

COUNCIL AGENDA

Monday, December 21, 2020



In-person attendance at public meetings is currently prohibited per the Washington Governor's Proclamation No. 20-28.14. 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 20-28.14, 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_Qa8MU1NEQlaa52i94z9img. 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 21, 2020
7:00 PM - Regular Meeting**

1. Call to Order and Roll Call

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda

5. Consent Agenda

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

- | | |
|---|----|
| 5.A Approve Minutes of December 7, 2020 Regular Meeting
12-7-20 Council Minutes | 8 |
| 5.B Approve Minutes of March 13,2020, City Council Retreat.
2020-03-13 Special Meeting Minutes | 15 |
| 5.C Acknowledge Minutes of the Affordable Housing Commission - September 2 and
October 7, 2020
9.2.20 AHC Minutes
10.7.20 AHC Minutes | 17 |
| 5.D Acknowledge Minutes of the Arts Commission - November 12 & 19, 2020
11-12-20 Arts Commission Minutes
11-19-20 Arts Commission Minutes | 26 |
| 5.E Acknowledge Minutes of the Ellensburg Business Development Authority Board -
November 11, 2020
11-11-20 EBDA Minutes | 30 |
| 5.F Acknowledge Minutes of Library Board - November 10, 2020
11-10-20 Library Board Minutes | 33 |
| 5.G Acknowledge Minutes of the Lodging Tax Advisory Committee - November 4,
2020
11-4-20 LTAC Minutes
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5.H	Acknowledge Minutes of the Parks & Recreation Commission - October 14, 2020 10-14-20 Parks & Rec Minutes	36
5.I	Acknowledge Minutes of the Planning Commission - July 9, August 27 and November 12, 2020 7-9-20 Planning Comm. Minutes 8-27-20 Planning Comm. Minutes 11-12-20 Planning Comm. Minutes	38
5.J	Project Acceptance - Bid Call 2020-21 Tree Pruning Contract with Asplundh Tree Expert LLC	50
5.K	Approval of the 2021 - 2023 Agreement between the City of Ellensburg and HopeSource for Provision of Dial A Ride Bus Service and the 2021 - 2023 Agreement between the City of Ellensburg and HopeSource for Provision of Upper County- Ellensburg Commuter Bus Service. Dial-A-Ride City Agreement 2021-2023 Kittitas County Connector Agreement 2021-2023	51
5.L	Surplus Resolution for Equipment Donation to the Ellensburg Business Development Authority (CenterFuse) 2020 EBDA surplus resolution	65
5.M	2021 Interlocal Cooperation Payment Agreement with Kittitas County Emergency Medical Services and Trauma Care Council Memo from EMS Coordinator EMS and Trauma Care Council Payment Agreement Proposed 2021 - Kittitas Co. EMS Office Budget Plan	68
5.N	Dominion Energy Questar's Clay Basin Natural Gas Storage Facility - Contract Renewal Firm Storage Service Contract 931	72
5.O	Twin City Foods Industrial Wastewater Discharge Agreement Renewal Twin City Foods Industrial Wastewater Discharge Agreement Renewal	76
5.P	Approve December 21, 2020 Voucher Listing 12-21-20 Voucher Listing	82

6. Petitions, Protests, and Communications

6.A	COVID-19 Update	
6.B	Board and Commission Application B and C Agenda Report Chart 12-21-20 Emma Johnson Application	83
6.C	Ellensburg Police Department - Substance Abuse Disorder Partnership 101 DRUG STATS	87

7. Citizen Comment on Non-agenda Issues

8. Business Requiring Public Hearings

- 8.A Public hearing (legislative) to adopt a Resolution amending the City's Six-Year Transportation Improvement Plan (TIP) for 2021-2026 and revising grant funded projects. 91
TIB Award Letter
Six-Year TIP Amendment Resolution
Proposed Amended 2021-2026 Six-Year TIP
- 8.B Public Hearing to consider Annexation Request from Ray Weisbeck for Parcels 258133, 018133, 038133 & 058133, located on Cascade Street,(legislative) and first reading of an Ordinance approving petition for annexation P20-083 97
P20-083 Annex Ord. 1st reading
Exhibit 1 Annexation Area Map
Exhibit 2 Zoning Map
Exhibit 3 Future Land Use Map
Exhibit 4 Signed Petition for Annexation
Exhibit 5 Kittitas County Assessor Determination of Sufficiency Exhibit 6 Legal Notice Order Confirmation
Exhibit 7 300 foot Buffer Mailing
Exhibit 8 Affidavit of Posting
- 8.C Public Hearing to consider Annexation Request - Parcel 10876 located north of Sanders Road (legislative) and first reading of an Ordinance approving petition for annexation P20-088 121
P20-088 Annexation Ordinance 1st reading
Exhibit 1 Proposed Annexation Area Map
Exhibit 2 Zoning Map
Exhibit 3 Future Land Use Map
Exhibit 4 Energy Services Electric Comments
Exhibit 5 Signed Petition to Annex
Exhibit 6 Kittitas County Assessor Determination of Sufficiency
Exhibit 7 Legal Notice Order Confirmation
Exhibit 8 300 Foot Buffer Mailing Map
Exhibit 9 Affidavit of Posting

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A Ordinance 4866 - (second reading) Amending the 2019-2020 Biennial Budget 142
Table 1 - Supplemental Items by Fund
Table 2 - Summary of 2020 Budget Adjustments
Ordinance 4866 - Amending the 2019-2020 Biennial Budget
Exhibits A & B - 2021 and 2022 Budget Tables

10. Unfinished Business

11. New Business

- 11.A Affordable Housing Commission Recommendation on Sales Tax Funding and City Property Contribution for Affordable Housing. 156
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Habitat for Humanity Water Bender proposal
KCHFH COE Lot Layout
KCHFH Rendering
KCHFH 3 Bedroom Layout
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KCHFH Water Bender Project Schedule
HFHSC Award Letter

12. Miscellaneous

- 12.A Manager's Report 214
12-21-20 MANAGERS REPORT

12.B Councilmembers' Reports

13. Executive Session

- 13.A Per RCW 42.30.110(1)(i), to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
- 13.B Per RCW 42.30.140, to consider collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress

14. Adjournment



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

December 7, 2020

7:00 PM

Held Remotely per Governor Inslee's

Proclamation 20-28.13

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

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

Others Present: City Manager Akers; City Attorney/Assistant City Manager Weiner; City Clerk Leader; Executive Assistant Gigstead; Parks & Recreation Director Case; Engineering Manager Mayo; Human Resources Director Smith; Planning Manager Ayling; Senior Electrical Engineer Meyer; Finance Director Pascoe; Financial Analyst/Budget Officer Bassett; HopeSource representatives, Susan Grindle and Craig Kelly; Kittitas County Chamber Tourism Director, Madison Ford; Kittitas County Public Health Officer, Dr. Mark Larson and approximately 25 members of the public

2. Proclamations

3. Awards and Recognitions

3.A. Expression of Appreciation to outgoing Adult Activity Center Coordinator, Katrina Douglas
Parks and Recreation Director, Brad Case, made a statement in honor of Katrina Douglas and thanked her for her 11 years of service at the Adult Activity Center.

4. Approval of Agenda

Councilmember David Miller moved to Approve moving item 10.A - Inclusion, Diversity and Equity Subcommittee Final Report to 6.D. **Motion Approved 6-0.**

Councilmember Tristen Lamb moved to Approve the Agenda as amended. **Motion Approved 6-0.**

5. Consent Agenda

- 5.A. Approve Minutes of the November 16, 2020 Regular Meeting
- 5.B. Approve Minutes of the November 18, 2020, Special Meeting between City Council and the CWU President's Cabinet.
- 5.C. Approve Minutes of the November 23, 2020, Special Meeting
- 5.D. Acknowledge Minutes of the Ellensburg Arts Commission - October 8 and October 16, 2020
- 5.E. Acknowledge Minutes of the Ellensburg Business Development Authority Board - September 16 and October 14, 2020
- 5.F. Acknowledge Minutes of Library Board - October 13, 2020
- 5.G. Acknowledge Minutes of the Public Transit Advisory Committee - October 20, 2020
- 5.H. Acknowledge Minutes of the Utility Advisory Committee - October 15, 2020
- 5.I. Interlocal Agreement with Franklin Conservation District (FCD) for Stormwater Outreach Education
- 5.J. Ellensburg Police Department Accreditation
- 5.K. Bid Award – Bid Call 2020-10 for Surface Aerator Procurement at the Waste Water Treatment Facility
- 5.L. Amendment No. 1 to the 2018 Aspect Engineering design contract for the Dolarway Bridge and Levee.
- 5.M. Accept RFQ 2019-28 as Complete – Replacement of Door Locks at City Hall
- 5.N. Accept Resignation of Arlein Anderson from the Arts Commission
- 5.O. Approve University Way Banner Request for Spread Kindness Not COVID-19 - December 8, 2020 - January 17, 2021
- 5.P. Approve University Way Banner Request for Data Privacy Day - January 18 - February 1, 2021
- 5.Q. Addendum to Jail Agreement with City of Sunnyside
- 5.R. Resolution 2020-33 - 512 N Ruby - First Lutheran street tree removal
- 5.S. Contract Amendment No. 1 - Professional Services Agreement Water System Plan and Illinois Well Outfitting Design

5.T. Contract Amendment No. 5 - Professional Services Agreement Bull Road Utility Extension Design

5.U. Approve December 7, 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 was present to give a report on current positive cases in Kittitas County and the increase in cases in a church, long term care facility and some businesses. He spoke regarding the vaccine and distribution. He explained the County is higher than the statewide average but lower than neighboring counties.

6.B. Kittitas County Chamber of Commerce - Tourism Promotion Update

Madison Ford, Director of Tourism for Kittitas County Chamber of Commerce, presented a tourism promotion report. She reviewed what was focused on in 2020 and adaptations and focus for each quarter in 2021.

6.C. Board and Commission Reappointments

Councilmember Nancy Lillquist moved to Approve reappointment of three board members requesting reappointment: Hannah Tower to the Affordable Housing Commission; David Carns to the Building Appeals Board; and Joshua Hackney to the Public Transit Advisory Committee.

Councilmember Engel questioned whether new applicants would have the opportunity to apply for a board or commission position as existing member terms are up.

Motion Approved 6-0.

6.D. Inclusion, Diversity and Equity Subcommittee Final Report and Recommendations to Ellensburg City Council (Item moved from 10.A).

Councilmember Goodloe presented information in the Agenda Report.

Theresa Plue, 140 Woodhouse Loop, commented regarding the IDE subcommittee report and discussions she had with community remembers regarding the report.

Tylene Carnell, 208 S Ruby St., commented in favor of the report.

Landis Hanson, 1015 E 18th Ave., commented regarding the IDE subcommittee discussions and focus of the report and importance of CWU students to the community.

Shana Kessler, 1508 N. B St., commented regarding the importance of inclusion of Central students in discussions, and commented regarding the statement in the report of BLM as a Marxist group.

Betty Douglas, 315 W Helena Ave., appreciated the work done for the report and commented regarding the publicity of the meetings and the alleged imposition of regulations to businesses.

Stacy Hammond, 308 N Sampson St., commented regarding the decision making process by Council and issues with the Ellensburg Downtown Association.

Councilmember Engel spoke regarding comments received from the public and gathering of data.

Councilmember Miller commented regarding the facilitation of conversations and he agreed with Councilmember Engel's comments. He encouraged citizens of the community to participate in future conversations and groups to discuss the issues.

Councilmember Lamb appreciated the report and commented regarding marginalized communities.

Written comments were received by the Clerk concerning this topic from: Keith R. and Lise T. McGowan, Rick Spence, Ruthi Erdman, Beryl Kelley, Nick and Diana Ehrman, Pam Wakeman, Betty Douglas, Ada Alvarado, Christine Zbinden, and joint letter from numerous citizens and business owners.

Councilmember Stacey Engel moved to Approve Council to accept the report as presented with recommendation for staff to return with an ordinance, reflecting recommendation No.1 in the report; for the sub-committee to continue their work as shown in the report on page 220 of the Agenda; and for staff to return with strategies for implementation of the items listed at the bottom of page 220 and 221 in the Agenda.

Motion Approved 6-0.

7. Citizen Comment on Non-agenda Issues

Stacy Hammond, 308 N Sampson St, commented regarding the Ellensburg Downtown Association.

Shana Kessler, 1508 N B Street, commented regarding the Police Department fining citizens using chalk on city streets.

Landis Hanson, 1015 E 18th Ave, commented in response to Stacy Hammond's comments.

Theresa Plue, 140 Woodhouse Loop, commented regarding equity and equality.

Corey Kanoyer, 316 E 4th Ave, commented regarding the Ellensburg Police Department and his opinion of one-sided justice.

Theresa Plue, 140 Woodhouse Loop, commented regarding paintings in the street.

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

9.A. Ordinance 4864 (second reading) - 2021/2022 Biennial Budget Ordinance
Financial Analyst/Budget Officer, Keith Bassett, presented information in the staff report.

Councilmember Nancy Lillquist moved to Approve conducting second reading and adoption of Ordinance 4864. **Motion Approved 6-0.**

9.B. Ordinance 4865 (second reading) amending ECC Chapter 2.32 "Deferred Compensation Plan" and repealing ECC Section 2.32.200.
Finance Director, Jerica Pascoe, presented information in the staff report.

Councilmember Nancy Lillquist moved to Approve conducting second reading and adoption of Ordinance 4865. **Motion Approved 6-0.**

9.C. Consideration of First Reading of an Ordinance Amending the 2019-2020 Biennial Budget.
Financial Analyst/Budget Officer, Keith Bassett, presented information in the staff report.

Councilmembers Engel and Lillquist asked questions.

Councilmember Nancy Goodloe moved to Approve conducting first reading of Ordinance 4866 amending the 2019/2020 biennial budget. **Motion Approved 6-0.**

9.D. Resolution to Approve Fiscal Year 2020 Bad Debt Write-Offs
Finance Director, Jerica Pascoe, presented information in the staff report.

Councilmember Nancy Goodloe moved to Approve adoption of Resolution 2020-34. **Motion Approved 6-0.**

9.E. Resolution to Sole Source the Purchase of Wood Electrical Utility Poles
Senior Electrical Engineer, Paul Meyer, presented information in the staff report.

Councilmember Nancy Lillquist moved to Approve adoption of Resolution 2020-35 for sole source purchase of wood electrical poles. **Motion Approved 6-0.**

9.F. 2021 Pay Plan Resolution
Human Resources Director, Cindy Smith, presented information in the staff report.

Councilmember Nancy Lillquist moved to Approve adoption of Resolution 2020-36 adopting the 2021 Pay Plan. **Motion Approved 6-0.**

10. Unfinished Business

11. New Business

11.A. Approval of the Ellensburg Arts Commission 2021 Grant Awards
Library Director, Josephine Camarillo, presented information in the staff report.

Councilmember Nancy Goodloe moved to Approve approval of the Ellensburg Arts Commission 2021 grant recommendations as presented in the Agenda in the amount of \$22,900. **Motion Approved 6-0.**

11.B. Creative Sector Grant Funding Second Round Recommendation
Library Director, Josephine Camarillo, presented information in the staff report.

Councilmember Nancy Lillquist moved to Approve the Ellensburg Arts Commission recommendation for the creative sector grant funding, second round and approve the necessary budget adjustments. **Motion Approved 6-0.**

11.C. Affordable Housing Agreement between City of Ellensburg and HopeSource for Addison Place
Planning Manager, Jamey Ayling, presented information in the staff report.

Councilmember Nancy Goodloe moved to Approve authorizing the City Manager to execute the Addison Place Agreement with HopeSource in the amount of \$373,000. **Motion Approved 6-0.**

12. Miscellaneous

12.A. Manager's Report

The City Manager stated the Public Works and Utilities Department requested a public hearing be set for the December 21, 2020 meeting for update of the Six Year Transportation Improvement Plan.

Councilmember Nancy Lillquist moved to Approve setting a public hearing on December 21, 2020 for the 2021-2026 six-year transportation improvement plan. **Motion Approved 6-0.**

An Executive Session was needed under the authority of RCW 42.30.140, to consider collective bargaining sessions with contract negotiations. Discussion would take approximately five minutes and no action would be taken.

12.B. Councilmembers' Reports

- Councilmember Lamb attending the EMS & Trauma Care Council meeting;
- Councilmember Engel attended the Planning Commission meeting;
- Councilmember Goodloe attended a meeting for "Not in our KittCo" and discussed funding available through the Community Recovery Fund;
- Councilmember Lillquist attended an Airport Advisory Commission meeting and Utility Advisory Commission meeting;
- Mayor Tabb reported on preliminary meetings with city staff for the City Manager position and work being done for a contract with Prothman for recruitment services; Councilmembers Morgan, Lamb and Mayor Tabb will serve on the subcommittee. He recommended a letter of recognition be sent to the Police

Department for their accreditation and the topic be discussed at a future meeting; he gave an update on the letter sent to the Governor's office from the cities of Ellensburg, Cle Elum and Kittitas.

13. Executive Session

Council recessed at 9:55 for a five minute break and would begin executive session at 10:00 pm to discuss potential union business by the authority of RCW 42.30.140. No action was anticipated. The break was extended until the executive session commenced at 10:03 p.m.

Council reconvened at 10:08 pm.

14. Adjournment

Meeting adjourned at 10:08 pm

Mayor

ATTEST: _____
City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Special Meeting

March 13, 2020

9:00 AM

Public Safety Building Training Room

100 N Pearl St

Call to Order and Roll Call

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

Councilmember Stacey Engel relayed that Councilmember Tristen Lamb would arrive fifteen (15) minutes late.

Also Present: City Manager Akers; City Attorney/Assistant City Manager Weiner; Assistant City Attorney Reiman; Deputy City Clerk Davison; Communications & Government Relations Officer Reich; Public Works & Utilities Director Lyyski; Power & Gas Manager Stanavich; Community Development Director Sackett; Planning Manager Ayling; Parks & Recreation Director Case; Finance Director Pascoe; Library Director Camarillo; Chief of Police Wade

Heart and Soul Implementation

Mayor Tabb opened the meeting at 9:00 AM. City Manager Akers provided Council with an updated Council survey sheet. Council reviewed the totals and averages from the survey.

Councilmember Tristen Lamb arrived at 9:12 am.

Council discussed the priorities from the survey with a focus on affordable housing. Discussion centered on developing flexibility in the Request for Proposal (RFP) process with easier access to funds.

Nancy Lillquist moved to Direct the Affordable Housing Commission to make it a priority to create an additional, simplified, more flexible method for distribution of funds. **Motion Approved 7-0**

Council conversed on public transportation and determined that it is trending up with progress being made.

Council discussed the impact that COVID-19 will have on the City of Ellensburg, small businesses, and the potential responses the City of Ellensburg could make.

Councilmember Goodloe spoke about creating a diverse, inclusive community and City Council starting that process. Mayor Tabb commented on the opportunity to create a more participatory local government.

Council recessed at 10:32 am and reconvened at 10:47 am.

2020 Energy Policy Video

Power & Gas Manager Stanavich presented a video on resource adequacy in the Northwest

titled “Power Struggle” from KGW8 news. He then detailed the City of Ellensburg's natural gas purchasing methodology.

Councilmember Lillquist, as the Utility Advisory Committee's (UAC) representative, requested the City Council's guidance on whether the UAC should review its policies regarding the requirement for new developments to pay for gas extensions.

Power & Gas Manager Stanavich outlined the Clean Energy Transformation Act which commits Washington State to an electricity supply free of greenhouse gas emissions by 2045, and how the City of Ellensburg will potentially meet the milestones directed by the act.

Council recessed at 12:15 pm.

Council reconvened at 12:29 pm.

Councilmember Lamb provided an update on COVID 19, the Public Health Department's recommendations, and responded to questions.

Community Center / Racquet, Recreation Center

Parks & Recreation Director Case discussed the current state of the Ellensburg Racquet & Recreation Center, requested direction from Council regarding potential capital investments to the building, and discussed the possibility of a new community center.

Council directed staff to sustain operations of the Ellensburg Racquet & Recreation Center through the biennial budget.

Council recessed at 1:49 pm.

Councilmember Lamb left at 2:03 pm.

Council reconvened at 2:05 pm.

Land Use Code Update

Community Development Director Sackett presented on the Land Development Code revisions. Council discussion topics included zoning review, off-street parking requirements, affordable housing density, and the results from interviews from local builders and developers.

City Manager Akers stated that all of the City's staffed recreational facilities and the Ellensburg Public Library are temporarily closed to the public in response to COVID 19.

Council directed staff to find alternative locations for boards and commissions to meet.

The meeting adjourned at 3:37 pm.

Mayor

ATTEST:

Deputy City Clerk



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY AFFORDABLE HOUSING COMMISSION

Date and Time: Affordable Housing Commission meeting, September 2, 2020 - 4:30 p.m.

Place of Meeting: Remote meeting held via Zoom

Present: Mayor Bruce Tabb, Hannah Tower, Dolores Gonzalez, Charli Sorenson, John Perrie, Sarah Bedsaul, Nathan McQuinn

Absent:

Others Present: Planning Manager, Jamey Ayling; Community Development Director Kirsten Sackett; Tyler Glahn of Crytly Enterprises; Delano Palmer of Habitat for Humanity

1. CALL TO ORDER

Chair Tabb called the meeting to order at 4:30 pm.

2. APPROVAL OF THE AGENDA

Commissioner Perrie made a motion to approve the agenda as presented. Commissioner Bedsaul seconded. All in favor, motion passed.

3. APPROVAL OF MINUTES – August 5, 2020

Commissioner Perrie moved to approve the minutes of August 5, 2020. Commissioner Tower seconded. All in favor, motion passed.

4. NEW BUSINESS

a. Crytly Enterprises Potential Project Discussion

Tyler Glahn, president of Crytly Enterprises Inc., introduced himself as the awardee of the affordable housing grant for the Water/Bender project. He stated that he wanted to propose a new project, due to some items that came after the fact on the Water Street project.

Tabb said that Staff had asked for something in writing that Mr. Glahn was withdrawing from the grant award for the Water/Bender project. Glahn said that before he provided that in writing he wanted to first introduce the new project, and get feedback from the AHC. However, it doesn't change the fact that the Water Street project won't work with the requirement that prevailing wages be paid for both the street construction and home construction. It is no longer feasible to construct the homes as affordable. He wanted to introduce the alternative.

Director Sackett explained to the Commission that city staff worked with Mr. Glahn quite a bit as he pursued various options to make the project work. Ultimately when it became apparent the Water project was no longer feasible, the City asked Mr. Glahn if we would like to put together an alternative project.

Tabb said that if Mr. Glahn is not going to do the Water/Bender grant project, that it should first be put to rest. Before hearing from Mr. Glahn, Tabb asked if the Commission had any questions about the reasons or rationale for not pursuing the project.

Perrie said he had no questions, but was wondering how the AHC could allow for an alternate project. He is not opposed to doing something else, but is concerned about the terminology. Gonzalez said she agrees with Tabb that the original project needs to be put to rest. However, if it is not going to be pursued then the opportunity for new projects needs to be opened up to the community to also participate in an equitable fashion.

Commissioner Bedsaul re-stated that if a project is offer to Mr. Glahn, it should be clarified be offered to the community.

Tabb said the Commission spent a lot of time at the last meeting getting to the point where they could have a framework for proposals to simply be submitted in a broad process. There was an assumption, not specific to Mr. Glahn, that the City would have the capacity for developers to come in with a proposal that was not an open (RFP) process. This was what was discussed at the last meeting.

Tabb asked for staff clarity on how this came about. Glahn said that the issue was that the RFP did not have the information he needed. There was critical information not included specific to the prevailing wages. Tabb said that is not in dispute, and that the City would like something in writing if he is withdrawing.

Tabb said he would entertain a motion to release Crytyl Enterprises from the obligation of the RFP award, upon written confirmation that the Water Street project would not move forward. Perrie moved, and Bedsaul seconded to accept Crytyl Enterprises' withdrawal from the Bender Project upon receipt of written notification of withdrawal from the project.

Tabb said that with that motion, once Glahn submitted his written withdrawal, the City is positioned to accept his withdrawal from the Bender project.

Tabb said that the reason we are having this conversation is that the Community Garden property was originally part of the RFP process, and no responses had been submitted for that property on the RFP process. The City does have the capacity to enter into conversations with a developer who has the ability to propose a project. This allows the Commission to have a conversation about the property. Mr. Glahn would like to get general direction from the Commission on which project would be more favored. His next step would be to move to submitting the proposal using the new process the have been discussing.

Bedsaul said that it appears the City was trying to put forth a good faith effort after a project was unattainable. So we have a developer that we have vetted. She doesn't think it sounds unreasonable to let him share his proposal. Tabb said he is concerned about setting precedent about allowing a developer to share more than one proposal. Tying it to the

Water Street project may not necessarily be relevant. Tabb asked if every developer would be allowed to come and discuss options without submitting an actual proposal.

Gonzalez said if Water Street is off the table, and he has spoken to City personnel, but we are going to offer this to everyone, we are not offering this property up exclusively to Mr. Glahn. It is still available to anyone to apply through the process developed at the last meeting.

Tabb said that we have agreed that we are going to stick to the application used during the RFP proposal. Tabb said his understanding was that the purpose of today's meeting was to explore two different options from Mr. Glahn.

Glahn said he does have information for two proposals, but he wanted to provide more detail on his preferred project today. He said it is not just about affordable housing, it is about community members coming up to him saying they read about his promise to provide affordable housing. His reputation is on the line, and now he has to explain to people why he can't provide the previously-awarded project. He still wants to meet his end of the deal on a different piece of property. With his new proposal, he would like to ask for property only, not funds. He feels that it fits the parameters.

Glahn shared his first concept, and displayed the elevations for a potential project on the Community Garden property. There are a total of 12 units in one structure, with a central driveway, and another set of 12 units adjacent to the alley. They are townhome style, only touching through a firewall. They are considered single bedrooms plus a den, two-story because that is how the townhome style density is reached. The target market is for small households and the elderly. This type of project could capture both markets. Unit sizes would be about 1100 sq ft, so they will capture the single-bedroom units that are called out in the Housing Needs Analysis. They would also have a one-car garage. This is different than the Patricia Place project that has an elevator. They do have elderly tenants in their existing units, and they do take the stairs, but the elderly could still be targeted for the two-story units. Since COVID, he has received a lot of calls asking if their apartments have common corridors. His Patricia Place units do have shared spaces, with the parking garages and interior hallways. This new proposal would help fit the request for separated spaces. The only thing that touches is the firewall. In this scenario on a lot size of 120 x 180, he would be able to provide 22 units. This would serve 80% of AMI, which is the qualifier for surplus property projects. He would build, own, and manage the project.

The second design is to do an elevator building, with single bedroom units as an apartment style project. Instead of 22, he would gain 10-15 additional apartments. It would drive the cost up, with an elevator, and with more risk involved to determine the groundwater due to needing to have an underground garage.

After a question from Gonzalez, Glahn explained that the first design would have 22 units, 100% of renters would be required to be at 80% of AMI. The investment ratio of land to construction costs would increase for the higher density project. If Glahn asked for funds to help with the extra construction costs, he would then have to pay prevailing wages. That is why he decided to pursue the lower density design.

There would be no ask for Commission funds, and with surplus property he would not be required to pay prevailing wages. Glahn said that in this situation he would not need to ask for any sales tax funds, and the Commission could use it for other purposes.

Commissioner Sorenson asked if the City granted the property, she asked what the timeline would be. Glahn said that the property already has the correct zoning, there is no platting, and there is little infrastructure that needs to be installed. He said it is a basic infill project. There are some improvements, like new sidewalks, and paving the alley, but they are minimal. So, dependent on the City's process, this could start in the spring.

Tabb asked about serving the elderly. He does think we need to be looking at supporting "aging in place". Glahn said he could build the master bedroom on the main floor. He could also do fewer units and capture all on the ground level. If the land is contributed, he can provide any type of units needed. He is simply trying to provide as many affordable units on the property as possible.

Gonzalez asked how many could be done for single-story that would also accommodate disabled folks. Glahn responded that at this point the units are about 15 feet wide. To go to single story they would need to be 19, so you might be able to get 18 units, with a very small garage. If you wanted to eliminate the garage that could be another option as well.

Sorenson asked about providing a combination of single and two-story, and Glahn responded that he could. The reason for the den with the 2-story is that the elderly often have children that come to be with them, and it is nice to have that extra space.

Tabb asked about whether we could still do another lot line adjustment. Sackett responded that one had already been completed, but there was probably the opportunity to add a bit more land by pushing the lot line further to the north.

Glahn asked if the Commission could tell him what they would prefer during this meeting, then he could tell them how many he could get and how much room he would need. It could probably be between 18-22 with the lot line adjustment.

Tabb asked if everyone was comfortable with a combination of single and two story. He threw out the idea of half and half, and the commission was fairly agreeable. Gonzalez said they are just exploring and listening to the idea. Tabb said we are attempting to provide with direction on the priorities the Commission would like to pursue. From his perspective, the Commission would then want to have the applicant come back with an application that has been filled out and submitted.

Gonzalez again asked if we should be opening this up to everyone. Tabb said he feels like they are in a circular conversation. Planning Manager said that if they finish out the process to allow folks to submit an application at any time. At that point, it is whoever submits an application first. Glahn said that is his proposal of what he can provide. He can provide 18-22 units, not asking for money, land only. Tabb said that once we finish out the new application process, Glahn can submit his application. The City will also look to maximizing the amount of land. Tabb told him he could use the same application form used during the RFP process. That would then be a formal proposal, which would facilitate moving forward with a review process by the Commission.

5. OLD BUSINESS

a. Review updated information sheet for affordable housing applications

Planning Manager said he had worked with Sorenson and Gonzalez to edit the document reviewed at the last meeting. They removed duplicate information, and also would be adding information on the website, which would have a link to the information sheet and other links. The main focus of both documents, would be referring folks to the affordable housing application form. It provides a brief breakdown on what to expect, how to apply, what the requirements are, etc.

Ayling also mentioned that the webpage has the proposed changes to the website. It doesn't have a lot of changes, but cleans it up, and removes the 2019 applications that were previously on the page. He hasn't published the web page update yet, as he was waiting to get feedback from the Commission.

Bedsaul asks if he puts his letter forward to withdraw from the Water project, does it put that property in play. Tabb responded that it does. The Commission gave their consensus that they are good with the proposed edits to the webpage and to the one-pager. Tabb thanked everyone for their input at the last meeting.

6. CITIZEN COMMENT

Delano Palmer with Habitat said they would be interested in the Water Street property as soon as it becomes available.

7. STAFF UPDATE/DISCUSSION ITEMS

a. 2019 RFP award project updates.

Ayling said that we already discussed the Crytl project. The Hopesource project is moving forward with the contract in the hands of the applicant. The City has requested additional information needed for the contract. We aren't fully under contract, but very close.

Ayling also included the July budget sheet, and said we are 75% of expected budget for the year.

7. COMMISSION REPRESENTATIVE UPDATE

Commissioner Sorenson said that the donations to the Community Recovery fund are around \$68,000. They have spent over half of that giving out small grants to residents that experienced financial hardship. They keep tweaking the application, as they get at a more accurate understanding of what the applicants will be using the money for. It is primarily requests for assistance with rent and utilities. Tabb stated that the eviction moratorium is just a moratorium, when it is lifted at the end of the year, those unpaid rents will come due.

Ayling also shared with the Commission that future meeting packets would come out in a new program called Peak Agenda.

8. ADJOURNMENT

Next meeting would be Wednesday, October 7, 202. Tabb adjourned the meeting at 5:39 pm.



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY AFFORDABLE HOUSING COMMISSION

Date and Time: Affordable Housing Commission meeting, October 7, 2020 - 4:30 p.m.

Place of Meeting: Remote meeting held via Zoom

Present: Mayor Bruce Tabb, Hannah Tower, Dolores Gonzalez, Charli Sorenson, John Perrie, Nathan McQuinn

Absent: Sarah Bedsaul

Others Present: Planning Manager, Jamey Ayling; Community Development Director Kirsten Sackett; Delano Palmer, Habitat for Humanity; Kelle Dvork Vandenberg, Habitat for Humanity Area Director

1. CALL TO ORDER

Chair Tabb called the meeting to order at 4:33 pm.

2. APPROVAL OF THE AGENDA

Commissioner Gonzalez made a motion to approve the agenda as presented. Commissioner Perrie seconded. All in favor, motion passed.

Chair Tabb introduced Kelle Vandenberg, as the new Area Director for Habitat for Humanity.

3. APPROVAL OF MINUTES – September 2, 2020

There was a general consensus from the Commission to postpone approval of the September 2, 2020 minutes until next month, as the link to the minutes on the website had not been accessible.

4. NEW BUSINESS

a. Addison Place project

Planning Manager Ayling stated that the contract for the Hopesource project was nearing completion. He said that there were just a few remaining provisions that needed to be agreed upon by both parties. Staff was looking to the Commission for general guidance and/or recommendations on the City response to the items.

Ayling stated that the first question to the Commission is about what to do in the scenario when a tenant has an increase in wages that takes them above the 60% AMI threshold. With this specific Hopesource senior housing project, that this scenario is very unlikely to happen, but staff would like to consider how to approach this on future projects, as this contract will be used as a template for future projects.

The second question to the Commission is regarding the reserve account provision which requires that funds should be set aside in reserve for future maintenance of the units. The contract reads that they need to set aside \$400/month per unit with 3%. Hopesource requested a cap on the reserve amount at \$20,000. The City felt it was a reasonable request.

The third item for discussion is about the City's interest. Hopesource requested the interest rate be reduced to 1% rather than 3%. The City also feels this to be a reasonable request.

Ayling reminded the Commission that Hopesource paid \$122,000 to secure the property, they obtained a grant from the County in the amount of \$332,816 and the City provided a grant award of \$ 373,000.

The purpose of bringing this information and questions to the Commission was to share more information about the status, rather than to just state that the contract was in progress, as well as to receive input on the three mentioned items.

Gonzalez said that when the project was originally proposed, there was discussion about providing housing for homeless people, and now it seems to be targeting seniors.

Chair Tabb said that he has had conversations about this topic, and he noted that the Hopesource Spurling Court project will be dedicated to serving the homeless population. In addition, the BERK study had indicated that there is a serious gap in senior housing that Hopesource is targeting with this current project.

Tabb wanted to discuss the first item up for discussion. To utilize the funds generated by the sales tax revenue has a requirement that we serve populations who are at 60% of AMI and under. He wants to discuss what happens in terms of precedent. His understanding was that they meet the income criteria at entry. He doesn't believe that the City would be able, under the terms of the RCW criteria, to allow people to remain in this sales tax funded unit if they no longer met the income criteria.

Ayling indicated that the City is still waiting for a response from Hopesource on their alternate language.

Commissioner Sorenson said that some of the 80% AMI housing funds could be used to help transition out of the 60% AMI housing. It would be ideal to create housing that has a stepped AMI process where they get dumped right out into the market rate housing. She asked if we had asked the State about this scenario. Could the state cut the tenants some slack and allow them up to 6 months to find new housing?

Tabb suggested that Staff could contact the State and pose this question to them. Sorenson wondered if the City could use some of their affordable housing funds as vouchers to get them transitioned out of the 60% AMI housing if their income exceeds the requirements. Tabb thought that would be a good idea to do with the 80% AMI funds.

Gonzalez asked how often Hopesource checks the tenants eligibility and Tabb said they would check annually. She feels that this scenario could be built into the lease

agreement with the tenants, in which Hopesource would help them find new appropriate housing.

Tabb said that it is likely that the seniors won't have increases in income. Commissioner Tower confirmed that through her work they do not typically see seniors see increases in their income. Meaning they don't typically see anyone who loses eligibility for the assistance. Many of the recipients are very careful with managing their earnings to ensure they maintain qualifications.

Tabb said that he and Ayling had a conversation about the capital reserves. Gonzalez said she is not too familiar with how Hopesource takes care of their process, but they have a pretty good track record. Tabb said he wants this to be a point of future discussion for the Commission.

Sorenson recalled that when they were considering proposals, they did need to consider maintenance over time. They did not want units to appear as they though were low-income because they were not maintained and repaired.

Ayling said if we get these three questions answered, we can bring back the entire contract to the commissioner for review, as it will answer many of their questions.

Gonzalez wondered if we could get a cycle of repair work that gives times frames on how often different items need to be replaced. Ayling said there are industry standards, such as 30 years for a roof replacement, and that staff could research that information.

b. Website status and affordable housing application

Ayling said that all of the changes approved by the Commission have been made to the website, and they are live. He worked with Margaret Reich who also converted the affordable housing application form into an online fillable form.

In addition to simply putting a press release, Ayling also wanted to know if the Commission wanted to target any particular housing groups to share this information with. Tabb suggested that perhaps it could be sent out to the Homebuilders Association who could share it with their members.

c. Crytl Enterprises Affordable Housing RFP Project Withdrawal

Ayling stated that at the last meeting, Crytl Enterprises told the Commission verbally that he would be withdrawing from the affordable housing project. He said he would follow up with written documentation. The letter received last week simply affirms in writing that he is withdrawing. The Commission does not need to take action, as the City has not actually entered into a contract. Ayling said that Mr. Glahn is still passionate about affordable housing and would like to propose an alternate project as discussed at the previous meeting.

Ayling said that the formal withdrawal was shared with the Commission just to make them aware of this action. This also means that the Commission will now have additional funds available for new affordable housing project proposals. Other applicants will have the opportunity to seek funding using the application process just discussed.

Tabb stated that Council would not need to take formal action on the withdrawal as no contract had yet been signed, but asked if this should be shared with City Council. Director Sackett suggested that the formal withdrawal could be shared with Council as an informational item via the City Manager's Report.

