

COUNCIL AGENDA

Monday, May 3, 2021



In-person attendance at public meetings is currently prohibited per the Washington Governor's Proclamation No. 20-28.15, as extended by Senate Concurrent Resolution 8402. Ellensburg City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at ectv2.com or on YouTube at ECTV Ellensburg

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 20-28.15, as extended by Senate Concurrent Resolution 8402, 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 or on YouTube at [ECTV Ellensburg](https://www.youtube.com/channel/UCvQw0Y9uSUmG6AxaVelTmw). 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_yQQw0Y9uSUmG6AxaVelTmw
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, May 3, 2021
7:00 PM - Regular Meeting**

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations

- | | |
|--|----|
| 2.A National Day of Prayer Proclamation
National Day of Prayer 2021 | 7 |
| 2.B National Public Works Week Proclamation
National Public Works Week Proclamation | 8 |
| 2.C Jewish American Heritage Month Proclamation
Jewish American Heritage Month | 9 |
| 2.D Historic Preservation Month Proclamation for the month of May.
May Proclamation 2021 | 10 |
| 2.E Asian/Pacific American Heritage Month Proclamation
Asian Pacific American Heritage Month Proclamation | 11 |

3. Awards and Recognitions

- 3.A Recognition of retiring City Manager John Akers' service to the City of Ellensburg

4. Approval of Agenda

5. Consent Agenda

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

- | | |
|--|----|
| 5.A Approve Minutes of the April 19, 2021 Regular Meeting
4-19-21 Council Minutes | 12 |
| 5.B Acknowledge Minutes of Ellensburg Business Development Authority Board - March 4 & 10, 2021
3-4-21 EBDA Minutes
3-10-21 EBDA Minutes | 16 |

5.C	Acknowledge Minutes of Utility Advisory Committee - March 18, 2021 3-18-21 Utility Advisory Minutes	19
5.D	Approve University Way Banner Request for CWU Dining Services Job Fair - June 14 - 27, 2021 Banner Request Form CWU Dining Services Job Fair	22
5.E	Purchase of new Vacuum/Combination Truck (Quote #R21-14) Copy of Ellensburg Final Quote 04092021	23
5.F	Replacement of Self-Checkout Machines 4-16-21 Self Checkout Quote	27
5.G	Accept Resignation of Jack Frost from the Public Transit Advisory Committee. Jack Frost Resignation	29
5.H	Accept Resignation of Phyllis (PJ) MacPhaiden from the Library Board, Parks and Recreation Commission and Environmental Commission Phyllis (PJ) MacPhaiden Resignations	30
5.I	Spurling Court Solar Agreement with HopeSource HopeSource - City Funded LI Solar Incentive Agreement Renewal City of Ellensburg Solar Project Match Letter Final	33
5.J	February sale of natural gas in the amount of \$2,533,590	38
5.K	Bid Award - Bid Call 2021-01 Main Street Corridor Intersection Enhancements Project Perteet Main St Corridor Award Letter	40
5.L	Professional Services Agreement with ALSC Architects - Ellensburg Shop Needs Assessment ALSC Professional Services Agreement ALSC Contract Exhibits	44
5.M	Approve Voucher Listing for May 3, 2021 5-3-21 Voucher Listing	62
6.	Petitions, Protests, and Communications	
6.A	COVID-19 Update	
6.B	Diversity, Equity and Inclusion (DEI) Commission Member Appointment DEI Applications	63
6.C	Centerfuse (Ellensburg Business Development Authority Board) Applicant Confirmation 4-14-21 EBDA-Centerfuse Minutes	143

EBDA Resolution 2021-2
CenterFuse (EBDA) Recommendation
Andreas Bohman Application

- 6.D Board and Commission Applications 150
B and C Agenda Report Chart 5-3-21
Steven Luten Application
Requests for Reappointment

