Finance Department

Recommended Action or Motion: Conduct second reading and adoption to Ordinance 4861 establishing the Ad Valorem Property Tax Levy for 2021.

Background/Summary: Ordinance 4861 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 .602 for second quarter of 2020; therefore, the City was limited to 100.602% without a declaration of substantial need by Council. Council adopted Resolution 2020-31 declaring a substantial need at the November 2, 2020 meeting.

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 by Kittcom of dispatch and cost center user fee increases of \$91,195 (21.88%) 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 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 on November 2, 2020. Council adopted Resolution 2020-31 declaring substantial need of the 1% increase of property tax and gave first reading to Ordinance 4861 at the November 2, 2020 meeting.

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. 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 are provided by the county.

Financial Impact:

Adoption of Ordinance 4861 at 1.00% will increase the property tax revenue by \$31,315.32. The proposed 2021 budget includes the 1.00% increase.

Attachments:

[Ordinance 4861 - Property Tax Levy 2021](#)

ORDINANCE NO. 4861

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 16th 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. 4861 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4861 was published as required by law.

BETH LEADER



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 16, 2020

Item Title/Agenda Subject: Ordinance 4862 (second reading) amending ECC Section 1.30.640 "Officers - Oath and Bond"

Submitted by: Jerica Pascoe Finance Department

Recommended Action or Motion: Conduct second reading and adoption of Ordinance 4862 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. Council gave first reading to Ordinance No. 4862 at the

November 2, 2020 meeting.

Analysis:

Ordinance 4862 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:

[4862 - City Officers Bond Requirements - ECC 1.30.640](#)

ORDINANCE NO. 4862

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 16th 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. 4862 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4862 was published as required by law.

BETH LEADER



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	November 16, 2020
Item Title/Agenda Subject:	Ordinance 4863 (second reading) to Repeal Chapter 5.64 of the Ellensburg City Code - "Carryout Bag Regulations"
Submitted by:	Ryan Lyyski Public Works & Utilities
Recommended Action or Motion:	Staff recommends City Council conduct second reading and adoption to Ordinance 4863, 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. Council held first reading of Ordinance 4863 at their November 2, 2020 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. Ordinance 4863 will repeal Chapter 5.64 ECC, 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](#)
[4863 - Repealing 5 64 carryout bag ordinances 1](#)



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. 4863

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. 4863 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4863 was published as required by law.

BETH LEADER



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 16, 2020

Item Title/Agenda Subject: Proposed Ordinance amending ECC Chapter 2.32 "Deferred Compensation Plan" and repealing ECC Section 2.32.200.

Submitted by: Jerica Pascoe Finance Department

Recommended Action or Motion: Conduct first reading of proposed ordinance amending ECC Chapter 2.32 and repealing ECC Section 2.32.200.

Background/Summary: Ordinance 3281 established a deferred compensation plan and trust to provide deferred compensation as a benefit for eligible employees and their beneficiaries. A copy of the deferred compensation plan and policy is maintained in the office of the city clerk.

There is a deferred compensation plan committee which consists of three persons appointed by the city manager. The committee members administer the deferred compensation plan.

Current city code lists Great West Life Assurance Company and ICMA Retirement Trust as administrative agents for the plan. However, over the years Great West Life Assurance Company has changed to Empower Retirement and the City has added the Washington State Department of Retirement Systems Deferred Comp Plan (DCP) to our agent list.

Previous Council Action: Ordinance No. 3281 establishing the Deferred Compensation Plan was adopted in 1980 and revised by Ordinance No. 4166 in 1998.

Analysis: The proposed Ordinance amends ECC Section 2.32.040 to allow for changes in the names of the administrative agents for the plan as well as additional administrative agents approved by the deferred compensation committee. The proposed ordinance also amends ECC Section 2.32.160 and repeals ECC Section 2.32.200 to allow for changes in accounting policies and definitions in which the word "fund" is used.

Financial Impact: None

Attachments:

[Ordinance amending Chapter 2 32 Deferred Compensation Plan](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO TITLE 2 “MANAGEMENT AND FINANCE” AND AMENDING SECTIONS 2.32.040 AND 2.32.160, AND REPEALING SECTION 2.32.200, OF THE ELLENSBURG CITY CODE.

WHEREAS, Ordinance No. 3281 established a deferred compensation plan and trust to provide deferred compensation as a benefit for eligible employees and their beneficiaries; and

WHEREAS, Ordinance No. 3281 also established a deferred compensation plan committee to administer the deferred compensation plan; and

WHEREAS, the Ellensburg City Code does not reflect the City’s current deferred compensation agent list; and

WHEREAS, language regarding definitions of “funds” has changed over the years; and

WHEREAS, all sums deferred from the compensation of participants in the plan, and from which all authorized disbursements shall be made, are held in trust by the agents of the plan;

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

Section 1. Section 2.32.040 of the Ellensburg City Code, as last amended by Ordinance 4166, is hereby amended to read as follows:

2.32.040 Approved.

The deferred compensation plan and trust, attached to the ordinance codified in this chapter as Exhibit A, and by this reference incorporated herein, is recognized and approved as a deferred compensation plan and trust to provide deferred compensation to qualified employees of the city of Ellensburg, herein referred to as the employer. The deferred compensation plan and trust is established with the city of Ellensburg named as trustee, and shall be maintained for the exclusive benefit of eligible employees and their beneficiaries. No part of the corpus or income of the trust shall revert to the employer or be used for or diverted to purposes other than the exclusive benefit of participants and their beneficiaries. A copy of the deferred compensation plan and trust shall be maintained in the office of the city clerk for use and examination by the public. The deferred compensation plan committee, as referred to in ECC 2.32.160, shall appoints ~~Great West Life Assurance Company and ICMA Retirement Trust as the~~ administrative agents for the plan. [Ord. 4166, 1998; Ord. 3281 § 1, 1980.]

Section 2. Section 2.32.160 of the Ellensburg City Code, as last amended by Section 4 of Ordinance 3281, is hereby amended to read as follows:

2.32.160 Committee – Established.

There is established a deferred compensation plan committee which shall consist of three persons appointed by the city manager, which committee members shall serve for such periods as shall be determined by the city manager and shall be subject to removal and replacement as the city manager shall determine from time to time. The committee shall administer the deferred compensation plan, ~~and the deferred compensation plan fund, created in ECC 2.32.200,~~ and shall have the duties as defined in said plan. [Ord. 3281 § 4, 1980.]

Section 3. Section 5 of Ordinance 3281, codified as Section 2.32.200 of the Ellensburg City Code and as last amended by Ordinance 4166, is hereby repealed in its entirety.

Section 4. 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 5. 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 6. 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 December, 2020.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

Ordinance ***** - Deferred Compensation Plan (11-16-2020) - Page 2 of 3

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 16, 2020

Item Title/Agenda Subject: A "Call for Art" for temporary artwork installation for Rotary Pavilion area in coordination with Ellensburg City Council Equity, Diversity and Arts Subcommittee and Ellensburg Arts Commission.

Submitted by: Josephine Camarillo Library

Recommended Action or Motion: The Ellensburg Arts Commission is requesting Council approve a Call for Art notice for a temporary art installation at the Rotary Pavilion area.

Background/Summary: In coordination with the Ellensburg Arts Commission and Ellensburg City Council Equity, Diversity and Arts Subcommittee, a Call for Art will be posted to seek artists to create a temporary visual arts project for the Rotary Pavilion area to convey the theme of the City's message of commitment to inclusion, diversity and equity in our community.

Previous Council Action: At its August 27, 2020 meeting, the Ellensburg City Council formed a subcommittee to explore options for public art projects to address racial equity. The recommended location for the art installation was to be the City of Ellensburg Visitor Center building (SE corner exterior windows), located at the intersection of 4th and Pearl. The proposed project budget is \$2,500 to be paid by the City Arts Commission through City budgeted funds.

Analysis: The Ellensburg Arts Commission (EAC) held a special meeting on October 16, 2020 with the Ellensburg City Council Equity, Diversity and Arts Subcommittee to discuss a public call for art to address racial equity. They proposed the location be expanded to include all of the Rotary Pavilion Visitor Center, which City Council approved at its November 2 meeting.