5. OLD BUSINESS

6. CITIZEN COMMENT

Ms. Vandenberg asked about the Hopesource contract that could be used as a template for future projects. She said that ideally the goal would be to get the clients to eventually qualify for over 60% AMI. She believes that as a community, it would be useful to build the pipeline of associations that can provide resources for community members who are trying to come out of poverty. She thinks it would be important to build language into the contract regarding the transitioning out of low-income housing. It would be ideal to work with tenants as they work towards achieving the next income step.

7. STAFF UPDATE/DISCUSSION ITEMS

Ayling did not have any additional updates. Tabb thanked staff for their work to get the Commission into this position of moving forward with a new application process

7. COMMISSION REPRESENTATIVE UPDATE

Perrie asked if there was any idea when we would no longer be required to hold meetings virtually. Tabb responded that the date was unknown. The Governor has lessened the restrictions on some activities like sporting events, but we are still required to have our boards and commissions meet remotely. Sackett confirmed this information and noted that even when the restrictions are lifted, there will be challenges with providing enough room to allow for the required social distancing, for not only the commissioners and staff, but for the public as well. There was discussion on zoom fatigue and the desire to keep the meetings simplified. Tabb said he works with staff to prepare the agenda in advance and he also appreciates shorter meetings, but also values the input of the commission.

8. ADJOURNMENT

Tabb thanked the Commissioners and staff for their participation in the meeting tonight. Tabb adjourned the meeting at 5:39 pm.



ELLENSBURG ARTS COMMISSION MINUTES
November 12, 2020 4:00pm
ZOOM Call

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

Commissioners/Others Absent: Brian Kooser

Motion to excuse absences: None

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

Call to Order: Chair Eyre called the meeting to order at 4:12pm

Guests: Terry Wilson, Christopher Hobbs

Approval of Agenda: Correct agenda date to November 12. Motion made by Miller to accept agenda with the addition of 11th bus shelter. Seconded by Town. Motion passed.

Citizen Comment on Non-Agenda Items – Guest introduced themselves.

Guest Speaker/Presenter/Correspondence - Arlein submitted resignation letter.

Approval of October 8, 2020 Minutes: Miller motioned to accept minutes, seconded by Dougherty. Approved.

Approval of October: Miller motioned to accept minutes, seconded by Town. Discussion, can Arlein make a motion then later oppose it, yes that is fine. Specify that 3 finalists will receive \$100 for Rotary Pavilion call for art.

Budget/Financial Report: Current spending plan presented and discussed.

New Business –Arlein resigned from Arts Commission. Open seat will be posted.

Motion made by Dougherty to accept Arlein's resignation. Seconded by Eyre. Motion passed. City will be sending letter of thanks.

Old Business

Creative Sector Grant Update:

Motion made by Dougherty to accept Funding Committee's recommendation to approve 2nd round of Creative Sector grant applicants with a cap of \$2500 per individual. Seconded by Town. Motion passed.

Need to make changes to website to make it user friendly, Cassandra will work with Margaret.

Bus Shelters:

Belsaas and Smith will extend contract to be able to install glasswork. Commission needs to decide locations for each artwork for each bus shelter. 10th artwork will be stored until 11th shelter is built.

Subcommittee Business

1. Funding-

- a. 2020 Grant projects update (completed/rollover)
 - i. Josephine contacted 2020 grantees to follow-up on project status
- b. 2021 Grant Applications

- i. Applications presented and discussed
 - 1. 8:30am Thursday Nov. 19 Jerry moves to table discussion Monica seconds.
- 2. Public Art –
 - a. Bus Shelter Art work status
 - b. Rotary Pavilion Call for Art- Jerry will present at City Council
- 3. Advocacy/Public Relations – committee has not met since last meeting, Town will review website but has started writing a letter to the editor, will update at next Thurs
- 4. Art Walk – no report

Unscheduled Business

Announcements

Open seat on Arts Commission will be posted on City webpage
Dougherty would like to archive works by Donna Nylander in coordination with Art Clark.
Josephine will talk further with Dougherty as she is the ECMT Director.
Next agenda will include having a planning meeting in 2021 and Board Retreat in Feb.

Adjourned Chair adjourned the meeting at 5:05pm.

Next Meeting: December 10, 2020

Drafted: 11/12/2020

Approved:

Respectfully submitted by: Josephine Camarillo, Staff



ELLENSBURG ARTS COMMISSION MINUTES
SPECIAL MEETING
November 19, 2020 8:30am
Zoom

Commissioners Present: Alex Eyre, Jerry Dougherty, Cassandra Town, Laura Bobovski, and Monica Miller, Brian Kooser

Commissioners Absent: None

Others Present: Staff Josephine Camarillo and Kirsten Sackett

Call to Order: Chair called the meeting to order at 8:30am

Special Business:

2021 Grant Applications discussed. Goal of Commission is to try to fully fund grant proposals. Some applications did not show sufficient public benefit or artistic excellence. Some applications did not provide examples, sufficient documentation or did not fill out all questions completely.

2022 grant application will need to include tax id number, list required documentation and work samples.

Motion made by Dougherty to approve Confab Online, Gallery One at the funded amount of \$2500. Seconded by Eyre. Miller abstains.
Motion passed.

Motion made by Dougherty to approve Steadfast Tin Soldier, Blue Bear Puppet Lab at the funded amount of \$2500. Seconded by Eyre. Kooser abstains.
Motion passed.

Motion made by Dougherty to approve Visual Poetry Exhibition & Poetry Reading, Joanna Thomas at the funded amount of \$2500. Seconded by Eyre. Miller abstains.
Motion passed.

Motion made by Dougherty to approve the following projects at the stated funding level:

1. 2021 VMT Rising Stars Show (The Phantom Tollbooth Jr.), Valley Musical Theatre – \$2000
2. Killdeer String Band Recording, Killdeer String Band – \$1400
3. Interactive 16' Board Game (Ongoing), CWU Student Art Club - \$2500
4. Ellensburg Virtual Choirs, Make Music Ellensburg - \$1,300
5. Ellensburg Big Band Virtual Performances, Ellensburg Big Band - \$2,500
6. National Fine Art Show and Auction, Western Art Association - \$2,500

7. Uncultivated, Renee Adams - \$2,500
8. Virtual Benefit Choral Concert, Lee Bates - \$1000

Total Funding: \$15,700

Discussion:

-Question of viability of Choral Concert proposal, project on edge of feasibility. Commission not wanting to fund marketing expenses.

Motion withdrawn.

New Motion made by Dougherty to approve the following projects at the stated funding level:

1. 2021 VMT Rising Stars Show (The Phantom Tollbooth Jr.), Valley Musical Theatre – \$2000
2. Killdeer String Band Recording, Killdeer String Band – \$1400
3. Interactive 16' Board Game (Ongoing), CWU Student Art Club - \$2500
4. Ellensburg Virtual Choirs, Make Music Ellensburg - \$1,300
5. Ellensburg Big Band Virtual Performances, Ellensburg Big Band - \$2,500
6. Uncultivated, Renee Adams - \$2,500

Total Funding: \$12,200

Seconded by Kooser.

Motion passed.

Motion made by Dougherty to approve Virtual Benefit Choral Concert, Lee Bates at the funded amount of \$700. Seconded by Eyre.

Motion passed.

Motion made by Town to approve The Nutcracker Ballet 2021, Ellensburg Dance Ensemble at the funded amount of \$2500. Seconded by Kooser. Dougherty abstains.

Motion passed.

Other Business

-Artwalk map needs to be updated

-NWPB confirmed they did not charge Arts Commission for 2020. Miller will inquire if they can promote Pavilion Art call and Commission position.

-staff will send City Attorney Art Call for 11th bus shelter

-next advocacy meeting Nov. 30 at 11am

Adjourned Chair adjourned the meeting at 9:46 am.

Drafted: 11/19/2020

Approved:

Respectfully submitted by: Josephine Camarillo, Staff

ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY
dba CenterFuse
BOARD OF DIRECTORS MEETING MINUTES

REGULAR MEETING
Wednesday, November 11, 2020 – 4:00 pm
Virtual Meeting

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

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

Absent: John Perrie

1. Chair Vallejo called the meeting to order at 4:04 pm
2. Approval of Agenda. Linda Schactler moved, Grant Clark seconded. Motion approved with all in favor.
3. Approval of Minutes. Grant Clark moved to approve the minutes of the October 14, 2020 meeting. James Jankowski seconded. James requested the minutes be amended to reflect John Perrie was included in item 4.d – Space Force report.

Linda Schactler moved to amend the minutes as requested. James Jankowski seconded. Amendment approved with all in favor.

Motion approved with all in favor.

4. Board Business

a) **Interlocal Agreement (Action)**

Linda explained the revisions to the proposed Interlocal Agreement with the City of Ellensburg.

Linda Schactler moved the Board approve the new Interlocal Agreement with the City of Ellensburg. Grant Clark seconded. Motion approved with all in favor.

b) **Hiring Committee Recommendation (Executive Session)**

Members recessed into Executive Session at 4:15 pm to discuss potential recommendations for the Executive Director Position and anticipated it would take 15 minutes.

The Board reconvened at 4:25 pm.

c) **ED Hiring (Action)**

Linda Schactler explained Margaret Reich submitted an application and board members felt she would be a good fit.

Grant Clark moved the Board offer the Executive Director position to Margaret Reich. Linda Schactler seconded. Motion approved with all in favor.

d) **Broadband RFP Status Update**

Carolyn sent a link for the survey out and will also do advertising. Members discussed the difficulty with businesses cooperating with requests to participate in interviews. They have tried to contact Ellensburg School District to participate and have not received a response. It was hoped to have interviews completed by the week of November 16th.

e) **Property Management Updates**

Jared explained the County approved the land lease and he will sign the contract on Thursday. It's anticipated that the County will lease Unit #1 at the Airport beginning January 1, 2020.

James and Carolyn met regarding a business application for a unit at the Business Incubator. There was discussion about use of the building and potential future sale. Carolyn stated many improvements need to be made before the business can move in. After discussion about the use of the building and current rates, it was recommended to offer a rate of .56 cents per square foot the first year and increase to market rate for following years. Space Force can look into rental rates for the future. Carolyn will contact the business to discuss further.

f) **Committee Updates**

1) **Strategic Plans/Goals**

Mega Force – Garrett reported that work on the broadband proposal is being done. There was discussion of ways to provide support to businesses, possibly pre-recorded online sessions to obtain information from the City with information on permitting, planning issues, etc. Carolyn stated the board needed to make a decision on the grant from the Chamber of Commerce. Jared explained there was a \$2000 grant available to the board, which could be used to buy a laptop & equipment for use by the Chamber. It was questioned who would maintain the device, and Linda suggested Margaret, since she would possibly need a laptop to use.

Linda Schactler moved that Centerfuse dedicate grant funding disbursed from the Chamber to offer for e-commerce training the Chamber will do in Ellensburg. Garrett Poshusta seconded. Motion approved with all in favor.

Space Force – James reported on the review of space inventory, both existing and what is needed. He stated what's listed on the website is a start.

Future Force – Linda reported there was discussion of a plan to go through first quarter of 2021; suggest doing a board self-evaluation by December of 2020; and will work with the new Executive Director. For outreach, they'll want to brief City Council on the board status by January, finish the broadband study and complete a grant for future broadband work by first quarter of 2021. She explained there was discussion of launching a mini campaign to the Puget Sound area to encourage tele-commuters to work from Ellensburg, to begin by mid-December. She also suggested a board meeting in January to review Strategic Plan goals and the self-evaluation.

Carolyn reminded the Board that nomination of Officers needed to take place in December, with approval in January. There was discussion about reviewing the board structure and strategies.

- 2) Proposal for Community Connect Downtown WIFI Project
Member consensus was there was not enough time during the meeting to review, so would be tabled until the December meeting.

5. Items for Future Consideration

- Carolyn stated she would like to share a report with the board for a feasibility study for an innovation hub project being done in Lewiston Idaho, when it's completed.
- Beth reviewed information concerning the EBDA phone line (through the City) and that her staff services would be ending as of that meeting.

Adjournment: Meeting adjourned 5:32 pm

Drafted: 11/12/2020

Approved: 
Submitted by: Beth Leader



209 North Ruby Street, Ellensburg, WA 98926

LIBRARY BOARD MEETING

Tuesday, November 10, 2020

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

PRESENT: Marty Blackson, Loretta Gray, Mary Holmgren, PJ MacPhaiden, Andrea Sledge

COUNCIL LIASON: Tristen Lamb

ABSENT: Andreina Delgado, Julie Cloninger

STAFF: Josephine Camarillo

- I. CALL TO ORDER: Holmgren 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: None
- V. Reports
 - A. Director's Report: (1) Josephine met with the county commissioners and requested \$111,000 for 2021. (2) Circulation continues to grow, with library visits increasing. (3) On the library's website, a database or subscription is featured every two months. (4) A grab-bag give-away has been planned, with the theme of gratitude.
 - B. Budget Report: All looks fine.
 - C. Friends' Report: The Friends have not been meeting, but they have been holding mini book sales.

VI. Old Business

- A. None

VII. New Business

- A. The Kittitas County Budget Presentation included a summary of the year's events.
- B. The number of write-offs for 2021 is 2746. This decrease in write-offs may be due to the establishment of a new-user card with a five-item checkout limit.

VIII. Upcoming Programs/Events: (1) Gratitude Grab Bags (2) FOL Mini Book Sale

IX. Unscheduled Business: None

Next regular meeting will be December 8, 2020. Location TBA.

Respectfully submitted,
Loretta Gray

LODGING TAX ADVISORY COMMITTEE

November 4, 2020 (1:01 p.m. to 4:40 p.m.)

Members Present: Matt Anderson, Christine Krueger, Steve Townsend, Mary Morgan, and Monica Miller (arrived at 2:06 p.m.).

Members Absent: None.

Others Present: Laurie Gigstead, Executive Assistant, and Madison Ford, Kittitas County Chamber of Commerce

1. **Call to Order.** Chair Morgan called the meeting to order at 1:01 p.m.
2. **Minutes of the October 7, 2020 meeting.** Moved and seconded (Townsend/Anderson) to approve minutes as written. Motion approved.
3. **Correspondence and Public Comment Period.** None.
4. **Unfinished Business.**
 - A. **Budget/Financials Review.** Reviewed and acknowledged.
5. **New Business.**
 - A. **Review and Rating of Consolidated Lodging Tax Grant Applications for 2021 Funding Recommendations.**

Matt advised the members that KEEN had listed his employer as the event hotel for the Windfall Cider Fest. He was recused from scoring the KEEN applications.

Laurie advised that the members' average scores were entered in the spreadsheet and sorted from largest to smallest. The members reviewed each application and scores and recommended adjustments as needed. After all the applications and scores were reviewed and the spreadsheet updated accordingly, the members discussed funding recommendations. The available funds to be distributed is \$225,362. The members determined that the applicant had to have a score of 65 or higher to receive funding. The maximum an applicant could receive is \$20,000. See attached spreadsheet for finalized scores and funding recommendations.

Moved and seconded (Anderson/Townsend) to forward the scores and award recommendations as indicated in the attached spreadsheet in the amount of \$222,877.97, with awards designated to applicants scoring 65 points or higher, and the maximum award not to exceed \$20,000. Motion approved.

Next meeting will be **December 2, 2020 at 2:00 p.m.**

With no further business, the meeting was adjourned at 4:40 p.m.

Respectfully submitted,
Laurie Gigstead
Recording Secretary

Drafted: 11/05/2020

Approved: 12/02/2020

2021 Event Applications

		ORGANIZATION	EVENT OR ACTIVITY	Event Dates	Funding Requested	Average	Co. Tourism Destination	Length of Impact	Attracts Tourist - 50 miles away	Matching Funds	Partnership s	Lodging Stays	Sustainable Future Funding	Submitted average	Comments	Funding Amt
19	45213	Roslyn Downtown Association	Roslyn Downtown Association	Year Round	10,930.00	88.00	11.00	15.00	14.00	20.00	5.00	20.00	10.00	95.00		\$10,930.00
4	45094	Cle Elum Downtown Association	Cle Elum Downtown	Year Round	10,000.00	87.00	12.00	15.00	11.00	20.00	5.00	20.00	10.00	93.00	Room night numbers seem amiss. Provide more info on employee travel expenses	10,000.00
27	45236	Laughing Horse Foundation	Jazz in the Valley	7/30-8/1	10,000.00	89.00	14.00	5.00	15.00	20.00	5.00	20.00	10.00	89.00	strong application	10,000.00
17	45184	Gallery One	Annual Marketing	Year Round	15,000.00	85.00	14.00	15.00	10.00	20.00	5.00	15.00	10.00	89.00	Lodging expenses - more info	15,000.00
30	45990	Washington State Horse Park	2021 Marketing Plan for Ongoing Operations	Year Round	15,000.00	83.00	10.00	10.00	12.00	20.00	5.00	20.00	10.00	87.00	Questions re: software and signage expenses	15,000.00
16	45179	The Patch	U-Pick Pumpkin Patch	9/25-10/31	4,500.00	80.00	14.00	10.00	12.00	20.00	5.00	15.00	10.00	86.00		4,500.00
29	45247	Kittitas County Historical Society, Inc.	Marketing and Tourism Promotion	Year Round	27,760.00	79.00	13.00	15.00	10.00	15.00	5.00	15.00	10.00	83.00		20,000.00
26	45235	Washington State Ski & Snowboard Museum	Tourism Marketing	Year Round	25,000.00	75.00	10.00	15.00	12.00	20.00	5.00	10.00	10.00	82.00		20,000.00
28	45242	Miss Rodeo Washington Pageant	Miss Rodeo Washington Pageant	10/6-10/11	4,200.00	76.00	10.00	5.00	14.00	20.00	5.00	15.00	10.00	79.00		4,200.00
20	45214	Easton Memorial Day Celebration	Easton Memorial Day Celebration	5/29/2021	2,500.00	76.00	11.00	5.00	12.00	20.00	5.00	15.00	10.00	78.00		2,500.00
21	45215	Junk-tiquen in the Burg	Junk-tiquen in the Burg	4/17 and 10/16	4,536.00	72.00	12.00	5.00	11.00	20.00	5.00	15.00	10.00	78.00		4,536.00
5	45101	Washington State Search & Rescue Volunteer	Annual WA State S&R Conference	6/21-6/27	9,200.00	72.00	12.00	5.00	15.00	10.00	5.00	20.00	10.00	77.00		9,200.00
10	45161	Kittitas County Chamber of Commerce	Roslyn Mountain Ale Festival	10/9/2021	1,711.97	74.00	12.00	5.00	13.00	20.00	5.00	10.00	10.00	75.00		1,711.97
18	45181	Kittitas County Airport	Bowers Field Fly In	8/6-8/7	8,000.00	70.00	9.00	5.00	12.00	20.00	5.00	10.00	10.00	71.00		8,000.00
23	45226	Cle Elum Roundup Association	Cle Elum Roundup	7/30-8/1	10,000.00	68.00	9.00	5.00	12.00	15.00	5.00	15.00	10.00	71.00		10,000.00
11	45162	Suncadia	Conserve the Conservancy	8/8/2021	9,000.00	67.00	10.00	5.00	11.00	15.00	5.00	15.00	10.00	71.00		9,000.00
2	45049	Laughing Horse Foundation	Valley Musical Theater - Mama Mia	7/8-7/17	2,300.00	64.00	9.00	5.00	12.00	20.00	5.00	10.00	10.00	71.00		2,300.00
1	45030	Kittitas Valley Event Center	Patriot Night	7/4/2021	20,000.00	66.00	10.00	5.00	10.00	15.00	5.00	15.00	10.00	70.00		20,000.00
7	45141	KEEN	Windfall Cider Fest & Roots Music	10/2/2021	44,200.00	70.00	11.00	5.00	11.00	20.00	5.00	15.00	-	67.00		20,000.00
14	45172	Laughing Horse Foundation	Ellensburg Dance Ensemble	4/9-4/11, 12/10-12/12, 12/17-12/19	33,750.00	66.00	8.00	5.00	9.00	20.00	5.00	10.00	10.00	67.00		20,000.00
12	45167	Cle Elum Downtown Association	Cle Elum Outdoor Expo	January - October	6,000.00	70.00	11.00	5.00	10.00	20.00	5.00	5.00	10.00	66.00		6,000.00
22	45224	Ellensburg Downtown Association	End of Summer Concert	9/1/2021	4,400.00	64.00	7.00	5.00	10.00	15.00	5.00	10.00	10.00	62.00		0.00
6	45137	KEEN	Yakima Canyon Bird Fest	5/7-5/9	18,150.00	65.00	10.00	5.00	11.00	20.00	5.00	10.00	-	61.00		0.00
9	45152	Suncadia	Suncadia Axe Throwing Tournament	11/6/2021	5,000.00	62.00	11.00	5.00	13.00	15.00	5.00	10.00	-	59.00		0.00
15	45173	The Clymer Museum & Gallery	New History at the Clymer	Year Round	8,490.00	59.00	10.00	15.00	10.00	10.00	5.00	5.00	-	55.00		0.00
8	45148	Kittitas County Chamber of Commerce	Cle Elum Independence Day Celebration	7/4/2021	30,850.00	63.00	10.00	5.00	9.00	15.00	5.00	10.00	-	54.00		0.00
3	45053	KEEN	Yakima Canyon Interpretive Center	Year Round	65,000.00	61.00	9.00	15.00	10.00	5.00	5.00	10.00	-	54.00		0.00
24	45229	Roslyn Ronald Cle Elum Heritage Club	Roslyn Cemetary Kiosk Dedication Ceremony	5/28-5/31	11,200.00	61.00	9.00	5.00	10.00	15.00	5.00	10.00	-	54.00		0.00
13	45170	Blue Bear Puppet Lab	Skid Row Puppet Show	10/9-12/31	3,900.00	57.00	8.00	5.00	7.00	20.00	5.00	5.00	-	50.00		0.00
25	45234	Ellensburg Downtown Association	Downtown Pride	June	7,100.00	57.00	10.00	5.00	11.00	15.00	-	5.00	-	46.00	Seems like only an idea rather than an actual event	0.00
					427,677.97											222,877.97
																225,362.00
																2,484.03

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

DATE OF MEETING: October 14, 2020
MEMBERS PRESENT: Laci Harrison, Dan Witkowski, Joelle Dickerson, Shari Smith, Jack Frost (Commissioner Frost excused himself early from the meeting)
OTHERS PRESENT: Council Liaison Stacey Engel, Parks & Parks & Recreation Director Case and approximately 10 community members
LOCATION: Held remotely per Governor Inslee's Proclamation 20-28.8

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

MEETING MINUTES - The meeting minutes from the September 14, 2020 meeting were approved as written. *All in favor.*

OLD BUSINESS

Discussion Regarding Reed Park Redesign – The Commission continued the discussion regarding the possible redesign of Reed Park. Park neighbors shared their story of what it's like living near the park, or along one of the streets accessing or leaving the park. The message from the neighbors was consistent and clear, they have concerns with pedestrian safety, the number of cars and driving behaviors of those driving to and from the park, and general park behavior. They stated that the community as whole is reluctant to use the park because of the behaviors and attitudes exhibited by those currently using park, the majority of which are thought to be high school and college age.

A motion was passed recommending that the City Council move forward with making physical changes to the park as soon as possible. A second motion was made recommending that the City use park impact fees to hire a landscape architect to handle the public participation process in developing a master plan that focuses on pedestrian safety, traffic circulation, and viewpoint access. Both motions passed 4-0.

Naming of Downtown Park – Staff and Council Liaison Engle discussed with the Commission the reasons why City Council deferred the issue of naming the downtown park back to the Commission for additional public input. At the September 21, 2020 City Council meeting, staff brought a recommendation to Council to name the future downtown park Ellensburg Blues Park. The Council discussed the proposed name and after deliberation elected to refer the matter back to the Commission for further discussion and to gather additional community input. The decision to do so was based on the current national and local discussions involving the broad issue of racial inequities and to encourage nominations reflecting inclusion, diversity, and equity. The Council believes that it is important for the city to make steps in an ongoing effort to recognize and support the value of equity and diversity in our community, and the possibility of having a park name reflective of this effort is critical.

BUSINESS ITEMS FOR NOVEMBER 11, 2020 MEETING

Naming of Downtown Park – public participation plan and messaging

COMMISSION MEMBER REPORTS / OTHER BUSINESS

STAFF REPORT – 1. New guidelines have been issued by the state related to youth and adult sports. 2. The Ellensburg Racquet & Recreation Center will reopen November 2nd. 3. The four pickleball courts at West Ellensburg Park are almost completed. This project was made possible through countless volunteer hours, private donations, and the City park partnership program. 4. Based on a recommendation from the Department of Ecology, the City will not be pursuing grant funding for the realignment of Wilson Creek through McElroy Park. 5. The Youth Center has opened up back for after school care, due to state requirements a maximum of 18 kids can use the center daily. 6. A drive in movie is scheduled for Friday, October 23rd. Commissioner Dickerson asked if the park restroom lights would be working during the movie. 7. Weather pending, staff is planning to keep park restrooms open until Sunday, November 22nd. Restrooms are typically closed at the end of October however due to the weather and concerns about indoor recreation access this winter, the City would like to extend the park season. The restroom at West Ellensburg Park is the exception, that will at the end of October since the bathroom is a metal building and the pipes freeze as soon as the weather gets below freezing.

ADJOURNMENT - A motion to adjourn the meeting was made at 6:45pm. ***All in favor.***



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY PLANNING COMMISSION

Date and Time: Planning Commission meeting of July 9, 2020 at 5:45 p.m.
Place of Meeting: Virtual Zoom Meeting
Present: Beverly Heckart, Fred Padjen, Ed Harrell, Geraldine O'Mahony
Absent: George Bottcher, Gayl Curtis (Excused)
Others Present: Community Development Director Kirsten Sackett; Planning Manager Jamey Ayling; Council Liaison Stacey Engel

1. CALL TO ORDER

Acting Chair Padjen called the meeting to order at 5:53 pm.

2. APPROVAL OF AGENDA

Commissioner Heckart moved to approve the agenda. Commissioner Harrell seconded. Motion passed with all in favor.

3. APPROVAL OF MINUTES

Commissioner Heckart moved to approve the minutes of the June 25, 2020 Planning Commission Meeting with noted changes, Commissioner Harrell seconded. Motion passed with all in favor.

4. NEW BUSINESS

None

5. OLD BUSINESS

- a. Continued Discussion on Zoning District and Permitted Use Ordinance.

Community Development Director Sackett continued discussion from the previous planning commission meeting starting with discussions around heights of buildings in the CC zone. Commissioner Heckart had a request to address section 15.320.040(A) specifically by suggesting they leave the 60-foot height restriction but add to foot note 7 in the table stating, "any building that lies within 700 feet of the borders of the Historic District the maximum building height is 45 feet". Commissioner Heckart felt this would provide adequate visual softening of scale of buildings in the Historic District.

Commissioner O'Mahony questioned the distance 700 feet. Commissioner Heckart explained her logic that typical block lengths that run north to south average 250 to 300 feet, and east west block lengths are typically 250 feet; therefore 700 feet gets you two full blocks away before buildings step up. Commissioner Harrell asked if it would be simpler to say two blocks. Commissioner Padjen suggested reducing the height restriction to within 1 block. Director Sackett reminded the commission that footnote 11 already exists restricting building to 45 feet within the historic district. Ayling stated that a set dimension is easier to regulate than leaving ambiguity in using blocks.

Commissioner Heckart made a motion to revise footnote 7 of the table to include the language where subject property borders a residential zone or lies within 700 feet of the border of the historic district, the maximum building height is 45 feet.

All in favor. Motion passed.

Director Sackett moved on to the proposed zoning map amendments beginning on page 34 of the commissioners packets. The first map was to rezone from Public Reserve (P-R), on ninth avenue between Delphine and Water street, to Residential Medium (R-M) to match the surrounding area.

For the map change at 7th and Anderson from Public Reserve (P-R) to Residential Office (R-O) Commissioner Padjen asked about the current use. Staff replied that Campus Court apartments currently occupy this property. The commissioners were all in favor of this change.

The next map amendment was to support the request of owners at Poplar & University Way, changing to Commercial Highway (C-H). The commissioners were all in favor of this change.

The property on Mountainview Ave changing from Residential Office (R-O) to Commercial Highway (C-H) was also supported by the commissioners.

The next map change discussed included expanding the CC zone into the CC-II zone. The commission decided as a whole to leave the portion along Kittitas Street out of the rezone.

A zone change on Railroad Ave from Light Industrial (I-L) to Residential Low (R-L) was also supported as it complements the existing use of the property.

The commissioners then reviewed and supported a change in zoning from Commercial Tourist (C-T) to Commercial Highway (C-H) and from Residential Suburban (R-S) to Commercial Highway (C-H) along Canyon Road.

Zoning near the University Way roundabout will go to Commercial Highway (C-H) with the elimination of the C-T zone, and Public Reserve (P-R) will replace the PUD zoning, as we no longer have PUD zoning in the current city code. The Commission asked questions about the City-owned property in the vicinity, and Staff said they will consult with Public Works to determine if there is a benefit to changing to Public Reserve (P-R) and if they have future plans in this area.

There were no further questions or discussions with the commission about map changes.

Director Sackett then moved the discussions to the sign code and reminded the commission the reason they are visiting the sign code is only to address the removal of the Commercial Tourist (C-T) zone and adding the new mixed use zones.

The maximum height of signs in the C-T zone was discussed, as the maximum height in the C-T zone is 35 feet. There is a provision that states that a wall sign can go as tall as the building. Commissioners wanted no exception to the 35 feet. Commissioner Heckart made a motion to remove the language allowing wall signs to be as tall as the building walls. Commissioner Padjen seconded the motion. All in favor, motion passed.

Director Sackett continued through the sign code, noting no off premises signs are allowed. Director Sackett asked for discussion around item C, regarding the total maximum area. The commission agreed to leave in language in the highlighted section.

Director Sackett mentioned that legal counsel has reviewed the sign code and improvements will be brought back to the commission at a later date.

Referring back to the discussion at the previous meeting, Director Sackett asked about the footnotes in the use chart table, specifically the “museum” footnotes. The commissioners felt the museum footnote is sufficient, and it is beneficial to include museums and theatres in ECC section 15.310.040. This concluded the review and discussion of the proposed changes to the permitted use and zoning district boundary changes.

Director Sackett asked if the commission felt anything was left unresolved. She mentioned if the commission was comfortable with the minor edits and definition clarifications, staff can start the SEPA process. The Commission felt that would be the appropriate next step, and appreciated staffs efforts to review and clarify the changes.

6. STAFF UPDATE

Staff will look at the next meeting possibly being held the end of September. Staff also noted that in the future staff would be looking at additional work on strategies for increasing diversity in the housing types available in Ellensburg.

7. ADJOURNMENT

Acting Chair Padjen thanked staff for their work and adjourned the meeting at 8:03 pm.



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY PLANNING COMMISSION

Date and Time: Planning Commission meeting of August 27, 2020 at 5:45 p.m.

Place of Meeting: City Council Chambers, Ellensburg City Hall

Present: Beverly Heckart, Fred Padjen, George Bottcher, Ed Harrell, Geraldine O'Mahony

Absent: Gayl Curtiss (Excused)

Others Present: Senior Planner Shannon Johnson; Community Development Director Kirsten Sackett; Planning Manager Jamey Ayling; Council Liaison Stacey Engel; 4 representatives for applicant – Tom Parker, Patti Johnson, Kim Wetzel, Marlena Guhlke

1. CALL TO ORDER

Acting Chair Padjen called the meeting to order at 5:47 pm.

2. APPROVAL OF AGENDA

Commissioner Harrell moved to approve the agenda. Commissioner Heckart seconded. Motion passed with all in favor.

3. APPROVAL OF MINUTES

Minutes from the previous meeting were unavailable. Staff noted that they would be included for approval at the next meeting.

4. NEW BUSINESS

- a. Open Record Public Hearing for Siting of Essential Public Facility Application P20-010, for a Transfer Station Project

Acting Chair Padjen introduced the topic and opened the public hearing. Senior Planner Johnson presented the staff report. She stated that the proposal is to approve the siting of a new transfer station, which is considered an Essential Public Facility. This type of application is reviewed under the Type V procedures.

Johnson provided background information and explained that the maintenance facility is not an EPF and is not subject to this review. She shared some of the challenges identified by the County with the existing site. She described the Light Industrial zoning of the subject property as well as that of the surrounding properties. She explained the extensive screening process used to select the site, beginning with a list of 60 potential sites that was eventually narrowed down to a short list of 11 sites. The application included the criteria for making the final selection of the subject parcel.

The County's Solid Waste Advisory Committee (SWAC) participated in the selection process and agreed with the final selected site. The location was also approved by the Board of County Commissioners at their September 4, 2018 meeting, and predevelopment discussions with the City were also initiated in September 2018.

Johnson further described information found within the staff report and explained that the requirements for siting an Essential Public Facility (EPF) were found in ECC 15.250.110. She explained that the Planning Commission should determine if the application is in compliance with the decision criteria, which she then reviewed.

Kim Wetzel spoke on behalf of Kittitas County Solid Waste. Patti Johnson thanked the Commission for hearing their application. She said she represents Kittitas County Solid Waste, and they are applying for approval to site an Essential Public Facility. Their existing facility is undersized for their community and it is time to look for the future.

Tom Parker, project manager for Jacobs then spoke. He has been involved with site design and process from the beginning of the process, four years ago. He said that Kim Wetzel will be presenting the project and that Marlena Guhlke helped with much of the permitting. Shannon Lambert has also been highly involved.

Mr. Parker shared background on why the transfer station needed to be relocated. He said the current transfer station floors and the site are not large enough to accommodate growth. There are large queuing lines at the station, and there is no capacity for expected growth. Feasibility and design began in 2016, starting with 60 potential sites that contained over 25 acres. They held extensive public outreach to seek community input and involvement. They will be doing final design of the site this year and into 2021. Construction will begin in 2022 with a goal of going operational in 2023. Parker displayed a vicinity map of the existing site and the proposed site. He then displayed a map showing existing conditions. The site is currently used for grazing, and he showed the existing Ditch D-1 which is considered a floodplain. As part of the permitting process they did perform an endangered species survey. They also identified Category IV wetlands, which they will building around. They also conducted an archaeological survey and found no sites.

The facility will include a scale house, a transfer building with a small office. It will have the ability to expand over time to accommodate growth. There will be areas of composting, including water ponds and a finished storage site. The site will also include a moderate risk waste building, an administrative building, a recycling drop-off area, as well as stormwater ponds.

He then displayed the proposed site plan for the entire property and showed where the County Public Works maintenance facility will be located to the north. He displayed the location of each of the buildings and site features and the internal roadway.

Kim Wetzel displayed an image of the front elevation. She said that the transfer station meets the definition for an essential public facility. However, the Comp Plan does not specify exact locations where the City wants EPF's to be located. It is appropriate to keep it in the City limits, and the Light Industrial zone is an appropriate location for this type of facility. She discussed how their project does meet the three decision criteria in the code.

She stated that the proposal is in accordance with the future land use map and described how it also meets the other facets of the first decision criteria. It will meet Level of Service standards and meet several goals of the Comprehensive Plan. She explained that the GMA describes that EFP's must adequately plan for future growth regarding population growth and transportation, and the County did a lot over the last year to comply with the future streets map. The comp plan had identified a future road through their property, so they worked with the adjacent properties to agree on a more appropriate road that would run east-west at the southern end of the property.

The second decision criteria for essential public facilities is that they should not have an adverse effect on the public safety health and welfare. The take away the County wants to share is that there will be an adverse effect to the public if they don't do the project. This is really a benefit to the public.

The third criteria is that the site of the essential public facility should be in the public's best interests. The services are designed specifically as a service to City and County residents. It also has to serve a county-wide need, and it is clear that this is the purpose. She displayed the map of the potential 11 sites, which depicted that they had reviewed several sites that were within the County, but outside City limits. This selected site has proximity to the City, to the Interstate, it was permittable, and was properly zoned.

In summary, Wetzel said that the EPF is needed in Ellensburg, the existing transfer station is flooding and under capacity, the site selection was conducted after a thorough and transparent site selection process, and the use is appropriate in the zone.

Pajden asked the Commissioners if they had any questions. Commissioner Heckart asked questions about access. She does not understand what street the mini collector will be on and asked for further clarity. Parker asked Wetzel to display the site plan so that he could explain it. The mini collector would be constructed east-west at the south end of the property with access from HWY 97. Half of the road will be built on the County side, and half of it will be built on the property to the south. Visitors will drive east on the road before turning left to enter the facility.

Heckart then asked about construction of a new light and how the new facility would impact the nearby intersections. Parker said that before they open the facility in 2023, a light at the intersection at University Way and Reecer Creek will be installed.

Commissioner Harrell asked about the traffic study. Mr. Parker said the traffic wouldn't be backing up onto the new mini-collector street. Commissioner Harrell asked if there would be sufficient space for queuing into the transfer station. Mr. Parker said that in developing the design they considered the peak queuing on a Saturday, and that it will not spill out onto the collector road.

Chair Padjen closed the public hearing and opened it up for deliberation amongst the Commission.

Commissioner Heckart moved to accept the staff recommendation that the Planning Commission recommend to City Council that the siting of the solid waste facility on Parcel ID 611033 be approved. Commissioner Harrell second the motion. Padjen asked if there was discussion.

Commissioner Bottcher asked about the Light Industrial (I-L) zoning. He thought that perhaps the zoning would be more appropriate as Public-Reserve (P-R). He wondered if a zone change was appropriate for the land. Padjen said it was zoned as industrial. Bottcher said that the P-R zone was dedicated to public facilities and this was owned by the County, a public entity. Padjen said in order to receive an answer they would need to re-open the public hearing.