7. Citizen Comment on Non-agenda Issues

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A Second Reading of Ordinance 4873 approving rezone request P20-125, submitted by
Joseph Hctor, property owner. 166
Project Location Map
Ordinance 4873

- 9.B 2021 Pay Plan Resolution Amendments 172
2021 Amended Pay Plan Resolution
Historic Salary Summary

10. Unfinished Business

11. New Business

- 11.A Rotary Pavilion Temporary Art Installation 179
Vichayapai Racial Equity Final Proposal

- 11.B 2021 First Quarter Financial Status and Investment Reports 184
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Investment Report 2021 March

12. Miscellaneous

- 12.A Manager's Report 200
5-3-21 MANAGERS REPORT

- 12.B Councilmembers' Reports

13. Executive Session

14. Adjournment

Next Ord. 4874
Next Res. 2021-11



City of Ellensburg

PROCLAMATION

National Day of Prayer

May 6, 2021

Whereas, on April 17, 1952, the Congress of the United States approved a Joint Resolution to provide for setting aside an appropriate day as a National Day of Prayer (Public Law 82-324; 66 Stat. 64); and

Whereas, the history of our nation is indelibly marked with the role that prayer has played in the lives of individuals and the nation; and

Whereas, historically our greatest leaders have turned to prayer in times of crisis and thanksgiving; and

Whereas, the virtues of prayer reflect a common bond; hopes and aspirations, sorrows and fears, remorse and renewed resolve, thanks and joyful praise, and love;

Now, therefore, we do hereby proclaim May 6, 2021 as the **DAY OF PRAYER** in the City of Ellensburg, Washington, in keeping with the wishes of the Congress of the United States. We urge all citizens to join in this special observance.

Signed this 3rd day of May, 2021.

Mayor

Attest: _____
City Clerk

Proclamation

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Washington; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are maintenance and operations personnel, engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, utilities and solid waste systems, public buildings and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children of the state of Washington to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, the City Council and the City of Ellensburg do hereby designate the week of May 16-22, 2021 as "National Public Works Week"; we urge all our citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, maintenance and operations personnel, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Signed this 3rd day of May, 2021

Mayor

City Clerk



City of Ellensburg

PROCLAMATION

JEWISH AMERICAN HERITAGE MONTH

Whereas, in February 2006, Congress issued House Concurrent Resolution 315 to urge the President to issue a proclamation each year to observe American Jewish History Month with appropriate celebrations and activities; and President George W. Bush issued the first Presidential Proclamation designating May 2006 as Jewish American Heritage Month; and

Whereas, in 1654, the first Jewish Americans arrived in New Amsterdam, fleeing oppression from other areas of the world and looking for the possibility of a freer future; and

Whereas, we acknowledge that anti-Semitism is a real issue facing our Jewish American neighbors; we remember the lessons of the Holocaust and recognize the need to root out prejudice and combat anti-Semitism in this country; and

Whereas, we recognize Jewish Americans who contributed to our local community, such as:

Henry and Selig Samuel Kleinberg, who came to Ellensburg in 1885, established their clothing store in the first Kleinberg building, and re-established their store after the Great Fire of 1889 by building the three-story Kleinberg Building on Pearl Street. The third floor of the building was used as a Jewish meeting hall. They also became Ellensburg land brokers and hay merchants and were the first to ship Kittitas Valley hay to the Puget Sound area. Henry and Amelia Kleinberg purchased and donated a strip of land near the Northern Pacific Railroad to the city in 1910 to become a public park, now known as Kleinberg Park; and

Samuel Kreidel, who owned a general merchandise store, built the Kreidel Building on the corner of Third and Pearl after the Great Fire, was elected mayor of Ellensburg first in 1915 and then served several terms as a City Council member; and

Betty Jean (Gottlieb) Allen, who worked alongside her husband to open "Allen's Ice Cream," Ellensburg's first in-and-out, roller skate, curb-service business that served local families and students from 1946-1962; and

Martin Kaatz, who taught geography at Central Washington University over four decades, served on the Ellensburg Downtown Task Force from 1980 to 2010, and whose insight helped shape land use planning in Ellensburg and the region; and

Whereas, the City of Ellensburg recognizes and honors the Jewish Americans residing herein who contribute to the strength and vibrancy of our community.