Financial Impact: Depending on budget and scale of final proposals, it is possible that more than one project will be selected but total available funds are \$2,500, with an additional \$100 paid to the top three finalists to further develop their proposals, to be paid

from the Ellensburg Arts Commission's proposed 2021 expenditure authority.

Attachments:

[FINAL Call- Racial Equity 11-10-2020](#)

Call to artists

The Ellensburg Arts Commission is accepting artist/ artist teams/organization submissions for temporary artwork to be installed in the Rotary Pavilion in downtown historic Ellensburg, WA. Selected projects must be centered around the theme of racial equity. Submittals will be required to adhere to this theme and convey the City's message of commitment to inclusion, diversity and equity in our community through this artwork. Submissions that do not promote the stated theme, promote a different theme, or express a private message will not be accepted. Designs should not include advertising of any product or service, copyright protected symbols or icons, or language or imagery that is or could be interpreted as inflammatory, discriminatory or stigmatizing.

Artists/artist teams/organizations are invited to submit up to 10 examples of artwork/ projects/events. Three finalists will be invited to submit proposals for consideration.

Budget: Up to \$2500

Depending on budget and scale of final proposals it is possible that more than one project will be selected but total available funds is \$2500 including fees, transportation, and materials.

Info about the arts commission:

The City of Ellensburg Arts Commission was established in 1980 and operates under the authority of Chapter 1.33 of the City Code. The Commission is responsible for:

- Advising the City Council on matters concerning performing and visual arts
- Encouraging and promoting art activities of individuals, organizations, and government agencies in the City
- Formulating and recommending to Council an arts advancement program for the City.

Site Info:

The project site is located on at the northwest corner of 4th and Pearl Streets in downtown Ellensburg on the site commonly referred to as Rotary Pavilion, 110 E. Fourth Ave.

Further information for consideration:

Final projects are asked to be site and place responsive, meaning that the artwork must be in direct response of the site and also integrate the unique qualities of Ellensburg and its community.

In the spirit of welcoming and inclusivity, proposals are welcome from throughout the PNW with the belief that all ideas are welcome here. See Selection Process for more information.

Projects can be temporary or permanent in nature but will have a limited lifespan at the Rotary Pavilion through the fall of 2021 as the Rotary Pavilion will be undergoing major renovation. Therefore projects do not need to withstand the pressure of long term permanency. Any medium will be considered so long as it can be secured/applied to an existing structure or does not need to be weather dependent. More information about the site and environment to be shared with finalists in a walk through of the park.

For more information on the City of Ellensburg visit: <https://www.ci.ellensburg.wa.us/958/About-Ellensburg>

Timeline: RFQ Due - January 4

Finalists Selected - January 11

Proposals Due - Feb 1

Finalist Selected-Feb 10 (approved by EAC Feb 11)

Approved by City Council - February 15 or 16? do you meet pres day?

Install can begin mid- March

To apply:

Please submit to info@ellensburgarts.com with subject line "LAST NAME_RacialEquityProposal"

1. Work Sample:

Up to 10 images in jpg form of previous work samples, projects.

Image list describing work samples.

OR

A website with links containing same information

2. Resume or narrative of experience summarizing qualifications

3. Statement of interest in project

Selection Process:

Criteria: The EAC and any selection panels (see 1.6 B.2.) engaged in an artwork or public art project, will use the following criteria when considering acquisition:

1. Compliance with definition of "public art" and "artworks" 2. Artistic merit: concept, design, craftsmanship 3. Context: architectural, historic, geographic, cultural 4. Maintainability: structural and surface soundness, durability and resistance to vandalism, weathering, excessive maintenance/repair costs where applicable 5. Diversity: work of art from artists of diverse cultural, geographic, racial, and gender backgrounds; of varied scale and media; exploratory and well established art forms 6. Public safety 7. Accessibility 8. Consistency with Request for Proposals for commissioned work 9. Feasibility: artist's ability to complete the work of art on time and within the budget 10. Originality: edition of one or part of a limited edition 11. Artist's proven ability to collaborate with design professionals (for design team opportunities) 12. The work of art may also be an integral part of a larger project design and may serve to establish focal points, define spaces, and other design oriented purposes.

Panelists:

Three members of the Ellensburg Arts Commission

One professional artist or arts professional from outside of Ellensburg

One member of the City of Ellensburg Staff

One City Council Member

Two members of the community of Ellensburg

One member of the Parks and Recreation Committee

City Commission or Direct Acquisition of Artwork or Public Art: Artworks or public art will be selected through invitation, open call or limited call, or a combination. 1. For open and limited

calls, proposals will be created by the EAC and publicized by the EAC and City of Ellensburg. For invitations for the direct acquisition of artworks or public art, the EAC create a Selection Panel to review the acquisition proposal. 2. The EAC will create a Selection Panel ("Panel") of an odd number of panelists with no less than 5 and no more than 9 members, based on project criteria, which must include:

- Artist or arts professional
- City staff from a department with direct interest or involvement in the project
- Member of the City Council
- Three Arts Commissioners, at least one member being from the Public Art Subcommittee who will act as lead of the Panel. If the project is warranted, due to the criteria below, the Panel may also include, at the discretion of the EAC:

- Project architect (if applicable) as a non-voting member if the project impacts City infrastructure or improvements.
- Member of the Parks and Recreation Commission if sited in a city park or other City Commissions appropriate to the project . An additional artist or other member of the public if the panel would otherwise be composed of an even number of participants

3. The EAC will provide the Panel with the appropriate background information, objectives, scope, budget, and selection criteria for the project. 4. The Panel will meet as often as necessary to review the proposal or proposals to reach a decision by consensus. 5. If the Panel cannot reach a consensus decision, then a vote of the EAC will be taken at a public meeting with all members of the Panel invited to attend the meeting. 6. The Panel will have the option of making no selection if, in its opinion, there is insufficient merit or information to make a final selection. In this event, the EAC will initiate a new selection process or cancel the call. 7. For artwork selected during the Kittitas County Juried Art Show costing less than \$2,500, the Panel will make a recommendation, based on the consensus (or vote if necessary), to the EAC, and the EAC will have the final decision. The selection is considered final provided that:

- The selection process was consistent with acquisition policies, procedures and selection criteria. The selection is reviewed with the City staff, and other applicable departments, to determine that installation is feasible. The EAC finds that the process was correct and no legitimate installation problems are demonstrated.
- The EAC approves the recommendation. 8. For purchase of artwork, with the exception of the Kittitas County Juried Arts Show, the EAC will submit a formal written recommendation, with all supporting documents and appropriate City Department approval, to City Council for final approval. The City Council will reserve all final design selection authority; final design approval will be based on adherence to the City's stated theme and aesthetic/artistic value. If the City Council does not approve the project, the selection will be voided, and the EAC will begin a new selection process or cancel the call. 9. Once selected, the artist(s) will:
- Enter into a contract with the City to execute and complete the work of art in a timely and professional manner, or transfer title of an existing work. Maintain a close working relationship with the EAC, and if appropriate, the project architect and the staff for the EAC.
- Deliver and install the work of art, unless specified otherwise in the contract.

Provide necessary documentation to any City commissions and/or departments on request. Be available for at least one public presentation, if requested by the City. Should the artist propose any significant change to the scope of work, including the design, materials, budget or siting, the artist will submit a request in writing to the EAC for review and approval. EAC will consult with the City Manager on whether the change is significant enough to be taken to the City Council.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 16, 2020

Item Title/Agenda Subject: Council Funded Grant Program - 2021 Grant Awards

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Consider the award recommendations and authorize grant funding distributions in the amount of \$55,930.27.

Background/Summary: The commissions tasked with ranking and recommending projects and programs to the Council Funded Grant Program have completed their work and prepared award recommendations for Council's consideration. The City Council, Parks and Recreation Commission, Environmental Commission and Landmarks and Design Commission solicited and received grant applications to each of their respective programs by the August 31 advertised deadline. Attached are recommendations from each commission and the Council subcommittee with the proposed financial awards. By resolution, Council set funding limits for each program as follows:

Council Community Grants - .3% of annual sales tax revenue (April 2019-March 2020) - \$15,310.27

Park Partnership Program - .3% of annual sales tax revenue (April 2019-March 2020) - \$15,310.27

Historic Preservation - .3% of annual sales tax revenue (April 2019-March 2020) - \$15,310.27

Water Quality Grant Program - annual stormwater revenue - \$10,000

Previous Council Action: The Council Funded Grant Program was established in 2015 and Council has approved the annual awards each year.

