

COUNCIL AGENDA

Monday, December 7, 2020



In-person attendance at public meetings is currently prohibited per the Washington Governor's Proclamation No. 20-28.13. 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 20-28.13, 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_lwA7jA2jQSaVU2LEHPYgsg. 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, December 7, 2020
7:00 PM - Regular Meeting**

1. Call to Order and Roll Call

2. Proclamations

3. Awards and Recognitions

3.A Expression of Appreciation to outgoing Adult Activity Center Coordinator,
Katrina Douglas

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 the November 16, 2020 Regular Meeting 8
[11-16-20 Council Minutes](#)

5.B Approve Minutes of the November 18, 2020, Special Meeting between City Council
and the CWU President's Cabinet 12
[City Council CWU Special Meeting minutes](#)

5.C Approve Minutes of the November 23, 2020, Special Meeting 15
[City Council Special Meeting Minutes 11-23-2020](#)

5.D Acknowledge Minutes of the Ellensburg Arts Commission - October 8 and
October 16, 2020 17
[10-8-20 Arts Commission Minutes](#)
[10-16-20 Arts Commission Minutes](#)

5.E Acknowledge Minutes of the Ellensburg Business Development Authority Board -
September 16 and October 14, 2020 22
[9-16-20 EBDA Minutes](#)
[10-14-20 EBDA Minutes](#)

5.F Acknowledge Minutes of Library Board - October 13, 2020 26
[10-13-20 Library Board Minutes](#)

5.G Acknowledge Minutes of the Public Transit Advisory Committee - October 20, 2020 10-20-20 PTAC MINUTES	27
5.H Acknowledge Minutes of the Utility Advisory Committee - October 15, 2020 10-15-20 UAC Minutes	29
5.I Interlocal Agreement with Franklin Conservation District (FCD) for Stormwater Outreach Education Interlocal Budget Ellensburg Updated FCD Interlocal 2020 City of Ellensburg Updated	31
5.J Ellensburg Police Department Accreditation Ellensburg Final 2020	41
5.K Bid Award Bid Call 2020-10 for Surface Aerator Procurement at the Waste Water Treatment Facility	75
5.L Amendment No. 1 to the 2018 Aspect Engineering design contract for the Dolarway Bridge and Levee. Amendment #1 to Full Aspect Signed Contract	77
5.M Accept RFQ 2019-28 as Complete Replacement of Door Locks at City Hall	86
5.N Accept Resignation of Arlein Anderson from the Arts Commission Anderson - Arts Comm. Resignation Letter	87
5.O Approve University Way Banner Request for Spread Kindness Not COVID-19 - December 8, 2020 - January 17, 2021 Spread Kindness not COVID-19 Banner Request	88
5.P Approve University Way Banner Request for Data Privacy Day - January 18 - February 1, 2021 Data Privacy Day Banner	90
5.Q Addendum to Jail Agreement with City of Sunnyside INTERLOCAL AGREEMENT WITH THE CITY OF SUNNYSIDE	91
5.R Resolution 2020-33 - 512 N Ruby - First Lutheran street tree removal 512 N Ruby - First Lutheran tree removal request 512 N Ruby - First Lutheran tree removal tree removal graphics Resolution 2020-33 - 512 N Ruby - First Lutheran tree removal	94
5.S Contract Amendment No. 1 - Professional Services Agreement Water System Plan and Illinois Well Outfitting Design Supplement #1 with RH2	101

5.T	Contract Amendment No. 5 - Professional Services Agreement Bull Road Utility Extension Design Amendment #5 - Bull Rd. Design Contract	116
5.U	Approve December 7, 2020 Voucher Listing 12-7-2020 Voucher Listing	138
6.	Petitions, Protests, and Communications	
6.A	COVID-19 Update	
6.B	Kittitas County Chamber of Commerce - Tourism Promotion Update	
6.C	Board and Commission Reappointments B and C Agenda Report Chart 12-7-20 Requests for Reappointment	139
7.	Citizen Comment on Non-agenda Issues	
8.	Business Requiring Public Hearings	
9.	Introduction and Adoption of Ordinances and Resolutions	
9.A	Ordinance 4864 (second reading) - 2021/2022 Biennial Budget Ordinance Table 1 - 2021-2022 Budget Enhancements 4864 - Biennial Budget 2021-2022 Exhibits A & B 2021-2022 Budget Tables Exhibit C - Budgeted Positions by Fund	144
9.B	Ordinance 4865 (second reading) amending ECC Chapter 2.32 "Deferred Compensation Plan" and repealing ECC Section 2.32.200 4865-Ordinance amending Chapter 2 32 Deferred Compensation Plan	163
9.C	Consideration of First Reading of an Ordinance Amending the 2019-2020 Biennial Budget. Table 1 - Supplemental Items by Fund Table 2 - Summary of 2020 Budget Adjustments Proposed Ordinance - Amending 2019-2020 Biennial Budget Exhibits A & B - 2019-2020 Biennial Budget Tables	168
9.D	Resolution to Approve Fiscal Year 2020 Bad Debt Write-Offs Resolution 2020 write offs	178
9.E	Resolution to Sole Source the Purchase of Wood Electrical Utility Poles Resolution - Sole Source Purchase of Electrical Utility Poles	181
9.F	2021 Pay Plan Resolution	184

2021 Pay Plan Resolution

10. Unfinished Business

- 10.A Inclusion, Diversity and Equity Subcommittee Final Report and Recommendations to Ellensburg City Council 189
Ellensburg City Council Subcommittee Report - Inclusion, Diversity & Equity Listening Tour & Recommendations

11. New Business

- 11.A Approval of the Ellensburg Arts Commission 2021 Grant Awards 222
2021 FUNDED GRANTS
- 11.B Creative Sector Grant Funding Second Round 263
Recommendation Austin Smith Application
- 11.C Affordable Housing Agreement between City of Ellensburg and HopeSource for Addison Place 267
<https://ci.ellensburg.wa.us/ArchiveCenter/ViewFile/Item/3303>

12. Miscellaneous

- 12.A Manager's Report 270
12-7-20 Manager's Report
- 12.B Councilmembers' Reports

13. Executive Session

14. Adjournment



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

November 16, 2020

7:00 PM

Held Remotely per Governor Inslee's

Proclamation 20-28.12

1. Call to Order and Roll Call

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

Absent: Mary Morgan

Also Present: City Manager Akers; City Attorney/Assistant City Manager Weiner; City Clerk Leader; Executive Assistant Gigstead; Finance Director Pascoe; Sr. Financial Analyst/Budget Officer Bassett; Public Works & Utilities Director Lyyski; Kittitas County Public Health Officer, Dr. Mark Larson; Tripp Muldrow; Arts Commissioner, Jerald Dougherty and approximately five members of the public

Councilmember Nancy Goodloe moved to Approve an excused absence for Councilmember Morgan. **Motion Approved 6-0.**

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Nancy Lillquist moved to Approve the Agenda as presented. **Motion Approved 6-0.**

5. Consent Agenda

5.A. Approve Minutes of November 5, 2020 Regular Meeting

5.B. Acknowledge Minutes of the Lodging Tax Advisory Committee - October 7, 2020

5.C. Project Acceptance - Request for Quotes (RFQ) 2020-12 - Vactor Truck Rental

5.D. Authorization to execute a National Mutual Aid Agreement for the Natural Gas Division

5.E. Approve November 16, 2020 Voucher Listing

Councilmember Nancy Goodloe moved to Approve the Consent Agenda as presented. **Motion Approved 6-0.**

6. Petitions, Protests, and Communications

6.A. COVID-19 Update

Dr. Mark Larson gave an update on number of positive cases in Kittitas County, including testing of CWU students.

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

The Mayor opened the Public Hearing. Sr. Financial Analyst/Budget Officer, Keith Bassett, presented information in the staff report. He reviewed the summary of budget changes for 2021 and 2022.

Stacy Hammond, 308 N Sampson St., commented regarding budget funding to purchase body cameras for the Police Department and budget funding that should be cut for the Ellensburg Downtown Association, Kittitas County Health Department and the City Attorney.

Councilmember Tristen Lamb moved to Approve conducting first reading of Ordinance 4864 for the 2021/2022 Biennial Budget. **Motion Approved 6-0.**

9. Introduction and Adoption of Ordinances and Resolutions

9.A. Ordinance 4861 (second reading) - 2021 Property Tax Levy Ordinance

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

Theresa Plue, 140 Woodhouse Loop, asked questions regarding certain budget items.

Stacy Hammond, 308 N Sampson St., stated she was speaking on behalf of property owners and commented regarding the increase in property tax.

Councilmember Nancy Goodloe moved to Approve second reading and adoption of Ordinance 4861 for the 2021 Property Tax Levy. **Motion Approved 6-0.**

9.B. Ordinance 4862 (second reading) amending ECC Section 1.30.640 "Officers - Oath and Bond"

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

Councilmember Miller stated the City is saving the taxpayers \$1,300 with this action.

Stacy Hammond, 308 N. Sampson St., commented regarding her opposition of Council proceeding with the Ordinance adoption.

Councilmember Nancy Lillquist moved to Approve conducting second reading and adoption of Ordinance 4862. **Motion Approved 6-0.**

9.C. Ordinance 4863 (second reading) to Repeal Chapter 5.64 of the Ellensburg City Code - "Carryout Bag Regulations"

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

Councilmember David Miller moved to Approve conducting second reading and adoption of Ordinance 4863 repealing Chapter 5.64 of the Ellensburg City Code. **Motion Approved 6-0.**

9.D. Proposed Ordinance amending ECC Chapter 2.32 "Deferred Compensation Plan" and repealing ECC Section 2.32.200.

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

Councilmember Stacey Engel moved to Approve conducting first reading of Ordinance 4865 amending Chapter 2.32 and repealing Section 2.32.200 of the Ellensburg City Code. **Motion Approved 6-0.**

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.

Councilmember Engel reviewed the process to create the presented Call for Artwork. Jerry Dougherty, Arts Commission member, reviewed the discussion and recommendation from the Arts Commission. Councilmember Lillquist asked questions of Commission member Dougherty. Councilmember Goodloe inquired how a permanent installation could be worked into the plan of the future park.

Stacy Hammond, 308 N Sampson St., speaking for herself, inquired whether only visual artwork would be received.

Theresa Plue, 140 Woodhouse Loop, inquired about the document Arts Commission member Dougherty referenced to regarding racial equity language.

Councilmember Stacey Engel moved to Approve a call for art notice for a temporary art installation at the Rotary Pavilion area as included in the Agenda packet. **Motion Approved 6-0.**

11. New Business

11.A. Council Funded Grant Program - 2021 Grant Awards

Executive Assistant, Laurie Gigstead reviewed the information in the staff report regarding each of the recommended grant allocations.

Councilmember Nancy Lillquist moved to Approve Council to award the recommended grants and authorize the funding distribution in the amount of \$55,930.27. **Motion Approved 6-0.**

11.B. Third Quarter Financial Status and Investment Reports

Finance Director, Jerica Pascoe, reviewed the information in the Financial Status Report and Investment Report for third quarter 2020.

Councilmember Nancy Goodloe moved to Approve Council accept the third quarter Financial Reports as presented. **Motion Approved 6-0.**

12. Miscellaneous

12.A. Manager's Report

The City Manager reviewed the report. He explained the status of Item 2 in the report changed due to the recent Governor's order and the Racquet and Recreation Center would be closed.

12.B. Councilmembers' Reports

- Councilmember Lillquist attended Airport Strategic Planning meeting and a meeting on glass recycling;
- Councilmember Engel attended Parks & Recreation Commission, EBDA and Planning Commission meetings;
- Councilmember Lamb attended Arts Commission and Library Board meetings and toured city facilities with Councilmember Engel;
- Councilmember Goodloe reported the Association of CWU Students is working to revitalize the "Not In Our Kitt Co" group; and the Inclusion, Diversity and Equity subcommittee is working on finalizing the report to be presented at the December 7th Council meeting;
- Councilmember Miller attended the Council Grant Subcommittee with Mayor Tabb and Councilmember Goodloe, Washington Community Forestry Council meeting, and the AWC Equity Sub-group meeting;
- Mayor Tabb attended the Veteran's Day flag dedication and met with staff concerning the City Manager search. He spoke concerning a letter to the Governor in support of local businesses and the effect the recent restrictions impose on Kittitas County and asking for flexibility of local restrictions. A potential letter will be discussed at the KCCOG meeting on Wednesday and Council can schedule a special meeting to review and consider the letter for the Mayor's signature. A potential Special Meeting date will be Monday, November, 23, 2020.

13. Executive Session

14. Adjournment

Adjourned at 9:16 pm

Mayor

ATTEST: _____

City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Special Meeting

November 18, 2020

3:00 PM

Held Remotely per Governor Inslee's

Proclamation 20-28.13

Call to Order and Roll Call

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

Absent: Mary Morgan

CWU President's Cabinet Members: President Gaudino, Chief of Staff Schactler, Vice President of Inclusivity & Diversity Cleary, Chief Financial Officer/Vice President of Business and Financial Affairs Klucking, Provost/Vice President of Academic and Student Life DenBeste, Interim Vice President of University Advancement Paradis, Vice President of Public Affairs Jackson, Director of Government Relations DuPont, Interim Vice President Duffett, Executive Assistant to the President and Board of Trustees Dawson

Also Present: City Manager Akers, City Attorney/Assistant City Manager Weiner, Community Development Director Sackett, Public Works and Utilities Director Lyyski, Stormwater Manager Morrow, Parks and Recreation Director Case, Police Chief Wade, Finance Director Pascoe, Communications/Government Relations Officer Reich, Deputy City Clerk Davison and approximately 10 members of the public.

CWU/City Updates

- **Inclusion, Diversity & Equity Initiative:** Councilmember Goodloe outlined the City's Inclusion, Diversity & Equity process from February to current date, culminating in a report that will go before City Council at the December 7, 2020 meeting.
- **Presidential Search:** Chief of Staff Schactler provided an update on CWU's search for candidates.
- **Ellensburg Gateway Project:** Stormwater Manager Morrow gave a presentation on the City's grant funded Gateway project to install new overflow storm drain system and other improvements on University Way, and the projected plan for a second Gateway project on Vantage Highway.

Legislative Priorities

- **CWU/City:** President Gaudino explained that CWU was focusing on protecting its current funding and outlined potential budget losses. Chief of Staff Schactler and Director of Government Relations DuPont discussed CWU's cooperation with other State Universities to increase workforce diversity.

Communications/Government Relations Officer Reich outlined the City's 2021 legislative priorities as to fiscal flexibility, state-shared revenues, equalizing the application of the Real Estate Excise Tax, housing stability, police professionalism, and transportation revenue. Public Works and Utilities Director Lyyski listed the City of Ellensburg's Capital projects for 2021, noting which ones were grant funded.

- **CWU 2021-23 State Capital Budget Priorities:** President Gaudino detailed CWU's 2021-2023 budget request for the renovation and construction of Nicholson Pavilion into a health education facility with increased instructional space. He also explained the University's requests for increasing cooling capacity, replacing the Language and Literature Building and Farrell Hall with a new combined building, and a new art education complex.

COVID

- **Ellensburg health, well-being, community resources:** Mayor Tabb remarked that the City is not anticipating any reductions in the services that it provides, and that Council is advocating for support of small businesses in our community in light of the economic hardships of the new state restrictions.
- **CWU Fall Quarter Assessment; Winter Quarter Planning:** President Gaudino credited Dr. Larson and Councilmember Lamb for their assistance with CWU's COVID-19 meetings. He detailed the exit testing, moving the quarter up two weeks, and the entry test that students will be required to have upon their return in January. Chief Financial Officer/Vice President of Business and Financial Affairs Klucking mentioned that the portions of the budget dependent on student fees will have a difficult year and that CWU will use its reserves to cover those auxiliary services.

Councilmember Miller relayed that the City will be searching for a replacement for City Manager Akers in the coming year and thanked him for his contributions.

Mayor Tabb thanked President Gaudino for his contributions and support in the ongoing communications between the City and CWU.

Adjournment

The meeting adjourned at 4:33 p.m.

Mayor

ATTEST: _____
Deputy City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minute of City Council, Special Meeting

November 23, 2020

3:00 PM

**Held Remotely per Governor Inslee's
Proclamation 20-28.13**

1. Call to Order and Roll Call

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

Councilmember Nancy Goodloe arrived at 3:03 p.m.

Also Present: Kittitas County Commissioner Wachsmith; City Manager Akers; City Attorney/Assistant City Manager Weiner; IT/Telecomm Manager Faubion; City Clerk Leader; Executive Assistant Gigstead; Deputy City Clerk Davison

2. New Business

2.A. Consideration of authorizing the Mayor's signature on a letter to Governor Inslee regarding new statewide COVID-19 restrictions.

Mayor Tabb opened the discussion. Councilmember Lamb responded to questions regarding the meaning of "community spread" and the percentages of hospital beds. Commissioner Wachsmith explained the intent of the letter and responded to questions regarding a potential lawsuit. Council discussed emphasizing help for small businesses while recognizing the difficulties of Governor Inslee's position, the potential response times for new grants and stimulus packages, and being clear that Council supports masking and personal safety requirements.

Councilmember Engel moved to approve the Mayor signing the letter subject to the letter including a statement requesting increased financial flexibility to provide aid to businesses, changing the references from "community spread" to "secondary transmission," an acknowledgment of the Governor's office's intent with the recent restrictions, adjusting the date, and switching the word "undermine" to "limits."

Motion Approved 6-0. Councilmember Lamb abstained.

3. Adjournment

The meeting adjourned at 4:04 p.m.

Mayor

ATTEST:

Deputy City Clerk



ELLENSBURG ARTS COMMISSION MINUTES
October 8, 2020 4:00pm
ZOOM Call

Commissioners Present: Alex Eyre, Monica Miller, Arlein Anderson Jerry Dougherty,
Cassandra Town

Commissioners/Others Absent: Laura Bobovski (excused), Brian Kooser (excused)
Motion to excuse absences: Arlein moves to excuse absences. Monica seconds. Motion passes.

Others Present: Staff Josephine Camarillo and Kirsten Sackett, Council Liaison
Tristen Lamb

Call to Order: Chair Eyre called the meeting to order at 4:07pm

Guests: None

Approval of Agenda: Motion made by Eyre to accept agenda with the addition of 11th bus shelter. Seconded by Town. Motion passed.

Budget Report: Spending plan being reconciled with current financial report.

Approval of September 17, 2020 Minutes: Town motioned to accept minutes, seconded by Miller. Approved.

Citizen Comment on Non-Agenda Items – None

Budget/Financial Report

Confirmed that funds up to \$60,000 are available for Creative Relief grant, but \$40,000 was approved to be distributed.

New Business

Arts Commission website needs updating and further promotion

- Grant awards announcement
- Open grant opportunities
- Need current artist, performer roster

- 1) Town will write verbiage to be posted on website (announcements/opportunities) and make other recommendations to revamp website.
- 2) Anderson, Town and Miller will update artist/performer roster

Old Business

Creative Sector Grant:

- a. Grant contracts and reimbursement forms have been sent out.
- b. Unfunded applicants will receive a letter of declination.

Bus Shelters:

Artwork sent to fabricators, materials will be arriving within three weeks. Glasswork projected to be installed within five weeks.

Subcommittee Business

1. Funding- Miller moves to create a 2nd round of Creator Sector, second by Town.
Discussion-Any monies not spent will go into Public Art Acquisition Fund.

Motion: Open a second round of Creative Sector Relief funding from existing Arts Commission funds based on the previous application with to be amended to specify that applicants must be a resident within the City limits OR have a business license within the City limits. Applications outside City limits will not be considered. Motion Approved.

Timeline:

October 12- Subcommittee to review/revise application

October 12- Grant opens

November 2- Grant closes

2. Public Art –
 - a. MOTION made by Miller that 11th Bus Shelter address issues of the year. Location of shelter at library. There will be a call for artist with \$500 stipend, deadline Dec. 4. Installation projected February 2021. Seconded by Anderson. Motion Approved. Monica has draft of the call, Jerry will send diagram
 - b. Eyre would like to start a three year plan to focus on Rotary Pavilion, inclusion of public art at site. Need to reach out to Parks/Rec. Need to find out what the process it.
3. Advocacy/Public Relations –
 - a. Annual grant cycle applications status. Eyre will speak to Daily Record to promote grants.
4. Art Walk –
 - a. Letters have been sent out to current venues stating their fees will be rolled over to 2021.

Unscheduled Business

City Council Diversity, Equity and Arts Subcommittee request a Special Meeting with Arts Commission with public comment to discuss window art project with racial equity theme. Meeting to be held on October 16, 2020 at 1:00pm.

Announcements Paint Ellensburg went well with Eyre as co-host.

Adjourned Chair adjourned the meeting at 5:25pm.

Next Meeting: November 12, 2020

Drafted: 10/8/2020

Approved: 11/12/20

Respectfully submitted by: Josephine Camarillo, Staff



ELLENSBURG ARTS COMMISSION MINUTES
SPECIAL MEETING
October 16, 2020 1:00pm
Zoom

Commissioners Present: Alex Eyre, Jerry Dougherty, Arlein Anderson, Cassandra Town, Laura Bobovski, and Monica Miller

Commissioners Absent: Brian Kooser

Others Present: Staff Kirsten Sackett, Council Members Lamb, Engel, Miller

Call to Order: Chair called the meeting to order at 1:00 pm

Approval of Agenda

Motion to approve agenda for October 16, 2020 Special Meeting of the EAC, Anderson; second Town.
Approved.

Citizen Comment on Non-Agenda Items: None

Correspondence: None

Special Business:

A "Call for Art" for a visual arts project that can be completed before the end of 2020 in coordination with Ellensburg City Council Equity, Diversity and Arts Subcommittee and Ellensburg Arts Commission.

At its August 27, 2020 meeting, the Ellensburg City Council formed a subcommittee to explore options for public art projects as an alternative to the original plan to paint a "Black Lives Matter" mural on a city street. The consensus of the council is to express a strong message of support within the community in response to the issues highlighted by the current national discussion involving the broad issue of racial inequities. The recommended location for the art installation is 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.

Anderson ask why window was chosen for artwork.

Quick turnaround, stay within a budget, uncertain with structure longevity, want to be conservative.

PNW artist call but local artist preferred. Funds will come out of current EAC budget.

BLM was original project-funds to be determined

Motion made Miller to create a public call for art to address racial equity with funding up to \$2500, allowing Site specific to Rotary Pavilion area but not limited to windows. Anderson seconds.

DISCUSSION

Public Comment:

Erin Zamzow- Prefers using local artists and knows of local BIPOC artists able to do this. Questions why GoFund monies raised from original mural project not being used.

Theresa Plue- In favor of local artist

Jessica Karraker- Encourage commission to look at Grand Rapids Art Alley Wall. Will send supporting documents to Commission for review

Carl Heines- Art projects legitimizing societal or political issues would be a poor use of public funds and staff time.

M. Miller- Prefer regular selection panel to also include BIPOC members of the community, Parks/Rec, downtown business owners, and artists in the field. Request RFQ asking artists to submit previous work samples. Top 3 artists should receive stipend to create fuller proposal for consideration. Seems like a time crunch. Need to emphasize “temporary” art work.

Dougherty-Concerned with feasibility of painting on glass in December and maintenance. Unsure painting on glass is the best option, also concerned with location, perhaps consider something portable.

Eyre- Would have liked this to come sooner as it could have worked in conjunction with 11th bus shelter.

D. Miller- Council subcommittee discussed public expectations and to clarify emphasis was not to prolong process but have something installed sooner.

Engel- Reiterated that council was looking for a quick, temporary installation to replace street painting of block letters and would like more artistic visual statement to address racial inequity. Also would like create an annual call of art around this theme, broader theme of diversity and genres.

Andersen- Concerned timeline too short and where are the funds coming from for future public art.

D. Miller- Asks how does the Arts Commission view about the role of addressing this community issue on an ongoing basis. Is there support from EAC to address equity and diversity?

Brad Case- Masterplan not yet adopted for Rotary site. Any artwork installed in the area would be temporary.

M. Miller- Could the original Council approval include other areas not just window?

Engel- EAC can make recommendation to City Council to adjust timeline and realm of artwork

Motion made Miller to create a public call for art to address racial equity with funding up to \$2500, allowing site specific to Rotary Pavilion area but not limited to windows. Anderson seconds.

Motion amended to allow an additional \$100 to top three finalist to further develop proposal. 5 in favor (Eyre, Miller, Town, Dougherty, Bobovski in favor), 1 oppose (Anderson)

Motion passed 5-1.

Adjourned Chair adjourned the meeting at 2:17 pm.

Drafted: 10/16/2020

Approved: 11/12/20

Respectfully submitted by: Josephine Camarillo, Staff

ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY
dba CenterFuse
BOARD OF DIRECTORS MEETING MINUTES

REGULAR MEETING
Wednesday, September 16, 2020 – 4:00 pm
Virtual Meeting

Members in attendance: Jared Vallejo, Linda Schactler, Garrett Poshusta, Grant Clark, James Jankowski, John Perrie

Others Present: City staff Beth Leader and Kirsten Sackett; Councilmember Stacey Engel and Carolyn Honeycutt

Excused absence: None

1. Chair Vallejo called the meeting to order at 4:02 pm
2. Approval of Agenda. John Perrie moved, Linda Schactler seconded. Motion approved with all in favor.
3. Approval of Minutes. Linda Schactler moved to approve the minutes of the August 12, 2020 meeting. Garrett Poshusta seconded. Motion approved with all in favor.
4. Board Business

a) Administrative Support

Linda gave an update on Carolyn's resignation and the meeting she and Jared participated in with John Akers and Mayor Tabb, regarding next steps for the EBDA. Linda and James created a job description for an Executive Director contract employee through EBDA, which was forwarded to members. Members discussed staffing levels and needs currently and in the future.

Linda Schactler moved to adopt the Executive Director job description with amendments as discussed and move forward with recruitment. James Jankowski seconded. Motion approved with all in favor.

Jared spoke about an agreement with Carolyn for assistance with transition over the next few months, and use of 60 hours through the end of the year to assist the board, as well as a new Executive Director. John commented on review of applications and interviewing and nominated Jared, Linda and James.

b) Broadband RFP Status Update

Jared stated that Carolyn would continue to be the contact, and Linda explained next steps for an intake meeting with the contractor. James, Linda

and Garrett will participate in the broadband oversight committee.

c) Property Management

Jared reviewed the discussion with the County for the land lease. An Amendment has been proposed to review and sign and will proceed to the lease. There was discussion regarding potential purchase of the building by the County and a possibility of being the lienholder of the property. Committee consensus was to consider accepting payment terms.

Additional items discussed:

- o Beth inquired about Vouchers and whether August had been signed. Carolyn will forward that information to Beth;
- o There was discussion regarding the current open board position, due to Andreas Bohman resigning and whether there were any applications received. Beth will check with the Manager's office;
- o Beth stated the Incubator Appraisal has been received and is currently being reviewed by the City Manager;
- o Beth explained the insurance payment to Great American had not been paid by August 2nd and was sent overnight for reinstatement.

Adjournment: Meeting adjourned 4:57 pm

Drafted: 9/29/2020

Approved: 10/14/2020

Submitted by: Beth Leader

ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY
dba CenterFuse
BOARD OF DIRECTORS MEETING MINUTES

REGULAR MEETING
Wednesday, October 14, 2020 – 4:00 pm
Virtual Meeting

Members in attendance: Jared Vallejo, Linda Schactler, Garrett Poshusta, Grant Clark, James Jankowski, John Perrie

Others Present: City staff, Beth Leader and Kirsten Sackett; Councilmember Stacey Engel and Carolyn Honeycutt

Excused absence: None

1. Chair Vallejo called the meeting to order at 4:04 pm
2. Approval of Agenda. Linda Schactler moved, Garrett Poshusta seconded. Motion approved with all in favor.
3. Approval of Minutes. John Perrie moved to approve the minutes of the September 16, 2020 meeting. Garrett Poshusta seconded. Motion approved with all in favor.
4. Board Business

a) Administrative Support

Linda gave an overview of the conversation with the City Manager and Mayor regarding the status of EBDA. Preference was for the EBDA to be independent from the City, including the financial aspect, which the board could have done by a bookkeeper or accountant. Members discussed the two options available.

Linda Schactler moved the Board hire an Executive Director and coordinate with the city and the new Executive Director to develop a strategy for addressing day-to-day and annual finance obligations. John Perrie seconded. Motion approved with all in favor.

Garrett asked about a potential increase of hours and pay for the new position. Linda reviewed the requirements for an employee, as opposed to a contractor. John suggested a sub-committee for the recruitment process and review of applicants. Linda, Jared and Grant will serve as the review committee.

b) Broadband RFP Status Update

Carolyn stated the contract with Department of Commerce is due March 5th

and a quarterly report will be due, which she is working on completing. There was discussion of information obtained through other entities and contacting businesses.

c) Property Management

Jared stated he signed the County land lease agreement, and EBDA will owe back rent to the County. The County will be holding a public meeting to discuss the addendum and will be signed sometime in the future.

Members discussed the incubator past due rent and the potential for purchase of the building. There was also discussion of property management and the potential of an outside company overseeing that for EBDA. The Board will wait for additional information from the City before moving forward.

d) Committee Updates

Jared stated the Strategic Plan will need to be reviewed.

Future Force – working on the Executive Director job description and working on identifying funds for marketing strategy.

Space Force – James and Grant met regarding potentially selling the Airport Incubator building and identifying real estate availability.

Mega Force – Jared and Garrett spoke about inventory for the future and working on the downtown broadband project and working with the City to see what costs would be. Linda suggested researching a potential over the air solution.

5. Items for Future Consideration

- Linda recommended the board consider membership vacancies and moving back to a nine member board.
- Jared reminded members of consideration of officers for next year.
- Stacey asked to clarify that the EBDA will be independent of the City and Linda explained reporting to City Council by EBDA will still be done as included in the Interlocal Agreement.

Adjournment: Meeting adjourned 5:24 pm

Drafted: 10/20/2020

Approved: 11/11/2020

Submitted by: Beth Leader



209 North Ruby Street, Ellensburg, WA 98926

LIBRARY BOARD MEETING

Tuesday, October 13, 2020

ZOOM <https://us02web.zoom.us/j/9795257314>

PRESENT: Marty Blackson, Julie Cloninger, Andreina Delgado, Loretta Gray, Mary Holmgren, PJ MacPhaiden, Andrea Sledge

COUNCIL LIASON: Tristen Lamb

ABSENT: None

STAFF: Josephine Camarillo

- I. CALL TO ORDER: Delgado called the meeting to order at 4:30 p.m.
- II. Approval of the Agenda: M/S/P
- III. Approval of the Minutes: M/S/P
- IV. Citizen Comment/Suggestions: Discussion of a letter to the editor with misinformation in *The Daily Record* and an email from someone who submitted a complaint based on this misinformation.
- V. Reports
 - A. Director's Report: (1) Three new people hired. (2) Circulation is gradually growing. (3) Library visits have increased.
 - B. Budget Report: Presented and discussed. Spending has been reduced; all looks fine.
 - C. Friends' Report: No report.
- VI. Old Business
 - A. None
- VII. New Business
 - A. Maker Spaces (tabled to next month)
 - B. Library Board Commendation to staff. Andrea recommended to send a commendation to staff. M/S/P
 - C. Window Art Proposal. Tristen, member of the Diversity and Equity in the Arts Sub-Committee, reported that the City Council would like to find an artist from the PNW to create window art on the topics of equity and social justice. The library was considered as a location and may be considered in the future.
- VIII. Past and Upcoming Programs: (1) Archives Crawl described (2) Josephine on Banned Books Panel (3) Events for October noted: Virtual Children's Storytime
- IX. Unscheduled Business: None

Next regular meeting will be November 10, 2020. Location TBA.

Respectfully submitted,
Loretta Gray



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING MINUTES

CITY OF ELLENSBURG
Date & Time of Meeting
Place of Meeting

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

1. Call to Order and Roll Call

Roll Call Present: Edgar Espino, Joshua Hackney, Jason Berthon-Koch, Jack Frost, Bob Mersinger

Members absent: Bruce Tabb, Greg Steger

Also Present: Betsy Dunbar - COE, Ryan Lyyski - COE, Margaret Reich - COE, Paula Hocht - HopeSource

2. Approval of Agenda

Motion and second (Josh H / Jack F) to approve the Agenda of the October 20, 2020 PTAC Meeting. **Motion Affirmed.**

3. Approval of Minutes

Motion and second (Josh H / Jason B) to approve the minutes of the September 15, 2020 PTAC Meeting. **Motion Affirmed.**

4. Follow Up Items

- Request Form for Bus Stop, Bench, or Shelters was presented. A suggestion was made to ensure the form was made more accessible (Spanish and Braille) Josh volunteered to translate the form into Braille or find someone who could.
- The Youth Ridership Policy was presented. It is on the CT website and FB Page. It will also be translated into Spanish and Braille.
- Shelter Artwork is 3-4 weeks out. The Art Commission announced a call for artwork for the 11th shelter. This artwork will be chosen for the Library Shelter.

5. Transit Budget

- A summary report was presented and reviewed. There was a discussion about using some of the discretionary funds for safety improvements on the buses to better protect the drivers and passengers.

6. Transit Updates

- 2 bus guards have been installed and the 3rd bus guard is currently being installed. A picture of the installed guards was shown.
- HopeSource stated they want to put in extra cameras as well as panic buttons which would alert a service.



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING MINUTES

- There was a discussion regarding the protocol for reporting incidents or accidents to the PTAC Committee. The consensus of the group was to let the committee members know there had been an incident and it is being handled.
- It was shared the WSDOT has approved the City to use Grant funds for the 10 shelters.

7. Transit Marketing Updates

- Updated the committee on the status of the consultant agreement and the time frame for the implementation, which is scheduled for January 1, 2021.
- The new timetables were printed in English and Spanish and are being distributed at identified locations throughout the city.
- We are planning a social media campaign when the bus shelter artwork is installed.

8. Ridership and Year to Date Stats

The following stats were shared with the committee along with percentages. We will be focusing efforts to use this data to identify additional timed stops.

- Year to Date
- September 2020
- Weekend vs Weekday
- Ridership per route, hour

9. Follow Up Items for Next meeting

- A report on the bus enunciators.
- Additional safety items for the buses.

Next PTAC Meeting

The next regular PTAC meeting will be held on Tuesday, November 17, 2020.

Motion to adjourn and second (Josh H / Jason B) **Motion Affirmed.**

Meeting ended at 4:10 PM.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Utility Advisory Committee

October 15, 2020

3:30 PM

Council Conference

1. CALL TO ORDER

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

2. ROLL CALL

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

Also Present: Ryan Lyyski, Public Works & Utilities Director; Kim Caulkins, Operations Analyst; Jon Morrow, Stormwater Manager; Darin Yusi, Gas Engineer; Buddy Stanavich, Power & Gas Manager

3. APPROVAL OF MINUTES

3.A. Approve minutes - September 17th, 2020 regular meeting minutes
Nancy Goodloe moved to approve the minutes. **Motion approved.**

4. APPROVAL OF CONSENT AGENDA

No items.

5. CORRESPONDENCE AND CITIZEN COMMENTS ON NON-AGENDA ITEMS

No items.

6. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

No Items.

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

7.A. Agreement for Professional Services for the Engineering and Design of the Anderson Road Sewer Extension Project

Gary Gleason moved the committee make a favorable recommendation to City Council to authorize the City Manager to execute the agreement for professional services with Century West Engineering Corporation. **Motion passed.**

7.B. Gateway Design Contract with Osborn Consulting amendment # 1

Nancy Goodloe moved the committee make a favorable recommendation to City Council to authorize the City Manager to sign the amendment #1 to the agreement. **Motion passed.**

7.C. Agreement for Professional Services for the Natural Gas System Plan Update

Nancy Goodloe moved the committee make a favorable recommendation to City Council to authorize the City Manager to execute the professional services agreement with EN Engineering in the amount of \$47,900.00. **Motion passed.**

7.D. Budget Discussion

Ryan Lyyski shared that budgets have been reviewed and submitted to finance and the City Manager. A breakdown of the 2021-2022 substantial projects and associated costs for the next budget cycle was shared with the committee. The document is included with the minutes.

8. INFORMATION ONLY ITEMS

8.A. CETA Updates

Buddy Stanavich informed the committee of phase one final rulemaking for CETA should be completed by end of this year. Staff also reported that commerce is requesting a report, due November 13th, on the low income energy assistant program provided by the City. The committee requested for staff to share the report once complete.

8.B. Public Works & Utilities Issues and Updates

Ryan Lyyski gave an update for sewer, water and electric departments. Jon Morrow gave the storm water update and Darin Yusi gave an update on gas.

9. NEXT MEETING

9.A. November 19th, 2020 at 3:30 pm

10. ADJOURNMENT

With no further discussion, the meeting adjourned at 4:42 pm.

Kim Caulkins
Recording Secretary
Drafted: 10/16/2020
Approved: 11/19/2020



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Interlocal Agreement with Franklin Conservation District (FCD) for Stormwater Outreach Education

Submitted by: Jon Morrow Public Works & Utilities

Recommended Action or Motion: Authorize City Manager to sign the Interlocal Agreement with the Franklin Conservation District.

Background/Summary:

The City has negotiated an interlocal agreement with the Franklin Conservation District (FCD) to perform stormwater outreach education in Ellensburg Public Schools as a part of the "Drain Rangers."

The City of Ellensburg received grant funding from the Washington State Department of Ecology in 2019. The funding is designed to help with stormwater permit compliance. No City match is required. The funding can be used for outreach education, illicit discharge detection and elimination, operation and maintenance and monitoring.

FCD performs stormwater outreach education to grade schools in Eastern Washington as a part of Drain Rangers. The City's Municipal Stormwater Permit requires outreach education be performed in local schools. Only certified teachers with certified teaching plans are allowed to perform such work, and FCD has an agreement with Ellensburg Schools.

The work performed this year meets the curriculum for online COVID learning. This is the 3rd time the City has used FCD to perform work in the local grade schools.

Previous Council Action: UAC and Council approved the FCD Drain Rangers Interlocal Agreement two times in the past.

Analysis: The City's Municipal Stormwater Permit requires outreach education in the local schools. The COVID pandemic resulted in cancellation of our spring 2020 programs and this online program for school kids and teachers fulfills our duty to comply.

Financial Impact:

This project is 100% grant funded with no City match required through a reimbursable grant with the Washington State Department of Ecology. Expenditures and offsetting grant revenue is included in the proposed 2021/2022 Biennial Budget. Work will be performed throughout the 2020-2021 school year.

Attachments:

[Interlocal Budget Ellensburg Updated](#)

[FCD Interlocal 2020 City of Ellensburg Updated](#)

Preliminary Budget for Jr. Drain Rangers, and Drain Rangers in Kittitas County (grades K-5)

2020-2021 School Year (Virtual Jr. Drain Rangers & Drain Rangers)

Salaries		
Kara Kaelber (administrator)	10 hrs x \$46.55 comp rate = \$465.50	\$465.50
FCD Educator (\$25.00hr)	120 x \$28.06 comp rate = \$3,367.20	\$3,367.20
FCD Bookkeeper	5 hrs x \$34.45 comp rate = \$172.25	\$172.25
	TOTAL	\$4,004.95
Travel		
Educator	50 mi/day x 10 days x \$0.575 = \$287.50	\$287.50
	TOTAL	\$287.50
Classroom Supplies		
Jr. DR lesson supplies (activity books)	\$0.77/per book x 500 = \$	\$385.00
	TOTAL	\$385.00
	GRAND TOTAL	\$4,677.45

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF ELLENSBURG AND
FRANKLIN CONSERVATION DISTRICT
TO PROVIDE STORMWATER EDUCATION SERVICES**

THIS INTERLOCAL AGREEMENT (hereinafter "Agreement") is made and entered into this 23 day of November, 2020, by and between the City of Ellensburg (hereinafter the "City") a Washington municipal corporation, and Franklin Conservation District, a Washington local government agency (hereinafter "FCD").

WHEREAS, the City holds a stormwater permit under the National Pollutant Discharge Elimination Program (NPDES) which requires stormwater education for school age children; and

WHEREAS, the FCD has the ability and expertise to provide stormwater education to school age children as a part of the Jr. Drain Ranger, Drain Ranger and Wheat Week curriculums; and

WHEREAS, the City and FCD desire to enter into an agreement for the provision of such educational services by FCD,

NOW, THEREFORE, it is hereby agreed as follows:

- 1. Services.** FCD shall provide the following services: All in accordance with FCD's Proposal, which is attached hereto as Exhibit A and incorporated herein:

A. Element 1: Education to Kindergarten thru 5th grade students.

FCD will support the City's stormwater education program by planning, creating and implementing virtual lessons from their Jr. Drain Rangers program in grades K-2, and their Drain Ranger provided as virtual teacher workshops. Additionally, FCD will provide Virtual Wheat Week in each elementary school at the 4th or 5th grade which contains a stormwater component. All lessons focus on stormwater education.

This work element includes staff time to coordinate, prepare for, and deliver virtual presentations. Costs included in this work element include educational supplies and reimbursement for costs associated with travel.

FCD has established contacts at Ellensburg elementary schools, and has developed a curriculum appropriate for each grade level.

B. Element 2: Project administration.

Administration of this project will include preparation of a report twice a year (end of June and end of December) to the City stating the specific schools reached, the number of students reached at each school and the number of lessons taught. These reports will

enable the City to meet its required stormwater education reporting requirements under City's NPDES Permit. FCD will perform all necessary background checks for all of its employees and/or volunteers as required by and in accordance with the Child and Adult Information Act, RCW 43.43.8321 or RCW 43.43.830, as applicable.

2. Consideration. In consideration of the services set forth in Section 1 above, City shall pay and remit to FCD the total sum of \$4,677.45. FCD shall submit an invoice to the City in the amount of \$4,677.45 for work performed. (see preliminary 2020-21 budget attached)

3. Term. This Agreement shall commence on November 1, 2020 and shall terminate June 30, 2021 unless sooner terminated in accordance with Section 17 of this Agreement.

4. Status of FCD. FCD and the City understand and expressly agree that FCD is an independent contractor in the performance of each and every part of this Agreement. No officer, employee, volunteer, and/or agent of FCD shall act on behalf of or represent him or herself as an agent or representative of the City. FCD, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. FCD expressly represents warrants and agrees that its status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. FCD and its officers, employees, volunteers, agents and/or subcontractors shall make no claim of City employment nor shall claim against the City any related employment benefits, social security, and/or retirement benefits. Nothing contained herein shall be interpreted as creating a relationship of servant, employee, partnership or agency between FCD and the City.

5. Inspection and Audit – Public Disclosure. FCD shall maintain books, accounts, records, documents and other evidence pertaining to the consideration paid under this Agreement in accordance with generally accepted accounting practices. All such books of account and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or of the Washington State Auditor at all reasonable times, and FCD shall afford the proper facilities for such inspection and audit. Such books of account and records may be copied by representatives of the City and/or of the Washington State Auditor where necessary to conduct or document an audit. Provider shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. FCD understands and agrees that records maintained by FCD pertaining to programs conducted by FCD in and on behalf of the City will be considered public records subject to disclosure under the State of Washington Public Records Act, Chapter 42.56 RCW. FCD will cooperate with City to assure timely production and disclosure of any records in FCD's possession subject to disclosure under the Public Records Act. All reports generated by FCD and delivered to City during the performance of this Agreement shall be deemed the property of the City.

6. **Taxes and Assessment.** FCD shall be solely responsible for compensating its employees and for paying all related taxes, deductions, and assessments, including but not limited to, federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, FCD shall pay the same before it becomes due.

7. **Nondiscrimination Provision.** During the performance of this Agreement, FCD shall not discriminate in violation of any applicable federal, state and/or local law or regulation on the basis of race, color, sex, religion, national origin, creed, age, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation, political affiliation, or the presence of any sensory, mental or physical handicap, and any other classification protected under federal, state, or local law. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of services under this Agreement.

8. **The Americans with Disabilities Act.** FCD agrees to comply with the Americans With Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.* (ADA), and its implementing regulations, and Washington State's anti-discrimination law as contained in RCW Chapter 49.60 and its implementing regulations. The ADA provides comprehensive civil rights to individuals with disabilities in the area of employment, public accommodations, state and local government services, and telecommunications.

9. **Compliance With Law.** FCD agrees to perform all services under and pursuant to this Agreement in full compliance with any and all applicable laws, rules, and regulations adopted or promulgated by any governmental agency or regulatory body, whether federal, state, local, or otherwise.

10. **No Conflict of Interest.** FCD covenants that neither it nor its employees have any interest and shall not hereafter acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this Agreement. FCD further covenants that it will not hire anyone or any entity having such a conflict of interest during the performance of this Agreement.

11. **No Insurance.** It is understood the City does not maintain liability insurance for FCD and/or its employees.