Now, Therefore, the City Council of the City of Ellensburg does hereby proclaim May 2021 as Jewish American Heritage Month in Ellensburg and encourages all citizens to join in this observance by building bridges of understanding and friendship with our Jewish American neighbors.

Signed this 3rd day of May, 2021.

Bruce Tabb, Mayor

Attest: _____
City Clerk

PROCLAMATION

MAY IS HISTORIC PRESERVATION MONTH

WHEREAS, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

NOW, THEREFORE, the City Council and City of Ellensburg, do proclaim May 2021 as National Preservation Month in the City of Ellensburg and call upon the people of Ellensburg to join their fellow citizens across the United States in recognizing and participating in this special observance.

Signed this 3rd day of May, 2021

Mayor

City Clerk



City of Ellensburg

PROCLAMATION

ASIAN/PACIFIC AMERICAN HERITAGE MONTH

Whereas, in 1992, Congress passed Public Law 102-450 which permanently designated May as Asian/Pacific American Heritage Month to be celebrated with the appropriate ceremonies and activities; and

Whereas, we acknowledge the exclusion, racism, discrimination, physical attackers, incarceration, and deportation Asian/Pacific Americans have historically endured and the racism, discrimination, and physical harassment which people who are Asian/Pacific continue to endure; and

Whereas, Asian/Pacific Americans and their descendants have contributed greatly to the enrichment of life in the United States including the Chinese workers who helped build the first transcontinental railroad in the United States, completed on May 10, 1869; and by 1920, Japanese owned dairy cows supplied about half of the milk consumed in Seattle, and nearly seventy percent of the berries, fruits and vegetables consumed in Washington State; and

Whereas, we recognize the contributions of Asian American residents to the City of Ellensburg, such as:

Pak and Hong Huie, who established the New York Cafe at the corner of 3rd and Main in 1911, where the Cafe became the cornerstone for the Ellensburg Restricted District, home to many Japanese/Pacific American residents and other peoples of color for several years; and

Bun Yom, who opened the first Thai restaurant in Ellensburg and published his story, "Tomorrow I Am Dead" chronicling his imprisonment in Cambodia by the Khmer Rouge, his ultimate escape and survival, and his immigration to Ellensburg with his family in 1984; and

Sergeant Larry Singer Lee, who served honorably as part of the Washington Calvary, Troop A; and the 268 Company, 134 Battalion Military Police Corp, in World War I, 1916-1919; and

Solomon Laingo, a Philippine immigrant and highly decorated Tech V soldier in World War II, serving our country in exchange for his citizenship, whose decorations are on display in the Kittitas County Historical Museum; and

Tokio and Machi Ota, one of many Ellensburg area Asian-American families, who became part of the 112,000 Asian-American residents on the West Coast, incarcerated in internment camps as a result of Federal Executive Order 9066 after the Pearl Harbor attack in 1941; and

Officer Nelson Ng, Ellensburg Police Department, who died in the line of duty in 2008; and

Whereas, the City of Ellensburg recognizes and honors many other Asian/Pacific-Americans residing herein who contribute each day to the strength and vibrancy of our community.

Now, Therefore, the City Council of the City of Ellensburg does hereby proclaim May 2021 as Asian/Pacific American Heritage Month in Ellensburg, and encourages all citizens to join in this observance by building bridges of understanding and friendship with our Asian/Pacific American neighbors.

Signed this 3rd day of May, 2021.

Bruce Tabb
Mayor

Attest: _____
City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

April 19, 2021

7:00 PM

**Held Remotely per Governor Inslee's Proclamation
20-28.15, extended by Senate Concurrent
Resolution 8402**

Pledge of Allegiance

Councilmember Miller led the Pledge of Allegiance.