Analysis: Total revenue in the amount of \$55,930.81 is available for distribution through the four grant programs in 2021. The attached recommendations from the Council subcommittee and the three commissions administering programs total a recommended distribution of \$55,930.27. Each commission reviewed the project requests against the eligibility

requirements and their recommendations are consistent with the intent of each program.

Financial Impact:

The 2021 budget includes \$55,930.81 for the four grant programs.

Attachments:

[Council Community Grants Subcommittee Report](#)
[Park Partnership Grants Funding Recommendation](#)
[Historic Preservation Grant Recommendation](#)
[2021 Water Quality Grant Recommendation](#)

COMMUNITY GRANTS

Applicant	Request	Rank	Award
Hospice Friends	\$3,200.00	1	\$2,880
CASA of Kittitas County	\$5,000.00	2	\$4,000
Kittitas Co. Early Learning Coalition	\$3,000.00	3	\$2,400
Youth Services of Kittitas County	\$10,000.00	4	\$6,030
	\$21,200.00		\$15,310

AVAILABLE FUNDING \$15,310

Memorandum

Date: September 29, 2020
To: Ellensburg City Council
Cc: John Akers, City Manager
From: Brad Case, Parks & Recreation Director 
Subject: Park Partnership Funding

The City received two project proposals for the '2021 Park Partnership Program'. Below is an overview of the projects along with a funding recommendation from the Parks & Recreation Commission. A total of \$15,310.00 is available in this year's program, there was \$15,500.00 requested.

The following projects were submitted:

- Pickleball Courts at West Ellensburg Park – Submitted by the Ellensburg Pickleball Club. The project calls for the installation of fencing and a windbreak at the West Ellensburg Park pickleball courts. The funding request is for \$10,500.00.
- KEEN Science in the Parks Mini Camps – Submitted by the Kittitas Environmental Education Network. The proposal calls for the continuation of funding to staff and provide program materials for the 'Science in the Parks Mini Camps' program. The request is for \$5,000.00.

The evaluation process calls for each project applicant to present their project to the Parks & Recreation Commission, the Commission then makes a funding recommendation to the City Council. Final funding levels are decided by City Council. The Commission heard presentations from each of the applicants and based on those presentations the Commission recommends the following:

Project Name	Amount Requested	Recommended Funding Allocation
KEEN Science in the Parks	\$5,000.00	\$5,000.00
Pickleball Courts	\$10,500.00	\$10,310.00

The following is a brief explanation for funding decisions:

KEEN Science in the Parks – Provides important educational opportunities for kids in science and math. Creates a stronger partnership with the free summer lunch program.

Pickleball Courts – Fencing will provide containment of the activity and dissuade other types of uses. A more robust wind block will improve user experience.

Staff recommends that Council allocate program funding consistent with the Commission's recommendation.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 16, 2020

To: Ellensburg City Council

Submitted by: Jamey Ayling, Planning Manager

Thru: John Akers, City Manager

Agenda Subject: Landmarks and Design Commission Recommendations for awards under the 2021 Historic Preservation Grants Program

BACKGROUND/SUMMARY:

The Landmarks and Design Commission (LDC) is tasked with recommending annual awards for the Ellensburg Community Grants Program pertaining to historic preservation.

The purpose as described in the grant application is to “foster public initiative and participation in maintaining National, State and Ellensburg historic registers, develop programs to create incentives for historic preservation and aid in providing outreach for education and information programs.

This year the LDC received three (3) qualifying applications for their \$15,310.27 grant fund. The LDC reviewed the grant applications during their regular meeting of October 1, 2019 and now forwards a unanimous recommendation to City Council to award funding to three (3) applicants. These include the Geddis Building, an allotment of \$7,310.27; the Ellensburg United Methodist Church, an allotment of \$4,000.00; and the remaining balance of \$4,000 be allotted to the Ellensburg Masonic Temple Association.

PREVIOUS COUNCIL ACTION:

City Council has awarded all available funds in the historic preservation grant fund program every year since its inception. In 2016, \$11,140 was awarded to three eligible projects, \$12,038 was awarded in 2017 to three recipients, \$13,484 was awarded in 2018 to three eligible projects, in 2019, \$14,588.12 was awarded to five recipients, and In 2020, \$14,690.32 was awarded to three recipients.

ANALYSIS:

The Landmarks and Design Commission reviewed three (3) qualifying grant applications which were received by the August 31, 2020 deadline for the 2021 awards. The applicant's information follows, in the order in which they were received by the Community Development Department:

- 1) Grant application received on 8/28/20 from Tedd Hansen of the Ellensburg Masonic Temple Association, built on 6th Avenue in 1890 in the Queen Anne style. The Association seeks \$15,000 for repair and restoration the woodwork, doors and windows on the storefront (1st) level of the building. The organization will provide \$2,000 in cash and \$4,000 in additional matching funds for the project.

- 2) Grant application received on 8/30/20, from Jodi Polak, property owner, of 311 N. Pearl. She seeks \$15,310.27 for brick, mortar and stone restoration of the north and east facing exterior facades of the Geddis Building (1889) on 4th Ave and Pearl Street. They will provide \$113,005.73 in matching funds for the project.
- 3) Grant application received on 8/31/20 from Andrew Van Den Hoek with the Ellensburg United Methodist Church at 210 N Ruby Street. He seeks \$2,000 to hire a historic preservation design firm to develop a plan to address a long list of exterior design requirements for future restoration. This plan will be used to apply for a more extensive National Trust for Sacred Spaces grant. The organization will provide \$33,000 in cash for the project.

Prior to the Landmarks and Design Commission meeting of October 20, 2020, the Commissioners reviewed the standards and goals of the grant program and completed their scoring sheets. During the meeting, the Commission discussed the merits of each proposal. In scoring the applications, the commissioners gave the highest score to the Geddis Building because of the potential safety hazard posed by the loose stone, and the great expense of the project as matching funds. However, they also felt that the Ellensburg United Methodist Church proposal was important in helping to preserve a place of attraction in the downtown. The Masonic Temple had received grant funding each of the past four years, but the Commission felt it was important to support the continued renovation of the building. Ultimately, The Commissioners felt that each building was instrumental to the historic downtown core, each with worthy projects, and recommended awarding grant funds towards each proposal.

At the conclusion of the meeting, the LDC voted unanimously to forward a recommendation to the City Council to award the Historic Preservation Grant Program Fund monies of \$15,310.27 in the following manner:

- \$7,310.27 to the Geddis Building
- \$4,000 to Ellensburg United Methodist Church
- \$4,000 to the Masonic Temple

FINANCIAL IMPACT:

The total fiscal impact to the City will be approximately \$15,310.27 for 2021, with the monies to be distributed to the three (3) recipients noted above. Funding for the Historic Preservation Grants Program is included in the 2021 City Budget.

RECOMMENDED ACTION OR MOTION:

Consider and approve the Landmarks and Design Commission's recommendations and allocate program funding accordingly.

City Council Meeting Date: November 16, 2020

To: Ellensburg City Council

Submitted by: Laura Wilson, Planner

Thru: John Akers, City Manager

Agenda Subject: Environmental Commission Recommendations for awards under the 2021 Water Quality Grants Program

BACKGROUND/SUMMARY:

The Environmental Commission is tasked with recommending annual awards for the Ellensburg Community Grant Program pertaining to water quality. This year the Environmental Commission received one application by the August 31, 2020 deadline. Mid-Columbia Fisheries Enhancement Group (MCF), submitted a grant request in the amount of \$10,000 for their Adopt a Stream and Backyard Buffer programs.

PREVIOUS COUNCIL ACTION:

For the 2020 year, Council awarded the full funding of \$10,000 to Mid-Columbia Fisheries, for their Adopt-a-Stream and Backyard Buffer programs in Ellensburg.