Acting-chair Padjen re-opened the public hearing. Director Sackett shared her screen to display the Special Use Chart in ECC 15.310. She said the City already had these discussions with the County and the City Attorney, and it was determined that a Transfer Station falls into

the category of Governmental Uses. Both public agency offices and public utility yards are both considered Permitted Uses. She said that there had been discussions about whether it needed to be rezoned, and it was determined that it did not. This decision was already relayed by Staff to the County. Bottcher said okay, but just wondered about for inventory purposes if it would be appropriate to refer to it as a P-R zone. He said it wouldn't make any differences on the use of the land, and just wanted to ask the question. Sackett said that there are no advantages to changing it, and that it would just add more layers to the process. The future land use map in the Comprehensive Plan would have to be changed, and then go through a rezone process. But it is not necessary when it is clearly an allowed use in that zoning district.

Padjen closed the public hearing and asked if there was more deliberation. Commissioner Heckart re-stated her previous motion which had been seconded by Commissioner Harrel.

All in favor. Motion passed.

5. OLD BUSINESS

None.

6. CITIZEN COMMENT

None.

7. STAFF UPDATES

Director Sackett thanked the applicants for all their time and hard work. Senior Planner Johnson reminded everyone that the next step is for the recommendation from the Planning Commission to go to City Council in an open record public hearing.

8. COMMISSION REPRESENTATIVE UPDATES

None.

9. ADJOURNMENT

Acting Chair Padjen thanked staff for their work and adjourned the meeting at 8:03 pm.



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY PLANNING COMMISSION

Date and Time: Planning Commission meeting of November 12, 2020 at 5:45 p.m.

Place of Meeting: Remote Meeting held via Zoom

Present: Beverly Heckart, Fred Padjen, George Bottcher, Ed Harrell, Geraldine O'Mahony, Gayl Curtiss, Sathy Rajendran

Absent:

Others Present: Community Development Director Kirsten Sackett; Planning Manager Jamey Ayling; Council Liaison Stacey Engel; applicants Monika and Greg Persson

1. CALL TO ORDER

Acting Chair Sathy Rajendran called the meeting to order at 5:49 pm.

2. APPROVAL OF AGENDA

Planning Manager Ayling asked if the Commission would be willing to reorganize the agenda for the applicants of Item 4b to be heard first as they live in Florida. Commissioner Heckart made a motion to move Item 4b to be the first item on the agenda. Commissioner Bottcher seconded. All in favor; motion passed.

Commissioner Rajendran then introduced himself as the newest member of the Planning Commission.

3. APPROVAL OF MINUTES

- a. Commissioner Heckart moved to approve the minutes of the August 27, 2020 as corrected. Commissioner Harrell seconded.

Six commissioners voted in favor; Rajendran abstained as he was not present at the previous meeting. Motion passed.

- b. Commissioner Heckart moved to approve the minutes of the July 9, 2020 Planning Commission Meeting as corrected. Commissioner Mahoney seconded.

Six commissioners voted in favor; Rajendran abstained. Motion passed.

In keeping with the revised agenda, action on the minutes was taken after Item 4b.

4. NEW BUSINESS

- b. **Public Hearing to Consider Annexation request for Parcel 10876 located at 1211 Sanders Road.**

Acting Chair Rajendran introduced the topic and opened the public hearing.

Ayling presented the staff report on the Annexation request for Parcel 10876 as submitted by property owner Monika Persson. He stated that this property is located within the urban growth area and is currently adjacent to the city limits, as it borders city jurisdiction to the south.

Ayling said that Staff has reviewed the Comprehensive Plan Future Land Use designations and would recommend the subsequent zoning to be Residential Suburban (R-S). This property also falls into the airport overlay zone, and coupled with an R-S designation, this would allow further development of up to 6 lots per acre, if it were to be further subdivided. The properties to the south that are already in the city are also zoned R-S. Currently there are no utilities to this property, but there are utilities located in Sanders Road and further development of this property would require connection to the city's utilities. The property owners currently live out of state and are looking for a way to maximize the marketability of the property.

Ayling said that the Notice of Intention was sent to and accepted by the City Council on September 21, 2020. The annexation petition was then sent to the Kittitas County Assessor's office to certify the legal description. The one property owner of record has signed the Notice of Intent, so we have 100% of owner approval of this annexation.

Ayling stated that Staff is recommending that the Planning Commission forward a recommendation of approval to City Council to adopt an Ordinance annexing parcel 10876 located at 1211 Sanders Road along with simultaneous adoption of Residential-Suburban zoning.

Acting Chair Rajendran called for public comments. The property owners stated that they had nothing to add to Ayling's report, and no other members of the public spoke.

Rajendran asked the Planning commission if they had any questions of the Staff. Commissioner Heckart asked Ayling when the property directly to the south of Parcel 10876 was annexed to the city. Sackett replied that parcel was annexed in 2019. When Heckart requested that Planning Commissioners receive up-to-date zoning maps, Director Sackett stated that Staff currently relies on the online GIS maps for the most up-to-date maps and offered to show the commission how to locate and view the maps online at the conclusion of the meeting.

Acting Chair Rajendran closed the public hearing and opened it up for deliberation amongst the Commission.

Commissioner Heckart moved to approve annexation of parcel #10876 with simultaneous adoption of R-S zoning. Bottcher seconded. No discussion. All in favor; motion passed.

a. Public Hearing to Consider Proposed Annexation request for Parcels 258133, 018133, 038133, & 058133 located on Cascade Street.

Acting Chair Rajendran introduced the topic and opened the public hearing.

Planning Manager Jamey Ayling presented his report on the Intent to Commence Annexation of parcels 258133, 018133, 038133, and 158133 located on Cascade Street submitted by the Weisbeck's. The four properties which are located off of Cascade Street, to the south of Dolarway Rd., constitute an island of County jurisdictions as they

are surrounded by City limits on all four sides. The properties are owned by three separate individuals, but all within the same family. 100 % of the property owner signatures have been obtained on this request. The Notice of Intention was sent to and accepted by the City Council on October 15, 2020, and was certified by Kittitas County on October 15, 2020.

Ayling said that Staff is recommended R-S zoning for the properties upon annexation. There is an existing residence on the southern-most property to be annexed, and a duplex on the next property to the north. Those two properties are connected to City utilities and have outside utility extension agreements. The R-S zoning would allow for the two northern-most properties to also be developed with residential units, which is the applicants' intention.

Ayling Stated that Staff is recommending that the Planning Commission forward a recommendation to the City Council to adopt an ordinance annexing parcels 258133, 018133, 038133, and 158133 located on Cascade Street with simultaneous adoption of Residential-Suburban zoning.

Acting Chair Rajendran opened it up for testimony or comments from the public. There were none. Rajendran asked if the commissioners had any questions for the staff.

Commissioner Heckart asked why staff recommend R-S instead of R-L which is how the rest of West Ellensburg is zoned. Planner Ayling, responded that there are actually two zoning levels in West Ellensburg, R-S and R-L. The parcels in question, touch on R-S zoning to the south and fit the best with the parcels being Public Reserve (P-R) and Light Industrial (I-L) and would allow owner to develop his duplexes as a permitted use. Commissioner Heckart commented that R-L would also allow the property owners to develop with duplexes. Ayling agreed that it would.

Director Sackett pulled up the future land use map and the zoning map for review by commissioners to see what is planned and how these four parcels would fit in with the existing zones. The staff recommended R-S instead of R-L because the future land use designation of the Comprehensive Plan supports the R-S zone, even though R-L could also be allowed. Commissioner Heckart asked about amending the Future Land Use Map. Director Sackett informed the commission that changes could be made in next year's docketing process, and that if there were changes to be made the commission could start discussing them now to be ready for 2021. Commissioner Heckart commented that the city already has too much R-S and most of West Ellensburg is R-L now.

Planning Manager Ayling described the various steps in the annexation process. Commissioner Heckart felt that the commission should be able to recommend R-L instead of R-S to City Council. There was further commission discussion on this topic, with some concerns that we might be non-conforming if R-S is approved. There was other discussion on the low density of R-S zoning, and the existing problem with not enough affordable housing.

Commissioner Bottcher asked if there was anything not prudent about putting houses near the substation. Director Sackett responded that she was unaware of any specific restrictions in the vicinity of the substation and that there are already several residences

in the neighborhood. Commissioner Bottcher had concerns about housing and children getting to close to the substation.

Acting Chair Rajendran closed the public hearing.

Commissioner Heckart responded to Commission Bottcher's question about locating housing next to the substations. Commissioner Heckart thought that if there were high voltage lines it would be different than just a substation. Commissioner Rajendran said he was not familiar with whether there are any restrictions next to that. Commissioner Bottcher said that this question should at least be asked. Bottcher thinks that there is an unwritten protocol that all properties that come into the City come in as R-S. He also thinks that the Commission should start looking to bring other annexations into the city at the zoning that is actually appropriate to where the property is located. Commissioner Bottcher suggested the commission recommend to Council that the annexation property be zoned as R-L. Commissioner Curtiss concurred with this suggestion.

Commissioner Heckart moved that the Planning Commission recommend to City Council that the Weisbeck property on Cascade Street be annexed into the City, and that the zoning be R-L, and that in the future the city consider rezoning the properties to the south of the Weisbeck parcels to R-L as well, to make all West Ellensburg zoning consistent.

Commissioner Botcher seconded with a friendly amendment to include the four parcel numbers: 258133, 018133, 038133 and 058133. The amendment to the motion was approved.

No further discussion. All in favor. Motion passed.

5. OLD BUSINESS

Commissioner Heckart referenced the sign code. She suggested that when it comes back for review, the Commission should recommend removing the size limitations on political signs. If the size is not going to be enforced, then it should just be removed from the sign code. Director Sackett said staff was advised not to enforce the Code during this election, but they would take Heckart's suggestion and if any changes are made to the sign code it would need to be vetted by the city attorney for legal acceptance.

6. CITIZEN COMMENT

None.

7. STAFF UPDATES / DISCUSSION ITEMS

Director Sackett said that the Comprehensive Plan amendments would be reviewed at the next Commission meeting in December. She provided some background on why the review was delayed this year, but that the process has been vetted and okayed by the Department of Commerce

Director Sackett shared her screen to show the Commission the easiest way to access the zoning maps and future land use maps on the city website.

8. COMMISSION REPRESENTATIVE UPDATES

None. Director Sackett noted that the Governor has extended the OPMA restrictions, so the Commission will continue to conduct remote meetings for the foreseeable future.

9. ADJOURNMENT

Acting Chair Rajendran thanked staff for their work and adjourned the meeting at 8:03 pm.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	December 21, 2020
Item Title/Agenda Subject:	Project Acceptance - Bid Call 2020-21 Tree Pruning Contract with Asplundh Tree Expert LLC
Submitted by:	Josh Mathews Public Works & Utilities
Recommended Action or Motion:	Staff is recommending Council accept the project as complete.
Background/Summary:	All work for tree pruning services for 2020 has been satisfactorily completed by Asplundh Tree Expert LLC, and the contract is ready to be accepted as complete. Bid Call 2020-21 for tree trimming services was published through the City's small works roster process and after being evaluated by staff, was awarded to Asplundh Tree Expert LLC by City Council on August 17, 2020. The contract was for an estimated 360 hours of work at \$253.48 per crew hour for a total cost of \$91,252.80.
Previous Council Action:	City Council, at its August 17, 2020 meeting, Awarded Bid Call 2020-21 to Asplundh Tree Expert LLC as the lowest responsive and responsible bidder.
Analysis:	The tree trimming work performed by Asplundh Tree Expert LLC was completed in November of 2020. Asplundh Tree Expert LLC completed 360 crew hours and invoices totaled \$91,252.80 under this contract at the agreed upon hourly crew rate of \$253.48.
Financial Impact:	There were no change orders and the total cost of the work performed was within the contract amount. Funds were budgeted in 2020 light fund for the work.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 21, 2020

Item Title/Agenda Subject: Approval of the 2021 - 2023 Agreement between the City of Ellensburg and HopeSource for Provision of Dial A Ride Bus Service and the 2021 - 2023 Agreement between the City of Ellensburg and HopeSource for Provision of Upper County-Ellensburg Commuter Bus Service.

Submitted by: Betsy Dunbar Public Works & Utilities

Recommended Action or Motion: Approve the 2021 - 2023 agreement between the City of Ellensburg and HopeSource for Provision of Dial A Ride Bus Service and the 2021 - 2023 agreement between the City of Ellensburg and HopeSource for Provision of Upper County-Ellensburg Commuter Bus Service.

Background/Summary:

- Dial A Ride and Kittitas County Connector Agreements expire June 30, 2021.
- After reviewing current agreements, staff felt it was necessary to add language which defines these services as HopeSource services and not City of Ellensburg services. Section 5 was modified, and Section 9 was added.
- The commitment for matching funds is the same respectively with no increase for both agreements.
- The new agreements will be for the next biennium and will be effective July 1, 2021 through June 30, 2023.
- On November 17, 2020, the Public Transit Advisory Committee recommended Council approve both agreements.

Previous Council Action: On December 2, 2019, the City Council authorized the Mayor to sign the Agreement between the City of Ellensburg and HopeSource for the Kittitas County Connector and Dial A Ride services.

Analysis: Approval of the 2021 - 2023 Agreements for both Dial a Ride and Kittitas County Connector will allow the City to provide financial assistance to HopeSource in the form of matching dollars for the 2021 - 2023 biennium consolidated grant award

to HopeSource by WSDOT.

Financial Impact:

The matching dollars for the 2021 - 2023 biennium consolidated grant provided by the City of Ellensburg to HopeSource will be the same for both Dial A Ride and Kittitas County Connector as the current agreements. Funding is included in the City's adopted 2021-2022 Transit budgets.

Attachments:

[Dial-A-Ride City Agreement 2021-2023](#)

[Kittitas County Connector Agreement 2021-2023](#)

**AGREEMENT BETWEEN
THE CITY OF ELLENSBURG
AND
HOPE SOURCE
for Provision Dial-A-Ride Bus Service**

THIS AGREEMENT is made and entered into on this ____ day of _____, 2020 by and between HopeSource, a Washington non-profit Community Action Agency ("HopeSource") and the City of Ellensburg, a Washington municipal corporation ("City"), for HopeSource to provide Dial-A-Ride bus service for passengers within the City of Ellensburg and Kittitas County.

WHEREAS, the City of Ellensburg recognizes Ellensburg residents periodically need accessible transportation for its citizens; and

WHEREAS, the Ellensburg Central Transit's 2018 Transit Annual Report and 2019-2024 Transit Development Plan included Dial-A-Ride bus service; and

WHEREAS, the City of Ellensburg budgeted and committed \$162,626 to be used as matching funds for a grant application for the 2021-2023 fiscal biennium submitted by HopeSource to the Washington State Department of Transportation (WSDOT); and

WHEREFORE, HopeSource did receive the grant award from WSDOT; and

NOW THEREFORE, in consideration of the terms, conditions, and mutual covenants set forth herein, HopeSource and the City mutually agree as follows:

SECTION 1. PURPOSE.

The purpose of this agreement is for the City to provide financial assistance to HopeSource in the form of matching dollars for the consolidated grant awarded to HopeSource by WSDOT, to provide Dial-A-Ride bus service within the City.

SECTION 2. DUTIES AND RESPONSIBILITIES.

2.1 HopeSource to operate Dial-A-Ride service. HopeSource agrees to furnish all equipment, labor, materials and services required to professionally operate the Dial-A-Ride as described and specified in the Code of Federal Regulations (CFR) Title 49, subtitle A, Part 37, subparts E, F and G which are incorporated herein and made part of this agreement by reference herein

2.2 Service Area. The Dial-A-Ride service area shall include trips originating to or from the City of Ellensburg.

2.3 Financial Obligation. The City of Ellensburg will provide financial support, not to exceed \$81,313 per year, as match to the HopeSource WSDOT consolidated grant award. HopeSource will invoice the City quarterly for the matching funds, which will be paid within thirty (30) days of receipt.

2.4 Reporting. HopeSource shall provide, at a minimum, current monthly and year to date Dial A Ride utilization reports to the City on a monthly basis, as well as, relevant data and reports which shall assist the City in determining the effectiveness, efficiency and quality of the service, as requested.

SECTION 3. EFFECTIVE DATE AND TERM OF AGREEMENT

This Agreement shall be effective from July 1, 2021 through June 30, 2023, the WSDOT financial biennium, unless terminated sooner, as provided in Section 7, herein.

SECTION 4. RECORDS MAINTENANCE.

The parties to this Agreement shall each maintain records, documents and other evidence, which sufficiently and properly reflect all commuter bus service. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of this agreement and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

As a public agency, the City is subject to the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that HopeSource keeps records that are deemed public records and are needed for the City to respond to a request under the Act, as determined by the City, HopeSource agrees to make them promptly available to the City. Pursuant to Chapter 40.14 RCW, HopeSource shall retain records associated with this Agreement in accordance with the applicable retention schedule. HopeSource also agrees to indemnify and hold the City harmless from any claims or losses caused by HopeSource's failure to make records available to the City as provided in this Agreement.

SECTION 5. INDEPENDENT CAPACITY.

The City's obligation under this Agreement is expressly limited to the provision of matching grant funds of not more than \$81,313 per year, for the term of this Agreement, or prorated upon early termination as allowed under Section 7 and 10. The City is not and under any circumstances will not be responsible for the services provided by HopeSource, which is, and under any circumstances will remain, an independent contractor responsible to provide the effective delivery of all services, and all of the liability associated with these services. The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

SECTION 6. AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS.

This Agreement may be changed, modified, or amended by written agreement executed by both parties.

SECTION 7. TERMINATION.

This agreement may be terminated by either party upon 90 days' written notice should WSDOT fail to provide the HopeSource grant funding referenced in Section 2.5 of this agreement.

SECTION 8. INSURANCE.

HopeSource is responsible to secure and maintain, at its own expense, the following types of insurance:

a. Commercial General Liability: HopeSource shall provide and maintain general liability coverage for bodily injury (including but not limited to sexual abuse or molestation) and property damage of \$1,000,000 combined single limit for any one occurrence. The insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under HopeSource's Commercial General Liability insurance policy with respect to the work performed in operating the Dial-A-Ride service using an additional insured endorsement at least as broad as ISO CG 20 26.

b. Automobile Liability: HopeSource shall provide and maintain automobile liability coverage for all revenue and non-revenue vehicles used in the project for bodily injury and property damage to a combined single limit of \$1,000,000 for any one occurrence. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

c. Workers Compensation: HopeSource shall provide coverage as required by the Industrial Insurance laws of the State of Washington.

d. Excess or Umbrella Liability: HopeSource shall provide excess or umbrella liability insurance coverage with limits of not less than \$10 million per occurrence and annual aggregate. The Excess or Umbrella Liability requirement and limits may be satisfied instead through the HopeSource's Commercial General Liability and Automobile Liability insurance, or any combination thereof that achieves the overall required limits.

e. All insurance coverage required to be maintained or provided by HopeSource must be with insurance companies legally allowed to operate within the State of Washington. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

Agreement re Dial-A-Ride bus service between Ellensburg and HopeSource

f. Certificates of insurance (except unemployment insurance) are to be submitted to the City on an annual basis, or when expired, and immediately when carriers or coverage limits change.

g. All insurance costs shall be at the expense of HopeSource. Failure to maintain all insurance coverages as listed above at any time during the duration of the project may result in immediate termination of this agreement. Proof of these coverages or ability to provide these coverages within two weeks of award are required.

SECTION 9. HOLD HARMLESS; INDEMNITY.

HopeSource shall hold harmless, defend, and indemnify the City, its officers, directors, elected officials, agents, servants, employees, and representatives from any and all claims or losses, including but not limited to death, bodily injury or property damage, together with attorney fees and court costs, resulting from, or in connection with, the service provided by HopeSource in this Agreement. It is further and specifically understood that the indemnification provided herein constitutes HopeSource's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. The Parties have mutually negotiated this waiver under Title 51. The provisions of this Section survive the termination of this Agreement.

SECTION 10. TERMINATION FOR CAUSE.

If for any cause, either party fails to perform a material obligation of this Agreement in a timely and proper manner, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

SECTION 11. FORCE MAJEURE.

Either Party to this Agreement shall be excused from performance of any responsibilities and obligations under this Agreement, and shall not be liable for damages due to failure to perform, during the time and to the extent that it is prevented from performing by a cause directly or indirectly beyond its control, including, but not limited to: any incidence of fire, flood, earthquake, or acts of nature; strikes or labor actions; accidents, riots, insurrection, terrorism, or acts of war; order of any court of competent jurisdiction or authorized civil authority commandeering material, products, or facilities by the federal, state or local government; or national fuel shortage; when satisfactory evidence of such cause is presented to the other Party to this Agreement, and provided that such non-performance is beyond the control and is not due to the fault or negligence of the Party not performing.

SECTION 12. GOVERNANCE.

Agreement re Dial-A-Ride bus service between Ellensburg and HopeSource

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. Venue for any action brought to enforce the terms of this Agreement shall be in Kittitas County, Washington

SECTION 13. NO THIRD-PARTY BENEFICIARIES.

It is understood that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other person or entity.

SECTION 14. WAIVER.

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

SECTION 15. SEVERABILITY.

If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives originally contemplated by the Parties.

SECTION 16. AGREEMENT MANAGEMENT.

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Program Manager for HopeSource is:

Susan Grindle
Chief Executive Officer
HopeSource
700 E. Mountain View Ave.
Suite 501
Ellensburg, WA 98926
Ph: 509-925-1448

The Program Manager for the City is

Betsy Dunbar
Transit Division
City of Ellensburg
501 N Anderson St.
Ellensburg, WA 98926
Ph: 509-925-8680

Agreement re Dial-A-Ride bus service between Ellensburg and HopeSource

SECTION 17. ENTIRE AGREEMENT.

This Agreement contains all the terms and conditions agreed upon by the parties, except as may be supplemented by subsequent written amendment to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

SECTION 18. AGREEMENT NOT ASSIGNABLE.

This Agreement is not assignable by HopeSource or the City, either in whole or in part, without written agreement between both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement.

HopeSource



Susan Grindle, Chief Executive Officer

Approved as to form:



(for HopeSource)

CITY OF ELLENSBURG

Bruce Tabb, Mayor

Attest:

Clerk

Approved as to form:

City Attorney

**AGREEMENT BETWEEN
THE CITY OF ELLENSBURG
AND
HOPE SOURCE
for Provision of Upper Kittitas County-Ellensburg Commuter Bus Service**

THIS AGREEMENT is made and entered into on this ____ day of _____, 2020 by and between HopeSource, a Washington non-profit Community Action Agency ("HopeSource") and the City of Ellensburg, a Washington municipal corporation ("City"), for HopeSource to provide fixed route commuter bus service including service to the City of Ellensburg, City of Cle Elum, City of Roslyn, the City of Ronald and the City of Easton.

WHEREAS, The City of Ellensburg recognizes the need to provide accessible transportation for its citizens between upper Kittitas County and the City of Ellensburg; and

WHEREAS, the Ellensburg Central Transit's 2017 Transit Annual Report and 2018-2023 Transit Development Plan included goals and plans for an Upper County Commuter bus service; and

WHEREAS, the City of Ellensburg committed up to \$86,000 to be used as matching funds during the 2021-2023 Washington State Department of Transportation (WSDOT) biennium;

[

NOW THEREFORE, in consideration of the terms, conditions, and mutual covenants set forth herein, HopeSource and the City mutually agree as follows:

SECTION 1. PURPOSE.

The purpose of this agreement is for the City to provide financial assistance to HopeSource in the form of matching dollars for the consolidated grant awarded to HopeSource by WSDOT, to provide commuter bus service to and from Ellensburg and to and from upper Kittitas County. The service is known as the "Kittitas County Connector."

SECTION 2. DUTIES AND RESPONSIBILITIES.

2.1 Bus Route and Schedule. HopeSource shall provide to the City, through the Public Transit Advisory Committee (PTAC), a bus route and schedule defining the bus route, stop locations and stop times. The schedule shall include a minimum of one stop location within the city limits of Ellensburg, which shall be located at a point where all fixed routes converge.

2.2 Route or Schedule Changes. Any changes to the route or schedule within Ellensburg will require PTAC approval prior to implementation.

2.3 Commuter Bus Operation. HopeSource shall be solely responsible for the operation of the Kittitas County Commuter but shall utilize electric or biofuel powered buses to the extent practicable.

2.4 Reporting. HopeSource shall provide to the City system wide ridership data including boardings and alightings per trip, per stop, per day and by time of day on a monthly basis, as well as, relevant data and reports which shall assist the City in determining the effectiveness, efficiency, and quality of the service, as requested.

2.5 Financial Obligation. The City of Ellensburg will provide financial support, not to exceed \$43,000 per year, as match to the HopeSource WSDOT consolidated grant award. HopeSource will invoice the City quarterly for the matching funds, which will be paid within thirty (30) days of receipt.

SECTION 3. EFFECTIVE DATE AND TERM OF AGREEMENT.

This Agreement shall be effective from July 1, 2021 through June 30, 2023, the WSDOT financial biennium, unless terminated sooner, as provided herein.

SECTION 4. RECORDS MAINTENANCE.

The parties to this Agreement shall each maintain records, documents and other evidence, which sufficiently and properly reflect all commuter bus service. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of this agreement and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

As a public agency, the City is subject to the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that HopeSource keeps records that are deemed public records and are needed for the City to respond to a request under the Act, as determined by the City, HopeSource agrees to make them promptly available to the City. Pursuant to Chapter 40.14 RCW, HopeSource shall retain records associated with this Agreement in accordance with the applicable retention schedule. HopeSource also agrees to indemnify and hold the City harmless from any claims or losses caused by HopeSource's failure to make records available to the City as provided in this Agreement.

SECTION 5. INDEPENDENT CAPACITY.

The City's obligation under this Agreement is expressly limited to the provision of matching grant funds of not more than \$43,00 per year, for the term of this Agreement, or prorated upon early termination as allowed under Section 7 and 10. The City is not and under any circumstances will not be responsible for the services provided by HopeSource, which is, and under any circumstances will remain, an independent

contractor responsible to provide the effective delivery of all services, and all of the liability associated with these services. The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

SECTION 6. AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS.

This Agreement may be changed, modified, or amended by written agreement executed by both parties.

SECTION 7. TERMINATION.

This agreement may be terminated by either party upon 90 days' written notice should WSDOT fail to provide the HopeSource grant funding referenced in Section 2.5 of this agreement.

SECTION 8. INSURANCE.

HopeSource is responsible to secure and maintain, at its own expense, the following types of insurance:

- a. Commercial General Liability: HopeSource shall provide and maintain general liability coverage for bodily injury (including but not limited to sexual abuse or molestation) and property damage of \$1,000,000 combined single limit for any one occurrence. The insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under HopeSource's Commercial General Liability insurance policy with respect to the work performed in operating the Ellensburg Upper County Commuter using an additional insured endorsement at least as broad as ISO CG 20 26.
- b. Automobile Liability: HopeSource shall provide and maintain automobile liability coverage for all revenue and non-revenue vehicles used in the project for bodily injury and property damage to a combined single limit of \$1,000,000 for any one occurrence. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
- c. Workers Compensation: HopeSource shall provide coverage as required by the Industrial Insurance laws of the State of Washington.
- d. Excess or Umbrella Liability: HopeSource shall provide excess or umbrella liability insurance coverage with limits of not less than \$10 million per occurrence and annual aggregate. The Excess or Umbrella Liability requirement and limits may be satisfied instead through the HopeSource's Commercial General Liability

Agreement re Kittitas County Connector between Ellensburg and HopeSource

and Automobile Liability insurance, or any combination thereof that achieves the overall required limits.

e. All insurance coverage required to be maintained or provided by HopeSource must be with insurance companies legally allowed to operate within the State of Washington. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

f. Certificates of insurance (except unemployment insurance) are to be submitted to the City on an annual basis, or when expired, and immediately when carriers or coverage limits change.

g. All insurance costs shall be at the expense of HopeSource. Failure to maintain all insurance coverages as listed above at any time during the duration of the project may result in immediate termination of this agreement. Proof of these coverages or ability to provide these coverages within two weeks of award are required.

SECTION 9. HOLD HARMLESS; INDEMNITY.

HopeSource shall hold harmless, defend, and indemnify the City, its officers, directors, elected officials, agents, servants, employees, and representatives from any and all claims or losses, including but not limited to death, bodily injury or property damage, together with attorney fees and court costs, resulting from, or in connection with, the service provided by HopeSource in this Agreement. It is further and specifically understood that the indemnification provided herein constitutes HopeSource's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. The Parties have mutually negotiated this waiver under Title 51. The provisions of this Section survive the termination of this Agreement.

SECTION 10. TERMINATION FOR CAUSE.

If for any cause, either party fails to perform a material obligation of this Agreement in a timely and proper manner, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

SECTION 11. FORCE MAJEURE.

Either Party to this Agreement shall be excused from performance of any responsibilities and obligations under this Agreement, and shall not be liable for damages due to failure to perform, during the time and to the extent that it is prevented from performing by a cause directly or indirectly beyond its control, including, but not limited to: any incidence of fire, flood, earthquake, or acts of nature; strikes or labor actions; accidents, riots, insurrection, terrorism, or acts of war; order of any court of competent jurisdiction or

authorized civil authority commandeering material, products, or facilities by the federal, state or local government; or national fuel shortage; when satisfactory evidence of such cause is presented to the other Party to this Agreement, and provided that such non-performance is beyond the control and is not due to the fault or negligence of the Party not performing.

SECTION 12. GOVERNANCE.

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. Venue for any action brought to enforce the terms of this Agreement shall be in Kittitas County, Washington.

SECTION 13. NO THIRD-PARTY BENEFICIARIES.

It is understood that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other person or entity.

SECTION 14. WAIVER.

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

SECTION 15. SEVERABILITY.

If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives originally contemplated by the Parties.

SECTION 16. AGREEMENT MANAGEMENT.

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Program Manager for HopeSource is:

Name
Title
HopeSource
700 E. Mountain View Ave.
Suite 501
Ellensburg, WA 98926
Ph 509-925-1448

The Program Manager for the City is Betsy Dunbar
Transit Division
City of Ellensburg
501 N Anderson St.
Ellensburg, WA 98926
Ph 509-925-8680

SECTION 17. ENTIRE AGREEMENT.

This Agreement contains all the terms and conditions agreed upon by the parties, except as may be supplemented by subsequent written amendment to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

SECTION 18. AGREEMENT NOT ASSIGNABLE. This Agreement is not assignable by the Contractor or the City, either in whole or in part, without written agreement between both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement.

HopeSource



Susan Grindle, Chief Executive Officer

Approved as to form:



(for HopeSource)

CITY OF ELLENSBURG

Bruce Tabb, Mayor

Attest:

Clerk

Approved as to form:

City Attorney



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 21, 2020

Item Title/Agenda Subject: Surplus Resolution for Equipment Donation to the Ellensburg Business Development Authority (CenterFuse)

Submitted by: John Akers City Manager Department

Recommended Action or Motion: Adopt the resolution and authorize the Mayor's signature.

Background/Summary: The City formerly employed the Director of the EBDA and provided the necessary office supplies and equipment to outfit the office leased by the EBDA. With the recently executed Interlocal Agreement between the City and the EBDA, the Executive Director is now an employee of the EBDA and no longer an employee of the City. In order to continue to support the EBDA function, staff is proposing to surplus equipment owned by the City and currently in use by the EBDA at their leased facility.

Previous Council Action: At Council's November 2, 2020 regular meeting the Agreement between the City and EBDA was amended to relieve the City of the responsibility to employ the EBDA Executive Director, and dedicate funds previously funding the Director's position directly to the EBDA.

Analysis: RCW 35.21.730 provides authority for transfer of property to the EBDA for no consideration, by adoption of a resolution setting forth the property to be transferred and citing the authority for the transfer as follows:

RCW 35.21.730 Public corporations—Powers of cities, towns, and counties—Administration.

In order to improve the administration of authorized federal grants or programs, to improve governmental efficiency and services, or to improve the general living conditions in the urban areas of the state, any city, town, or county may by

lawfully adopted ordinance or resolution:

(1) Transfer to any public corporation, commission, or authority created under this section, with or without consideration, any funds, real or personal property, property interests, or services.

The city created the EBDA with adoption of Ordinance No. 3895 under the authority Granted by RCW 35.21.730 through RCW 35.21.755, and therefor meets the obligations under the RCW for transfer of property without compensation.

Financial Impact:

The transferred equipment has no significant value, and if returned to the City would be offered at auction. Transfer of this property has no impact to budget revenue or expenditure.

Attachments:

[2020 EBDA surplus resolution](#)

RESOLUTION NO. 2020-_____

A RESOLUTION declaring as surplus to the City of Ellensburg's needs, items currently in use by the Ellensburg Business Development Authority (CenterFuse), hereinafter EBDA.

WHEREAS, RCW 35.21.730 provides authority for transfer property to any public corporation, commission, or authority created by the City, and

WHEREAS, the city created the EBDA with adoption of Ordinance No. 3895 under the authority Granted by RCW 35.21.730 through RCW 35.21.755, and

WHEREAS, the City authority for transfer of ownership of property may do so by adoption of a resolution identifying the surplus property and the public corporation to receive it, and

WHEREAS, The EBDA is currently using and will continue to benefit from the possession material and equipment owned by the City.

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

Section 1. The following list of City owned property below is hereby declared surplus to the City of Ellensburg's needs and the items are no longer required for providing municipal services. Disposal of materials shall be by donation to the EBDA as allowed by law.

- office desk
- printer
- two-drawer vertical filing cabinet

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 21st day of December, 2020.

Mayor, Bruce Tabb

Attest: _____
City Clerk, Beth Leader



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 21, 2020

Item Title/Agenda Subject: 2021 Interlocal Cooperation Payment Agreement with Kittitas County Emergency Medical Services and Trauma Care Council

Submitted by: John Akers City Manager Department

Recommended Action or Motion: Authorize the City Manager to execute the 2021 Interlocal Cooperation Payment Agreement with Kittitas County EMS and Trauma Care Council

Background/Summary: In accordance with the Interlocal Cooperation Agreement for the operation of the Kittitas County EMS Division originally signed in 1995, the attached 2021 Payment Agreement has been submitted to the City of Ellensburg for approval.

Previous Council Action: Each year the Council approves the proposed payment agreement.

Analysis: Individual jurisdictions within Kittitas County are charged a percentage of the EMS Division budget based on a population distribution which is derived from the Office of Financial Management. Attached to this agenda report is a Memo from Cheryl Burrows, EMS Coordinator, the Payment Agreement for 2021 and the Proposed 2021 Kittitas County EMS Division Budget Plan.

Financial Impact: The City Council approved \$83,154.75 in funding for this agreement for 2021 through the recent 2021/2022 budget process. The proposed Payment Agreement is in the amount of \$78,485, based on the revised Proposed 2021 Kittitas County EMS Division Office Budget Plan.

Attachments:

[Memo from EMS Coordinator](#)
[EMS and Trauma Care Council Payment Agreement](#)
[Proposed 2021 - Kittitas Co. EMS Office Budget Plan](#)



**KITTITAS COUNTY
EMERGENCY MEDICAL SERVICES DIVISION**

MEDICAL PROGRAM DIRECTOR	Office of the: EMS COORDINATOR	EMS & TRAUMA CARE COUNCIL
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December 4, 2020

TO: John Akers, City Manager
City of Ellensburg

FR: Cheryl L. Burrows
EMS Coordinator

RE: 2021 Payment Agreement

Please find enclosed two original 2021 Kittitas County Emergency Medical Services (EMS) & Trauma Care Council Payment Agreements (attachment "C" to the Interlocal Cooperation Agreement with the Kittitas County EMS & Trauma Care Council). The Payment Agreement reflects the *Proposed 2021 Budget Plan* recommended by the Kittitas County EMS & Trauma Care Council on June 4, 2020 (amended 10-8-2020) for the operation of the Kittitas County EMS Division.

The *Proposed 2021 Budget Plan* was sent out to all Participating Jurisdictions in August and October and presented at the October 21, 2020 KCCOG meeting. The KCCOG members present reviewed and approved to recommend the *Proposed 2021 Budget Plan* as presented.

Upon approval, please return one signed copy of the agreement to this office.

If you have any questions or would like me to attend a future meeting, please contact me at 509-674-2932 or 509-929-3247 (cell).

Thank you for your continued support and Happy Holidays!

Enclosed:

- 2021 Payment Agreement (2 signed copies – please return 1)
- Recommended 2021 Budget Plan for Kittitas County EMS Division

“C”
Kittitas County
Emergency Medical Services and Trauma Care Council
and
Interlocal Cooperation Agreement Participating Jurisdictions

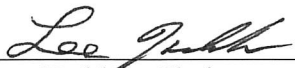
PAYMENT AGREEMENT

1. Term. The term of this agreement will be from January 1, 2021 until December 31, 2021.

2. Compensation. The named Participating Jurisdiction, City of Ellensburg, shall pay the Kittitas County EMS & Trauma Care Council (Council) a total of \$78,485.00 or less, depending on actual expenses; to be paid in quarterly payments to the Council of \$19,621.25, for their 43% of the daily operations of the Kittitas County EMS Division office in accordance with the Interlocal Cooperation Agreement. Actual expenses shall be documented by the Council to the Participating Jurisdiction in the form of a quarterly report to include a quarterly billing statement. Quarterly payments will be made at the beginning of each quarter. Revenue not expended will be credited to the Participating Jurisdiction for the following year or reimbursed at the close of the operating year.

Agreed to and dated this _____ day of _____, 20__.