1. Call to Order and Roll Call

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

Others Present: City Manager Akers; City Attorney/Assistant City Manager Weiner; City Clerk Leader; Executive Assistant Gigstead; Planning Manager Ayling; Parks and Recreation Director Case; Gas Engineer Yusi; Kittitas County Health Officer, Dr. Mark Larson; Parks and Recreation Commission Chair, Laci Harrison and approximately eight members of the public.

2. Proclamations

2.A. Arbor Day Proclamation

Councilmember Miller read the Arbor Day Proclamation.

Councilmember Nancy Goodloe moved to Approve the Mayor's signature on the Arbor Day Proclamation. **Motion Approved 7-0.**

3. Awards and Recognitions

4. Approval of Agenda

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

5. Consent Agenda

5.A. Approve Minutes of the April 5, 2021 Regular Meeting

5.B. Approve Minutes of the March 29, 2021 Special Meeting

5.C. Acknowledge Minutes of Arts Commission - March 11, 2021

5.D. Acknowledge Minutes of Library Board - March 9, 2021

- 5.E. Acknowledge Minutes of the Lodging Tax Advisory Committee - February 3, 2021
- 5.F. Acknowledge Minutes of the Parks and Recreation Commission - January 13 and February 10, 2021
- 5.G. Acknowledge Minutes of Planning Commission - March 11, 2021
- 5.H. Collective Bargaining Agreement for 2021-2023 between City and IBEW Local 77
- 5.I. Re-submittal of the Interlocal Agreement (ILA) with the Kittitas County Flood Control Zone District (KCFCZD).
- 5.J. Accept Resignation of Emily Jacobs from the Environmental Commission
- 5.K. Project Acceptance - 2020 Residential Sidewalk Repair Program – Bid Call No. 2020-02
- 5.L. Natural Gas System Plan Update Supplemental Agreement
- 5.M. Approve Voucher Listing for April 19, 2021

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

6. Petitions, Protests, and Communications

6.A. COVID-19 Update

Dr. Larson was present and gave an update on current vaccination rates and clinics being held within the County. He reported the Kittitas County incident rate is still high.

7. Citizen Comment on Non-agenda Issues

8. Business Requiring Public Hearings

8.A. Rezone Application P20-125, submitted by Joseph Hctor, property owner – Closed Record Hearing (quasi-judicial); and first reading of an Ordinance approving rezone application P20-125.

The Mayor opened the Public Hearing. Planning Manager, Jamey Ayling, presented information in the staff report.

With no public comment or questions, the Mayor closed the public hearing.

Councilmember Mary Morgan moved to Approve Rezone Application P20-125 from Residential Office to Commercial Highway zoning and adopt the Hearing Examiner's Findings of Fact, Conclusions of Law and Decision and Conditions of Approval. **Motion Approved 7-0.**

Councilmember Mary Morgan moved to Approve conducting first reading of Ordinance 4873. **Motion Approved 7-0.**

8.B. Surplus Declaration Resolution - Ellensburg Business Incubator
City Manager, John Akers, presented information in the staff report.

The Mayor opened the public hearing and asked for questions or comments from the public. There were no questions or comments from the public or Councilmembers.

Councilmember Mary Morgan moved to Approve adoption of Resolution 2021-09 declaring the Incubator Building as surplus as of April 19, 2021. **Motion Approved 7-0.**

9. Introduction and Adoption of Ordinances and Resolutions

9.A. Proposed Resolution to Approve Application for Final Plat Approval (P21-030) Tyler Glahn, Agent for Crytl Enterprises, Inc. Benjamin's Corner Subdivision.
Planning Manager, Jamey Ayling, presented information in the staff report.