ANALYSIS:

The purpose of the water quality grant program is to encourage community-based projects that would result in cleaner, safer water for Ellensburg residents. Funded by the Stormwater Utility, grant funds are invested in projects that include on or more of the following priorities:

- 1) Demonstrate improvements in water quality (required)
- 2) Educate a large and/or diverse segment of Ellensburg's population on what water quality is, and what actions they can take to improve or protect it
- 3) Educate best practices to reduce/eliminate adverse impacts to water quality

A total of \$10,000 is available for the 2021 Water Quality grant cycle. Applicants were able to request any amount of needed funds up to the maximum amount.

This year the Environmental Commission received one application by the August 31, 2020 deadline. Mid-Columbia Fisheries Enhancement Group (MCF), submitted a grant request in the amount of \$10,000 for their Adopt a Stream and Backyard Buffer programs. Mid-Columbia Fisheries is seeking grant support to increase the role of the Adopt a Stream program in Ellensburg. The application listed 6 project tasks to be completed:

- a. Provide logistical support to current Adopt-a-Stream participants (24 events)
- b. Partner with two additional groups and perform four stream cleaning events.
- c. Identify 4 urban stream reaches that would benefit from additional riparian plant cover and install approximately 200 plants per stream reach

- d. Engage with the community through high volunteer turnout (25 volunteers/planting)
- e. Provide approximately one day of stewardship per month during the spring and early summer
- f. Install 1 interpretive signs.

The Commissioners heard the presentation and discussed the proposal based on its merits under the standards. The commission expressed concern that the applicant did not address current covid restrictions and how the proposed project tasks may be impacted. After further discussion, there was consensus among the commission to incorporate amendment requirements within the 2021 Grant Agreement should covid restrictions necessitate a significant change in the proposed project tasks. After a thorough discussion, the Environmental Commission made the following recommendations to the City Council for awarding \$10,000 in grant monies:

1. Voted unanimously to award \$10,000 to the Mid-Columbia Fisheries Enhancement Group.

FINANCIAL IMPACT:

The total fiscal impact to the City will be approximately \$10,000 in 202. Funding for the Water Quality Grant Program is included in the 2021 City Budget.

RECOMMENDED ACTION OR MOTION:

Consider and approve the Environmental Commission's recommendations and allocate program funding accordingly.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: November 16, 2020

Item Title/Agenda Subject: Third Quarter Financial Status and Investment Reports

Submitted by: Jerica Pascoe Finance Department

Recommended Action or Motion: Accept Third Quarter Financial Status and Investment Reports as presented.

Background/Summary: Attached is the 2020 Third Quarter Financial Status and Investment Reports for the period ending September 30, 2020. The 2020 Third Quarter Financial Status report represents General Fund status, Governmental fund type tax revenues, and citywide revenues and expenditures. The City's Financial Management Policy provides that Council will receive updated information relating to the City's Financial Reports on a quarterly basis.

Previous Council Action: The 2020 Third Quarter Financial Status and Investment Report was presented to the Finance Committee at the October 15, 2020 meeting.

Analysis: This report attempts to update the fiscal impact projections created by the current pandemic situation. Year-end projections were made as of the current situation on 9/30/2020. Projections were made with COVID-19 in mind and were predicated on remaining in Phase III through year-end.

Key items – 2020 Third Quarter:

- General Fund revenues and expenditures are both projected to come in below budget. (Table 1, Page 1)
- Year-End tax revenue is projected to come in 1.85% below budget. (Table 2, Page 2)
 - Sales tax revenue projected .41% below budget. (Table 2, Page 2)
 - Local Criminal Justice .1% – projected \$27,209 above budget (Table 3, Page 3)
 - Retail Sales for Public Transit .2% - projected \$179,594 below budget

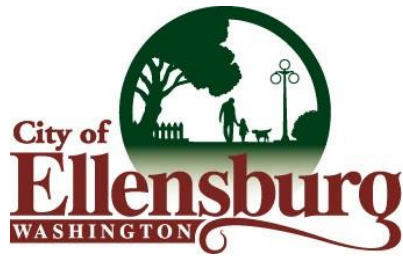
- Retail Sales for Public Safety .3% - projected \$46,106 above budget
 - Regular Retail Sales .85% – projected \$90,023 above budget
 - Retail Sales for Housing .1% – projected \$90,863 below budget
 - Retail Sales for Housing (State Credit) - projected \$73,370 above budget (note amount not budgeted)
- B&O Tax revenue projected .94% below budget. (Table 2, Page 2)
- Other Tax revenue projected 32.38% below budget. (Table 2, Page 2)
- Property Tax revenue projected 3.18% above budget. (Table 2, Page 2)
- January through September 2020 sales tax receipts were 4% lower than January through September 2019 receipts. (Table 4, Page 4)
 - The majority of this decrease was in Accommodation and Food Services as well as Construction. Removing the construction sales tax decrease would bring the overall change from an decrease of 4% to a decrease of 3% under 2019.
- Utility tax revenues were .35% lower than 3rd quarter 2019. (Table 5, Page 5)
- General Fund revenues are projected to come in below budget at this time. Current projected excess of revenues over expenditures is \$166,288. (Table 6, Page 6)
- The total excess revenues over expenditures for all funds through 3rd quarter was \$7.49 million. \$7.46 million of the excess of revenue over expense is from the enterprise and internal service funds in which rates are set to provide for replacement and capital projects. (Table 8, Page 8)
- The City had \$55,811,021.50 in excess cash invested. (Investment report, page 1)

Financial Impact: None

Attachments:

[3rd Quarter 2020 Financial Status Report](#)

City of Ellensburg Washington



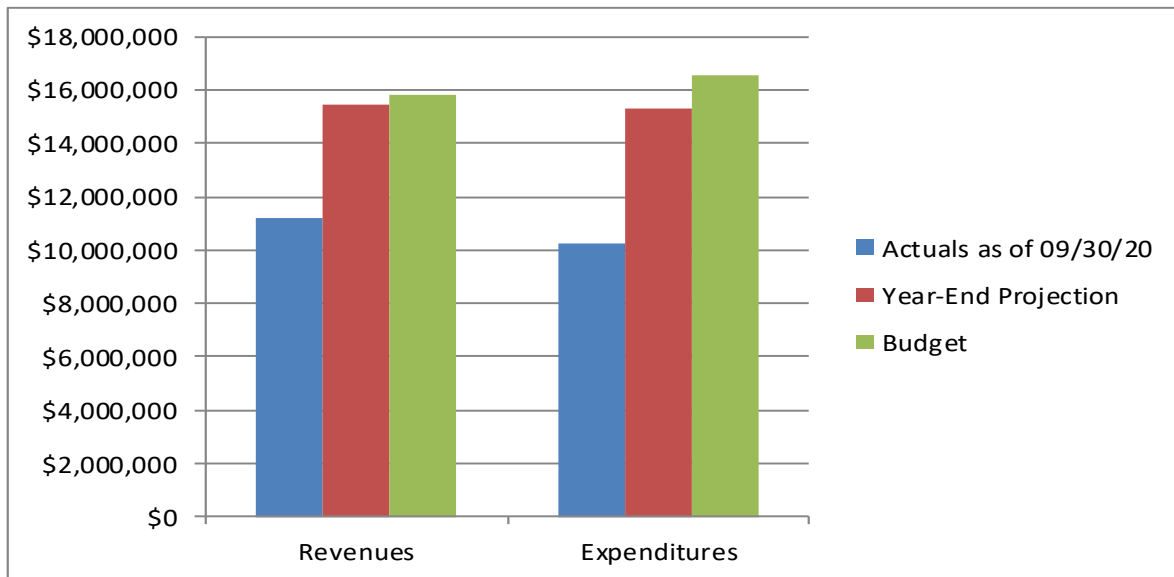
Quarterly Financial Status Report

For the Quarter Ending September 30, 2020

General Fund

The Governmental Funds' major funding sources include Property Tax, Sales Tax, Utility Taxes, Licenses & Permit Fees, and Charges for Services. Sales Tax is the largest tax revenue source for the City at approximately 56%, followed by Utility Tax at 21%, Property Tax at 20%, and Other Taxes at 3% of the City tax revenue. Tax revenue is 18.52% of the total City revenues budgeted in 2020.