Kittitas County EMS & Trauma Care Council:



Lee Hadden, Chair
Joshua DeHerrera, Vice Chair

City of Ellensburg

John Akers, City Manager

Approved as to form:

Attorney (optional)

Kittitas County Emergency Medical Services Division

Proposed 2021 - Office Budget Plan - Revised

Description Projected Expenditures	Actual 2019	Adjust Budget 2020	Proposed 2021	REVISED 2021	Notes
Salary - Coordinator (1 FTE):	56,628.00	80,016.00	80,816.00	80,816.00	1.0% COLA/MERIT/Wage adjust
EMS Assistant (Program Support)	12,775.75	46,800.00	47,157.00	47,157.00	1.0% COLA/MERIT/Wage adjust
Benefits/Emp. Taxes - Coordinator:/As:	24,161.38	44,421.00	44,791.00	44,791.00	35% of salary per county estimate
Professional Support (Acct. / Legal)	4,022.05	2,078.00	2,000.00	2,000.00	As needed
County Administrative Fee	600.00	600.00	600.00	600.00	\$50 per month (same)
Rent & Utilities (new lease 5/2018)	16,160.89	16,400.00	16,560.00	16,560.00	3yr lease (\$1250+\$130 utilities/mo)
Phone/Fax/Internet/Mobile Broadband:	3,457.71	3,300.00	3,300.00	3,300.00	
Postage:	257.21	200.00	200.00	200.00	
Office Supplies:	424.25	500.00	500.00	500.00	
Photocopies/Printing:	4,156.89	4,500.00	4,500.00	4,500.00	copier lease & other printing
Computer Serv./Software/Website:	4,002.94	4,000.00	4,000.00	4,000.00	
Travel/Gas/License/Other	1,755.17	2,000.00	2,000.00	2,000.00	Vehicle: Gas/Travel/Maint
Training/Conferences (Best Practices)	113.22	800.00	800.00	800.00	
Insurance	4,694.00	4,300.00	4,400.00	4,400.00	-vehicle insurance from User Fee
Office Equipment (replacement)	1,645.99	600.00	600.00	600.00	
Miscellaneous	816.22	300.00	300.00	300.00	
Vehicle/Special (user fee)	13,284.64	12,700.00	800.00	800.00	payments/insurance/maintenance
TOTAL EXPENDITURES:	148,956.31	\$223,515.00	\$213,324.00	\$213,324.00	2019/20 actual lower=no assist.
Salary Credit Carryover:	0.00	\$29,998.00	\$19,141.00	\$30,000.00	carry over offset Wage Survey
Jurisdiction Projected Contribution	\$135,671.67	\$180,817.00	\$193,383.00	\$182,524.00	Population Distribution (4/1/19)
Kittitas County - (47%):	63,258.22	84,656.00	90,890.00	85,786.00	distribution same
City of Ellensburg - (43%):	56,849.39	77,452.00	83,155.00	78,485.00	distribution same
City of Cle Elum - (4%):	5,441.52	7,205.00	7,735.00	7,301.00	distribution same
City of Kittitas - (3%):	4,760.83	5,404.00	5,801.00	5,476.00	distribution same
City of Roslyn - (2%):	2,720.76	3,602.00	3,868.00	3,651.00	distribution same
Town of S. Cle Elum - (1%):	1,360.39	1,801.00	1,934.00	1,825.00	distribution same
TOTAL PJ REVENUE:	\$134,391.11	\$180,120.00	\$193,383.00	\$182,524.00	(mistake 2020 actuals)
Annual PJ Budget Increase:	2.5%	8.5%	7.0%	1.0%	
User Fee=Vehicle/Insur. (5 yr plan)	\$11,500.00	\$12,850.00	\$0.00	\$0.00	Fee based on #/type providers
Reserve/Accrual Fund					
Wage Survey Adjust (Credit)		29,997.96	19,141.00	30,000.00	2020 estimate for 2021
ASHI Training Site	2,133.39	6,468.92			
Public Education (ASHI courses)	1,984.60	1,309.46			
Benefit Accrual Fund	9,000.00	9,000.00			
Office Equip Accrual Fund	407.50	1,836.51			
Professional Support (Acct. / Legal)	1,052.19	1,478.00			
User Fee (Capt Equip/ Special Proj.)	7,745.98	9,622.12			
Total Annual Budget:	\$168,214.77	\$252,682.97			
Participating Jurisdiction Credit:	\$28,661.89	0.00	0.00		

Population percentages derived from the Office of Financial Management, Forecasting Division for April 1, 2020 (verified 7/23/20)

The 2021 (1/1/-12/31/2021) Office Budget Plan Resolution #6-4-20-B was approved for recommendation to the KCCOG by the Kittitas County EMS & Trauma Care Council on 6/4/20. Proposed Budget Plan amendment resolution #10-8-2020.

Lee Hadden, Chairman / J. DeHerrera, Vice Chair

Prepared by: Cheryl Burrows, EMS Coordinator



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 21, 2020

Item Title/Agenda Subject: Dominion Energy Questar's Clay Basin Natural Gas Storage Facility - Contract Renewal

Submitted by: Buddy Stanavich Public Works & Utilities

Recommended Action or Motion: Staff recommends Council authorize the Public Works & Utilities Director to renew through Electronic Submission the Dominion Energy Questar Pipeline Storage Service agreement for 10 years with the year to year evergreen renewal provision.

Background/Summary: The Dominion Energy Clay Basin storage has been a key asset used to supply our natural gas utility. It is a tool used to reduce our gas cost while offering operational flexibility at a reasonable cost. It is a nearly one of a kind asset and cannot be replaced. The existing contract expires April 30, 2021 with a year to year Evergreen. Dominion Energy Questar Pipeline Services, Inc is willing to renew this contract for a 10-year extension including year to year automatic Evergreen renewal with 90 day notice to terminate to ensure we retain this asset.

Clay Basin Storage is located in the northeast corner of Utah, is interconnected to Northwest Pipeline and has a working capacity of 51 Bcf. The City contracted for 120,000 Mcf of underground storage capacity in 1991 and has utilized it extensively since then. The original contract was for 10 years with no automatic renewal clause.

Previous Council Action: In April 2010 Council authorized the Energy Services Director to renew this contract for 10 years with the year to year automatic (evergreen) renewal provision added to it.

Analysis: This storage capacity allows the City to optimize supply and pricing by injecting gas at low price opportunities, typically in the summer, then withdrawing when pricing is higher, typically in the winter. In the greater northwest there are only a few natural gas storage facilities. Having firm withdrawal service, this asset provides even greater flexibility and potential savings on the day-ahead market during the cold winter months. An

additional benefit is the ability to inject firm contracted gas when our consumption is not high enough, injecting it for later use. The Utility Advisory Committee forwarded a favorable recommendation to the City Council authorizing the Public Works and Utilities Director to sign the agreement at their December 17, 2020 meeting.

Financial Impact:

Price volatility in the gas markets makes estimating the value of this capacity difficult on a year to year basis. The annual cost for this capacity is \$72,935. To recover the annual cost, it takes a \$0.65/Dth price differential between injected gas cost and market price when it's withdrawn. Based on today's future monthly pricing, this contract renewal has a savings potential of \$2,556,000. Gas storage costs are included in the City's budgeting process.

Attachments:

[Firm Storage Service Contract 931](#)

FIRM STORAGE SERVICE AGREEMENT**Rate Schedule: FSS****As of 12/1/2020****1. SHIPPER'S NAME AND ADDRESS:**

CITY OF ELLENSBURG
501 NORTH ANDERSON ST.
ELLENSBURG, WA 98926

2. SHIPPER'S STATUS:

LOCAL DISTRIBUTION COMPANY

3. STORAGE SERVICE:

Firm (Rate Schedule FSS)

4. VOLUMES/QUANTITIES TO BE INJECTED AND WITHDRAWN:

Firm service in Mcf/ Dth

120,000 annual working gas volume (Mcf)

127,800 annual working gas quantity (Dth) at a Btu conversion factor of 1.065 (Dth).

1,065 minimum required deliverability (MRD)

Actual quantities of gas will vary, except for billing purposes, if the Btu content of shipper's gas differs from the average of 1.065.

5. RATES:**FIRM SERVICE - RATE SCHEDULE FSS****RESERVATION CHARGE:**

Deliverability:

the maximum rate on Questar's Statement of Rates

Inventory Capacity:

the maximum rate on Questar's Statement of Rates

Usage Charges:

Injection: Max Tariff Rate /Dth

Withdrawal: Max Tariff Rate /Dth

6. VOLUMETRIC RATE:

Valid only if capacity under Rate Schedule FSS is released as a volumetric rate.

Usage Charge:

.01049/Dth injection - the rate on Questar's Statement of Rates

.01781/Dth withdrawal - the rate on Questar's Statement of Rates

7. ADDITIONAL FACILITIES CHARGES:

None

8. TERM OF AGREEMENT :

Initial Term :

08/15/1991 through 04/30/2021

Renewal Term:

EVERGREEN - YEAR TO YEAR

This Agreement may be terminated by either party by giving written notice:

Year to year

90 days before the expiration of its primary term.

90 days before the expiration of any renewal term.

9. ADDITIONAL TERMS AND CONDITIONS:

TERMS/NOTES - Under Paragraph 6, TERM OF AGREEMENT, the commencement date of September 1, 1991, is deleted and the date August 15, 1991, is inserted in its place.

Except as expressly amended, the Agreement shall remain in full force and effect.

- 10.** This Agreement includes all the terms and conditions of Parts 1 and 3 Questar's FERC Gas Tariff, Second Revised Volume No. 1 and the terms, conditions and signatures of Shipper's Access Agreement with Questar.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	December 21, 2020
Item Title/Agenda Subject:	Twin City Foods Industrial Wastewater Discharge Agreement Renewal
Submitted by:	Ryan Lyyski Public Works & Utilities
Recommended Action or Motion:	The City Council authorize the Public Works and Utilities Director to sign industrial discharge agreement renewal with Twin City Foods for January 1, 2021 through December 31, 2024.
Background/Summary:	Twin City Foods (TCF) discharges their industrial wastewater to sprayfields where farm crops are grown. The sprayfield discharge takes place from June 1 through October 31 yearly. This industrial wastewater is from TCF's food processing operations. During the months of November 1 - April 30, TCF discharges under agreement to the City's wastewater treatment facility (WWTF). The agreement will allow TCF to continue their operations.
Previous Council Action:	Council approved the current Industrial Wastewater Discharge Agreement that is set to expire this month at their December 19, 2016 meeting.
Analysis:	The existing agreement with TCF expires on December 31, 2020. Staff has been working with TCF to develop the new four year agreement. The Utility Advisory Committee forwarded a favorable recommendation to City Council to allow Public Works and Utilities Director to sign the agreement at their December 17, 2020 meeting. Council is now being requested to authorize the Public Works and Utilities Director to sign proposed agreement with Twin City Foods.
Financial Impact:	The City is compensated through sewer utility fees for the TCF discharge.
Attachments:	Twin City Foods Industrial Wastewater Discharge Agreement Renewal

**CITY OF ELLENSBURG
INDUSTRIAL WASTEWATER DISCHARGE AGREEMENT**

In accordance with the provisions of city of Ellensburg City Code chapter 9.25

Twin City Foods, Inc.
501 West Fourth-Street
Ellensburg, WA 98926

Is hereby authorized to discharge industrial wastewater from the repack processing activities at the above identified facility and through the discharge point identified herein in this agreement. Compliance with this agreement does not relieve Twin City Foods, Inc. of its obligation to comply with any applicable pretreatment regulations, standards, or requirements under local, state, and federal laws, including any such regulations, standards, or laws, that may become effective during the terms of this agreement.

Non-compliance with any term or condition of this agreement shall constitute a violation of the Ellensburg City Code, Section 9.25. All terms and definitions are the same as those found in Ellensburg City Code Section 9.25. This agreement incorporates by reference all of the applicable provisions of the Ellensburg City code, including but not limited to Section 9.91.

This agreement shall become effective on January 1, 2021, and shall expire on December 31, 2024, unless modified or terminated earlier.

Twin City Foods and the City of Ellensburg will re-negotiate this agreement 90 days prior to expiration.

Authorization To Discharge Capacity Limit

January 1, 2021 – December 31, 2024

In accordance with the provisions of City of Ellensburg City Code 9.25 REQUIREMENTS FOR RECEIVING UTILITY SERVICE,

Industry name and site location: Twin City Foods, Inc.
Mailing Address: 501 West Fourth Street
Ellensburg, WA 98926

is hereby authorized to discharge wastewater from the above-identified facility into the City of Ellensburg's collection system in accordance with the capacity limitations as set forth in this authorization.

Repack wastewater:

Twin City Foods will be allowed to discharge the following during the repack season from November 1st through April 30th.

Average Monthly Discharge Limitations

Total BOD = 850 mg/l
TSS = 250 mg/l
Chlorine = .05 mg/L
Flow = 100,000 gallons/day.
pH= > 5.5 and < 9.0

Rates: Billing for repack wastewater is covered under City Code 9.91.300. The Rate Class shall be S-21.

Sampling and testing will be performed by Twin City Foods consisting of Total BOD mg/L, TSS mg/L, Total Chlorine Residual, and pH every two weeks. Flow measurement will be taken daily. Sampling and testing schedules pertain only to months when Twin city Foods is discharging to the City sewer.

All sample analysis for BOD and TSS will be performed by a Department of Ecology accredited Laboratory. Twin City Foods personnel will perform the analysis for Chlorine Residual and pH. pH samples will be grab samples, chlorine residual will be performed on the composite sample.

Composite samples will be taken daily to allow the City to randomly perform BOD, TSS, pH and Chlorine tests in the Ellensburg wastewater laboratory. Random testing will be done at the Cities expense. The random tests should fall within the range of the Twin City Foods samples analyzed. If the tests exceed reasonable variation, causes for variation and surcharges will be discussed.

Strength fees will be determined from tests performed by Twin City Foods and the City of Ellensburg.

If at any time Twin City Foods exceeds the limits, Twin City Foods must apply for additional capacity at the City's WWTP if it is available, and is responsible for all costs involved. This charge would be in addition to any strong waste surcharge applied to wastewater with a BOD and/or TSS concentration greater than 200 and 250 mg/L respectively.

All discharges authorized will be consistent with the terms and conditions of this agreement. The discharge of the listed pollutants at a level in excess of that authorized will constitute a violation of this authorization if additional capacity is not applied for by Twin City Foods upon notification by the City.

If additional capacity is not available to be allocated, Twin City Foods must modify its process to accommodate the discharge capacity limits as outlined by this Agreement to Discharge.

Either party may request an amendment to this agreement, due to changing circumstances. Requests for changes must be submitted in writing, a minimum of thirty days prior to any renegotiation.

Ammonia Discharge:

The City reserves the right to test for ammonia on case by case basis.

Sampling: For the purpose of discharge acceptance, a grab sample that is representative of the material to be discharged will be obtained by the City when requested by Twin City Foods. The representative sample will be used to determine the concentration of ammonia to be discharged to the city system.

Testing: In advance of the discharge of waste containing ammonia, The City will perform testing to determine the concentration of ammonia reported in mg/l. Waste below 2.0 mg/l may be discharged upon providing notice to the WWTP in advance of the discharge. Material exceeding 2.0 mg/l may be discharged if loading at the WWTP is such that the addition ammonia load from Twin City Foods would not create an operational problem at the WWTP. In the event the ammonia concentration exceeds 2.0 mg/l and the WWTP cannot accept the material due to current ammonia loading from other sources, Twin City Foods will be responsible to make other arrangements for disposal.

Rates: Billing for ammonia accepted at the WWTP will be at the rate of 4 times the rate being charged for BOD. In addition to the weight charge the City will be conducting ammonia testing and will be charging Twin City Foods for this testing at the rate of \$45 per sample

Required REPORT SUBMITTALS

Submittal	Frequency	First Submittal Date
Hours, clean up time, project type and number type of lines running operation schedule during the initial testing schedule for each test submitted	Monthly limits are set	February 15, 2021
Laboratory reports for all testing performed from Nov 1st thru Apr 30th	Monthly	February 15, 2021
Accidental Spills	Each occurrence	Immediate phone contact, written notification within 5 working days
Planned changes in wastewater characteristics	Each occurrence	Written notice 2 working days prior to change
Daily Flow Record	Monthly	February 15, 2021
MSDS for all chemicals stored in bulk and used for repack cleanup and updates as chemical use changes	1/Permit cycle	February 15, 2021 and updates of changes within two weeks of change

COMPLIANCE SCHEDULE

	Due Date
Removal of all discharges to the City's sewer system and storm drain system except through manhole 55-432 (Does not include domestic wastes from restrooms)	May 1-October 31 Yearly

All monitoring records will be maintained for a minimum of 3 years.

Twin City Foods will allow the City of Ellensburg Representative to enter, and inspect Twin City Foods premises where a regulated facility or activity is located or conducted. The City representative will be allowed access to and copy, at reasonable time, any records that must be kept as conditions of this agreement. The City may split samples or set a city sampler to compare sampling results.

The City may seek any or all of the remedies or penalties provided in the Ellensburg City Code, including recovery costs incurred by the City, in response to a violation of this agreement by Twin city foods.

Process discharge will enter into the City of Ellensburg's collection system through manhole number 55-432 only. Domestic wastewater is discharged separately from repack wastewater and is not covered by this agreement. No process water will be allowed into the City storm drain system.

This authorization shall become effective January 1, 2021, and will remain effective until December 31, 2024, unless changes in the process or changes in the characteristics of the wastewater occur.

DATED this 21st day of December, 2020

CITY OF ELLENSBURG

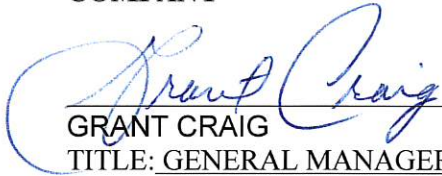
APPROVED AS TO FORM:

RYAN LYYSKI,
PUBLIC WORKS AND UTILITIES DIRECTOR

TERRY WEINER, CITY ATTORNEY

COMPANY

ATTEST:

 12-9-2020

GRANT CRAIG
TITLE: GENERAL MANAGER

BETH LEADER, CITY CLERK

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

12-14-2020
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 **21ST 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	151077	TO	151272	\$ 1,062,981.51
EFT #'s	4541	TO	4576	\$ 1,511,524.26

Payroll Fund				Total Amounts
Check #'s	95250	TO	95256	\$ 10,573.55
Direct Deposits	58932	TO	59137	\$ 376,269.77

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 21, 2020

Item Title/Agenda Subject: Board and Commission Application

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Conduct introduction of Emma Johnson

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

Previous Council Action: N/A

Analysis: There is currently one vacancy on the Affordable Housing Commission, which was an alternate choice of the applicant. Staff confirmed with Ms. Johnson that she is interested in serving on the Affordable Housing Commission. There are currently no vacancies on the Parks and Recreation Commission or Library Board.

Financial Impact: None.

Attachments:

[B and C Agenda Report Chart 12-21-20](#)
[Emma Johnson Application](#)

Boards and Commissions	Affordable Housing Commission	Arts Commission	Building Appeals Board	Civil Service Commission	Ellensburg Business Development Authority Board	Environmental Commission	Landmarks and Design Commission	Library Board	Lodging Tax Advisory Committee	Parks and Recreation Commission	Planning Commission	Public Transit Advisory Committee	Senior Citizens Advisory Commission	Utility Advisory Committee
MEMBERS	7	7	5	3	7	7	7	7	7	7	7	7	7	7
Residency Requirements	Y	N	N	Y	N	Y	Y	Y	N	Y	Y	N	N	Y
Current Members within City Limits	5	2	0	3	1	6	5	5	4	7	6	6	4	6
Current Members Outside City Limits	1	4	3	0	5	1	1	2	0	0	1	0	3	0
Current Members Outside but in UGA	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VACANCIES	1	1	2	0	1	0	1	0	3	0	0	1	0	1
APPLICANTS														
Emma Johnson	1 st													

Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, December 8, 2020 6:11 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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

Application for Appointment

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

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Emma Johnson

Address

Mailing Address (If
Different)

City Ellensburg

State Washington

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 3 years

Do you live within the city
limits? Yes

If applying for the Sr.
Citizens' Advisory Board, are
you at least 55 years of
age? *Field not completed.*

Occupation Status and
Background: Insurance broker for Ahola Benefits Consulting in Cle Elum,
Washington. Went to college at CWU and graduated with a

bachelors in English. Worked for Thorp Fruit and Antique while in college.

Organization Affiliations: N/A

Why are you seeking appointment? I would like to get more involved in the community, and have always been a fan of how well the parks and recreation department does in the town.

Will you be able to attend meetings regularly if appointed? Yes

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

Boards & Commissions Library Board

Boards & Commissions Affordable Housing Commission

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



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 21, 2020

Item Title/Agenda Subject: Ellensburg Police Department - Substance Abuse Disorder Partnership

Submitted by: Ken Wade Police

Recommended Action or Motion: No Action Needed - Information Only

Background/Summary: The City of Ellensburg is a great place to live and work, but like all cities in the nation, illegal drug use, and the associated crimes, continue to have a negative impact in our communities. The Ellensburg Police Department understands this is a problem and in 2015 began researching programs to combat this issue. Most of the work in this enforcement area at that time, was taking place on the east coast and involved larger law enforcement agencies with significant resources and community financial support. The Everett Police Department was the first in Washington State to implement a program to assist with the homeless and drug addicted population. Since then, several other departments have instituted programs towards assisting those with addiction issues. Understanding the limitation we faced, we continued looking for strategies to address this problem that best serve our community.

The Ellensburg Police Department, partnering with David Douglas, EdD CFLE, is beginning a program to find a way to do more for those suffering from substance abuse disorder, their families and loved ones.

Previous Council Action: N/A

Analysis: David Douglas, through his professional experience, research, education, and lived experiences in the field of prevention, treatment, and recovery from substance use disorders, has begun serving as a volunteer consultant with the department to achieve the goal of helping citizens find the resources they need to find their path to recovery.

Currently, the Kittitas County Corrections Center is working with Dr. Asrial to provide chemical-assisted recovery to those incarcerated, and the Kittitas County Drug Court works towards assisting those convicted of a crime towards recovery. However, what about those in crisis who have not entered the criminal justice system? Daily, officers of the Ellensburg Police Department interact with those in need of assistance with substance abuse. If we can get them the resources early enough, we increase the chance of success.

In November of 2018, EPD established a program where officers received training and began carrying NARCAN while on patrol. NARCAN is a nasal spray medication used for the treatment of an opioid emergency/overdose. This was done to immediately begin saving lives. In 2019, we administered NARCAN three times; in 2020, we have administered it five times in the first 10 months. Of the eight NARCAN applications, six have survived their overdose. In 2018, we had 25 overdose calls, which resulted in one death. In 2019, we had 19 reported overdoses with two deaths and through November 2020, we have had 27 overdoses resulting in four deaths. Three of the 2020 deaths were caused by the use of fentanyl, a powerful opioid. Additionally, in both 2018 and 2019, 12% of the overall crimes committed in Ellensburg involved a suspect under the influence or suffering from substance abuse.

Tonight, we are glad to announce we have begun a program/partnership we feel will fill the gap of getting those in active substance abuse disorder the information and opportunity they need for a life in recovery. Our partnership with David Douglas, EdD CFLE begins this journey.

We also want to stress, this is not a program where police officers provide counseling to those in need of assistance. We will remain focused on crime prevention/enforcement and community safety. This is a partnership, much like we currently utilize when we come into contact with people in crisis or in need. With the homeless population, we work with HopeSource, with mental health we work with Comprehensive, with crime victims we work with Aspen. This program will provide the officers an option to refer for services which we

previously did not have. This, coupled with the additional training, will better serve our community as we reduce the crime, victimization and impacts to families, rooted in substance abuse disorder.

Financial Impact:

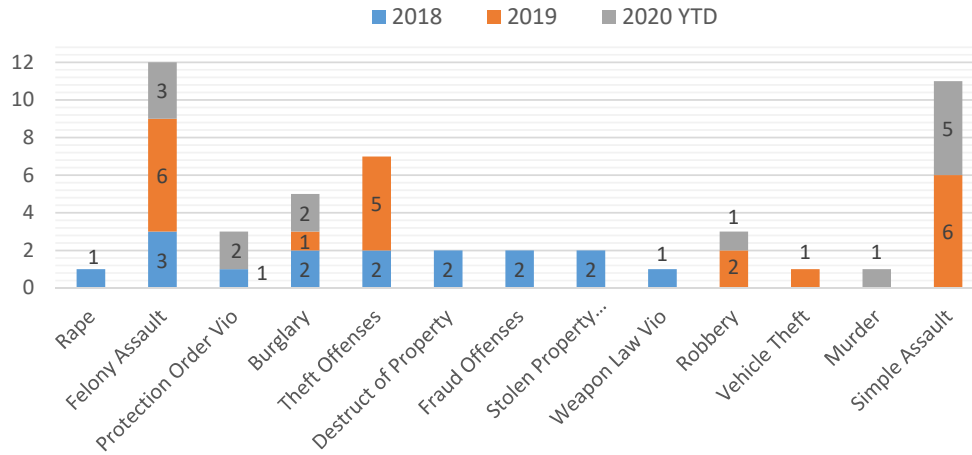
No financial impact

Attachments:

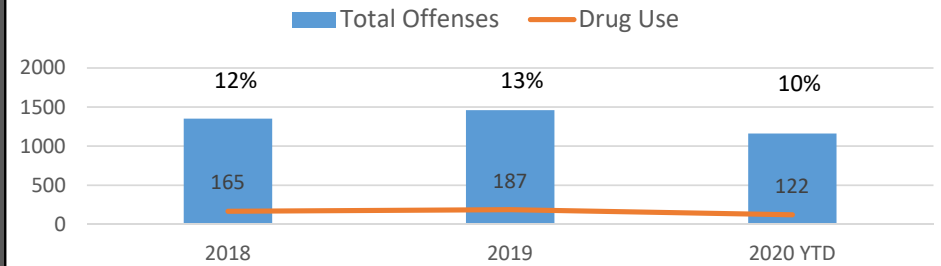
[101 DRUG STATS](#)

ELLENSBURG DRUG DASHBOARD

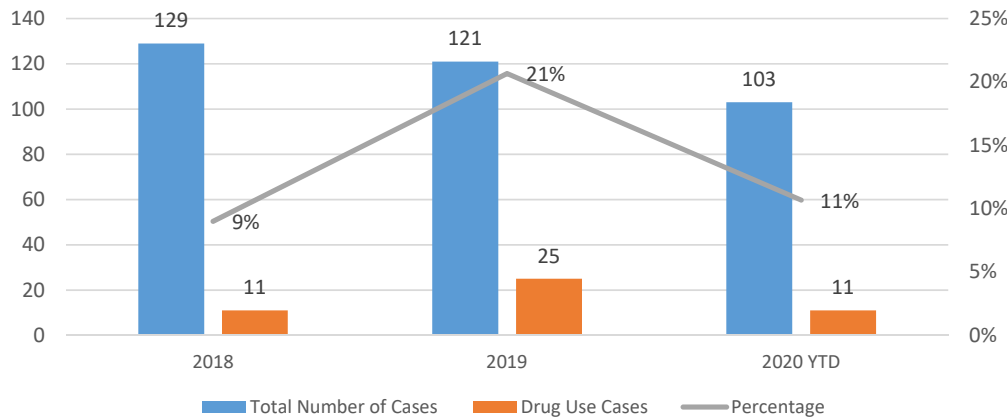
Type A Offences & Drug Use



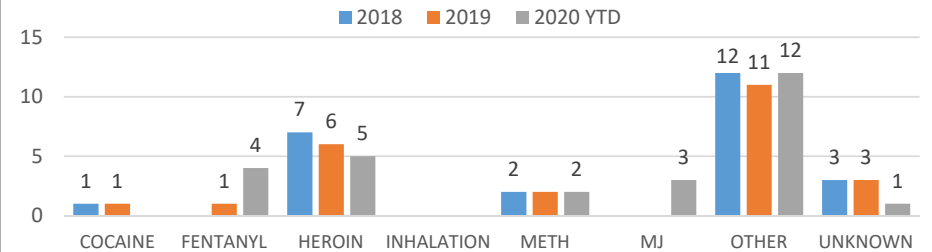
Total Type A Offences & Substance Use



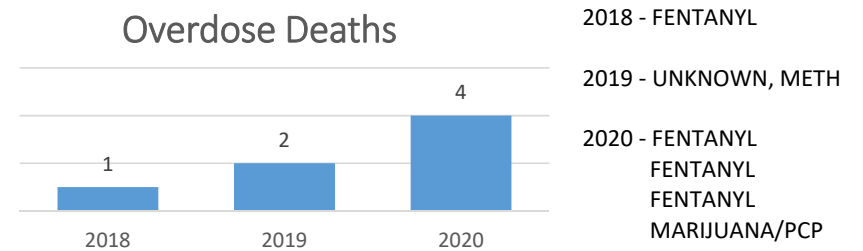
Charged Cases Involving Drug Use



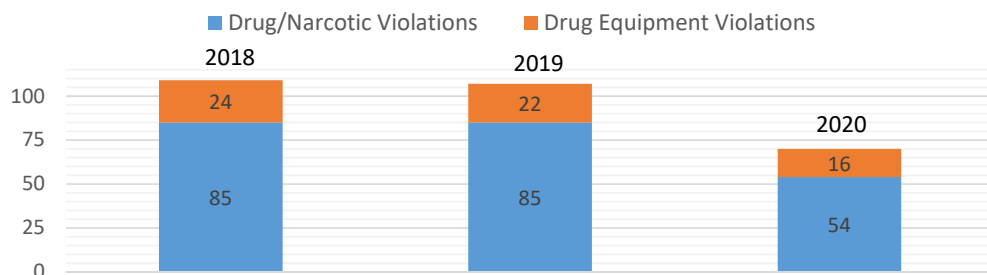
Overdoses by Drug Type



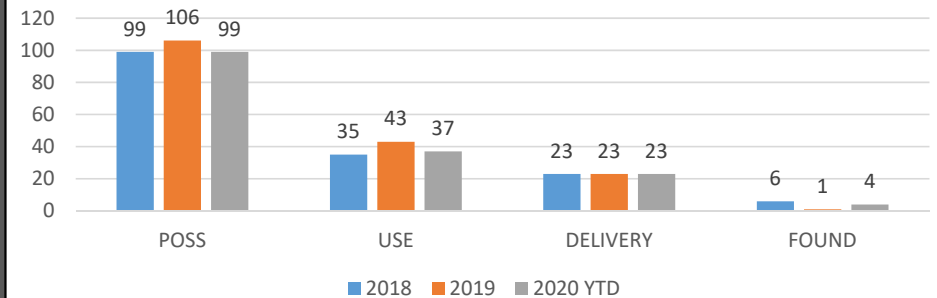
Overdose Deaths



Drug Crimes & Drug Use



Drug Activity by Year





CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 21, 2020

Item Title/Agenda Subject: Public hearing (legislative) to adopt a Resolution amending the City's Six-Year Transportation Improvement Plan (TIP) for 2021-2026 and revising grant funded projects.

Submitted by: Josh Mattson Public Works & Utilities

Recommended Action or Motion:

1. Conduct public hearing and adopt a Resolution amending the 2021-2026 Six Year Transportation Improvement Plan (TIP); and
2. Authorize the Mayor and staff to execute any and all necessary TIB and STBG grant paperwork associated with the 'Alder St and 14th Ave Signalization – PTC Reconnect Trail from 14th Ave to KVEC' project and the 'University Way and Reecer Creek Road Signalization' project.

Background/Summary:

Staff recently received confirmation of secured grant funding for the 'Alder St and 14th Ave Signalization and Palouse to Cascades (PTC) Reconnect Trail from 14th Ave to the Kittitas County Event Center (KVEC)' project from the Washington State Transportation Improvement Board (TIB). Confirmation of secured federal Surface Transportation Block Grant (STBG) funding for the 'University Way and Reecer Creek Road Signalization' project has also been received from Kittitas County.

Staff would now like to amend the resolution which previously approved the City of Ellensburg's current 2021-2026 Six-Year Transportation Improvement Plan (TIP), to show that funding has been secured for these projects and combine the Alder St signal and PTC Reconnect trail projects.

In addition, staff is requesting Council authorize the Mayor and staff to execute the necessary grant paperwork associated with these projects.

Previous Council Action: On June 15th, 2020 Council conducted a public hearing and adopted the current 2021-2026 Six-Year TIP through Resolution 2020-14.

Analysis: The Alder St and 14th Ave/Dean Nicholson Blvd Signalization will install a new warranted traffic signal at this intersection with pedestrian crossing improvements, video vehicle detection, and improved lighting. The PTC Reconnect Trail project will fill in the missing trail link between the current end of the Reconnect trail at 14th Ave/Dean Nicholson Blvd down the west side of Alder St to the existing PTC (previously named the John Wayne) trailhead at the KVEC. These projects will be combined into one project with this Six-Year TIP amendment.

The University Way and Reecer Creek Road Signalization will install a new warranted traffic signal at this intersection with pedestrian crossing improvements, video vehicle detection, protected left turn phasing, and improved lighting.

Prior to having funds obligated and available for reimbursement, TIB and the Washington State Department of Transportation (WSDOT) require agencies' TIPs to accurately reflect each project and its funding. TIP project #19, 'John Wayne Trail Reconnect – PTC at Fairgrounds to 14th – Sanders to Airport' will be revised to 'PTC Reconnect Trail – Sanders to Airport' to remove the trail section from 14th Ave/Dean Nicholson Blvd down to the trailhead at KVEC (fairgrounds). The TIP fund allocation for this project will be updated for the new reduced limits.

Engineering design for TIP project #20, 'University Way and Reecer Creek Road Signalization', was completed in 2020. The TIP funding allocation for construction in 2021 will be revised to show \$427,309 for the secured STBG grant award and \$91,191 in local (Kittitas County) match.

TIP project #23, '14th/Alder-Signal/Illum/Channel' will be revised to 'Alder St and 14th Ave Signalization – PTC Reconnect Trail from 14th Ave to KVEC' and shown with secured funding. The TIP funding allocation will be revised to show \$1,046,650 for the TIB grant award and \$563,580 in local match. The project is planned for engineering design in 2021

followed by construction in 2022.

Financial Impact: No financial impact at this time.

Attachments:

[TIB Award Letter](#)

[Six-Year TIP Amendment Resolution](#)

[Proposed Amended 2021-2026 Six-Year TIP](#)



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

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.

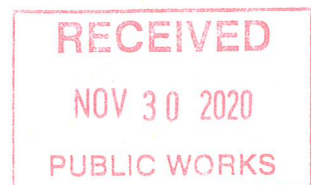
Sincerely,

Ashley Probart
Executive Director

Enclosures

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
Fax: 360-586-1165
www.tib.wa.gov



RESOLUTION NO. 2020-_____

A RESOLUTION amending Resolution 2020-14 regarding the City of Ellensburg's Six-Year Transportation Improvement Plan (TIP) for the years 2021 to 2026, inclusive, as recommended to the City Council by the Public Works and Utilities Department.

WHEREAS, the Ellensburg City Council passed Resolution 2020-14, which approved and adopted the City's Six-Year TIP for the years 2021-2026;

WHEREAS, City staff recently received confirmation of secured grant funding for the 'Alder St and 14th Ave Signalization' project and the 'Palouse to Cascades Reconnect Trail from 14th Ave to Kittitas Valley Event Center' (formerly John Wayne Trail Reconnect) project;

WHEREAS, City staff recently received confirmation of secured grant funding for the 'University Way and Reecer Creek Road Signalization' project;

WHEREAS, a public hearing on said Plan has been held on December 21, 2020 in the manner required by law;

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

Section 1. The 2021-2026 Six-Year TIP as adopted in Resolution 2020-14 is amended, as attached hereto, to remove from the 'John Wayne Trail Reconnect' project trail section from 14th Ave to Kittitas Valley Event Center and add the same trail section to the '14th/Alder-Signal/Illum/Channel' project with secured funding, update the 'John Wayne Trail Reconnect' name with 'Palouse to Cascades Reconnect Trail', show the 'University Way and Reecer Creek Road Signalization' project with secured construction funding, and update budgets for all revised projects.

ADOPTED by the City Council of the City of Ellensburg this 21st day of December, 2020.