Councilmember Mary Morgan moved to Approve adoption of Resolution 2021-10 for the final Plat for Benjamin's Corner and authorize the Mayor's signature on the mylars for the final plat. **Motion Approved 7-0.**

10. Unfinished Business

11. New Business

11.A. Naming of Downtown Park
Parks and Recreation Director, Brad Case, presented information in the staff report.

Councilmember Engel suggested the name Hero Park. Councilmember Goodloe suggested the name recommended by the Parks & Recreation commission be altered to "Unity Place". Parks and Recreation Chair, Laci Harrison, gave background of commission discussion regarding the recommended name, Unity Park.

Councilmember Nancy Goodloe moved to Approve naming the downtown park "Unity Place". **Motion Failed 2-5.**

Councilmember Mary Morgan moved to Approve naming the downtown park "Unity Park" as recommended by the Parks and Recreation Commission. **Motion Approved 7-0.**

12. Miscellaneous

12.A. Manager's Report
The City Manager presented information in the report.

12.B. Councilmembers' Reports

- Councilmember Lillquist attended the Utility Advisory Committee meeting, Airport Advisory Committee meeting; and explained Kittitas County is seeking volunteers for the Courthouse Advisory Committee and the Bowling Alley Subcommittee;
- Councilmember Engel attended the Parks and Recreation, Planning and EBDA/CenterFuse meetings;
- Councilmember Miller attended the Landmarks & Design Commission meeting;
- Councilmember Morgan reported on the KITTCOM Board;
- Councilmember Lamb attended EMS Trauma Care Council and Arts Commission meetings;
- Councilmember Goodloe reported on the Community Recovery Committee and DEI subcommittee and attended the Utility Advisory Committee;
- Mayor Tabb attended the Board of County Commissioners public hearing regarding the proposed mental health tax and the Affordable Housing Commission; he displayed a picture of the rebranding on the Central Transit buses

13. Executive Session

14. Adjournment

Meeting adjourned at 8:22 pm.

Mayor

ATTEST:

City Clerk



CenterFuse

Ellensburg's Business Development Authority BOARD OF DIRECTORS MEETING MINUTES

Special meeting held virtually

Thursday, March 4, 2021

9:00-9:30 AM

Members in Attendance: James Jankowski, Chair; Linda Schactler, Vice Chair; Grant Clark, Treasurer; Garrett Poshusta, Secretary; John Perrie, Board Member; and Jared Vallejo, Board Member

Absent (excused): Del Bankston, Board Member

Others present: Stacey Engel, Ellensburg City Council Liaison; and Margaret Reich, Executive Director

1. **Call to order**

Meeting was called to order at 9:02 AM

2. **Approval of Agenda**

Agenda contained one item

3. **Board Business**

Discussion about draft business development plan to present to the Ellensburg City Council on March 15, 2021.

4. **Adjournment** – time 9:29 AM Motion to adjourn by Linda Schactler, second by Garrett Poshusta.

Drafted: 3/05/2021

Approved:

Submitted by: Margaret Reich





Centerfuse

Ellensburg Business Development Authority

BOARD OF DIRECTORS MEETING MINUTES

Regular meeting held virtually

Wednesday, March 10, 2021

4:00-5:30 PM

Members in Attendance: James Jankowski, Chair; Linda Schactler, Vice Chair; Grant Clark, Treasurer; Garrett Poshusta, Secretary; John Perrie, Board Member; Del Bankston, Board Member and Jared Vallejo, Board Member

Others present: Stacey Engel, Ellensburg City Council Liaison; and Margaret Reich, Executive Director

1. Meeting Called To Order

Meeting was called to order at 4:01 PM

2. Approval of Agenda

Motion to approve meeting agenda by Linda Schactler, second Jared Vallejo. Motion approved by unanimous vote.

3. Approval of Minutes

Motion to approve February 2021 regular meeting minutes by John Perrie, second by Linda Schactler. Motion approved by unanimous vote.