Table 1



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

Year-End projections were as of the current situation on 9/30/2020. Projections have been made with the COVID19 outbreak in mind and is predicated on remaining in Phase III through year-end. Please keep in mind, these continue to be short-term projections based on the limited information known by local governments as of the end of September. These projections can and will change as more information becomes available. General Fund expenditures are expected to come in below budget as required by Chapter 35.33 RCW. Staff continues to evaluate all purchases for need and is only approving expenditures that are essential to conducting City business. Budgeted expenditures reflect all adjustments that were taken to Council for approval prior to October 5. Revenue projections were done on an individual basis and will be discussed further in this report.

Governmental Funds Tax Revenue

Table 2



	Actuals as of 09/30/20	Year-End Projection	Budget	% Projection Over/(Under) Budget
Sales Tax *	\$6,143,606	\$8,216,497	\$8,250,246	-0.41%
B&O Tax **	2,558,895	3,395,049	3,427,331	-0.94%
Other Tax ***	499,212	685,684	1,014,000	-32.38%
Property Tax	1,900,792	3,271,678	3,170,927	3.18%
	<u>\$11,102,504</u>	<u>\$15,568,908</u>	<u>\$15,862,504</u>	<u>-1.85%</u>

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

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

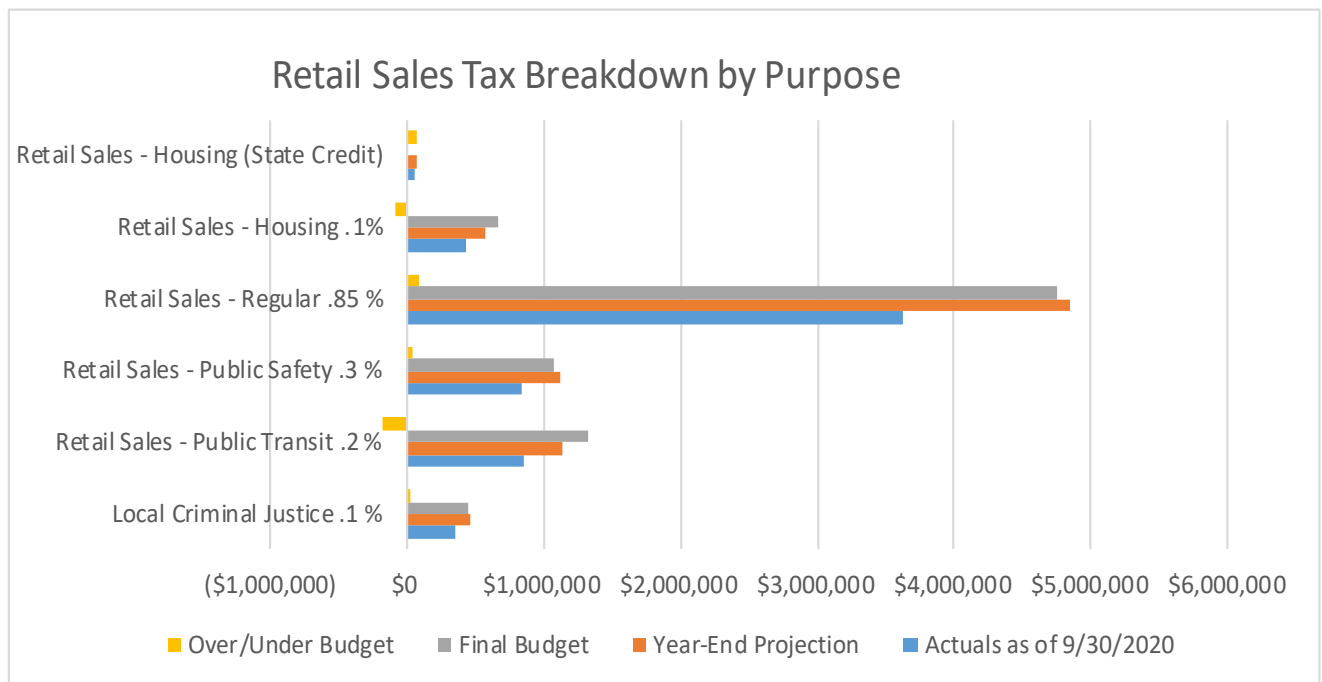
*** OTHER TAX includes leasehold and other excise taxes including hotel/motel tax

Overall governmental fund tax revenue is projected to fall short by approximately \$293,596 or 1.85%. Sales Tax and Hotel/Motel Tax are expected to be the hardest hit governmental fund tax revenue. Hotel/Motel Tax revenue was projected at 59% of 2019.

Sales Tax

Sales tax revenue is projected to fall short of the 2020 budget by \$33,749. Table 3 breaks down the difference of budgeted less projected by tax purpose. It is important to note that this shortfall includes retail sales and use tax that is restricted for public transit, public safety, and affordable housing purposes. Sales tax revenue received in September is for July 2020 activity. Because of the lag in reporting and receiving sales tax from the state, we are still unable to see how the transition of phases has affected our numbers locally. We used an average of sales tax over the past 9 months compared to the first nine months in 2019 in order to project through year-end. Projections were then set at 95% of 2019 actuals.

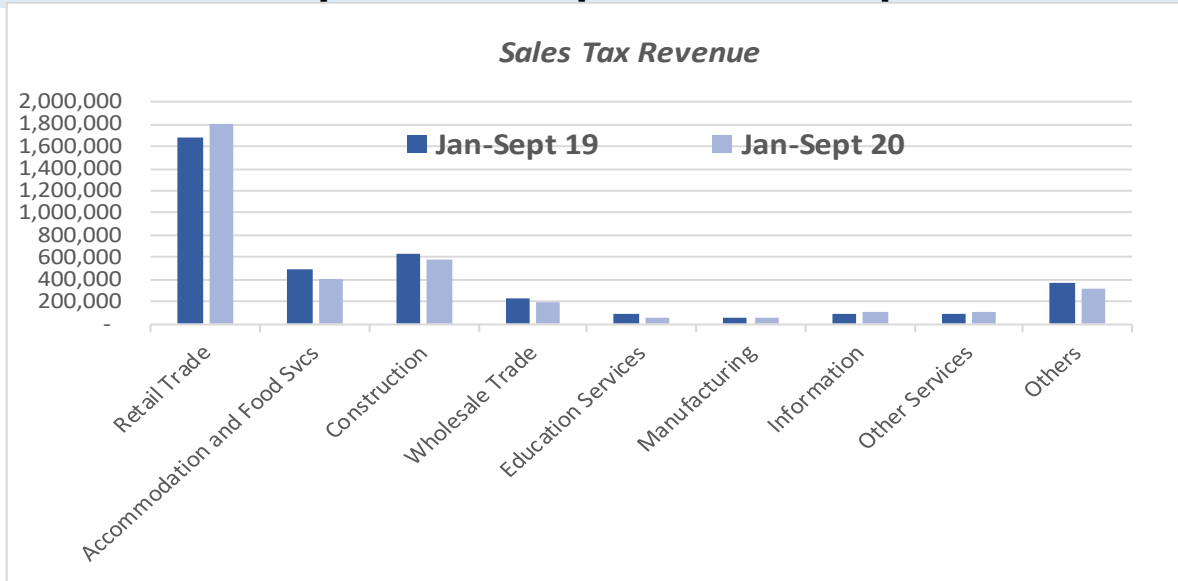
Table 3



	Actuals as of 9/30/2020	Year-End Projection	Final Budget	Over/Under Budget
Local Criminal Justice .1 %	\$353,677	\$469,032	\$441,823	\$27,209
Retail Sales - Public Transit .2 %	850,651	1,139,227	1,318,821	(\$179,594)
Retail Sales - Public Safety .3 %	841,353	1,115,824	1,069,718	\$46,106
Retail Sales - Regular .85 %	3,617,779	4,850,497	4,760,474	\$90,023
Retail Sales - Housing .1%	424,776	568,547	659,410	(\$90,863)
Retail Sales - Housing (State Credit)	55,370	73,370	0	\$73,370
	\$6,143,606	\$8,216,497	\$8,250,246	(\$33,749)

Table 4

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



	Receipts Dates Jan-Sept '19	Receipt Dates Jan-Sept '20	Increase/ (Decrease)	% Inc (Dec)
Retail Trade	1,675,124	1,794,277	119,153	7%
Accommodation and Food Svcs	501,838	405,949	(95,889)	-19%
Construction	640,004	588,727	(51,277)	-8%
Wholesale Trade	223,568	199,160	(24,408)	-11%
Education Services	85,637	49,265	(36,372)	-42%
Manufacturing	63,716	52,877	(10,839)	-17%
Information	99,946	106,286	6,340	6%
Other Services	99,308	104,362	5,054	5%
Others	369,131	316,877	(52,254)	-14%
Total	\$ 3,758,272	\$ 3,617,780	\$ (140,492)	-4%