Mayor

ATTEST:

City Clerk

EXHIBIT A

CITY OF ELLENSBURG 6-YEAR TRANSPORTATION IMPROVEMENT PLAN 2021 TO 2026 (INCLUDES CURRENT WORK REMAINING IN 2020)				PUBLIC HEARING DATE: 12/21/2020 ADOPTION DATE: 12/21/2020 RESOLUTION NO. TBD					
REVENUE BY YEAR (thousands)									
SOURCE	2020*	2021	2022	2023	2024	2025	2026		TOTALS
ARTERIAL STREET	342	114	108	308	108	108	108		1,196
REGIONAL STBG	1,011	427	0	0	0	490	540		2,468
SALES TAX RESERVE	630	644	0	936	756	938	515		4,419
FEDERAL SAFE ROUTES TO SCHOOL & PEDESTRIAN/BICYCLE GRANTS	0	0	570	0	1,000	0	0		1,570
WSDOT SAFETY PROGRAM	125	1,199	440	0	1,200	0	0		2,964
TRANSPORTATION IMPROVEMENT BOARD (TIB) - Grant Programs	500	470	927	2,310	1,500	1,826	890		8,423
DISTRESSED COUNTY SALES/USE TAX	0	65	334	400	0	0	375		1,174
1/4 CENT REAL ESTATE EXCISE TAX	0	270	80	125	330	75	30		910
MAP-21 TRANSPORTATION ALTERNATIVES PROGRAMS	0	0	0	0	1,470	0	0		1,470
DOE FISCAL YEAR WATER QUALITY GRANT	70	2,573	0	319	319	3,612	0		6,893
COUNTY LODGING TAX GRANT	0	67	0	0	0	0	0		67
LOCAL LODGING TAX FUNDS	0	66	0	0	0	0	0		66
STREET	65	0	0	0	0	0	0		65
TRANSIT	272	0	15	0	0	0	0		287
OTHER AGENCY	979	591	85	0	0	0	0		1,655
LOCAL IMPROVEMENT DISTRICT (LID) / DEFERRALS	0	160	0	0	200	765	600		1,725
TRAFFIC IMPACT FEES	750	273	609	1,284	600	676	665		4,857
NOT FUNDED	0	0	0	0	0	0	0		0
TOTAL REVENUE	4,744	6,919	3,168	5,682	7,483	8,490	3,723		40,209
EXPENDITURES BY YEAR (thousands)									
PROJECT	2020*	2021	2022	2023	2024	2025	2026	Future	TOTALS
Bridge Inspections	3	3	3	3	3	3	3	0	21
Engineering Transfer	15	15	15	15	15	15	15	0	105
Signal Optimization	25	25	25	25	25	25	25	0	175
Alley Reconstruction (Annual)	65	65	65	65	65	65	65	0	455
Cora Street Curb/Sidewalk - 15th Avenue to Palouse to Cascades (PTC) Trail	375	0	0	0	0	0	0	0	375
Main Street Overlay - Mountain View Ave. to 3rd Ave.	600	0	0	0	0	0	0	0	600
Helena Ave. Complete Streets Sidewalk Improvements - Water St. to Walnut S	500	0	0	0	0	0	0	0	500
Willow Street Improvements - Mtn. View Ave. to Capitol Ave.	1,170	0	0	0	0	0	0	0	1,170
14th/Wildcat-Signal/Channelization	667	0	0	0	0	0	0	0	667
18th/Walnut- Signal/Channelization	687	0	0	0	0	0	0	0	687
Transit Capital Improvements (Misc)	272	0	0	0	0	0	0	0	272
1st Ave Sidewalk Improvements - Ruby St. to Sampson St. - North Side	0	195	0	0	0	0	0	0	195
Main St. Corridor Intersection Enhancements	190	1145	0	0	0	0	0	0	1,335
Capitol Ave. Sidewalk Replacement - Main St. to Sampson St.	0	75	0	75	0	75	0	0	225
Helena Ave Overlay - Water St. to Airport Road	0	700	0	0	0	0	0	0	700
Large Scale Wayfinding Implementation Project	0	133	0	0	0	0	0	0	133
Canyon/I90 EB Ramps-Signal/Illumination/Rechannel and Sidewalks	0	708	0	0	0	0	0	0	708
University Way Gateway - Nanum Street to Red Horse Diner	100	3,027	0	0	0	0	0	0	3,127
Palouse to Cascades Reconnect Trail - Sanders to Airport	0	0	670	0	0	0	0	0	670
University Way and Reecer Creek Road Signalization	75	518	0	0	0	0	0	0	593
W. Univ. Way Ped. Impr. - Lighting & Widen North Shoulder - Hwy 97 to Red H	0	60	440	0	0	0	0	0	500
5th Ave. and Railroad Ave. Traffic Signal Installation	0	65	395	0	0	0	0	0	460
Alder St and 14th Ave Signalization - PTC Reconnect Trail from 14th to KVEC	0	185	1,425	0	0	0	0	0	1,610
Multimodal Facility	0	0	100	0	0	0	0	0	100
Alder St Sidewalk - One Side - Capitol Ave to 4th Ave	0	0	30	0	30	0	30	0	90
Wildcat Way/18th - Signal/Illumination	0	0	0	594	0	0	0	0	594
University Way/Water Street-Signal Modification/Illumination/Widening	0	0	0	2,800	0	0	0	0	2,800
Downtown Slurry Seal	0	0	0	550	0	0	0	0	550
Water St. Overlay - University Way to Manitoba, Manitoba from Water to Main	0	0	0	1,180	0	0	0	0	1,180
Mtn View/Ruby-Signal Modification/NB/SB Right Turn	0	0	0	0	2,000	0	0	0	2,000
University Way Sidewalks - Brick Rd. to Vista Rd.	0	0	0	0	1,700	0	0	0	1,700
Pfennig Rd Sidewalks - 3rd Ave to 14th Ave (joint with County)	0	0	0	0	3,270	0	0	0	3,270
Industrial Way Improvements - LID	0	0	0	0	0	1,065	0	0	1,065
Canyon/Umptanum-Signal Modification/Illumination/Widening	0	0	0	0	0	2,252	0	0	2,252
Canyon Rd./Main St. Overlay - Umptanum to Mtn View, 3rd Ave to University W	0	0	0	0	0	740	0	0	740
University Way Gateway II - Vista Rd to east City Limits	0	0	0	375	375	4,250	0	0	5,000
3rd Ave. Paverstone Sidewalks and Historic Lighting - Water St. to Depot	0	0	0	0	0	0	674	0	674
Capitol Ave. Improvements - Willow St. to Oak St.	0	0	0	0	0	0	1,271	0	1,271
Airport Road Sidewalk Improvements - Dean Nicholson to N. City Limits	0	0	0	0	0	0	975	0	975
3rd/Ruby-Signal/Illumination	0	0	0	0	0	0	665	0	665
Umptanum /Anderson /Railroad Ave. Road Widening/Overlay (Joint w/ County)								10,000	10,000
Brick Road Sidewalk Extension								600	600
5th/Ruby-Signal/Illumination/Rechannel								665	665
Helena/Walnut-Signal/Illumination/Widening								665	665
Helena/Water-Signal/Illumination/Widening								797	797
Manitoba/Ruby-Signal/Illumination/Realignment								2,452	2,452
University Way/Alder-Signal Modification/Widening								1,208	1,208
University Way/Main-Signal Modification/Illumination/Widening								2,731	2,731
Water/Bender Signal/Illumination								825	825
Airport/Bender Signal/Illumination								857	857
18th/Alder Signal/Illumination								649	649
TOTAL EXPENDITURE	4,744	6,919	3,168	5,682	7,483	8,490	3,723	21,449	61,658
ARTERIAL STREET FUND BEGINNING BALANCE (01/01/2020))									
EST. GAS TAX REVENUE & SCHEDULED SALES TAX TRANSFER	115	115	115	115	115	115	115		
ARTERIAL STREET FUND ENDING BALANCE	661	662	669	476	483	490	497		

*Current year projects shown for accounting purposes.

**TIP plans calls for road widening/impr. projects to be funded from Sales Tax Reserve, to replace the Federal STP funding which is now shown for potential asphalt overlay funding. (Average annual need to overlay the arterial street system on a 15 year cycle is in excess of \$800,000 per year.)



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 21, 2020

Item Title/Agenda Subject: Public Hearing to consider Annexation Request from Ray Weisbeck for Parcels 258133, 018133, 038133 & 058133, located on Cascade Street,(legislative) and first reading of an Ordinance approving petition for annexation P20-083

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: Following the open record legislative public hearing:

1. Approve annexation request P20-083 for parcels 258133, 018133, 038133 & 058133, located on Cascade Street; and simultaneous adoption of Residential-Suburban zoning;
2. Conduct first reading of the ordinance (attached); and
3. If the ordinance is approved for first reading, schedule a public hearing for the City Council's regular meeting on February 1, 2021 to consider second reading and adoption of the ordinance.

Background/Summary: A notice of intent to commence annexation was received by the Community Development Department from Ray Weisbeck, property owner, to consider annexation of parcels 258133, 018133, 038133 and 058133 located on Cascade Street. The annexation request is for four parcels with three property owners. The petition has all three property owners' signatures; therefore the signatures represent 100% of the total assessed property value.

The parcels proposed for annexation are located on the west side of Cascade Street in the 700 block, south of Dolarway Road. A map of the parcel proposed to be annexed is attached to this report (Exhibit 1). Per Ellensburg City Code, annexation requests are a Type V process and therefore require a legislative public hearing before the Planning Commission, with their recommendation forwarded to City Council as the final decision maker.

If the annexation request is approved by Council following the public hearing, staff also requests Council proceed with first reading of an ordinance to implement the annexation request.

Consistent with Ellensburg City Code, notice of the City Council public hearing was published in the Ellensburg Daily Record on December 5, 2020, (Exhibit 6); property owners within 300 feet of the proposed annexation area were mailed a notice of public hearing (Exhibit 7); and land use action signs were posted on the property (Exhibit 8).

Previous Council Action:

The initial meeting with Council was held on October 5, 2020 and Council unanimously determined the following:

- Accept the proposed annexation as geographically proposed in the notice of intent;
- Require the simultaneous adoption of Residential Suburban (R-S) zoning; and
- Require the annexation area to assume a proportional share of existing City indebtedness.

Analysis:

After Council's determination to accept the annexation proposal a petition for annexation was filed with the Kittitas County Assessor. On October 15, 2020 the Assessor determined the petition for annexation sufficient with regard to legal description and corresponding owner of record (*Exhibit 5*).

The Planning Commission held a public hearing on November 12, 2020 to consider the petition for annexation. During the hearing, no public comments were made. The Planning Commission questioned the simultaneous adoption of Residential Suburban (R-S) zoning. The majority of the residential zoned properties in west Ellensburg are zoned Residential Low (R-L) and the Commission felt these properties should be zoned accordingly as R-L as well. The Applicant was not in attendance to be able to share why he had requested R-S zoning. Upon completion of the public hearing, the Planning Commission unanimously recommended Council approve the annexation request as presented with simultaneous adoption of Residential-Low zoning, rather than R-S zoning.

Of the proposed parcels to be annexed two parcels are currently served by City utilities with an outside utility agreement, and two are not. Once the parcels are annexed, further development will necessitate connection to City utilities.

City utilities are in close proximity to the proposed annexation area and would be available to service the parcels should the annexation request be approved. Upon annexation, further development may trigger improvements consistent with Public Works Development Standards, in addition to a requirement to meet Ellensburg City Land Development Code standards and fire code requirements.

The parcels are bordered by City limits on all sides. The incorporated parcel on the south side of the proposed annexation area is zoned R-S. The proposed annexation area is bordered on the east by the City of Ellensburg power substation and on the west by the Bonneville Power Administration power substation. Annexation of this parcel would be a logical extension of the City.

Staff recommends R-S zoning for the parcels proposed to be annexed. These parcels are designated as Blended Residential Neighborhood in the Comprehensive Plan (see *Exhibit 3 Future Land Use map*), and are adjacent to R-S zoning to the south, Light Industrial to the east and Public Reserve to the west (see *Exhibit 2 zoning map*). The R-S zone is consistent with the Comprehensive Plan designation complementing the existing residence and duplex, and also allows for the construction of single family dwellings or duplexes on the remaining two lots. Further support for the R-S zoning designation as opposed to the R-L zoning recommended by the Planning Commission is the fact that R-S will allow small scale retail as a permitted use. This provides the applicant with additional options to develop the property if housing is not as desirable on the remaining vacant lots. A retail use is not listed as a permitted use in the R-L zone; however, retail would be appropriate given the surroundings and proximity to Dolarway Road.

Financial Impact: No fiscal impact at this time.

Attachments:

[P20-083 Annex Ord. 1st reading](#)
[Exhibit 1 Annexation Area Map](#)
[Exhibit 2 Zoning Map](#)
[Exhibit 3 Future Land Use Map](#)
[Exhibit 4 Signed Petition for Annexation](#)

Exhibit 5 Kittitas County Assessor Determination of Sufficiency

Exhibit 6 Legal Notice Order Confirmation

Exhibit 7 300 foot Buffer Mailing

Exhibit 8 Affidavit of Posting

ORDINANCE NO. ****

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON ANNEXING PARCELS 258133, 018133, 038133, & 058133 TO THE CITY OF ELLENSBURG, WASHINGTON, ASSIGNING RESIDENTIAL SUBURBAN ZONING CLASSIFICATION, PROVIDING FOR THE ASSUMPTION OF EXISTING CITY INDEBTEDNESS AND FIXING A TIME WHEN THE SAME SHALL BE EFFECTIVE.

WHEREAS, on August 12, 2020, the City of Ellensburg, Washington received a notice of intention to commence annexation proceedings pursuant to the “direct petition” method of RCW 35A.14.120 for parcels 258133, 018133, 038133, & 058133, as more fully described in Section 1 of this Ordinance and depicted in Exhibit A, attached hereto; and

WHEREAS, on October 5, 2020, the City Council of the City of Ellensburg, Washington held a public meeting with the annexation initiators pursuant to RCW 35A.14.120 and determined that the initiators could proceed to acquire a 60% petition for annexation pursuant to RCW 35A.14.120; and

WHEREAS, at its October 5, 2020 public meeting the City Council set the annexation area and further determined that the property subject to annexation would be zoned Residential Suburban, and assume the annexation area’s share of City indebtedness; and

WHEREAS, the owners of not less than 60% in value, according to the assessed valuation for general taxation of the property hereinafter described, signed the petition pursuant to RCW 35A.14.120 for the annexation of said area to the City of Ellensburg, Washington; and

WHEREAS, the petition for annexation was certified as sufficient by the Kittitas County Assessor, on October 15, 2020, having determined that the petition signatures have a combined total assessed value for general taxation of not less than 60% of the total assessed value for general taxation of all property in the proposed annexation area, in compliance with RCW 35A.01.040; and

WHEREAS, the City provided public notice of the petition for annexation and has provided an opportunity for comment thereon by all interested citizens at a duly called and noticed public hearing; and

WHEREAS, on November 12, 2020, pursuant to proper notice given in accordance with RCW 35A.14.130, the Planning Commission conducted a public hearing

on the proposed annexation, and following such hearing recommended City Council approve the annexation request; and

WHEREAS, on December 21, 2020 and February 1, 2021, pursuant to proper notice given in accordance with RCW 35A.14.130, the City Council received and reviewed all of the documentation associated with this annexation proposal, conducted public hearings on the proposed annexation in accordance with RCW 35A. 14.140 and RCW 35A.14.330-.340, and following such hearings determined to effect the annexation of the territory described in Section 1 of this ordinance, finding that the petition for annexation met the applicable requirements, and that the best interests of the City of Ellensburg, Washington, will be served by the annexation and that it is appropriate to good government of the City of Ellensburg, Washington, and therefore accepted the petition for annexation pursuant to RCW 35A.14.120 and Chapter 15.360 of the Ellensburg City Code; and

WHEREAS, the territory described in Section 1 of this ordinance is contiguous to the City of Ellensburg, Washington and entirely within the City of Ellensburg Urban Growth Area established pursuant to RCW 36.70A.110,

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

Section 1. Annexation. The following described parcel and rights-of-ways are hereby annexed to and made a part of the City of Ellensburg, Washington, to wit:

CD 7926-A, CD 7926, CD7937, and CD 7938 Section 3 Township 17 Range 18 Tax No. 15, No 26, No 25, No 28 portion of Tax No. 9 and Portion of Vacated 7th Ave. NE 1/4, NE 1/4 Records of Kittitas County, State of Washington being a portion of Section 3, Township 17 North, Range 18 East, W.M., in the County of Kittitas, state of Washington

Section 2. Assessment and Taxation. All property within the territory so annexed shall be assessed and taxed at the same rate and on the same basis as other property of the City of Ellensburg, Washington is assessed and taxed to pay for any outstanding indebtedness of the City of Ellensburg, Washington as presently adopted or as is hereafter amended.

Section 3. Comprehensive Plan Designation. All property within the territory so annexed shall be subject to and a part of the Comprehensive Plan of the City of Ellensburg, Washington as presently adopted or as is hereinafter amended.

Section 4. Land Use Designation and Zoning. All property within the territory so annexed shall be hereby zoned as follows: Kittitas County Assessor Parcel Numbers 258133, 018133, 038133, & 058133 shall be zoned Residential Suburban (R-S).

Section 5. Transmittal and Filing. The Ellensburg City Clerk is directed to file a certified copy of this ordinance with the Kittitas County Board of County Commissioners.

Section 6. Severability. If any portion of this ordinance is declared invalid of unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 7. 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, sections/subsections numbers and any references thereto.

Section 8. Effective Date. This ordinance shall take effect and be in full 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 February, 2021.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

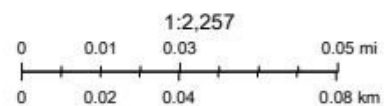
Publish:

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

EXHIBIT A: ANNEXATION PARCELS



11/6/2020, 1:47:02 PM



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Google Maps | Kittitas County Public Works | Kittitas County Auditor | U.S. Fish and Wildlife Service, National Standards and Support Team, wetlands_team@fws.gov | Ellensburg GIS

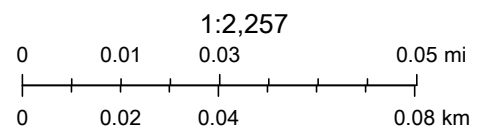
Exhibit 1

Parcel Annexation map



11/6/2020, 1:47:02 PM

- Urban Growth Area
- City Limits
- City Parcels
- County Parcels
- Parcel Labels
- RS
- RL
- IL
- IH
- PR
- U-INC
- Major Arterial
- Road

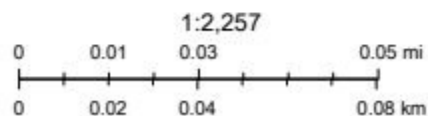


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Exhibit 2

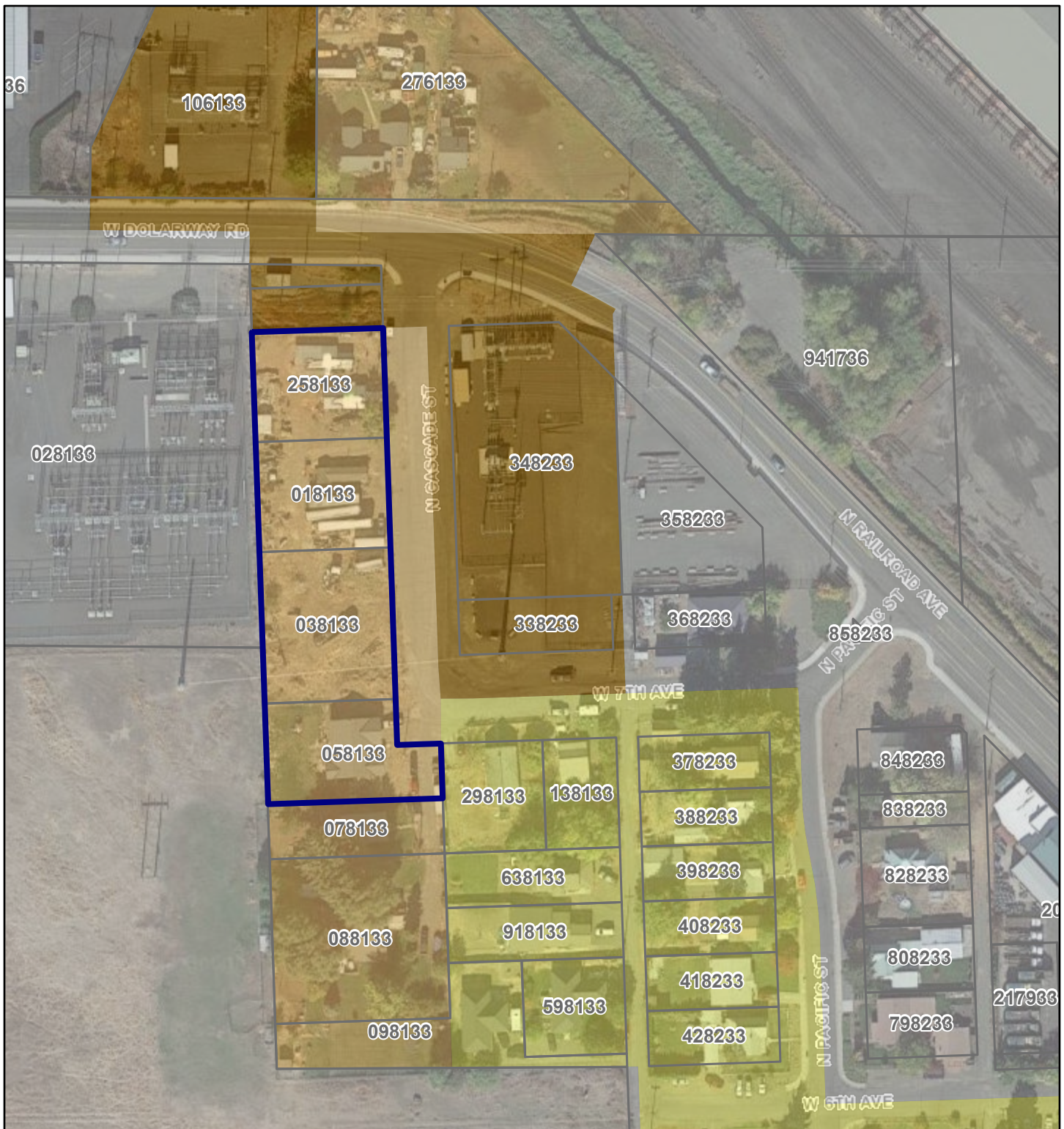


11/6/2020, 1:47:02 PM



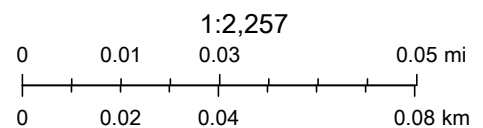
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Future Land Use Designation Map - Weisbeck Parcels



11/4/2020, 11:27:38 AM

- █ Override 1
- ▬▬▬ Urban Growth Area
- ▬▬▬ City Limits
- County Parcels
- Parcel Labels
- City Parcels
- Future Land Use Designations
 - Residential neighborhood
 - Blended residential neighborhood
 - Light industrial
 - Heavy industrial
 - Public/institutional



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RECEIVED

OCT 08 2020

Petition For Annexation

PF-02
FORM

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) permits@ci.ellensburg.wa.us

PETITION FOR ANNEXATION TO THE CITY OF ELLENSBURG, WASHINGTON

TO: The City Council
City of Ellensburg
501 North Anderson
Ellensburg, Washington

WE, the undersigned, being the owners of not less than sixty percent in value (according to the assessed valuation for general taxation), of the real property described on Exhibit "A" attached hereto, lying contiguous to the City of Ellensburg, Washington, do hereby petition that such territory be annexed to and made a part of the City of Ellensburg under the provisions of RCW 35A.14.120, et seq., and any amendments thereto, of the State of Washington.

The territory proposed to be annexed is within Kittitas County, Washington, and is described in Exhibit "A", attached hereto.

WHEREFORE, the undersigned respectively petition the Honorable City Council and ask:

(a) That appropriate action be taken to entertain this petition, fixing a date for a public hearing, causing notice to be published and posted, specifying the time and place of such hearing, and inviting all persons interested to appear and voice approval or disapproval of such annexation; and

(b) That following such hearing, the City Council determine by Ordinance that such annexation shall be effective; and that property so annexed shall become a part of the City of Ellensburg, Washington, subject to its laws and ordinances then and thereafter in force.

The Petitioners subscribing hereto agree "...that all property within the territory hereby sought to be annexed shall be assessed and taxed at the same rate and on the same basis as property within the City of Ellensburg for any now outstanding indebtedness of said City, including assessments or taxes in payments of any bonds issued or debts contracted, prior to or existing at the date of annexation, and that simultaneous adoption of proposed zoning regulations be required" in accordance with the requirements of the City Council of said City, and as quoted herein from the minute entry of the records of said City Council meeting of October 5, 2020.

This petition is accompanied and has attached hereto as Exhibit "B" a diagram, which outlines the boundaries of the property sought to be annexed.

These pages are a group of pages containing an identical text and prayer intended by the signers of this petition to be presented and considered as one petition and may be filed with other pages containing additional signatures which cumulatively may be considered as a single petition.

WARNING: Every person who signs this petition with any other than his true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he is not a legal voter, or signs a petition when he is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

PRAYER OF PETITION: (1) Annexation of area described in Exhibits "A" and "B", and
(2) Assumption of indebtedness of the City of Ellensburg, and (3) Adoption of the City of Ellensburg Comprehensive Zoning Plan.

Ray S Weisbeck 907 W 5 Ave Ellensburg Wa
OWNER'S SIGNATURE ADDRESS 98926
Ray S Weisbeck 10-7-2020
PRINTED NAME DATE SIGNED

> Donna Weisbeck 907 W. 5th Eburg
OWNER'S SIGNATURE ADDRESS

Donna Weisbeck 10/7/2020
PRINTED NAME DATE SIGNED

> Curtis Weisbeck 705 Nth cascade st
OWNER'S SIGNATURE ADDRESS Ellensburg Wa
98926

Curtis Weisbeck 10/7/2020
PRINTED NAME DATE SIGNED

>
OWNER'S SIGNATURE ADDRESS

PRINTED NAME DATE SIGNED

>
OWNER'S SIGNATURE ADDRESS

PRINTED NAME DATE SIGNED

EXHIBIT A: Proposed Annexation Area – Parcels 258133, 018133, 038133, and 058133

The following information describes the proposed annexation area as affirmed by Ellensburg City Council on October 5, 2020.

Parcel Number: 258133

Acres: .28

Legal Description: CD. 7926-A; SEC. 3; TWP. 17; RGE. 18; NE1/4 NE1/4 TAX 28 records of Kittitas County, State of Washington; being a portion of Section 3, Township 17 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

Parcel Number: 018133

Acres: .28

Legal Description: CD. 7937; SEC. 3; TWP. 17; RGE. 18; PTN. NE1/4 NE1/4 (INCLUDES TAX 25) records of Kittitas County, State of Washington; being a portion of Section 3, Township 17 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

Parcel Number: 038133

Acres: .38

Legal Description: CD. 7938; NE 1/4 NE 1/4 PTN TAX NO. 26 (PTN VAC 7TH AVE) SEC 03, TWP 17, RGE 18. Records of Kittitas County, State of Washington; being a portion of Section 3, Township 17 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

Parcel Number: 058133

Acres: .25

Legal Description: CD. 7926; SEC. 3, TWP. 17, RGE. 18; NE1/4 NE1/4 TAX NO 15 & PTN TAX 9, N CASCADE ST; PTN VACATED 7TH ST, records of Kittitas County, State of Washington; being a portion of Section 3, Township 17 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

EXHIBIT B: Map of proposed annexation area



10/8/2020, 2:52:50 PM

Urban Growth Area City Parcels

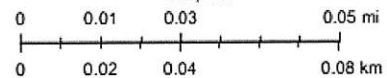
City Limits

County Parcels

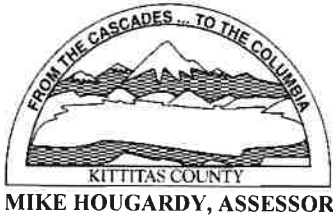
Major Arterial

Road

1:2,257



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Kittitas County Assessor

205 W 5th Avenue, Suite 101 • Ellensburg, WA 98926-2887

Phone (509) 962-7501

Upper County Toll-Free 674-2584

www.co.kittitas.wa.us/assessor

October 15, 2020

City of Ellensburg
Community Development Department
Attn: Jamey Ayling
501 North Anderson Street
Ellensburg, WA 98926

RE: Proposed Annexation Petition, P20-083
Parcels: 258133, 018133, 038133 & 058133

To whom it may concern,

I, Mike Hougardy, as Assessor of Kittitas County, Washington, Hereby Certify that the parcels legally described and mapped in the proposed annexation, P20-083 received by this office on October 14, 2020 have been verified in regard to legal description and corresponding owner of record.

Please feel free to contact me if I can be of any further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Mike Hougardy".

Mike Hougardy
Kittitas County Assessor

Exhibit 6

DAILY RECORD/KITTITAS PUB
C/O IDAHO STATE JOURNAL RECEIVABLES
PO BOX 1570
POCATELLO ID 83204
(509) 925-1414
Fax (509) 925-5696

ORDER CONFIRMATION (CONTINUED)

Salesperson: MEGAN WOODRUFF

Printed at 12/03/20 12:10 by mwol8

Acct #: 84015

Ad #: 2039324

Status: New WHOLD WHOI

NOTICE OF A PUBLIC HEARING ANNEXATION REQUEST

NOTICE IS HEREBY GIVEN that the City of Ellensburg City Council will hold an open record public hearing on **Monday December 21, 2020 at 7:00 pm** via Zoom, to consider an annexation request (P20-083) submitted by Ray Weisbeck, property owner. The applicant seeks to annex parcel numbers 258133, 018133, 038133 and 058133 into the City of Ellensburg. Consistent with Ellensburg City Code and the Ellensburg Comprehensive Plan, upon annexation the parcels will be zoned Residential-Suburban (R-S). The submitted application and related documents are available for review online at <https://ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects> or at the City of Ellensburg Community Development Department, 501 North Anderson Street, Ellensburg, WA.

Project Location: The parcel is located on the west side of Cascade Street south of Dolarway Road, Ellensburg, Washington 98926. Kittitas County Assessor's Parcel Numbers 258133, 018133, 038133 and 058133

NOTICE IS FURTHER GIVEN that all persons interested in this matter may participate in this remote meeting by contacting staff no later than 5:00 pm on Monday December 21. An email link, text link, or phone number will be provided which will allow for electronic participation in the public hearing. Written comments may be filed with the Community Development Department, 501 North Anderson Street, or via email at aylingj@ci.ellensburg.wa.us. **To be considered during the public hearing, written comments must be submitted by 5:00 pm on Monday, December 21, 2020.**

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. A "Request for Accommodation" form may be obtained from City Clerk Beth Leader (First Floor - City Hall) or by calling 509-925-8614.

PUBLISH: Daily Record: December 5, 2020

Exhibit 7

MORTON, BRUCE I
607 N PACIFIC ST
ELLENSBURG, WA 98926-2737

JENSEN, KAREN J & BONNIE &
JENSEN, DAVID
1112 W 7TH AVE
ELLENSBURG, WA 98926

PAUTZKE BAIT CO INC
PO BOX 36
ELLENSBURG, WA 98926-1909

MERRITT, TAMMY L
109 MILLER RD
OMAK, WA 98841-9559

CITY OF ELLENSBURG
CITY HALL
501 N ANDERSON ST
ELLENSBURG, WA 98926-3147 *Dup*

CRAIG, MARK A & LINETTE J
25310 163RD AVE SE
COVINGTON, WA 98042-4125

EDWARDS, NANCY H
609 N PACIFIC ST
ELLENSBURG, WA 98926-2737

HUBBARD, RONALD F JR &
HUBBARD, BRENDA J & JAMES ...
701 N PACIFIC ST
ELLENSBURG, WA 98926

HILTON, JOHN E ETUX
1206 W 7TH
ELLENSBURG, WA 98926

CAMARGO, SALVADOR
611 N PACIFIC ST
ELLENSBURG, WA 98926-2737

WEISBECK, DONNA
907 W 5TH
ELLENSBURG, WA 98926 *Dup*

BNSF RAILWAY COMPANY
PO BOX 961089
FORT WORTH, TX 76161-0089

CITY OF ELLENSBURG
CITY HALL
501 N ANDERSON ST
ELLENSBURG, WA 98926-3147 *Dup*

WEISBECK, RAY S ETUX
907 W 5TH AVE
ELLENSBURG, WA 98926

WEISBECK, CURTIS
705 N CASCADE ST
ELLENSBURG, WA 98926-8807

PASCOE, JERICA M
1111 W 6TH AVE
ELLENSBURG, WA 98926

USA (BPA)
BONNEVILLE POWER ADMIN
PO BOX 3621
PORTLAND, OR 97208-3621

FOSTER, JACOB & HEIDY
1108 W 7TH AVE
ELLENSBURG, WA 98926-2714

RICH, CAROL M
106 W ANNIE PL
ELLENSBURG, WA 98926-3093

HAWK, BONNIE I ET VIR
1201 W DOLARWAY
ELLENSBURG, WA 98926

HAINA, MARY C
5400 CARRIGEWAY DRIVE
ROLLING MEADOWS, IL 60008

WEISBECK, DONNA
907 W 5TH
ELLENSBURG, WA 98926

DIRECTV INC
ATTN PROPERTY TAX DEPT
1010 PINE ST, 9E-L-01
SAINT LOUIS, MO 63101-2070

CITY OF ELLENSBURG
CITY HALL
501 N ANDERSON ST
ELLENSBURG, WA 98926-3147 *N/A*

CERTIFICATE OF TRANSMITTAL

On this day, the undersigned sent to
the addressee(s) the original
document(s) by U.S. Mail.

I certify under penalty of perjury
under the laws of the State of WA
that the forgoing is true and correct.

Date *12/3/20* Signed *Alvin L...*

KITTITAS CO PUD #1
1400 E VANTAGE HIGHWAY
ELLENSBURG, WA 98926

date signed
that the foregoing is true and correct
under the laws of the State of WA
I certify under penalty of perjury
document(s) by U.S. Mail
the addressee(s) the original
On this day the undersigned sent to
CERTIFICATE OF TRANSMITTAL



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926

Land Use Permitting (509) 962-7231 Construction Permitting (509) 962-7239

Kirsten Sackett, Director

Phone: (509) 962-7232 Fax: (509) 925-8655 E-Mail: sackettk@ci.ellensburg.wa.us

December 3, 2020

RE: Notice of Open Record Public Hearing for Annexation request, case # P20-083, submitted by Ray Weisbeck

NOTICE IS HEREBY GIVEN that the City of Ellensburg Planning Commission will hold an open record public hearing on **Monday December 21, 2020 at 7:00 pm** via Zoom, to consider an annexation request (P20-083) submitted by Ray Weisbeck, property owner. The applicant seeks to annex parcel numbers 258133, 018133, 038133 and 058133 into the City of Ellensburg. Consistent with Ellensburg City Code and the Ellensburg Comprehensive Plan, upon annexation the parcels will be zoned Residential-Suburban (R-S). The submitted application and related documents are available for review online at <https://ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects> or at the City of Ellensburg Community Development Department, 501 North Anderson Street, Ellensburg, WA. Anyone wishing to receive a copy of the annexation request is invited to call (509) 925-8653.



Project Location: The parcel is located on the west side of Cascade Street, south of Dolarway Road, Ellensburg, Washington 98926. Kittitas County Assessor's Parcel Numbers 258133, 018133, 038133 and 058133.

NOTICE IS FURTHER GIVEN that all persons interested in this matter may participate in this remote meeting by contacting staff no later than 5:00 pm on Monday December 21. An email link, text link, or phone number will be provided which will allow for electronic participation in the public hearing. Written comments may be filed with the Community Development Department, 501 North Anderson Street, or via email at aylingj@ci.ellensburg.wa.us. **To be considered during the public hearing, written comments must be submitted by 5:00 pm on Monday, December 21, 2020.**

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. A "Request for Accommodation" form may be obtained from City Clerk Beth Leader (First Floor - City Hall) or by calling 509-925-8614.

If you have any questions regarding this matter, please contact me at 509-925-8653 or via the e-mail listed above.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jamey', followed by a long, sweeping horizontal line.

Jamey Ayling
Planning Manager



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St, Ellensburg WA 98926

Land Use Permitting (509) 962-7231 Construction Permitting (509) 962-7239

Kirsten Sackett, Director

Phone: (509) 962-7232 Fax: (509) 925-8655 E-Mail: sackettk@ci.ellensburg.wa.us

AFFIDAVIT OF POSTING

As per Revised Code of Washington (RCW) 35A.14.130, Ellensburg City Code requires that all public hearings pertaining to annexation requests shall have a notice posted in publicly accessible places within the territory proposed for annexation. Per ECC 15.220.050, the following shall apply:

1. The posting of a weather-resistant sign posted on the subject property, visible to members of the public who may be passing on nearby public rights-of-way, and free from obstructions.
2. If the project abuts more than one public right-of-way, more than one sign may be required as determined by the responsible official.
3. The responsibility for the posting of the sign shall be upon the project applicant.
4. The sign shall be at least two feet by three feet in size, have a written description of the proposal, include a site drawing which shows the proposed project, have the date listed when comments are due, and where comments are to be mailed.

DATE: December 7, 2020	PLANNER: Jamey Ayling, Planning Manager
PROJECT NAME: Annexation of parcels into the City of Ellensburg	FILE NUMBER: P20-083

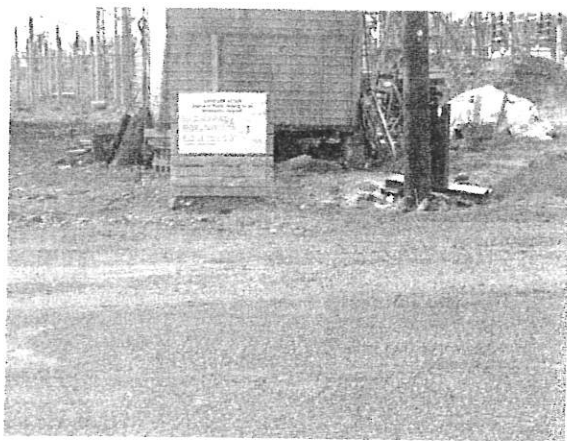
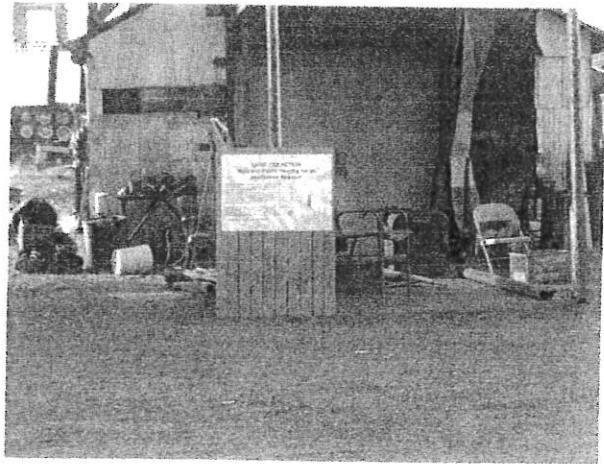
PLEASE COMPLETE THE FOLLOWING:

I, Ray S Weisbeck, certify that I am the landowner and/or authorized agent responsible for the posting of this land use project site and further certify that the site has been posted as required by Ellensburg City Code. I understand that the that the posting period begins immediately and ends after the ending of the appeal period on the final decision by the City Council and the sign(s) will be posted at the site until this time. **Please post the site and return this form to the Community Development Department in a timely manner.**

Ray S Weisbeck
Signature

12-8 2020
Date

Please return the above affidavit and a photograph of the posted sign(s) to Jamey Ayling, Planning Manager, by email: aylingj@ci.ellensburg.wa.us; Fax 509-962-8653; mail; or deliver to: Community Development Dept., City Hall, 501 N. Anderson St., Ellensburg, WA 98926.





CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 21, 2020

Item Title/Agenda Subject: Public Hearing to consider Annexation Request - Parcel 10876 located north of Sanders Road (legislative) and first reading of an Ordinance approving petition for annexation P20-088

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: Following the open record legislative public hearing:

1. Approve annexation request P20-088 for parcel 10876, located north of Sanders Road; and simultaneous adoption of Residential-Suburban zoning;
2. Conduct first reading of the ordinance (attached); and
3. If the ordinance is approved for first reading, schedule a public hearing for the City Council's regular meeting on February 1, 2021 to consider second reading and adoption of the ordinance.

Background/Summary: A notice of intent to commence annexation was received by the Community Development Department from Monika Persson, property owner, to consider annexation of parcel 10876 located north of Sanders Road. The annexation request is for one parcel with one property owner, therefore the owner's signature is 100% of the total assessed property value.

The parcel proposed for annexation is located at 1215 Sanders Road, on the north side of Sanders Road, generally east of Alder Street, and west of Look Road. A map of the parcel proposed to be annexed is attached to this report (*Exhibit 1*). Per Ellensburg City Code, annexation requests are a Type V process and therefore require a legislative public hearing before the Planning Commission, with their recommendation forwarded to City Council as the final decision maker.

During the Planning Commission public hearing, there were no public comments made. The applicant, Mrs. Monika Persson, mentioned that there are no development plans for the property at this time, and she is looking to make the property more marketable by exploring options to divide the property in the future. Upon completion of the public hearing, the Planning

Commission unanimously recommended Council approve the annexation request as presented with simultaneous adoption of Residential-Suburban zoning.

If the annexation request is approved by Council following the public hearing, staff also requests Council proceed with first reading of an ordinance to implement the annexation request.

Consistent with Ellensburg City Code, notice of the City Council public hearing was published in the Ellensburg Daily Record on December 5, 2020 (*Exhibit 7*); property owners within 300 feet of the proposed annexation area were mailed a notice of public hearing (*Exhibit 8*); and land use action signs were posted on the property (*Exhibit 9*).

Previous Council Action:

The initial meeting with Council was held on October 5, 2020 and Council unanimously determined the following:

- Accept the proposed annexation as geographically proposed in the notice of intent;
- Require the simultaneous adoption of Residential Suburban (R-S) zoning; and
- Require the annexation area to assume a proportional share of existing City indebtedness.

Analysis:

Following Council's determination to accept the annexation proposal a petition for annexation was filed with the Kittitas County Assessor. On October 15, 2020 the Assessor determined the petition for annexation sufficient with regard to legal description and corresponding owner of record (*Exhibit 5*).

The Planning Commission held a public hearing on November 12, 2020 to consider the petition for annexation, at the conclusion of which they unanimously recommended Council approve the request for annexation as presented.

The proposed parcels to be annexed are not currently served by City utilities, nor do the properties have Utility Extension Agreements. Once the parcels are annexed, further development will necessitate connection to City utilities. City utilities are in close proximity to the proposed annexation area and would be available to service the parcels should the annexation request be approved. See *Exhibit 6* for City Light

department comments. Upon annexation, further development may trigger improvements consistent with Public Works Development Standards, in addition to a requirement to meet Ellensburg City Land Development Code standards and fire code requirements.

The parcel is bordered by City limits on the south side. The incorporated parcel on the south side of the proposed annexation area is zoned Residential-Suburban (R-S). The proposed annexation area is bordered by unincorporated land zoned by Kittitas County as Urban Residential to the north, west, and east. See *Exhibit 2 Zoning Map*. Annexation of this parcel would be a logical extension of the City.

Staff recommends Residential Suburban (R-S) zoning for the parcel proposed to be annexed. R-S zoning of this parcel is supported by the Industrial Residential designation in the Comprehensive Plan Future Land Use Map (*Exhibit 3*). The parcel is also located entirely within Airport Overlay Zone 6. Airport Overlay Zone 6 restricts the density to a maximum of three dwelling units per acre and has a minimum lot size of 7,000 square feet. (See overlay zone depicted in *Exhibit 1*.)

Financial Impact: No fiscal impact at this time.

Attachments:

[P20-088 Annexation Ordinance 1st. reading](#)
[Exhibit 1 Proposed Annexation Area Map](#)
[Exhibit 2 Zoning Map](#)
[Exhibit 3 Future Land Use Map](#)
[Exhibit 4 Energy Services Electric Comments](#)
[Exhibit 5 Signed Petition to Annex](#)
[Exhibit 6 Kittitas County Assessor Determination of Sufficiency](#)
[Exhibit 7 Legal Notice Order Confirmation](#)
[Exhibit 8 300 Foot Buffer Mailing Map](#)
[Exhibit 9 Affidavit of Posting](#)

ORDINANCE NO. ****

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON ANNEXING PARCEL 10876 TO THE CITY OF ELLENSBURG, WASHINGTON, ASSIGNING RESIDENTIAL SUBURBAN ZONING CLASSIFICATION, PROVIDING FOR THE ASSUMPTION OF EXISTING CITY INDEBTEDNESS AND FIXING A TIME WHEN THE SAME SHALL BE EFFECTIVE.

WHEREAS, on August 31, 2020, the City of Ellensburg, Washington received a notice of intention to commence annexation proceedings pursuant to the “direct petition” method of RCW 35A.14.120 for parcel 10876; as more fully described in Section 1 of this Ordinance and depicted in Exhibit A, attached hereto; and

WHEREAS, on October 5, 2020, the City Council of the City of Ellensburg, Washington held a public meeting with the annexation initiators pursuant to RCW 35A.14.120 and determined that the initiators could proceed to acquire a 60% petition for annexation pursuant to RCW 35A.14.120; and

WHEREAS, at its October 5, 2020 public meeting the City Council set the annexation area and further determined that the property subject to annexation would be zoned Residential Suburban, and assume the annexation area’s share of City indebtedness; and

WHEREAS, the owners of not less than 60% in value, according to the assessed valuation for general taxation of the property hereinafter described, signed the petition pursuant to RCW 35A.14.120 for the annexation of said area to the City of Ellensburg, Washington; and

WHEREAS, the petition for annexation was certified as sufficient by the Kittitas County Assessor, on October 15, 2020, having determined that the petition signatures have a combined total assessed value for general taxation of not less than 60% of the total assessed value for general taxation of all property in the proposed annexation area, in compliance with RCW 35A.01.040; and

WHEREAS, the City provided public notice of the petition for annexation and has provided an opportunity for comment thereon by all interested citizens at a duly called and noticed public hearing; and

WHEREAS, on November 12, 2020, pursuant to proper notice given in accordance with RCW 35A.14.130, the Planning Commission conducted a public hearing on the proposed annexation, and following such hearing recommended City Council approve the annexation request as presented; and

WHEREAS, on December 21, 2020 and February 1, 2021, pursuant to proper notice given in accordance with RCW 35A.14.130, the City Council received and reviewed all of the documentation associated with this annexation proposal, conducted public hearings on the

proposed annexation in accordance with RCW 35A. 14.140 and RCW 35A.14.330-.340, and following such hearings determined to effect the annexation of the territory described in Section 1 of this ordinance, finding that the petition for annexation met the applicable requirements, and that the best interests of the City of Ellensburg, Washington, will be served by the annexation and that it is appropriate to good government of the City of Ellensburg, Washington, and therefore accepted the petition for annexation pursuant to RCW 35A.14.120 and Chapter 15.360 of the Ellensburg City Code; and

WHEREAS, the territory described in Section 1 of this ordinance is contiguous to the City of Ellensburg, Washington and entirely within the City of Ellensburg Urban Growth Area established pursuant to RCW 36.70A.110,

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

Section 1. Annexation. The following described parcel and rights-of-ways are hereby annexed to and made a part of the City of Ellensburg, Washington, to wit:

Lot B-1 less the North Half, of FRENCH SHORT PLAT, as described and/or delineated on Kittitas County Short Plat No. SP-94-65, as recorded September 8, 1995, in Book E of Short Plats, pages 9 and 10, under Auditor's File No. 585138, record of Kittitas County, State of Washington; being a portion of the East Half of the Southwest Quarter and the Southeast Quarter of the Northwest Quarter of Section 25, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

Section 2. Assessment and Taxation. All property within the territory so annexed shall be assessed and taxed at the same rate and on the same basis as other property of the City of Ellensburg, Washington is assessed and taxed to pay for any outstanding indebtedness of the City of Ellensburg, Washington as presently adopted or as is hereafter amended.

Section 3. Comprehensive Plan Designation. All property within the territory so annexed shall be subject to and a part of the Comprehensive Plan of the City of Ellensburg, Washington as presently adopted or as is hereinafter amended.

Section 4. Land Use Designation and Zoning. All property within the territory so annexed shall be hereby zoned as follows: Kittitas County Assessor Parcel Number 10876 shall be zoned Residential Suburban (R-S).

Section 5. Transmittal and Filing. The Ellensburg City Clerk is directed to file a certified copy of this ordinance with the Kittitas County Board of County Commissioners.

Section 6. Severability. If any portion of this ordinance is declared invalid of unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 7. 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, sections/subsections numbers and any references thereto.

Section 8. Effective Date. This ordinance shall take effect and be in full 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. ***** is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. ***** was published as required by law.

Exhibit A: Annexation Parcel

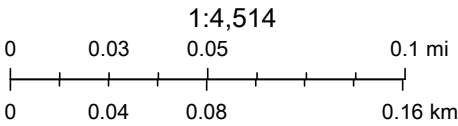


Exhibit 1
Ellensburg map



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- Override 1
- Urban Growth Area
- City Limits
- Parcel Labels
- City Parcels
- Major Arterial
- County Parcels
- Road



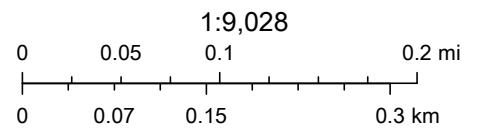
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1215 Sanders Rd Zoning Map



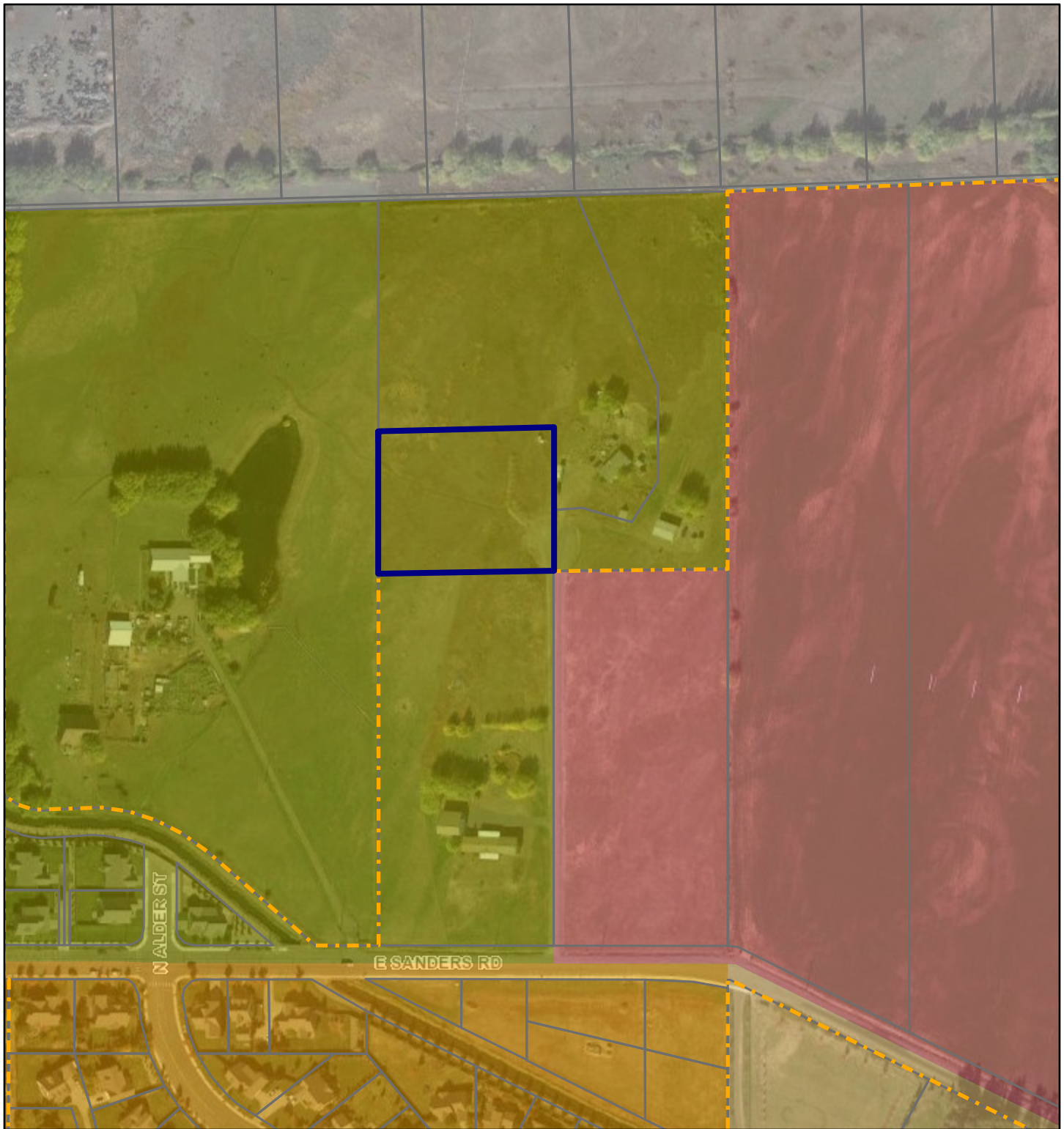
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- Override 1
- Urban Growth Area
- City Limits
- County Parcels
- Parcel Labels
- City Parcels
- Zoning
- RS
- RH
- U-INC
- Major Arterial
- Road



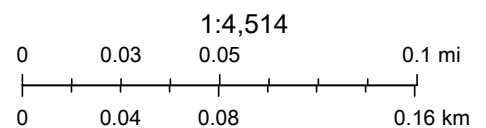
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Future Land Use Designation Map - 1211 Sanders

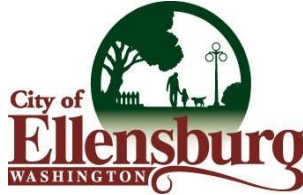


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- Override 1
- - - Urban Growth Area
- - - City Limits
- County Parcels
- Parcel Labels
- City Parcels
- Future Land Use Designations**
 - Blended residential neighborhood
 - Urban neighborhood
 - Industrial residential
 - Mixed business park
 - Light industrial



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CITY OF ELLENSBURG

Public Works Department
501 North Anderson Street; Ellensburg, WA 98926
Ph: (509) 962-7230 Fax: (509) 962-7127

Memorandum

Date: October 13th, 2020
To: Jamey Ayling, Community Development
From: Tyler Goeden, Project Engineer
Re: P20-088 – 1215 Sanders Road Annexation

The following are the Energy Services Light Department comments for the site at 1215 Sanders Road requesting to be annexed into City Limits.

Electric:

The City of Ellensburg Energy Services Light Department currently has an overhead power line & poles along the south side of Sanders Road near these parcels, which would serve as the source of power for 1215 Sanders Road when it comes time to convert the property from Kittitas County PUD power to City Light power. This conversion will come at City Light expense, and will result in a short outage while the conversion occurs.

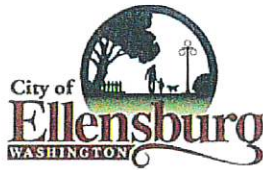
This power conversion can occur 7 years after the day of the official annexation, per Washington State Legislature RCW 35A.14.900. Here is a portion of that RCW :

“The annexation by any code city of any territory pursuant to this chapter shall cancel, as of the effective date of such annexation, any franchise or permit theretofore granted to any person, firm or corporation by the state of Washington, or by the governing body of such annexed territory, authorizing or otherwise permitting the operation of any public utility, including but not limited to, public electric, water, transportation, garbage disposal or other similar public service business or facility within the limits of the annexed territory, but the holder of any such franchise or permit canceled pursuant to this section shall be forthwith granted by the annexing code city a franchise to continue such business within the annexed territory for a term of not less than seven years from the date of issuance thereof, and the annexing code city, by franchise, permit or public operation, shall not extend similar or competing services to the annexed territory except upon a proper showing of the inability or refusal of such person, firm or corporation to adequately service said annexed territory at a reasonable price: PROVIDED, That the provisions of this section shall not preclude the purchase by the annexing code city of said franchise, business, or facilities at an agreed or negotiated price, or from acquiring the same by condemnation upon payment of damages, including a reasonable amount for the loss of the franchise or permit. In the event that any person, firm or corporation whose franchise or permit has been canceled by the terms of this section shall suffer any measurable damages as a result of any annexation pursuant to the provisions of the laws above mentioned, such person, firm or corporation shall have a right of action against any code city causing such damages.”

RECEIVED

OCT 14 2020

COMMUNITY DEVELOPMENT

PF-02
FORM

Petition For Annexation

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) permits@ci.ellensburg.wa.us

PETITION FOR ANNEXATION TO THE CITY OF ELLENSBURG, WASHINGTON

TO: The City Council
City of Ellensburg
501 North Anderson
Ellensburg, Washington

WE, the undersigned, being the owners of not less than sixty percent in value (according to the assessed valuation for general taxation), of the real property described on Exhibit "A" attached hereto, lying contiguous to the City of Ellensburg, Washington, do hereby petition that such territory be annexed to and made a part of the City of Ellensburg under the provisions of RCW 35A.14.120, et seq., and any amendments thereto, of the State of Washington.

The territory proposed to be annexed is within Kittitas County, Washington, and is described in Exhibit "A", attached hereto.

WHEREFORE, the undersigned respectively petition the Honorable City Council and ask:

(a) That appropriate action be taken to entertain this petition, fixing a date for a public hearing, causing notice to be published and posted, specifying the time and place of such hearing, and inviting all persons interested to appear and voice approval or disapproval of such annexation; and

(b) That following such hearing, the City Council determine by Ordinance that such annexation shall be effective; and that property so annexed shall become a part of the City of Ellensburg, Washington, subject to its laws and ordinances then and thereafter in force.

The Petitioners subscribing hereto agree "...that all property within the territory hereby sought to be annexed shall be assessed and taxed at the same rate and on the same basis as property within the City of Ellensburg for any now outstanding indebtedness of said City, including assessments or taxes in payments of any bonds issued or debts contracted, prior to or existing at the date of annexation, and that simultaneous adoption of proposed zoning regulations be required" in accordance with the requirements of the City Council of said City, and as quoted herein from the minute entry of the records of said City Council meeting of 10.5.2020 MP 10.8.2020

This petition is accompanied and has attached hereto as Exhibit "B" a diagram, which outlines the boundaries of the property sought to be annexed.

These pages are a group of pages containing an identical text and prayer intended by the signers of this petition to be presented and considered as one petition and may be filed with other pages containing additional signatures which cumulatively may be considered as a single petition.

WARNING: Every person who signs this petition with any other than his true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he is not a legal voter, or signs a petition when he is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

PRAYER OF PETITION: (1) Annexation of area described in Exhibits "A" and "B", and (2) Assumption of indebtedness of the City of Ellensburg, and (3) Adoption of the City of Ellensburg Comprehensive Zoning Plan.

Mouka Persou 10.8.2020

Monika Persson, 5835 Marsh Landing Dr. Winter Haven FL 33881

OWNER'S SIGNATURE

ADDRESS

Monika Persson

10.8.2020

PRINTED NAME

DATE SIGNED

>

OWNER'S SIGNATURE

ADDRESS

PRINTED NAME

DATE SIGNED

>

OWNER'S SIGNATURE

ADDRESS

PRINTED NAME

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OWNER'S SIGNATURE

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PRINTED NAME

DATE SIGNED

>

OWNER'S SIGNATURE

ADDRESS

PRINTED NAME

DATE SIGNED

P20-088

RECEIVED

OCT 14 2020

COMMUNITY DEVELOPMENT

EXHIBIT A: Proposed Annexation Area – Parcel 10876

The following information describes the proposed annexation area as affirmed by Ellensburg City Council on October 5, 2020.

Parcel Number: 10876

Acres: 2.00

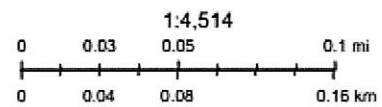
Legal Description: South half of Lot B-1, less the north 136.12' of FRENCH SHORT PLAT, as described and/or delineated on Kittitas County Short Plat No. SP-94-65, as recorded September 8, 1995, in Book E of Short Plats, pages 9 and 10, under Auditor's File No. 585138, record of Kittitas County, State of Washington; being a portion of the East Half of the Southwest Quarter and the Southeast Quarter of the Northwest Quarter of Section 25, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

EXHIBIT B: Map of proposed annexation area



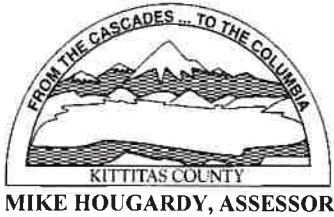
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- | | |
|---|--|
|  Override 1 |  City Parcels |
|  Urban Growth Area |  City Parcels |
|  City Limits |  Major Arterial |
|  County Parcels |  Road |



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Ellensburg GIS



Kittitas County Assessor

205 W 5th Avenue, Suite 101 • Ellensburg, WA 98926-2887

Phone (509) 962-7501

Upper County Toll-Free 674-2584

www.co.kittitas.wa.us/assessor

October 15, 2020

City of Ellensburg
Community Development Department
Attn: Jamey Ayling
501 North Anderson Street
Ellensburg, WA 98926

RE: Proposed Annexation Petition, Persson P20-088
Parcel: 10876

To whom it may concern,

I, Mike Hougardy, as Assessor of Kittitas County, Washington, Hereby Certify that the parcel legally described and mapped in the proposed annexation, P20-088 received by this office on October 15, 2020 have been verified in regard to legal description and corresponding owner of record.

Please feel free to contact me if I can be of any further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Mike Hougardy".

Mike Hougardy
Kittitas County Assessor

DAILY RECORD/KITTITAS PUB
 C/O IDAHO STATE JOURNAL RECEIVABLES
 PO BOX 1570
 POCATELLO ID 83204
 (509) 925-1414
 Fax (509) 925-5696

ORDER CONFIRMATION (CONTINUED)

Salesperson: MEGAN WOODRUFF

Printed at 12/03/20 12:08 by mwo18

Acct #: 84015

Ad #: 2039322

Status: New WHOLD WHOI

**NOTICE OF A PUBLIC HEARING
 ANNEXATION REQUEST**

NOTICE IS HEREBY GIVEN that the City of Ellensburg City Council will hold an open record public hearing on **Monday December 21, 2020 at 7:00 pm** via zoom, to consider an annexation request (P20-088) submitted by Monica Persson, property owner. The applicant seeks to annex parcel number 10876 into the City of Ellensburg. Consistent with Ellensburg City Code and the Ellensburg Comprehensive Plan, upon annexation the parcels will be zoned Residential-Suburban. The submitted application and related documents are available for review online at <https://ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects> or at the City of Ellensburg Community Development Department, 501 North Anderson Street, Ellensburg, WA.

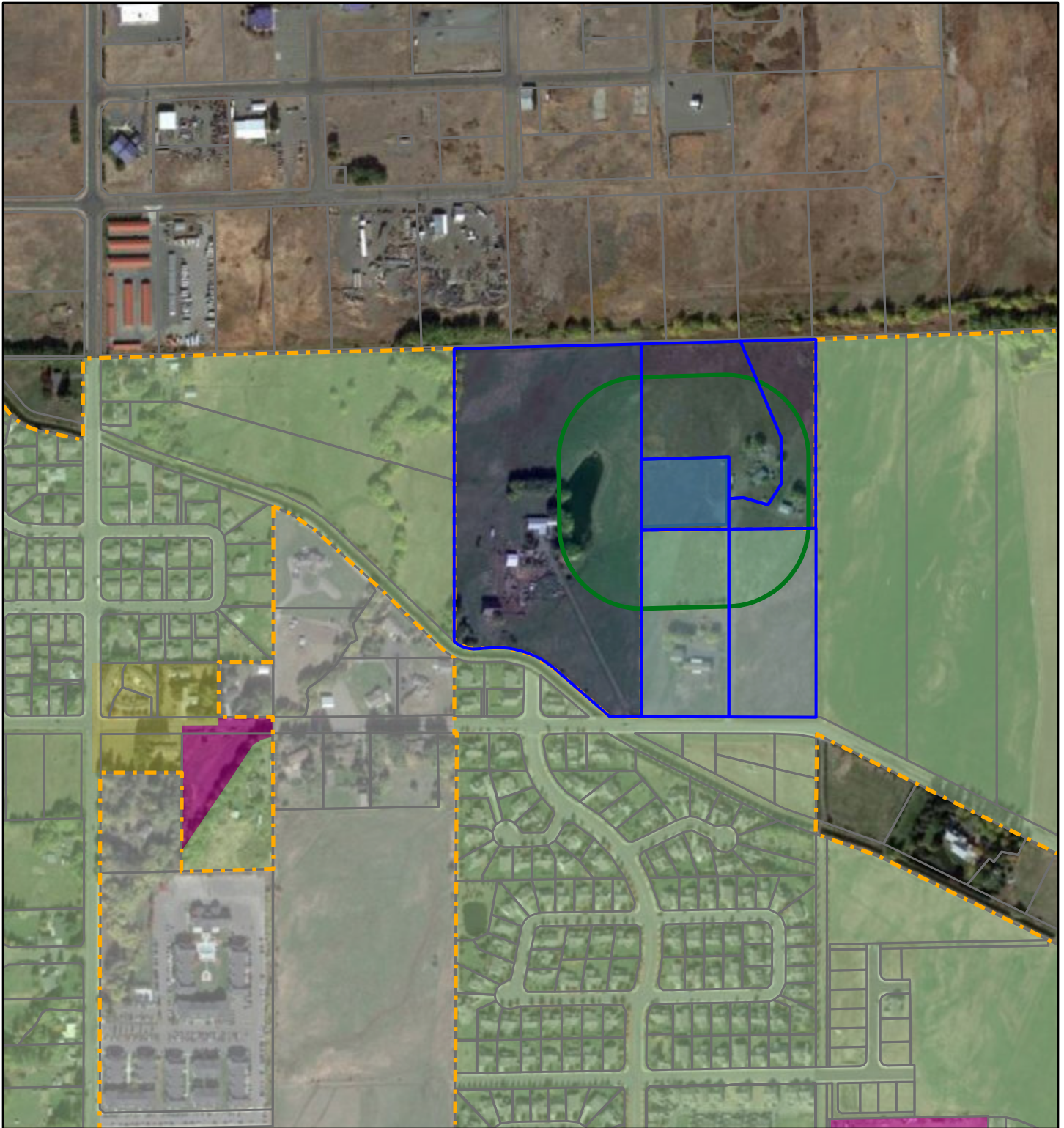
Project Location: The parcel is located at 1211 Sanders Road, Ellensburg, Washington 98926. Kittitas County Assessor's Parcel Number 10876

NOTICE IS FURTHER GIVEN that all persons interested in this matter may participate in this remote meeting by contacting staff no later than 5:00 pm on Monday December 21. An email link, text link, or phone number will be provided which will allow for electronic participation in the public hearing. Written comments may be filed with the Community Development Department, 501 North Anderson Street, or via email at aylingj@ci.ellensburg.wa.us. **To be considered during the public hearing, written comments must be submitted by 5:00 pm on Monday, December 21, 2020.**

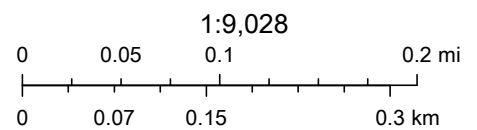
The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. A "Request for Accommodation" form may be obtained from City Clerk Beth Leader (First Floor - City Hall) or by calling 509-925-8614.

PUBLISH: Daily Record: December 5, 2020

Exhibit 8 Buffer Mailing



11/6/2020, 3:17:51 PM



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COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St, Ellensburg WA 98926
Land Use Permitting (509) 962-7231 Construction
Permitting (509) 962-7239
Kirsten Sackett, Director
Phone: (509) 962-7232 Fax: (509) 925-8655 E-Mail:
sackettk@ci.ellensburg.wa.us

AFFIDAVIT OF POSTING

As per Revised Code of Washington (RCW) 35A.14.130, Ellensburg City Code requires that all public hearings pertaining to annexation requests shall have a notice posted in publicly accessible places within the territory proposed for annexation. Per ECC 15.220.050, the following shall apply:

1. The posting of a weather-resistant sign posted on the subject property, visible to members of the public who may be passing on nearby public rights-of-way, and free from obstructions.
2. If the project abuts more than one public right-of-way, more than one sign may be required as determined by the responsible official.
3. The responsibility for the posting of the sign shall be upon the project applicant.
4. The sign shall be at least two feet by three feet in size, have a written description of the proposal, include a site drawing which shows the proposed project, have the date listed when comments are due, and where comments are to be mailed.

DATE: December 21 2020	PLANNER: Jamey Ayling, Planning Manager
PROJECT NAME: Annexation of parcels into the City of Ellensburg	FILE NUMBER: P20-088

PLEASE COMPLETE THE FOLLOWING:

I, Monika Persson

certify that I am the landowner and/or authorized agent responsible for the posting of this land use project site and further certify that the site has been posted as required by Ellensburg City Code. I understand that the that the posting period begins immediately and ends after the ending of the appeal period on the final decision by the City Council and the sign(s) will be posted at the site until this time. **Please post the site and return this form to the Community Development Department in a timely manner.**

Monika Persson
Dec. 8. 2020

Signature

Monika Persson

Date

Dec. 8. 2020

Please return the above affidavit and a photograph of the posted sign(s) to Jamey Ayling, Planning Manager, by email: aylingj@ci.ellensburg.wa.us; Fax 509-962-8653; mail; or deliver to: Community Development Dept., City Hall, 501 N. Anderson St., Ellensburg, WA 98926.







CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	December 21, 2020
Item Title/Agenda Subject:	Ordinance 4866 - (second reading) Amending the 2019-2020 Biennial Budget
Submitted by:	Keith Bassett Finance Department
Recommended Action or Motion:	Conduct second reading and adoption of Ordinance 4866 Amending the 2019-2020 Biennial Budget.
Background/Summary:	Ordinance 4866 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. Council conducted first reading of Ordinance 4866 at its December 7, 2020 regular meeting.
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 \$11,562,347, 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](#)

[Ordinance 4866 - Amending the 2019-2020 Biennial Budget](#)

[Exhibits A & B - 2021 and 2022 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	-\$10,962,841	\$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. 4866

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. 4866 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, that Ordinance No. 4866 was published as required by law.

Beth Leader, City Clerk

Ordinance 4866 - 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 4866 - 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 21, 2020

Item Title/Agenda Subject: Resolution for Allocation of 2021 Lodging Tax Funds

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Adopt the proposed Resolution approving the allocation of 2021 Lodging Tax Funds in the sum of \$46,800.00.

Background/Summary: The City previously entered into an Interlocal Agreement with Kittitas County for an annual consolidated countywide process to review applications for, and award distribution of, lodging tax funds. After deciding allocation amounts at a Consolidated Lodging Tax meeting held on November 20, 2020, a Resolution is presented to Council for adoption to award funding in the amount of \$46,800.00 from the 2021 Lodging Tax budget.

The Consolidated Lodging Tax group met on November 20, 2020 to hear application presentations and discuss allocation of funds. Funding requested from 30 applicants totaled \$412,677.97 and \$225,362.00 was available between the four jurisdictions. The City's funding of \$46,800.00 will be allocated to Kittitas Valley Event Center - Patriot Night, Jazz in the Valley, Kittitas County Airport - Bower's Field Fly In, Junk-Tiquen in the Burg, The Patch, and the Washington Search and Rescue Advisory Council. The City's Lodging Tax Advisory Committee met on December 2, 2020 and approved a motion to recommend the funding distribution as indicated in the proposed Resolution. A Lodging Tax Services Agreement will be signed between Kittitas County (the lead agency for the Consolidated Lodging Tax Program) and each recipient.

Previous Council Action: The Council previously approved the Interlocal Agreement creating the consolidated lodging tax grant process.

Analysis: The City Lodging Tax Advisory Committee budgets funds each year to allocate for events, festivals and marketing. The combined countywide review process allows more applicants to receive funding, and though it is a long process, it has

simplified the process for the organizations applying for funding.

Financial Impact: The \$46,800.00 is included in the 2021/2022 Biennial Budget.

Attachments:

[2021 COE LTAC Funding Resolution - Final](#)

RESOLUTION NO. 2020 - _____

A RESOLUTION adopting the distribution of the 2021 Hotel/Motel tax fund grants.

WHEREAS, RCW 39.34.080 and other Washington State law, as amended, authorizes any city to contract with any other city/county to perform any governmental service, activity or undertaking which each contracting city/county is authorized by law to perform; and

WHEREAS, the governing bodies of Kittitas County and the cities of Ellensburg, Cle Elum, and Roslyn previously entered into an Interlocal Agreement for the purposes of creating a consolidated lodging tax grant process for special events and projects; and

WHEREAS, in accordance with the Interlocal Agreement, Kittitas County solicited applications for the distribution of the 2021 Hotel/Motel tax funds in the form of reimbursable grants for special events and projects throughout Kittitas County; and

WHEREAS, in accordance with the Interlocal Agreement, the respective Lodging Tax Advisory Committees (LTACs) or designees of Kittitas County and the cities of Ellensburg, Cle Elum, and Roslyn have reviewed all the applications submitted to Kittitas County; and

WHEREAS, in accordance with the Interlocal Agreement, Kittitas County compiled the various participating entity's scoring and funding recommendations and forwarded them to the combined county-wide LTAC Consolidated Work Group for further review; and

WHEREAS, in accordance with the Interlocal Agreement, the combined county-wide LTAC Consolidated Work Group met in an open public meeting November 20, 2020 on Webex to receive presentations from applicants recommended for funding and deliberated to reach a final funding recommendation which is to be forwarded to each entity's legislative body for final approval; and

WHEREAS, in accordance with an amendment to the Interlocal Agreement, each participating municipality agreed to make available 13% of their annual lodging tax collections to be awarded through the consolidated lodging tax grant process; and

WHEREAS, Kittitas County designated \$154,241.31 to be available for grants as part of this process, Ellensburg designated \$46,800.00, Cle Elum designated \$23,706.35, and Roslyn designated \$615.14; and

WHEREAS, the combined county-wide LTAC Work Group recommended expending \$219,244.99 of the designated funds; and

WHEREAS, in accordance with the Interlocal Agreement, Kittitas County will provide notice to each successful applicant and will require a contract be agreed to by each successful applicant prior to funding awards being available for reimbursement; and

WHEREAS, in accordance with the Interlocal Agreement, Kittitas County will serve as the single reimbursing agency for all successful applicants and will bill each participating municipality's lodging tax fund for its respective share of any reimbursements awarded and applied for; and

WHEREAS, the legislative authorities for Kittitas County and the cities of Ellensburg, Cle Elum, and Roslyn are approving only their respective lodging tax fund grant awards.

NOW, THEREFORE BE IT RESOLVED, that the City of Ellensburg hereby awards the 2021 Hotel/Motel Tax fund grants distribution for special events and projects as follows:

<u>Applicant</u>	<u>Award</u>
Kittitas Valley Event Center – Patriot Night	\$18,500.00
Jazz in the Valley	\$ 9,000.00
Kittitas County Airport – Bower's Field Fly In	\$ 6,700.00
Junk-Tiquen in the Burg	\$ 4,152.00
The Patch	\$ 4,000.00
Washington State Search and Rescue Advisory Council	<u>\$ 4,448.00</u>
TOTAL:	\$46,800.00

ADOPTED by the City Council of the City of Ellensburg this 21st day of December, 2020.

Mayor

Attest: _____
City Clerk



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: December 21, 2020

Item Title/Agenda Subject: Affordable Housing Commission Recommendation on Sales Tax Funding and City Property Contribution for Affordable Housing.

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: Authorize the Mayor's signature on the award letter to Habitat for Humanity Seattle-King County, and Provide staff direction to initiate contract negotiations with Habitat for Humanity Seattle-King County.

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.

The Affordable Housing Commission (AHC) is charged with making recommendations to City Council on allocation of the affordable housing sales tax funds, and recommendations on City surplus property for affordable housing.

On October 22, 2020 the City received an application from Habitat for Humanity Seattle-King County requesting acquisition of City surplus property, and \$765,000 in affordable housing sales tax funds, to develop 18 single family dwellings providing home ownership opportunities to low income families. The City surplus property is located at the north intersection of Bender and Water Street. See attached vicinity map.

Previous Council Action: In June of 2019 City Council provided direction to the Affordable Housing Commission and appointed the Commission to administer the revenue generated by the housing sales tax. On December 2, 2019 Council took similar

action approving the recommendation of the Affordable Housing Commission to award a similar project on the same site, and sent a subsequent award letter to the applicant initiating contract negotiations. The 2019-awarded project was later withdrawn by the applicant. The Habitat application being presented to Council in this packet was part of an open application process as opposed to the RFP process that was utilized in 2019.