4. Board Business

a. Board Membership

As per the Charter, board membership is a minimum of seven members, but can be increased to nine. The board currently has seven members. The board discussed the option of having nine members, and decided to remain a seven-member board at this time.

b. Financial Reports

Board Treasurer, Grant Clark, presented financial reports.

c. Strategic Plan Implementation Update



Executive Director, Margaret Reich, provided an update on the implementation of the CenterFuse 2021 Strategic Plan. Board discussed what information to contain in a monthly progress reporting, and the creation of a marketing plan sub-committee (members Linda Schactler, Del Bankston, and Jared Vallejo).

d. Presentations

Discussion about draft business plan presentation and panelist to present at the March 15, 2021 Ellensburg City Council.

e. Status report on Broadband Feasibility Study

Discussion about connections with County Commissioners, Washington State Broadband Office, others to advance a Broadband Action Team. Information shared about upcoming stakeholder presentations, and grant opportunities identified.

f. Status report on Marketing Campaign

Executive Director Margaret Reich is to prepare a outreach plan to the fifteen people who responded to the mini-campaign, and share that with the marketing plan sub-committee.

2. Items for Future Consideration

No items for future consideration mentioned.

3. Adjournment – time 5:29 Motion to adjourn by Linda Schactler, second by Del Bankston.

Drafted: 3/11/2021

Approved:



Submitted by: Margaret Reich



CITY OF ELLENSBURG

Utility Advisory Committee

Date of Meeting

March 18, 2021

Time of Meeting

3:30 PM

Place of Meeting

Virtual Conference

Nancy Lillquist, Chairperson, term expires May 31, 2022

Ed Barry, Vice Chairperson, term expires May 31, 2023

Nancy Goodloe, City Council, term expires May 31, 2021

Gary Gleason, CWU, term expires May 31, 2022

Bob Johnson, KITTCOM, term expires May 31, 2023

Jim Goeben, Telecommunications Utility customer, term expires May 31, 2023

Nate Sitton, City Utility Customer, term expires May 31, 2023

1. CALL TO ORDER

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

2. ROLL CALL

Members present: Nancy Lillquist, Chair; Ed Barry, Vice Chair; Nancy Goodloe, City Council; Gary Gleason, CWU; Jim Goeben, Telecomm; Bob Johnson, Telecomm; Nate Sitton, City Utility Customer.

Also present: Ryan Lyyski, Public Works & Utilities Director; Kim Caulkins, Operations Analyst; Buddy Stanavich, Power & Gas Manager; Darren Larsen, Assistant Utilities Director; Ben Faubion, IT & Telecomm Manager; William Longmire, GIS Coordinator; Terry Weiner, City Attorney; Margaret Reich, CenterFuse.

3. APPROVAL OF MINUTES

3.A. Approve minutes - February 18th, 2021 regular meeting minutes

Barry moved to approve the minutes. Goodloe seconded. All in favor; **motion approved.**

4. APPROVAL OF CONSENT AGENDA

Consent items have been distributed to committee members in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a committee member or at the request of a member of the public with concurrence of a committee member.

5. CORRESPONDENCE AND CITIZEN COMMENTS ON NON-AGENDA ITEMS

6. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

6.A. Telecommunications Utility Update

The committee asked several questions about the City's current fiber service to customers. Ben Faubion shared the history of the Telecom Utility and provided a status update on the Pilot project. He also shared information about the public and private partnerships with other ISPs that are now in place and being developed to provide Open Access to serve Internet and fiber services to the community using the City's fiber infrastructure. He shared working with and collaborating with other public works projects to maximize grant funds and support Dig Once. He also mentioned that the City would be willing to work with CenterFuse on a Broadband Action Team. During COVID, Telecom worked with the state and schools on getting internet to students who did not have access and achieved the 20-installation goal for the Pilot in downtown without any additional staffing or resources and now needs direction on next steps as proposed by a strategic plan update. The Telecom Utility in collaboration with Public Works applied for .09 grant funds for fiber extensions in Gateway 1, Gateway 2, and Bull Road Extension. Developers are asking for fiber service in these development areas. Bob Johnson suggested a subgroup does a study session to discuss the scope of work for a strategic plan and present to Utility Advisory Committee.