Source: Dept of Revenue Sales Tax Reports - 2020 information: reporting revenue **received** January thru September 2020
Revenue was recorded on a cash basis for this report. January will be the first month of reporting for 2020

Retail sales tax is distributed monthly reflecting 20 different categories. The above graph reflects the top nine categories with 11 categories being identified within the “Others” category. Retail trade, information, and other have seen increases in YTD sales. “Retail Trade” showed

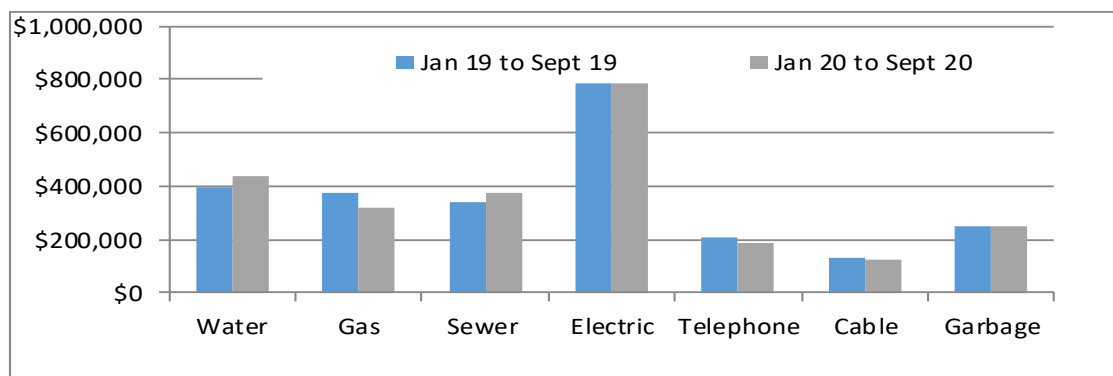
the highest dollar and the highest percentage increase. Regular retail sales tax revenue had a (4%) overall decrease over the same period last year. Removing the “Construction” sales tax increase, which can be very volatile, would bring the overall change from a decrease of (4%) to a decrease of (3%) over 2019 for 3rd Quarter YTD. One large construction project can skew the numbers very quickly. These numbers do not include the .03% for criminal justice, the .02% for public transit, or the .01% for housing and related services. These revenues are for sales from November through July.

Utility Tax

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

Table 5

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



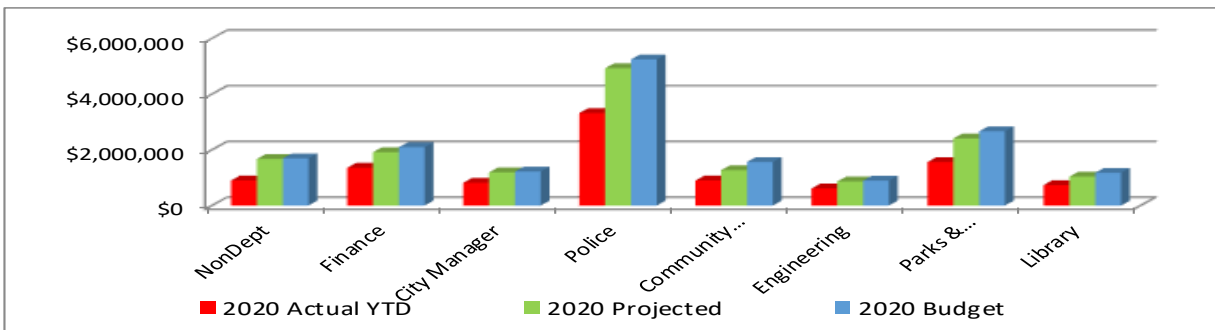
	Receipt Dates <u>Jan 19 to Sept 19</u>	Receipt Dates <u>Jan 20 to Sept 20</u>	Increase/ (Decrease)	% Inc (Dec)
Water	\$397,435	\$436,137	\$38,702	9.74%
Gas	373,575	318,425	(55,150)	-14.76%
Sewer	343,612	373,066	29,453	8.57%
Electric	814,910	814,451	(459)	-0.06%
Telephone	205,133	189,728	(15,405)	-7.51%
Cable	132,601	125,907	(6,694)	-5.05%
Garbage	250,001	250,748	747	0.30%
Total	<u>\$2,517,267</u>	<u>\$2,508,462</u>	<u>-\$8,805</u>	<u>-0.35%</u>

Revenue was recorded as cash basis for this report.

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

Table 6

General Fund				
Revenues and Expenditures - Budget and Actual				
For the Period Ending September 30, 2020				
	2020 Budget	2020 Projected	2020 Actual YTD	Budget less Projected
Revenues				
Taxes	\$6,874,036	\$6,951,295	\$4,705,755	-\$77,259
Licenses & Permits	691,283	\$673,055	543,304	\$18,228
Intergovernmental	427,975	\$492,101	379,375	-\$64,126
Charges For Fees	4,306,825	\$3,981,151	2,998,856	\$325,674
Fines & Forfeits	278,400	\$109,096	105,371	\$169,304
Misc.	199,789	\$190,766	147,937	\$9,023
Transfers	3,073,317	\$3,073,317	2,304,988	\$0
Other Receipts	0	-362	-362	\$362
Total	\$15,851,625	\$15,470,418	\$11,185,224	\$381,207
Expenditures by Dept				
NonDept	\$1,692,676	\$1,675,910	\$899,872	\$16,766
Finance	2,094,180	\$1,917,402	1,358,096	\$176,777
City Manager	1,221,612	\$1,194,161	820,074	\$27,451
Police	5,248,407	\$4,931,441	3,322,675	\$316,966
Community Develop.	1,562,845	\$1,270,882	900,166	\$291,963
Engineering	895,861	\$865,863	613,291	\$29,998
Parks & Recreation	2,666,541	\$2,408,030	1,563,948	\$258,510
Library	1,174,175	\$1,040,439	736,943	\$133,736
Total	\$16,556,297	\$15,304,130	\$10,215,065	\$1,252,167
Excess of Revenues over	-\$704,672	\$166,288	\$970,159	-\$870,960
Beginning Balance	2,834,355	3,798,491	3,798,491	-\$964,136
Other Receipts	0			\$0
Ending Fund Balance	\$2,129,683	\$3,964,779	\$4,768,650	\$1,835,096



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

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

Table 7

DEBT ACTIVITIES	Issued Date	Maturity Date	Original Amount	Balance as of 09/30/20	2020 Debt Payment
General Obligation					
Library Bonds *	2003/2014	2022	1,905,000	510,000	175,300
Maintenance Bond - Pool	2010	2030	2,935,000	1,805,000	212,300
2017 GOI Bond - Public Safety Bldg.	2017	2037	121,200	7,200,000	203,184
Telecom Utility - LTGO Taxable **	2016	2036	290,243	256,575	19,072
			5,251,443	9,771,575	609,856
Interfund Loan					
City Hall Construction**	2012	2021	2,599,657	644,657	341,447
Affordable Housing	2020	2023	35,917	0	0
			2,635,574	644,657	341,447
Revenue Bonds					
Stormwater Bond *****	2020	2039	3,000,000	3,000,000	64,575
Water Sewer *****	2016	2029	6,990,000	6,710,000	755,001
Gas	2016	2036	859,015	750,897	52,115
Electric- Refunding***	2005/2014	2025	3,650,000	2,115,000	396,000
Electric	2014	2033	4,540,000	4,480,000	206,825
Water	2013	2022	2,416,431	690,458	241,643
			21,455,446	17,746,355	1,716,159

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

** LTGO Taxable 20 year bonds in 2016

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

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

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

Citywide Report

The table on the next page- Revenues and Expenditures-Actual shows that the City brought in \$7.49 million more than it spent the 3rd quarter of 2020. \$7.46 million of the excess of revenue over expense is from the utility and internal service funds. *Table 8 reduces utility revenues by the outstanding utility receivable amounts to convert revenue amounts to cash basis.