12. **Indemnification and Hold Harmless.** FCD agrees to protect, defend, indemnify, exonerate, and hold harmless the City, its elected and appointed officials, agents, officers, and employees (hereinafter "parties protected") from (1) any and all claims, demands, liens, lawsuits, administrative and other proceedings, and (2) any and all judgments, awards, losses, liabilities, damages (including punitive or exemplary damages), penalties, fines, costs and expenses (including legal fees, costs, and disbursements) for, arising out

of, or related to any actual or alleged death, injury, damage or destruction to any person or any property (including but not limited to any actual or alleged violations of civil rights) to the extent solely or concurrently caused by, arising out of, or related to any actual or alleged act, action, default or omission (whether intentional, willful, reckless, negligent, inadvertent, or otherwise) resulting from, arising out of, or related to FCD's provision of services, work or materials pursuant to this Agreement. FCD further agrees that it specifically and expressly waives its immunity under industrial insurance, Title 51 RCW, or immunity under any other provision of law to the extent of the obligations assumed to the parties protected hereunder.

13. Insurance.

A. **Commercial Liability Insurance.** On or before the effective date of this Agreement, FCD shall provide the City with a certificate of insurance as proof of liability insurance in the amount of Two Million Dollars (\$2,000,000.00) that clearly states who the provider is, the amount of coverage, the policy number, and when the policy and provisions provided are in effect (any statement in the certificate to the effect of "this certificate is issued as a matter of information only and confers no right upon the certificate holder" shall be deleted). Said policy shall be in effect for the duration of this Agreement. The policy shall name the City, its elected and appointed officials, officers, agents, employees and volunteers as additional insureds, and shall contain a clause that the insured will not cancel or change the insurance without first giving the City thirty (30) calendar days prior written notice. The insurance shall be with an insurance company or companies rated A-VII or higher in Best's Guide. The insurance company shall be either admitted in the State of Washington or a licensed surplus lines insurance company in the State of Washington. If the City is damaged by the failure of FCD to maintain the above insurance or to so notify the City, then FCD shall bear all costs attributable thereto. If requested, FCD shall provide the City with a complete copy of the policy.

B. Commercial Automobile Liability Insurance.

1) If FDC owns any vehicles, before this Contract is fully executed by the parties, FDC shall provide the City with a certificate of insurance as proof of commercial automobile liability insurance and commercial umbrella liability insurance with a total minimum liability limit of Two Million Dollars (\$2,000,000.00) per occurrence combined single limit bodily injury and property damage. Automobile liability will apply to "Any Auto" and be shown on the certificate.

2) If FDC does not own any vehicles, only "Non-owned and Hired Automobile Liability" will be required and may added to the commercial liability coverage at the same limits as required in that section of this Contract entitled "Commercial Liability Insurance".

3) Under either situation described above in Section 13.B.1 and Section 13.B.2, the required certificate of insurance shall clearly state who the provider

is, the coverage amount, the policy number, and when the policy and provisions provided are in effect. Said policy shall be in effect for the duration of this Contract. The policy shall name the City, its elected officials, officers, agents, employees, and volunteers as additional insureds. The insurance shall be with an insurance company or companies rated A-VII or higher in Best's Guide and admitted in the State of Washington.

14. Assignment and Subcontracts. This Agreement, or any interest herein, or claim hereunder, shall not be assigned or transferred in whole or in part by FCD to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of FCD stated herein. Any subcontractors retained by FCD shall be subject to the performance standards of this Agreement, and FCD's obligations to perform shall remain unchanged by any subcontract.

15. Non-Waiver. A waiver by either party hereto of a breach of the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

16. Severability. If any portion of this Agreement is changed per mutual agreement or any portion is held invalid, the remainder of the Agreement shall remain in full force and effect.

17. Termination. Either party may terminate this Agreement, with or without cause, by giving the other party thirty (30) days prior written notice of termination. In the event of such termination, FCD shall be entitled to compensation for services performed through the effective date of termination. The provisions of Section 12 pertaining to obligations of indemnity and hold harmless shall survive termination of this Agreement.

18. Survival. Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

19. Notices. Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand delivered to the parties to their addresses as follows:

TO CITY: John Akers
 City Manager
 501 North Anderson
 Ellensburg, WA 98926

TO MCF: FCD
Kara Kaelber
Education Director
1724 E. Superior St.
Pasco, Washington 99301

or to such other addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand delivered. Such notices shall be deemed effective when mailed or hand delivered at the addresses specified above.

20. Third Parties. The City and FCD are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to third persons.

21. Integration and Supersession. This Agreement sets forth all of the terms, conditions, and agreements of the parties relative to the subject matter hereof and supersedes any and all such former agreements which are hereby declared terminated and of no further force and effect upon the execution and delivery hereof. There are no terms, conditions, or agreements with respect thereto, except as herein provided and no amendment or modification of this Agreement shall be effective unless reduced to writing and executed by the parties.

22. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

23. Venue. The venue for any action to enforce or interpret this Agreement shall lie in a court of competent jurisdiction in Kittitas County, Washington.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above.

CITY OF ELLENSBURG

FRANKLIN CONSERVATION DISTRICT

John Akers, City Manager

(signed)

(printed): _____

Attest:

Its: _____
(Title)

Approved as to form:

City Attorney



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Ellensburg Police Department Accreditation

Submitted by: Ken Wade Police

Recommended Action or Motion: No Action Needed

Background/Summary: The Ellensburg Police Department was first accredited by the Washington Association of Sheriffs and Police Chiefs (WASPC) in 2000. The Department has continued with the accreditation and on August 25, 2020, WASPC completed the review of our policies and conducted their on-site visit. On November 10, the WASPC Accreditation committee voted unanimously to recommend the Ellensburg Police Department for re-accreditation. On November 19, 2020, the WASPC Executive Board voted and the Ellensburg Police Department was again recognized as a re-accredited police department.

Previous Council Action: None

Analysis: The Ellensburg Police Department is one of 277 statewide local law enforcement agencies and 1 of only 57 which are accredited. The Ellensburg Police Department is the only accredited law enforcement agency in Kittitas County.

Accreditation is a continuous process managed by Captain Jim Weed. Through Captain Weed's hard work, attention to detail and management of the process, I am proud to announce we had no negative findings. As the previous department accreditation manager and as an WASPC agency mentor, I can say this is very rare and goes towards the quality of service we provide and the commitment to our community.

Overview of Accreditation Process

The Accreditation process occurs in eight phases: Interest and Contract; File Maintenance; Self-Assessment; On-Site Assessment and Evaluation; Accreditation Commission Review; Executive Board Review; Award; and Re-

Accreditation.

There are 18 Chapters covering 124 standards of which all have to be met. Each standard must have a policy or practice addressing the topic and proof of compliance. There is an audit team which reviews every standard and examines all proofs-of-practice through review of documents and interviews of employees.

Major areas include emphasis on:

- Goals and Objectives
- Role and Authority
- Use of Force
- Management, Staffing, Organization and Utilization of Personnel
- Records Management
- Information Technology
- Unusual Occurrences
- Health and Safety
- Fiscal Management
- Recruitment and Selection
- Training
- Performance Evaluation
- Code of Conduct
- Internal Affairs
- Patrol Function
- Investigative Function
- Evidence and Property Control Function
- Prisoner Security

Benefits of Accreditation, according to WASPC, Include:

- To increase public confidence in the agency;
- To increase accountability;
- To increase credibility;
- To provide systemized agency self-assessment;
- To broaden perspectives;
- To intensify administrative and operational effectiveness;
- To ensure recruitment, selection, and promotion processes are fair and equitable;

- To strengthen understanding of agency policies and procedures by agency personnel;
- To improve agency morale and pride;
- To decrease susceptibility to litigation and costly civil court settlements;
- To potentially reduce liability insurance costs;
- To provide state and local recognition of professional competence.

All current WASPC accredited agencies, which includes Ellensburg PD, are subject to re-accreditation every four years.

I would be remiss if I did not again express my appreciation and respect for the outstanding work of our accreditation team lead by our accreditation manager, Administrative Captain Jim Weed. Jim remained focused on re-accreditation as we completed the nearly 18 month remodel of the police department. And, if he was not busy enough, during this time, Captain Weed completed his master degree and attended the FBI-National Academy.

Being an Accredited agency has always been a badge the Ellensburg Police Department has worn with honor, but we find it even more important today, as it is proof that we continually strive to be the best and that we are a professional organization, serving our community with pride, compassion and excellence.

Attached is the full Accreditation Assessors On-site Report.

Financial Impact:

None

Attachments:

[Ellensburg Final 2020](#)



Washington Association of
**SHERIFFS &
POLICE CHIEFS**

3060 Willamette Drive NE
Lacey, WA 98516
360-486-2380 (Phone)
360-486-2381 (Fax)
www.waspc.org

ACCREDITATION ON-SITE REPORT
2020 LAW ENFORCEMENT ACCREDITATION STANDARDS

Agency: Ellensburg Police Department
CEO: Chief Ken Wade
Date of Onsite: August 25, 2020
Assessment Team: Randy Maynard, Kennewick PD
Ryan Green, Quincy PD
Trevor White, Kennewick PD
Dean Hallatt, Grant County SO
Mike Painter, WASPC

SECTION I—ADMINISTRATIVE STANDARDS

Chapter 1—Goals and Objectives

Assessor: Dean C Hallatt

1.1	In Compliance	Observations: Policy and Copy of Mission Statement/Vision Statement; Posted internally from previous visit.
1.2*	In Compliance	Observations: Policy and 4 Years of Proof outlining Agency Goals and Objectives shared with all personnel.

- 1.1 The agency has written vision and/or mission statements that define the agency's role.
- 1.2* The agency has a strategic plan or written goals and objectives that are reviewed and updated at least annually and are available to all personnel.

Chapter 2—Role and Authority

Assessor: Ryan Green

2.1	In Compliance	Observations: Policy and Oath of Office proof meets the standard.
2.2	In Compliance	Observations: Policy and RCW proofs meets this standard.

2.3	In Compliance	Observations: Policy and RCW proofs addresses physical arrest with or without authorized warrant. Meets standard.
2.4	In Compliance	Observations: Policy in place and proofs made available that meets standards.
2.5	In Compliance	Observations: Policies in place that addresses standards. Proofs show conformity to those policies/standards.
2.6	In Compliance	Observations: Memo in place stating EPD does not conduct strip searches and refers to Kittitas County Jail policies and procedures.
2.7	In Compliance	Observations: Policy in place and proof meets standard.

2.1 The agency requires all law enforcement personnel to take and abide by an Oath of Office to support, obey and defend the Constitution of the United States and the Washington Constitution and the laws of Washington and the governmental subdivisions.

2.2 Statutory authorization for the agency to perform law enforcement services is identified by the laws of the state of Washington and/or local ordinance.

Purpose: The legal authority of the law enforcement agency is established in state statute and in most cases local legislation. The legal authority of the agency law enforcement officers may be found in this same legislation.

2.3 The agency has policies specifying legal requirements and procedures for any physical arrest completed with or without an authorized warrant.

Purpose: To ensure arrests are made in compliance with all statutory and constitutional requirements.

2.4 The agency has policies assuring compliance with all applicable constitutional requirements for in-custody situations including:

- Interviews and interrogations
- Access to Counsel; and
- Search and seizure

Purpose: Interviews and interrogations, questioning, or any other term used to describe in-custody verbal examinations are conducted in compliance with constitutional requirements. These constitutional requirements, federal and state, are vital to the role and function of law enforcement in a free society. By complying with these requirements, law enforcement officers and agencies ensure fair, legal, and equitable treatment of all people.

2.5 The agency has search and seizure policies that adhere to state and federal law.

Purpose: To provide clear and basic guidelines for evaluating search and seizure issues and conducting searches within existing legal parameters that ensure the constitutional right of persons to be free from unreasonable government intrusion. Proof of compliance may include copies of incident reports that detail stop and frisk incidents; search by consent, search of a vehicle and searches that are part of a crime scene or are part of an inventory process.



- 2.6 The agency has policies for conducting strip and/or body cavity searches that include:
- Authority for conducting such searches with and without a search warrant.
 - Privacy provisions with search by same gender; and
 - Any required reporting procedures when such searches are conducted.

Purpose: Strip searches and body cavity searches by law enforcement personnel, even when legally permissible, are controversial. They should be done out of public view, with appropriate regard for the dignity of the suspect, and shall be considered legally necessary and reasonable. When possible all such searches should be witnessed. Body cavity searches should be conducted in a hygienic setting and by qualified medical personnel.

- 2.7 The agency has policies and procedures concerning the arrest or detention of foreign nationals.

Purpose: To ensure compliance with Article 36 the Vienna Convention on Consular Relations that provides certain rights to foreign nationals when arrested.

Chapter 3—Use of Force

Assessor: Randy Maynard

3.1	In Compliance	Observations: EPD Policy 1.3 addresses Deadly Force by EPD officers, including a statement regarding the amount of force necessary. References to RCW included in the policy language. Case report offered as proof of compliance for use of force, along with a memo to file affirming no instances of deadly force used by EPD officers during past four years.
3.2	In Compliance	Observations: EPD Policy 1.3.10 prohibits warning shots. Memo to file affirms no instances in past four years.
3.3	In Compliance	Observations: EPD Policy 1.4 addresses all permissible non-lethal weapons for use by officers. The policy expressly identifies three (3) non-lethal weapons - "Advanced Taser, chemical agents, and impact weapons." Policy 1.4.5 requires training before authorization to use non-lethal weapons. EPD Procedure 62.00.00 addresses procedural uses of "less-lethal impact devices." Training roster for 2016-2020 affirms all members have been trained on non-lethal options in 2020, and most officers receiving training in 2018. Additional proof of compliance noted in certificates for instructors within EPD.
3.4	In Compliance	Observations: EPD Policy 21.13 requires medical attention following use of force instances. EPD case report 18-02153 verifies practice complies with policy language.
3.5	In Compliance	Observations: EPD Policy has reference to reporting of use of force in 1.4.9, and again in 1.7. Proof of compliance noted three (3) EPD incident reports where varying degrees of non-lethal

3.6	In Compliance	force was used and reported on up through a review by the Chief of Police. Observations: EPD Policy 1.8 and 1.9 offered as reference proof of compliance. However, policy documents indicate last revision date of “12/09/2015”. There is additional documentation proving EPD has been adopted as part of the CBIT Team (Grant County) which complies with the requirements of WAC 139-12-030. RECOMMENDATION – Update the policy documents to reflect current information with respect to OIS investigations.
3.7	In Compliance	Observations: EPD Policy 1.3; 1.4; and 1.5 have references to the requirement EPD officers carry department authorized firearms and ammunition. The policy also requires instruction and testing on firearms before authorization to carry. EPD 1.3.13 requires EPD officers are “tested on the EPD Use of Force policy...before authorization to carry any weapon”.

- 3.1 The agency has policies directing personnel to only utilize the amount of force, which is necessary to effect lawful objectives, to include any amount of force up to and including deadly force.

Purpose: To establish policies and procedures for the necessary, reasonable, and legal use of force that ensures those decisions to use force are made in a professional, impartial, and safe manner, and that there is an understanding and appreciation for the limitations on the authority to use force.

- 3.2 The agency has a policy governing the use of warning shots.

Purpose: If the law enforcement agency permits the use of firearm “warning shots” by agency personnel, the agency shall have a written directive governing their use. Otherwise, the agency shall have a written directive prohibiting the discharge of “warning shots” by agency personnel.

- 3.3 The agency has a policy governing the use of non-lethal weapons.

Purpose: To establish consistent procedures for the authorization and training by a certified instructor in the use of non-lethal weapons and control devices.

- 3.4 The agency has a policy requiring appropriate medical aid after the use of force, when an injury is known, suspected, or is alleged.

Purpose: This standard should reduce the severity of injury resulting from law enforcement action by requiring medical aid and attention for an injured individual.

- 3.5 The agency has a policy requiring personnel to submit a use of force report to the agency Chief Executive Officer or designee when they:

- Discharge a firearm (other than routine training or for recreational purposes);
- Take any action that is capable of injuring a person.

Purpose: To ensure that any force used that is capable of causing injury is recorded and that a formal review process is established to review use of force incidents for

compliance with existing policy and law. The collection of use of force incidents should be analyzed to determine if there are training issues, equipment issues or policy issues that should be addressed.

- 3.6 The agency has an officer involved shooting/deadly force response policy that includes steps for first responders and includes a comprehensive independent investigation and review of the event.

Purpose: To ensure the agency has in place a formal response, review and investigative process for officer involved shootings that result in injury or loss of life, that complies with state law and protect interests, rights, and mental health of involved officers.

- 3.7 The agency has a policy that requires only authorized weapons and ammunition shall be carried and/or used on-duty.

Chapter 4—Management, Staffing, Organization, and Utilization of Personnel

Assessor: Randy Maynard

4.1	In Compliance	Observations: EPD Policy has at least four (4) references to designation of situational leadership. Proof of compliance included representative examples for each of the three (3) situations identified in this standard.
4.2	In Compliance	Observations: EPD policy chapter 5 addresses the requirement of EPD staff to adhere to orders, and direction when a potential conflict of orders may exist. Additionally, a memo to file from Captain Weed affirms no instances of failure to obey an order by any EPD staff in this Accreditation period.
4.3*	In Compliance	Observations: EPD offered several documents to prove compliance with this standard. Policy excerpts from the following sections articulate the requirement of an annual review of each topic be submitted no later than 31 January of each year: Chapter 1 (Use of Force); Chapter 26 (Internal Affairs); Chapter 28 (Vehicle Pursuits); Chapter 61 (Bias Policing). Proofs of compliance exist for each subject for all four (4) years. The documents for each year of this cycle – 2016; 2017; 2018; & 2019 contain memos to the Chief of Police detailing an analysis of each area of required review.
4.4	In Compliance	Observations: EPD is governed by an organic policy manual and Chapter 2 contains provisions addressing the requirements of this standard. Proofs of compliance include a representative sample of a policy update in August 2019, distributed to all staff requiring acknowledgement of the change by initials on a tracking form. Additionally, a screenshot of a computer storage file depicting current and previous versions by year of the EPD policy manual offered as proof.

- 4.1 The agency has a protocol and procedures for situations including the following:



- Absence of the Chief Executive Officer
- Exceptional situations involving different specialty units deployed in a common joint operation
- Routine, day-to-day operations

Purpose: There is always a need to have a member of the agency designated as being responsible for the operation of the agency. This process provides continuity of command and allows agency personnel to know who has been designated to manage, lead, and administer the agency.

4.2 The agency has a policy that requires personnel to obey any lawful order of a superior officer and also addresses conflicting or unlawful orders.

4.3* The agency has a policy that requires an annual management review and analysis, with final review approved by the chief executive officer, of the following incidents:

- Vehicle pursuits
- Use of force events
- Internal investigations
- Biased based profiling incidents

Purpose: It is the intent that agencies require ongoing first level supervisory and administrative review of these high liability incidents. Additionally, an annual review and analysis of these incidents shall be conducted at the command level, with approval by the CEO, and can be used as an early warning system. Agencies should address policy, procedure, training and/or personnel issues that are identified during this review process.

4.4 The agency has a system of written directives that includes procedures for developing, approving and disseminating directives to all personnel. The system will include:

- Methods for tracking changes and archiving prior versions of policies;
- A process that confirms receipt of directives by affected personnel.

Purpose: To ensure the agency has a consistent and current policy and procedures manual that provides clear employee performance expectation and constraints. A system of written directives provides command direction to the agency and its personnel relating to their duties and responsibilities. That system should allow for quick access and retrieval of agency policies, procedures, rules, and regulations.

Chapter 5—Records Management

Assessor: M. Painter

5.1	In Compliance	Observations: Agency policy and screenshot of a Spillman incident report.
5.2	In Compliance	Observations: CAD printout from agency's LAW system covering January 10 and January 11, 2020.
5.3	In Compliance	Observations: ACCESS audit completion certificate from August 2018 and a current ACCESS roster of employees that have current credentials. Several new reserve officers have not been certified due to a lack of ACCESS entry level classes due to

		COVID. Efforts have been made to get them into a class once instruction becomes available again. In the interim, they have been directed to not use the ACCESS terminals at EPD by Capt. Hansbury.
5.4	In Compliance	Observations: Agency policy, photos of secure records storage area and memo to file confirming that records are stored in a secure room with keys maintained by the Chief and the Records Supervisor. Site visit 8/31/2020 – Inspection of secure records room and interview of Records staff confirm a sign in log, records security and indicate that officers almost always go through Records staff when copies of records are needed.
5.5	In Compliance	Observations: Agency policy, screenshots of PDR instructions available online and at the Records reception area and a completed PDR. Site visit 8/31/2020 – Interview of Specialist Bertschi where she was asked to produce recent PDR documentation. She was able to produce the most recent disclosure request log, a redaction log and a full response to a recent PDR.
5.6	In Compliance	Observations: Agency policy and records unit SOP describing destruction protocols; completed destruction logs from 2017 and 2020. Site visit 8/31/2020 - Interview of Records staff confirm annual destruction processes for related criminal records and internal affairs documents.
5.7	In Compliance	Observations: Agency policy, memo to file from Capt. Weed explaining the process, spreadsheet accounting for each citation and a spreadsheet accounting for each issued citation book along with an issuance receipt. Site visit 8/31/2020 – Interview of Records staff who showed M. Painter the manner in which citation books are secured and issued, including auditing and voiding processes.
5.8	In Compliance	Observations: Agency policies, a memo to file from Capt. Weed and several media releases, one of which involved the use of social media.
5.9	In Compliance	Observations: Agency policy indicating that sex offenders are managed by the Kittitas County SO, memo to file from Capt. Weed explaining the process and a screenshot of KCSO Offender Watch portal that allows residents to check on local sex offenders.
5.10	In Compliance	Observations: Agency policy indicating that all missing person and runaway cases are forwarded to Detectives. Memo to file from Capt. Weed indicating that all missing persons cases handled by EPD have been cleared within 30 days. Representative runaway case included as proof.
5.11	In Compliance	Observations: Agency policy advising that officers will notify owners of stolen recovered vehicles. Incident report of a stolen recovery out of Kennewick and related handling/impound of

		the vehicle. Other impound documents included in the files as proof.
5.12	In Compliance	Observations: Agency policy and numerous documents confirming that EPD submits NIBRS information to WASPC on behalf of CJIS.
5.13	In Compliance	Observations: Agency policy and procedures, shipping receipts and an email from WASPC confirming receipt of cases, dated June 2020, through 2012. NOTE: Cases should be submitted through at least 2013.

5.1 The agency has a standardized records management system.

Purpose: This standard requires a standardized records management system for the law enforcement agency. This will ensure that the agency has a consistent process to record law enforcement incidents and activities such as report writing, property management, inmate tracking, permits, and licensing.

5.2 The agency has a system to record and maintain a record of every call for service.

Purpose: To ensure that the Law Enforcement agency has a system, CAD or otherwise, to record all calls for service. The record should contain the date, time, location, nature of the incident, responding units and a disposition for the call for service.

5.3 The agency has policies governing its compliance with all rules for ACCESS participation, to include:

- The agency can show 100% compliance or has made corrections to comply with any ACCESS findings from the previous triennial audit.
- The agency can show that all personnel have been trained and certified.

Purpose: To ensure compliance with ACCESS regulations and operates ACCESS terminal(s) in a secure, professional, and legal manner. The agency should provide the documentation from their previous triennial audit by WSP/ACCESS or the FBI. Any compliance issues must have been addressed and documentation should be provided to show that the agency has corrected any noted deficiencies.

5.4 The agency physically protects the privacy and security of agency records in a manner that assures that only authorized personnel with the appropriate need to know - and right to know – can access those records.

5.5 The agency complies with Washington State law governing dissemination of records.

Purpose: To ensure that the agency follows the Washington State Public Records Act, RCW 42.56. Policy governing compliance as well as common practice should be demonstrated.

5.6 The agency complies with Washington State law governing preservation and destruction of records.

Purpose: To ensure that the agency follows Washington State law governing preservation and destruction of records to include identification and maintenance of essential/permanent records. Policy governing compliance as well as common practice should be demonstrated.

- 5.7 The agency has procedures for processing and maintaining notice of infractions and citations.
Purpose: Agencies must be accountable for all notice of infractions and citations issued, their timely delivery to the court system, and retention for audit purposes.
- 5.8 The agency has guidelines to address the release of public information to the media.
Purpose: Agencies should clearly identify who is authorized to release public information and what type of information the agency is comfortable with releasing through a PIO or other means.
- 5.9 The agency has policy and procedures for community notifications of registered sex offenders.
Purpose: The agency shall have policy and procedures in place that allow for notification in accordance with RCW 4.24.550.
- 5.10 The agency has policy and procedures for investigating and verifying missing persons, including updating ACCESS databases with additional identifying features as they become available.
Purpose: Agencies shall have a process for verifying that a missing person is still missing, periodically updating the status of the case, and ensuring that as much information as possible is packed into the WACIC/NCIC record. Policy and Procedure should include provisions for a person missing for 30 days or more and compliance with RCW 68.50.320 for investigation.
- 5.11 The agency has policy and procedures for:
- The lawful impounding of vehicles
 - The recovery of stolen vehicles, to include attempts to notify vehicle owners
- Purpose: Agencies should have policy on how to handle evidence, impounds, notifications of owners, and ACCESS Locates for the recovery of a stolen vehicle.*
- 5.12 The agency participates in Uniform Crime Reporting and/or NIBRS by reporting to WASPC as required.
- 5.13 The agency complies with Washington State law governing the submission of sex offense case files to the WASPC Criminal Justice Information Support Department (CJIS) for archiving pursuant to RCW 40.14.070
Purpose: to comply with the RCW and state retention schedule standard LE 2010-063.

Chapter 6—Information Technology

Assessor: Dean C. Hallatt

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| 6.1 | In Compliance | Observations: Policy to include WSP access background log, memo to file outlining restricted access and photo of locked server room. |
|-----|---------------|--|

6.2	In Compliance	Observations: Policy to include email dated August 30th, 2018 showing completed audit, certificate of completion and signed Management Control Agreement.
6.3	In Compliance	Observations: Policies covering Use of Technology to include Computers, Cell Phones and Social Media; Memo to File acknowledging a violation of the Information Technology as well as the formal written reprimand (redacted).
6.4	In Compliance	Observations: Backup and Antivirus Protection Security Policy Document acknowledging cities policy regarding virus protection.
6.5	In Compliance	Observations: Backup and Antivirus Protection Security Policy Document acknowledging cities policy regarding server backup.

- 6.1 Access to the agency's computer system is secure with restricted access to those who are authorized and who have a passed background investigation.
- 6.2 The agency can show 100% compliance or that it has made corrections to comply with any ACCESS/CJIS findings from the previous technical triennial audit and/or FBI audit.
Purpose: To show that the agency is complying with requirements to provide a safe and secure environment for the transmission of ACCESS data.
- 6.3 The agency has policies governing appropriate use of agency technology.
Purpose: Agencies need policies to address appropriate use of technology to define what acceptable practice for that agency is.
- 6.4 Each fixed and mobile computer workstation has an up-to-date copy of agency-approved, security software installed and running while the equipment is in use.
Purpose: Agencies should attempt to secure and protect their data from potential harm from outside sources with security such as anti-virus, anti-malware, anti-spyware, firewalls, etc.
- 6.5 Electronic information is routinely backed-up at least once a week. Back-up data is kept in secure storage and is completely destroyed when no longer needed.
Purpose: Agencies should protect their data. Backing up a system on a regular basis is recommended. Proper data destruction so that it doesn't become available to unauthorized users is required.

Chapter 7—Unusual Occurrences

Assessor: Trevor White

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| 7.1 | In Compliance | Observations: Department policy and training document/roster and sample certifications provided as proofs. |
| 7.2 | In Compliance | Observations: EPD has policy and memo to file indicating it is a partner agency in the Kittitas County emergency Management plan. It also provides links to manuals via a county web page. |



7.3	In Compliance	Observations: EPD has policy, attached inter-local agreement and meeting attendance rosters as proofs.
7.4	In Compliance	Observations: EPD has supporting policy, inter-local agreements with all local agencies and an example report showing the use of mutual aid during the assessment timeline.
7.1	Every sworn member of the agency has completed the National Incident Management and Incident Command System(s) introductory training course(s).	
	<i>Purpose: To ensure all sworn personnel has completed both IS700 and ICS100</i>	
7.2	The agency has plans for responding to natural and man-made disasters, civil disturbances, and other unusual occurrences.	
	<i>Purpose: To ensure the agency has a current plan in place and is prepared to respond to any disaster immediately.</i>	
7.3	The agency works with the County and/or regional agencies in developing a county or regional disaster or emergency response plan.	
7.4	The agency has a policy for requesting and providing mutual aid.	

Chapter 8—Health and Safety

Assessor: Dean C. Hallatt		
8.1	In Compliance	Observations: Policy to include annual training spreadsheet for all employees as well as copy of annual mask testing, exposure report was provided as proof of compliance.
8.2	In Compliance	Observations: Policy to include PPE (Gloves, Eye Protection, Protective Shoe Covering) as well as photos of PPE in Patrol Vehicle and Evidence Room. Site visit 8/31/2020 - Inspection of Sgt. Bender's assigned patrol vehicle confirmed a PPE kit containing equipment that easily exceeded the requirements of the standard.
8.3	In Compliance	Observations: Policy to include spreadsheet of Body Armor Replacement (Date of Issuance) schedule. Site visit 8/31/2020 – Interview of Capt. Weed who produced an updated policy that removed problematic language that provided a medical exception to wearing of vests by patrol officers. Weed also provided an acknowledgement roster of policy change by EPD officers.
8.4	In Compliance	Observations: Policy to include photo of Reflective Vest being used and appropriate type (photo of label).
8.5	In Compliance	Observations: Policy to include Employee Exposure Flowchart and Photos of Biohazard Boxes.
8.6	In Compliance	Observations: Policy to include Employee Exposure Flowchart and Redacted Employee Exposure Form.



8.7	In Compliance	Observations: Policy to include photo of physical barriers separating non-commissioned police employees from the public. Observed during prior visit. Site visit 8/31/2020 - Physical barrier observed upon arrival at EPD.
8.8	In Compliance	Observations: Policy (department and city) to include photo of officer wearing a seat belt.
8.1	The agency has written guidelines that inform employees of the threats and hazards associated with airborne and blood borne pathogens.	
8.2	The agency provides personal protective equipment, which shall include latex gloves (or equivalent), eye protection and protective shoe covers to minimize exposure to potentially infectious materials and objects.	
8.3	The agency provides soft body armor and requires its use for personnel engaged in uniform field duties or high-risk situations.	
	<i>Purpose: The agency is responsible for ensuring that personnel engaged in field duties or high-risk situations are wearing necessary protective equipment.</i>	
8.4	The agency provides reflective clothing and requires its use.	
	<i>Purpose: The agency provides OSHA approved reflectorized vests to increase the visibility of employees while exposed to traffic hazards. Use of reflectorized vests is mandated for personnel while directing traffic, or at the scene of a traffic accident (ANSI Class II – 2009).</i>	
8.5	The agency has procedures for disposal and decontamination when there is an event or contact involving biohazard material including blood or bodily fluids.	
8.6	The agency has procedures for post-exposure reporting and follow-up after suspected or actual exposure to infectious diseases.	
8.7	Noncommissioned police employees are physically separated from the public by a physical barrier in the lobby area.	
8.8	The agency requires all personnel to use safety restraint/seat belts while operating agency vehicles.	

Chapter 9—Fiscal Management

Assessor: Dean C. Hallatt		
9.1	In Compliance	Observations: Policy (Agency) acknowledging Chief as the CEO and has ultimate responsibility for fiscal management for the police department as well as authorizing all purchases, City Policy showing Chief (Department Head) has authority, Memo to File as to process, and Signed Purchase Order.
9.2	In Compliance	Observations: Policy (Agency) to include memo to file explaining regular budget review, and one month Budget Status Report.



9.3	In Compliance	Observations: Policy (Agency) to include City Financial Policy – Purchasing and Expenditure Control, purchase order, with approval signature, from August 2019.
9.4	In Compliance	Observations: Policy to include August 2019 Timecard with Overtime, signed by Employee and Supervisor.
9.5	In Compliance	Observations: Policy to include August 2019 Timecard, signed by Employee and Supervisor.
9.6*	In Compliance	Observations: Policy (Agency) for Agency Petty Funds, Investigations (CIF), and Front Office Cash Boxes. Folder Over Proofed – Petty Cash Absolved via Memo To File – CIF Funds Proofed by Bank Statements (2019 / 2020) and City Audit Report (2018) and EPD Audit Report (2017) – Memo to File regarding Front Counter Change Fund and corresponding audits (2017, 2018, 2019, 2020) with City Audit (2018)

9.1 The Chief Executive Officer has the authority to spend funds in the approved budget for day-to-day operation of the agency.

9.2 The Chief Executive Officer makes regular reviews of the agency budget.

9.3 The agency has a system for review and approval of expenditures.

9.4 The agency has a policy requiring supervisor approval of all overtime.

9.5 The agency requires supervisor approval for all employee timesheets.

Purpose: Elected officials (Sheriff) are exempt from filling out timesheets.

9.6* The agency has a system to document and record the use of cash funds that include receipts, supervisory approval, and periodic audit.

Purpose: To ensure that control measures are in place for all cash activities in the agency, specifically the common areas of petty cash, cash received in records, and investigative funds.

Chapter 10—Recruitment and Selection

Assessor: Ryan Green

10.1	In Compliance	Observations: Agency has written policy/procedures and guidelines that meet the standard.
10.2	In Compliance	Observations: Agency has background guidelines in place and proof meets standard.
10.3	In Compliance	Observations: Agency requires medical examination and proof meets standard.
10.4	In Compliance	Observations: Agency requires psychological fitness examination and proof meets standard.
10.5	In Compliance	Observations: Agency requires a polygraph examination and proof meets standard.



10.6	In Compliance	Observations: Agency has a process in place to secure applicant files and proof meets standard. Site visit 8/31/2020 - Interview of Detective Sgt. Clasen, who supervises background investigators, confirmed internal controls (locked at the detective's desk) that secure background files during investigation.
10.7	In Compliance	Observations: Agency has separate files in place to separate medical, psychological, and polygraph documents. Proof meets standard.
10.1	The agency has written standards and hiring criteria for sworn and non-sworn employees and, if applicable, reserve, part-time, or limited commission personnel. <i>Purpose: To create a professional, fair, and equitable recruitment and selection process that attracts qualified candidates meeting minimum requirements as established by state training standards and applicable laws.</i>	
10.2	The agency requires that background investigations be conducted on each candidate for a sworn position prior to appointment and requires that proof is submitted to the Washington State Criminal Justice Training Commission. <i>Purpose: The critical and important nature of law enforcement employment require that only the most qualified people are hired to work as law enforcement officers. One of the most important aspects of the selection process is the background investigation. A comprehensive background investigation, conducted by competent investigators is beneficial in determining the most qualified candidates for selection.</i>	
10.3	The agency requires that a medical examination, including drug screening, be performed by a licensed physician for each candidate for a sworn position, prior to appointment. <i>Purpose: A full and complete medical examination is necessary to ensure the health and physical condition of candidates for law enforcement employment.</i>	
10.4	The agency requires that a licensed psychologist or psychiatrist conduct a psychological fitness examination for each candidate for a sworn position, prior to appointment. <i>Purpose: The mental and psychological health of a law enforcement officer is essential. This is important to the officer candidate and to the law enforcement agency. The Washington State Criminal Justice Training Commission's psychological testing requirements satisfy this accreditation standard.</i>	
10.5	The agency requires that a polygraph examination be administered, by a qualified technician, for each candidate for a sworn position and prior to appointment.	
10.6	Applicant files are secured and available only to those who are authorized to participate in the selection process.	
10.7	Employee personnel files are separate and secured from other files. Medical tests, psychological evaluations and polygraph results are kept separate from personnel files in secure locations.	



Purpose: To ensure that records related to agency personnel are legally maintained and purged as needed, and that dissemination criteria are established and confidentiality is maintained.

Chapter 11—Training

Assessor: Randy Maynard

11.1	In Compliance	Observations: EPD Policy Chapter 18 requires successful completion of CJTC BLEA. Proof of compliance observed included a CJTC New Hire form for Officer Ashby along with CJTC BLEA Completion and Peace Officer Certification for Officer Ashby, dated January 2019.
11.2	In Compliance	Observations: EPD Policy Chapter 18 requires successful completion of the FTO program by newly hired officers, as administered by EPD officers who have completed the CJTC FTO training course. Representative examples of Daily Observations Reports authored by EPD officers who completed the CJTC FTO training are included along with copies of their CJTC FTO certificates.
11.3	In Compliance	Observations: EPD tracks historical training records of their staff as required by EPD Policy Chapter 18. Proof of compliance included representative samples of training records for officers during this Accreditation Cycle.
11.4	In Compliance	Observations: EPD Policy Chapter 18 requires documentation of training as required by this standard. Proof of compliance demonstrated through a Taser training offered by an EPD officer certified as a Taser instructor, along with lesson plans, roster of attendees, and written tests.
11.5	In Compliance	Observations: Proof of compliance included the CJTC In Service Training Mandate Certificate of Compliance for 2016, 2017, 2018, and 2019.
11.6	In Compliance	Observations: EPD policy documents included as proof of compliance articulate the requirement for demonstrated proficiency with any issued weapons – lethal or non-lethal – before authorization to carry. During a personal interview with Captain Weed, he explained the process by which newly hired officers are required by policy and practice to demonstrate proficiency with all weapons before authorization is granted for use in the field. He further explained EPD is able to accomplish some of the training and proficiency verifications and they rely on the WA BLEA to validate the other proficiencies. He verified once a new officer returns from BLEA, before being deployed for patrol work, all weapons issued have been trained on and proficiency demonstrated by the officer. As for lateral hires, EPD



		utilizes a process by which they train / verify proficiency on all weapons before the officer is deployed to patrol work.
11.7	In Compliance	Observations: EPD policy is commensurate with the requirements set for by RCW for Career Level Certification. Currently, all supervision / command staff have achieved their CLC with the exception of two sergeants. Both sergeants have applied for their First Line Supervision in the recent weeks, and EPD is awaiting a response from CJTC. Captain Weed stated the two pending applications meet or exceed the requirements of CLC.
11.8*	In Compliance	Observations: EPD policy requires annual training of all commissioned staff on use of force and deadly force. Proof of compliance offered include previous lesson plans, staff roster showing attendance for all four (4) years of this Accreditation cycle, and examples of written tests complete by EPD officers as part of the required annual training.
11.9	In Compliance	Observations: Proofs of compliance offered include records showing EPD officers trained on less lethal tools in 2016, 2018, and again in 2020. In 2016, the records indicate officers were trained on Taser and OC spray. In 2018, the records indicate officers were trained on Taser, OC spray, and less lethal shotgun. EPD Policy addresses the use of impact weapons as authorized. The primary authorized impact weapon is that of the less lethal shotgun. However, some officers are permitted to carry batons after completion of BLEA. Site visit 8/31/2020 - Interview with EPD Command staff confirm that only 1-2 officers carry an impact weapon and they have attended BLEA within the past two years. Chief Wade agrees that if officers are allowed to carry impact weapons that they must receive training on the weapon every two years. RECOMMENDATION – Install a training requirement that any officer desiring to carry an impact weapon receives refresher training bi-annually.

- 11.1 The agency requires all full-time, sworn members to successfully complete the Basic Law Enforcement Academy or Equivalency Academy, as certified by the Washington State Criminal Justice Training Commission prior to assuming law enforcement duties, and requires that they begin attending the Academy within six months of their date of hire.

Purpose: All newly hired peace officers shall comply with all requirements of the Washington State Criminal Justice Training Commission.

- 11.2 The agency has established a formal field training program for all newly sworn officers that includes:
- Field training officers who are specially trained for that purpose.
 - Regular documentation of the progress of the student officer; and



- Requiring the student officer to successfully complete the training program prior to assuming law enforcement duties.

Purpose: To ensure that new police officers complete a formal field training evaluation program that complies with requirements and provides officers with actual, critical, field experience prior to solo assignment. A well-designed field training program must be planned, managed, and assessed in a careful manner. This program provides the new law enforcement officer with the structured initial exposure to the role and functions of the law enforcement occupation. It is also important because it incorporates the basic training program with the practical application of that training in actual law enforcement situations.

- 11.3 The agency maintains and updates training records of all employees.

Purpose: It is important to the law enforcement agency and its employees to record all training programs and courses that agency personnel attend. The information should be recorded for each employee and should include the type of training, the date(s) of the training, any certificates received, and any available test scores.

- 11.4 The agency maintains records of each formal training it conducts, to include:

- Course content/lesson plans.
- Performance of attendees.
- Credentials of the presenter or instructor

Purpose: This standard deals with the training programs that the law enforcement agency conducts. In addition to the listed minimum requirements, the law enforcement agency may consider additional information for personnel consideration and possible legal needs in the future.

- 11.5* The agency can show 100% compliance with the annual WSCJTC requirement for training.

Purpose: To ensure the agency is providing necessary and required training to all personnel in accordance with WAC 139-05-300 and industry best practices.

- 11.6 Agency personnel are required to demonstrate satisfactory skill and proficiency with agency authorized weapons before being approved to carry and/or use such weapons.

Purpose: Law enforcement officers who carry and use agency-authorized weapons shall be required to demonstrate proficiency with the weapons. The officers should also be trained about the authorized use of force options, their appropriate applications, and the legal requirements on the justified use of force and deadly force.

- 11.7 Staff members who are designated as full-time supervisors or managers have earned the appropriate certification by the Washington State Criminal Justice Training Commission.

Purpose: Agencies must comply with RCW 43.101.350.

- 11.8* At least annually, agency personnel receive in-service training on the agency's use of force and deadly force policies.

- 11.9 In-service training for non-lethal weapons shall occur at least once every two years.



Chapter 12—Performance Evaluation

Assessor: Ryan Green

12.1*	In Compliance	Observations: Policy in place and proofs meet the standard. Site visit 8/31/2020 - Interview of Capt. Weed and review of file contents where spreadsheets over each of the past four years confirm annual evaluations of employees.
12.2	In Compliance	Observations: Policy in place and proofs meet the standard. Site visit 8/31/2020 - Interview of Capt. Weed and review of file contents revealed probationary evaluations for both sworn and civilian personnel in compliance with agency and city policy.

12.1* The agency has an evaluation policy that requires formal written review of the work performance of each employee and is conducted annually.

Purpose: To ensure that regular evaluations of employee performance take place that includes identification of levels of performance, supervisory responsibility, and disposition of completed evaluations.

12.2 The agency has a system for evaluating the performance of all probationary employees.

Chapter 13—Code of Conduct

Assessor: Ryan Green

13.1	In Compliance	Observations: Extensive policy/guidelines attached that clearly meets this standard.
13.2	In Compliance	Observations: Policy in place that prohibits harassments & gives guidelines on how to report it and protect whistleblowers. Proofs meet the standard.
13.3	In Compliance	Observations: Agency has a policy in place and the proofs meet the standard.
13.4	In Compliance	Observations: Policy, procedures, and protocols are in place. Proof and memo to file meets standard.
13.5	In Compliance	Observations: Policy & procedures in place. Proof and memo to file meets standard.
13.6	In Compliance	Observations: Agency has a policy in place that addresses and covers drug & alcohol abuse. Proof and memo to file meets standard.

13.1 The agency has a code of conduct that provides clear expectations for all employees and includes guidelines for speech, expression and social networking.



Purpose: To establish professional guidelines for all employees that provide consistency and conformity of appearance and operation, minimize, or eliminate conflicts of interest, and comply with legal mandates.

- 13.2 The agency has a policy prohibiting sexual and any other forms of unlawful or improper harassment or discrimination in the workplace. The policy provides guidelines for reporting unlawful or improper conduct, including how to report if the offending party is in the complainant's chain of command. The policy includes "whistleblower" protection.

Purpose: To prevent discriminatory and/or harassing practices and ensure conformance with Title VII of the Civil Rights Act of 1964.

- 13.3 The agency has a policy prohibiting biased-based profiling, which also has been known as "racial profiling."

Purpose: Biased-based profiling, which also has been known as racial profiling, is any traffic stop, field contact, vehicle search, asset seizure/forfeiture, or enforcement action based solely on a common trait of a group. Common traits include, but are not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age, or cultural group.

- 13.4 The agency has written policy and procedure for responding to and investigating allegations of domestic violence involving employees of law enforcement agencies.

Purpose: To establish clear procedures, protocols, and actions for investigating, reporting and responding to domestic violence involving agency employees and law enforcement officers from other agencies and to thereby discourage and reduce acts of domestic violence by sworn law enforcement personnel. (RCW 10.99.090)

- 13.5 The agency has written policy governing disclosure of potential impeachment information to prosecutors involving police employees who may be called to testify under oath.

Purpose: To comply with Brady v. Maryland and U.S. v. Olsen regarding law enforcement's duty to provide potentially exculpatory or impeachment information to prosecutors, including information that is discovered during the course of an ongoing investigation.

- 13.6 The agency has an alcohol and drug use policy, or language contained in local collective bargaining agreement(s) that addresses drug and alcohol use and includes language that covers related testing of employees suspected of drug and/or alcohol use.