Analysis:

The City received a City Sales Tax Funding for Affordable Housing application from Habitat for Humanity dated October 22, 2020. Per the guidance of Council and the open application process, the Affordable Housing Commission reviewed the application at its regular meeting on December 2, 2020. 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. In addition pursuant to RCW 39.33.15 and ECC 2.06 The City is authorized to transfer surplus property for affordable housing development proposals that serve residents earning 80% or less of the Area Median Income. The Bender Road property was considered for surplus at the December 16, 2019 meeting, and Council took appropriate action approving a resolution declaring said property as surplus at the January 6, 2020 Council Meeting.

The Habitat application indicated the ability to provide three housing units to families who make less than 60% AMI, and fifteen housing units to families that make less than 80% AMI. The proposed development will offer 18 units total, each with 3 bedrooms and 1 1/2 bathrooms. This allows for a simple and efficient units which can be replicated to keep design and building cost low. Further, this allows for flexibility in buyer needs by offering a design that can be flexible for multi-generational families, couples, as well as accommodating small and large families. An efficient and smart design will offer 3 rooms which may be utilized to fit buyer needs: home office space, guest bedroom, live-in care, or extra storage. This universal design approach offers the greatest level of site utilization and development capacity for generations to come.

HFHSCC seeks to meet not only the current needs of the community, but plans for those in the future. The time to complete the project is estimated to take two years as detailed in the application. The applicant demonstrated they are able to meet the requirements of the affordable housing sales tax funds under RCW 82.14.530.

The AHC is forwarding a recommendation to Council to award both funding and acquisition of City surplus property to this project as submitted by Habitat for Humanity, and develop an agreement for the distribution of funds. If approved City Staff will coordinate with legal counsel to develop an affordable housing contract. The contract will assure 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. Due to the different qualification standards for donation of property v. donation of funding, in addition to the need to subdivide the property and construct road and frontage improvements, this will be a complex project requiring multiple agreements that may take a few months to negotiate and finalize.

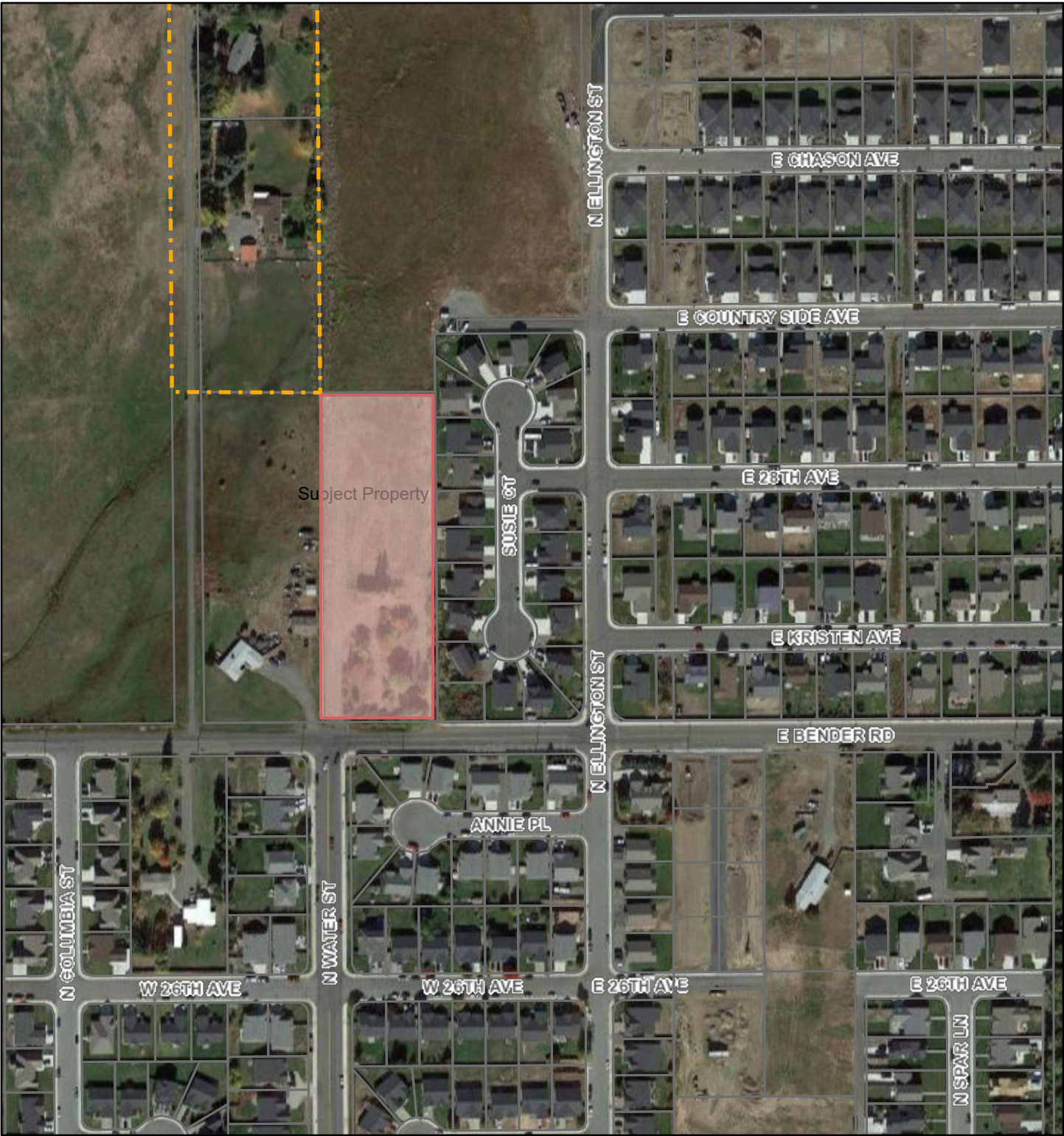
Financial Impact:

The total fiscal impact to the City will be \$765,000 for 2021, with the monies to be distributed to Habitat for Humanity as determined in the contract that will be negotiated upon approval by of the project by City Council. Sufficient funding for this Affordable Housing project is included in the 2021 City Budget.

Attachments:

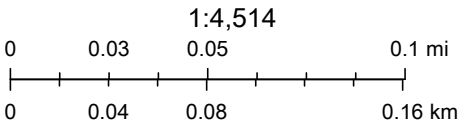
[Vicinity Map](#)
[Habitat for Humanity Water Bender proposal](#)
[KCHFH COE Lot Layout](#)
[KCHFH Rendering](#)
[KCHFH 3 Bedroom Layout](#)
[HFHSCC Financial Statements FYE2020_Unaudited](#)
[KCHFH Bender Water Full_Budget](#)
[KCHFH Letters of Collaboration](#)
[KCHFH Water Bender Project Schedule](#)
[HFHSCC Award Letter](#)

Bender/ Water Vicinity Map



11/25/2020, 3:18:41 PM

-  Override 1
-  Urban Growth Area
-  City Limits
-  City Parcels
-  Major Arterial
-  County Parcels
-  Road



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Reference # 15106009

Status Complete

Signature of Authorized Applicant Representative

A handwritten signature in black ink, appearing to read "Patrick Sullivan", written in a cursive style.

Date signed 10/22/2020

Name of Authorized Applicant Representative and their title
Patrick Sullivan, Director of Real Estate Development

Project Name
Bender and Water Street

Agency Name
Habitat for Humanity Seattle-King County

Contact Person
Patrick Sullivan

Mailing Address
560 Naches Ave SW Suite 110

City
Renton

State
Washington

Zip Code	98057
Phone Number	347-260-6640
Email Address	patrick.sullivan@habitatskc.org
Primary Street Address	113 W. Bender Rd
City	Ellensburg
State	Washington
Zip Code	98926
Tax Parcel ID#	541133
Check all that apply	Acquisition New Construction
Select one	Nonprofit organization 501(c)3
Select one	Yes
If you answered yes, please indicate funding source	City Council Grant & City Utility Dept, Kittitas Habitat
Please indicate City sales tax funding request	
Sales tax funding request	

\$\$ \$765,000
Amount

Total project budget

\$\$ \$4,782,057
Amount

Briefly summarize your proposed project in a couple of paragraphs; include a general statement of the project's overall purpose, scope, and intent. (300 words or less)	HFHSCC, serving King and Kittitas Counties provides homeownership opportunities to low income families. This project of 18 homes would serve a range of household sizes ranging from 1-6 with all homes sold to those making less than 80% AMI, with 3 of the homes reserved for those making 60% AMI or less. The amount of our request is 16% of our total development budget therefore we are reserving 16% of the units (3 units) for those 60% AMI or less. HFHSCC will use the Habitat land trust to ensure permanent affordability through its 99-year renewable, inheritable lease that includes resale restrictions and a resale formula that allows for equity creation that provides the owner an average of \$48,300 in equity creation, based on past land trust resale properties. The proposed development will offer 18 units each with 3 bedrooms and 1 1/2 bathrooms. This allows for a simple and efficient unit which can be replicated to keep design and building cost low. Further, this allows for flexibility in buyer needs by offering a design that can be flexible for multi-generational families, couples, as well as accommodating small and large families. An efficient and smart design will offer 3 rooms which may be utilized to fit buyer needs: home office space, guest bedroom, live-in care, or extra storage. This universal design approach offers the greatest level of site utilization and development capacity for generations to come. HFHSCC seeks to meet not only the current needs of the community, but plans for those in the future.
---	--

Please select the primary target population and household income for each unit or group of units requested to be funded by City sales tax. If a unit has the potential to be targeted to more than one population group listed, please type in "multiple population groups" and describe in the notes field provided below.

At or below 30%

35%

40%

45%

50%

55%

60%

% of Area Below 60%
Median
Income

Populati Multiple
on group

Qty 3

Unit type Home

Tenant
monthly
rent/mort
gage \$985

Above 60%*

% of Area Below 80%
Median
Income

Populati Multiple
on group

Qty 15

Unit type Home

Tenant
monthly \$1,253

rent/mort
gage

If applicable, multiple population group notes	Open to veterans, seniors, at risk homeless, persons with disabilities, domestic violence survivors.
--	--

Please include ALL housing units in the project. Projects proposed for City funding must serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H. If applicant is applying for City funding for a mixed-income development the funding request must be proportional to the number of units that will serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

At or below 30%

35%

40%

45%

50%

55%

60%

Area Median Income	3
--------------------	---

3 Bed	3
-------	---

Total Units	3
-------------	---

Above 60%*

Area Median Income	15
3 Bed	15
Total Units	15
Total	
Area Median Income	18
# of ADA Compliant Units	
Area Median Income	2
3 Bed	2
Total Units	2
Average Square feet	
Area Median Income	1150
Total Units	18
The following	Within 1/2 miles of public transit stop

targets have been identified as having a tangible benefit for intended residents. Please check all that apply to the proposed project location.

Please describe how this project will provide opportunities for beneficiaries to build financial stability. (100 words or less)

HFHSCC proposes this project for home ownership. Ownership offers the greatest and deepest level of housing stability as owner's mortgage payments and rates are locked in and cannot change. This model provides a clear and permanent pathway to equity creation and intergenerational wealth building for the owners. Moreover, through utilizing the HFHSCC land trust the entire development will be permanently affordable through resale restrictions and a resale formula where HFHSCC administers the subsequent sale of homes. The development will remain affordable in perpetuity as a testament to Ellensburg's commitment to safe and stable housing for families earning low incomes.

Please describe how the proposed project will promote a sense of place and community for

A sense of community is created where Habitat builds through the sweat equity model that requires 250 hours of volunteer labor by each homeowner. Before the families move in they're well acquainted with their neighbors with whom they've worked alongside on the development. Moreover, Habitat welcomes volunteer labor from community groups, faith groups, school groups, and corporate business looking to give back. Habitat co-founder, Clarence Jordan stated: "What the poor need is not charity but capital, not caseworkers but coworkers. And what the rich need is a wise, honorable and just way of divesting themselves of their of their overabundance."

intended residents and the greater Ellensburg community. (100 words or less)

Please describe other tangible benefits the project will have for the intended beneficiaries as well as the greater Ellensburg community. (200 words or less)

Other tangible benefits of the project include an increased property tax base to help further the expansion of the City of Ellensburg as a result of the 18 units. The estimated increase to the tax base would be approximately \$5,000,000.00 with Habitat homeowners contributing approximately \$33,750.00 collectively in property taxes each year.

The creation of homeownership units as opposed to rental units and the wealth creation that follows the ownership of real estate leads to low income families in the community being able to move up in the housing continuum from renters to owners and ideally from Habitat homeowners to one day being able to afford a unit on the open market, unsubsidized. The equity creation is realized through the ownership model and passed through generations of the families creating more economic opportunities for the individuals and community.

By spurring real estate development in Ellensburg more of the college graduates would be likely to stay in the Ellensburg community to begin their careers resulting in economic development of the area.

Please note a minimum 20 year period of affordability will be required for any housing projects receiving City

The 18 units will be held by a land trust administered by HFHSC ensuring that more than the first 18 families benefit from this public investment of sales tax dollars. Affordability of the development will remain in perpetuity through the use of the 99-year, renewable, inheritable ground lease, well beyond the minimum 20 years required. The land trust restricts subsequent sales giving Habitat the first right of refusal for purchase. The resale formula within the ground lease guarantees annual appreciation rate (1.5%) that offers the homeowner ability to earn equity above their monthly principal contributions. Average equity is \$48,300. If the market changes negatively and reduces the amount of appreciation, it is no different than the risk that is inherent in the open market that all homebuyers risk, regardless of whether the unit is affordable or not. The benefit beyond the 20 year minimum cannot be reiterated enough, any and all future public funding from the City as a result of the sales tax will be used for the creation of a new affordable units (whether new construction or

funding
assistance
. (200
words or
less)

rehab). This development will remain affordable forever regardless of the number of times the units re-sell.

Describe
what this
project
will
accomplish
and how
the
proposed
housing
units will
help meet
the
community's
housing
needs as
identified
in the
current
Ellensburg
Housing
Needs
Assessment
data
available
at:
<https://ci.ellensburg.wa.us/1069/Housing-In-Ellensburg>
. Please
only
include
information
not

While 70% of the households in Ellensburg are 1-2 member households but only 28% of the units are studios or one bedrooms this project would help increase the ability of smaller households to afford homeownership. This project will help accomplish the identified housing needs by providing 3 bedroom units that would still serve the 2-4 member households considered to be small families. The cost difference in creating a 2 bedroom unit and a 3 bedroom unit is minimal and because of our land trust model it is important for us to factor in both resale value and the permanentness of the housing stock we are creating. While the 3 bedroom unit might be more than is necessary for a two member household that needs housing for this generation, we want to create affordable housing stock that will be relevant for future generations as well to serve the City of Ellensburg as the population changes over time. The land trust model allows us to still ensure that the home is affordable since monthly payment are based on a percent of the family's income and not just what the market will bear as in the open market.

Additionally, this project would provide opportunities for families that are cost burdened. Because homeownership requires many additional household costs above and beyond renters HFHSC ensures that homebuyers will pay no more than 33% for their front end ratio and no more than 43% for their back end ratio. Per the 2019 Washington State Department of Commerce Housing Trust Fund Handbook definition of affordability "in the context of homeownership, affordability occurs when a household's monthly housing costs are generally no more than 38% of monthly household income and total debt is no more than 45% of monthly household income. Housing costs include mortgage, principal, interest, property taxes, homeowner insurance, homeowner association fees, and land lease fees, as applicable. Total debt includes other debt and utilities."

HFHSC recognizes that new housing production in general is a need of the City to help meet the need for an average of 333 units built per year between 2018 and 2035 in order to accommodate the expected population growth. HFHSC is eager to begin our work in Ellensburg with this opportunity and looks forward to increasing our production over time as we become more ingrained in the community and provide the leadership and expertise that our recent strategic partnership between Habitat for Humanity Seattle-King County and Kittitas Habitat for Humanity. There has been a larger amount of attention based on rural areas at the statewide level and we plan to increase production of units in rural areas like Kittitas to help meet these needs with both local, state, and federal funding that is available.

covered in
Section 2

–

Communit
y Impacts.
(500
words or
less)

Applicant Firm Name	Habitat for Humanity Seattle - King County
---------------------------	--

Contact person and title	Patrick Sullivan, Director of Real Estate Development
--------------------------------	---

Phone Number	347-260-6640
-----------------	--------------

Email Address	patrick.sullivan@habitatskc.org
------------------	--

Address	3300 York Rd S Apt 4
---------	----------------------

City	Seattle
------	---------

State	Washington
-------	------------

Zip Code	98144
----------	-------

Federal Tax ID #	911342397
---------------------	-----------

Unified Business Identifier	601059723
-----------------------------------	-----------

Architect Firm Name	Studio L&L, PLLC
Contact person and title	Lathan Wedin, Architect
Phone Number	509-607-6807
Email Address	lathan@studio.landl.com
General Contractor Firm Name	Habitat for Humanity Seattle-King County
Contact person and title	Nolan Corlett, Director of Construction
Phone Number	425-591-8386
Email Address	nolan.corlett@habitatskc.org
Property Management Firm Name	TBD
Contact person and title	Mia Walterson, Program Director HFHSC
Phone Number	206-855-5213

Email mia.walterson@habitatskc.org
Address

For completed projects, list only projects completed in the last 5 years.

1

Project
Type

SF

Activity
Type

New Const

Role
(owner,
developer
, etc.)

Owner/Dev/Bu

City and
State

Pacific, WA

Units

3

Project
Start Date

9/1/19

On
Time/Bud
get? Y or
N

Y

Placed in
Service
Date

6/1/20

Type of
Financing

Fund for Hum

2

Project Type	SF
Activity Type	New Const
Role (owner, developer, etc.)	Owner/Dev/Bu
City and State	Sammaish, WA
# Units	10
Project Start Date	1/1/16
On Time/Budget? Y or N	Y
Placed in Service Date	6/1/19
Type of Financing	Home, SHOP
3	
Project Type	SF
Activity Type	New Const

Role (owner, developer , etc.)	Owner/Dev/Bu
City and State	Pacific
# Units	9
Project Start Date	1/1/16
On Time/Bud get? Y or N	Y
Placed in Service Date	1/1/19
Type of Financing	Fund for Hum
For pipeline projects, list projects for which you plan to seek funding in the next 12 months or have received at least one funding commitment.	
1	
Project Type	MF
Activity Type	New Const
Role (owner,	Owner/Dev/Bu

developer
, etc.)

City and State	Seattle, WA
----------------	-------------

# Units	16
---------	----

Project Start Date	12/1/19
--------------------	---------

On Time/Budget? Y or N	Y
------------------------	---

Placed in Service Date	6/1/21
------------------------	--------

Type of Financing	HTF, CitySea
-------------------	--------------

2

Project Type	MF
--------------	----

Activity Type	New Const
---------------	-----------

Role (owner, developer, etc.)	Owner/Dev/Bu
-------------------------------	--------------

City and State	Renton, WA
----------------	------------

# Units	12
Project Start Date	1/1/19
On Time/Budget? Y or N	Y
Placed in Service Date	6/1/21
Type of Financing	SHOP, HOME
3	
Project Type	SF
Activity Type	New Const
Role (owner, developer, etc.)	Own/Dev
City and State	Seattle, WA
# Units	13
Project Start Date	1/1/20
On Time/Bud	Y

get? Y or
N

Placed in Service Date	11/1/21
------------------------------	---------

Type of Financing	City Seattle
----------------------	--------------

As applicable, please list similar projects that your organization, or your selected Property Management firm, has managed or currently manages.

1

Projects	Sam Cottag
----------	------------

City and State	Sammami WA
-------------------	------------

# Units	10
---------	----

Unit Type	SF
--------------	----

Target Populatio n	Mixed
--------------------------	-------

Eff. Date of Mgt. Contract	1/19
----------------------------------	------

End Date (or current)	Current
-----------------------------	---------

2

Projects	Patt Park
City and State	Redmond WA
# Units	24
Unit Type	MF
Target Population	Mixed
Eff. Date of Mgt. Contract	1/10
End Date (or current)	Current
3	
Projects	Rain Vista
City and State	Seattle, W
# Units	23
Unit Type	MF
Target Population	Mixed

Eff. Date of Mgt. Contract	1/14
End Date (or current)	Current
4	
Projects	Meg Meadow
City and State	Pacific, W
# Units	9
Unit Type	SF
Target Populatio n	Mixed
Eff. Date of Mgt. Contract	1/19
End Date (or current)	Current
Notes on target populatio n served	Mixed populations served at all projects.

Please complete all information applicable to your project. Include all financing term assumptions even if they are funder's standard terms. Include funds contributed by applicant through initial start-up capital or expected applicant contribution.

1

Name	Ellensburg
------	------------

Type	City Funds
------	------------

Proposed Amt.	765000
---------------	--------

Committ ed Amt.	765000
-----------------	--------

Date Applied	10/23/20
--------------	----------

(Projecte d) award date	12/31/20
-------------------------	----------

Grant/Lo an	Loan
-------------	------

Term	20
------	----

Payment Structure	Forgivable
-------------------	------------

2

Name	HTF
------	-----

Type	State
------	-------

Proposed Amt.	1500000
Date Applied	9/29/21
(Project award date)	12/21
Grant/Loan	Loan
Term	25
Payment Structure	Forgivable
3	
Name	Private
Type	HFHSC
Committed Amt.	4020000
Date Applied	NA
(Project award date)	NA
Grant/Loan	NA
Term	NA

Payment
Structure

Mortgages

What other funds are expected, how will the city funds be used to leverage other funds? (100 words or less)

HFHSCC is committed to providing all necessary funding outside of the City funds regardless of future application decisions and will pursue these sources in order to leverage the City funds. We have shown the Fund for Humanity as committed funds, reference balance sheet for cash. The City funds will be leveraged on a future application to the Housing Trust Fund (HTF) in 2021. HFHSCC will utilize USDA 502 Direct Financing as take out financing during construction. USDA 502 Direct Loans allow for interest rates as low as 1% interest and range from 33-38 years as needed to keep units affordable.

Your narrative response must focus on the in-kind contributions, volunteers, and pro-bono services that will be used for the proposed project, and not the agency in general. (100

HFHSCC will utilize in-kind contributions the project including donated appliances, paint, house wrap, and foam board as provided by large scale partnership Habitat for Humanity International provides to HFHSCC. Volunteer labor will be a large part of our project as we utilize both homebuyers and general community support on our construction sites to reduce the cost of labor to build. Many of the services provided to HFHSCC are the result of references from Board Members and often result in reduced cost services, for example, our legal fees or in some cases donated services, for example, excavation costs.

words or less).

Please describe activities that demonstrate active partnerships and/or regular coordination with other relevant public, nonprofit, and private entities that support similar goals or related activities. Examples might include membership on advisory groups, financial contributions, sharing data or best practices, and soliciting

HFHSKC recognizes the partnerships that Kittitas County HFH has nurtured as important to the success of this project and will utilize past volunteer groups again on this project. Partnership with Central Washington University for increased access to volunteer labor as many students are required to provide community service hours for many scholarships and as a component of various clubs and groups. We will also continue to use the AmeriCorps program to seek out candidates in Kittitas County. AmeriCorps members perform 10.5 month term of service that they would work with HFHSKC under the supervision of a Habitat Staff Construction Site Manager and help lead the volunteers and homebuyers on the construction site. This is a great way for recent high school or college graduates to have a gap year in between school and a full time career. Many AmeriCorps alumni go on to become staff members of Habitat affiliates after one to two year terms of service, in fact 12 full time staff that work for HFHSKC are AmeriCorps alumni. HFHSKC looks forward to partnering with HopeSource to help find potential homebuyers for this project. HFHSKC is working currently to get contracted with the State Dept of Commerce for rehab funding and we will partner with HopeSource who does weatherization on homes and HFHSKC will serve as a partner to do additional full rehab as needed on projects. We hope this partnership will translate from rehab projects to this new construction project in the form of referrals for potential homebuyers. Kittitas local board members from HFHSKC will help facilitate access to local subcontractors for infrastructure improvements. USDA TA-523 partnerships with other local neighboring housing authorities and housing developers allow for sharing best practices in using this funding in rural areas. Housing & Homeless Network of Kittitas County for homebuyer referrals.

input
from
communit
y
partners.
Your
narrative
must
focus on
communit
y
partnershi
ps that
will be
used for
the
proposed
project,
and not
for the
agency in
general.
(300
words or
less)

Item #121

Site Control - Purchase and Sale Agreement/Optin

Date 12/15/2020
completed
or
expected
completio
n

Notes/St Application submitted 10/23/20
atus

Site Control - Closing

Date 1/4/2021
completed
or
expected
completion

Notes/Status Depended on project award by city.

Feasibility/Due Diligence - SEPA

Date 2/26/2021
completed
or
expected
completion

Notes/Status Submit for SEPA as top priority.

Financing - Appraisal

Date 12/1/2020
completed
or
expected
completion

Financing - Financial underwriting

Date NA
completed
or
expected
completion

Financing - Application/s for other funding source/s

Date 10/23/20
completed
or
expected
completi
n

Notes/St HFHSC has committed initial construction financin
atus

Design/Permitting - Prelim. drawings complete

Date 3/26/2021
completed
or
expected
completi
n

Notes/St Design to begin before SEPA complete
atus

Design/Permitting - Zoning approval

Date NA
completed
or
expected
completi
n

Notes/St Not required.
atus

Design/Permitting - Site plan approval

Date 3/26/2021
completed

or
expected
completion

Notes/Status Site plan to be complete with SEPA completion

Design/Permitting - Building/civil permit submitted

Date 3/26/2021
completed
or
expected
completion

Design/Permitting - Building/civil permit issued

Date 6/18/21
completed
or
expected
completion

Notes/Status Assume 60 day review

Design/Permitting - Other agency permits issued

Date 6/18/2021
completed
or
expected
completion

Notes/Status Coordinated with building

Construction - Selection of general contractor

Date completed
or
expected completion

NA

Notes/Status

HFHSKC is GC

Construction - Begin construction

Date completed
or
expected completion

6/21/21

Construction - Issued certificate of occupancy

Date completed
or
expected completion

5/20/22

Notes/Status

First 6 units

Occupancy - Selection of management firm

Date completed
or
expected

NA

completion

Occupancy - Begin leasing/sales

Date 6/1/2021
completed
or
expected
completion

Notes/Status First 6 units

Amounts in the total project cost must be accounted for in full by assigning them to funding sources as appropriate. Do not combine funding sources in a column. All residential development costs should be included in this budget.

Acquisition Costs (existing structures, land, closing costs, etc.)

\$\$ 0
amount of
this
category

Construction Costs (demo, new, rehab, overhead/profit, site work, infrastructure costs, etc.)

\$\$ 3,912,274
amount of
this
category

% of 81.8
total
project
cost

Applicant funds 3,912,274

Soft Costs (appraisal, legal, tech. experts, enviro. studies, project mgt., other consultants)

\$\$	403,150
------	---------

amount of
this
category

% of total project cost	8.4
----------------------------------	-----

City funds	403,150
---------------	---------

Other Development Costs (permits, utility hook-ups, etc.)

\$\$	466,634
------	---------

amount of
this
category

% of total project cost	9.8
----------------------------------	-----

City funds	361,850
---------------	---------

Financing Costs (loan and legal fees, etc.)

\$\$	NA
------	----

amount of
this
category

Total Project Cost

\$\$ amount of this category	4,782,057
City funds	765,000
Applicant funds	4,017,058
As necessary, include budget narrative to support and/or suppleme nt the informatio n included in the project budget tables above. (100 words or less)	Please see supplemental fully allocated line item budget for total costs. HFHSC to provide construction financing through funds on hand and through mortgage payments. Infrastructure to be completed on entire development first. Next, 6 home will be built and sold. Revenue from mortgages to assist in financing of second tranche followed by third. Additional state and federal funding applications to be submitted in 2021 to assist with permanent financing. HFHSC's utilization of private funding allows for flexible laying of construction financing.
Upload all of the following document s: 1. Document ation of site control 2. Signed City of	Bender Water - Full Budget.pdf (115k) Habitat SKC 2019 Audited Financials.pdf (4286k) HFHSC Financial Statements FYE2020 Unaudited.pdf (233k)

Ellensburg [KCHF_H_3_Bedroom_FPI2018.png \(121k\)](#)
pre-
funding
applicatio
n
submittal
3.
Document
ation to
support
collaborat
ion 4. Past
2 years
financial
and asset
statement
s (NOTE:
additional
financial
informatio
n may be
requested
) 5.
Project
site/devel
opment
plan

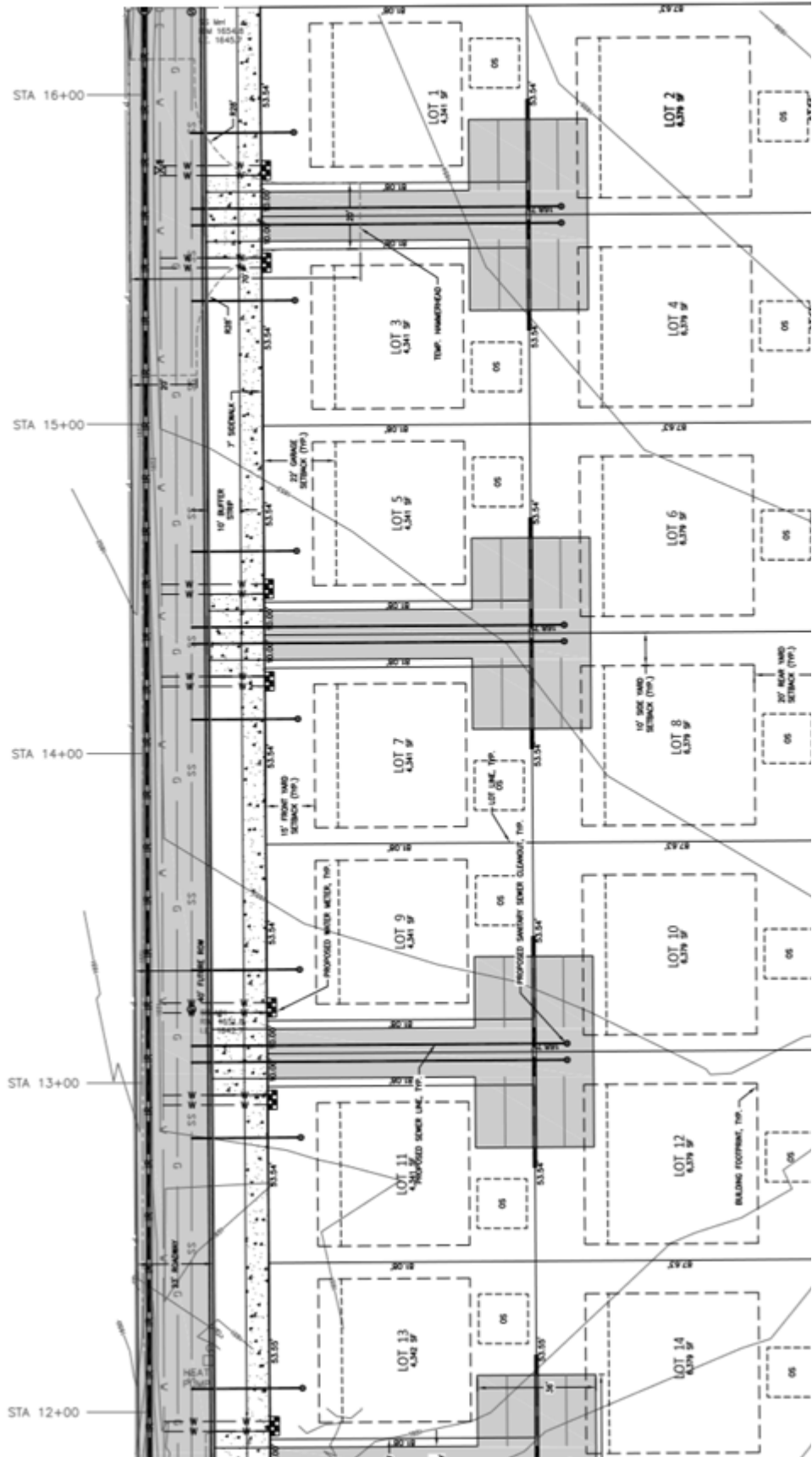


[KCHFH_COE_Lot_Layout_NS.png \(330k\)](#)

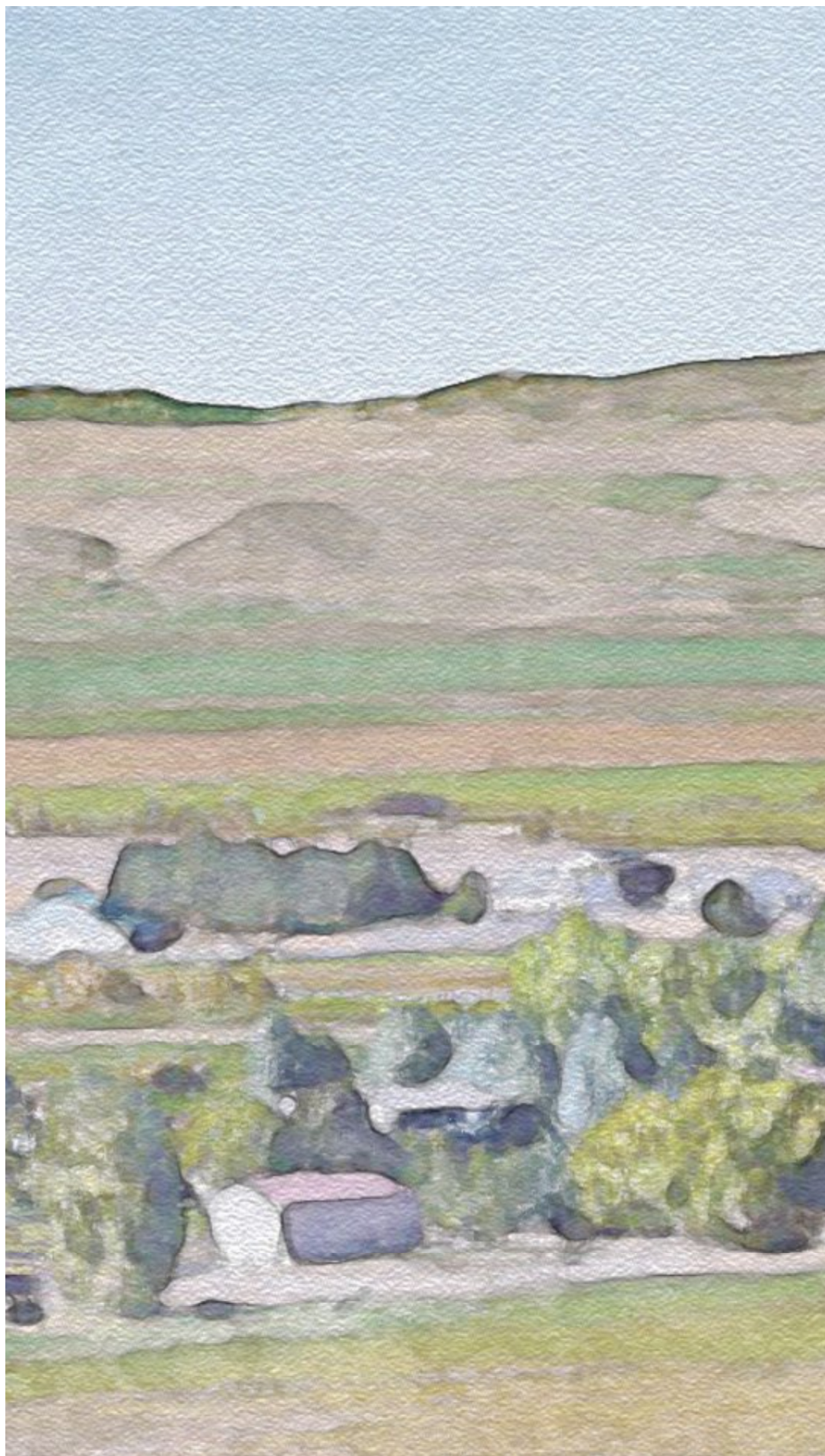
HABITAT FOR HUMANITY SITE PLAN

HABITAT FOR HUMANITY PRELIMINARY SITE PLAN

PTN. OF SW 1/4 NE 1/4 OF SECTION 26, T.18 N., R. 18 E., W.M.
CITY OF ELLENSBURG, KITTITAS COUNTY, STATE OF WASHINGTON



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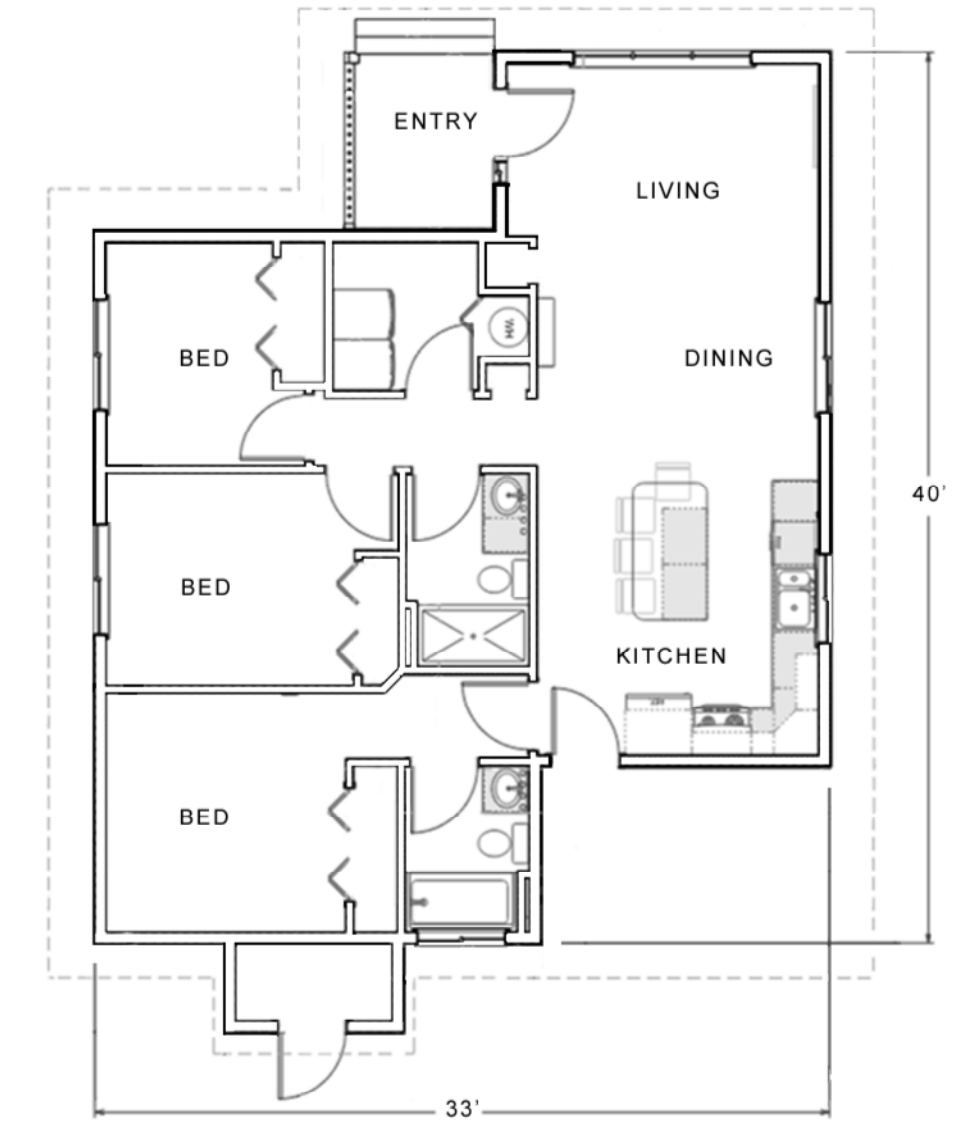