Investment Report

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

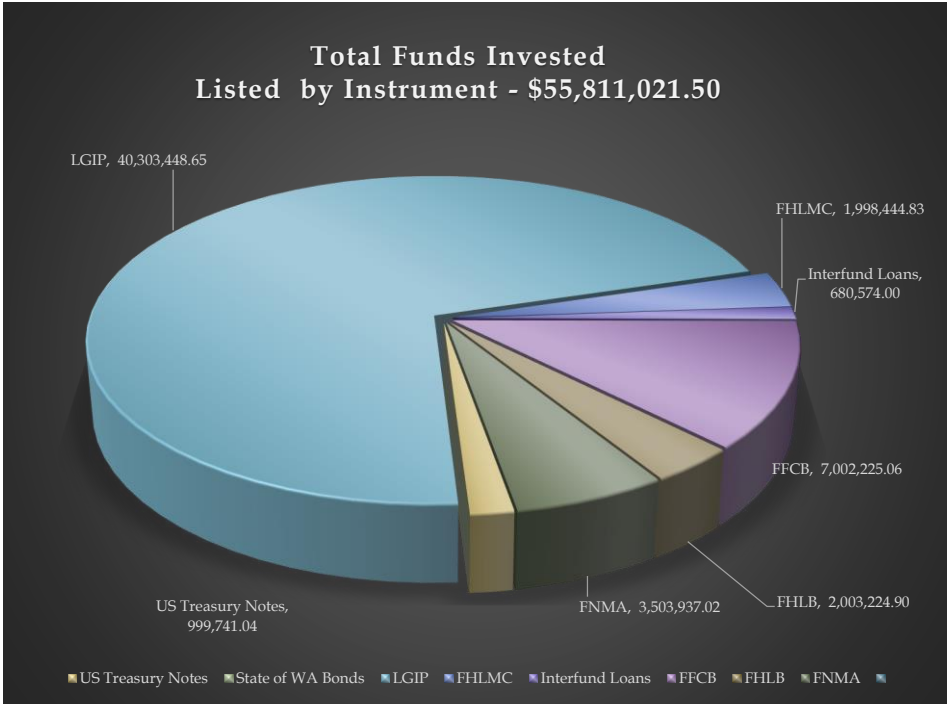
Table 8

All City Funds			
Revenues and Expenditures- Actual			
For the Quarter Ending September 30, 2020			
	Revenue	Expenditures	Excess of Revenue Over Expenditures
General Fund	\$11,185,224	\$10,215,065	\$970,159
Special Revenue Funds			
Street	1,506,619	1,093,297	413,322
Arterial	1,335,434	1,352,150	(16,716)
Traffic Impact	312,474	109,481	202,993
Ellensburg Public Transit	1,414,743	1,146,240	268,503
Criminal Justice	853,693	531,047	322,646
Drug Fund	5,016	3,920	1,096
Sales Tax	3,640,813	4,778,913	(1,138,100)
CATV	60,185	58,326	1,859
Parks Acquisition	92,417	0	92,417
Arts Acquisition	51,050	6,112	44,938
Lodging Tax	244,810	211,152	33,658
Housing & Related Service	521,574	50,000	471,574
CARES Act Reimbursement Fund	0	363,330	(363,330)
Debt Funds			
Public Safety Bond	540,000	101,592	438,408
Maintenance Bond	212,700	41,450	171,250
Library Bond	100,822	7,950	92,872
LID Guarantee Fund	724	0	724
Capital Funds			
Capital Const. Bond Projects	338,690	2,341,313	(2,002,623)
Sidewalk	306,540	246,944	59,596
Enterprise Funds			
Stormwater	4,056,754	3,570,786	485,968
Telecommunications	228,000	144,141	83,859
Gas	5,189,309	4,329,019	860,290
Electric	14,353,166	11,224,734	3,128,432
Water	4,483,335	3,320,099	1,163,236
Sewer	3,527,336	2,992,197	535,139
Internal Service Funds			
Shop	1,698,569	973,215	725,354
Health Insurance	1,790,448	1,618,613	171,835
Risk Management	694,693	492,827	201,866
IT	889,779	781,207	108,572
Library Trust	2,324	581	1,743
Hal Holmes	3,308	0	3,308
Fire Relief	44,232	79,204	(34,972)
Total	\$59,684,781	\$52,184,905	\$7,499,876
* Utility Revenue amounts have been converted to cash basis			

CITY OF ELLENSBURG - Investment Report As of 9/30/2020

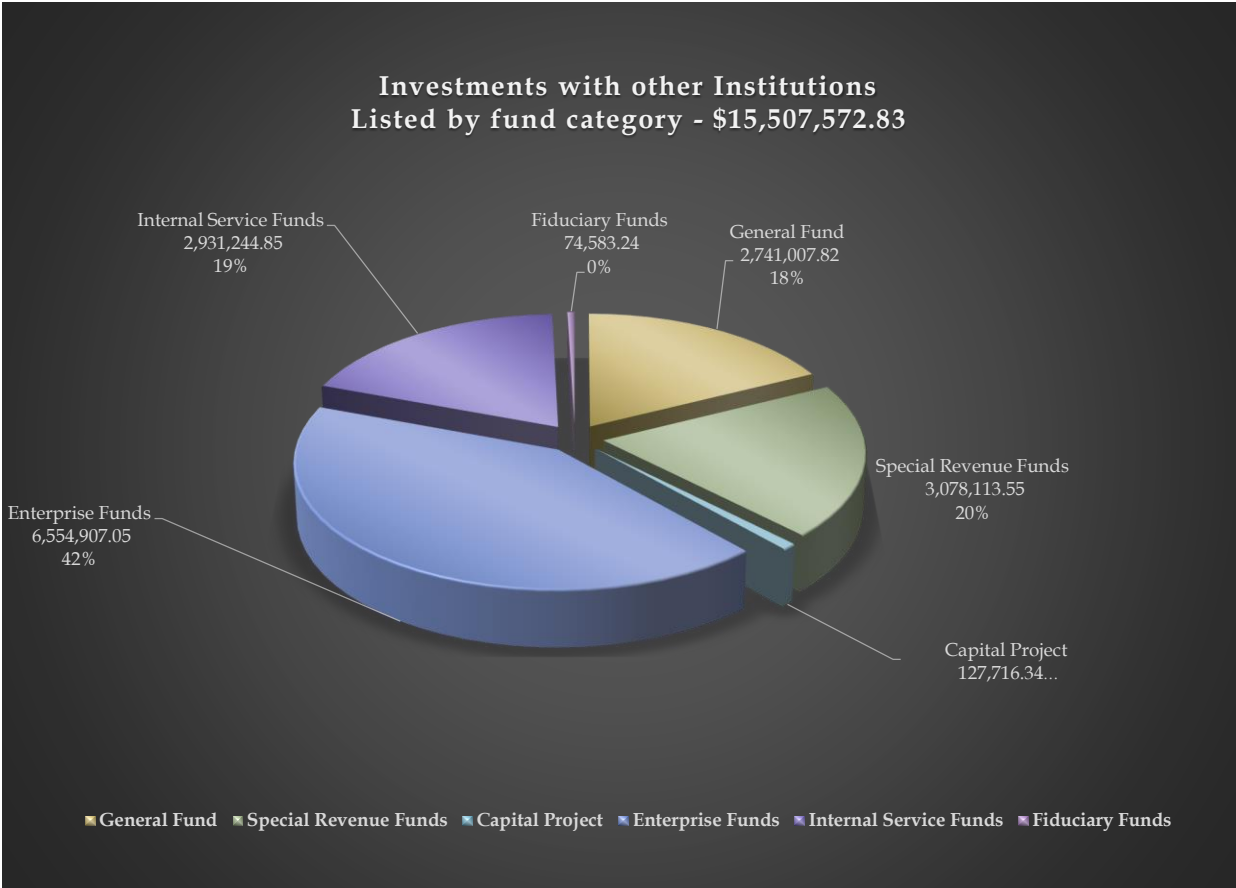
The City will diversify its investments by security type and institution. The following schedule provides the maximum holdings in any one type of investment with any one type of issuer.