Chapter 14—Internal Affairs

Assessor: Trevor White

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| 14.1 | In Compliance | Observations: EPD has comprehensive policy governing IA procedures, proofs provided were policy and redacted IA log. |
| 14.2 | In Compliance | Observations: EPD's specifically states the Captain manages complaints and assigns the investigation of complaints as required by policy. Complaints not within the scope of a |



		sergeant's authority will not be assigned at that level. Proofs provided – policy excerpt and copy of IA logs.
14.3	In Compliance	Observations: EPD policy has policy for relieving staff of duties during an internal investigation, proof provided – policy and a letter to file indicating no such actions during the assessment timeframe.
14.4	In Compliance	Observations: EPD has policy providing the Chief or designee will provide complainant with written disposition in via letter. Proofs were policy and redacted copy of letter to complainant from a previous investigation.
14.5	In Compliance	Observations: EPD provides policy governing IA retention by the office manager as well as a destruction log showing files from previous IA cases being purged. Proofs were policy and copy of destruction log. Site visit 8/31/2020 - Interview of Records Supervisor K. Holcombe, who is the IA Records custodian, confirm IA records are reviewed annually, eligible records are submitted for destruction and documented on an agency destruction log.

- 14.1 The agency requires the documentation and investigation of all complaints of misconduct or illegal behavior against the agency or its members.

Purpose: To establish procedures for the reporting, investigation, and disposition of complaints received against the agency or any employee of the agency.

- 14.2 The agency identifies which complaints supervisors investigate and which types of complaints are investigated by an internal affairs function.

- 14.3 The agency has procedures for relieving an employee from duty during an internal investigation.

- 14.4 The agency has a policy where complainants are provided with notification concerning the disposition of their complaint.

- 14.5 The agency maintains records of complaints and their dispositions in accordance with Washington State Retention Guidelines.

Purpose: To ensure the agency retains complaint/disposition records for at least the minimum retention period appropriate for any particular complaint category.

SECTION II—OPERATIONAL STANDARDS

Chapter 15—Patrol Function

Assessor: Trevor White

- 15.1 In Compliance Observations: EPD policy provides that officers will be assigned 24/7 to manage police work and emergencies. Call log, memo to file describing the police patrol shift structure, sample BLEA peace officer certifications and policy all provided as proofs.



15.2	In Compliance	Observations: EPD has policy identifying call response to both emergency and non-emergency calls for service. Proofs provided are policy and copies of reports showing different call types EPD has managed.
15.3	In Compliance	Observations: EPD has policy for code1, 2 and 3 type responses with specifics about warning equipment and it's uses. Proofs provided include RCW for authorized emergency vehicles and reports showing the various call responses in action.
15.4	In Compliance	Observations: EPD has detailed pursuit policy for training and allowing for only four instances when a pursuit can be continued. Only one instance in the past four years has EPD continued a pursuit for one of those four instances. RCW is referenced in policy. Proofs provided were: Policy, memo to file, case report for reference and EVOC training log.
15.5	In Compliance	Observations: EPD has policy dealing with investigation of collision on public roadways as well as private property. EPD uses Sector for collision report. Proofs provided in policy and copy of sector collision report.
15.6	In Compliance	Observations: EPD has policy to manage road hazards and dangerous road conditions. Proofs were call log with request for plowing in snow conditions, memo from public works director to Chief Wade about snow removal plan as well as an email about topics relate.
15.7	In Compliance	Observations: EPD has policy for responding to domestic violence calls for service, also provided was policy about Officer involved DV. Proofs provided – policy, report and victims' rights form.
15.8	In Compliance	Observations: EPD has policy governing use of all types of alerts. Proofs provided – policy and memo to file further detailing the existence of a manual used for initiating all types of alerts.
15.9	In Compliance	Observations: EPD has policy supporting RCW for dealing with the mentally ill, coordinating care for the mentally ill as well as restraining and transporting subject struggling with mental health challenges. Proofs provided are policy, example reports showing transitions from contact through arrest or placement and evaluation with local mental health providers.
15.10	In Compliance	Observations: EPD policy provides for protective custody of subjects who require a mental health evaluation and directs officer to provide referral to local mental health authorities. Proofs are policy and copy of suicide attempt report.
15.11	In Compliance	Observations: EPD has policy describing in detail the processes in which all suspect identifications are to be managed. EPD has eyewitness instruction form to provide for consistency and a level of confidence the witness has in their identification. Proofs: policy, case report and copy of eye witness instruction form.

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| 15.12 | In Compliance | <p>Observations: EPD has policy and provides training on the service of protection orders, Extreme Risk Protection Orders (ERPOs), and orders to surrender weapons. Policy directs personnel to attempt service within 24 hours of receipt of order whenever practicable but not more than 10 days after the agency has received the order. Proofs provided include: policy, memo to file demonstrating provided training with training log.</p> |
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| 15.1 | The agency provides response to emergency events 24/7 by sworn employees who have completed Basic Training per the Washington State Criminal Justice Training Commission. | |
| 15.2 | <p>The agency has procedures for response to emergency and non-emergency calls.</p> <p><i>Purpose: To provide guidelines for response to calls for service, and to ensure agency responses conform to state law. It is important that law enforcement agencies classify responses for service according to the seriousness of the call. This will provide guidelines as to when emergency lights and siren should be used and the method of response to an incident.</i></p> | |
| 15.3 | The agency has written guidelines for the use of authorized vehicle emergency equipment. | |
| 15.4 | <p>The agency has policies governing the pursuit of motor vehicles that conforms to Washington State law.</p> <p><i>Purpose: In compliance with RCW 43.101.225 and RCW 43.101.226 and to establish clear direction on the initiation and conduct of police pursuits that includes on-going training requirements and review/analysis processes (WASPC model policy).</i></p> | |
| 15.5 | <p>The agency has procedures for investigating vehicle collisions on public and private property and uses the current Washington State Patrol authorized accident reporting, or e-reporting (SECTOR), forms.</p> <p><i>Purpose: To ensure that traffic crashes are consistently reported and investigated in accordance with the Revised Code of Washington, specifically identifying the type of crashes that require investigation.</i></p> | |
| 15.6 | The agency has procedures to take timely action to address hazardous road conditions. | |
| 15.7 | <p>The agency has procedures for responding to and investigating domestic violence calls.</p> <p><i>Purpose: To ensure that response to domestic violence incidents meets requirements established by applicable Revised Codes of Washington.</i></p> | |
| 15.8 | <p>The agency has procedures for utilizing Public Alert Systems.</p> <p><i>Purpose: The policy should include Amber Alert, Endangered Missing Person Advisory and Blue Alert.</i></p> | |
| 15.9 | <p>The agency has procedures for the handling of mentally ill individuals, including those with pending criminal charges and mental health commitments.</p> <p><i>Purpose: To provide written guidelines for handling mentally ill persons which are compliant with state laws and provide opportunity for the appropriate evaluation and treatment of mentally ill persons.</i></p> | |

- 15.10 The agency has a policy that addresses referral of subjects to a mental health agency after receiving a report of threatened or attempted suicide
Purpose: To comply with RCW 71.05.457.
- 15.11 The agency has policy(s) covering eyewitness identification including the presentation of photo arrays and physical lineups.
- 15.12 Agency has policy and provides training on the service of protection orders, Extreme Risk Protection Orders (ERPOs), and orders to surrender weapons. Policy directs personnel to attempt service within 24 hours of receipt of order whenever practicable but not more than 10 days after the agency has received the order (RCW 7.94.060).

Chapter 16—Investigative Function

Assessor: Randy Maynard

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| 16.1 | In Compliance | Observations: EPD Policy chapter 34 has several references responsive to this standard. Proofs of compliance include a copy of a spreadsheet utilized as the master case management file. The detective supervisor monitors the list of open / active investigations and assigns as deemed necessary for follow up and tracking of closure. |
| 16.2 | In Compliance | Observations: EPD Policy chapter 21 outlines requirements for investigation of elder abuse allegations, including the mandatory reporting requirement to the State of Washington. Also included as proof of compliance is EPD 19-13341 wherein an allegation of elder abuse was investigated by EPD officers. |
| 16.3 | In Compliance | <p>Observations: EPD Policy chapter 23, 34, 40, and 51 have varied specific references to the investigation of child abuse incidents, including a clause for the protective custody of a child if necessary. The policy has a reference to RCW 26.44. However, the most recent policy revision date was 2013.</p> <p>RECOMMENDATION: Given that there have been court cases adjudicated in Washington since this policy was proposed and adopted, that could have had an impact on the manner in which child abuse cases are conducted, the EPD policy needs to be reviewed and updated to ensure compliance with contemporary court rulings and best practices.</p> |
| 16.4 | In Compliance | Observations: EPD Policy has several references to investigation of child sexual abuse allegations. As noted in 16.3, the policy needs to be reviewed to ensure it is contemporaneous. Proof of compliance for this standard included a certificate of completion for the CJTC Child Interview training for EPD Officer Shull, along with a training record showing Officer Shull has completed the refresher training also offered by CJTC. A case report wherein the interview of a child victim was documented by Officer Shull proves EPD compliance with their policy. |



16.5	In Compliance	Observations: EPD Policy 47 addresses Hate Crime Related Incidents. The policy was last reviewed in 2007. Also included as proof is a 2017 assault investigative report where the victim was assaulted based in part on his religion. The case report proves compliance with the policy language. RECOMMENDATION: Review and consider updating agency policy on Hate Crimes.
16.6	In Compliance	Observations: EPD Policy 21 and 34 both have references to the investigative requirements on cases involving alleged identity theft. A case report included proves compliance with the policy.
16.7	In Compliance	Observations: EPD included policy, and procedure reference for the use of confidential informants. Also provided is a confidential informant (CI) packet from 2016 and accompanying 2016 investigative report documenting involvement of the CI. The CI packet included as proof was not completely redacted, and thus can be identified. RECOMMENDATION – Because of the high liability involving the use of CI's, consider reviewing and updating the EPD CI policy.
16.8	In Compliance	Observations: EPD has policy reference addressing the need to protect victims and witnesses by interviewing them privately. During a mock assessment tour, visual confirmation of the presence of an interview room for this purpose, along with an explanation of the room's purpose by Chief Wade and Captain Weed satisfy the standard.
16.9	In Compliance	Observations: EPD Policy 45 contains language pertaining to seizures and forfeitures. Also included as proof are documents pertaining to a seizure and subsequent forfeiture from July 2018 that demonstrate compliance with the policy language.
16.10	In Compliance	Observations: EPD Policy 66 contains specific requirements of EPD of deconfliction of investigations with WSIN. Also included as proof is a case report from 2018 where deconfliction occurred and is documented.

16.1 The agency utilizes a case management system for screening and assigning incident reports for follow-up investigations.

16.2 The agency has written guidelines for investigating elder abuse.

Purpose: To identify the role of agency members in the prevention, detection, and intervention in incidents of elder abuse, and ensure that mandatory state reporting requirements are completed within specified guidelines.

16.3 The agency has written guidelines for investigating child abuse.

Purpose: To provide guidelines and procedures for timely reporting and investigating of suspected child abuse in accordance with the Revised Code of Washington (RCW



26.44.030). The procedures should include the taking of minor children into protective custody.

- 16.4 The agency requires that interviewers of child victims of sexual abuse cases have received the mandated training from the Washington State Criminal Justice Training Commission.

Purpose: The Washington State Legislature has determined that each county shall revise and expand child sexual abuse protocols, to include child fatality, child physical abuse, and criminal child neglect cases (RCW 43.101.224).

- 16.5 The agency has written guidelines for investigating hate crimes.

Purpose: To provide guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or bias.

- 16.6 The agency has written guidelines for investigating identity theft.

- 16.7 The agency has policies and procedures governing the use of informants.

- 16.8 Victims and witnesses are interviewed in locations that are separated by sight and sound from the public areas of the facility.

- 16.9 Persons with a vested interest in property and evidence are provided the legal reason for the seizure and intended forfeiture as defined by state law. The agency has procedures for notification, appeal, and disposition.

Purpose: To establish guidelines for agency personnel to ensure applicable state and legal procedures are followed, (i.e. drug cases, money laundering cases, DUI's etc.).

- 16.10 The agency has clearly defined deconfliction procedures in place when conducting felony level investigations that pose greater than normal risk to officers, citizens and/or property.

Purpose: To enhance officer safety and efficiency of criminal investigations by consulting with established information clearinghouses, such as the Western States Information Network (WSIN), prior to execution of high risk criminal investigations to ensure multiple agencies are not targeting the same criminal enterprises.

Chapter 17—Evidence and Property Control Function

Assessor: M. Painter

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| 17.1 | In Compliance | Observations: Agency policies and an incident report (and related documents) involving submission of evidence and ultimate lab examination. |
| 17.2 | In Compliance | Observations: Agency policy and an incident report, outlining steps taken to notify the owner of found property by the officer, and ultimate return of the property to the owner. |
| 17.3 | In Compliance | Observations: Agency policy and an incident report where the officer submitted drug evidence by the end of shift. |
| 17.4 | In Compliance | Observations: Slam lockers identified by photo and observed during the 8/31/2020 site visit. |



17.5	In Compliance	Observations: Refrigeration units available and observed at intake and inside the secure facility to preserve perishable evidence during the site visit on 8/31/2020.
17.6	In Compliance	Observations: Agency policy, photos of a secondary evidence facility that can be used by officers to temporarily store hazardous materials and a 2017 incident report that identifies the handling of hazardous materials from a homicide case. Site visit 8/31/2020 - Interview of Sgt. Clasen and Capt. Weed confirm appropriate facilities and processes to handle, process, store and dispose of hazardous materials.
17.7	In Compliance	Observations: Agency policy and photos of the various state of the art security measures installed in the property room. The property room was part of a recent headquarters remodel with occupancy in June of 2020.
17.8	In Compliance	Observations: Agency recently occupied a remodeled headquarters building and property room with updated sophisticated HVAC features that provide more than adequate protections for employees. Site visit 8/31/2020 - Proper ventilation system observed during site visit.
17.9	In Compliance	Observations: Agency policy, memo to file and photos of secure entry door and alarm pad where only three employees have access to the property room; the custodian, their assistant, and the administrative captain. Site visit 8/31/2020 - Property room access confirmed during an interview with Capt. Weed.
17.10	In Compliance	Observations: Sign in roster supplied as proof that meets the requirements of the standard. Site visit 8/31/2020 - Sign in roster observed and completed during M. Painter's visit and inspection of the property room.
17.11	In Compliance	Observations: Site visit 8/31/2020 - Second level of security confirmed by the use of a locked room that stored all agency sensitive items (firearms, currency, drugs, and jewelry).
17.12	In Compliance	Observations: EPD employs File on Q for property management. Site visit 8/31/2020 - Several items randomly identified from the last four years by Sgt. Clasen and retrieved from within the property room within 60 seconds.
17.13	In Compliance	Observations: Agency policy requires an incident report be attached to each evidence item submitted. VUCSA report where drugs were submitted included as proof.
17.14	In Compliance	Observations: Very good file. Agency policy is clear on process for weighing of drugs. Memo, dated 12/2019, identifies drugs selected for destruction and identifies their weights and that they seals were inspected for tampering. Also, an additional memo to file clarifies the weighing process using heroin evidence that was sent out for lab examination.

17.15	In Compliance	Observations: Agency policy and a found/returned wallet case where the owner was located and planned for pick up. Also, see standard 17.2.
17.16	In Compliance	Observations: Agency policy, photographs of red bin containers and a drying cabinet and various receipts from disposal sites (Spokane Waste to Energy) and companies (Waste Management) documenting the destruction of hazardous waste.
17.17	In Compliance	Observations: Agency policy, memo to file explaining the use of PropertyRoom.com and an Ellensburg finance ledger documenting deposit of sales proceeds into the City treasury.
17.18	In Compliance	Observations: Agency policy and a memo to file from the EPD evidence custodian identifying the process and receipts from the Spokane Waste to Energy facility confirming proper destruction. Also, see standard 17.14.
17.19*	In Compliance	Observations: Agency policy and memos from Capt. Hansbury who conducted unannounced audits of the property room over the past four years. Memos could have more information in them about the auditing process and actual items audited. Recommendation: Provide audit reports with more detail on the auditing process and the actual items audited.
17.20	In Compliance	Observations: Change of evidence custodian occurred in October of 2019. File contained documents detailing the (full) inventory of the property room, even though the standard only calls for an audit of sensitive items.
17.21*	In Compliance	Observations: Memos to the Chief for each of the past four years detailing clearing efforts during each year.
17.22	In Compliance	Observations: Agency policy, an incident report documenting the surrender of weapons per a court order, and the various court documents requiring the surrender and then ultimately terminating the order.
17.23	In Compliance	Observations: Agency policy and an incident report documenting the return of a firearm, following the termination of a surrender order, and notification to a family member by the officer returning the weapon.

17.1 The agency has procedures for the proper collection and identification of evidence and property consistent with the Washington State Patrol Crime Lab guidelines.

Purpose: To establish written guidelines for agency personnel that ensure evidence and property are properly collected, handled and secured in field operations in order to maintain the integrity of the chain of custody.

17.2 The agency has policies requiring efforts are made to identify and notify the owners, or custodians, of property and evidence in the agency's custody.

- 17.3 The agency has a policy that requires property and evidence is placed under the control of the property and evidence function before the officer completes their shift.
- Purpose: To establish guidelines for agency personnel to follow that prohibit property from being stored anywhere other than under the control of evidence section upon the completion of their shift.*
- 17.4 The agency has the means to temporarily separate and secure property and evidence while it is waiting processing into the permanent storage facility.
- 17.5 The agency has the means to properly preserve and secure perishable property both temporarily and after it is received in the permanent storage facility.
- 17.6 The agency has the means to temporarily separate and secure evidence containing hazardous materials while it is waiting processing into the appropriate permanent storage facility.
- 17.7 The permanent storage facility has controls to keep property protected from unauthorized entry, fire, moisture, extreme temperature, and pests. At a minimum, alarms for unauthorized entry and fire must be monitored 24/7.
- 17.8 The permanent storage facility containing biohazards or organic matter has systems in place to prevent the exposure of hazards and noxious odors to agency employees and the public.
- 17.9 Access to the agency's property and evidence facilities is restricted to authorized employees only.
- Purpose: To ensure that access to the property room and/or property/evidence storage area(s) is limited to property room personnel, unless by escort from property room staff or with CEO permission.*
- 17.10 The agency records the name, date, time, and purpose of persons who enter and leave the storage facility who are not assigned to the property/evidence function.
- 17.11 The agency provides additional security for guns, drugs, cash, jewelry, or other sensitive or valuable property, that is over and above that provided for other property and evidence.
- Purpose: High liability evidence items must not be comingled with general evidence.*
- 17.12 Evidence and property are packaged, individually tagged, and logged into a centralized tracking system as soon as possible. The tracking system must accurately describe the current location of every piece of property and evidence.
- Purpose: A meaningful records and tracking procedure for the evidence and property system is a requirement for the protection and integrity of the evidence and property in the custody of the law enforcement agency.*
- 17.13 Every piece of property and evidence is related to a report describing the circumstances of the seizure or custody by the agency.
- 17.14 Drugs are weighed using a calibrated scale whenever they enter or leave the secured facility unless they are being prepared for destruction. The agency also has processes for the destruction of drug evidence that includes, at a minimum, a visual inspection of the property item to detect possible tampering and weighing of random selections

Purpose: Agencies should provide additional processes to ensure that drug evidence is not tampered with prior to destruction. This process and the destruction are witnessed by at least one other person who does not have access to the property room.

- 17.15 The agency has policies governing the release and disposition of property and evidence in accordance with applicable state law.

- 17.16 Property containing hazardous materials, biological hazards or other materials restricted by State or local health regulations is disposed of properly.

Purpose: To ensure that the disposal of police evidence dangerous waste conforms with standards established by the Washington State Department of Ecology.

- 17.17 When property is sold, the disposition of the money received is accounted for and recorded according to State law.

- 17.18 The agency destroys illegal drugs, contraband and other illegal items by methods that are safe. Documentation of destruction is maintained according to the State's retention schedule.

Purpose: To ensure that the disposal of police evidence dangerous waste conforms with standards established by the Washington State Department of Ecology.

- 17.19* The agency ensures that an unannounced audit of evidence and property, including drugs, money, jewelry, and firearms is conducted at least annually by personnel not directly in the evidence unit's chain of command.

Purpose: Inspections, inventories and audits of the property room are necessary for a secure and reliable system for the evidence and property functions of the law enforcement agency. This provides a means of accountability for the system and ensures agency oversight of the process. The scope of the audit is at the discretion of the CEO.

- 17.20 A full inventory of sensitive items, to include money, jewelry, drugs, and guns, is conducted whenever a change of the Property Room Manager occurs.

Purpose: The agency should also consider an audit of general property, in which the scope of the audit is at the discretion of the CEO.

- 17.21* The agency has procedures to clear eligible property/evidence from the property room. The property room manager will provide an annual written report to the Chief Executive on the number of items cleared during the prior year.

- 17.22 The agency has policy complying with RCWs 7.94 and 9.41 regarding the acceptance, storage, and release of firearms surrendered to the Department.

Purpose: Surrendered firearms are only returned if they are not required to be held, are not prohibited from being released, and are only released to persons who are eligible to possess them. If a firearm cannot be released, the agency provides written notice to the requestor specifying the reason(s) the firearm cannot be released within five business days of receiving the request. Surrendered firearms that are unclaimed are disposed of in accordance with agency procedures.

- 17.23 The agency has policy complying with RCWs 7.94 and 9.41 for notification of family or household members when firearms held pursuant to a court order are released.



Purpose: All surrendered firearms must be held in police custody at least twenty-four hours before they are released. Family or household members may use an incident or case number to request notification when a firearm is to be returned. The agency provides notice, when requested, within one business day of verifying the firearm(s) and respondent in question has met the requirements for release and then the firearm(s) are held in the agency's custody for at least seventy-two hours after notification has been provided.

Chapter 18—Prisoner Security

Assessor: Trevor White

18.1	In Compliance	Observations: EPD has policy for restraint of suspects during transports, proofs provided – policy and a police report describing action consistent with policy.
18.2	In Compliance	Observations: EPD has written guidelines for transporting the sick, mentally ill, injured, or disabled prisoners. Proofs provided – policy and reports showing compliance with policy.
18.3	In Compliance	Observations: EPD has policy-requiring search of all subjects transported as the scene before transport. Proofs were policy and example police report showing compliance with policy.:
18.4	In Compliance	Observations: EPD has policy requiring search of the transport compartment before and after all transports. Proofs were policy, copy of report showing located contraband and a memo to file showing no incidents during the evaluation period.
18.5	In Compliance	Observations: EPD's new building has temporary holding facility providing access to shelter, warmth, potable water, and a toilet. Proofs were policy and photos of the facility. Site visit 8/31/2020 – Temporary holding cells observed, as well as bathroom area, and exceed the requirements of this standard.
18.6	In Compliance	Observations: EPD has policy supporting proper holding procedures with log use, routine prisoner checks along with separation of adults from minors and gender separation. Policy, photos of location of logs as well as copies of logs. Site visit 8/31/2020 - Holding cell logs inspected and agency practices found in compliance with the standard.
18.7	In Compliance	Observations: EPD has policy in compliance with state and federal laws governing status offenders, juveniles separated by sight and sound. Policy and example provided as proofs.

- 18.1 The agency has written guidelines governing the methods and use of restraining devices used during prisoner transports.

Purpose: To establish procedures for the transport of prisoners that ensures the safety of the transporting officer and the general public and provides for the security of the prisoner in transport and arrival at destination.



- 18.2 The agency has written guidelines for transporting the sick, mentally ill, injured or disabled prisoners.
- 18.3 The agency requires transporting officers to conduct a thorough search of prisoners prior to transport.
- 18.4 The agency requires a thorough search of all vehicles used for transporting prisoners before and after transport.

Purpose: At the beginning of each shift any vehicle used for prisoner transportation must be thoroughly searched for contraband, weapons, or implements for escape. The search of the vehicle must also be done before and after each prisoner transport.

- 18.5 The agency's temporary holding facility includes access to shelter, warmth, potable water, and a toilet.

Purpose: This standard identifies the required minimum physical conditions that are necessary in order for a law enforcement agency to operate temporary holding facilities.

- 18.6 The agency has procedures for using temporary holding facilities that require:

- Prisoner checks every 30 minutes;
- Separation by gender and status (i.e. adults/juveniles).

Purpose: To ensure appropriate operation of a temporary holding facility in a professional and legal manner and to establish policies and procedures governing booking, housing, maintenance of prisoners, and required annual inspections.

- 18.7 The agency has policies and procedures for compliance with federal and state laws governing the secure detention of juvenile:

- No status offenders (e.g., runaways,) are securely detained
- Juveniles charged with criminal offenses are separated by sight and sound from adult prisoners
- Juveniles are detained for no longer than 6 hours.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Bid Award – Bid Call 2020-10 for Surface Aerator Procurement at the Waste Water Treatment Facility

Submitted by: Rod Paul Public Works & Utilities

Recommended Action or Motion: Award Bid Call 2020-10 to Aqua-Aerobic Systems Inc. the lowest responsive and responsible bidder and approve the necessary budget adjustments.

Background/Summary: The Wastewater Treatment Facility (WWTF) operates with eight surface aerators. Two of the 8 (eight) aerators were replaced in 2015. Staff prepared the bid documents and advertised the bid for 4 (four) surface aerators. Staff will begin replacement of the remaining two aerators in 2021 pending budget approval.
Bids were received on Tuesday, November 3, 2020 for the above mentioned project. City Council is requested to award Bid Call #2020-10 to Aqua–Aerobic Systems, Inc. the lowest responsive and responsible bidder.

Previous Council Action: Council approved the purchase 2 (two) aerators in the 2019 budget and 2 (two) aerators in the 2020 budget at their December 3, 2018 meeting through adoption of the 2019/2020 budgets.
Aerators were not purchased in the 2019 budget year. Council approved at their April 6, 2020 meeting for authority to carry forward 2019 fund balances to the 2020 budget for the purchase of 4 (four) surface aerators.

Analysis: The project went through the formal bid process. Two bids were received:

	Bid
Aerator Solutions	\$84,040.80
Aqua-Aerobic Sys.	\$80,575.20

Staff has reviewed the bids and recommend Council award bid call 2020-10 to Aqua-Aerobic Systems, Inc.

Financial Impact:

Adequate budget exists in the 2020 Sewer Fund for the purchase of the aerators. Delivery of the Aerators is anticipated in February of 2021. Staff will bring forward an Ordinance in 2021 requesting council approve the carry forward of funds from the 2020 budget for the purchase of the aerators.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Amendment No. 1 to the 2018 Aspect Engineering design contract for the Dolarway Bridge and Levee.

Submitted by: Jon Morrow Public Works & Utilities

Recommended Action or Motion: Authorize the City Manager to sign Amendment No. 1 to Aspect Engineering's contract.

Background/Summary: Aspect Engineering was hired in 2018 under the favorable recommendation of the UAC to City Council to design the Dolarway Bridge and Levee. That design has since been completed. In that time FEMA modified their rules on tying to existing high ground regarding certification of levees. Aspect will need to modify the design and raise the bridge, add two new 48 inch culverts and lower the elevation of the flood swale coming into the bridge. To do this Aspect will need to carry out the tasks in Amendment No. 1.

Previous Council Action: Council approved the original contract on August 20, 2018.

Analysis: Amendment No. 1 is needed to re-configure the original design to meet the new FEMA freeboard floodplain requirements. The Amendment will authorize an additional \$30,711 to pay for these design changes.

Financial Impact: The Stormwater Utility's current budget has funds to pay for Amendment No. 1. The utility also proposed additional funding for this project in upcoming 2021 budget.

Attachments:

[Amendment #1 to Full Aspect Signed Contract](#)



Amendment to Professional Services Agreement

Amendment No.: 1	Project No.: 180288	Date: October 27, 2020
Client: City of Ellensburg		
Project Name: Reecer Creek Flood Hazard Reduction and Floodplain Restoration Project		
Description of Amendment		Cost
Aspect Consulting, LLC (Aspect) is providing this Amendment No. 1 in order to provide redesign services to facilitate levee certification for the City of Ellensburg (Client). See Attachment 1 for the Amendment No. 1 Scope of Services. This amendment modifies the Agreement For Professional Services between the City of Ellensburg and Aspect Consulting, LLC entered into on August 20th, 2018, in the following ways: 1. The Exhibit A Scope of Work provided under Section 2 of the original Agreement is amended to include the extra work services shown in Attachment 1 to this amendment. 2. The Time of Performance in Section 3 of the original Agreement is amended to extend the duration of the Agreement to December 31, 2021. 3. The Payment Section 4.1 and Exhibit C of the original Agreement is amended to update the Consultants standard rate schedule for the services covered by this amendment to that shown in Attachment 2 to this amendment. 4. The Maximum Compensation Section 5.1 of the original Agreement is amended to increase the amount by \$30,711 to \$242,252. 5. The Budget for Each Task Section 5.2 of the original Agreement is amended to include the budget shown in Attachment 3 to this amendment.		Amendment No. 1 Cost: \$30,711 Total Revised Agreement Section 5 and Exhibit D Cost: \$242,252 Amendment No. 1 Services Will Be Billed on a Time and Materials Basis according to the Rate Schedule included as Attachment 2 to this Amendment.
This amendment revises the agreement between Aspect Consulting, LLC & the City of Ellensburg dated August 20th, 2018. Except as amended above, all terms and conditions of the agreement apply to this contract amendment.		
ASPECT CONSULTING, LLC <i>a limited liability company</i>	By: 	
	Printed Name: John Knutson, PE Principal Water Resources Engineer	
	Office: Yakima	
CLIENT City of Ellensburg	By:	
	Printed Name/Date:	

Bainbridge Island Office:	350 Madison Avenue North, Bainbridge Island, WA 98110	(206) 780-9370
Bellingham Office:	907 Harris Avenue, Suite 301, Bellingham, WA 98225	(360) 746-8964
Seattle Office:	401 Second Avenue S, Suite 201, Seattle, WA 98104	(206) 328-7443
Wenatchee Office:	23 South Mission Avenue, Suite C, Wenatchee, WA 98801	(509) 888-5766
Yakima Office:	123 East Yakima Avenue, Suite 200, Yakima, WA 98901	(509) 895-5957

MIDDLE REACH OF REECER CREEK FLOOD HAZARD REDUCTION AND FLOODPLAIN RESTORATION PROJECT

Design and Certification Services Scope of Work

Aspect Consulting LLC

Prepared October 27th, 2020

Background

Aspect Consulting, LLC (Aspect) has developed a Scope of Work to provide consulting services to the City of Ellensburg for the **Reecer Creek Flood Hazard Reduction and Floodplain Restoration Project** (Project). Aspect previously completed hydraulic modeling and a final design that included:

- A. Floodplain restoration components – *new floodplain overflow swales, overflow swale and buffer area vegetation restoration.*
- B. Flood hazard reduction components - *new overflow swale bridge crossing of Dolarway Road, set-back levee.*
- C. Utility modifications - *irrigation ditch changes, drainage and other utility changes along Enterprise Way and Dolarway Road.*

Although the levee was not designed to fully meet current FEMA certification standards, if constructed, the prior project design would significantly reduce flooding in west Ellensburg from Reecer Creek. However, an ongoing floodplain remapping project has triggered the need to revise the previous design so the City (in coordination with the County) can pursue FEMA certification of the levee system. FEMA certification would allow the protected portions of west Ellensburg to avoid being included in updated FEMA Flood Insurance Rate Maps (FIRMs) being prepared as part of the floodplain remapping project. Necessary design revisions likely include:

- 1. Raising Dolarway Road in the vicinity of the proposed overflow swale crossing.
- 2. Increasing the flow capacity of the new crossing by increasing the bridge opening and/or adding parallel culverts, which could also involve regrading portions of the planned floodplain swale upstream and downstream of Dolarway Road.
- 3. Raising the height of the proposed setback levee to provide a minimum freeboard of 2 ft between the Base Flood Elevation (BFE) and the top of the levee.
- 4. Realigning the northern end of the setback levee to tie-in to high ground.
- 5. Realigning the northern end of select overflow swales affected by the levee realignment.
- 6. Designing a certifiable connection between the existing southern set-back levee and the I-90 Reecer Creek bridge structure (a new element not covered in previous work).

In addition to the above design work, pursuing certification of the levee system, including approval for a reduced freeboard of 2 ft, will require additional analyses and reports not developed during prior work:

- a. **Hydraulic assessment report to support the certification and reduced freeboard request.** An engineering analyses to show adequate protection with reduced freeboard must submitted to support a levee freeboard reduction request. The analysis must evaluate uncertainty in base flood elevation and include, but not necessarily be limited to an assessment of statistical confidence limits of the 100-year discharge; changes in stage-discharge relationships; and the sources, potential, and magnitude of debris, sediment, and ice accumulation. It must be also shown that the levee will remain structurally stable during the base flood when additional loading considerations are imposed. Aspect assumes that the County’s modeling consultant (WSE) would use their model for the overtopping analysis and to provide scour velocities for the high flow condition. Aspect’s engineers would complete the stability assessment and produce the hydraulic report.
- b. **Embankment protection.** Documentation is required to show that no significant erosion of levee embankments will occur during the base flood (also for the “worst case scenario” in areas where we want the reduced levee freeboard). This includes assessing erosion risk due to water velocities, debris, ice, etc., and needs to account for the duration of the erosive conditions as well as the embankment materials and susceptibility of different areas of the levee to erosion (for instance at bends, or areas of deepest/fastest flowing water). Aspect engineers will complete this assessment, focusing on several key risk areas. Scour was considered during the prior design work but will be reassessed given the higher flows that need to be reviewed.
- c. **Embankment and foundation stability.** An engineering evaluation of seepage issues is required to document that the levee embankment and foundation is designed/built to be stable. Aspect engineers will complete this assessment using information and data from prior geotechnical reports, which is not expected to be a significant effort.
- d. **Settlement.** An engineering evaluation is required to document that loss of freeboard due to long term settlement of the levee is not an issue. This analysis must address embankment loads, compressibility of embankment soils, compressibility of foundation soils, compaction methods, etc. Aspect engineers will complete this assessment using information and data from prior geotechnical reports, which is not expected to be significant issue or effort.
- e. **Interior drainage.** An engineering evaluation is required to document that drainage from areas interior to the levee is not a problem (verify that drainage from outside the levee will not pond up and cause flooding problems of its own). Aspect does not expect this to be much of an issue or require significant effort to complete.
- f. **Levee System Operations Plan, Maintenance Plan (OP & MP).** These plans must be provided to support the levee certification request. There are specific requirements for each plan and the City may already have an OP & MP for the lower levee. FEMA

requires them to be adopted by council and signed by the City Manager. Aspect assumes that the City will put these together.

Scope of Work

For efficiency, Aspect will modify the designs completed during prior work. Aspect's Amendment 1 scope of work is provided below, and covers the following tasks:

- ✓ *Task 1 – Prepare Revised 90% Design Package for Non I-90 Related Components.*
- ✓ *Task 2 – Prepare Final Design Package and Bidding Documents for Non I-90 Related Components.*
- ✓ *Task 3 – Coordinate with City, County, and FEMA During Design and Levee Certification and CLOMR Processes*

Note that Task 3 is assumed to cover approximately half of the expected overall coordination effort, with additional coordination support being covered in a subsequent scope of work to be paid by County FCZD funds. It is assumed that a separate Amendment 2 Scope of work will be provided that addresses:

- ✓ *Task 4 – Complete 90% Design Package for Lower Levee to I-90 Bridge Connection.*
- ✓ *Task 5 – Prepare Final Design Package and Bidding Documents for Lower Levee to I-90 Bridge Connection.*
- ✓ *Task 6 Prepare Levee Technical Report to Support Certification and CLOMR Process.*
- ✓ *Task 7 – Additional Coordination with City, County, and FEMA During Design and Levee Certification and CLOMR Processes.*

Aspect's project management time is embedded in each task.

Task 1: Prepare Revised 90% Design Package for Non I-90 Related Components

Aspect will build on the prior design to develop a revised 90% design package for the project components, incorporating necessary revisions to the flood hazard reduction components to pursue FEMA certification. The necessary design revisions were described in items 1 through 5 above. Aspect's Task 1 services include:

- 1.1 Coordinate with WSE to ensure design revisions are incorporated into the 2D HEC-RAS model and reflected in resulting 100-year BFEs within the project reach (University Way to I-90).
- 1.2 Refine and update prior hydraulic and drainage calculations as needed during the 90% redesign process.
- 1.3 Revise key flood hazard reduction components to provide a minimum 2 ft of freeboard and meet other FEMA and USACOE standards.
- 1.4 Prepare revised 90% Design Plans that:
 - a. *Incorporates revised flood hazard reduction components;*
 - b. *Identifies the established limits of construction and incorporates vertical design control;*
 - c. *Shows project specific standard drawings, illustrations, and details;*

- d. Provides station, offset, and project specific annotation.*
- 1.5 Prepare revised project specifications and special provisions as needed.
- 1.6 Prepare a revised 90% materials quantities and construction cost estimate.
- 1.7 Prepare a revised project bid schedule.
- 1.8 Complete internal QA/QC review process and submit the revised 90% Design Package to the City for review and comments.
- 1.9 Review City comments and prepare recommended responses.
- 1.10 Meet with the City to review comments, recommended responses, and obtain direction on the final responses.

Task 1 Deliverables

- *Revised 90% Design Package (PDF format):*
 - *Topographical basemap and 90% design and TESC on 11" x 17" plan sheets.*
 - *Standard details and specifications.*
 - *Special provisions and specifications.*
 - *Engineers estimate of probable project cost.*
 - *Bid schedule.*

Task 1 Assumptions

- *No major utility conflicts requiring significant utility relocation design effort.*
- *One 90% design review cycle by the City.*
- *No permitting support.*

Task 2: Prepare Final Design Package and Bidding Documents for Non I-90 Related Components

Aspect will develop a Final Design Package for non I-90 related project components. Aspect's Task 2 services include:

- 2.1. Refine and update prior hydraulic and drainage calculations as needed during the final design process.
- 2.2. Prepare final revised Design Package for Non I-90 Related Components.
- 2.3. Prepare final project specifications and special provisions.
- 2.4. Prepare final materials quantities and construction cost estimate.
- 2.5. Prepare a final project bid schedule.
- 2.6. Complete internal QA/QC review and submit the Final Design Package to the City for use in contracting the construction work. These plans will also be included in the County's CLOMR package to FEMA.

Task 2 Deliverables

- *Final Design Package for Non I-90 Related Components (PDF format):*
 - *Topographical basemap and final design and TESC on 11" x 17" plan sheets.*

- *Final standard details and specifications.*
- *Final special provisions and specifications.*
- *Final engineers estimate of probable project cost.*
- *Final bid schedule.*

Task 2 Assumptions

- *Only minor changes due to comments on the 90% design packages (no new or significant re-work).*
- *No major utility conflicts requiring significant utility relocation design effort.*
- *No final design review cycle by the City.*
- *No permitting support.*

Task 3: Coordinate with City, County, and FEMA During Design and Levee Certification and CLOMR Processes

Aspect will coordinate with the City, County, FEMA, and other agencies and stakeholders as needed during the project. Potential Task 3 services include:

- 3.1 Project status meeting with the City.
- 3.2 Project team meetings with the City, County, and WSE.
- 3.3 Agency coordination or information meetings with FEMA, Ecology, and USACOE.
- 3.4 Miscellaneous stakeholder or agency meetings that may arise (WDFW, Yakama Nation, MCFEG, property owners, etc.).

Task 3 Deliverables

- *Miscellaneous meeting materials (PDF format).*

Task 3 Assumptions

- *Coordination effort is uncertain, therefore Task 3 services will be provided on flexible time and materials basis not to exceed the Task 3 budget of approximately \$5,000 without authorization from the City.*

Attachment 2 – Consultant Rate Schedule



SCHEDULE OF CHARGES

Effective January 2020

Unless otherwise stated in the proposal or services agreement, current rates are as follows:

PERSONNEL CHARGES: ENGINEERS, SCIENTISTS, AND ANALYSTS		Hourly Rate
<i>Principals and Associates</i>		
Principal Scientist/Engineer/Analyst 2		\$263
Principal Scientist/Engineer/Analyst 1		\$249
Sr. Associate Scientist/Engineer/Analyst		\$230
Associate Scientist/Engineer/Analyst		\$215
<i>Technical Professionals</i>		
Senior Scientist/Engineer/Analyst 3		\$215
Senior Scientist/Engineer/Analyst 2		\$202
Senior Scientist/Engineer/Analyst 1		\$188
Project Scientist/Engineer/Analyst 3		\$173
Project Scientist/Engineer/Analyst 2		\$160
Project Scientist/Engineer/Analyst 1		\$150
Staff Scientist/Engineer/Analyst 3		\$138
Staff Scientist/Engineer/Analyst 2		\$125
Staff Scientist/Engineer/Analyst 1		\$116
PERSONNEL CHARGES: TECHNICAL AND PROJECT SUPPORT STAFF		Hourly Rate
<i>Field/Construction Staff</i>		
Field/Construction Supervisor		\$128
Field Technician 2		\$104
Field Technician 1		\$97
<i>Design, CAD, and Graphics Staff</i>		
Engineering Designer		\$150
Sr. CAD Technician/Specialist		\$135
CAD Technician		\$119
<i>Technical Editing and Project Operations</i>		
Sr. Technical Editor		\$120
Technical Editor / Project Coordinator 3		\$109
Project Coordinator 2		\$101
Project Coordinator 1		\$96
PERSONNEL CHARGES: TECHNOLOGY AND SOFTWARE DEVELOPMENT		Hourly Rate
Sr. Technology Project Manager		\$224
Technology Project Manager		\$208
Senior Software/Database Architect/Developer		\$213
Software/Database Architect/Developer		\$187
OTHER DISBURSEMENT CHARGES		
Legal Testimony (4-hour minimum)		\$350/hr
Mileage		Federal Gov Rate Plus 15%
Subcontractors and Miscellaneous Expenses		Cost Plus 15%
<i>Other equipment, rentals, and expenses will be provided on a per job basis.</i>		

Client acknowledges that Aspect will adjust the Schedule of Charges annually, and that the Agreement will remain valid for any and all annually adjusted Schedule of Charges.

Attachment 3 – Task Budgets

Task Title	Labor	ODC	Subs	Total
Task 1 - Revised 90% Design	\$17,394			\$17,394
Task 2 - Final Design	\$8,322			\$8,322
Task 3 - Coord with City/County/FEMA/Etc.	\$4,996			\$ 4,996
Total Project Budget	\$30,711			\$30,711



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	December 7, 2020
Item Title/Agenda Subject:	Accept RFQ 2019-28 as Complete – Replacement of Door Locks at City Hall
Submitted by:	Buddy Stanavich Public Works & Utilities
Recommended Action or Motion:	Staff recommends that City Council accept RFQ 2019-28 – Replacement of Door Locks at City Hall as complete.
Background/Summary:	On December 2, 2019, after staff completed the State Contract procurement process, City Council authorized the City Manager to sign the purchase order for RFQ 2019-28 with AM Hardware, in the amount of \$49,557.38, including sales tax to purchase and install the replacement doors locks at City Hall.
Previous Council Action:	Council authorized purchase and installation of locks at their December 2, 2019 meeting.
Analysis:	All of the work was completed in 2020 by AM Hardware .
Financial Impact:	The final invoice amount was \$49,041.87, which was \$515.51 less than the original contract amount due to the removal of proximity cards from the purchase order.

Laurie Gigstead

From: Josephine Camarillo
Sent: Thursday, November 12, 2020 8:54 AM
To: Laurie Gigstead
Subject: FW: [Ext] Ellensburg Arts Commission

Hi Laurie,
Please see resignation below.
Thank you,
Josephine

From: Lucinda Anderson <arleinanderson@gmail.com>
Sent: Thursday, November 12, 2020 8:43 AM
To: Josephine Camarillo <camarilloj@ci.ellensburg.wa.us>
Subject: [Ext] Ellensburg Arts Commission

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

November 12, 2020

Alex Eyre
Chairman
Ellensburg Arts Commission

Dear Arts Commission Members,

I have enjoyed serving on this commission and the huge contribution which it gives to the Ellensburg art community.

As I looked at my plans for the next six months, I realized that I will be spending much time out of the Ellensburg area. With this in mind, I came to the decision that I could not do justice to my commitment to the Arts Commission.

I am submitting my resignation as of today.

Sincerely,

Arlein Anderson

University Way Banner Request Form

Contact Person: Kelsey Green

Phone Number: 509-496-7258

Name of Event/Program: Spread Kindness Not COVID-19, Kittitas County public health/economic

Banner Dates (Monday-Sunday): as soon as possible (CWU approved) - 1/17



* Example of a correctly made banner.