[Letters of Collaboration from Kittitas HFH.pdf \(304k\)](#)
[Water Bender - Project Schedule.pdf \(141k\)](#)

Last Update	2020-10-22 15:02:50
Start Time	2020-10-22 12:49:36
Finish Time	2020-10-22 15:02:50
IP	50.230.192.194
Browser	Chrome
OS	Windows
Referrer	https://ci.ellensburg.wa.us/







Habitat for Humanity Seattle-King County
Statement of Financial Position
For the Period Ending June 30th, 2020

	<u>Current Month</u> <u>Balance</u>	<u>Prior Month</u> <u>Balance</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Prior FYE</u> <u>Balance 6/30/19</u>	<u>Increase</u> <u>(Decrease)</u>
ASSETS					
<u>Current Assets</u>					
Unrestricted Cash	3,113,234	1,981,306	1,131,927	4,555,547	(1,442,313)
Temporarily Restricted Cash	272,401	272,401	-	382,379	(109,978)
Pledges Receivable	657,419	676,130	(18,711)	1,277,075	(619,656)
Deeds Receivable	578,637	578,637	-	547,876	30,761
Inventory	581,882	629,229	(47,347)	446,340	135,542
Prepaid Expenses	150,757	506,616	(355,858)	326,713	(175,956)
Current MR - Unpledged	625,340	625,340	-	625,340	-
Current MR - Pledged	849,911	849,911	-	849,911	-
Total Current Assets	<u>6,829,582</u>	<u>6,119,571</u>	<u>710,011</u>	<u>9,011,181</u>	<u>(2,181,600)</u>
<u>Non-Current Assets</u>					
Construction in Progress	6,301,586	7,398,756	(1,097,170)	3,905,648	2,395,938
Mortgage Receivable - Unpledged	6,331,318	5,936,570	394,748	6,744,407	(413,089)
Mortgage Receivable - Pledged	6,199,031	5,730,112	468,919	5,818,198	380,833
Property and Equipment - Net	661,237	768,646	(107,409)	623,292	37,945
Land Leased	12,607,865	12,607,865	-	12,607,865	-
Land Leased - SHOP, Sammamish	150,000	150,000	-	150,000	-
Intangible Rights to Property	601,458	324,922	276,536	-	601,458
Deposits	63,971	63,971	-	63,971	-
Total Non-Current Assets	<u>32,916,466</u>	<u>32,980,842</u>	<u>(64,376)</u>	<u>29,913,381</u>	<u>3,003,085</u>
Total Assets	<u>39,746,048</u>	<u>\$ 39,100,413</u>	<u>\$ 645,635</u>	<u>38,924,562</u>	<u>\$ 821,485</u>
LIABILITIES AND NET ASSETS					
<u>Current Liabilities</u>					
Accounts Payable	177,266	238,519	(61,254)	128,465	48,801
Accrued Expenses	238,698	271,360	(32,662)	446,347	(207,649)
Deposits	9,920	9,920	-	11,421	(1,501)
Long Term Debt - Current	2,364	2,364	-	2,364	-
Pledged Mortgages - Current	849,911	849,911	-	849,911	-
Total Current Liabilities	<u>1,278,158</u>	<u>1,372,074</u>	<u>(93,916)</u>	<u>1,438,508</u>	<u>(160,349)</u>
<u>Long-Term Liabilities</u>					
Deferred Rent	178,750	178,750	-	178,750	-
Loan Payable - SHOP Funding	(788)	(788)	-	1,182	(1,970)
Loans Payable	115,996	118,902	(2,906)	150,197	(34,201)
Loan Payable - HFHWA (CHIP)	2,227,107	2,233,379	(6,272)	2,301,345	(74,238)

Habitat for Humanity Seattle-King County
Statement of Financial Position
For the Period Ending June 30th, 2020

King County Westway NRI Loan	40,000	40,000	-	40,000	-
Loans Payable-King County	2,540,451	2,540,451	-	2,540,451	-
Loans Pay-ARCH Sammamish	400,000	400,000	-	400,000	-
Loan Payable - SHOP Sammamish	120,000	120,000	-	150,000	(30,000)
Loan Pay - Federal Way CDBG	165,000	165,000	-	165,000	-
Loan Pay Federal Way- CDBG	240,000	240,000	-	240,000	-
Loan Pay - HTF La Fortuna	450,000	450,000	-	450,000	-
Loan Pay - HTF Lake City	400,000	400,000	-	400,000	-
Loan Pay - FHLB Sammamish	270,000	270,000	-	270,000	-
Loan Pay - KC Sammamish	350,000	325,000	25,000	325,000	25,000
Loan Pay - OoH Buybacks	90,000	90,000	-	90,000	-
Loan Pay - OoH Lake City	179,460	108,186	71,274	-	179,460
Loan Pay - HomeStreet Bank PPP	631,800	631,800	-	-	631,800
Loan Pay - SHOP La Fortuna	143,698	-	143,698	-	143,698
Loan Pay - Small Business	149,900	-	149,900	-	149,900
Deeds Payable	218,637	218,637	-	188,639	29,998
Pledged Mortgages - Net	6,509,616	6,107,616	402,000	6,195,702	313,914
Total Long-Term Liabilities	15,419,627	14,636,933	782,694	14,086,266	1,333,361
Total Liabilities	16,697,786	16,009,007	688,778	15,524,774	1,173,012
<u>Net Assets</u>					
Unrestricted Net Assets	22,010,088	22,010,088	-	23,254,686	(1,244,598)
Temp Restricted Net Assets	1,390,466	1,390,466	-	1,390,466	-
Change in Net Assets	(352,292)	(309,149)	(43,143)	(1,245,364)	893,072
Total Net Assets	23,048,262	23,091,406	(43,143)	23,399,788	(351,526)
Total Liabilities & Net Assets	39,746,048	\$ 39,100,413	\$ 645,635	38,924,562	\$ 821,486

Habitat for Humanity Seattle-King County
Statement of Activities
For the Period Ending June 30, 2020

STATEMENT OF ACTIVITIES

	MTD Actual	MTD Budget	MTD Budget Variance	YTD Actual	YTD Budget	YTD Budget Variance	Prior Year to Date	Variance Prior Year to Date
REVENUE								
<u>Contributions</u>								
Individuals	132,334	50,000	82,334	1,027,007	1,140,000	(112,993)	964,420	62,587
Corporate	81,425	75,000	6,425	1,093,708	1,530,000	(436,292)	1,234,396	(140,688)
Foundations	1,050	-	1,050	847,550	950,000	(102,450)	898,429	(50,879)
Workplace Campaigns	17,562	22,500	(4,938)	306,589	270,000	36,589	243,741	62,848
Faith Communities	2,775	5,000	(2,225)	51,268	60,000	(8,732)	54,949	(3,681)
Government Grants	17,091	-	17,091	95,001	46,260	48,741	390,721	(295,720)
Cars for Homes	-	-	-	122,306	50,000	72,306	99,154	23,151
HfHI / Global Trips	-	-	-	-	20,000	(20,000)	7,000	(7,000)
Gifts in Kind	207,575	201,285	6,290	2,039,474	2,437,420	(397,946)	2,262,124	(222,649)
Special Events	-	-	-	-	-	-	-	-
Total Contributions	459,812	353,785	106,027	5,582,902	6,503,680	(920,778)	6,154,933	(572,031)
<u>Program Revenue</u>								
Store Sales - Bellevue	58,260	53,000	5,260	599,038	710,000	(110,962)	637,410	(38,372)
Store Sales - Southcenter	117,880	95,000	22,880	1,114,975	1,185,000	(70,025)	1,032,137	82,838
Store Sales - Auburn	124,298	95,000	29,298	1,004,790	1,185,000	(180,210)	1,061,436	(56,646)
Store Sales - Online	-	-	-	-	-	-	-	-
Second Use	22,263	18,750	3,513	183,760	225,000	(41,240)	228,328	(44,568)
Sale of Homes	1,200,000	150,000	1,050,000	2,647,595	1,125,000	1,522,595	3,342,654	(695,059)
Ground Lease Revenue	-	-	-	-	-	-	-	-
Present Value Disc on New Mrtg	-	-	-	-	-	-	(76,015)	76,015
Repairs Recapture Revenue	1,440	-	1,440	3,368	200	3,168	9,373	(6,005)
Amortization of PV Discount	907,000	907,000	-	907,000	907,000	-	831,037	75,963
Total Program Revenue	2,431,140	1,318,750	1,112,390	6,460,526	5,337,200	1,123,326	7,066,360	(605,835)
<u>Other Income</u>								
Recycling Income	676	1,168	(492)	7,980	14,004	(6,024)	11,182	(3,202)
NMTC Transaction Revenue	-	-	-	-	-	-	-	-
Investment Income- HFHI-SA LLC	-	-	-	11,507	-	11,507	7,682	3,825
Interest and Other Income	960	900	60	5,241	10,800	(5,559)	32,957	(27,716)
Total Other Income	1,636	2,068	(432)	24,727	24,804	(77)	51,821	(27,093)
Total Revenue	2,892,588	1,674,603	1,217,985	12,068,155	11,865,684	202,471	13,273,114	(1,204,958)
EXPENSE								
<u>Cost of Sales</u>								
Cost of Homes Sold	1,366,379	335,000	(1,031,379)	2,988,270	1,837,423	(1,150,847)	5,751,154	2,762,884
Cost of Goods Sold - Stores	260,850	218,000	(42,850)	2,318,254	2,705,000	386,746	2,484,385	166,132
Cost of Repairs	154,117	33,000	(121,117)	366,334	532,500	166,166	272,379	(93,955)
Warranty Work	-	400	400	3,071	4,800	1,729	12,584	9,514
Total Cost of Sales	1,781,346	586,400	(1,194,946)	5,675,928	5,079,723	(596,206)	8,520,503	2,844,574
<u>Direct Program Expense</u>								
Salaries, Taxes & Benefits	252,602	205,536	(47,066)	2,356,945	2,466,437	109,491	1,918,129	(438,817)
Outsourced Staffing	8,944	-	(8,944)	67,244	-	(67,244)	470	(66,774)
Professional Fees	967	1,667	700	23,337	20,100	(3,237)	62,170	38,834
Personnel Costs	391	1,690	1,298	12,018	19,747	7,729	20,840	8,822
Volunteer Costs	18,493	26,585	8,092	217,629	320,121	102,492	212,373	(5,257)
Family Placement	4,549	800	(3,749)	20,974	13,000	(7,974)	18,978	(1,996)
Construction Equipment & Supplies	1,356	2,865	1,510	20,819	31,508	10,689	22,605	1,786
Store Equipment & Supplies	14,110	1,680	(12,430)	60,485	22,140	(38,345)	38,824	(21,661)
Vehicle Fuel and Maintenance	6,410	6,787	377	75,654	75,589	(65)	87,845	12,190
Parking and Mileage - Programs	106	981	876	4,767	12,876	8,109	11,092	6,325
Total Direct Program Expense	307,928	248,592	(59,336)	2,859,874	2,981,518	121,644	2,393,326	(466,548)
<u>Operating Overhead</u>								
Salaries, Taxes & Benefits	88,952	82,119	(6,832)	994,636	995,430	794	947,608	(47,028)

Habitat for Humanity Seattle-King County
Statement of Activities
For the Period Ending June 30, 2020

STATEMENT OF ACTIVITIES

	MTD Actual	MTD Budget	MTD Budget Variance	YTD Actual	YTD Budget	YTD Budget Variance	Prior Year to Date	Variance Prior Year to Date
Outsourced Staffing	21,355	11,451	(9,905)	197,210	142,408	(54,803)	16,908	(180,303)
Professional Fees	17,154	11,639	(5,515)	190,460	167,670	(22,791)	152,360	(38,100)
Personnel Costs	238	1,654	1,416	28,691	35,325	6,634	39,222	10,531
Leased Property	78,541	71,537	(7,005)	889,219	857,028	(32,191)	831,067	(58,153)
Leased Warehouse	-	4,785	4,785	38,470	57,820	19,350	57,303	18,833
Leased Equipment - Office	2,170	2,131	(40)	25,025	25,571	546	26,137	1,113
Phone and Utilities	10,660	9,235	(1,425)	122,960	106,116	(16,845)	119,430	(3,530)
Dues & Subscriptions	5,414	1,251	(4,163)	62,558	58,683	(3,875)	56,222	(6,336)
Office Equipment & Supplies	38,746	3,495	(35,251)	185,348	84,522	(100,826)	79,943	(105,405)
Parking and Mileage - Other	7	496	489	4,031	5,951	1,921	5,301	1,271
Travel Costs	180	1,185	1,005	20,508	23,950	3,442	34,618	14,110
Fundraising, Marketing, PR	41,760	4,063	(37,698)	186,911	280,250	93,339	303,624	116,713
HfHI Tithe, Global Costs, Grants to Others	8,333	11,673	3,339	110,150	140,070	29,920	141,713	31,563
Insurance - Property & Casualty	9,134	7,345	(1,789)	108,620	88,136	(20,484)	89,393	(19,228)
B&O Taxes, Licenses, Fees	6,376	9,038	2,662	127,787	113,129	(14,658)	118,261	(9,527)
Miscellaneous Expense	-	325	325	6,393	3,351	(3,042)	3,928	(2,465)
Total Operating Overhead (Pre-Allocation)	329,021	233,420	(95,601)	3,298,979	3,185,412	(113,567)	3,023,038	(275,942)
Operational Change in Net Assets	474,294	606,192	(131,897)	233,373	619,031	(385,658)	(663,752)	897,126
Other Expense								
Interest Expense	6,048	6,048	(0)	74,276	74,276	0	95,055	20,779
PV Discount Amortization	402,000	402,000	-	402,000	402,000	-	372,751	(29,249)
Depreciation Expense	109,390	109,390	(0)	109,390	109,390	(0)	113,040	3,650
Total Other Expense	517,438	517,438	(0)	585,666	585,665	(0)	580,847	(4,819)
CHANGE IN NET ASSETS	(43,144)	88,754	(131,898)	(352,292)	33,366	(385,658)	(1,244,599)	892,307

Habitat for Humanity Seattle-King County
Development Budget

Proposed Project: Kittitas

Property Details					
Address	Bender & Water		Site Sq Ft	FAR	
City	Ellensburg		Zone	Allowable SF	0
Units	# of Units	Sq Ft/Unit	Total Sq Ft	Schedule	Months
3 Bed / 1.5 Bath	18	1150	20,700	Design & Permitting Construction	
Aggregate	18		20,700		0

Total Development Cost:	\$4,782,057	Cost per Unit:	\$265,670
Total Funding Available:	\$4,785,000	Funding per SF:	\$265,833

Acquisition Cost	% Total Costs	\$ Per Sq Ft	\$ Per Unit	Total
Land	0.0%	\$0	\$0	\$0
Sub-Total	0.0%	\$0.00	\$0	\$0

Soft Cost	% Total Costs	\$ Per Sq Ft	\$ Per Unit	Total
Design (Arch/Civil/Eng/Env)	5.0%	\$11.51	\$13,236	\$238,250
Permit Fees	1.2%	\$2.87	\$3,300	\$59,400
Impact fees	1.4%	\$3.33	\$3,825	\$68,850
Contingency	0.8%	\$1.77	\$2,036	\$36,650
Sub-Total	8.4%	\$19.48	\$22,397	\$403,150

Construction Cost	% Total Costs	\$ Per Sq Ft	\$ Per Unit	Total
Site Improvements	18.7%	\$43.25	\$49,739	\$895,300
Building Construction	49.2%	\$113.59	\$130,633	\$2,351,400
Tax	7.1%	\$16.47	\$18,939.08	\$340,904
Contingency	6.8%	\$15.68	\$18,037	\$324,670
Sub-Total	81.8%	\$189.00	\$217,349	\$3,912,274

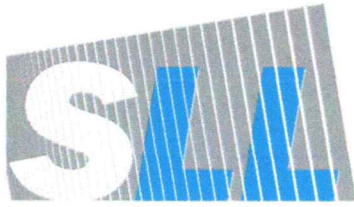
Overhead Cost	% Total Costs	\$ Per Sq Ft	\$ Per Unit	Total
Project Staff & Admin	4.5%	\$10.42	\$11,987	\$215,771
Developer Fee	3.6%	\$8.34	\$9,590	\$172,617
Insurance	1.6%	\$3.78	\$4,347	\$78,245
Sub-Total	9.8%	\$22.54	\$25,924	\$466,634

Financing	Amount Certainty	Committed/Competitive/Proposed	Funding Per Unit	Total Funding
Mortgage 3 Bed	Set	Committed	\$145,000	\$2,175,000
Mortgage Below 60%	Set	Committed	\$115,000	\$345,000
City Sales Tax Fund	TBD	Proposed	\$42,500	\$765,000
Housing Trust Fund	Approx	Proposed	\$83,333	\$1,500,000
Sub-Total Financing			\$385,833	\$4,785,000

= Soft Cost
 = Site Improvement
 = Construction

* Division	* Cost Code#	* Description	Budget	Per Unit	P/SF (1150)	Notes
1 - Pre Permit	10	Accounting				
1 - Pre Permit	20	Attorney / Legal	\$20,000.00	\$1,111.11	\$0.97	
1 - Pre Permit	21	Impact Mitigation Fee	\$68,850.00	\$3,825.00	\$3.33	\$3825/unit for Park & Traffic impact fees
1 - Pre Permit	22	Appraisal	\$3,500.00	\$194.44	\$0.17	
1 - Pre Permit	40	Surveyor	\$3,500.00	\$194.44	\$0.17	
1 - Pre Permit	42	Unit Lot Subdivision	\$9,500.00	\$527.78	\$0.46	
1 - Pre Permit	50	Building Architect	\$125,000.00	\$6,944.44	\$6.04	
1 - Pre Permit	60	Landscape Architect	\$7,500.00	\$416.67	\$0.36	
1 - Pre Permit	70	Environmental Consultant	\$2,500.00	\$138.89	\$0.12	
1 - Pre Permit	71	Arborist	\$1,500.00	\$83.33	\$0.07	
1 - Pre Permit	72	Traffic Consultant	\$750.00	\$41.67	\$0.04	
1 - Pre Permit	100	Civil Engineer	\$25,000.00	\$1,388.89	\$1.21	
1 - Pre Permit	110	Structural Engineer	\$17,500.00	\$972.22	\$0.85	
1 - Pre Permit	120	Geotechnical Engineer	\$5,000.00	\$277.78	\$0.24	
1 - Pre Permit	130	MEPS Engineer	\$7,500.00	\$416.67	\$0.36	
1 - Pre Permit	140	3rd Party Estimator	\$500.00	\$27.78	\$0.02	
1 - Pre Permit	150	Plan Printing	\$1,000.00	\$55.56	\$0.05	
1 - Pre Permit	210	Site Testing - General	\$2,500.00	\$138.89	\$0.12	
1 - Pre Permit	220	Development Costs	\$500.00	\$27.78	\$0.02	
1 - Pre Permit	231	Closing Cost	\$2,500.00	\$138.89	\$0.12	
1 - Pre Permit	232	Title Report	\$2,500.00	\$138.89	\$0.12	
1 - Pre Permit	233	Taxes		\$0.00	\$0.00	Soft Cost:
2 - General Requirements	1000	Liability Insurance	\$10,000.00	\$555.56	\$0.48	Subtotal:
2 - General Requirements	1010	Builder's Risk Insurance	\$15,000.00	\$833.33	\$0.72	
2 - General Requirements	1060	Trucks, Trailers - Sales, Repair, Parts	\$7,500.00	\$416.67	\$0.36	
2 - General Requirements	1080	Construction Mechanical Equip. - Sales, Leasing, R	\$15,500.00	\$861.11	\$0.75	
2 - General Requirements	1090	Ladders	\$5,000.00	\$277.78	\$0.24	
2 - General Requirements	1120	Construction Tools	\$5,000.00	\$277.78	\$0.24	
2 - General Requirements	1131	Site Storage	\$5,000.00	\$277.78	\$0.24	
2 - General Requirements	1150	Safety / First Aid	\$1,400.00	\$77.78	\$0.07	
2 - General Requirements	1170	Temporary Toilet	\$5,500.00	\$305.56	\$0.27	
2 - General Requirements	1180	House Cleaning	\$1,000.00	\$55.56	\$0.05	
2 - General Requirements	1190	Waste Removal	\$40,000.00	\$2,222.22	\$1.93	
2 - General Requirements	1210	Temporary Utilities	\$20,000.00	\$1,111.11	\$0.97	
2 - General Requirements	1211	Temporary Site Protections	\$12,000.00	\$666.67	\$0.58	
2 - General Requirements	1220	Project Manager	\$95,000.00	\$5,277.78	\$4.59	
2 - General Requirements	1270	Building Permits	\$59,400.00	\$3,300.00	\$2.87	Soft cost: \$3300/unit in permit fees
2 - General Requirements	1280	Pest Control	\$750.00	\$41.67	\$0.04	
3 - Site Construction	2020	Site Clearing	\$5,000.00	\$277.78	\$0.24	
3 - Site Construction	2030	Site Erosion Control	\$2,500.00	\$138.89	\$0.12	
3 - Site Construction	2040	Grading	\$18,500.00	\$1,027.78	\$0.89	
3 - Site Construction	2050	Excavation	\$52,500.00	\$2,916.67	\$2.54	
3 - Site Construction	2051	Soil Export	\$35,000.00	\$1,944.44	\$1.69	
3 - Site Construction	2052	Aggregate Import	\$25,000.00	\$1,388.89	\$1.21	
3 - Site Construction	2060	Fill and Backfill	\$10,000.00	\$555.56	\$0.48	
3 - Site Construction	2061	Top Soil	\$10,000.00	\$555.56	\$0.48	
3 - Site Construction	2070	Trenching for Site Utilities	\$6,500.00	\$361.11	\$0.31	
3 - Site Construction	2110	Storm Drainage Piping	\$30,000.00	\$1,666.67	\$1.45	
3 - Site Construction	2120	Sanitary Sewer Piping	\$17,500.00	\$972.22	\$0.85	
3 - Site Construction	2130	Water Main and Meters	\$127,800.00	\$7,100.00	\$6.17	\$7100/unit
3 - Site Construction	2150	Electrical Main and Meters	\$135,000.00	\$7,500.00	\$6.52	7500/unit -- WAITING ON QUOTE
3 - Site Construction	2200	Fence and Gate	\$10,000.00	\$555.56	\$0.48	
3 - Site Construction	2240	General Utilities	\$5,000.00	\$277.78	\$0.24	
3 - Site Construction	2250	Landscaping	\$55,000.00	\$3,055.56	\$2.66	
4 - Concrete	3000	Concrete Foundation	\$140,000.00	\$7,777.78	\$6.76	
4 - Concrete	3010	Concrete Driveway	\$35,000.00	\$1,944.44	\$1.69	
4 - Concrete	3030	Concrete Sidewalk	\$25,000.00	\$1,388.89	\$1.21	
				\$0.00	\$366,500.00	

4 - Concrete	3090 Street Improvements	\$350,000.00	\$19,444.44	\$16.91	Site Improvement:	\$895,300.00
7 - Woods and Plastics	6000 Framing Lumber	\$285,000.00	\$15,833.33	\$13.77		
7 - Woods and Plastics	6020 Finish Carpentry and Materials	\$60,000.00	\$3,333.33	\$2.90		
7 - Woods and Plastics	6021 Millwork	\$52,500.00	\$2,916.67	\$2.54		
7 - Woods and Plastics	6070 Kitchen Cabinets	\$65,000.00	\$3,611.11	\$3.14		
7 - Woods and Plastics	6090 Countertops	\$55,000.00	\$3,055.56	\$2.66		
8 - Thermal and Moisture Protection	7000 Exterior Wall Insulation	\$95,000.00	\$5,277.78	\$4.59		
8 - Thermal and Moisture Protection	7030 Asphalt Shingles and Roofing Materials	\$100,000.00	\$5,555.56	\$4.83		
8 - Thermal and Moisture Protection	7050 Hardi Siding	\$225,000.00	\$12,500.00	\$10.87		
8 - Thermal and Moisture Protection	7130 Gutters and Downspouts	\$35,000.00	\$1,944.44	\$1.69		
8 - Thermal and Moisture Protection	7150 Firestopping	\$1,750.00	\$97.22	\$0.08		
9 - Doors and Windows	8000 Exterior Doors	\$14,400.00	\$800.00	\$0.70		
9 - Doors and Windows	8010 Interior Doors	\$25,500.00	\$1,416.67	\$1.23		
9 - Doors and Windows	8030 Windows	\$95,000.00	\$5,277.78	\$4.59		
9 - Doors and Windows	8060 Door Hardware	\$18,600.00	\$1,033.33	\$0.90		
10 - Finishes	9000 Drywall	\$215,000.00	\$11,944.44	\$10.39		
10 - Finishes	9040 Vinyl Tile Flooring	\$74,000.00	\$4,111.11	\$3.57		
10 - Finishes	9060 Paint and Coatings	\$4,500.00	\$250.00	\$0.22		
10 - Finishes	9061 Countertops	\$47,500.00	\$2,638.89	\$2.29		
11 - Specialties	10000 Mail Boxes	\$3,000.00	\$166.67	\$0.14		
11 - Specialties	10050 Toilet, Bath, and Laundry Accessories	\$16,500.00	\$916.67	\$0.80		
11 - Specialties	10060 Mirrors	\$6,300.00	\$350.00	\$0.30		
11 - Specialties	10080 Closet Shelving	\$17,500.00	\$972.22	\$0.85		
11 - Specialties	10090 Addresses/Signage	\$1,200.00	\$66.67	\$0.06		
16 - Mechanical	15000 Plumbing System Supply and Install	\$145,000.00	\$8,055.56	\$7.00		
16 - Mechanical	15020 Heating, Ventilation, AC Supply and Install	\$48,000.00	\$2,666.67	\$2.32		
16 - Mechanical	15030 Plumbing Fixtures	\$32,000.00	\$1,777.78	\$1.55		
17 - Electrical	16000 Electrical System Supply and Install	\$165,000.00	\$9,166.67	\$7.97		
17 - Electrical	16010 Light Fixtures	\$9,500.00	\$527.78	\$0.46	Hard Cost	
TOTAL:		\$3,613,200.00	\$200,733.33	\$174.55	Subtotal:	\$2,351,400.00



studio L&L, PLLC
300 Range View Road
Ellensburg, Washington 98926

September 19, 2019

Linda Kelly, Executive Director
Kittitas County Habitat for Humanity
307 South Main Street
Ellensburg, Washington 98926

RE: Kittitas County Habitat for Humanity RFP Collaboration and Support Letter

Dear Ms. Kelly,

Studio L&L has been a partner of Habitat since 2011 and would like to extend our collaborative relationship for the next build of Habitat homes. As such, studio L&L is committed to providing architectural and interior design services to support the building process to enable Habitat to make the next set of homes a reality.

The estimated value of our services to each home build is approximately \$2,500 - \$5,500.

We are pleased to be a trusted partner of Habitat and look forward to continuing our collaborative partnership to make homeownership attainable for hard-working families in Kittitas County. Thank you for your dedication and efforts in obtaining resources to continue the Habitat mission.

Sincerely,

Lacey Wedin, President



9/26/2019

Linda Kelly, Executive Director
Kittitas County Habitat for Humanity
307 S. Main St.
Ellensburg, WA 98926

RE: Letter documenting support and collaboration

Dear Ms. Kelly,

We understand that Kittitas County Habitat for Humanity is preparing grant applications to the City of Ellensburg for City property contributions and City sales tax funds for the development of affordable housing in Ellensburg.

CWU is striving to showcase the talents and community commitments of its diverse faculty and staff. Therefore the CWU Employees of Color Equity Council (ECEC) is excited about the opportunity to partner with Habitat for Humanity for the next build of Habitat homes. As such, ECEC is committed to providing 5 members from our council to support the building process to enable Habitat to make the next set of homes a reality.

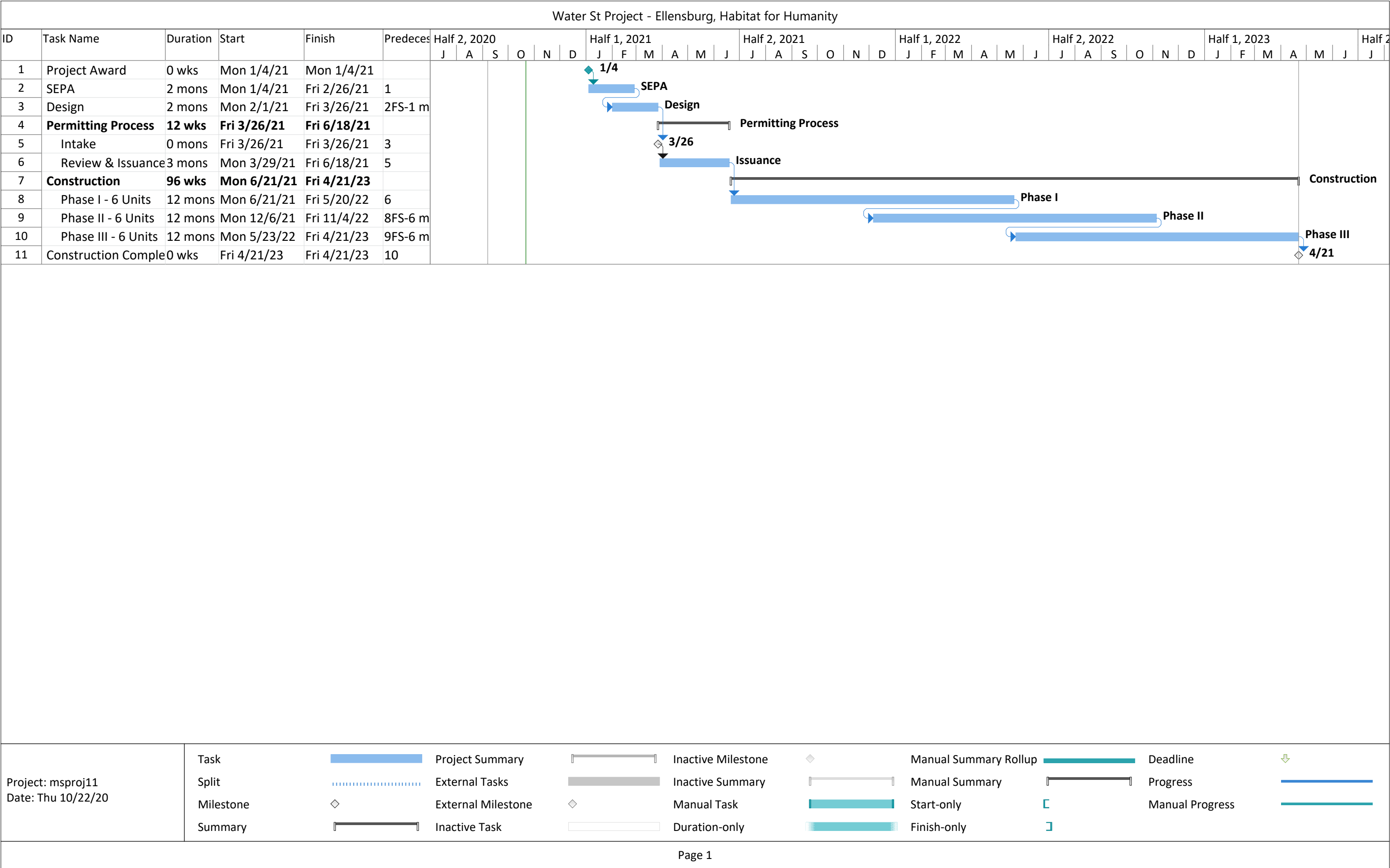
You can count on us to spread the word of involvement and participate in community builds and or volunteer services. The council is made up of over 30 full time employees at CWU, who can rotate volunteer services with Habitat.

ECEC believes in the mission of Habitat. We are pleased to be a trusted partner of Habitat and look forward to continuing our collaborative partnership to make homeownership attainable for hard-working families in Kittitas County.

Sincerely,

Delano Palmer

Member of the Employees of Color Equity Council (ECEC)





**501 North Anderson Street
Ellensburg, Washington 98926**
Telephone: (509) 962-7221 | Fax: (509) 962-7143

December 21, 2020

Patrick Sullivan
Habitat for Humanity Seattle-King County
560 Naches Ave SW Suite 110
Renton, WA 98057

RE: HFHSC Award Letter and Funding Conditions for 2020 City of Ellensburg Affordable Housing Funds and Property Contribution

Dear Mr. Sullivan:

Congratulations! Your application for up to \$765,000 from the City of Ellensburg's Affordable Housing Fund for Bender and Water Street and the City-owned property located at 113 West Bender Road, Ellensburg has been conditionally approved by Ellensburg City Council. This amount is subject to change based on final project costs. If there are decreases in development costs, the City explicitly reserves the right to decrease the final subsidy award to the minimum level needed.

This award is conditional and is not a guarantee of funds. This letter provides an overview of City conditions and some details you can expect in the contractual agreement. Upon issuance of this letter, the City will initiate contract negotiations to make funds available for your project and initiate transfer of ownership of the 113 West Bender Road property.

This letter does not cover all local requirements or all the terms that will be included in loan documents including legal rights and obligations.

Please read this letter carefully and return a signed copy of the Acknowledgement of Funding Conditions at the bottom to the City of Ellensburg Community Development Department.

The City's reservation of funds is based upon representations made in your applications. Changes to those representations must be reported as specified in the Funding Conditions and approved by Community Development in writing. Unreported changes may result in a delay and/or a loss of City funding and/or City-owned property contribution. These requirements are designed to ensure productive communication between the applicant and the City regarding project status prior to City funding.

FUNDING CONDITIONS

The City of Ellensburg will initiate contract negotiations after receipt of the signed Acknowledgement of Funding Conditions. The City requires that the contract stipulate:

- All funds will be paid through reimbursements documented through invoices.
- Reimbursements for development fees will be linked to project milestones (permits issued, certification of occupancy, or other negotiated milestones).
- The contract term will be consistent with the development timeline.
- The budget and scope of work will be based on the applications submitted.
- The proposal and contract must meet the requirements of the City of Ellensburg Affordable Housing Fund and RCW 82.14.530.
- Applicant shall submit a written status report when changes to the project cause the proposal to differ from the RFP application or previous status reports. Reports must explain any problems, or needed modifications, and propose a plan for addressing them.

In addition, the City requires that the contract include agreement on the following items:

- Inclusion of landscaping
- Establishment of Homeowner Association
- Design of houses to accommodate future additions
- Process for qualifying residents based on RCW 82.14.530 requirements

Please notify the Community Development Department as you reach each funding and other milestones or encounter challenges. The City anticipates reserving this award for the time period specified in your application. If you do not demonstrate the progress you proposed within two years of the date of this letter the City of Ellensburg reserves the right to withdraw this award.

Thank you for your commitment to make the City of Ellensburg more affordable for everyone in our community!

Sincerely,

Bruce Tabb, City of Ellensburg Mayor

Acknowledgement of Funding Conditions

I acknowledge that I have read and understand the above funding conditions.

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

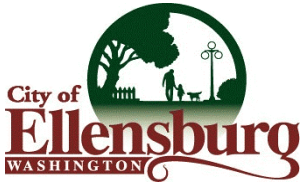
Signature:

Title:

Name:

Date:

Organization:



MANAGER'S REPORT

DATE: December 21, 2020
TO: Ellensburg City Council
FROM: John Akers, City Manager

1. Holiday Hours and Closures for City Facilities.

City Hall Offices, Ellensburg Public Library, and Ellensburg Police Department - City Offices are closed December 25 and January 1 and will close at noon on December 24 and December 31.

Kittitas Valley Memorial Pool and Fitness Center – KVMP will close at noon on December 24, 2020 and reopen January 4, 2021. (Closed for annual maintenance.)

Stan Bassett Youth and Community Center – SBYCC will be closed December 21, 2020 – January 3, 2021.