Funds invested \$ 55,811,021.50 As of Date: September 30, 2020



Bench Marks

.13%	1-year Treasury	Constant Maturity
.14%	2-year Treasury	Note
1.49%	External Investments	
0.2150%	State Investment Pool	
1.0%	Interfund Loans	
\$27,996	interest earned in September	



CITY OF ELLENSBURG - Investment Report As of 9/30/2020

Type of Authorized Security	Maximum Holdings and Issuer Limitations	maximum \$ amount that can be invested	% limitation per issuer	% of portfolio invested	Current Investment Holding Amount	Name/Ifo	Amount Invested w/Issuer	% of Issuer Holding	Yield	Expected Annual Earnings
U.S. Treasury Bills, Notes, Bonds or Certificates	100% of Portfolio	\$55,811,022	no limitation	28%	\$15,507,573		-	0%	0.00%	\$ -
						#35 Fedcorp 01/15/21 76116FAG2 Settled 8/23/17 purchase: \$499,863.88	499,863	1%	1.62%	8,100.00
						#47 RFCSP76116FAD9 Settled 10/5/18 purchase: \$951,285 Matures 7/15/20	-	0%	2.83%	48715
						#48 FFCB3133EJGU7 Settled 10/5/18 purchase: \$996,823.28 Matures 10/12/21	996,823	2%	3.03%	27100
						#49 FHLB 3130AFW94 Settled 3/11/19 purchase: \$1,003,640.56 Matures 3/12/24	1,002,548	2%	2.46%	24861
						#51 FHLB 2.3 Settled 4/26/19 purchase: \$1001353 Matures 33/11/22	1,000,676	2%	2.25%	22500
						#52 FFCB 2.23 Settled 7/19/19 purchase: \$1000681.39 Matures 07/08/24	-	0.00	2.23%	22300
						#53 FFCB 1.85 Settled 7/19/19 purchase: \$1000925. Matures 02/01/23	1,000,578	0.02	1.85%	18500
						#54 FFCB 1.6 8/14/23 Corp Settled 10/10/19 purchase: \$505,345.94. Matures 08/14/23	504,009	0.02	1.38%	8000
						#55 FHLMC 2.4 6/0/22 CORP Settled 10/10/19 purchase: \$760,047. Matures 06/10/22	-	0.02	0.00%	0
						#56 US Treas Strip 1.55 Settled 01/08/2020 purchase: \$999,741.04 Matures 11/15/22	999,741	0.02	1.55%	0
						#57 FNMA corp Settled 01/08/2020 purchase: \$1,003,603.11 Matures 10/15/24	1,003,243	0.02	1.63%	16,114.58
						#58 FNMA Corp Settled 01/08/20 purchase: \$1,500,940.08 Matures 08/06/23	1,500,627	0.02	1.53%	20625
						#59 FHLMC Settled 06/15/20 purchase: \$998,312.89 Matures 05/27/25	998,313	0.02	0.54%	2700
						#60 FFCB Settled 06/15/20 purchase: \$1,000,520	1,000,468	0.02	0.72%	3600

CITY OF ELLENSBURG - Investment Report As of 9/30/2020

#61 FFCB Settled 06/16/2020 purchase: \$ 2,000,483.33 Maturity: 06/02/21	2,000,483	0.02	0.58%	5800
#62 FNMA Corp Settled 06/18/2020 purchase: \$ 1,000,067.50 Maturity: 06/09/22	1,000,068	0.02	0.47%	1350
#63 FHLMC Settled 07/15/2020 purchase: \$ 1,000,131.94 Maturity: 6/16/23	1,000,132		0.25%	1250
#64 FFCB Settled 07/16/20 purchase: \$ 1,000,000 Maturity: 10/16/23	1,000,000		0.42%	
Subtotal Funds	15,507,572.85	0%	\$	231,515.58
External Investments				1.49% AAY

Investment in State of Washington Investment Pool

State of WA Investment Pool	100% of Portfolio	\$55,811,022	no limitation	72%	40,303,449	State of WA Local Government Investment Pool	40,303,449	72%	0.2150%	\$	86,652.41
State Investment Pool							0.22% AAY				

Investment in City of Ellensburg - Interfund Loans

2012 Interfund Loan from Light fund to City General - City Hall Debt	644,657.00	City Hall Debt Begin Date 12/1/2012 \$2,599,657.00 Maturity Date: 12/1/2021	644,657.00	1%	1%	\$	6,446.57
2020 Interfund Loan from Shop(531) to Affordable Housing (172) - Resolution 2020-11	35,917.00	Affordable Housing Debt Begin Date 5/1/2020 \$35,917 Maturity Date: 5/1/2023	35,917.00	1%	1%	\$	359.17
Subtotal Funds			\$ 680,574.00			\$	6,805.74
Interfund Loans				1.00% AAY			
				0.58% Total AAY			

AAY = Average Annual Yield
 FHLMC - Federal Home Loan Mtg Corp
 FHLB - Federal Home Loan Bank
 FFCB - Federal Farm Credit Bank
 FNMA - Federal National Mortgage Assn

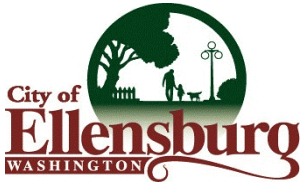
Sorted by Maturity

Security	Description	Rate	Par	Maturity	Months Left to Maturity	Investment #
76116F-AG-2	RFCSP	NONCALLABLE	1.62	500,000	1/15/2021	35
313378CRO	FHLB		2.3	1,000,000	3/11/2022	51
3133ELH56	FNMA		0.47	1,000,000	6/9/2022	62
3135gow33	FNMA	NONCALLABLE	1.53	1,500,000	9/6/2022	58
3133EJGU7	FFCB	NONCALLABLE	3.03	1,000,000	12/16/2022	48
3133EKUA2	FFCB	NONCALLABLE	1.85	1,000,000	2/1/2023	53
3137EAES4	FHLMC		0.25	1,000,000	6/26/2023	63
3133EKZK5	FFCB		1.6	500,000	8/14/2023	54
3133ELV68	FFCB		0.42	1,000,000	10/16/2023	64
912833LP3	US TREASURY	NONCALLABLE	1.55	1,061,000	11/15/2023	56
3130AFW94	FHLB	NONCALLABLE	2.5	1,000,000	2/13/2024	49
3133ELE67	FFCB		0.58	2,000,000	6/3/2024	61
3135GOW66	FNMA	NONCALLABLE	1.62	1,000,000	10/15/2024	57
3133ELA46	FFCB		0.72	1,000,000	2/20/2025	60
3134GVYP7	FHLMC		0.54	1,000,000	5/27/2025	59
Total Par			15,561,000			

Investment by Fund/Category	
General Fund	2,741,007.82
Special Revenue Funds	3,078,113.55
Capital Project	127,716.34
Enterprise Funds	6,554,907.05
Internal Service Funds	2,931,244.85
Fiduciary Funds	74,583.24
Total	15,507,572.85
LGIP	40,303,448.65
Interfund	680,574.00
Total	56,491,595.50

Investment by Instrument	
US Treasury Notes	999,741.04
State of WA Bonds	-
LGIP	40,303,448.65
FHLMC	1,998,444.83
Interfund Loans	680,574.00
FFCB	7,002,225.06
FHLB	2,003,224.90
FNMA	3,503,937.02
Total	56,491,595.50

- difference



MANAGER'S REPORT

DATE: November 16, 2020
TO: Ellensburg City Council
FROM: John Akers, City Manager

1. Special Council Meeting with CWU Executive Board.

The joint meeting with the Central Washington University Executive Board is scheduled for Wednesday, November 18, 2020 at 3:00 pm. The Zoom meeting link is: <https://us02web.zoom.us/j/84723649514>.

2. Holiday Hours for City Recreation Facilities.

The following are holiday hours for city recreation facilities:

Ellensburg Racquet & Recreation Center

Closed November 26, December 24, 25, 31 and January 1

Kittitas Valley Memorial Pool & Fitness Center

Closed November 26 and closes December 24, 2020 at 12:00 pm – Reopens January 4, 2021.
(Closed for annual maintenance. This work typically takes place during fair and rodeo but this year we elected to keep the facility open due to those events being cancelled.)

Stan Bassett Youth Center

Closed November 26, and December 21, 2020 – January 3, 2021