- ☐ I have contacted CWU Scheduling Services and reserved the banner dates.
Phone 509-963-1321 or 509-963-1641, Email: schedule@cwu.edu
- ☐ This Banner is a **maximum of 30' x 52"** and a **minimum of 24' x 48"** with **3" turnback at the top and bottom of the banner that will allow steel cable to be strung through it, and no grommets.**
- ☒
 - We recommend that wind flaps be cut into the banner to prevent wind damage.
(Additional fees may apply, if CWU provides the services of adding wind flaps to your banner).
- ☐ I have contacted the City of Ellensburg for approval to hang this banner on the above dates.
City of Ellensburg: Phone 509-962-7204, Fax 509-962-7130, Email: renoc@ci.ellensburg.wa.us

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

Spread Kindness. Not COVID-19.
Keep covering your nose and mouth.
Keep washing your hands.
Keep staying 6 feet apart.
#SpreadKindnessKittitas
SpreadKindnessKittitas.org

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

City of Ellensburg approved by: _____

Date: _____

Disapproval/Reasons: _____

CWU Student Union Operations approved by: _____

Date: _____

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



**KEEP
COVERING
YOUR NOSE
AND MOUTH.**



**KEEP
WASHING
YOUR
HANDS.**



**KEEP
STAYING
6 FEET
APART.**



**SPREAD KINDNESS.
NOT COVID-19.**

#SpreadKindnessKittitas [SpreadKindnessKittitas.org](https://www.kittitas.gov/health/SpreadKindnessKittitas.org)



89

University Way Banner Request Form

Contact Person: Genevieve Fjellstad

Phone Number: 509-963-2974

Name of Event/Program: Date Privacy Day

Banner Dates (Monday-Sunday): January 18th to February 1st 2021



* Example of a correctly made banner.

☒ I have contacted CWU Scheduling Services and reserved the banner dates.
Phone 509-963-1321 or 509-963-1641, Email: schedule@cwu.edu

☒ This Banner is a **maximum of 30' x 52"** and a **minimum of 24' x 48"** with **3" turnback at the top and bottom of the banner that will allow steel cable to be strung through it, and no grommets.**

- We recommend that wind flaps be cut into the banner to prevent wind damage.
(Additional fees may apply, if CWU provides the services of adding wind flaps to your banner).

☐ I have contacted the City of Ellensburg for approval to hang this banner on the above dates.
City of Ellensburg: Phone 509-925-8614 Fax 509-962-7130, Email: leaderb@ci.ellensburg.wa.us

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

Data Privacy Day Banner

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

City of Ellensburg approved by: _____

Date: _____

Disapproval/Reasons: _____

CWU Student Union Operations approved by: _____ Date: _____

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



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Addendum to Jail Agreement with City of Sunnyside

Submitted by: Dan Hansberry Police

Recommended Action or Motion: Authorize the Mayor to sign the addendum to the Interlocal Agreement for Inmate Housing with the City of Sunnyside.

Background/Summary: Attached is a proposed addendum to the Interlocal Agreement with the City of Sunnyside that would continue to provide a secondary option for jail services for the City of Ellensburg. The City of Ellensburg plans to continue a Jail Services Agreement with Kittitas County.

Currently the City of Ellensburg contracts with Kittitas County and the City of Sunnyside for jail services. The Kittitas County bed day rate is \$66.50 through 2020, with a pending renewal likely to include an increase.

The current City of Sunnyside Jail services agreement, effective October 26, 2018, allowed for a continuation of the agreement into 2020 with the bed rate of \$50.00, an increase from 2019 bed day rate of \$45.00. The City of Sunnyside Jail is presenting a new jail services agreement addendum for 2021 increasing the bed day rate to \$53.00. This is the only item in the addendum to the current agreement which is renewed automatically.

Under normal conditions we conduct a thorough weekly review of all inmates housed at the Kittitas County Corrections Center to ensure any inmates that qualify for immediate transfer to the Sunnyside Jail are in fact transferred. During the COVID-19 pandemic we have not been sending inmates to the Sunnyside Jail. We hope to resume this practice in 2021.

Previous Council Action: The City Council originally approved this interlocal agreement, which was executed on October 26, 2018.

Analysis:

This proposed agreement maintains the opportunity for immediate savings for jail services to the City of Ellensburg. The City of Sunnyside will provide the City of Ellensburg with an itemized bill listing of all inmates who are housed, the number of days housed and dollar amount due for each inmate on a month to month basis.

Financial Impact:

This addendum reflects a jail services bed day increase for 2021 of 6%. This increase was anticipated and is reflected in the Department's Jail Services budget for 2021.

Attachments:

[INTERLOCAL AGREEMENT WITH THE CITY OF SUNNYSIDE](#)

INTERLOCAL AGREEMENT BETWEEN THE CITY OF SUNNYSIDE, WASHINGTON
AND THE CITY OF ELLENSBURG, WASHINGTON, FOR THE HOUSING OF INMATES

ADDENDUM III

THIS ADDENDUM TO OUR INTERLOCAL AGREEMENT (hereinafter referred to as "Agreement") is made and entered into by and between the City of Sunnyside, Washington and the City of Ellensburg, Washington;

WHEREAS, the City of Sunnyside and the City of Ellensburg already have an Agreement for the housing of inmates;

WHEREAS, the City of Sunnyside desires to modify this Agreement;

NOW THEREFORE, in consideration of the mutual covenants, condition and promises contained herein, the parties hereto mutually agree as follows:

SECTION 6(a) COMPENSATION shall be repealed and replaced with:

(a) Rates. Sunnyside agrees to accept and house City of Ellensburg inmates for compensation per inmate at the rate of \$53.00 per day. The date of booking into the Sunnyside Jail of any City of Ellensburg inmate shall be charged a minimum of a full daily rate per inmate regardless of the time of booking within a 24 hour period. The date of release from the Sunnyside Jail and/or returned to City of Ellensburg, regardless of the time frame within a 24 hour day shall not constitute a charge by the City of Sunnyside against City of Ellensburg.

This Agreement shall be effective from January 1, 2021 or once fully endorsed by both parties, whichever is later.

The remainder of the original Agreement remains unchanged.

CITY OF SUNNYSIDE

City of Ellensburg

City Manager

DATE: _____

DATE: _____

ATTEST:

City Clerk

City Clerk



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Resolution 2020-33 - 512 N Ruby - First Lutheran street tree removal

Submitted by: Gordon Crane Public Works & Utilities

Recommended Action or Motion: Approve attached resolution.

Background/Summary: The First Lutheran Church is requesting to remove two Norway Maple trees on the 6th Ave frontage at 512 N Ruby Street. The two trees are the middle two trees of a row of four maple trees on the 6th Ave frontage of the church, and are located in a non-irrigated planting strip between the sidewalk and the curb. The First Lutheran Church is planning on adding on-street angled parking on 6th Ave, by removing a portion of the planting strip. The Church also plans on thinning and removing deadwood on the other two trees.

Tree Condition:

Norway Maple were commonly planted decades ago in planting strips in the older core part of town. Many are fully mature and some are in decline.

The two trees the Church is requesting to remove are both in decline. Both have dead wood and branches with sparse, thinning foliage. Both trees have old topping cut damage. One tree has extensive decay on two of its buttress roots.

City Infrastructure damage: none. Some of the sidewalk panels near the trees were replaced by the Church during their 1999 building addition.

Tree Maintenance activity by City: none known.

Species suitability to location: Suitable. Maple trees are the most common tree in the Street Tree inventory, representing 9.2% of the inventory.

The planting strip is a 10.5 feet wide. Wide planting strips reduce tree root conflicts with hardscape.

Private damage claims processed by the City: None known.

Previous Council Action: None.

Analysis: Removal of the trees is appropriate due to the trees' declining health and future plans to add on-street parking.

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

Attachments:

[512 N Ruby - First Lutheran tree removal request](#)

[512 N Ruby - First Lutheran tree removal tree removal graphics](#)

[Resolution 2020-33 - 512 N Ruby - First Lutheran tree removal](#)

Gordon Crane
City of Ellensburg
Public Works Department
501 N. Anderson St.
Ellensburg, WA 98926

Dear Gordon Crane,

I wanted to follow up with you about the trees on the north side of First Lutheran Church. There are four trees in the city right of way between the sidewalk and E. 6th Ave. As I was telling you before, the church would like to remove the two unhealthy trees in the middle. We also want to remove all the dying branches and do a general trim of the two corner trees.

As you know, we want to have this work done for several reasons. The trees have several dead limbs that could be a liability. One of the trees is causing moss to grow on the building. One day it would be nice to turn that strip into diagonal parking like the neighbor did a few years ago.

As you suggested, we got two good bids to have the tree work done. Both bids include the grinding of the stumps and general clean up. We plan to go with the bid from Arbor Care. If you need to contact them, I talked with Russ. He can be reached at 509-968-3800. www.arborcarewa.com

We have also been discussing the planting of two replacement trees on the city right of way of a church member's yard. That would mean we would not have to replant in the same location. It also means we would not have to pay into the street tree replacement fund.

Thank you,
JulieAnna Boss
Property Manager
First Lutheran Church
509-607-9858

Attachment 1 - First Lutheran Church Street Tree removal request



Norway Maple trees at on 6th Ave.



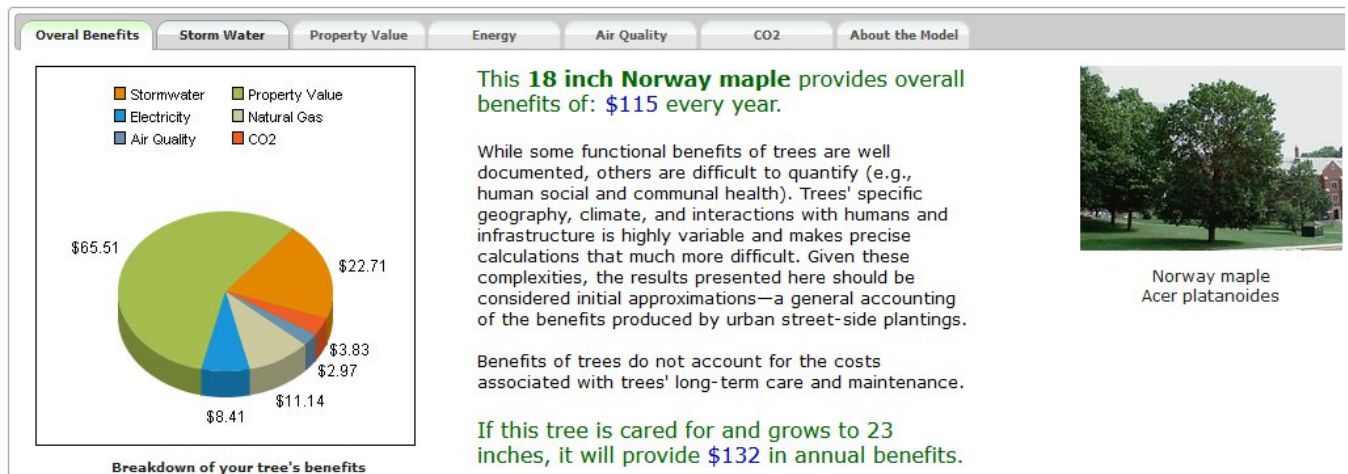
Tree in decline, with deadwood and sparse & thinning foliage.



Damaged buttress roots, leading to decay.

National Tree Benefit Calculator

Beta



RESOLUTION NO. 2020-33

A RESOLUTION authorizing the First Lutheran Church to remove two street trees located on the 6th Ave frontage at 512 N Ruby Street;

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

WHEREAS, the First Lutheran Church has requested permission to remove two street trees;

WHEREAS, the City Arborist has reviewed the condition of the trees and the proposed replanting of the trees, and recommends the City Council authorize removal of the trees;

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

Section 1. The First Lutheran Church is authorized to remove two street trees located at 512 N Ruby Street. Approval is conditioned upon the First Lutheran Church first receiving a Street Tree Permit and Public Works Permit from the City of Ellensburg Public Works & Utilities Department for removal of the trees at the First Lutheran Church's expense including removal of the stumps, and replanting two street trees from the City's Street Tree List in the City right of way in an approved location, within one year.

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

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

ADOPTED by the City Council of the City of Ellensburg this December 7, 2020.

MAYOR

CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	December 7, 2020
Item Title/Agenda Subject:	Contract Amendment No. 1 - Professional Services Agreement Water System Plan and Illinois Well Outfitting Design
Submitted by:	Derek Mayo Public Works & Utilities
Recommended Action or Motion:	Staff is requesting Council authorize the City Manager to execute 'Contract Amendment No. 1 with RH2 Engineering, a \$127,450.00 contract cost increase, and a time extension to December 31, 2021.
Background/Summary:	The City of Ellensburg's 2014 Water System plan is due to be updated. Water System Comprehensive plans are required by the Washington State Department of Health's Drinking Water Division to be updated every 6 years. The City has also recently completed the drilling and development of the new Illinois Well. As part of the 2020 Water System Comprehensive Plan update, the selected consultant will design and prepare bid specifications for outfitting the new Illinois Well. A Professional Services Agreement with RH2 Engineering has been previously approved by City Council to complete the above stated work. An amendment is now needed to finalize the Illinois Well Outfitting design and an additional task is needed to meet updated requirements of a new America's Water Infrastructure Act (AWIA).
Previous Council Action:	Council approved the Professional Services Agreement with RH2 Engineering for the Water System Plan Update and the design of the Illinois Well Outfitting at the September 16, 2019 City Council meeting.
Analysis:	Design efforts, exceeding our original agreement with RH2 Engineering, have been needed for a multitude of reasons. These include: • Coordination efforts with Ellensburg School District (ESD)

and their design team with respects to the need for installation of oversized mains to be installed as a part of the ESD improvements to accommodate the higher than expected volume of water the Illinois Well can produce.

- Based on modeling associated with the Water System Plan, it was determined that the well should pump to the upper pressure zone, and an additional pressure reducing valve and transfer controls at the well house should be added to the design to allow for automatic transfer and allow the pumped water to be transferred to the lower pressure zone. This change allows for significant flexibility between the two zones in our water system.
- Additional effort was needed to address over boarding water and drainage from the site associated with flushing of the well prior to pumping to the system.
- The design of a backup generator, which was not included in the original design agreement.

In addition to the above additional design needs, the City is also requesting that RH2 complete the newly required Risk and Resilience Assessment and Emergency Response Plan. Under the 2018 AWIA, the Environmental Protection Agency (EPA) requires this plan to be completed by July of 2021. RH2 Engineering has experience with completing these plans and a thorough understanding of the City's water system and the new EPA requirements for these plans.

The Utility Advisory Committee provided a favorable recommendation to Council for this amendment at their November 19, 2020 meeting.

Financial Impact:

Contract Amendment Number 1 increases the original \$349,803 approved contract amount by \$127,450.00, to a total revised contract amount of \$477,253.00. The 2020 and 2021 water fund includes adequate funding for the Illinois Well to cover these additional costs.

Attachments:

[Supplement #1 with RH2](#)



October 30, 2020

Mr. Derek Mayo
City Engineer
City of Ellensburg Public Works Department
501 N Anderson Street
Ellensburg, WA 98926

Sent via: Email

**Subject: Water System Plan Update and Illinois Well Outfitting
Design – Amendment Request**

Dear Derek:

As you are aware, the City of Ellensburg (City) and RH2 Engineering, Inc., (RH2) are working on the City's comprehensive water plan and the Illinois Well Outfitting Design project. RH2's work is currently at the 90-percent completion level. Within this letter status of Task 2, Illinois Well Outfitting Design, is provided along with an amendment for out of scope items. Additionally, Task 3, AWIA Risk and Resilience Assessment and Emergency Response Plan has been included as requested

Task 2 – Well Design

As the design has progressed this year, additional components of the project have been presented. Some of the major additions are as follows:

- School coordination regarding wetlands. Additional effort in the amount of 50 hours has been expended on this task.
- Water main design coordination for the upper and lower zones (Cora Avenue, Illinois Avenue, and Christi Avenue). Additional effort in the amount of 80 hours has been expended on this task.
- Addition of a pressure reducing station/transfer station design. Additional effort in the amount of 93 hours has been expended on this task.
- Addition of a diesel generator. Additional effort in the amount of 80 hours has been expended on this task.
- Site challenges for over boarding water and drainage. Additional effort in the amount of 100 hours has been expended on this task.



WASHINGTON LOCATIONS

Bellingham
Bothell (Corporate)
East Wenatchee
Issaquah
Richland
Tacoma

OREGON LOCATIONS

Medford
Portland



As discussed with City staff, RH2 has currently expended the design fee for this project. RH2 has tried to be transparent about these additional design items and provide ample notice of the current budget shortfall. RH2 anticipates updating the plans to bid-ready status and responding to Washington State Department of Health (DOH) questions will require approximately 200 hours of effort. RH2 has time allotted for responding to DOH questions but has provided a Management Reserve of 45 hours for additional potential response to DOH as requested. The Management Reserve will be authorized by City staff in writing prior to use.

RH2 is on track to submit the design plans to DOH as soon as internal reviews are completed and comments have been addressed on the 90-percent plan set. RH2's opinion of probable construction cost (OPCC) for this project provided to the City at the 90-percent design level is \$3.3M. This does not include design costs.

The current budget status is shown in **Table 1**.

Table 1
Current Budget Status

	Original WSP Budget	\$	171,173	
	Invoiced to Date	\$	153,568	
A	Original Well Design Budget	\$	178,630	
B	Invoiced to Date	\$	178,571	
C	RH2 Spent to Date	\$	223,222	RH2 has written off time for this project and is not included here.
D	Out of Scope / Over Budget	\$	44,651	Current amount over budget RH2 has expended but not billed. (C-B)
E	Estimate to Complete	\$	35,512	Additional funds assumed to advance from 90% to 100% Plans
F	Management Reserve	\$	9,963	Management Reserve
G	Amendment #1 (Task 2)	\$	90,126	Estimate to Completion + Out of Scope / Over Budget + MR (D+E+F)
H	Total Illinois Well (Task 2)	\$	268,756	Total design cost assuming approval of Amendment #1 (A+G)
I	Construction Estimate	\$	3,300,000	90% Opinion of Probable Construction Cost
J	Design @ 12%	\$	396,000	Typical Percentage for Design for comparison (12% x I)
K	Current Design %		8.14%	Percentage assuming Amendment #1 approval. (H/I)
L	AWIA - Task 3 Addition	\$	37,324	Request for AWIA compliance
M	Amendment #1	\$	127,450	Total Amendment #1 (L+G)

The current design fee spent to date for Task 2 is \$223,222, excluding RH2-absorbed costs. RH2 is currently \$44,651 over the contracted amount. RH2 is asking for an amendment in the amount of \$90,126 to capture expenditures in support of the expanded scope of work and additional funds required to bring the design to completion.

To provide the City with an industry standard cross check on design costs vs. construction costs, RH2 has provided the calculations in **Table 1**. The contract, including the proposed amendment, is currently at 8.14 percent of the estimated total project cost, which is below the industry standard of 12 percent. RH2 feels its design contract is providing the City with a good value for the funds being expended.

In addition to a status update for Task 2 services, the City has requested a quote for services in support of developing an America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment and Emergency Response Plan, presented herein as Task 3.

Task 3 – AWIA Risk and Resilience Assessment and Emergency Response Plan

Background

Under the 2018 AWIA, the City is facing deadlines in 2021 for the development of a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP). The concurrent development of the RRA and ERP with the finalization of the City's Water System Plan (WSP) update presents an opportunity to efficiently meet these new AWIA requirements while maintaining control and security over sensitive information presented in the documents.

RH2's intimate knowledge of the City's water system and staff, which has been gained through the preparation of the WSP update, will allow it to work efficiently with the City to facilitate the RRA and to update the City's ERP. The water system must certify compliance with RRA and ERP requirements on a schedule dependent on system size. Recertification will be required every 5 years.

Since the City's service population is between 3,301 and 49,999, the U.S. Environmental Protection Agency (EPA) mandated RRA deadline is June 30, 2021. This project is targeting:

- RRA completion on June 15, 2021; and
- RRA certification on June 30, 2021.

ERP certification is due within six (6) months of RRA certification; therefore, it is due December 30, 2021. This project is targeting:

- ERP completion on December 1, 2021; and
- ERP certification on December 15, 2021.

The RRA and ERP includes the review and development of sensitive information. RH2 will work closely with the City to securely transmit files and information and will restrict file access of sensitive information where required by the City.

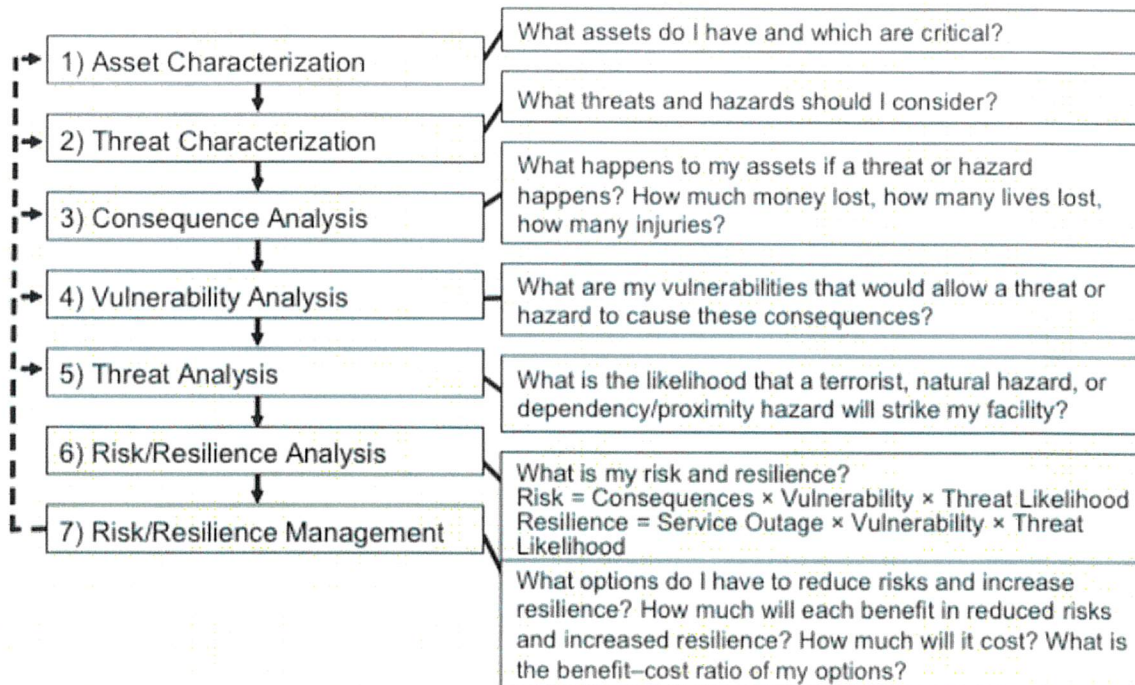
Risk and Resilience Assessment (RRA)

The RRA will include an assessment of the water system assets and an all-hazard approach to threats, including the following:

1. The risk to the system from malevolent acts, natural hazards, dependency threats, and proximity threats.
2. The resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, and electronic, computer, or other automated systems (including the security of such systems) that are utilized by the system.
3. The monitoring practices of the system.
4. The financial infrastructure of the system.

5. The use, storage, or handling of various chemicals by the system.
6. The operation and maintenance of the system.

RH2 will utilize the EPA's Vulnerability Self-Assessment Tool (VSAT 2.0) software to perform the assessment. The steps of that assessment are generally outlined in American Water Works Association/American National Standards Institute (AWWA/ANSI) J100-10 R13 *Risk and Resilience Management of Water and Wastewater Systems* (J100) when performing the RRA. J100 outlines a seven (7) step Risk Analysis and Management for Critical Asset Protection (RAMCAP) process, as illustrated in the figure that follows.



Emergency Response Plan (ERP)

The findings of the RRA are to be incorporated in the ERP update. The update will use existing fill-in-the-blank templates available from DOH or EPA. The updated ERP must include the following:

1. Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system.
2. Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water.
3. Actions, procedures, and equipment that can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers.

4. Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.
5. Examination of financial infrastructure.
6. Addressing the use, storage, or handling of chemicals.
7. Consideration of operations, maintenance, and asset management.

General Assumptions for RRA and ERP

In preparing this Scope of Work, the following overall assumptions were made. Additional assumptions are listed within the tasks.

- *The City has the institutional knowledge of its water system, and the City must respond quickly to information requests, involve the correct staff, and be actively involved in the RRA and ERP development in order to meet the EPA deadlines. RH2's role is to support the City's efforts through asking the right questions of the City, collection and organization of relevant information, and entry into VSAT to complete necessary calculations.*
- *RRA and ERP documents will be limited to the water system. Impacts of other utility failures will be analyzed (to the extent that their failure impacts the water system) and response coordination planned, but analysis and planning for other utilities (such as wastewater) are outside the scope of this project.*
- *Analysis will include applicable business systems. Applicable business systems are assumed to include those systems and IT directly affecting water operations, such as maintenance and communication systems, as well as financial infrastructure such as accounting, purchasing, billing systems, or third parties used for these services.*
- *Project documents will be provided in electronic format (VSAT input file, Word, and/or PDF format). Deliverables will be provided in PDF format.*
- *Restrictions to in-person meetings and workshops due to COVID-19 will not impact the schedule and are assumed to continue through much of 2021. All meetings can be held via videoconference using either RingCentral or Microsoft Teams platforms. If in-person meetings are necessary, all participants will adhere to health guidelines for in-person activities in order to protect the health of RH2 and City staff. RH2 staff have visited most facilities in the past and it is assumed that specific questions about certain facilities can be documented by City staff and relayed to RH2 without the need for RH2 to perform site visits.*
- *Infrastructure cost estimates will be Association for the Advancement of Cost Engineering (AACE) Class 5 (conceptual level).*
- *It is assumed that the level of effort to complete the RRA and ERP are limited by the budget and are meant to meet minimum AWIA requirements. It is recommended that the City supplement with additional or future efforts as funding becomes available and updates are performed.*
- *RH2 will rely on the accuracy and completeness of any data, information, survey, or materials generated or provided by the City or others in relation to this Scope of Work.*

- *The City will provide timely feedback on deliverables identified in this Scope of Work.*
- *The City will be responsible for certifying, via electronic submission to the EPA, completion of the RRA and ERP by the deadlines.*

Task 3.1 Project Management Services

Objective: Manage RH2's project team, maintain communications, including phone calls and emails, and attend coordination meetings.

Approach:

3.1.1 Perform Project Management: Provide direction, coordination, and oversight to the RH2 project team. Work includes the following:

- Organize, manage, and coordinate technical disciplines as described herein, and implement quality assurance and quality control program to perform this Scope of Work in close coordination with City staff.
- Document and retain information generated by the RH2 team during execution of the project.
- Prepare monthly invoices and budget status summaries.
- Create, maintain, and update an internal project schedule. Monitor, modify, and update the project schedule periodically throughout the project to determine potential impacts of proposed changes. Adjust the schedule to reflect the current status of the project and revisions made to this Scope of Work.

3.1.2 Attend Coordination Meetings: Prepare for and attend (via video conference) coordination meetings with City staff, as requested. Prepare agenda and meeting minutes. *A total of three (3) meetings are assumed for this subtask, in addition to other workshop and review meetings identified elsewhere in this Scope of Work.*

RH2 Deliverables:

- Monthly invoices.
- Meeting agendas and minutes.
- Period project updates.

Task 3.2 Project Kickoff

Objective: Streamline communication between the City and RH2. Identify available existing resources. Lay the groundwork for identifying which assets are critical assets.

Approach:

3.2.1 Establish Primary Point of Contact: Work with the City to identify the primary point of contact at the City that will be responsible for obtaining answers to questions posed by RH2 related to the following topics:

- Management;
- Operations;

- Engineering;
- Electrical;
- IT/Supervisory Control and Data Acquisition (SCADA);
- Administrative/Billing; and
- Physical Security.

3.2.2 Obtain and Review Background Information: Provide the City with initial AWIA Information Request Form. Obtain and organize background information identified in information request form. Review information to assess whether information is relatively sufficient, complete, and up to date. Update information request form and coordinate with the City to obtain or update information as needed.

Provided by City:

- Existing information as identified on the AWIA Information Request Form, including the City's Vulnerability Assessment prepared in 2004 in response to the 2002 Bioterrorism Act.
- Fill out responses to AWIA Information Request Form.

RH2 Deliverables:

- AWIA Information Request Form.
- Preliminary asset list.

Task 3.3 Threat and Asset Characterization and Creation of Threat-Asset Pairs

Objective: Identify City water system assets and threats. Eliminate non-critical assets and non-feasible threats. Create Threat-Asset (T-A) Pairs for analysis in more detail in future tasks. The purpose of this Task is to narrow the number of assets, threats, and T-A pairs from a comprehensive list to a limited list of the top T-A pairs based on perceived consequence. *For budgeting and planning purposes, it is assumed that this process will begin with a maximum of 50 water system T-A pairs. These T-A pairs then will be ranked and reduced to a top 20 list of T-A pairs for full analysis.*

Approach:

- 3.3.1 Identify and Characterize Assets: Work with the City to identify critical water system assets. Input these assets into VSAT.
- 3.3.2 Identify and Characterize Threats: Work with the City and other resources to identify and characterize natural hazards, malevolent threats, and dependency/proximity threats that deserve additional consideration.
- 3.3.3 Create T-A Pairs: Pair threats and assets for further analysis. Link threats and assets in VSAT.

Provided by City:

- Assistance on initial asset identification.

RH2 Deliverables:

- Final asset list.
- Preliminary threat list.
- VSAT entry of T-A pairs.
- Updated VSAT input file.

Task 3.4 Calculate Baseline Risk and Resilience

Objective: Identify, calculate, and document values for consequence cost, vulnerability, and threat likelihood that will allow for calculation of baseline risk for each T-A pair by VSAT. Calculate the Utility Resilience Index.

Approach:

- 3.4.1 Evaluate and Summarize Consequence Costs: Enter data into VSAT related to replacement cost of the asset, duration of customers without water, percent of system without water, serious injuries, and fatalities. Utilize Water Health and Economic Analysis Tool (WHEAT), which is embedded in VSAT, to assist with consequence estimates.
- 3.4.2 Evaluate and Summarize Vulnerability: Calculate the probability (0 = not vulnerable; 1 = highly vulnerable) that the asset will fail if the paired threat occurs using methods such as available data, fragility curves, event trees, path analysis, vulnerability logic diagrams, historical knowledge, and interviews with suppliers. Enter results into VSAT.
- 3.4.3 Evaluate Threat Likelihood: Utilize available sources of information to calculate or estimate the likelihood of a threat occurring in any given year (0 = highly unlikely; 1 = certain) for each T-A pair. Enter results into VSAT.
- 3.4.4 Calculate Baseline Risk of Each T-A Pair: Input necessary data so that VSAT will be able to calculate baseline risk for up to 20 T-A pairs.
- 3.4.5 Calculate the Utility Resilience Index: Utilize the Utility Resilience Index survey completed by the City to enter the answers into VSAT to calculate the City's overall resilience.

Provided by City:

- Answers to questions asked in VSAT related to consequences, vulnerability, and threat likelihood.
- Complete Utility Resilience Index survey.

RH2 Deliverables:

- Utility Resilience Index survey.
- Questions for City to answer with respect to consequence, vulnerability, and threat likelihood.
- Updated VSAT input file.

Task 3.5 Risk and Resilience Management

Objective: Identify potential countermeasures to reduce the risk and/or increase the resilience of T-A pairs and the system as a whole.

Approach:

- 3.5.1 Identify Potential Countermeasures: Work with the City to identify up to ten (10) potential countermeasures to reduce the risk of select T-A pairs.
- 3.5.2 Perform an Improvement Risk Analysis: Calculate or estimate changes to consequences, vulnerability and threat likelihood due to countermeasures using VSAT.
- 3.5.3 Estimate Countermeasures Costs: Estimate countermeasure costs and enter in VSAT.

Provided by City:

- Decide and prioritize which ten (10) mitigation measures to include on which T-A pairs.

RH2 Deliverables:

- Updated VSAT input file.

Task 3.6 Finalize RRA

Objective: Finalize RRA for the City's submittal of the certification letter to the EPA.

Approach:

- 3.6.1 Finalize RRA: Final report will be the Risk Resilience Assessment as prepared by VSAT.

Provided by City:

- Review of VSAT-produced RRA Report.
- Submittal of electronic certification of RRA to EPA through VSAT.

RH2 Deliverables:

- Final VSAT input file.

Task 3.7 Emergency Response Plan Update

Objective: Prepare a simple and flexible ERP update that incorporates the work of the RRA and addresses new requirements under the AWIA.

Approach:

- 3.7.1 Review Existing ERP: Review existing ERP dated 2012.
- 3.7.2 Identify Proposed Updates to the ERP: Identify sections of the ERP proposed to be updated and discuss proposed updates with the City to determine which to undertake.
- 3.7.3 Prepare Initial Draft ERP: Draft the updated ERP to comply with AWIA requirements. Obtain City comments on the initial draft and prepare an updated draft document.
- 3.7.4 Provide Material for ERP Training Workshop and Tabletop Exercise: Provide an outline for the City to self-perform a workshop and testing of the ERP as follows:



- Introduce City staff and emergency management personnel to the ERP.
- Discuss results of the workshop and testing with City staff and identify any needed ERP adjustments.

It is assumed that the City will facilitate the exercise with participants and that RH2 will work with City staff to identify the emergency scenario for testing of the ERP.

3.7.5 Finalize ERP: Based on feedback received during Subtask 7.4, prepare final ERP and submit to the City.

Provided by City:

- Existing ERP.
- Review and comment on initial draft ERP.
- Guidance on updates to make to draft ERP based on the workshop and tabletop exercise results.
- Review of final ERP.
- Submittal of electronic certification to EPA.

RH2 Deliverables:

- Initial Draft ERP.
- Draft ERP.
- Training workshop outline.
- Final ERP.

RH2 truly values its relationship with the City. Thank you for your review of this material. Let me know if I can provide additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Don G. Popoff'.

Don G. Popoff

Project Manager

DP/AP/PY/sp/jh

Enclosures: Amendment No. 1
 Exhibit A – Fee Estimate

City of Ellensburg
Contract Amendment No. 1
Water System Plan Update and Illinois Well Outfitting Design
RH2 Project No. ELL 219.144

In accordance with our Professional Engineering Services Agreement for the Water System Plan Update and Illinois Well Outfitting Design project, dated September 16, 2019, this is an authorization to revise the project Scope of Work and Fee Estimate as described below. The work will be performed and invoiced using the terms and conditions listed in the original agreement, plus previous amendments.

Modify the following items from the Scope of Work:

As discussed with City of Ellensburg (City) staff, RH2 currently has expended its design fee for the City's new Illinois Well. Several additional design items have been presented as the project has progressed. These items are summarized as follows:

Task 2 – Illinois Well Outfitting Design, Permitting and Bidding

- Coordination with the school regarding pipe alignment and wetlands, and design coordination for the upper and lower zones (Cora Avenue, Illinois Avenue, and Christi Avenue).
- Addition of a pressure reducing station/transfer station design.
- Addition of a diesel generator.
- Challenging site design conditions for over boarding water and drainage that have required additional design time (including sewer connection).
- Management Reserve Fee.

Task 3 – AWIA Risk and Resilience Assessment and Emergency Response Plan

- Addition of preparation of America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment and Emergency Response Plan.

Reference attached Exhibit A – Fee Estimate.

The engineering fee authorization will increase by \$127,450 for a total authorization amount of **\$477,253**.

The period of performance is extended by this amendment to December 31, 2021.

Please sign this authorization in the space provided below and return to RH2 Engineering, Inc., by mail at the address below, or by email to dpopoff@rh2.com.

RH2 Engineering, Inc.



Signature

Paul R. Cross - Executive Vice President

Print Name/Title

11-16-2020

Date

RH2 Engineering, Inc. 300 Simon Street SE, Suite 5, East Wenatchee,
WA 98802

City of Ellensburg

Signature

Print Name/Title

Date

City of Ellensburg, 501 N. Anderson, Ellensburg, WA 98926

EXHIBIT A**Fee Estimate****City of Ellensburg****Amendment No. 1****Water System Plan Update and Illinois Well Outfitting Design****Oct-20**Original 1 Page No. 3 of 3 Pages

Description Classification		Total Hours	Total Labor	Total Expense	Total Cost
Task 2.4	Illinois Well Outfitting Design	352	\$ 63,413	\$ 6,508	\$ 69,921
Task 2.5	Permitting Assistance and Environmental Compliance	50	\$ 9,590	\$ 652	\$ 10,242
Task 2.7	Management Reserve	45	\$ 9,720	\$ 243	\$ 9,963
Task 3.1	Project Management Services	13	\$ 2,396	\$ 88	\$ 2,484
Task 3.2	Project Kickoff	9	\$ 1,593	\$ 68	\$ 1,661
Task 3.3	Threat and Asset Characterization and Creation of Threat-Asset Pairs	34	\$ 5,854	\$ 316	\$ 6,170
Task 3.4	Calculate Baseline Risk and Resilience	44	\$ 7,574	\$ 469	\$ 8,043
Task 3.5	Risk and Resilience Management	27	\$ 4,845	\$ 328	\$ 5,173
Task 3.6	Finalize RRA	7	\$ 1,263	\$ 55	\$ 1,318
Task 3.7	Emergency Response Plan Update	66	\$ 12,092	\$ 383	\$ 12,475
Subtotal Tasks 3.1 to 3.7		200	\$ 35,617	\$ 1,707	\$ 37,324
PROJECT TOTAL		647	\$ 118,340	\$ 9,110	\$ 127,450



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Contract Amendment No. 5 - Professional Services Agreement
Bull Road Utility Extension Design

Submitted by: Derek Mayo Public Works & Utilities

Recommended Action or Motion: Staff is requesting Council authorize the City Manager to execute 'Contract Amendment No. 5' with RH2, a \$120,796.00 contract cost increase, and a time extension to June 30, 2021.

Background/Summary:

The City of Ellensburg selected RH2 for the design and permitting of the Bull Road Utility Extension project back in 2016. The project extends Water, Sewer, Natural Gas, Electrical, and Telecom utilities from Berry Road near Wilson Creek east to Bull Road, then north on Bull Road, under Interstate 90 (I-90) to Umptanum Road. The extension provides much needed looping of the existing City utilities. Although selection for the consultant was for the complete design, the original contract was for a 30% complete design and complete analysis of the construction methods for the utilities crossing of I-90.

Preliminary discussion with WSDOT regarding the utilities crossing were predicated upon the need to leave the existing tunnel under I-90 at Bull Road open for its intended agricultural use. In 2017, upon completion of the preliminary designs and preliminary discussions with WSDOT, it was later determined that WSDOT would be supportive of permanent closure of the tunnel, if the City could secure all of the rights of the tunnel from the approved tunnel users.

The City began negotiations with the tunnel users in 2017 which lasted a few years, causing three additional time extension Amendments to the original contract. In 2019, when staff was nearing final agreement for the acquisition of all of the tunnel rights, the City executed Amendment Number 4, for the consultant to complete final design of the project and all of the project's associated environmental permitting with the

Washington Dept. of Fish and Wildlife, Army Corps of Engineers, and the Washington State Dept. of Ecology.

A fifth Amendment is now needed to complete additional unanticipated work from the environmental permitting process, additional coordination with WSDOT and the Federal Highways Association (FHA) in conjunction with the utility crossings of Interstate 90, and negotiations in securing the applicable rights to occupy the agricultural tunnel crossing of the interstate and permanently close the tunnel.

Previous Council Action:

The Professional Services Agreement and subsequent Amendments have been previously approved by Council as follows:

- June 6, 2016: Original Consultant Agreement approved by Council for the 30% complete preliminary design and analysis/recommendations of different construction methods for the utilities crossing of I-90. Original Contract approved was \$179,997.
- Jan. 17, 2017: Amendment #1 approved for time extension only.
- Jan. 2, 2018: Amendment #2 approved for time extension only.
- Jan. 7, 2019: Amendment #3 approved for time extension only.
- May 20, 2019: Amendment #4 approved for the completion of the final design, WSDOT/FHA permitting, environmental permitting, assistance associated with acquisition of the I-90 agricultural tunnel rights. Amendment amount of \$204,638 for a new total contract amount of \$384,635.

Analysis:

The original design concept to directional drill all of the utilities under the I-90 crossing has been replaced with being able to occupy the existing agricultural tunnel crossing with the utilities.

This change will have a reduction in construction costs, and will have significantly less risk in construction due to the unreliability of drilling methods and the proximity of the Interstate. This change however caused increased work for the consultant as additional efforts were needed to secure the necessary WSDOT and FHA approvals and acquire all the rights of the tunnel users to permanently occupy and close the

tunnel.

In addition, it was determined during the environmental permitting process that existing culvert crossing of East Wilson Creek under Berry Road is in poor condition and will not allow for the necessary trenching under the culvert for the utilities. Therefore this amendment includes the necessary design, surveying and modeling to replace the deteriorated culvert with a new concrete box culvert.

With the execution of this amendment, staff anticipates final design for the project being completed early 2021, with construction of the overall estimated \$5.4 million dollar utility extension project to begin Spring 2021.

The Utility Advisory Committee provided a favorable recommendation to Council for this amendment at its November 19, 2020 meeting.

Financial Impact:

Contract Amendment No. 5 increases the originally approved contract amount by \$120,796.00, for a new total contract amount of \$504,431.00. This additional fee will be split between the Water, Sewer, Natural Gas, and Light as follows:

Utility	Percentage	Total Cost
Water Fund	30.3%	\$36,601.19
Sewer Fund	30.3%	\$36,601.19
Natural Gas Fund	21.2%	\$25,608.75
Light Fund	13.5%	\$16,307.46
Sewer Fund (for Telecom Connection)	4.7%	\$5,677.41
Total	100%	\$120,796.00

This project was included in the 2020 Water, Sewer, Natural Gas, and Light Funds' budgets and necessary expenditure authority is included in the proposed 2021 budget.

Attachments:

[Amendment #5 - Bull Rd. Design Contract](#)

City of Ellensburg
Contract Amendment No. 5
Bull Road Utility Extension
RH2 Project No. ELL 216.084

In accordance with our Professional Services Agreement for the Bull Road Utility Extension Preliminary Design, dated June 6, 2016, this is an authorization to revise the project Scope of Work as described below. The work will be performed and invoiced using the terms and conditions listed in the original agreement, plus previous amendments.

Modify the following items from the Scope of Work:

- A. This Amendment supplements the original Scope of Work, Exhibit A, with additional tasks as shown in **Exhibit A.1**.
- B. This Amendment replaces Exhibit C – Schedule of Rates and Charges with an updated **Exhibit C** – Schedule of Rates and Charges.
- C. This Amendment supplements Exhibit D – Fee Estimate with an updated **Exhibit D.1** – Fee Estimate.
- D. This Amendment extends the completion date to June 30, 2021
- E. **Exhibit E** – NHC's Scope of Work has been provided for reference in this contract amendment,
- F. **Exhibit F** – Cruse & Associates Professional Land Surveyors has been provided for reference in this contract amendment.

The engineering fee authorization will increase by \$120,796 for a total authorization amount of **\$505,431**.

Please sign this authorization in the space provided below and return to RH2 Engineering, Inc., by mail at the address below, or by email to dpopoff@rh2.com.

RH2 Engineering, Inc.



Signature

Richard L. Ballard - Director

Print Name/Title

11/16/20

Date

RH2 Engineering, Inc.
300 Simon Street SE, Suite 5, East Wenatchee, WA 98802

City of Ellensburg

Signature

Print Name/Title

Date

City of Ellensburg
501 N. Anderson, Ellensburg, WA 98926

EXHIBIT A.1
Amendment No. 5
Scope of Work
City of Ellensburg
Bull Road Utility Extension
October 2020

Background

The City of Ellensburg (City) plans to extend utilities on Bull Road and Berry Road for approximately 5,400 feet, including a crossing under Interstate 90 (I-90). RH2 Engineering, Inc., (RH2) was retained by the City to complete the design of the utility extensions for domestic water, sewer, natural gas, power, and telecommunications.

Additional tasks have been identified to support the utility installation. These tasks were not included in the original scope of work or amendments 1 through 4 and were documented in a letter to the City dated October 31, 2019. Major elements of work include easement support, design elements, tasks identified in right-of-way agreements, additional permitting, and design for the replacement of an existing culvert with a box culvert designed for fish passage. *RH2 will rely on the accuracy and completeness of any data, materials, and information provided or generated by the City and others in relation to this Scope of Work.*

Task 4 – Environmental Permitting

Objective: Revise and finalize environmental permit applications/reports and supplement with additional permit applications, as needed, for the culvert replacement and additional work identified in the right-of-way agreements.

Approach:

- 4.3 Update the Critical Areas Report to include additional project elements.
- 4.4 Update the Joint Aquatic Resources Permit Application (JARPA) to include additional project elements.
- 4.7 Update the State Environmental Policy Act (SEPA) Checklist to include additional project elements.
- 4.9 Update the Section 404 U.S. Army Corps of Engineers permit drawings to include additional project elements.
- 4.10 Provide additional coordination with regulatory agency staff for the additional project elements.
- 4.11 Prepare a mitigation plan for the culvert replacement. The mitigation plan will include planting and restoration elements required for impacts to the creeks and wetlands. Plans will be included in the final design package.

4.12 Perform a hydrologic analysis, hydraulic modeling, geomorphic assessment, and scour analysis for the East Wilson Box Culvert replacement. This work will be completed by Northwest Hydraulic Consultants (NHC) as a subconsultant to RH2, and a detailed scope of work is attached in **Exhibit E**.

Assumptions:

- *The City will be listed as the permit applicant.*

Provided by City:

- Payment of all permit fees.
- Review of revised permit applications prior to submittal and comment as needed for finalization.
- Submittal to City Planning Department for local permit applications.

RH2 Deliverables:

- One (1) electronic copy of the revised Critical Areas Report.
- One (1) electronic copy of the revised JARPA and Section 404 Permit packages.
- One (1) electronic copy of the revised SEPA Checklist.
- One (1) electronic copy of the Hydraulic Report for the culvert replacement.

Task 9 – Final Design

Objective: Prepare the final design for additional work elements.

Approach:

9.5 Prepare plan sheets for additional work elements.

9.8 Prepare the cost estimate for additional work elements.

9.9 Prepare specifications for additional work elements.

9.12 Obtain survey data for the additional improvements. The survey will be completed by Cruse and Associates as a subconsultant to RH2, and a detailed scope of work is attached in **Exhibit F**.

9.13 Prepare the design for improvements on the west side of Bull Road in accordance with the purchase and sale agreement with Fenceline LLC, including the following:

- Pave and extend the existing access driveway from Bull Road.
- Replace and extend the Bull Ditch box culvert crossing.
- Construct a new 15-inch irrigation pipeline from Bull Ditch to south of Berry Road.
- Shift Lyle Creek to the existing Bull Ditch delivery westerly channel to accommodate the access road improvements.

- Extend the culvert outfall of the relic Lyle Creek crossing to the westerly shifted Lyle Creek channel and plug it to prevent flows.
- Install live stake plantings over and/or adjacent to the proposed irrigation pipe as mitigation for impacts to Lyle Creek.

9.14 Prepare the design for improvements on the east side of Bull Road in accordance with the purchase and sale agreement with the Hash's, including the following:

- Extend the Bull Ditch box culvert crossing and pave additional access over that culvert extension.
- Replace the relic Lyle Creek crossing culvert and restore the inlet to pre-existing conditions.
- Replace and extend the existing fence along the west and north property line post-construction.

9.15 Prepare the design for the East Wilson Creek Culvert Replacement. The existing culvert will be replaced by a 14-foot box culvert. Replacement of this culvert will follow the Washington Department of Fish and Wildlife's No Slope Culvert Design Guidelines. Additional design elements include:

- Prepare design and details for box culvert;
- Adjust roadway profile to accommodate box culvert;
- Prepare design details for a temporary stream bypass;
- Restoration and mitigation details required for environmental permitting; and
- Design and details for dewatering, fish exclusion, and streambed replacement.

Assumptions:

- *It is assumed that the additional work elements will be incorporated into the Bull Road Utility Design project and bid as one (1) package.*

Provided by City:

- Final right of way agreements with Fenceline LLC and the Hash's.
- Front-end documents.

RH2 Deliverables:

- One (1) electronic copy (PDF) of 90-percent and final plans.
- One (1) electronic copy (PDF) of 90-percent and final specifications.
- One (1) electronic copy (PDF) of 90-percent and final cost estimate.

EXHIBIT C RH2 ENGINEERING, INC. 2020 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE	UNIT
Professional I	\$142	\$/hr
Professional II	\$155	\$/hr
Professional III	\$166	\$/hr
Professional IV	\$182	\$/hr
Professional V	\$193	\$/hr
Professional VI	\$209	\$/hr
Professional VII	\$222	\$/hr
Professional VIII	\$229	\$/hr
Professional IX	\$229	\$/hr
Control Specialist I	\$128	\$/hr
Control Specialist II	\$139	\$/hr
Control Specialist III	\$152	\$/hr
Control Specialist IV	\$165	\$/hr
Control Specialist V	\$175	\$/hr
Control Specialist VI	\$186	\$/hr
Control Specialist VII	\$203	\$/hr
Control Specialist VIII	\$209	\$/hr
Technician I	\$105	\$/hr
Technician II	\$116	\$/hr
Technician III	\$133	\$/hr
Technician IV	\$142	\$/hr
Technician V	\$156	\$/hr
Technician VI	\$171	\$/hr
Technician VII	\$185	\$/hr
Technician VIII	\$194	\$/hr
Administrative I	\$71	\$/hr
Administrative II	\$82	\$/hr
Administrative III	\$97	\$/hr
Administrative IV	\$115	\$/hr
Administrative V	\$136	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.575	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.

EXHIBIT D.1Original 1 Page No. 6 of 15 Pages

Amendment No. 5

Fee Estimate

City of Ellensburg

Bull Road Utility Extension

Oct-20

Description Classification		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 4	Environmental Permitting	122	\$ 19,850	\$ 23,370	\$ 1,800	\$ 45,021
Task 9	Final Design	306	\$ 54,006	\$ 14,947	\$ 6,823	\$ 75,775
PROJECT TOTAL		428	\$ 73,856	\$ 38,317	\$ 8,623	\$ 120,796

Exhibit E - NHC's SOW
Scope of Work
City of Ellensburg
Bull Road Utility Extension Culvert Design
December 2019

Background

The City of Ellensburg (City) plans to extend utilities on Bull Road and Berry Road for approximately 5,400 feet, including a crossing under Interstate 90 (I-90). RH2 Engineering, Inc., (RH2) was retained by the City to complete the 30-percent design of utility extensions for domestic water, sewer, natural gas, power, and telecommunications. The 30-percent design was completed in 2017, and the City is now moving forward with final design following resolution of land acquisition issues. RH2 identified the need to replace an existing culvert on East Fork Wilson Creek under Berry Road within the project footprint and requested that Northwest Hydraulic Consultants, Inc. (NHC) provide hydrologic, hydraulic, and geomorphic analysis and culvert/stream design services for the culvert replacement. This scope describes the work NHC will perform to support the culvert design. *NHC will rely on the accuracy and completeness of data, materials, and information provided or generated by RH2 and the City in relation to this Scope of Work.*

Task 4B – Culvert Design

Objective: Provide analysis and design services for a fish-passable culvert under Berry Road on East Fork Wilson Creek to be integrated with the utility design.

Approach:

- 4B.1 Task Management. NHC will coordinate with RH2 on project issues and questions, prepare monthly invoices, and perform regular task management.
- 4B. 2 Hydrologic Analysis. NHC will review available information (including the City of Ellensburg Comprehensive Flood Hazard Management Plan, effective Flood Insurance Study, anecdotal high flow information, and flows from similar watersheds, as available) to estimate discharges needed to support culvert design. It is anticipated that the flood flows from the City's flood hazard plan will be adopted for the design. USGS regression equations are not applicable for flood estimation in this watershed due to the level of development.
- 4B. 3 Hydraulic Modeling. NHC will develop a one-dimensional HEC-RAS model and perform simulations to determine hydraulic characteristics to support the culvert design, including evaluation of scour potential, flood conveyance, flow velocity, and freeboard requirements. Hydraulic model results will be used to support permitting to show the proposed water crossing meets Washington Administrative Code (WAC) 220-660-190. *The hydraulic model will be developed using topographic data collected by RH2 or the City, including surveyed channel cross sections extending 200 feet up- and downstream of the road crossing. Based on City and WDFW feedback, the culvert will follow no-slope culvert design guidelines. No increases in water levels are anticipated, thus a formal no-rise analysis is not likely to be required. If a no-rise analysis or FEMA Letter of Map Revision (LOMR) is desired by the City, such work will be performed under a separately negotiated contract amendment.*
- 4B.4 Geomorphic Assessment. NHC will evaluate reach morphology using a combination of survey data (provided by others), field observation and hydraulic data from the HEC-RAS model. A reach

assessment will be conducted extending 200 feet upstream and downstream of the culvert replacement site to observe bankfull width characteristics, channel and bank stability, bed material composition, and sediment transport regime. This investigation will document existing conditions and be used to develop a water crossing design compatible with WDFW requirements (WAC 220-660-190.6.a). *It is assumed that the creek will stay within its current alignment.*

- 4B. 5 Scour Analysis. NHC will compute depths of scour for the proposed culvert crossing using data from the hydraulic model and following methodologies outlined in the Federal Highway Administrations' (FHWA) HEC-18 guidelines, Evaluating Scour at Bridges.
- 4B. 6 Documentation. NHC will document results of the hydraulic and scour assessments in a draft and final hydraulic memorandum. The draft report will include a description of the site and text, tables, and figures describing the results of the hydrologic, hydraulic, and geomorphic analyses, as well as key hydraulic data needed for permit application. NHC will incorporate one set of consolidated review comments from RH2 and the City to produce the final hydraulic memorandum. *Design of the road crossing will be provided to RH2 as concept sketches. Drafting and plan development will be performed by RH2.*

Assumptions:

- *Two (2) NHC staff will conduct a one-day field visit.*
- *Required survey, geotechnical, and structural information needed to complete the work will be provided by RH2 and the City.*
- *RH2 will perform any stormwater design and on-site hydraulic analysis associated with the utility extension.*
- *RH2 will be responsible for plan development based on culvert and channel design elements developed by NHC.*
- *RH2 will handle all permitting efforts, including preparing and submitting permit applications, interfacing with agency staff, and incorporating permit requirements into final design documents.*

NHC Deliverables:

- Electronic copies of draft and final hydraulic memorandum.

Project Schedule

It is the goal of all parties that the work as described in this scope shall be fully completed by the end of March 2020. NHC anticipates completing the work described above within six (6) weeks of notice to proceed, assuming timely receipt of data required from others. The schedule for this project may be modified as mutually agreeable to NHC, RH2, and the City.

Exhibit F
CRUSE
& ASSOCIATES
PROFESSIONAL LAND SURVEYORS

Original 1 Page No. 9 of 15 Pages

October 24, 2019

Paul Young
RH2 Engineering Inc.
300 Simon Street SE, Suite 5
East Wenatchee, WA 98802

Dear Paul,

Per our discussion, costs for the topographic survey for design for the Bull Road utility extension are as follows:

\$ 7580.00	Topographic survey for design of Bull Road from Umptanum to Mt. View; includes Lyle Creek locates
1555.00	Lyle Creek locates at Berry Road, I-90 culvert locates, and new fence alignment on Bull Road south of I-90
3862.00	Wilson Creek profile 200'± north and south of Berry Road
\$ 12997.00	Total costs

These costs do not cover traffic control, permits, and private utility locates if needed.

If you have any questions or need additional information, please don't hesitate to call.

Sincerely,



Chris C. Cruse
Professional Land Surveyor



EXHIBIT B**GENERAL REQUIREMENTS FOR CONTROL AND TOPOGRAPHIC SURVEYS**

The general requirements for survey work are as follows.

- On projects in street rights-of-way, establish centerline of right-of-way (baseline). Fully describe and show monuments found and describe points set. Points for missing monuments are to be reset. All monuments are to be tied out. If baselines are used, they must be tied to known property corners or monumented street centerlines. Show bearings and distances between monuments.
- Locate all surface features within right-of-way limits or easement limits. It will be necessary to collect spot elevations beyond these limits in order to generate contours to the identified limits.
- Surveyor shall install and survey a temporary control point (such as rebar with cap) within every 1/2-acre or every 1/4-mile of roadway or water main alignment of areas surveyed. These points shall be represented by standard nomenclature per APWA standards.
- Show easement limits.
- Identify property lines. Note if corner found or set and describe.
- Horizontal and Vertical datum for this map will be City of Ellensburg standard. Horizontal and vertical control shall be established using industry standard survey techniques and tied to known monuments. The surveyor shall establish temporary control and benchmarks as required and fully describe.
- Provide 2-foot contours and spot elevations.
- Provide contour label text on a separate layer at a height of 0.1 inches.
- Provide a Triangular Irregular Network (TIN) or Civil 3D surface based on surveyed surface points. The TIN shall be comprised of 3-D faces or a polymesh. The TIN shall not be comprised of line or polyline segments.
- Provide pipe diameter, type of pipe, and top and invert elevations of storm and sanitary sewer facilities and show direction of flow. Also locate centers of manhole lids and centers of the manhole structures.
- Provide elevations at the top of valve boxes and the top of operating nuts.
- Show tops and toes of all slopes.
- Identify and locate surface features as required to accurately reflect the surveyed topography including, but not limited to:
 - * Pavement limits, curb and sidewalk;
 - * Pavement markings (roadway centerline, crosswalks, parking delineation, channelization, etc.);
 - * Ditches, top and bottom;
 - * Utilities including overhead wire heights;
 - * Fences and guardrail;
 - * Structures such as houses, storage building, etc.
 - * All trees (vegetation shown on the drawing shall accurately portray the extents of the tree and shrub drip lines);
 - * Limits of landscaped areas with nature of landscaping identified (i.e., grass, junipers, etc.);
 - * Flagged wetland limits if any;
 - * Vaults; and

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- * Other pertinent topographical features.

SUBSURFACE UTILITY DATA

The accurate depiction of subsurface utility information is critical in the design and construction of the proposed improvements. It is the responsibility of the surveyor to become familiar with the nature and extents of the proposed improvements and to ensure that sufficient ground surveying has been completed that accurately depicts the subsurface utilities that will and may be encountered in the construction of the improvements. In some areas this may require that the surveyor extend the survey limits in order to pick up crossing utilities (i.e. a gravity sewer main that crosses the proposed utility corridor but does not have a manhole within the corridor).

- Locate all subsurface utilities from marks on the surface created by One-Call or similar private utility locate company. The surveyor shall be responsible for coordinating and paying for utility locate services. Field surveys shall not start until all utility locates have been marked.
- The surveyor shall be responsible for verifying all utilities in the field. It is the responsibility of the surveyor to coordinate with the utility locate companies to confirm all underground utilities.

SURVEYOR DRAWING FORMAT

The following format shall be used for all drawings prepared for RH2 Engineering, unless otherwise agreed upon. Should any of the requirements identified below significantly impact cost, please bring them to the attention of the project manager during the proposal phase.

The survey results shall meet the following criteria.

General

1. Survey drawing shall be provided in the AutoCAD DWG format (latest version). Preliminary drawings shall be provided via email for review. The final drawing shall be provided in electronic and stamped and sealed hard copies. Provide two printed 22-inch by 34-inch copies of the surveyed area at 1"=20'.
3. All blocks, text, linetypes, etc. shall be formatted for the specified drawing plot scale.
4. All entities or objects shall be native AutoCAD objects. No "proxy" objects will be allowed. All objects shall be editable using basic AutoCAD software without the need for third-party add-ons, extensions or object enablers.
5. Drawing shall be cleaned and purged of all extraneous blocks, layers, linetypes, layer filters/states, text styles, etc. not specifically utilized in the development and management of the survey drawing.

Layer, Linetypes and Lineweights

6. All entities/objects shall be separated into appropriately named layers based on the U.S. National CAD Standard (NCS), or agreed similar standard. Where an object layer is not defined in the NCS, a new layer may be created that adheres to the NCS format. Layers, linetypes and lineweights shall be per APWA/AWWA and NCS guidelines.
7. All entities/objects shall be colored "by-layer," unless otherwise indicated below.
8. All entities/objects shall have a linetype "by-layer," unless otherwise indicated below.

Linework

9. All topographic and surface features to be represented by a line shall be drawn as continuous unbroken polylines as much as reasonably obtainable. Do not represent these with numerous short line segments.
10. Contours shall be continuous polylines at the correct elevation with the text label also at the correct elevation.

Symbolology

11. Use blocks and linetypes to represent surface and subsurface features (i.e. mail boxes, gate valves, poles, signs, etc.). Blocks and linetype symbology shall adhere to APWA/AWWA standards and NCS guidelines. Civil 3D COGO points shall not be used.

Annotations

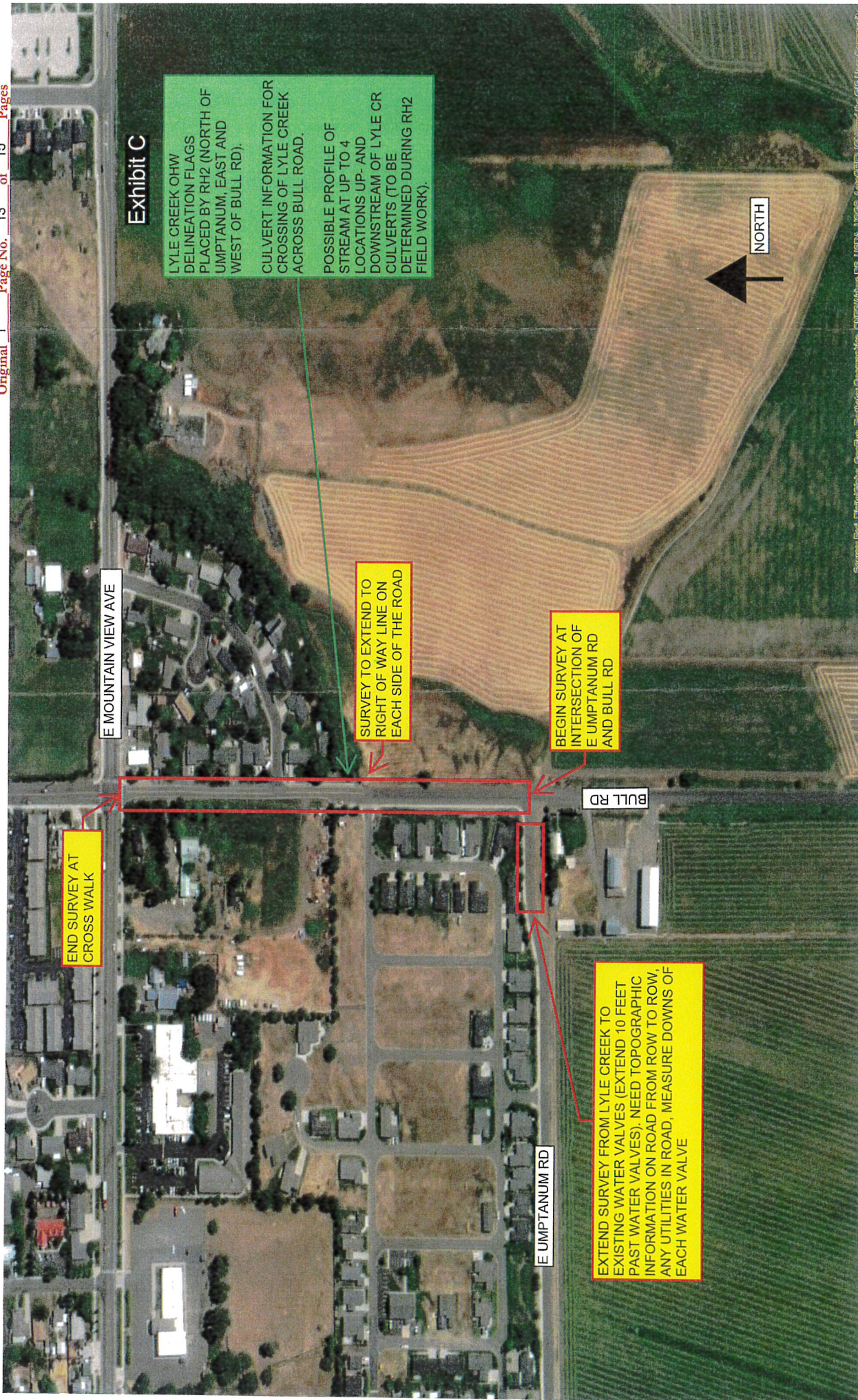
12. Drawings shall utilize the RH2 standard text styles as follows. Fonts used for text shall either be native AutoCAD fonts or standard True Type Fonts.
 - a. NOTES text shall be Simplex font, height of 0.10 inched, width of 0.8 inches.
 - b. LABELS text shall be Times New Roman Bold Italic font, height of 0.15 inched, width of 0.8 inches.
 - c. TITLES text shall be Arial Bold font, height of 0.25 inched, width of 1.0 inch.

Survey Points

13. Spot elevations shall be marked by blocks inserted at surveyed coordinates (X, Y, and Z) with attributes for point number, description and elevation. The surveyed point shall be represented as a POINT object.
14. Subsurface points such as pipe inverts and valve nuts shall be on a separate layer from points surveyed on the topographic surface. Separate control points and topographic points into different layers.

Utilities

15. Utilities shall be drawn as continuous lines or polylines with separate text labels located above the line describing the utility (i.e. size, material, etc.). Utilities shall not be drawn with individual line segments separated by text labels.
16. The utility size, material and function should be represented in the linetype applied to the object. For example, a 6-inch ductile iron (DI) water main should have a custom linetype of 6" DI W. This linetype may be either via the object's layer or the object's linetype property.
17. Provide utility callouts indicating where discrepancies between utility "as-built" records [R] and measured [M] locations are found.

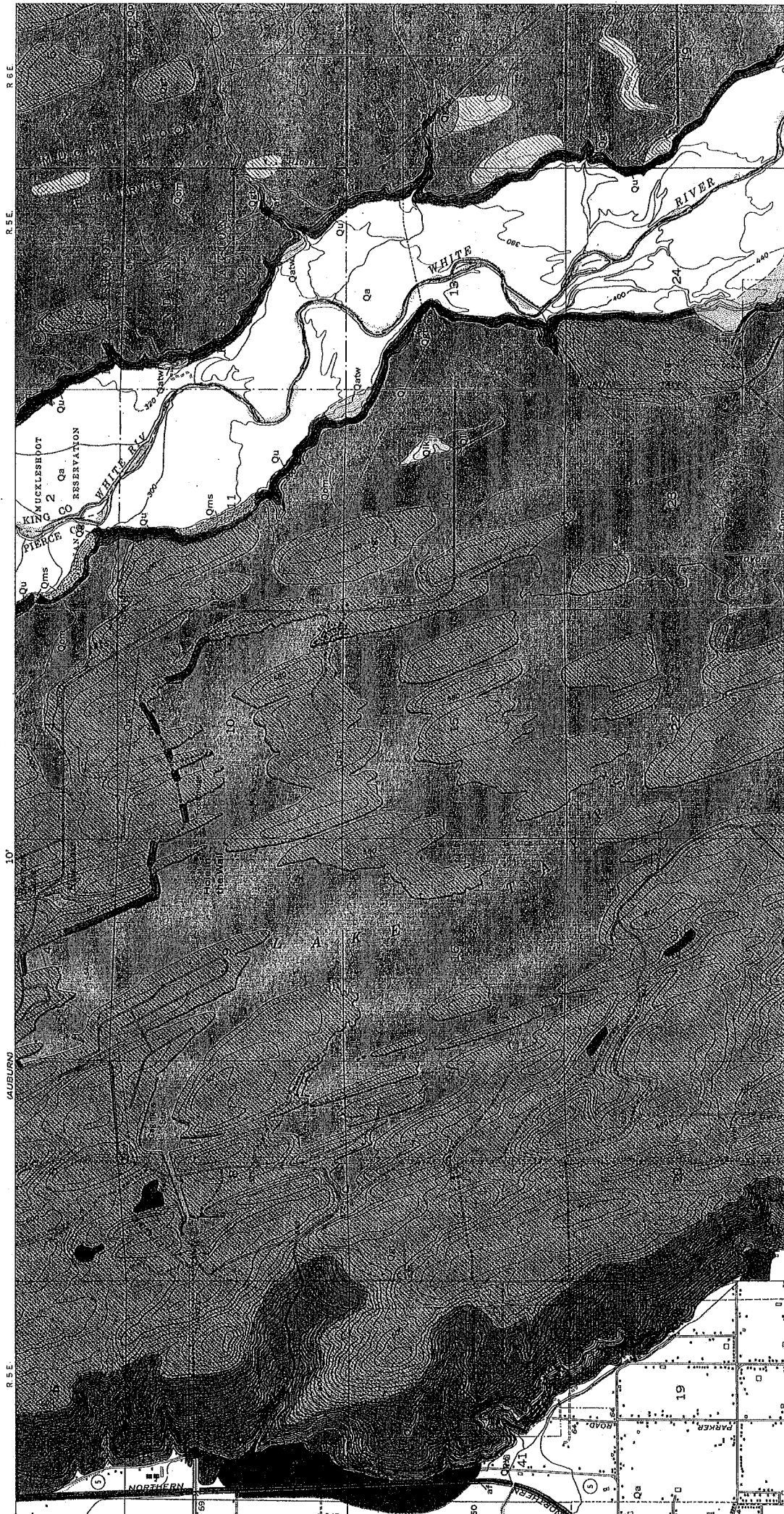




Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNR/Airphoto DS, USDA, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Factors eliminating areas:

- Muckleshoot Tribal land
- Floodway (cannot place well within floodway and must remain close to river)
- Areas of deeper groundwater/ delta sediments (mouth of White River)
- Areas of shallow Osceola mudflow (need to stay on top of mudflow to be hydraulically connected to river and may limit groundwater flow).
- Other well siting factors: septic, contamination – Ecy & DOH SWAP - facility locations, known contamination sites.

Factors positive

- Springs on adjacent uplands – plot on map
- Shallow GW - plot elevations if accessible;
- Gaining reach; low GW gradient – highlight on map

Hydrogeology sources:

- Welch et al, 2015, USGS SIR-2015-5068 – plot well logs, springs & GW contour maps
- King County, South KC GW Management Area study
- Woodward, 1995, USGS WRIR 92-4098 – well logs? Contour maps?
- Luzier, 1969, USGS WSB 28 (see sources in my Auburn CARA) – plot well logs, springs, contours?
- Vaccaro, 1998, Hydrogeologic framework of the Puget Sound aquifer system, UGSS PP 1424-D
- Ecology well logs
- DOH SWAP map
- PGG, Oct 1999, Results of White River Valley HG Characterization; and Oct 1999, HG Char. Rpt
- NW Land & Water, Sept 2009, New Wells in the White River vicinity and mitigation plan (PGG data). (GW contours in Qal). – GW contour map

Geology sources:

- Dragovich, 1994, Extent and geometry of Osceola mudflow: Wasington Geology, v22, no 3, p 3-26.
- Mullineaux, 1965, Auburn Quad
- Crandell, 1963, USGS PP 388-A
 - Max thickness of White River floodplain alluvium “probably does not exceed 20 feet” pg 56. Qa consists chiefly of sand and gravel to boulders. “ Sand found mostly in strips a few hundred feet back from the present channel probably represents overbank sediment deposits during flood stages.” Bldrs 5-8 feet across are common, up to 12 feet near Buckley.

Compile:

- Welch cross-sections & water data – (xsect D: is white River upstream open to Qva? Is it gaining water from Qva? Or is there Qvt or Qom below Qa?; Xsect C: White river eroded through Qom, sidewalls Qva, bottom in early Qva lacustrin (?): Xsect G: White river near delta, thicker Qa available and lower elevation gain to upland.
- City of Auburn CARA reports,
- Geo database
- DNR – well logs

NOTES:

Luzier: White River Wells T21N/R5E: S29 F1 (closer, slightly NW of river) , S30 P1 (closer – west of river), H1 (north of White River); T21N/R4E: S36 N2 (west of river).

Springs on west side on upland, east edge of Puyallup valley section 31; south bank of White river section 28 (Muckleshoot); east bank white river (upstream) section 19 t20n/r6e?

GIS map: remove contours; highlight bonney lake

Bonney lake utilities – water service boundary (have hardcopy, maybe on pierce cty gis)

Plot gage stations, flow #'s – see Welch for gaining/losing reach

SWAP sources (& springs)

Comparing Welch 2015 with PGG 1999/2009 work: contours of white river are similar. PGG data is from 5/97 well survey (high water year?); and Welch data is from 2011-2015 (lower water years?). PGG shows higher water level at mouth of White River (10-20' higher) than Welch. Welch shows a steeper gradient of water flow at mouth of White River; water levels deeper at the groundwater divide. GW divide and flow directions for both are in general agreement. PGG has 6 data points along White; Welch has 3 plus 2 up White River valley plus 4 after GW divide in Puyallup River valley (within lower Qal (below Qom)). PGG does not divide wells between upper and lower Qal.

General impression, area near PGG's WR-1 is viable, but far from infrastructure. Due to steep GW gradient into the Duwamish/Puyallup River valley, flow to potential well may be limited. Downgradient of WR-1, into larger valley until after GW divide. Somewhat after divide, GW flow may be more reliable, but also pay attention to shallow Qom. Also water is coming into valley from south upland (Tapps) from Qva springs in Sections 31 and 32.

Comparing geologic crosssections, PGG maps a QAc(?) where Welch maps Qva. Not sure what QAc would be?

USGS stream gage data – check Welch for gaining/losing reach info, compare to gages(?)

WSB 28 has nice description of hydrogeo properties of deposits: Qvr, Qva, Qpy, Qss, Qst, Qo.

WSB pg 39 "Alluvium of White River"

Floodplain deposits are coarse grained and should be highly permeable, but no GW wells located there.

Fan deposits: fan at apex more than 100 feet of cobble and pebble gravel overlain by sand. Gvl size decreased away from apex and taper into sand, silt and clay over 250 feet thick. Wells 21/4-36N2, 3 miles SW of apex, 185 feet of fine gravel and sand/silt/clay. 21/4-35R1 – 3.5 miles SW, 260 feet of sand. Wells in coarser parts of the fan near auburn yield 100's to 1000 gpm; but only small yields in other locations.

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

11/30/2020
 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 **7TH DAY OF DECEMBER 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	150920	TO	151076	\$ 336,196.81
EFT #'s	4515	TO	4540	\$ 1,669,706.92

Payroll Fund				Total Amounts
Check #'s	95243	TO	95248	\$ 9,738.46
Direct Deposits	58718	TO	58931	\$ 372,610.49

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Board and Commission Reappointments

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Consider board and commission reappointments and send letters of appreciation to Christine Krueger and Nathan Meints.

Background/Summary: There are five positions on various boards and commissions with terms expiring December 31, 2020. Three people have requested reappointment. Christine Krueger, Lodging Tax Advisory Committee, and Nathan Meints, Affordable Housing Commission, are not requesting reappointment.

Previous Council Action: None

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

Financial Impact: None.

Attachments:

[B and C Agenda Report Chart 12-7-20](#)
[Requests for Reappointment](#)

Boards and Commissions	Affordable Housing Commission	Arts Commission	Building Appeals Board	Civil Service Commission	Ellensburg Business Development Authority Board	Environmental Commission	Landmarks and Design Commission	Library Board	Lodging Tax Advisory Committee	Parks and Recreation Commission	Planning Commission	Public Transit Advisory Committee	Senior Citizens Advisory Commission	Utility Advisory Committee
MEMBERS	7	7	5	3	7	7	7	7	7	7	7	7	7	7
Residency Requirements	Y	N	N	Y	N	Y	Y	Y	N	Y	Y	N	N	Y
Current Members within City Limits	6	2	0	3	1	6	5	5	5	7	6	7	4	6
Current Members Outside City Limits	1	5	3	0	5	1	0	2	0	0	1	0	3	0
Current Members Outside but in UGA	0	0	0	0	0	0	2	0	0	0	0	0	0	0
VACANCIES	0	0	2	0	1	0	1	0	2	0	0	0	0	1
Terms Expiring 12-31-20	2		1						1			1		
APPLICANTS														
Hannah Tower	Re-App													
David Carns			Re-App											
Joshua Hackney												Re-App		

November 11, 2020

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

Re: Request for Reappointment to the Affordable Housing Commission

My term on Affordable Housing Commission expires on December 31, 2020.
Please consider reappointing me to another three-year term.

Thank you for your consideration.

Sincerely,

Requested Reappointment via Email 11-19-20

Hannah Tower

RECEIVED
NOV 16 2020
OFFICE OF CITY MANAGER
ELLENSBURG, WA

November 11, 2020

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

Re: Request for Reappointment to the Building Appeals Board

My term on Building Appeals Board expires on December 31, 2020. Please consider reappointing me to another two-year term.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "David Carns", with a long horizontal flourish extending to the right.

David Carns

November 11, 2020

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

Re: Request for Reappointment to the Public Transit Advisory Committee

My term on Public Transit Advisory Committee expires on December 31, 2020.
Please consider reappointing me to another three-year term.

Thank you for your consideration.

Sincerely,

Requested Reappointment via Email 11-23-20

Joshua Hackney



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	December 7, 2020
Item Title/Agenda Subject:	Ordinance 4864 (second reading) - 2021/2022 Biennial Budget Ordinance
Submitted by:	Keith Bassett Finance Department
Recommended Action or Motion:	Conduct second reading and adoption of Ordinance 4864, adopting the 2021/2022 Biennial Budget.
Background/Summary:	The 2021/2022 Biennial Budget Ordinance has been prepared for second reading and adoption.
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 hearing 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 hearing 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.

On November 16, 2020, Council held a public hearing, after publishing the statutorily required notices, at which hearing all taxpayers were heard who appeared for or against any part of said budget. Also at that meeting, Council conducted first reading of Ordinance 4864.

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 work load during construction season and coverage for extended leave for permanent positions. The budget includes additional permanent FTE in the Sewer Utility and Street funds. Half of each of these new positions are budgeted to perform work chargeable to the Stormwater Utility. These positions replace temporary labor hours which have long been included in the Stormwater Utility budget, and the 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

<u>2021/2022 Budget Fund</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
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

COVID-19 Uncertainty

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 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](#)
[4864 - Biennial Budget 2021-2022](#)
[Exhibits A & B 2021-2022 Budget Tables](#)
[Exhibit C - Budgeted Positions by Fund](#)

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. 4864

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 hereby 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/clerical 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 _____ day of December, 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. 4864 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4864 was published as required by law.

BETH LEADER

Ordinance No. 4864 - 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. 4864 - 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

Ordinance 4864 - 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

Ordinance 4864 - 2021/2022 Biennial Budget Ordinance - Exhibit C
2021/2022 Biennial Budget - Positions by Department

2 of 4

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

Ordinance 4864 - 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	7.00	7.00
Temp Crackfill Laborer	0.48	0.48
Temp General Laborer	0.46	0.46
Total FTE	9.29	9.29
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

Ordinance 4864 - 2021/2022 Biennial Budget Ordinance - Exhibit C
2021/2022 Biennial Budget - Positions by Department

4 of 4

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	3.00	3.00
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	12.69	12.69

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: December 7, 2020

Item Title/Agenda Subject: Ordinance 4865 (second reading) 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 second reading and adoption of Ordinance 4865 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. Council gave first reading to Ordinance No. 4865 at the November 16, 2020 meeting.

Analysis: Ordinance 4865 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. Ordinance 4865 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 in the word "fund" is used.

Financial Impact: None

Attachments:

[4865-Ordinance amending Chapter 2 32 Deferred Compensation Plan](#)

ORDINANCE NO. 4865

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:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4865 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4865 was published as required by law.

BETH LEADER



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	December 7, 2020
Item Title/Agenda Subject:	Consideration of First Reading of an Ordinance Amending the 2019-2020 Biennial Budget.
Submitted by:	Keith Bassett Finance Department
Recommended Action or Motion:	Conduct first reading of the proposed ordinance amending the 2019-2020 Biennial Budget.
Background/Summary:	The proposed ordinance adopts amendments to the 2019-2020 biennial budget to reflect changes in operational requirements and adjustments to capital project plans approved through prior Council action, changes to city operations and capital projects necessitated by the Council declared COVID-19 emergency, and other modifications to the Biennial Budget as proposed by the City Manager.
Previous Council Action:	Council adopted the 2019-2020 Biennial Budget in Ordinance 4815 at its December 3, 2018 regular meeting. Council subsequently amended the 2019-2020 Biennial Budget in Ordinance 4831 at its August 5, 2019 regular meeting, Ordinance 4841 at its November 8, 2019 regular meeting, and Ordinance 4852 at its April 6, 2020 regular meeting. Council has reviewed and approved additional budget adjustments as part of its ongoing review and approval of contracts and purchases.
Analysis:	Since the prior supplemental budget was adopted, items have been approved by City Council that require a supplemental budget adjustment in order to be implemented. The anticipated budget impacts were presented as part of the City's standard agenda reports that accompany the initial request. The proposed ordinance will officially authorize expenditures in support of previously approved projects and program changes. Additional budget adjustments were identified as a result of a review of changes to City operations and project schedules necessitated by the COVID-19 emergency and review of

anticipated expenditures, expenditure trends, and current expenditure authority. These items reduced expenditures to reflect curtailment of services required by public health guidelines and increased expenditures for COVID-19 related grant funding.

In total, the budget amendments provide the necessary budget to maintain the programs and projects previously adopted by City Council, comply with external regulations, and update originally budgeted amounts to current forecasts. The budget amendments in the proposed ordinance include updated revenue forecasts and beginning fund balances as needed, and maintain anticipated 2020 ending fund balances within required fund balance thresholds.

Items include updates to personnel budgets to reflect anticipated leave payouts, health insurance related costs impacted by COVID-19, and external changes to benefit rates. Other items include carry forward items adopted in the 2019 budget for maintenance at the Kittitas Valley Memorial Pool and Fitness Center that were not spent. Figures for each item, by fund, are included in attached Table 1.

Financial Impact:

The proposed ordinance amends the Biennial Budget, increasing 2020 budgeted beginning fund balance by \$11,562,374, primarily due to carry forward of capital projects and prior year actual operating revenues and expenditures, decreasing budgeted 2020 expenditures by \$10,962,841, and revenue by \$5,332,945. The effect of these amendments on the budgeted 2020 ending fund balance is an increase of \$17,192,243.

Attachments:

[Table 1 - Supplemental Items by Fund](#)

[Table 2 - Summary of 2020 Budget Adjustments](#)

[Proposed Ordinance - Amending 2019-2020 Biennial Budget](#)

[Exhibits A & B - 2019-2020 Biennial Budget Tables](#)

Table 1 - 2019/2020 Supplemental Budget Items by Fund

Fund / Item	2020			Impact to Ending Fund Balance
	Beg. Fund Balance	Revenues	Expenditures	
General Fund				
Beginning Fund Balance Updates ('19 close)	\$967,333			\$967,333
Criminal Justice Funding Reallocation			-\$274,500	\$274,500
Leave Payouts			\$45,742	-\$45,742
COVID Impacts		-\$543,950	-\$767,548	\$223,598
General Fund Total	\$967,333	-\$543,950	-\$996,306	\$1,419,689
Street Fund				
Beginning Fund Balance Updates ('19 close)	\$469,527			\$469,527
Revenue Forecast		-\$84,545		-\$84,545
Maintenance Project Timing			-\$633,083	\$633,083
Street Fund Total	\$469,527	-\$84,545	-\$633,083	\$1,018,065
Arterial Street Fund				
Beginning Fund Balance Updates ('19 close)	\$608,590			\$608,590
Project Timing		-\$3,604,614	-\$4,059,967	\$455,353
Arterial Street Fund Total	\$608,590	-\$3,604,614	-\$4,059,967	\$1,063,943
Traffic Impact Fee (TIF) Fund				
Project Timing & Revenue Forecast	\$0	-\$189,132	-\$675,000	\$485,868
Traffic Impact Fee (TIF) Fund Total	\$0	-\$189,132	-\$675,000	\$485,868
Public Transit Fund				
Beginning Fund Balance Updates ('19 close)	\$601,396			\$601,396
CARES Act Transit Grant		\$471,380	\$471,380	\$0
COVID Impacts & Revenue Forecast		\$238,573	-\$92,304	\$330,877
Public Transit Fund Total	\$601,396	\$709,953	\$379,076	\$932,273
Criminal Justice Fund				
Funding Reallocation & Revenue Forecast	\$0	\$46,106	\$363,810	-\$317,704
Criminal Justice Fund Total	\$0	\$46,106	\$363,810	-\$317,704
Drug Fund				
Beginning Fund Balance Updates ('19 close)	-\$33			-\$33
Drug Fund Revenue and Spending Forecast		\$5,476	-\$16,699	\$22,175
Drug Fund Total	-\$33	\$5,476	-\$16,699	\$22,142
Sales Tax Reserve Fund				
Beginning Fund Balance Updates ('19 close)	\$143,796			\$143,796
Revenue Forecast		\$90,023		\$90,023
Project Timing			-\$298,632	\$298,632
Sales Tax Reserve Fund Total	\$143,796	\$90,023	-\$298,632	\$532,451
ECTV Ops & Maintenance				
Beginning Fund Balance Updates ('19 close)	-\$2,931			-\$2,931
Revenue Forecast		-\$26,625		-\$26,625
ECTV Ops & Maintenance Fund Total	-\$2,931	-\$26,625	\$0	-\$29,556
Park Acquisition Fund				
Beginning Fund Balance Updates ('19 close)	\$696,853			\$696,853
Revenue Forecast		-\$140,000		-\$140,000
Rotary Park Ballfield Light Purchase			\$458,037	-\$458,037
Park Acquisition Fund Total	\$696,853	-\$140,000	\$458,037	\$98,816
Art Acquisition Fund				
Grant Program	\$0	\$0	\$40,040	-\$40,040
Art Acquisition Fund Total	\$0	\$0	\$40,040	-\$40,040

Table 1 Continued - 2019/2020 Supplemental Budget Items by Fund

Fund / Item	2020			Impact to Ending Fund Balance
	Beg. Fund Balance	Revenues	Expenditures	
Lodging Tax Fund				
Beginning Fund Balance Updates ('19 close)	\$249,358			\$249,358
Revenue Forecast & Program Reductions		-\$276,971	-\$126,000	-\$150,971
Lodging Tax Fund Total	\$249,358	-\$276,971	-\$126,000	\$98,387
Housing & Related Services Fund				
Revenue Forecast & Project Timing		-\$164,233	-\$1,307,500	\$1,143,267
Housing & Related Services Fund Total	\$0	-\$164,233	-\$1,307,500	\$1,143,267
CARES Act CRF Fund				
CARES Act CRF Funded Programs		\$598,800	\$598,800	\$0
Housing & Related Services Fund Total	\$0	\$598,800	\$598,800	\$0
Capital Improvement Debt Service Fund				
Debt Service True-up		-\$330,000	-\$330,000	\$0
Capital Improvement Debt Service Fund Total	\$0	-\$330,000	-\$330,000	\$0
2010 Maintenance Bond Debt Service Fund				
Beginning Fund Balance Updates ('19 close)	-\$39,132			-\$39,132
2010 Maintenance Bond Debt Service Fund Total	-\$39,132	\$0	\$0	-\$39,132
Library Bond Debt Service Fund				
Beginning Fund Balance Updates ('19 close)	-\$8,841			-\$8,841
Library Bond Debt Service Fund Total	-\$8,841	\$0	\$0	-\$8,841
Capital Improvement Bond Projects Fund				
Beginning Fund Balance Updates ('19 close)	\$367,171			\$367,171
Revenue Forecast & Project Timing		\$31,858	\$921,286	-\$889,428
Lodging Tax Fund Total	\$367,171	\$31,858	\$921,286	-\$522,257
Sidewalk Fund				
Beginning Fund Balance Updates ('19 close)	\$94,075			\$94,075
Revenue Forecast		\$12,278		\$12,278
Project Timing			\$18,859	-\$18,859
Sidewalk Fund Total	\$94,075	\$12,278	\$18,859	\$87,494
Stormwater Utility Fund				
Beginning Fund Balance Updates ('19 close)	\$158,443			\$158,443
Revenue Forecast		\$123,006		\$123,006
Project Timing			-\$214,194	\$214,194
Stormwater Utility Fund Total	\$158,443	\$123,006	-\$214,194	\$495,643
Stormwater Capital Bond Fund				
Stormwater Capital Bond Project Timing			-\$116,388	\$116,388
Stormwater Capital Bond Fund Total	\$0	\$0	-\$116,388	\$116,388
Telecom Utility Fund				
Beginning Fund Balance Updates ('19 close)	-\$4,719			-\$4,719
Revenue Forecast		-\$3,408		-\$3,408
Service Extensions and Maintenance			\$46,315	-\$46,315
Telecom Utility Fund Total	-\$4,719	-\$3,408	\$46,315	-\$54,442
Natural Gas Utility Fund				
Beginning Fund Balance Updates ('19 close)	-\$180,412			-\$180,412
Revenue Forecast		\$51,428		\$51,428
Project Timing			-\$73,170	\$73,170
Natural Gas Utility Fund Total	-\$180,412	\$51,428	-\$73,170	-\$55,814

Table 1 Continued - 2019/2020 Supplemental Budget Items by Fund

Fund / Item	2020			
	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance
Electric Utility Fund				
Beginning Fund Balance Updates ('19 close)	\$1,454,634			\$1,454,634
Revenue Forecast		-\$274,136		-\$274,136
Project Timing			-\$745,667	\$745,667
Cora St. Electrical Feeder Infrastructure Installation			\$120,000	-\$120,000
North Campus Signalization			\$241,065	-\$241,065
Electric Utility Fund Total	\$1,454,634	-\$274,136	-\$384,602	\$1,565,100
Water Utility Fund				
Beginning Fund Balance Updates ('19 close)	\$2,355,114			\$2,355,114
Revenue Forecast		-\$145,101		-\$145,101
Project Timing			-\$1,828,210	\$1,828,210
Water Utility Fund Total	\$2,355,114	-\$145,101	-\$1,828,210	\$4,038,223
Water Construction Fund				
Beginning Fund Balance Updates ('19 close)	-\$83,628			-\$83,628
Project Timing		-\$1,099,271	-\$1,400,000	\$300,729
Water Construction Fund Total	-\$83,628	-\$1,099,271	-\$1,400,000	\$217,101
Wastewater Utility Fund				
Beginning Fund Balance Updates ('19 close)	\$1,616,823			\$1,616,823
Revenue Forecast		-\$169,400		-\$169,400
Project Timing			-\$1,175,920	\$1,175,920
Wastewater Utility Fund Total	\$1,616,823	-\$169,400	-\$1,175,920	\$2,623,343
Shop & Warehouse Fund				
Beginning Fund Balance Updates ('19 close)	\$1,582,450			\$1,582,450
Purchase Timing			-\$496,300	\$496,300
Shop & Warehouse Fund Total	\$1,582,450	\$0	-\$496,300	\$2,078,750
Health & Benefits Internal Service Fund				
Beginning Fund Balance Updates ('19 close)	\$222,665			\$222,665
Health Insurance Forecast		\$49,512	\$435,906	-\$386,394
Health & Benefits Internal Service Fund Total	\$222,665	\$49,512	\$435,906	-\$163,729
Risk Management Fund				
Facility Risk Abatement			\$20,000	-\$20,000
Risk Management Fund Total	\$0	\$0	\$20,000	-\$20,000
IT Service Fund				
Beginning Fund Balance Updates ('19 close)	\$293,815			\$293,815
Purchase Timing			-\$113,000	\$113,000
IT Service Fund Total	\$293,815	\$0	-\$113,000	\$406,815
Grand Total	\$11,562,347	-\$5,332,945	-\$10,962,842	\$17,192,243

Table 2
City of Ellensburg
2020 Summary of Budget Adjustments

Fund/Department	Budgeted Beg Fund Balance	2020 Revenues	2020 Expenditures	Budgeted Ending Fund Balance
Total General Fund	967,333	-543,950	-996,306	1,419,689
Budgeted General Sub-Funds				
Sales Tax	143,796	90,023	-298,632	532,451
Art Acquisitions	0	0	40,040	-40,040
Total Budgeted General Sub-Funds	143,796	90,023	-258,592	492,411
Special Revenue Funds:				
Street	469,527	-84,545	-633,083	1,018,065
Arterial Street	608,590	-3,604,614	-4,059,967	1,063,943
Traffic Impact Fee	0	-189,132	-675,000	485,868
Ellensburg Public Transit	601,396	709,953	379,076	932,273
Criminal Justice	0	46,106	363,810	-317,704
Drug	-33	5,476	-16,699	22,142
CATV Ops. and & Maint.	-2,931	-26,625	0	-29,556
Park Acquisitions	696,853	-140,000	458,037	98,816
Lodging Tax	249,358	-276,971	-126,000	98,387
Housing & Related Services	0	-164,233	-1,307,500	1,143,267
CARES Act CRF Fund	0	598,800	598,800	0
Total Special Revenue Funds	2,622,760	-3,125,785	-5,018,526	4,515,502
Debt Service Funds				
Capital Imprv. Debt	0	-330,000	-330,000	0
2010 Maintenance Bond	-39,132	0	0	-39,132
Library Bond Debt	-8,841	0	0	-8,841
LID Guarantee Fund	0	0	0	0
Total Debt Service Funds	-47,973	-330,000	-330,000	-47,973
Capital Project Funds				
Capital Imprv. Bond Projects	367,171	31,858	921,286	-522,257
Sidewalk Improvements	94,075	12,278	18,859	87,494
Total Capital Project Funds	461,246	44,136	940,145	-434,763
Trust & Agency Funds				
Library Trust	0	0	0	0
Hal Holmes Trust	0	0	0	0
Fire Relief & Pension Trust	0	0	0	0
Total Trust & Agency Funds	0	0	0	0
Enterprise Funds				
Stormwater	158,443	123,006	-214,194	495,643
Stormwater Bond	0	0	-116,388	116,388
Telecommunications	-4,719	-3,408	46,315	-54,442
Gas	-180,412	51,428	-73,170	-55,814
Light	1,454,634	-274,136	-384,602	1,565,100
Water	2,355,114	-145,101	-1,828,210	4,038,223
Water Construction	-83,628	-1,099,271	-1,400,000	217,101
Sewer	1,616,823	-169,400	-1,175,920	2,623,343
Total Enterprise Funds	5,316,255	-1,516,882	-5,146,169	8,945,542
Internal Service Funds				
Shop & Equipment	1,582,450	0	-496,300	2,078,750
Health Insurance	222,665	49,512	435,906	-163,729
Risk Management	0	0	20,000	-20,000
IT Fund	293,815	0	-113,000	406,815
Total Internal Service Funds	2,098,930	49,512	-153,394	2,301,836
Grand Total	\$11,562,347	-\$5,332,945	-\$10,962,841	\$17,192,243

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE 2019-2020 BIENNIAL BUDGET OF THE CITY OF ELLENSBURG AS SET FORTH IN ORDINANCE NO. 4815 AND SUBSEQUENTLY AMENDED AS SET FORTH IN ORDINANCE NO. 4831, ORDINANCE NO. 4841 AND ORDINANCE NO. 4852 TO ADJUST APPROPRIATIONS IN THE CITY'S FUNDS.

WHEREAS, the City Council approved Ordinance No. 4815, which adopted a biennial budget for fiscal years 2019-2020; and

WHEREAS, Ordinance 4815 was subsequently amended by Ordinance 4831, Ordinance 4841 and Ordinance 4852; and

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

WHEREAS, the City Manager has identified the need to make certain revisions to the 2019 – 2020 biennial budget, as amended; and

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

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

Section 1. **2019-2020 Supplemental Budget.** The 2019-2020 biennial budget for the City of Ellensburg for the period January 1, 2019 through December 31, 2020, as authorized in Ordinance 4815 and subsequently amended by Ordinance 4831, Ordinance 4841 and Ordinance 4852 is hereby amended as revised in attached Exhibits A and B, and are hereby appropriated for expenditure at the fund level during the 2019-2020 biennium.

Section 2. **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 3. **Corrections.** Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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

The foregoing ordinance was passed and adopted at regular meeting of the City Council on this 21st day of December, 2020.

Mayor

Attest:

City Clerk

Approved as to form:

CITY ATTORNEY

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, that Ordinance No. ____ was published as required by law.

Beth Leader, City Clerk

Ordinance No. ____ - Exhibit A (Supplemental Budget Ordinance)

City of Ellensburg

2019 Budget Table - All Funds as Amended

Fund/Department	Budgeted Beg Fund Balance	2019 Revenues	2019 Expenditures	Budgeted Ending Fund Balance
Total General Fund	3,765,417	15,068,378	16,012,041	2,821,754
Budgeted General Sub-Funds				
Sales Tax	2,485,328	5,016,026	4,193,632	3,307,722
Police Equipment Reserve	13,506	0	13,506	0
Art Acquisitions	57,647	51,395	60,385	48,657
Total Budgeted General Sub-Funds	2,556,481	5,067,421	4,267,523	3,356,380
Special Revenue Funds:				
Street	1,375,708	2,072,364	2,716,248	731,825
Arterial Street	903,414	7,061,044	6,559,312	1,405,146
Park Acquisitions	1,981,922	411,118	1,460,959	932,081
Ellensburg Public Transit	1,380,771	1,473,640	1,575,248	1,279,162
Criminal Justice	1,272,925	1,126,419	841,451	1,557,893
Drug	4,933	1,600	6,500	33
CATV Ops. and & Maint.	123,630	107,045	103,349	127,326
Park Acquisitions	937,427	266,711	1,125,000	79,138
Lodging Tax	653,656	590,000	1,149,000	94,656
Housing & Related Services	353,104	588,853	332,500	609,457
Total Special Revenue Funds	8,987,489	13,698,795	15,869,568	6,816,717
Debt Service Funds				
Capital Imprv. Debt	0	45,000	45,000	0
2010 Maintenance Bond	79,804	212,700	213,400	79,104
Library Bond Debt	101,564	175,000	170,400	106,164
LID Guarantee Fund	131,377	0	0	131,377
Total Debt Service Funds	312,745	432,700	428,800	316,645
Capital Project Funds				
Capital Imprv. Bond Projects	691,950	7,078,800	5,414,658	2,356,092
Sidewalk Improvements	823,524	285,000	786,903	321,621
Total Capital Project Funds	1,515,474	7,363,800	6,201,561	2,677,713
Trust & Agency Funds				
Library Trust	297,846	7,500	8,800	296,546
Hal Holmes Trust	456,599	10,000	10,000	456,599
Fire Relief & Pension Trust	417,603	165,169	157,209	425,563
Total Trust & Agency Funds	1,172,048	182,669	176,009	1,178,708
Enterprise Funds				
Stormwater	617,167	1,199,869	1,428,248	388,789
Stormwater Bond	0	0	0	0
Telecommunications	132,430	352,360	294,255	190,535
Gas	2,177,579	7,830,270	8,074,495	1,933,354
Gas Construction	105,151	0	105,151	0
Light	4,749,871	18,996,521	17,574,424	6,171,967
Water	3,805,053	5,675,234	6,989,125	2,491,162
Water Construction	3,640	1,286,292	1,286,292	3,640
Sewer	2,287,638	4,570,297	5,697,234	1,160,701
Total Enterprise Funds	13,878,529	39,910,843	41,449,224	12,340,147
Internal Service Funds				
Shop & Equipment	5,498,375	2,167,841	2,397,161	5,269,055
Health Insurance	1,012,850	2,152,744	2,378,715	786,879
Risk Management	774,023	686,902	466,653	994,272
IT Fund	573,086	1,221,414	1,517,883	276,617
Total Internal Service Funds	7,858,335	6,228,901	6,760,412	7,326,823
Grand Total	\$40,046,518	\$87,953,507	\$91,165,138	\$36,834,887

Ordinance No. ____ - Exhibit B (Supplemental Budget Ordinance)

City of Ellensburg

2020 Budget Table - All Funds as Amended

Fund/Department	Budgeted Beg Fund Balance	2020 Revenues	2020 Expenditures	Budgeted Ending Fund Balance
Total General Fund	3,798,488	15,330,577	15,529,224	3,599,841
Budgeted General Sub-Funds				
Sales Tax	3,451,518	4,855,497	6,104,317	2,202,699
Art Acquisitions	48,657	51,400	93,057	7,000
Total Budgeted General Sub-Funds	3,500,176	4,906,897	6,197,374	2,209,699
Special Revenue Funds:				
Street	1,324,278	1,991,819	2,169,422	1,146,675
Arterial Street	1,757,735	3,823,688	4,111,651	1,469,772
Traffic Impact Fee	956,579	257,486	728,198	485,868
Ellensburg Public Transit	1,911,881	2,275,796	2,451,454	1,736,223
Criminal Justice	1,557,893	1,116,224	1,301,938	1,372,179
Drug	30,099	7,076	15,000	22,175
CATV Ops. and & Maint.	124,395	80,420	103,473	101,342
Park Acquisitions	775,991	126,711	458,037	444,665
Lodging Tax	344,014	342,029	472,000	214,044
Housing & Related Services	939,353	495,177	190,000	1,244,530
CARES Act CRF Fund	0	598,800	598,800	0
Total Special Revenue Funds	9,722,218	11,115,227	12,599,973	8,237,472
Debt Service Funds				
Capital Imprv. Debt	0	210,000	210,000	0
2010 Maintenance Bond	39,972	212,700	212,900	39,772
Library Bond Debt	97,323	175,000	175,900	96,423
LID Guarantee Fund	131,377	0	0	131,377
Total Debt Service Funds	268,672	597,700	598,800	267,572
Capital Project Funds				
Capital Imprv. Bond Projects	2,723,263	31,858	2,755,121	0
Sidewalk Improvements	689,169	297,278	627,167	359,280
Total Capital Project Funds	3,412,432	329,136	3,382,288	359,280
Trust & Agency Funds				
Library Trust	296,546	7,500	8,800	295,246
Hal Holmes Trust	456,599	10,000	10,000	456,599
Fire Relief & Pension Trust	425,563	165,169	142,351	448,381
Total Trust & Agency Funds	1,178,708	182,669	161,151	1,200,226
Enterprise Funds				
Stormwater	719,111	1,538,796	1,253,505	1,004,402
Stormwater Bond	0	3,000,000	2,883,612	116,388
Telecommunications	185,816	340,744	289,231	237,328
Gas	2,437,432	6,672,157	7,172,654	1,936,935
Light	8,241,071	18,799,260	18,152,274	8,888,057
Water	5,679,091	5,679,402	6,021,162	5,337,330
Water Construction	0	729,988	329,988	400,000
Sewer	3,367,524	4,698,017	4,922,345	3,143,196
Total Enterprise Funds	20,630,044	41,458,363	41,024,771	21,063,636
Internal Service Funds				
Shop & Equipment	7,267,833	2,190,084	1,709,787	7,748,130
Health Insurance	1,009,544	2,301,143	2,814,621	496,066
Risk Management	994,272	686,902	548,842	1,132,332
IT Fund	1,129,218	1,210,749	1,709,532	630,435
Total Internal Service Funds	10,400,868	6,388,878	6,782,782	10,006,963
Grand Total	\$52,911,606	\$80,309,447	\$86,276,364	\$46,944,689



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Resolution to Approve Fiscal Year 2020 Bad Debt Write-Offs

Submitted by: Jerica Pascoe Finance Department

Recommended Action or Motion: Consider adoption of the proposed resolution writing off uncollectible delinquent accounts totaling \$67,431.36

Background/Summary: The proposed resolution authorizes the write-off of uncollectible utility accounts, miscellaneous invoices, parking citations, and library accounts for fiscal year 2020. Annually the City Council considers the write-off of accounts deemed uncollectible.

The City contracts with Merchants Credit Association (MCA) for collection services. MCA has determined that the accounts included (except for the Library accounts under \$100) are uncollectible due to the statute of limitations or bankruptcy.

The Library uses Unique as their collection agency. The Library considers outstanding amounts uncollectible for patrons who have not been responsive to Unique's collection attempts and have not used their library card in the past two (2) years. In 2017 the Library began sending any amounts over \$100 to MCA prior to writing them off. Therefore, the write-off amounts for the Library only include accounts with balances between \$25 and \$100 unless deemed uncollectible by MCA.

Previous Council Action: None

Analysis: The amounts to be considered for 2020 are as follows;

- utility accounts - \$60,376.36
- miscellaneous invoices - \$1,702.83
- parking citations \$2,605.47
 - citations \$1,585
 - related penalties \$1,020.47
- library accounts \$2,746.70
 - lost items \$0
 - fines/fees \$2,746.70

The following table shows the utility write-off history for the current year and previous five years:

	2015	2016	2017	2018	2019	2020
Utility Accounts	\$71,927.46	\$41,630.12	\$49,029.43	\$41,046.44	\$41,145.30	\$60,376.36
Business License Fees	595.00	170.00	80.00	80.00	2,102.78	0.00
Miscellaneous Invoices	0.00	539.10	0.00	0.00	0.00	1,702.83
Parking Citations						
• Citations	4,600.00	745.00	575.00	575.00	1,475.00	1,585.00
• Penalties	3,810.00	820.00	680.00	475.00	1,901.39	1,020.47
Library Accounts	13,978.46	11,510.39	5,286.23	7,391.60	4,881.03	2,746.70
Total Write-Offs	\$94,910.92	\$55,414.61	\$55,650.66	\$49,568.04	\$51,505.50	\$67,431.36

Financial Impact:

These accounts have been deemed uncollectible. The 2018 change to Cash Basis accounting does not impact this process. Therefore, writing off the uncollectible balances will reduce revenues not yet recorded by \$67,431.36. The City continues to maintain accounts receivable data, monitor delinquent accounts, and follow City policy for collection of past due amounts.

Attachments:

[Resolution 2020 write offs](#)

RESOLUTION NO. 2020-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG,
WASHINGTON PROVIDING FOR THE WRITE-OFF OF 2020 UTILITY BILLINGS,
BUSINESS LICENSE FEES, PARKING CITATIONS, AND LIBRARY ACCOUNTS.**

WHEREAS, utility, business licenses, parking citations, and library account billings are presently outstanding; and

WHEREAS, these outstanding billings are deemed to be uncollectible and need to be removed from the City's accounts receivable files;

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

Section 1. The utility receivable amounts are as follows and are hereby written off:

Gas	\$6,416.17
Electric	\$40,155.66
Water	\$5,163.05
Sewer	\$5,902.17
Stormwater	\$2,739.31
Total	\$60,376.36

Section 2. Miscellaneous invoices in the amount of \$1,702.83 are hereby written off.

Section 3. Parking citations and related penalties in the amount of \$2,605.47 are hereby written off.

Section 4. Library accounts in the amount of \$2,746.70 are hereby written off.

ADOPTED by the City Council of the City of Ellensburg this 7th day of December, 2020.

Mayor

Attest:

City Clerk



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Resolution to Sole Source the Purchase of Wood Electrical Utility Poles

Submitted by: Paul Meyer Public Works & Utilities

Recommended Action or Motion: Adopt the attached resolution establishing Stella-Jones Corporation as the sole source supplier for butt-treated western red cedar wood electrical utility poles.

Background/Summary: The City of Ellensburg Public Works and Utilities' Light Division regularly purchases wood electrical utility poles for the distribution of electrical power to customers within the City. Recently the City has only been able to purchase poles from a single supplier, Stella-Jones Corporation.

The City specifies that wood electrical utility poles be butt treated western red cedar. These poles are treated to protect the pole from rot, fungus and insects thereby extending the life of the pole. The City specifies that only the butt of the pole, the portion of pole that goes in the ground, be treated as opposed to a fully treated pole. Historically the City has been able to get quotes and purchase poles from multiple suppliers. Recently, however, suppliers have stopped offering butt only treated poles, and other suppliers have been purchased and absorbed by their competitors. The result is that the only supplier that we are able to purchase poles from that meet our specifications is Stella-Jones Co.

Previous Council Action: None

Analysis: Other similar wood electrical utility poles are available; however, they do not meet the City's specifications for butt treated western red cedar. Staff has confirmed that the only available supplier of butt treated western red cedar is Stella-Jones Corporation, and there are no other suppliers available to the City.

The Utility Advisory Committee provided a favorable

recommendation to the City Council to adopt the attached resolution at their November 19, 2020 meeting.

Financial Impact:

The Light Division Budget contains funds for the purchase of wood electrical utility poles. Sole sourcing the purchase of butt treated western red cedar wood electrical utility poles should have no financial impact.

Attachments:

[Resolution - Sole Source Purchase of Electrical Utility Poles](#)

RESOLUTION NO. 2020 - ____

A RESOLUTION of the City Council of the City of Ellensburg, Washington, Waiving the Competitive Bid Requirements for the Purchase of Wood Electrical Utility Poles for Use Within the Electric Division of the Public Works & Utilities Department.

WHEREAS, the City has a requirement to provide maintain and install wood electrical utility poles for the distribution of electrical power to customers within the City; and

WHEREAS, the City is currently using butt treated western red cedar electrical utility poles, and are only available for purchase through Stella-Jones Corporation; and

WHEREAS, RCW 39.04.280(1)(a) permits the waiver of bidding and competitive negotiation requirements for the purchase of materials and supplies which are clearly and legitimately limited to a single source of supply;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Ellensburg, Washington, hereby declares:

Section 1. The City Council makes the following factual findings:

a. Other similar wood electrical utility poles are available; however, they do not meet the City's specifications for butt treated western red cedar.

b. Staff has confirmed that the only available supplier of butt treated western red cedar is Stella-Jones Corporation, and there are no other suppliers available to the City.

Section 2. The City Council of the City of Ellensburg hereby declares electrical wood utility poles to be purchased from Stella-Jones Corporation, and therefore waives bidding requirements under the authority of RCW 39.04.280(1)(a) for the purchases of butt treated western red cedar electrical utility poles for use within Electric Division of The Public Works & Utilities Department.

Section 3. This resolution will be effective through December 31, 2023. City staff will make periodic inquiries of the manufacturers no less than every three years to determine whether sole source purchasing is still required.

ADOPTED by the City Council of the City of Ellensburg this 7th day of December, 2020.

Mayor

Attest: _____
City Clerk



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: 2021 Pay Plan Resolution

Submitted by: Cindy Smith Human Resources

Recommended Action or Motion: Adopt the attached resolution establishing the 2021 Pay Plan.

Background/Summary: A pay plan resolution is submitted to Council for consideration each year. The resolution, if adopted, will set compensation rates for non-represented employees for fiscal year 2021.

Previous Council Action: N/A

Analysis: Due to the ongoing uncertainty regarding the COVID-19 Pandemic, the economic impact for the City is unknown. The non-represented employees will not receive an adjusted payrate in the 2021 budget year, as established in the proposed 2021/2022 budget ordinance being considered for final adoption at this meeting.

Financial Impact: The 2021 budget was prepared to reflect a 0.0 percent increase, however, does include merit increases for those employees meeting performance criteria who are not yet at the top of the pay range.

Attachments:
[2021 Pay Plan Resolution](#)

RESOLUTION NO. 2020-

A RESOLUTION establishing a pay plan for Fiscal Year 2021 for each position in the City service not covered by a valid union contract.

WHEREAS, the City Manager has prepared and submitted to the City Council of the City of Ellensburg a standard schedule of pay; and

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. That the Pay Plan Schedule be and the same is hereby adopted as hereinafter set forth in Appendix A, and provided that the said plan be effective January 1, 2021.

Section 2. Effective January 1, 2021, the pay range assignment for each non-union class title shall be as follows:

<u>CLASS TITLES</u> <u>BY DEPARTMENT</u>	<u>PAY</u> <u>RANGE</u>
<u>CITY MANAGER</u>	
City Manager	10,206- 13,608
Communications/Government Relations Officer	5,624- 7,498
Executive Assistant – CM	4,051- 5,401
Assistant City Manager/City Attorney	9,695- 12,927
Assistant City Attorney	6,768- 9,024
Executive Assistant/Deputy City Clerk	4,051- 5,401
IT & Telecommunications Manager	6,260- 8,346
IT Systems Administrator	5,438- 7,251
IT Systems Administrator - SQL	5,438- 7,251
Network/Desktop Analyst	4,786- 6,381
Human Resources Director	7,018- 9,357
HR Specialist	4,308- 5,744
Civil Service Secretary/Chief Examiner	150
<u>COMMUNITY DEVELOPMENT DEPARTMENT</u>	
Community Development Director	7,261- 9,681
Economic Development Manager	6,261- 8,348
Building Official	5,426- 7,234
Planning Supervisor	5,426- 7,234
Assistant Building Official	5,101- 6,801
Building Inspector II	4,580- 6,106
Building Inspector	4,195- 5,593

FINANCE DEPARTMENT

Finance Director	7,943- 10,591
Accounting Manager	5,420- 7,227
Senior Financial Analyst/Budget Officer	5,420- 7,227
Application Specialist	5,420- 7,227
Accountant II	4,761- 6,348
Utility Services Supervisor	4,761- 6,348
City Clerk	4,575- 6,100
Accounting Analyst	4,273- 5,697

LIBRARY

Library Director	7,018- 9,357
Public Services/Internal Ops Librarian	4,273- 5,697
Librarian	4,273- 5,697
Part-time Library Substitute	13.69-15.00/hourly

PARK AND RECREATION DEPARTMENT

Parks and Recreation Director	6,881- 9,357
Aquatic & Recreation Supervisor	4,513- 6,138

Part-time/Seasonal Hourly Recreation positions:

State Min. Wage	\$13.69	I	II	III	IV	V	VI
Lifeguard		13.79	14.48	15.20			
Instructor		13.79	14.48	15.20			
Recreation Aide		13.79	14.48	15.20	15.96		
Custodian		13.79	14.48	15.20			
Sports Officials I-V		13.69	15.06	16.43	18.07	25.30	
Sports Officials VI Gym/Field Supv							16.43

POLICE DEPARTMENT

Police Chief	7,675- 10,233
Police Captain (2 positions)	6,768- 9024
Animal Shelter Manager	4,100- 5,466
Police Records Supervisor	4014- 5,352

PUBLIC WORKS AND UTILITIES DEPARTMENT

Public Works & Utilities Director	9,695- 12,927
Assistant Utilities Director	7,881- 10,508
City Engineer Services Manager	7,881- 10,508
Operations Supervisor – Electric	7,633- 10,177
Sr. Electrical Engineer	7,506- 10,008

Project Engineer (2 Positions)	7,416- 9,888
Assistant Public Works Director	6,877- 9,169
Gas Engineer	6,877- 9,169
Assistant City Engineer/Capital Projects Manager	6,877- 9,169
Power and Gas Manager	6,437- 8,583
Stormwater Utility Manager	6,262- 8,349
Transit Manager	6,262- 8,349
Assistant Transit Manager	6,018- 8,024
Civil Engineer	5,284- 7,045
Rate Analyst	4,551- 6,068
Sr. Operations Analyst	4,486- 5,981
Operations Analyst – ES	4,273- 5,697
Operations Analyst	4,273- 5,697
Executive Assistant	3,850- 5,133
Executive Assistant – ES	3,850- 5,133

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

Section 3. The Pay Plan set forth herein shall be administered in accordance with applicable provisions of the Personnel Policies Manual and as further provided herein:

- (a) Initial employment: Employees shall be paid within the limits of the wage range to which their positions are assigned. Usually, new employees will begin employment at the beginning wage rate for respective classifications. However, a new employee may be employed at a higher rate than the beginning wages when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the established beginning rate. Additionally, the City Manager may negotiate and authorize leave accrual rates and balances for a new employee above entry-level rates.
- (b) Anniversary date, employee performance review and performance based or merit raises: After an employee has been certified as having successfully completed the appropriate trial period, his or her anniversary date of employment will be retroactive to the date first employed on a full-time basis. A performance-based raise or merit pay is an increase in pay of one or two steps in the appropriate pay range and is for the purpose of recognizing reliable achievement over time by the employee which meets and frequently exceeds supervisory expectations. Such raises shall be based on tangible results which clearly demonstrate the employee is continuing to add value to the City and City services. An increase to a higher step in the Salary Schedule would normally occur if the employee receives a performance evaluation demonstrating the employee meets and frequently exceeds expectations.

If an employee's performance is unsatisfactory, no performance-based raise will be given for a stipulated period of time during which improvement must be shown or until the employee's job performance is again satisfactory or better, unless a different process is provided in the employee's bargaining agreement. Performance based raises are normally provided at the beginning of each budget year. However, a department director may request a step increase be approved at the end of a trial

period within the first year of employment, or upon the assumption of substantially increased duties and/or responsibilities.

Performance-based raises are within the sole discretion of the City Manager, are not automatic, and are subject to the availability of budgeted funds.

Section 4. Exempt Leave. In recognition of the performance of professional responsibilities of employees who work beyond the regularly scheduled work day, who are not compensated for overtime regardless of the time required to perform assigned tasks, and who are classified as “exempt” under the Fair Labor Standards Act, up to forty (40) hours of paid exempt leave may be granted each calendar year subject to review and approval by the City Manager or his/her designee. Persons first employed in any month after January will be granted a pro-rata exempt leave bank through December of their first year of employment. Exempt leave must be used during the year in which it is granted; it cannot be carried over from year to year, and it may not be cashed out. Exempt leave may only be taken in increments greater than two (2) hours.

Section 5. Personal Time Off (PTO). In order to modernize the City’s approach to the allocation of employee benefits, the PTO program was established in 2016. The PTO program merges vacation and sick leave into a single leave category and combines leave accrual rates for non-represented staff.

As a condition of implementation of the PTO program employees will receive annually in their paycheck for the January 1-15 payroll period the sum of \$224.00. This amount shall be reviewed by the City Manager in November of each year and adjusted as necessary and appropriate by the City Manager.

Section 6. PTO accrual cash out. If an employee is unable to take PTO leave due to circumstances dictated by special needs of the City, the City Manager may authorize the cash out of any portion of an employee’s accrued PTO hours in excess of the maximum allowable accrued PTO hours identified in the Personnel Manual.

Section 7. Cell Phone Allowances. Employees required to carry a cell phone for City business may be provided a cell phone by the City for official use, or with the approval of the city manager, may be provided a cell phone allowance to compensate for the use of a private cell phone for City business.

Section 8. Life Insurance. Employees covered under this resolution shall be provided with a \$25,000 life insurance policy at City expense.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the ____ day of _____, 2020.

Mayor

Attest: _____
City Clerk



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Inclusion, Diversity and Equity Subcommittee Final Report and Recommendations to Ellensburg City Council

Submitted by: John Akers City Council

Recommended Action or Motion: Presentation, discussion and adoption of the Report and Recommendations

Background/Summary: The Ellensburg City Council discussed the creation of an ad hoc committee to address Diversity, Equity and inclusion at their regularly scheduled June 15, 2020 City Council meeting. A proposal to consider three areas was initiated by Mayor Bruce Tabb: 1) engaging the community; 2) making a lasting commitment to equity and diversity for the community; and 3) ensuring the city internalizes these principles. Council appointed a Subcommittee on Inclusion, Diversity and Equity (IDE) comprised of Mayor Tabb, and Council members Lillquist and Goodloe. The subcommittee was charged with identifying opportunities to move the IDE initiative forward and to bringing recommendations for consideration to the Council.

The IDE Subcommittee chose a listening tour format to gain information and perspective from residents. The listening tour was conducted from July to mid-October and consisted of 17 sessions with groups of people ranging from 5-25 participants. Information was collected virtually or in person, following the Washington State COVID regulations. A survey was used for participants who could not attend. Five questions were asked each group in an effort to hear what it is like to live in Ellensburg as a minority group.

Thoughts and experiences were shared by community members who identify as, African American, Asian, Indigenous, Latino, and White. People spoke of living in Ellensburg as members of the LGBTQ community, persons with disabilities, Seniors, religious minorities and as Persons of Color. Each person brought their unique perspective to this effort. All want their voices to be a greater part of our

community's conversation. Common themes and a path forward to incorporate those voices emerged.

Upon completion of the Listening Tour, the Subcommittee developed a final report from what was heard and made recommendations on how Ellensburg can become a stronger community in the future by being more inclusive, welcoming a more diverse population, and structuring more equitable systems so that residents can reach their potential.

Previous Council Action: An Inclusion, Diversity and Equity Subcommittee was created on June 15, 2020

Analysis: The recommendations found in the report provide a framework for future Council actions to become a community that is welcoming, celebrates each person's unique contributions to the community, and provides equal opportunity for all.

Financial Impact: None at this time. A budget amendment may be necessary in 2021.

Attachments:

[Ellensburg City Council Subcommittee Report - Inclusion, Diversity & Equity Listening Tour & Recommendations](#)

Ellensburg City Council Inclusion, Diversity & Equity Subcommittee Report



December 2020

Diversity is inviting everyone to the party.

Equity is making sure everyone can get there.

Inclusion is making sure everyone feels comfortable while dancing.

FOREWARD

All people want to be able to support themselves, feel safe where they live, and be respected for who they are.

We are grateful to the Listening Tour participants for sharing a glimpse into their lives in our community. Thank you for trusting us with your responses to our questions. It was an honor and privilege, and very humbling, to hear about your lived experiences in our community. You shared your concerns and hopes for Ellensburg.

Many of you made it very clear that you want to be more visible and have an active role in this community. You also told us that many families left Ellensburg because they felt threatened or unwelcome. Others are thinking of leaving if they or their families continue to feel unsafe.

We recognize that the voices heard represent a small slice of the Ellensburg citizenry, however, the concerns and ideas for change you voiced were surprisingly similar through all the sessions. People of color share many of the same challenges as LGBTQ people and people with disabilities and religious minorities. We are confident that the themes captured in this report are representative and provide a starting point for the conversations, connections and actions that will enable Ellensburg to do better.

By listening we heard about our community and the ways people in various religious groups, individual citizens, businesses and community organizations are welcoming. These actions provide a solid base from which to build a stronger community.

While it is not the role of the City government to provide all things to all people, we, as Councilmembers, can direct the policies, procedures and programs of the City government to be more inclusive, to embrace diversity, and to ensure equitable treatment of all citizens. We, as community leaders, can work with citizens, businesses, schools, and civic

and charitable organizations to encourage a culture of respect in our community.

We release this report at a time when our community and nation seem deeply divided politically. Many people have gone beyond disagreeing about the best way to solve problems to fearing and vilifying anyone from the “other side,” emphasizing our differences instead of our commonality.

The recommendations in this report seek to build bridges across generations, cultures, abilities, and gender identity and in so doing, create a framework for understanding and healing across ALL that divides us. As one listening tour participant suggested, let us make the effort to “shed the hate and embrace the love” so that we may practice the neighborliness that makes us a supportive, resilient community.

Our hope is that you will want to be a part of this effort. Together, we can do better!

Mayor Bruce Tabb

Councilmember Nancy Goodloe

Councilmember Nancy Lillquist

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Ellensburg City Council Inclusion, Diversity & Equity Subcommittee Report

EXECUTIVE SUMMARY

The Ellensburg City Council wants Ellensburg to be a place where everyone has the chance to flourish. It seeks to create a community with an environment that improves lives and supports a wide range of people.

Ellensburg is growing. More people call our city home than ever. We see more pressure for affordable housing, living wage jobs, and an infrastructure – from roads to utilities and open spaces – that supports this growth. We also know that as we grow, certain groups of people continue to feel excluded. Historical inequities are illuminated. We are listening to and acting on behalf of our residents to create a more equitable, just and safe community – one where all citizens know they belong and are welcome.

The Inclusion, Diversity and Equity (IDE) initiative has three key foundational pillars:

1. Ellensburg cares.

We are a community that cares for one another, and as such we want all people to feel a sense of belonging in this community.

2. There are long-standing concerns about the treatment of people based on how they look, speak, or act, not who they are as a person.

We are making history. We are embracing a future that sees diversity in Ellensburg – be that age, skin color, gender identity, religion, disability – as what makes us stronger.

3. We can do better.

Working together, all who live in Ellensburg today, and in the future, will have access to the resources they need to reach their full potential.

By listening, we learn. Over the course of three months, over 100 participants from various cultural and racial backgrounds joined in a listening tour. The participants helped us understand what it is like for them to live, work and play in Ellensburg. We heard good and bad.

Background

The Ellensburg City Council discussed the creation of an ad hoc committee to address diversity, equity and inclusion at their regularly scheduled June 15, 2020 council meeting. A proposal to consider three areas was initiated by Mayor Bruce Tabb: 1) engaging the community; 2) making a lasting commitment to equity and diversity for the community; and 3) ensuring that the City internalizes these principles. A result of the council discussion was the formation of a subcommittee on Inclusion, Diversity and Equity (IDE) composed of Mayor Tabb, and Councilmembers Nancy Lillquist and Nancy Goodloe to bring recommendations back to Council.

Several meetings of the subcommittee followed, and the notion of holding a listening tour came into focus early. Councilmembers have experience with listening to constituents through the hosting of Neighborhood Cafés during 2019. Using this experience as a guide, the subcommittee created an approach for each listening tour session that allowed for in-person (not more than 10 people due to COVID restrictions) or virtual meetings.

Methods

The IDE listening tour consisted of 17 listening sessions with groups of people in the Ellensburg community whose voices have not always been heard. Each listening session included 2 or 3 members of the city council subcommittee (one who served as host), a scribe/meeting facilitator, and the listening session participants (some restrictions applied due to the COVID-19 pandemic). The same five questions were posed to participants at each listening session. A de-briefing of the subcommittee after each session created the mechanism to develop common threads and themes which provide the basis for the recommendations in this report.

Findings/recommendations

For the most part, we heard that Ellensburg is a good community in which to live. Minority communities support each other when the broader community falls short. The City can be both welcoming and hostile. Strangers reach out. Neighbors help each other. Systems and institutions do not always support the values they state. That means that a community that is generally welcoming and supportive often falls short in interactions with marginalized communities. Whether it be the actions of people, places or practices, Ellensburg can take the steps needed for the benefit of all.

This report organizes Listening Tour participant comments into two categories.

First, issues, concerns and observations about inclusion, diversity and equity are summarized. Most of the participants in the listening tour focused on the places they frequent, such as schools and businesses. Stories were shared about unpleasant situations between people that are preventable. We heard about how information shared by governmental entities doesn't always reach all people.

Second, ideas for doing better, for being more inclusive, diverse, and equitable, are summarized. The listening tour participants were eager to share their ideas about how Ellensburg can do and be better. These participant recommendations included establishing a city IDE Commission, engaging city/community leaders in more intentional and coordinated ways in support of IDE and bringing people together to get to know each other as the unique people we are.

Learn and listen. Act and change. Do better. We all know Ellensburg cares.

INTRODUCTION

Background

Cities throughout the nation are grappling with the effects of systemic racism and engaging in conversations with their citizens which will lead to communities that are more inclusive, celebrate diversity, and are equitable for all. The people of Ellensburg have a clear commitment to those values. “We value a diverse, inclusive, and equitable community that is welcoming and supportive to everyone because it enriches our lives and enhances our individual and community well-being.” SOURCE: City of Ellensburg Comprehensive Plan adopted 2017, as amended.

The Ellensburg City Council wants Ellensburg to be a place where everyone has the chance to flourish. The values expressed by the people of our community through the Comprehensive Plan support Ellensburg to be vital and strong. City Council’s responsibility is to ensure that those values become real. In concert with people living in the community, Council seeks to create a community with a lived and built environment that improves lives and supports all people.

The Ellensburg City Council discussed the creation of an ad hoc committee to address diversity, equity and inclusion at their regularly scheduled June 15, 2020 council meeting. A proposal to consider three areas was initiated by Mayor Bruce Tabb: 1) engaging the community; 2) making a lasting commitment to equity and diversity for the community; and 3) ensuring the city internalizes these principles. The first step was the formation of a subcommittee on Inclusion, Diversity and Equity (IDE) comprised of Mayor Tabb, and Councilmembers Nancy Lillquist and Nancy Goodloe. The subcommittee was charged with identifying opportunities to move the IDE initiative forward and to bring recommendations to the Council.

To hear voices not normally heard, the idea of a listening tour was pursued. This format offered the best way to hear the issues of the affected community members and to listen to their concerns. Councilmembers have experience with listening to constituents through the hosting of Neighborhood Cafés during 2019. Using that experience as a guide, the subcommittee created an approach for each listening session within the comprehensive listening tour that allowed for in-person (not more than 10 people due to COVID restrictions) or virtual meetings.

This initiative—Inclusion, Diversity and Equity—took root when the Ellensburg City Council expressed their commitment to create a community that has access to a lived and built environment that improves lives, supports all people, and everyone has the chance to flourish.

Why now?

Ellensburg is growing. More people call our city home than ever. We see more pressure for affordable housing, livable wage jobs, and infrastructure – from roads to utilities and open spaces – that supports this growth. We also know that as we grow, certain groups of people continue to feel excluded. Historical inequities are illuminated. We are listening to and acting on behalf of our residents to create a more equitable, just, and safe community – one where all citizens know they belong and are welcome.

The U.S. Census has designated Ellensburg as one of the top 10 fastest growing micropolitan areas in the nation, growing 2.8% between 2016 and 2017. Ellensburg residents who self-declare on the U.S. Census as ‘white alone, not Hispanic or Latino’ comprise 76.6% of our population. The remaining 23.4% are predominately ‘Hispanic or Latino’ at 12%, followed by ‘two or more races’ at 5.1% (source: <https://www.census.gov/quickfacts/ellensburgcitywashington> V2019).

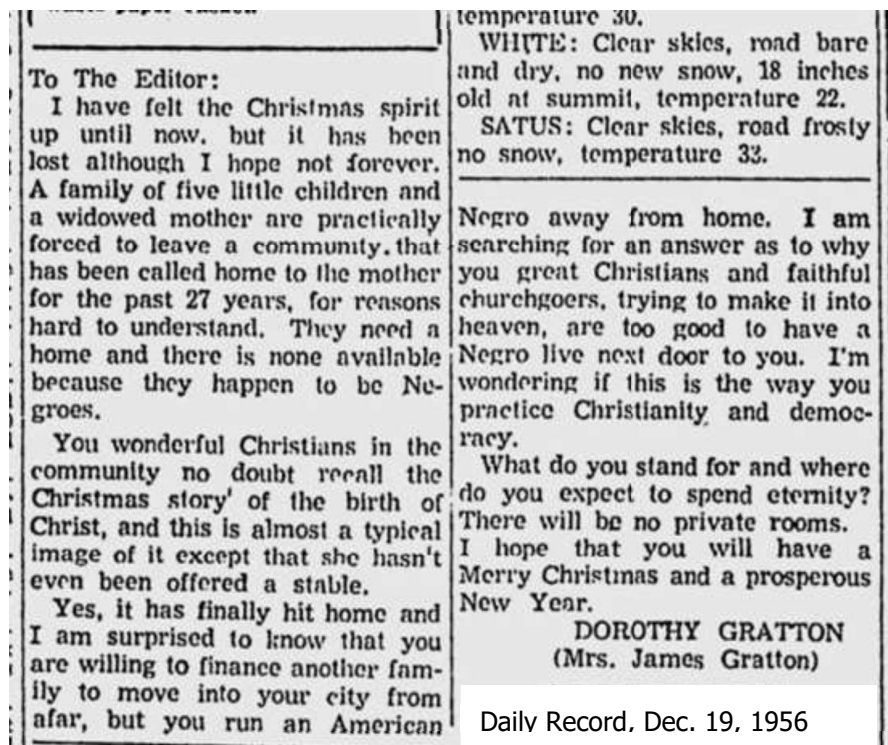
Close to half of Ellensburg’s 20,000 residents are Central Washington University (CWU) students. The University’s emphasis on attracting students from minority and underserved communities, as well as diverse faculty and staff, affects the demographic character of Ellensburg. The changing nature of the labor force has also created greater diversity in the community. People from many different countries have settled in Ellensburg for various reasons.

In the 1800’s, Native American people thrived in the Kittitas Valley, as noted in this article written by the Aronica family and featured in the Daily Record on October 12, 2020 (excerpts):

Traditionally, the Pshwánapum lived in the Kittitas Valley as a sub-band of the larger political and extended family networks of the Yakama tribes and bands. These Pshwánapum members, also referred to as the K'titaas ("Kittitas") band, participated in subsistence patterns, moving seasonally between the low river-lands and high mountain areas to harvest and gather roots, salmon, berries, game, and medicines. ...The K'titaas hosted numerous other tribes, bands, and eventually west-ward European settlers on trade grounds east of present-day Ellensburg. These trade grounds included teepee encampments, horse corrals, and a pony racetrack for several thousand travelers and traders.... The legendary trade encampments are reported to be the precursor to the Ellensburg Rodeo - as an opportunity to display sportsmanship and craftsmanship between the gathered people...It is necessary to also recognize that traditional ways of life for the K'titaas, and Yakama as a whole Native Nation, were threatened in the 19th century when large numbers of miners, ranchers, and land-patent prospectors started pouring into the Pacific Northwest. When competing interests clashed, it was the Indigenous People who lost their cultural and ceremonial sites, access to foods and medicines, and ability to practice religious observances.

Ellensburg's history mirrors the national experience to some extent. The town has a history of racial segregation and discrimination. An estimated 800 minority residents lived in the area of town south of 3rd and west of Main known as the Restricted District in the early 1900s. While many were seasonal agricultural workers, others worked in hotels and restaurants, for the railroad and in laundries. The District was home to an African American newspaper, a Black baseball team, Chinese laundries and two African American churches. Central Washington College of Education did not allow Black students until 1941 (pers. com. Oct. 30, 2020 Ty Phelan). Ellensburg public schools, however, were apparently integrated early on. (pers. Com. Nov 19, 2020 Regina Tipton). As World War II came to an end, so did the Restricted District as land and buildings were sold to industrial and business interests. This "Letter to the Editor" from the Daily Record, December 19, 1956 suggests discrimination and racism were evident in Ellensburg.

In recent times, Ellensburg residents have experienced and responded to several concerning events. In 2016, Ellensburg Police responded to complaints about KKK propaganda flyers being circulated around town. The community mobilized and began a campaign called Not In Our Kitt Co or NIOKC. Peaceful protests, yard signs and other signs of community support appeared. Ultimately, two individuals who lived outside of Ellensburg were charged with a crime, and subsequently left the area.



In late 2019, the group Patriot Prayer came to town. Efforts by the group to agitate the locals prior to their arrival were unsuccessful, and the group's march ended up being sparsely attended by supporters and protestors alike. Then in 2020, with political and racial tensions elevated nationally after the highly visible murder of George Floyd by Minneapolis police and other incidents, peaceful protestors began to gather at the courthouse daily to show support for racial justice under the banner "Black Lives Matter", which is defined by Wikipedia as "a decentralized political and social movement advocating for non-violent civil disobedience in protest against incidents of police brutality and all racially motivated violence against Black people." However, many know it as an organization founded by Marxists, with an anti-police platform whose protests have turned violent in some cities. The City Council's support for "Black Lives Matter" came in the form of a recommendation to create street art that drew both support and opposition, including threats of lawsuits, from citizens. The Council reconsidered the street art project and instead appointed a subcommittee to develop ideas for an art project in Rotary Pavilion. This subcommittee is partnering with the Arts Commission, soliciting ideas for artwork at the Rotary Pavilion around the theme of "Racial Equity" and is developing a long-term plan for supporting IDE in the arts. The protests and Council action sparked counter-protests in support of police and patriotic displays.

These are just some examples of our past that have shaped Ellensburg. The community has an opportunity to use this present moment to reflect upon who we are and who we want to be, and then create a path forward into a better future.

Methodology

The Inclusion, Diversity and Equity (IDE) initiative has three key foundational pillars:

1. Ellensburg cares.

We are a community that cares for one another, and as such we want all people to feel a sense of belonging in this community.

2. There are long-standing concerns about the treatment of people based on how they look, speak, or act, not who they are as a person.

We are making history. We are embracing a future that sees diversity in Ellensburg – be that age, skin color, gender identity, religion, disability – as what makes us stronger.

3. We can do better.

Working together, all who live in Ellensburg today, and in the future, will have access to the resources they need to reach their full potential.

The IDE council subcommittee hosted a listening tour to gain information and perspective from residents.

The listening tour consisted of 17 listening sessions with groups of people in the Ellensburg community who have not always been heard. Each listening session included:

- A City Council subcommittee member served as the host. Each council subcommittee member was responsible to serve as 'host' of a listening session. The host identified and invited possible attendees for each listening session¹. Due to COVID-19 restrictions, listening sessions were held in-person (10 or fewer people in one room with masks and physical distancing) or virtually. Staff

¹ For the Latino/a/x listening sessions, the City entered into a professional services agreement with Veronica Gomez-Vilchis. Veronica performed as host and translator to the Latino/a/x listening sessions.

handled the logistics for in-person or virtual meetings. Each listening session was scheduled for one hour, although some ran longer.

- Two or three members from the City Council subcommittee in attendance. At a minimum, two of the three IDE subcommittee members attended each listening session. Each listening session had City staff present as well.
- Scribe. To allow councilmembers the opportunity to listen and interact with people at the listening sessions, the City's Communications Officer served in the role of facilitator, scribe and timekeeper. To encourage open and honest responses, participants were assured that their comments would not be attributable to them as individuals.
- Five questions. Reflecting on the purpose of IDE, the City Council subcommittee members developed five questions to pose to all listening tour participants. The five questions asked were:

1. What are some examples of how you feel welcome in Ellensburg? Are there people or places or events that stand out to you?
2. What situations or conditions influence when you do or do not feel safe in Ellensburg?
3. The number of people in our community is growing and becoming more diverse. What would you like to see the city do to be better prepared today for the changing demographics happening now and in the future?
4. Not everyone in Ellensburg has access to what they need to reach their full potential. How can we as a city, as a community, do better at being a place where everyone has the chance to flourish?
5. What is the best way for us to get information to you? And for you to share information with us? US mail? Email? Social media? Meetings?

- Discover themes and identify possible actions. Reflecting on the listening sessions, and in the case of the Latino/a/x audience, online survey responses, revealed the themes recorded in this report. These themes provide insight into those areas where the City Council can commit to doing better and provide insight into additional actions that can be taken to support these efforts.

LISTENING TOUR

The best way to understand the needs of people from underrepresented and marginalized communities is to listen. The IDE subcommittee initiated a series of listening tours starting in late-July 2020. The subcommittee set a target of hosting up to twenty listening sessions by mid-October 2020; 17 listening sessions were held. Participants represented a variety of communities in Ellensburg: people age 65 plus, people with disabilities, people who are Indigenous, Asian, Black, or Hispanic, and members of the LGBTQ, Muslim and Jewish communities. Not everyone was a Person of Color.

In total, the listening tour heard from over 100 citizens from various cultural and racial backgrounds. Most listening sessions were held virtually, due to COVID-19 restrictions, with four in-person (socially distanced) and one online survey in response to the listening tour questions.

WHAT WE HEARD

There were clear themes and consistent observations that were heard through the sessions. White LGBTQ, religious minorities, people age 65 and over, and people with disabilities shared many of the same concerns as People of Color. These common themes speak to the community issues, concerns, observations, and ideas brought forward by participants.

Direct quotes from participants are provided in pop-up text boxes throughout the report.

Participants shared the good and the bad of their lives in Ellensburg, and it was clear that they have made Ellensburg home. They live, work, study, practice their faith, and raise families in this community. People expressed the value of living in a small town—the strength of connecting to their faith-based communities, the opportunities to meaningfully volunteer and serve the community, and the support from their friends and neighbors.

The listening tour provided an opportunity for participants – people who have been here for generations and those new to town – to share the ways they do and do not feel welcome in Ellensburg. Most participants mentioned that it's the people who live here who make them feel welcome and that's why they want to stay in Ellensburg. Some stated that the place they moved from was not as welcoming as Ellensburg, and

"Every time I go to different events, I feel very welcomed. I am one member in Ellensburg, no different than other people. This gives me a good feeling."

that it was refreshing to come here. Others talked about events, like First Friday Art Walk and the Farmer's Market, as reinforcing a feeling of belonging in Ellensburg. There was recognition by some participants, too, that they could have moved elsewhere, but they stay in Ellensburg because it is where they and their family want to live.

We heard that various places in Ellensburg helped families feel welcome. At church, participants spoke of

feeling a sense of belonging and connecting to Ellensburg. Participants felt the "churches in the community see me as who I am." Participants involved with youth sports also talked about a sense of inclusion and involvement that reach all – young and old. Others spoke of the kindness of store clerks during COVID who wear facemasks that are clear and allow hearing impaired people to read their lips.

"I praise our city for the Not In Our Kitt Co response [to the KKK flyers], and how our community rallied."

Ellensburg's western culture was raised many times.

Participants spoke of the rodeo and how it is integral to Ellensburg. While the Rodeo is an important cultural event, concern was raised that the current event is specific to one culture, the contributions of indigenous people are diminished. "Fake Indian" acts have been hired to depict indigenous people. Other groups with a history of rodeos and western culture, such as Mexican vaqueros or the International Gay Rodeo Association are excluded. Participants would choose cultural integration rather than assimilation of various cultures.

We also heard about law enforcement. People related good and bad experiences. "EPD has such kind officers. I was shoveling my sidewalk, and an officer stopped and asked me what I was doing. I said I was shoveling snow, and he got out of his patrol car, asked me for the shovel, and took care of the snow shoveling for me. I feel privileged to live in Ellensburg where people are kind" (Listening Tour participant). People of Color relayed that they felt targeted by law enforcement and were not comfortable either approaching or being approached by officers. A current African American student

related that he had been pulled over by police three or four times in Ellensburg. He said if something were to happen, he wasn't sure calling the police would be in his best interest.

"Show more love to block out the negative. The community is showing negative or neutral but not showing the love."

The listening tour platform pointed to how adaptive people are to situations and conditions that are not necessarily comfortable or welcoming but have been present for a very long time. Nonetheless, these situations sometimes left participants feeling unsafe. The participants were also encouraged to look ahead to how we can do better. As one participant stated "I believe if you want to see change, you must participate in it. For

the most part, Ellensburg is a beautiful, wonderful town. It doesn't matter where you go, there will be some bad people. I am involved in my community. I try to fuse the two cultures [Hispanic and Anglo] to learn from each other. Get to know your neighbor. Overall the town is positive."

PARTICIPANT ISSUES, CONCERNS, AND OBSERVATIONS



Ellensburg cares.

We are a community that cares for one another, and as such we want all people to feel a sense of belonging in this community.

During the listening tour, most CWU student participants expressed they do not feel respected, accepted and valued in our community. Most non-student resident participants felt welcome and comfortable in Ellensburg most of the time, but expressed concerns about not feeling respected, accepted, and valued at times in their lives throughout our community—in interactions with some community members, the City, the Police Department, local businesses, and educational institutions.

We heard about the City of Ellensburg

Participants suggested program ideas, commented on their expectations when interacting with City staff and their desire for the City Council to show leadership in setting a tone of respect for the community.

Participants frequently mentioned the following issues, concerns and observations.

- The City Council is inconsistent about denouncing racist acts (good job with KKK flyers in 2016, but not with graffiti/vandalism this year). Participants desire leadership and visual cues to know Ellensburg is safe.
- People of Color feel targeted while walking and driving in Ellensburg.
- Participants do not feel that they have the support to understand and access City services.
- The City does not adequately inform all sectors of the community of leisure and recreational opportunities.
- The City does not conduct adequate outreach to inform and engage all who live and work in the City.

We heard about educational organizations

ELLENSBURG SCHOOL DISTRICT (ESD)

Schools are the focal point of the community for families. Our children receive not only academic instruction but also engage in sports and clubs, build social skills, and make lifelong friends. Participants want schools to be safe places for their children. At a majority of the 17 listening sessions, participants recounted painful events involving their children with their peers. K-12 students often interact with one another in hurtful ways. Parents reported these encounters occurred during class, while riding the school bus, during recess, and at school events. Parents felt that teachers, staff, and administration did not always react in ways in which parents felt were in the best interests or supported their student family members.

"I had an experience in the school reception area where I was told 'I'm too busy to help you' but a white person entered and was helped right away."

Participants frequently mentioned the following issues, concerns and observations.

- Bullying and insensitive remarks occur based on skin color and ethnicity, gender identity, and religious dress.
- Some teachers, staff and administrators are helpful, but others look the other way or make excuses to not act.
- Some bus drivers are reluctant to intervene in student conflicts.
- Some drivers either ignored or did not report incidents which occurred on the bus.
- Some parents of students of color feel ignored when interacting with ESD employees over issues with their children.
- School curriculum does not adequately include the history or perspective of diverse groups.

CENTRAL WASHINGTON UNIVERSITY

Most students felt more comfortable on-campus than in the community, however, it was also mentioned that the campus has room for improvement.

People frequently mentioned the following issues, concerns and observations.

"I feel like CWU and the city are separate. Ellensburg is not a college town, it's a town with a college inside of it."

- The CWU campus does not feel accessible to non-student residents.
- Some students do not feel safe off-campus.
- Though CWU has made strides in building a welcoming environment, some students feel harassment and hostility is directed at them on campus.
 - The community doesn't know what CWU events/activities are available or open to the public.
 - The students do not know what community events/activities are available or open to them.
 - Students expressed a desire for more meaningful interactions to build bridges with community members.

"I'm not coming back after school because of the people in Ellensburg. I like the weather here, but I don't want to raise a family here. This was a college experience. My family hates coming here."

We heard about businesses

Overwhelmingly, participants in the Listening Tour want to buy local. However, many refused to shop where they feel threatened or unwelcome. Participants expressed the belief that there are missed opportunities to serve more people and improve business profitability.

Listening session participants disclosed that businesses have an opportunity to be more inclusive by offering products and services, and improving customer service, in a way that fills the needs of all who shop in Ellensburg.

Participants frequently mentioned the following issues, concerns and observations.

"My parents thought about starting a business in Ellensburg, but didn't know how, so they saved their money, then they moved."

"I felt hostility going to the grocery store. People would follow me around the store, so I brought a white male with me."

- There is a desire for personal care products (e.g. haircare, makeup) for people with brown/black skin tones; these potential customers order products on-line or go out-of-town for them.
 - There is a need for haircare services (e.g. barber, salon) for all hair types; people leave Ellensburg to get their hair cut.
 - People with diverse cultural backgrounds want to buy their own ethnic food selections from local grocery stores; instead they travel out of town to stock up.
 - Participants want restaurants that serve cultural foods.
 - Participants want health care providers who look like them.
 - Participants want health care providers who understand their culture and their varying medical needs.
- Participants do not feel welcome in some stores, restaurants, businesses - they feel watched, followed, and, at times, clerks/wait staff are rude or suspicious.
- There is a sense of not knowing if it is 'safe' to enter stores, businesses, or eat at certain restaurants.
- Clerks and wait staff are not trained to accept tribal identification cards.
- Employees are not trained to support people with disabilities in stores and restaurants nor are they aware of the legal requirements related to service animals.

- The higher education accomplishments (degrees, certifications, training) and job skills that many persons from other countries bring with them are often not recognized or valued by prospective employers in our City.



There are long-standing concerns about the treatment of people based on how they look, speak, or act, not who they are as a person.

We are making history. We are embracing a future that sees diversity in Ellensburg – be that age, skin color, gender identity, religion, disability – as what makes us stronger.

"We talk about Native peoples in the past tense. We are still here."

Many Ellensburg residents see the town as historically and culturally "white," even though minority residents have been a part of the community since its founding; indeed, the *K'ítitaas* ("Kittitas") and *Pshwánapum* ("Wanapum") peoples welcomed white European traders to this area, and Black and Asian people made significant contributions to the early settlement.

We heard about interpersonal interactions

Stereotyping and bias, are of concern for people of marginalized communities. Participants believe that people displaying bias may not always know that they are doing so. What is said, verbally or with body language, can imply that some are less than others and don't have value.

"There are perceptions about me that aren't true."

Participants frequently mentioned the following issues, concerns and observations.

"People fear what they don't understand. Racism comes from people's fear and comes out in anger."

- People often make judgements about one's character, who someone "is" because of their skin tone, disability, mannerisms, or how they look.
- Visual cues or signs set the tone for when someone does (e.g. Not In Our Kitt Co) or does not (e.g. Confederate flag) feel safe.
- People experience implicit bias

(e.g. stereotyping) and micro-aggression (e.g. staring, bullying).

"Being disabled means people think you are damaged in some way."

- There are missed opportunities to learn about one another.
- Cultural events and celebrations are meaningful places for people to connect, yet they occur in a haphazard or sporadic manner.

We heard about cultural sharing

At most listening sessions we heard a desire for creating a gathering place for people to share stories, share foods, engage with people of their culture and to introduce others to it. This place (or places) could be a permanent location for all community members to enjoy.

Participants frequently mentioned the following issues, concerns and observations.

- The campus and community seem separate and divided.
- There is no place to go to be together, to teach young people cultural traditions, or to welcome newcomers.
- There is no place for others to learn about different cultures.
- There is no place to practice cultural traditions year after year.

"I implore you to educate, deconstruct the community use of stereotypes. Be open in ways for people to learn."



We can do better.

Working together, all who live in Ellensburg today, and in the future, will have access to the resources they need to reach their full potential.

We heard about access to resources

"It's the people who made me feel welcome, made me want to stick around."

Participants said that access to resources for people who are currently employed looking to advance in their field or make a career change, or for people who want to start a business, are either not available or not known.

Participants frequently mentioned the following issues, concerns and observations.

- Language, education (e.g. degree), age (e.g. youth), immigration status, and disability impact employment opportunities for the participants.
- Jobs open for adults and youth aren't well advertised.
- Culturally diverse people with ideas for new businesses do not know how to get started.
- Those moving here from a foreign country face additional hurdles of verifying credit and credentials that affect housing and employment opportunities.

We heard about city services

The City of Ellensburg provides services to citizens such as utilities, transportation infrastructure and transit service, policing, community development, library, and parks and recreation facilities and programming.

"You don't see yourself anywhere. My experience is that I'm invisible."

Participants frequently mentioned the following issues, concerns and observations.

- People who do not speak English or are disabled have difficulty accessing some City services.
- Affordable accessible housing in Ellensburg is greatly needed.
- Some people with disabilities rely on walking and transit; they have difficulty navigating some City infrastructure (e.g. sidewalks and traffic lights that have very short time periods for crossing and that do not have audible cues for those who need them).
- There is a perception that People of Color are stopped for traffic infractions more frequently than whites.
- Participants want more activities to do locally (e.g. bowling alley) for adults and youth.
- The cost of participating in City sponsored activities can be a barrier to participation.

PARTICIPANT IDEAS for DOING BETTER

Participants suggested the following actions to help all citizens feel welcome and flourish in Ellensburg.



Ellensburg cares.

We are a community that cares for one another, and as such we want all people to feel a sense of belonging in this community.

Ideas we heard for City of Ellensburg

- Show support for and address issues of racial injustice and diversity. Make stronger statements and take action to show people that hate and hostility are not community values.
- Make information easily available -- in-person, online and in print -- for people who are disabled or who don't have English as their first language.
- Develop, distribute a city newsletter in the utility bill.

"I don't want to change your beliefs, but I do expect to be treated as a person."

"People fear what they don't understand. Racism comes from people's fear and comes out in anger."

- Celebrate the diversity of the community through Council proclamations.
- Create and publicize more programming and scholarships for youth (e.g. international movies in the park, bilingual programming) and seniors.
- Review transit, traffic, crosswalk timing through an accessibility lens.

Ideas we heard for educational organizations

For the Ellensburg School District:

- Dedicate resources to student learning about culture and traditions, sexuality and gender, and sensitivity training.
- Immediately address behaviors (e.g. bullying, use of the 'n' word, demeaning brown/black skin people, etc.) in schools, on school buses and at school events, and be accountable to ensuring a safe learning space for all.
- Provide resources (e.g. interpreters, bilingual teachers) to support all families.
- Measure how schools and the Superintendent, principals, and administrators are performing in the area of social justice.
- Normalize uniqueness.

"It's the bullying at school that gets to me."

For Central Washington University (CWU)

- Create more opportunities for students and community members to interact in ways they get to know each other (e.g. volunteering, internships).
- Better connect CWU (e.g. Diversity and Equity Center at CWU, other organizations) with the city.
- Encourage promotion of CWU events to the general public, and community events and activities to students.

Ideas we heard for businesses

"I get watched in stores."

- Display visual signs (e.g. pride flag) and host events (e.g. Hispanic Heritage Month night) that demonstrate that the business practices and supports inclusivity. Help customers know they can feel safe and welcome in the business.

- Expand product selections available in stores (culturally

specific food, hair care products, clothes, etc.) and/or create and promote a system whereby customers can place special orders for these products.

- Develop the capacity to provide services (e.g. health care, haircuts, barber, restaurants, etc.) to broaden existing services and reach new customers.
- Extend a welcoming hand to newcomers (e.g. welcome wagon) and have a way for people to report businesses or their employees who are not welcoming.
- Offer training to employees on how best to serve all customers including people from marginalized communities.
- Hold employees accountable for how they interact with people while at work.
- People feel safer in a place where they see someone like them; actively promote and recruit individuals from marginalized communities (visible and invisible) to apply for jobs at their business (bilingual, disabled, People of Color, LGBTQ, etc.).

"Veterans with mental health issues struggle in our community, there are not enough providers. People end up going out of town."



There are long-standing concerns about the treatment of people based on how they look, speak, or act, not who they are as a person.

We are making history. We are embracing a future that sees diversity in Ellensburg – be that age, skin color, gender identity, religion, disability – as what makes us stronger.

Ideas we heard for improving interpersonal interactions

"I've been called names in the store parking lot, racial slurs, people yelling out things. Some neighborhoods I get stares and glares. Most of the time it [Ellensburg] is a good place [to live]. But there are those moments, then all that safety is out the window."

- Let community members know you care with visual cues, such as signs, nods of greeting, eye contact, a word of greeting.
- Recognize there are times when we have attitudes towards people or associate stereotypes with them without our conscious knowledge.
- Be thoughtful about how our words and actions impact others.
- Be allies for one another.

Ideas we heard about cultural sharing

- Create and support a shared place where everyone in the community can gather with each other and learn about different cultures, people (e.g. food, religion, traditions).
- Hold consistent events and cultural celebrations (e.g. Pow Wow, PRIDE, Cinco de Mayo, summer diversity literacy projects, etc.) that bring groups together, and help others learn about them.

"We don't have welcome places to gather - to share food and culture, to learn traditions from others."

- Explore opportunities for everyone – youth, CWU students and adults – to engage in activities which promote the coming together of people of different ages, cultures, abilities, and gender preferences.

"I'm less comfortable in the evening in town when there are lots of people and drinking. Non-verbal looks, length of stares. I have to be on guard, alert."



We can do better.

Working together, all who live in Ellensburg today, and in the future, will have access to the resources they need to reach their full potential.

Ideas we heard to improve access to resources

- Provide resources and referrals, and complementary social services in one central convenient place.
- Intentionally attract and support minority-owned businesses to pursue entrepreneurial ventures by providing resources, support, and training.
- Support families on the path to financial security by encouraging living wage jobs and encourage more daycare opportunities.
- Diversify the existing business composition to include new businesses that focus on the gaps to fully serve all residents locally.
- Deliver training (e.g. skill building, youth focused, trades, entrepreneurship) and programs (e.g. ESL) that inspires people to reach for their dreams.

Ideas we heard to improve City services

Relating to Ellensburg City Council –

- Continue to pursue and support efforts to increase living wage jobs and affordable housing.
- City Council should be more verbal and more visible when events that do not reflect this community's values occur.
- Review the fees and costs for City sponsored recreation and leisure activities and the Library to support all to participate.
- Consider the impact of decisions to marginalized communities when making policy decisions.
- Create an Inclusion, Diversity, and Equity Commission of community members to keep marginalized voices part of the discussion.
- Revive the work of Not In Our Kitt Co, an anti-hate community group.

"Owning a home makes you part of the community here."

- Create and implement a plan of action on how to engage area residents to promote mutual understanding of one another.
- Provide a framework that encourages people to connect with one another and to be allies for one another.

Relating to City Staff -

- Make the outcome of apparent hate incidents more visible.
- Create and sustain a way for police officers to be well known and trusted by the community.
- Ensure equity and diversity in the City's hiring process.
- Create online portals, supportive print materials and in-person accessible information that enables a diverse community to interact comfortably with the City (paying bills, starting City services, permitting, and recreation opportunities).
- Improve outreach to people of different cultures.

"I'm a bit leerier now, because I used to know people in law enforcement, but I don't know if I will lose my life to them. Nowadays, I think of it - them shooting me - because of some of the things that are going on."

ELLENSBURG CITY COUNCIL
INCLUSION DIVERSITY AND EQUITY SUBCOMMITTEE
RECOMMENDATIONS

Ellensburg is a growing, diverse community. The peoples' voices heard from our community in the creation of this report reflect that diversity. Thoughts and experiences were shared by community members who identify as, African American, Asian, Indigenous, Latino, and White. People spoke of living in Ellensburg as members of the LGBTQ community, persons with disabilities, Seniors, and as Persons of Color. Each person brought their unique perspective to this effort. All want their voices to be a greater part of our community's conversation. Common themes and a path forward to incorporate those voices emerged.

The IDE Subcommittee recommends that Ellensburg City Council (Council) take the following actions.

1. Create and sustain an Inclusion, Diversity, and Equity Commission for the City of Ellensburg. Members would be charged with:
 - a. Informing Council of actions taken to address identified issues related to Inclusion, Diversity, and Equity and report on the outcomes of those actions;
 - b. Advise this and future Councils on actions needed to sustain and improve Inclusion, Diversity, and Equity in the City;
 - c. Review and recommend amendments to the City's Comprehensive Plan which incorporate the values of Inclusion, Diversity, and Equity into the Comprehensive Plan; and
 - d. Recommend a community engagement plan that includes the following:
 - i. Activities such as forums, community gatherings, and events to promote mutual understanding and that encourage people to connect with one another;
 - ii. Identifying partner groups or organizations to sponsor regular cultural celebrations;
 - iii. Strategies to distribute information to people of different cultures (e.g. bilingual resources, disability resources, culturally appropriate ways);
 - iv. Receive complaints and serve as a facilitator to seek remedy without enforcement authority;
 - v. Develop tools for the City that consider the impact of decisions on marginalized communities; and
 - vi. Strategies to demonstrate that Ellensburg cares.

2. Ensure that the City denounces incidents of hate that occur within the community as they occur.
3. Prepare a schedule to consistently celebrate the diversity of the community through Council proclamations and social media posts.
4. Promote policies that attract/nurture living wage jobs, facilitate job/skill training and entrepreneurship for all, encourage construction of affordable/accessible housing, and advance access to daycare.
5. Support and/or liaison with the work of organizations, such as, Not In Our Kitt Co, an anti-hate community group, and other similar organizations.

The IDE Subcommittee will continue their work, starting with the following:

1. Engage the IDE subcommittee of the Ellensburg School Board in a conversation about the community's issues and recommendations raised during the Listening Tour;
2. Engage the board of directors and executive team of the Kittitas County Chamber of Commerce and Ellensburg Downtown Association in a conversation about what was heard by the Listening Tour participants about existing businesses in Ellensburg;
3. Engage civic, faith, and other organizations in a conversation about this report, community vision and values, ideas for making Ellensburg a more welcoming community; and
4. Engage community members in a conversation about this report, community vision and values, ideas for making Ellensburg a more welcoming community.

The IDE Subcommittee recommends the City Manager consider the budgetary impacts and staffing to accomplish the following:

1. Develop a City-wide IDE related training program and the means to ensure the outcomes meet the goals of the IDE initiative;
2. Ensure equity and diversity in the city's recruitment, hiring, and retention processes;
3. Make information easily available -- in-person, online and in print -- for people who are disabled or who don't have English as their first language;
4. Place resources and referrals, and complementary social services into one convenient place;
5. Create online portals, supportive print material and in-person accessible information which enables a diverse community to interact comfortably with the City (e.g. paying bills, starting City services, permitting services, recreational programming and opportunities);

6. Develop, distribute a city newsletter in the utility bill;
7. Explore incorporating space for cultural activities or a cultural center into proposed community center;
8. Work with IDE Commission to identify partner groups or organizations to sponsor annual cultural celebrations, forums or programs to promote mutual understanding, activities that promote cross-cultural mixing;
9. Review the fees and costs for City sponsored recreation and leisure activities and the Library to support all to participate;
10. Ensure there is a feedback loop to the public that provides timely, accurate information about Ellensburg Police Department's response to incidents or complaints related to IDE;
11. Continue to increase Police Department outreach efforts to ensure that officers become well known by the community; and
12. Continue to support training programs that prepare officers to safely and effectively interact with the diversity of citizens in our community.

"We can come together and see the humanity in one another."

FINAL THOUGHTS

This effort is a process of learning and growing. The vast majority of people living in Ellensburg truly desire a community that is welcoming, celebrates each person's unique contributions to the community, and provides equal opportunity for all. Recognizing the voices heard through the Listening Tour and incorporated in this report is a first step. Acting on what has been heard is the next. The work requires commitment and effort now and in the future.

Working together, the people of Ellensburg will build a community which ensures that all voices are heard. A community that recognizes difference as strength, and which supports each person to have the same shot at success. A community acting on those values is one which ensures economic vitality, cultural vibrancy, and a future of growth and resiliency.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Approval of the Ellensburg Arts Commission 2021 Grant Awards

Submitted by: Josephine Camarillo Library

Recommended Action or Motion: Staff recommends approval of the Ellensburg Arts Commission 2021 Grant Awards.

Background/Summary: As part of the Ellensburg Arts Commission annual spending plan, a call for funding applications from organizations and individuals for projects that advance the arts in our community is offered annually. This year's grant cycle, which closed on October 31, 2020 included 14 applications, with requests totaling \$30,700.

Previous Council Action: In 2016, Council designated 10% of construction sales tax revenue to community art, with an annual floor of \$25,000 and ceiling of \$50,000.

Analysis:

Fourteen applications for fiscal year 2021 projects were received for a total of \$30,700 in funding requests. Each application was reviewed and ranked independently by commissioners for strength in public benefit, artistic merit, experience of the applicant to execute the project, and budget feasibility. All applications, regardless of ranking, were discussed and considered at a special meeting held on November 19, 2020. Commissioners who may receive a direct benefit from or were directly involved in a project abstained from ranking and did not vote on that project.

The Arts Commission recommends the following grant awards for Council consideration in fiscal year 2021:

1. Confab Online, Gallery One - \$2500
2. Steadfast Tin Soldier, Blue Bear Puppet Lab - \$2500
3. Visual Poetry Exhibition and Poetry Reading, Joanna Thomas - \$2500

4. 2021 VMT Rising Stars Show, Valley Musical Theatre - \$2000
5. Killdeer String Band Recording, Killdeer String Band - \$1400
6. Interactive 16' Board Game, CWU Student Art Club - \$2500
7. Ellensburg Virtual Choirs, Make Music Ellensburg - \$1300
8. Ellensburg Big Band Virtual Performance, Ellensburg Big Band - \$2500
9. Uncultivated, Renee Adams - \$2500
10. Virtual Benefit Choral Concert, Lee Bates - \$700
11. The Nutcracker Ballet 2021, Ellensburg Dance Ensemble - \$2500

The total amount of recommended award funding is \$22,900.

Financial Impact:

The 2021 grants total of \$22,900, is included in the Council proposed 2021 Art Acquisition Fund budget.

Attachments:

[2021 FUNDED GRANTS](#)

Josephine Camarillo

From: noreply@fs19.formsite.com on behalf of reichm at ci.ellensburg.wa.us
<noreply@fs19.formsite.com>
Sent: Thursday, October 29, 2020 1:25 PM
To: Ellensburg Arts Commission
Subject: [Ext] Call for Artists and Arts Organizations Result #15134499
Attachments: f-2-37-15134499_mEBjRTr6_Gallery_One_Work_Samples.docx

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Date Submitted	2020-10-29
This application is for an:	Organization
First Name	Monica
Last Name	Miller
Organization name (if applicable)	none
Street Address	408 N Pearl St
City	Ellensburg
State	Washington
Zip Code	98926
Phone Number	5099252670
Email Address	director@gallery-one.org
Name/Title of Event/Project:	Monica Miller
Brief description of event/project: (1,500	In partnership with the Ellensburg Arts Commission, Gallery One has been offering continuing professional development classes, we call Confab, meaning a discussion, a chat, for Ellensburg residents for six years. The format has shifted from a three day gathering of arts professionals from around the region to shorter sessions spread out over the course of the year. Topics have ranged from grant writing to marketing your artwork to individual

**character
limit)**

goal setting and are driven by artist requests.

During the pandemic we have offered a variety of types of online Confabs as a way to stay connected with artists and offer tools for coping in the online environment. In the spring we offered a class with Robin Mayberry on “Teaching with Zoom” along with “Artists Night In”, Zoom meetings for artists to talk and connect. We have also offered artist interviews on our Facebook page to connect the community with our artists.

For 2021 we would like to continue to connect artists to the community and to each other with a focus on online video content to include artist interviews (confabs).

Side note: While not everything is called "Confab" with a big "C", we consider all offerings confabs, with a little "c".

**Event/project
date(s)**

1/1/2021

**Event project
time**

12/31/2021

**Event/project
location or
venue**

Confab Online

**What is the
target
audience(s)
for this
event/project?
(1,000
character
limit)**

Our primary audience is Ellensburg artists. Our goal to is to help people develop the skills and confidence to share their creativity with our population. Our second audience is the general public. Over the course of the year we will launch 10 exhibitions showcasing artists from the region. These artists will bring to Ellensburg an incredible variety of skills and experiences to share through these confabs. Our exhibit schedule will include young, emerging, indigenous artists from the region, local, beloved Ellensburg artists, street artists from Seattle, and nationally recognized ceramics artists in an exhibit called “Mugs with a Mission” to name a few. Confab will create opportunities for them to connect with our local artists and the greater community.

**Please explain
how this
event/project
will benefit
our
community.
(1,500
character
limit)**

Artist incomes go up. More people are inspired to make art. A network of support for artists is established in our community through meaningful dialogue.
Average attendance at our mini-confab sessions varies from 8-12 but with video production, we can increase access to the greater community exponentially. Currently our YouTube video attendance ranges from 27-3000. Robin Mayberry’s Zoom video for example has had 46 views. A short, impromptu video posted about artist opportunities has had 27 views in one day. Artist interviews done as part of our virtual studio tours average 30-40 views with little promotion.

Our goal would be to have 50 views minimum of each production. Conservatively reaching 500 people.

**What will
Arts
Commission
funding be
used for?**

Gallery One seeks funds for artists stipends and video production of the Confabs. The addition of video production to the current workload is not sustainable so this aspect would be outsourced.

(1,000
character
limit)

Will
admission be
charged?

No

Are revenues
anticipated?

No

How do you
plan to
acknowledge
the Arts
Commission?
(700 character
limit)

In all video productions and marketing (web, press releases, etc).

What is the
total budget
of this
event/project?

\$6,000

Funding
amount
requested
from the Arts
Commission?

\$2500

What are the expenses related to this project? The total should equal the Total Budget for this Project listed above. NOTE: Some categories may not be applicable to your project.

Artist Fees

Description
of Expense

confab stipends \$50-\$250 depending

Amount

\$1500

Sources of
funds

EAC

Professional Services

Description
of Expense

video production

Amount

\$1000

Sources of
funds

EAC

Rental

Promo/Marketing

Description of Expense	mailings, paid advertisement
-------------------------------	------------------------------

Amount	\$1500
---------------	--------

Sources of funds	Gallery One
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Supplies

Other

Description of Expense	Project Management
-------------------------------	--------------------

Amount	\$2000
---------------	--------

Sources of funds	Gallery One
-------------------------	-------------

What other sources of funding do you have for the project? (700 character limit)	Gallery One will cover marketing and project management out of annual payroll and marketing budget.
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Please describe (1,000 character limit) your supporting documents and how they relate to the project (examples of art work, publicity materials, resumes, etc). If possible, combine documents into one .pdf file (max 20	Please visit our YouTube Channel for work samples. Links can be copied and pasted below or you can open supporting document for direct links. https://www.youtube.com/c/GalleryOneEllensburg/videos Three examples include: David Gutterson and Justin Gibbens discuss their newly released book: https://www.youtube.com/watch?v=o1hoHmBey-Q&t=1s Robin Mayberry talks Zoom: https://www.youtube.com/watch?v=vokKv2sz10c&list=TLPQMjkkMDIwMjDzFZ6KLHX-3A&index=1 Art Lab Updates: Calls for artists: https://www.youtube.com/watch?v=83-_rDm6sMM and for fun... Doodle! https://www.youtube.com/watch?v=uq94xCsgQVU&t=606s
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Josephine Camarillo

From: noreply@fs19.formsite.com on behalf of reichm at ci.ellensburg.wa.us
<noreply@fs19.formsite.com>
Sent: Friday, October 30, 2020 4:21 PM
To: Ellensburg Arts Commission
Subject: [Ext] Call for Artists and Arts Organizations Result #15139048
Attachments: f-2-37-15139048_npa7n1Yl_EACgrant.docx

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Date Submitted	2020-10-30
This application is for an:	Organization
First Name	Brian
Last Name	Kooser
Organization name (if applicable)	Blue Bear Puppetb Lab
Street Address	706 east Tacoma Avenue
City	Ellensburg
State	Washington
Zip Code	98926
Phone Number	(206) 769-1276
Email Address	bluebearpuppetlab@gmail.com
Name/Title of Event/Project:	Steadfast Tin Soldier
Brief description of event/project: (1,500 character limit)	Steadfast Tin Soldier will be a production work-shopped throughout 2021. The production will be loosely based on the events chronicled in the short story of the same name by Hans Christian Anderson. Blue Bear Puppet Lab is primed to create a version of this tale using Bunraku, rod, shadow and toy theater puppets as the toys involved and giant puppets to portray the humans. Sets will consist of rolling set pieces and projection screens for the toy theater and shadow puppets. All aspects will be performed live and action will be seamless, as the set changes will be worked around action on other parts of the set or screens. If there are questions about how this would work I can send video from previous shows that demonstrate the techniques. Puppeteers will be dressed in black

with black hoods reminiscent of Abu Ghraib atrocities. The show will be work-shopped in our building/rehearsal space and a performance of successful scenes will be produced along with a number of puppet Cabaret acts in a local cocktail bar performance space when live performances are once again possible.

With this work-shop and Cabaret, Blue Bear Puppet Lab intends to explore the documented excesses of war throughout recent history. My intent is to include the concepts of endless war, militarized civilian populations, civil unrest, and the results of inactivity by those who can make a change by speaking out.

Event/project date(s)	November
Event project time	8pm
Event/project location or venue	Local 21 and up location
What is the target audience(s) for this event/project? (1,000 character limit)	Mature audiences interested in integrated contemporary art practices, neo-dada and doll wiggling
Please explain how this event/project will benefit our community. (1,500 character limit)	This work-shop and forthcoming performances will benefit a variety of audience members interested in art forms that are not commonly performed in Ellensburg. While there are many theatrical productions normally available to the Ellensburg community, contemporary adult themed puppetry is not one of them offered. In addition to providing an art form not regularly offered in the community, Blue Bear Puppet Lab will also be offering workshops and training for volunteers who wish to explore the art forms inherent in the work-shop and Cabaret performance. Skills in building, design, manipulation, voice work, writing and directing will be shared and developed. The instructor has 30 years of experience doing professional puppetry work in Seattle, Portland and throughout the PNW. This could be a great opportunity to local artists who wish to pick up a new skill, develop into a different direction with an existing one, or branch into a different type of performance.
What will Arts Commission funding be used for? (1,000 character limit)	Arts commission funding will be used for artists fees, documentation, directors, costumers, and dramaturgy.
Will admission be charged?	Yes
If admission is charged, how much?	\$15 to \$25
Are revenues anticipated?	No

How do you plan to acknowledge the Arts Commission? (700 character limit)	All reviews and interviews will be given materials to acknowledge the Arts commission. All publicity materials and programs will recognize the Arts Commissions contribution. If the workshop results in a product that could be produced independently, all future production will acknowledge the contributions of the Arts Commission.
What is the total budget of this event/project?	\$9,000.00
Funding amount requested from the Arts Commission?	\$2,500.00
What are the expenses related to this project? The total should equal the Total Budget for this Project listed above. NOTE: Some categories may not be applicable to your project.	
Artist Fees	
Description of Expense	Designers/Fabricators/Performers/Directors
Amount	\$4,000.00
Sources of funds	Grants from EAC, Jim Henson Foundation, Artists Trust
Professional Services	
Description of Expense	Dramaturge
Amount	\$250.00
Sources of funds	EAC, JHF, AT(GAP)
Rental	
Description of Expense	Rehearsal space, performance space
Amount	\$2,000.00
Sources of funds	In-kind donation
Promo/Marketing	
Description of Expense	Posters/radio/On campus tv
Amount	\$500.00
Sources of funds	EAC, JHF, AT(GAP)
Supplies	
Description of Expense	Tools/Materials
Amount	\$2,000.00

Sources of funds	EAC, JHF, AT(GAP)
Other	
Description of Expense	Documentation
Amount	\$250.00
Sources of funds	EAC, JHF, AT(GAP)
What other sources of funding do you have for the project? (700 character limit)	We have in-kind donations of some materials and for space for building and rehearsal. We have a grant in for \$3,000.00 with the Jim Henson Foundation. It is a workshop grant and leaves the opportunity for a production grant for the future. We have a GAP grant with Artists Trust for \$1,500.00
Please describe (1,000 character limit) your supporting documents and how they relate to the project (examples of art work, publicity materials, resumes, etc). If possible, combine documents into one .pdf file (max 20 MB). Two file upload areas are provided on this form, if needed.	1)Resume for key artists. 2) The maker in his lab. 3) A child finds the Soldier in the street 4) Drawing for opening scenes with foundry. 5) Dracula Promotion poster and scene. (Monkey Wrench Puppet Lab 2007 Seattle) 6) Frankenocchio (Monkey Wrench Puppet Lab/Brian Kooser Productions 2003,2004,2011 Seattle/Portland) 7) Drunk Puppet Night (Monkey Wrench Puppet Lab 2001-2010 Seattle/Portland) 8)Bloody Henry (2010 Seattle), UFO the Puppet Show (Monkey Wrench Puppet Lab 2008 Seattle) 9) Tiger and the Dried Persimmon (Thistle Theatre 2003 Seattle)
Upload supporting documents	<u>EACgrant.docx (2140k)</u>

This email was sent to ellensburgarts@ci.ellensburg.wa.us as a result of a form being completed.
[Click here](#) to report unwanted email.



Josephine Camarillo

From: noreply@fs19.formsite.com on behalf of reichm at ci.ellensburg.wa.us
<noreply@fs19.formsite.com>
Sent: Friday, October 30, 2020 4:44 PM
To: Ellensburg Arts Commission
Subject: [Ext] Call for Artists and Arts Organizations Result #15139092

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Date Submitted	2020-10-30
This application is for an:	Organization
First Name	JoAnn
Last Name	Wise
Organization name (if applicable)	Western Art Associatyion
Street Address	416 N. Pearl St
City	Ellensburg
State	Washington
Zip Code	98926
Phone Number	509-962-2934
Email Address	waa@fairpoint.net
Name/Title of Event/Project:	National Fine Art Show and Auction
Brief description of event/project: (1,500 character limit)	The Western Art Association, founded in 1972, is a registered non-profit 501 c3 corporation run entirely by volunteers from our community. The association has produced the three day event for 47 years. COVID forced cancellation of the 48th show in 2020. The event is held the third weekend in May every year and hosts 40 plus visiting and local artists who display and sell their artworks from their individual booths Over the course of the three days live, silent and online auctions are held including the ever popular Quick Draw and auction.
Event/project date(s)	May 21-23, 2021
Event project time	10am-7jpm Fri/Sat, 10-3 Sun.

Event/project location or venue	416 N Pearl St., Ellensburg, WA
What is the target audience(s) for this event/project? (1,000 character limit)	Our target audience is naturally art lovers, buyers, collectors and we hope new attendees will be included in this group.
Please explain how this event/project will benefit our community. (1,500 character limit)	Because our event is a "weekend" event we naturally attract people who want to spend an artful weekend away from home. They stay in our hotels, eat in our restaurants, visit our museums and galleries. Our participating artists do the same, eat and sleep.
What will Arts Commission funding be used for? (1,000 character limit)	Key word in an event such as ours has to be promotion or advertising. This line item is the largest expense item in our event. We use all print media; magazines, newspaper, brochures, posters. TV/Radio and Online advertising are extensively used in our marketing plan.
Will admission be charged?	No
Are revenues anticipated?	Yes
How do you plan to acknowledge the Arts Commission? (700 character limit)	The Arts Commission Logo will appear on every piece of advertising in every media we use.
What is the total budget of this event/project?	\$555,000
Funding amount requested from the Arts Commission?	\$2,500
What are the expenses related to this project? The total should equal the Total Budget for this Project listed above. NOTE: Some categories may not be applicable to your project.	
Artist Fees	
Professional Services	
Rental	
Promo/Marketing	
Description of Expense	Print, Online, TV/Radio, Flyers, Posters
Amount	\$25,000
Sources of funds	Grant / Event income
Supplies	
Description of Expense	Show setup, bar, food
Amount	\$2,000
Sources of funds	event income

Other

Description of Expense	Due Artists on consigned art sales
Amount	\$28,000
Sources of funds	Event Income
What other sources of funding do you have for the project? (700 character limit)	None at this time. We continue to look for non-profit grand funds.
Please describe (1,000 character limit) your supporting documents and how they relate to the project (examples of art work, publicity materials, resumes, etc). If possible, combine documents into one .pdf file (max 20 MB). Two file upload areas are provided on this form, if needed.	Since we are all working from home during this pandemic I have no access to any jphotos or documents from prior years shows to include in this application.

This email was sent to ellensburgarts@ci.ellensburg.wa.us as a result of a form being completed.
[Click here](#) to report unwanted email.



Josephine Camarillo

From: noreply@fs19.formsite.com on behalf of reichm at ci.ellensburg.wa.us
<noreply@fs19.formsite.com>
Sent: Thursday, October 29, 2020 3:58 PM
To: Ellensburg Arts Commission
Subject: [Ext] Call for Artists and Arts Organizations Result #15135271
Attachments: f-2-37-15135271_8OfUfZui_Joseph_program_FINAL.pdf; f-2-41-15135271_Pr3MBnVF_VMT-WebsiteScreenshot2020.png

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Date Submitted	2020-10-29
This application is for an:	Organization
First Name	Jessica
Last Name	Black
Organization name (if applicable)	Valley Musical Theatre
Street Address	PO Box 1551
City	Ellensburg
State	Washington
Zip Code	98926
Phone Number	5099726633
Email Address	valleymusicaltheatre@gmail.com
Name/Title of Event/Project:	2021 VMT Rising Stars Show (The Phantom Tollbooth Jr.)
Brief description of event/project: (1,500 character limit)	Valley Musical Theatre (VMT) Rising Stars is a project developed by VMT to serve as an expressive and artistic outlet for area Middle School youth. VMT gives area school students the chance to learn communication skills and disciplines and develop the confidence to appear in public within a safe and nurturing environment. The selected play is The Phantom Tollbooth Jr., based upon the popular children's book by Norton Juster. We had expected to perform this production in May of 2020, but due to COVID-19 restrictions beyond our control, we had to postpone the entire production to 2021. We anticipate 6-7 performances to be held during the first and second weekend of May 2021.
Event/project date(s)	May 7-16, 2021

Event project time	1.5-2 hour performances
Event/project location or venue	Ellensburg High School Little Theatre
What is the target audience(s) for this event/project? (1,000 character limit)	Everyone involved in the production comes from Ellensburg and the surrounding Kittitas County. This event is open to the community and nearby towns. Ellensburg possesses tremendous talent in its youth. This is a chance for that talent to be showcased, and to entertain the community at the same time. The Phantom Tollbooth Jr. is a family friendly production that can be enjoyed all ages.
Please explain how this event/project will benefit our community. (1,500 character limit)	This production will offer 30-40 youth, from 5th to 9th grade, a healthy outlet to foster their creativity and build an increased appreciation for the arts. The wider community benefits from participating in theatre – whether it be by attending plays, performing, or working backstage. Theatre is not only entertaining, but people who attend performing arts events are healthier, have lower anxiety, and are less likely to suffer from depression – all benefits that are especially important after months of imposed isolation from COVID. The City of Ellensburg will continue to build its regional reputation as a community that fosters the arts and youth, and local businesses can advertise to attendees of the event, thereby strengthening our local economy and connecting their own businesses to theater patrons. As stated above, by being able to offer discounted ticket fees even the neediest in our community will be able to attend and participate in a live theater production.
What will Arts Commission funding be used for? (1,000 character limit)	We will use funding from the Arts commission in the following ways: 1) Pay for the rehearsal and performance space rental fees, as the Ellensburg Community Schools changed their policies in the last year, and we will no longer qualify for waived rental fees. 2) To help defray the cost of renting the play rights to perform 3) Provide reduced cost of admission for students and seniors 4) Rental or purchase of materials for running the show (including but not limited to costume, props, lumber for sets, paint, health supplies) 5) Marketing & printing
Will admission be charged?	Yes
If admission is charged, how much?	\$12 general admission, \$8 students & seniors
Are revenues anticipated?	Yes
How do you plan to acknowledge the Arts Commission? (700 character limit)	The Arts Commission will be recognized in the following ways: Branding on all publicity materials including posters distributed widely throughout the community and social media A Sponsor placard displayed prominently in the theater lobby

Prominent acknowledgement in the program
A front of curtain announcement before the top of every performance.

What is the total budget of this event/project? 6589

Funding amount requested from the Arts Commission? 2000

What are the expenses related to this project? The total should equal the Total Budget for this Project listed above. NOTE: Some categories may not be applicable to your project.

Artist Fees

Description of Expense Production Contract Labor

Amount 1100

Sources of funds Ticket Sales/tuition

Professional Services

Description of Expense Background Checks

Amount 100

Sources of funds VMT general fund, Tuition

Rental

Description of Expense Royalties/Facility Rental

Amount 2914

Sources of funds VMT Ticket Sales/EAC Funding

Promo/Marketing

Description of Expense Advertising/graphic design

Amount 200

Sources of funds EAC Funding

Supplies

Description of Expense Health Supplies/PPE, Costumes/props/sets, Printing (programs/flyers/sponsor signage),

Amount 1450

Sources of funds EAC Funding

Other

Description of Expense	Concessions, postage, makeup kits, t-shirts miscellaneous, tuition aid
Amount	825
Sources of funds	Ticket sales, Tuition
What other sources of funding do you have for the project? (700 character limit)	We charge a very modest tuition to all participants (although it is VMTs policy not to deny participation to anyone based on financial hardship). Ticket admission fees We sell advertising in our programs and accept donations and sponsorships for our shows. As a 501(c)(3), VMT underwrites the production, and covers any costs that are not met by ticket sales and tuition and other sources.
Please describe (1,000 character limit) your supporting documents and how they relate to the project (examples of art work, publicity materials, resumes, etc). If possible, combine documents into one .pdf file (max 20 MB). Two file upload areas are provided on this form, if needed.	Attached is the program from the most recent Rising Stars production of Joseph and the Amazing Technicolor Dreamcoat. Page 2 of the program has our grant acknowledgement for the 2019 grant received from the Ellensburg Arts Commission. This is one sample of the type of acknowledgement we give. We also feature grant supporters prominently on our website homepage. A screenshot of this is attached, or you may visit www.valleymusicaltheatre.com
Upload supporting documents	<u>Joseph_program_FINAL.pdf (700k)</u>

Josephine Camarillo

From: noreply@fs19.formsite.com on behalf of reichm at ci.ellensburg.wa.us
<noreply@fs19.formsite.com>
Sent: Friday, October 30, 2020 12:04 PM
To: Ellensburg Arts Commission
Subject: [Ext] Call for Artists and Arts Organizations Result #15137945
Attachments: f-2-37-15137945_u3GZNRbK_KSB_one_page.pdf; f-2-41-15137945_x1Xet3SZ_Killdeer_photos.pdf

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Date Submitted	2020-10-30
This application is for an:	Individual
First Name	Josh
Last Name	Humphrey
Organization name (if applicable)	Killdeer String Band
Street Address	915 E 1st AVE
City	Ellensburg
State	Washington
Zip Code	98926
Phone Number	5419542621
Email Address	oudandtabla@yahoo.com
Name/Title of Event/Project:	Killdeer String Band Recording
Brief description of event/project: (1,500 character limit)	Formed in central Washington in 2016, the Killdeer String Band is an instrumental band known for their refreshing blend of European folk styles interspersed with surprising and references to NW indie rock, classic metal and American bluegrass. We are in the process of completing our second full length album of original and arranged, (mostly) instrumental folk music. Needless to say, Covid-19 has affected our progress in a major way. It has complicated the recording process, as we have had to take social distancing precautions in the studio. Additionally, our gigging schedule has virtually come to a stand-still. That said, we are still moving forward and working towards our sophomore full-length release. This project

involves completing our recording project in a local studio, mixing and mastering the tracks, pressing CDs and offering a virtual CD release performance free and open to our local fans and the broader public.

Event/project date(s)	2020
Event project time	TBD
Event/project location or venue	Velvetone Studios, Ellensburg
What is the target audience(s) for this event/project? (1,000 character limit)	Killdeer String Band is a frequent performing act at many Ellensburg venues and throughout the greater Central Washington Area. Our music draws from different styles and genres, and by performing at a variety of venues we reach a broad and diverse audience. From regular performances at First Friday events, to busking the Saturday market, or visiting classrooms in the Ellensburg School District, we aim to share our music generously and broadly with our community. Sadly, under current pandemic conditions, most of these opportunities no longer exist. That said, we can still offer a free, public CD release concert as a way to share our music and celebrate the completion of our recording project.
Please explain how this event/project will benefit our community. (1,500 character limit)	As a group of professional musicians, Killdeer String Band relies on the vitality and evolving musicianship of its members. This includes the composition and arrangement of new, original music. Currently, we are finalizing our second full-length album, a project made possible in-part by the support of the EAC. We are excited by the musical textures, melodies and rhythms we are exploring with this recording and we look forward to sharing this new music. The recording process has motivated us to develop new material in order to keep our music innovative, as we push ourselves into new, sonic territory. Being a local band, we have developed a fan base of friendly and familiar faces. Many Ellensburg residents relish in the opportunity to see live music around town. Regrettably, these events have come to a stand-still. But artists and musicians are innovative and adaptable, and we feel there are ways we can meaningfully connect with our community and share our music, despite the current challenges of not being able to perform in front of a live audience. So, we are proposing a free, virtual concert to not only celebrate the completion of our recording project, but also to serve as a sonic salve and antidote to our current state of musical drought.
What will Arts Commission funding be used for? (1,000 character limit)	The funds will cover the expenses mastering our final mixes at a professional recording studio as well as the

expense of pressing 1,000 CDs. All of the gigs and festivals we were slated to play have been canceled or indefinitely post-poned. Having lost the revenue stream from live performances, we are now in a situation where we are not able to fully fund this recording project from our performance income. The slush fund we had set aside has run dry. Without any additional band income in the foreseeable future, we will need to resort to our own individual savings to see the project through to fruition. And we hope to avoid this.

Will admission be charged?	No
Are revenues anticipated?	No
How do you plan to acknowledge the Arts Commission? (700 character limit)	We will give acknowledgement to the Arts Commission as a reference in the liner notes of the CD. We will include the logo as well as a specific comment about the EAC support. The Arts Commission will be acknowledged at our virtual CD release concert and in any promotional materials related to the virtual event.
What is the total budget of this event/project?	3875
Funding amount requested from the Arts Commission?	1400
What are the expenses related to this project? The total should equal the Total Budget for this Project listed above. NOTE: Some categories may not be applicable to your project.	
Artist Fees	
Professional Services	
Description of Expense	Recording, Mixing and Mastering at Velvetone studios
Amount	2475
Sources of funds	EAC; Band money saved
Rental	
Promo/Marketing	
Supplies	
Other	
Description of Expense	CD duplication at CD Baby
Amount	1400

Sources of funds

EAC

What other sources of funding do you have for the project? (700 character limit)

In 2019, the EAC awarded us money to get this project off the ground. This support payed for most of our initial tracking at Velvaton Studios in Ellensburg. We have been using our band savings from from paid performances for subsequent studio time necessary for additional tracking and mixing. Now that live performances are at a stand-still due to Covid-19, we are no longer generating any income to put towards the final stages of this recording project including mastering and pressing the CDs.

Please describe (1,000 character limit) your supporting documents and how they relate to the project (examples of art work, publicity materials, resumes, etc). If possible, combine documents into one .pdf file (max 20 MB). Two file upload areas are provided on this form, if needed.

The first supporting document is a one-page summary we send to venues when inquiring about performance opportunities. It summarizes our history, sound and includes some testimonials from local and regional voices. The second document is a photo of the band playing at an event.

Upload supporting documents

[KSB one page.pdf \(187k\)](#)

Upload supporting documents 2

[Killdeer_photos.pdf \(1352k\)](#)

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Josephine Camarillo

From: noreply@fs19.formsite.com on behalf of reichm at ci.ellensburg.wa.us
<noreply@fs19.formsite.com>
Sent: Friday, October 30, 2020 4:48 PM
To: Ellensburg Arts Commission
Subject: [Ext] Call for Artists and Arts Organizations Result #15139097

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Date Submitted	2020-10-30
This application is for an:	Organization
First Name	Rachel
Last Name	Kirk
Organization name (if applicable)	CWU Student Art Club
Street Address	400 East University Ave Ellensburg, Washington 98926
City	Ellensburg
State	Washington
Zip Code	98926
Phone Number	5093061342
Email Address	Rachel.Kirk@cwu.edu
Name/Title of Event/Project:	Interactive 16' Board Game (Ongoing)
Brief description of event/project: (1,500 character limit)	The Central Washington Student Art Club will host a recurring event that will be an interactive and family-friendly arts experience for all members of the Ellensburg community. We are proposing a 16'x16' chess board made of 64 2'x2' plywood squares. Artists will create one-of-a-kind sculptural pieces for the board, varying in height from 2'-5'. The various chess pieces will be denoted based on height, color, and concept, and will not necessarily look like traditional chess pieces. Unique artistic expression is encouraged, and the faculty advisor for the CWU Student Art Club will ensure that all submitted pieces/artworks are suitable for an audience of all ages. This is a project that could continue indefinitely with different artists participating in each version. We anticipate multiple live events both indoors and outdoors, and at each one, visitors can play a game of

chess on a regular sized board while attendants move the larger pieces to show the action of the small board.

The squares will be 2'x2' plywood, and can easily be stored and re-assembled in order to host many iterations of the event.

We would like to bring attention to local arts venues by hosting the live events in public spaces near First Friday venues during the 5-7 First Friday time slot.

If funding is secured, two live events will be planned for 2021. The project can easily be executed in a socially-distanced setting, in accordance with current health and safety restrictions.

Event/project date(s)	First Fridays, minimum of two times in 2021, months TBD
Event project time	5-7pm
Event/project location or venue	TBD; multiple locations around Ellensburg and the CWU campus
What is the target audience(s) for this event/project? (1,000 character limit)	The target audience is people of all-ages, cross-cultural, from any socio-economic background, at all levels of physical ability. Visitors can enjoy looking at the sculptural chess pieces, they can watch a live game happening in real-time, and they actually play. The concept is to unite members of the CWU campus student population with the Ellensburg community at-large. New connections can be made and previous connections can be strengthened through such interactive public outreach art events. Initially, participating artists (chess piece makers) will be former, current, and future students of CWU, including alumni. Future iterations of the project may expand to involve collaborations with other Ellensburg-area artists who have no relationship to CWU, including school-aged children. The CWU Student Art Club will always be the hosting party.
Please explain how this event/project will benefit our community. (1,500 character limit)	This project will help to create bridges between the university and community at all age levels. As an educational tool, this project is an opportunity to help CWU students develop skills of community engagement with a public audience, and will enhance leadership abilities as they interact with community members at the live events. This is also an opportunity for non-artists to learn more about the creative process, as the artists will be on-site to talk to visitors about their unique sculptural pieces.
What will Arts Commission funding be used for? (1,000 character limit)	The funding will be used for physical materials (plywood, foam, chicken wire, paint, various tools and hardware) and ongoing promotional materials (sandwich boards, posters, etc).

Will admission be charged?	No
Are revenues anticipated?	No
How do you plan to acknowledge the Arts Commission? (700 character limit)	The Ellensburg Arts Commission will be credited as a supporter of all iterations of this ongoing project in promotional materials including posters and social media announcements, and also at the site of each live event through verbal announcements and written signage.
What is the total budget of this event/project?	\$2500
Funding amount requested from the Arts Commission?	\$2500
What are the expenses related to this project? The total should equal the Total Budget for this Project listed above. NOTE: Some categories may not be applicable to your project.	
Artist Fees	
Professional Services	
Rental	
Promo/Marketing	
Supplies	
Description of Expense	Plywood, paint & sealer, sheet foam, chicken wire, plaster
Amount	\$500 plywood, \$200 paint, \$800 sheet foam, \$400 chicken wire, \$200 plaster, \$400 consumables (sandpaper, gloves, hardware, etc)
Other	
What other sources of funding do you have for the project? (700 character limit)	None currently; The CWU Student Art Club will fundraise for this project in a limited capacity, as large group events are currently on hold as CWU proceeds in accordance with CDC COVID safety guidelines. We will also petition for funds through the CWU Associated Student Government, which would ensure the ongoing support and success of future versions of the project, including possible expansion of the concept. Artists will be able to use their choice of materials, and can purchase their own supplies if they choose.
Please describe (1,000 character limit) your supporting documents and how they relate to the project (examples of art work, publicity materials, resumes, etc). If possible, combine documents into one .pdf file (max 20 MB). Two file	The attached images of chess boards are royalty free photos of examples of similar projects (courtesy of dreamstime.com and commons.wikimedia.org) and are only indicative of the general concept and scale. Our project will have all unique game pieces, showing the personal style of each participating artist. The attached artworks are from current and previous CWU Student Art Club members, attesting to the level of creativity and professionalism of artistry than can be expected.

Josephine Camarillo

From: noreply@fs19.formsite.com on behalf of reichm at ci.ellensburg.wa.us
<noreply@fs19.formsite.com>
Sent: Friday, October 30, 2020 3:20 PM
To: Ellensburg Arts Commission
Subject: [Ext] Call for Artists and Arts Organizations Result #15138863
Attachments: f-2-37-15138863_tidnP1p5_resume_Jan_Jaffe_2020.pdf

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Date Submitted	2020-10-30
This application is for an:	Individual
First Name	Jan
Last Name	Jaffe
Organization name (if applicable)	Make Music Ellensburg
Street Address	1201 N Main St.
City	Ellensburg
State	Washington
Zip Code	98926
Phone Number	509-679-1383
Email Address	info@ellensburgmusic.com
Name/Title of Event/Project:	Ellensburg Virtual Choirs
Brief description of event/project: (1,500 character limit)	I propose two virtual choir projects - one for adult members and one for youth - open to everyone in Kittitas County. This includes recruiting participants, purchasing the music (perhaps commissioning a NEW piece for this from a local composer), weekly rehearsals, making recordings, and editing audio/video.
Event/project date(s)	Spring or Summer 2021
Event project time	3 months
Event/project location or venue	virtual, using Make Music Ellensburg studio as needed
What is the target audience(s) for this event/project? (1,000 character limit)	Youth Choir & Adult Choir, singers of all experience in Kittitas County, + several professional instrumentalists and a composer.

Please explain how this event/project will benefit our community. (1,500 character limit)	All of our community music groups have been victim to the pandemic and choirs will probably be one of the final institutions to return "to normal." Many people find joy, healing, and connection in choirs and are craving these music-making opportunities with their friends and neighbors.
What will Arts Commission funding be used for? (1,000 character limit)	Professional choir director's time, audio & video editing time (contract work), flyers, purchasing or commissioning the music, and printing music as needed for some participants.
Will admission be charged?	No
If admission is charged, how much?	0
Are revenues anticipated?	No
How do you plan to acknowledge the Arts Commission? (700 character limit)	In all printed and verbal advertising, and with a nice big credit in the final videos.
What is the total budget of this event/project?	1300
Funding amount requested from the Arts Commission?	1300
What are the expenses related to this project? The total should equal the Total Budget for this Project listed above. NOTE: Some categories may not be applicable to your project.	
Artist Fees	
Description of Expense	Director, composer, and professional instrumentalists
Amount	1150
Sources of funds	Arts Commission
Professional Services	
Description of Expense	Editing recordings
Amount	300
Sources of funds	Arts Commission
Rental	
Promo/Marketing	
Description of Expense	Flyers & web
Amount	30
Sources of funds	Arts Commission

Supplies

Description of Expense	Printed music as needed
Amount	20
Sources of funds	Arts Commission
Other	
What other sources of funding do you have for the project? (700 character limit)	None. If not fully funded, I may request a small fee from participants (\$10-20?) and/or seek other grant options to ensure all involved professionals are paid fairly for their time.
Please describe (1,000 character limit) your supporting documents and how they relate to the project (examples of art work, publicity materials, resumes, etc). If possible, combine documents into one .pdf file (max 20 MB). Two file upload areas are provided on this form, if needed.	Jan's resume (also attached as PDF): https://www.linkedin.com/in/missjan Make Music Ellensburg: www.ellensburgmusic.com and www.facebook.com/ellensburgmusic A sample of a small-scale related project I worked on this year can be found at www.eburgradio.org - a musical drama called Quilters.
Upload supporting documents	<u>resume_Jan_Jaffe_2020.pdf (67k)</u>

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Josephine Camarillo

From: noreply@fs19.formsite.com on behalf of reichm at ci.ellensburg.wa.us
<noreply@fs19.formsite.com>
Sent: Wednesday, October 14, 2020 3:13 PM
To: Ellensburg Arts Commission
Subject: [Ext] Call for Artists and Arts Organizations Result #15066920

Date Submitted 2020-10-14

This application is for an: Organization

First Name Bruce

Last Name Herman

Organization name (if applicable) Ellensburg Big Band

Street Address 671 Brown Rd.

City Ellensburg

State Washington

Zip Code 98926

Phone Number 5098991202

Email Address eburgbigband@fairpoint.net

Name/Title of Event/Project: Ellensburg Big Band Virtual Performances

Brief description of event/project: (1,500 character limit) The Ellensburg Big Band is a 501c3 nonprofit community organization with the mission of providing the enjoyment and education of our community. In a typical year the band provides quarterly free Ellensburg Swing Out) and performs at local and regional events including Jazz in the Valley, Kit Concert in the Park Series, FISH Foodbank charity fundraisers, Chelan Wine and Jazz Festival, C The band has represented our community in our sister city Santa City, Japan and last year in Christchurch. The band was first international band invited to play at the Christchurch Big Band Festival. Because we can no longer travel due to the pandemic, we have worked to connect with our local and regional audience through virtual performances. In May and October of this year we produced two audio/visual virtual recordings of the band which those recordings, as well as links to media coverage of the events are included below. Our goal is to provide uplifting entertainment for our community during these challenging times. None of our members :

voluntary. Our usual expenses for music, equipment, travel, advertising, etc are typically covered performances. We are asking for assistance with funding to continue to produce these events

Event/project date(s)	Quarterly through the year
Event project time	Continuous
Event/project location or venue	Online
What is the target audience(s) for this event/project? (1,000 character limit)	Our music is intended for our local community and regional audience who enjoy big band music & anyone anywhere who just needs a smile. Our most recent video release on October 9th premiered event on YouTube. We had over 300 engaged viewers in the first day. That video release was covered segment on KNDU NBC TV News and by The Daily Record (see links below).
Please explain how this event/project will benefit our community. (1,500 character limit)	1) Simple enjoyment of good music, whether at home alone or joining in for an online "event" with 2) Promoting Ellensburg as a source of original arts events in the region 3) Helping to ensure that the Ellensburg Big Band will survive the pandemic as a valuable community -- unfortunately many live performance based groups will not 4) There is potential for developing virtual charity fundraising events including our music (such as a concert which had to be cancelled this year) 5) The Ellensburg Big Band sponsors/funds an annual \$500 music scholarship at Ellensburg High to provide despite having no income for the foreseeable future -- assistance with funding for our video to continue to provide this otherwise unrelated community benefit
What will Arts Commission funding be used for? (1,000 character limit)	Our general expenses (not being met due to no income this year, and likely not next year) include (approximately \$75 per song), and equipment. (Travel and performance/rehearsal space rentals are Additional specific costs related to our planned virtual recordings include professional audio and must self record their part and the 19 digital files are combined by someone who knows what they work for each (30hrs total per completed recording). We would like to set up a simple dedicated tool members could use to record their individual parts instead of our current suboptimal scenario of no iPhones at home.
Will admission be charged?	No
Are revenues anticipated?	No
How do you plan to acknowledge the Arts	We would acknowledge Arts Commission support in our online postings and our Facebook page, we receive (newspaper, TV).

Commission?
(700 character
limit)

**What is the
total budget
of this
event/project?** estimated \$2990

**Funding
amount
requested
from the Arts
Commission?** \$2500

**What are the expenses related to this project? The total should equal the Total Budget for this Project listed ;
may not be applicable to your project.**

Artist Fees

**Description
of Expense** our performers are not paid

Professional Services

**Description
of Expense** audio and video mixing

Amount est \$600/song x 4= \$2400

**Sources of
funds** grant

Rental

Promo/Marketing

**Description
of Expense** we've spent \$10/video on Facebook to date

Amount \$10/song x4= \$40

**Sources of
funds** grant

Supplies

**Description
of Expense** simple a/v recording unit (microphone and camera)

Amount est \$250

Sources of funds	grant
Other	
Description of Expense	sheet music
Amount	est \$75/song x4=\$300
Sources of funds	grant
What other sources of funding do you have for the project? (700 character limit)	Until we can play live in person events again the band has no source of income, and in fact is in tl
Please describe (1,000 character limit) your supporting documents and how they relate to the project (examples of art work, publicity materials, resumes, etc). If possible, combine documents into one .pdf file (max 20 MB). Two file upload areas are provided on this form, if needed.	These are links to previous videos and media coverage received: https://www.youtube.com/watch?v=Hm5ovF5UfSg&feature=youtu.be&fbclid=IwAR1Wk2xiJn1jxKX8yJcvUBZEJSGQfN1YPSg https://www.youtube.com/watch?v=xnIg9-hN724 https://www.youtube.com/watch?v=H60ouzvwPmk https://www.dailyrecordnews.com/news/ellensburg-big-band-puts-out-another-livestream-for-its-50a3-80a6-ad430c3b925b.html?fbclid=IwAR3k4riVF2rb5QM0JTtZyA_YzoRsTUIDGhoTJs9t_S
Upload supporting documents	<u>DailyRecordEBBMay2020.pdf (7752k)</u>

Josephine Camarillo

From: noreply@fs19.formsite.com on behalf of reichm at ci.ellensburg.wa.us
<noreply@fs19.formsite.com>
Sent: Friday, October 30, 2020 12:22 PM
To: Ellensburg Arts Commission
Subject: [Ext] Call for Artists and Arts Organizations Result #15137927

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Date Submitted	2020-10-21
This application is for an:	Individual
First Name	Renee
Last Name	Adams
Street Address	51 Goodwin Road
City	Thorp
State	Washington
Zip Code	98946
Phone Number	509-964-2443
Email Address	reneejaneadams@gmail.com
Name/Title of Event/Project:	Uncultivated
Brief description of event/project: (1,500 character limit)	I am requesting funding to assist in the development of new work for an exhibit scheduled spring 2020 at the 420 Loft Gallery in Ellensburg along with CWU assistant professor of drawing, Rachel Kirk. Funding from EAC would assist in covering expenses for the development, creation and documentation of new works, including art materials, promotion and transportation. Rachel and I intend to collaborate on an installation to include my botanically inspired sculptures and her large-scale drawings on paper. Our intention is for the work to integrate both visually and thematically, while also existing as two distinct voices. The works I plan to create for this exhibit will be based loosely on the theme of weeds as a metaphor for all who are or have been marginalized, unwanted, or forgotten. Under the tutelage of Cle Elum based artist, Maria Cristalli, I have been learning blacksmithing skills to apply to my work and intend to

incorporate some of these techniques for this exhibit. Some of the grant funds would be used to pay Maria for classes and use of her blacksmithing shop and tools.

Because I am sculpting real-life plants, I feel it necessary to include an educational component along with the work. In addition to amplifying their hidden beauty, I aim to teach about the many uses of plants we would otherwise consider useless. A small pamphlet will be supplied to visitors to meet this goal. Costs for designing and printing is included in the budget.

Event/project date(s)	4/2/21 - 5/29/21
Event project time	Saturdays 10am-2pm
Event/project location or venue	420 Loft Gallery
What is the target audience(s) for this event/project? (1,000 character limit)	Regional art patrons, colleagues, friends, CWU faculty and students and of all ages.
Please explain how this event/project will benefit our community. (1,500 character limit)	During a time of polarization, I aim to encourage the recognition of beauty and value in each of us by focusing on the lesser-appreciated species that crop up in our lawns, colonize empty lots, and sprout where most other plants cannot gain a foothold. Weeds are the most resilient and adaptable plants on our planet, though their ability to cross borders and thrive has also made them vilified by many. By amplifying their beauty through unexpected changes in scale, accompanied by text describing how and why these plants got here, I hope to offer a new perspective and challenge our misconceptions. The inherent beauty of plants and their seemingly singular identities makes them a perfect stand-in for the human form. Like us, they set roots, claim territory and struggle for resources. Like pets, we have given them names that help define who they are. My approach to presenting these species is multi-faceted, however my goal remains constant. I aim to forge a connection with the natural world and spark an interest in learning more, by offering a platform in which viewers might see themselves reflected back.
What will Arts Commission funding be used for? (1,000 character limit)	Funding from EAC would assist in covering expenses for the development, creation and documentation of new works, including art materials, promotion and transportation of the work. Some of the grant funds would be used to pay Maria Cristalli for blacksmithing lessons and the use of her shop and tools. Funds will also help defray costs associated with designing and printing educational brochures.
Will admission be charged?	No
Are revenues anticipated?	No

How do you plan to acknowledge the Arts Commission? (700 character limit)	EAC will be acknowledged on social media, my personal art website, posters for the exhibit as well as in the educational brochures available at the gallery.
What is the total budget of this event/project?	\$5200
Funding amount requested from the Arts Commission?	\$2500
What are the expenses related to this project? The total should equal the Total Budget for this Project listed above. NOTE: Some categories may not be applicable to your project.	
Artist Fees	
Description of Expense	creation of work
Amount	\$3500
Sources of funds	EAC & artist
Professional Services	
Description of Expense	blacksmithing lessons
Amount	\$500
Sources of funds	EAC
Rental	
Description of Expense	blacksmithing shop rental
Amount	\$500
Sources of funds	EAC
Promo/Marketing	
Description of Expense	posters, social media promo
Amount	\$100
Sources of funds	420 Loft Gallery
Supplies	
Description of Expense	steel, wood, epoxy clay, thermoplastic
Amount	\$375
Sources of funds	EAC
Other	

Description of Expense	brochures printing/design
Amount	\$225
Sources of funds	EAC
What other sources of funding do you have for the project? (700 character limit)	Other than support with poster creation and promo/marketing provided by 420 Loft Gallery, there are no other sources of funding at this time.
Please describe (1,000 character limit) your supporting documents and how they relate to the project (examples of art work, publicity materials, resumes, etc). If possible, combine documents into one .pdf file (max 20 MB). Two file upload areas are provided on this form, if needed.	I am including one file with work sample images and one file with my current resume and statement.
Upload supporting documents	<u>Renee_Adams_work_samples_2020.pdf (5704k)</u>
Upload supporting documents 2	<u>resume_statement_Adams.pdf (170k)</u>

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Josephine Camarillo

From: noreply@fs19.formsite.com on behalf of reichm at ci.ellensburg.wa.us
<noreply@fs19.formsite.com>
Sent: Friday, October 23, 2020 2:25 PM
To: Ellensburg Arts Commission
Subject: [Ext] Call for Artists and Arts Organizations Result #15110686
Attachments: f-2-37-15110686_3Xw9y3rh_VALLEY_VOICES_HISTORY_giGF.docx; f-2-41-15110686_6qJk86CS_Valley_Voices_brochure_2_PROOF.pdf

Date Submitted	2020-10-23
This application is for an:	Organization
First Name	Lee
Last Name	Bates
Organization name (if applicable)	family residence
Street Address	1802 N BLUEGRASS LN
City	ELLENSBURG
State	Washington
Zip Code	98926
Phone Number	15099252343
Email Address	lrbates3@fairpoint.net
Name/Title of Event/Project:	VIRTUAL BENEFIT CHORAL CONCERT
Brief description of event/project: (1,500 character limit)	Annual FISH choral benefit concert presented by Valley Voices.
Event/project date(s)	no specific date
Event project time	none
Event/project location or venue	via online youtube
What is the target audience(s) for this event/project? (1,000 character limit)	Local community members. We generally present our benefit concerts at the Methodist Church to a standing room only audience.
Please explain how this event/project will benefit our community. (1,500 character limit)	This project would be in lieu of our regular annual concert that benefits FISH. We have presented an annual benefit concerts since 2012 when we formed as an ensemble. Our motto is "Singing well t do 'good' in the community.

What will Arts Commission funding be used for? (1,000 character limit)	Funds used for the hiring of a professional videographer to produce a recording that can be linked to YouTube for viewers to long in and make a donation to FISH in order to view the concert.
Will admission be charged?	Yes
If admission is charged, how much?	free will donation
Are revenues anticipated?	No
How do you plan to acknowledge the Arts Commission? (700 character limit)	Yes. Acknowledgement of the Arts Commission can be placed in the "Credits" part of the video.
What is the total budget of this event/project?	\$1,000
Funding amount requested from the Arts Commission?	\$1,000
What are the expenses related to this project? The total should equal the Total Budget for this Project listed above. NOTE: Some categories may not be applicable to your project.	
Artist Fees	
Description of Expense	NONE
Professional Services	
Description of Expense	video edition and production
Amount	\$500-700 est
Rental	
Promo/Marketing	
Description of Expense	\$300-500
Supplies	
Other	
What other sources of funding do you have for the project? (700 character limit)	None. We are an all volunteer organization. Self sustaining, funds for music and incidental expenses are paid via member dues.
Please describe (1,000 character limit) your supporting documents and how they relate to the project (examples of art work, publicity materials, resumes, etc). If possible, combine documents into one .pdf file (max 20 MB). Two file upload	I have one page of a two page brochure about the Valley Voices Attached. Also a document titled HISTORY of VALLEY VOICES. A viewing of two of or recent concerts can be obtained by visiting the ECTC+V-2 website and search FROM SOUP TO NUTS and./or OUR HOME TOWN.

Josephine Camarillo

From: noreply@fs19.formsite.com on behalf of reichm at ci.ellensburg.wa.us
<noreply@fs19.formsite.com>
Sent: Monday, October 12, 2020 1:29 PM
To: Ellensburg Arts Commission
Subject: [Ext] Call for Artists and Arts Organizations Result #15055442
Attachments: f-2-37-15055442_H5gsY6ov_2018_Program_cover_2.jpg; f-2-41-15055442_nNxjaCC_Copy_of_Nutcracker_Statistics6143.pdf

Date Submitted	2020-10-12
This application is for an:	Organization
First Name	Jill
Last Name	Scheffer
Organization name (if applicable)	Ellensburg Dance Ensemble (Under Laughing Horse Arts Foundation)
Street Address	PO Box 35
City	Ellensburg
State	Washington
Zip Code	98926
Phone Number	509-551-8807
Email Address	info.eburgdance@gmail.com
Name/Title of Event/Project:	The Nutcracker Ballet 2021
Brief description of event/project: (1,500 character limit)	The Ellensburg Dance Ensemble (EDE), in collaboration with CWU Theatre Arts and Orchesis, v also hire two professional ballet dancers to play the lead roles in order to attract a wider audience EDE is a not for profit pre-professional dance company that has been a part of the Ellensburg Cor high quality dance productions, and providing dancers with exceptional dance education. In the p Oz, The Little Mermaid, Alice in Wonderland and more. EDE is led by Artistic Directors who have many years of dance and choreography experience from

members to watch and for the dancers to perform.

To increase the caliber and professionalism of our productions EDE brings professional dancers to audience members and appeal to a wider range of theatre goers. Also, they provide inspiration and serve as

Event/project date(s)	December 2021
Event project time	F-Sun for 2 weekends
Event/project location or venue	Either Morgan Middle School or CWU's McConnell Hall
What is the target audience(s) for this event/project? (1,000 character limit)	The target audience for this production is families with children from all over central and eastern performances at this level and we believe we have an opportunity to grow our professionalism and attract audience
Please explain how this event/project will benefit our community. (1,500 character limit)	EDE is working to become a statewide draw for dancers and audience members alike. EDE puts c The goal with our productions is twofold: 1) to provide an unparalleled opportunity for our local dance community to perform in live shows to large audiences 2) to bring audiences from around the region to appreciate and support the dance arts in Ellensburg Longer term goals of EDE include creating opportunities for dance competitions to be located her For our 2021 Season we will create marketing materials and a reach that we have never attempted CWU reflect that. These audiences bring people to local restaurants, shops, galleries, and hotels. We'll work with a marketing consultant to identify audiences to target and create a professional in capitalize on that as well.
What will Arts Commission funding be used for? (1,000 character limit)	We will use Arts Commission funding to help with covering the costs of the professional dancers. PNW dancers if at all possible to minimize travel costs - but the final cost is a bit of a moving targ

Will admission be charged?	Yes
If admission is charged, how much?	\$15/ticket (though there are discounts for students/seniors)
Are revenues anticipated?	Yes
How do you plan to acknowledge the Arts Commission? (700 character limit)	EDE uses social media for much of our advertising. We have applied to the lodging tax program t recognized as a sponsor on all those media and any additional advertising as well. For The Nutcra well.
What is the total budget of this event/project?	\$36,900
Funding amount requested from the Arts Commission?	\$2,500
What are the expenses related to this project? The total should equal the Total Budget for this Project listed a	
Artist Fees	
Description of Expense	professional dancers for Sugar Plum Fairy and Nutcracker Prince, artistic director fee, choreograp
Amount	\$13,150
Sources of funds	Arts Commission, Lodging Tax, Ticket Sales
Professional Services	
Description of Expense	Marketing
Amount	\$1,750
Sources of funds	lodging tax, ticket sales
Rental	

Description of Expense	Venue Rental, crew pay for sound and lighting, ticket fees
Amount	\$4,500
Sources of funds	ticket sales, sponsors, lodging tax
Promo/Marketing	
Description of Expense	posters, ads on social media etc
Amount	\$5,000
Sources of funds	lodging tax, sponsors
Supplies	
Description of Expense	props, sets, costumes, printing
Amount	\$6,000
Sources of funds	ticket sales, sponsors
Other	
Description of Expense	other expenses
Amount	\$3,500
Sources of funds	ticket sales, sponsors
What other sources of funding do you have for the project? (700 character limit)	Lodging Tax Grant (applied) - application included costs for a spring show as well so this portion Ticket Sales (anticipated for 6 shows with 500 crowd size) \$45,000 Sponsorships (fundraising goal) \$7,500
Please describe (1,000 character limit) your supporting documents	The Nutcracker Ballet Poster - 2018 Previous ticket sales records from CWU for The Nutcracker Ballet



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject:

Creative Sector Grant Funding Second Round
Recommendation

Submitted by:

Josephine Camarillo Library

**Recommended Action or
Motion:**

Consider approval of the Arts Commission recommendation
and approve the necessary budget adjustments.

Background/Summary:

At the June 11 meeting of the Ellensburg Arts Commission, members voted to allocate up to \$60,000 of the City Arts Acquisition Fund to artists and art organizations impacted financially by the COVID-19 pandemic, not to exceed \$5,000 per applicant, with priority given to individuals or entities with under 5 employees. Eligible expenses included:

- Lost earnings;
- Lost income from event, performance, or conference cancellations;
- Medical expenses;
- Rent and mortgage payments, food, utilities, and other living expenses and/or;
- Other expenses directly related to losses due to the COVID-19 pandemic.

Applications were reviewed by the Funding Subcommittee and recommendations were presented to the Commission at the August 13, 2020 meeting for approval. City Council approved the first round on September 8, 2020 in the amount of \$40,114. On October 8, 2020, the Arts Commission approved a second round of applications with \$19,886 remaining in the allocation.

Previous Council Action:

ECC 1.33.240, which regulates the Arts Commission budget, was amended earlier this year to allow up to \$60,000 of the Commission's funding to be used supporting businesses and organizations dedicated to the promotion and advocacy of

graphic and performing arts in the City.

Analysis:

Second round received one applicant. The Arts Commission recommends that City Council approve the following individual applicant, Austin Smith, for \$2500.

Financial Impact:

If approved, grant payments would be made from the Art Acquisition Fund.

Attachments:

[Austin Smith Application](#)

Josephine Camarillo

From: noreply@fs19.formsite.com on behalf of Formsite <noreply@fs19.formsite.com>
Sent: Saturday, October 31, 2020 1:05 PM
To: Josephine Camarillo
Subject: [Ext] 2020 Ellensburg Arts Commission Creative Relief Fund Result #15140493

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Date of application	10/31/2020
Are you a resident living within the city limits of Ellensburg?	Yes
Do you have a license to do business within the City of Ellensburg?	Yes
First Name	Austin
Last Name	Smith
Organization or business name (if applicable)	austin j smith studios
Street Address	1207 N Main
City	ELLENSBURG
State	Washington
Zip Code	98926
Phone Number	15098993011
Email Address	artist@austinjsmith.com
Are you making application as an (select one)	Individual
Please provide your UBI and/or SSI number	602-580-150
Have you received or plan to receive any of the following (check all that apply)	I have not received assistance
Is your place of business located in Ellensburg?	Yes

Do you have or can you obtain at time of grant award a City of Ellensburg business license?	Yes
Please describe your business/organization in 1-3 sentences.	I am an independant artist who contracts to create and sells original artwork and services.
How has COVID-19 impacted your business/organization? Please include an estimate of your economic loss so far.	Covid - 19 has limited my opportunity to create revenue. I have not recieved commissions for the past 3-4 months and my creative production has greatly slowed. Exhibition space is extremely narrow and I need assistance becoming more viable in online sales. My estimated loss is 20-30k. I have recently donated many hours, where possible, to nonprofit organizations.
What amount of grant funding are you requesting?	5000.00
What is your annual budget?	60000.00
If selected for a relief grant, what would funds be used for? How would the grant funds increase your ability to recover and thrive?	Pay bills, recover debts, increase art production, buy materials, develop and maximize online sales opportunity.
Is there anything else you would like the Ellensburg Arts Commission to know (optional).	I was rejected in the first round of relief grant funding without any official notice of why. I did recieve, later, a letter from Carolyn Honeycutt explaining that I was in fact eligible and I could file for reimbursment. I did not hear anymore after or recieve any avenue to pursue. Please consider fully funding me for relief in this round. Thank you.

This email was sent to camarilloj@ci.ellensburg.wa.us as a result of a form being completed.
[Click here](#) to report unwanted email.





CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 7, 2020

Item Title/Agenda Subject: Affordable Housing Agreement between City of Ellensburg and HopeSource for Addison Place
<https://ci.ellensburg.wa.us/ArchiveCenter/ViewFile/Item/3303>

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: Staff recommends Council authorize the City Manager to execute the "Addison Place Agreement" affordable housing contract with HopeSource in the amount of \$373,000.

Background/Summary: In November 2017, City voters approved a one tenth of one percent increase in City sales tax for housing and related services consistent with RCW 82.14.530. The purpose of this local funding source is to support housing and related services in the City. Consistent with state law, housing created with these funds is required to serve households earning 60% or less of Area Median Income (AMI) and fall within specific population groups as described in RCW 82.14.530, including senior citizens, among others.

HopeSource has requested assistance from City in the form of a forgivable loan in the amount of Three Hundred Seventy Three Thousand Dollars (\$373,000) from moneys the City has obtained upon application of sales and use taxes under the authority of RCW 82.14.530. HopeSource is endeavoring to redevelop the site located at 205 S Pearl Street with a five (5) unit multi family affordable housing project providing permanent housing to persons and families of limited income, with all of the dwelling units on the site to be restricted to occupancy for "Senior Citizen Households" (age 60 and over). HopeSource has obtained a commitment of Three Hundred Thirty Two Thousand Eight Hundred Sixteen Dollars (\$332,816) from Kittitas County, and preliminary approval from an institutional lender for a loan in the original principal amount of One Hundred Twenty One Thousand Dollars (\$121,000); all such amounts are required as a condition of City disbursing its moneys under the proposed Agreement.

Due to the length of the contract and attachments, it has been made available to review online instead of directly attaching it to this report, at this website address:

<https://ci.ellensburg.wa.us/ArchiveCenter/ViewFile/Item/3303>

Previous Council Action:

In June of 2019 City Council provided direction to the Affordable Housing Commission to issue a request for proposals and appointed the Commission to administer the revenue generated by the housing sales tax. On December 2, 2019 Council approved the recommendation of the Affordable Housing Commission as presented and sent a subsequent award letter to HopeSource initiating contract negotiations after they were able to receive commitment from additional funding sources.

Analysis:

The City received a 'City Sales Tax Funding for Affordable Housing Application' from HopeSource dated September 30, 2019. Per the guidance of Council and the RFP process, the Affordable Housing Commission reviewed and scored the application against other applicants in a series of three meetings. Consistent with RCW 82.14.530, funding will be allocated to projects that create new affordable housing in Ellensburg. Eligible uses of funds includes costs associated with property acquisition, construction, and rehabilitation for projects that will serve target population groups earning 60% or less of the Area Median Income. The HopeSource application demonstrated the ability to provide five housing units to Senior Citizens who make less than 60% AMI. The Commission recommended awarding funding to this project and developing an agreement for the distribution of funds. City Council confirmed this recommendation in December of 2019. City Staff coordinated with outside legal counsel to develop an affordable housing contract. The attached contract assures that the project is in the vital and best interest of City and the health, safety and welfare of the residents of the City, and in accord with the public purposes and provisions of applicable federal, state and local laws and requirements. The contract includes various maintenance and property management requirements, and provides that the units meet the affordability requirements for a minimum of 50 years.

Financial Impact:

The total fiscal impact to the City will be \$373,000 for 2021,

with the monies to be distributed to HopeSource as noted above. There is sufficient budget authority available in the proposed 2021 Affordable Housing budget to fund this award amount.



MANAGER'S REPORT

DATE: December 7, 2020

To: Ellensburg City Council

FROM: John Akers, City Manager

1. Request to Set a Public Hearing – Update 2021-2026 Six Year Transportation Improvement Plan.

The Public Works and Utilities Department has recently received confirmation of a grant award through the Washington State Transportation Improvement Board, that was submitted in July 2020. The awarded grant is for the design and construction of a traffic signal at the intersection of 14th Avenue and Alder Street and an extension of approximately 1/2-mile of the John Wayne (Cascade to Palouse) Reconnection Trail from the intersection of 14th Avenue and Alder Street to the Cascade to Palouse Trailhead south of University Way. The total estimated project cost is \$1,610,000. The grant will fund \$1,046,650 of the project, with the remaining project funded with local funds. The 2021-2026 STIP previously adopted by Council now needs to be updated to reflect the recent grant award and show the project now having secured funding. With that, staff requests that Council set a public hearing on December 21, 2020 to consider the amending the plan accordingly.



Washington State Transportation Improvement Board

TIB Members

Chair
Commissioner Richard Stevens
Grant County

Vice Chair
Mayor Glenn Johnson
City of Pullman

Amy Asher
RiverCities Transit

Aaron Butters, P.E.
HW Lochner Inc.

Barbara Chamberlain
WSDOT

Elizabeth Chamberlain
City of Walla Walla

Chad Coles, P.E.
Spokane County

Mike Dahlem, P.E.
City of Sumner

Sue Dreier
Pierce Transit

John Klekotka, P.E.
Port of Everett

Commissioner Robert Koch
Franklin County

John Koster
County Road Administration Board

Colleen Kuhn
Human Services Council

Councilmember Sam Low
Snohomish County

Mayor Ron Lucas
Town of Steilacoom

David Ramsay
Feet First

Steve Roark, P.E.
WSDOT

Councilmember Mike Todd
City of Mill Creek

Jennifer Walker
Thurston County

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
Fax: 360-586-1165
www.tib.wa.gov

November 20, 2020

Mr. Ryan Lyyski, P.E.
Public Works Director
City of Ellensburg
501 North Anderson Street
Ellensburg, WA 98926-3112

Dear Mr. Lyyski:

Congratulations! We are pleased to announce the selection of your project, Alder Street, I/S and PTC Reconnect - 14th Ave to Event Center, TIB project number 8-4-175(020)-1.

TIB is awarding 65.0000% of approved eligible project costs with a maximum grant of \$1,046,650.

Before any work is allowed on this project, you must:

- Verify the information on the Project Funding Status Form, revise if necessary, and sign;
- Submit the section of your adopted Six Year Transportation Improvement Plan listing this project;
- Sign both copies of the Fuel Tax Grant Distribution Agreement; and
- Return the above items to TIB;

You may only incur reimbursable expenses after you receive approval from TIB. In order to manage the TIB's cash flow challenges caused by COVID-19, TIB will not start reimbursing construction costs on Urban Arterial Program (UAP) projects selected this year until 2022. Please consider this for managing your project timelines and budgeting.

In accordance with RCW 47.26.084, you must certify full funding by November 20, 2021 or the grant may be terminated. Grants may also be rescinded due to unreasonable project delay as described in WAC 479-05-211.

If you have questions, please contact Christa Draggie, TIB Project Engineer, at (360) 586-1147 or e-mail ChristaD@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Enclosures