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

8. INFORMATION ONLY ITEMS

8.A. Public Works & Utilities Issues and Updates

Ryan Lyyski mentioned the Bull Road project started Monday, March 15th, a Collection Serviceperson position was filled in sewer department, there was a water main break between 2nd & Sampson, the draft stormwater management plan was submitted to state and the Gateway project should be out to bid by end of April.

Darren Larsen reported there is still a lineman position open, but the temporary lineman position has been filled. City management & IBEW union have requested mediation to assist with reaching terms on the 2021-2023 bargaining agreement. There were 5 in-house applications for the gas-tech position and March 18th was natural gas utility workers day.

9. NEXT MEETING

9.A. April 15th, 2021 at 3:30 pm

10. ADJOURNMENT

With no further discussion, the meeting adjourned at 5:06 pm.

Kim Caulkins
Recording Secretary
Drafted: 3/19/2021
Approved: 4/15/2021

University Way Banner Request Form

Contact Person: Emilie Hobert

Phone Number: 5099632428

Name of Event/Program: CWU Dining Services Job Fair

Banner Dates (Monday-Sunday): June 14 to 27, 2021



* Example of a correctly made banner.

- I have contacted CWU Scheduling Services and reserved the banner dates.
Phone 509-963-1321 or 509-963-1641, Email: schedule@cwu.edu
- This Banner is a **maximum of 30' x 52"** and a **minimum of 24' x 48"** with **3" turnback at the top and bottom of the banner that will allow steel cable to be strung through it, and no grommets.**
 - We recommend that wind flaps be cut into the banner to prevent wind damage.
(Additional fees may apply, if CWU provides the services of adding wind flaps to your banner).
- I have contacted the City of Ellensburg for approval to hang this banner on the above dates.
City of Ellensburg: Phone 509-925-8614 Fax 509-962-7130, Email: leaderb@ci.ellensburg.wa.us

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



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

City of Ellensburg approved by: _____

Date: _____

Disapproval/Reasons: _____

CWU Student Union Operations approved by: _____ Date: _____

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



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: Purchase of new Vacuum/Combination Truck (Quote #R21-14)

Submitted by: Mike Helgeson Public Works & Utilities

Recommended Action or Motion: Staff is recommending Council award Quote #R21-14 and authorize the purchase of a new Vac-Con V311HEN/1300 Vacuum/Combination truck from Enviro-Clean Equipment.

Background/Summary: The City currently owns two (2) Vac-Con combination trucks that are utilized for multiple activities, including sanitary sewer cleaning/jetting, storm sewer cleaning, and multiple utility excavations. The Sewer Division crews use both City owned trucks almost daily during the spring and summer months, leaving the other utilities without a truck for excavation purposes. The Light, Gas, and Water utilities have shared the cost of renting a vac/combo truck during these months in previous years. This purchase will replace truck #148. Staff will retain ownership of truck #148 and utilize this equipment for the Light, Gas, and Water utilities in 2022 and beyond, in lieu of acquiring the rental.

Staff participated in demonstrations from five (5) different vendors who sell Vacuum/Combination trucks. After careful consideration, staff has decided that the Vac-Con, sold by Enviro-Clean Equipment, best suits the City's needs. Staff is recommending that Council authorize the purchase of a Vac-Con V311HEN/1300.

Vac-Con was chosen for several reasons, including price, performance, operator familiarity, and a good understanding of maintenance and repair, due to the fact that the City has owned and operated two Vac-Con trucks for several years.

Previous Council Action: City Council at its December 7, 2020 meeting approved the purchase of a new Vac/Combo truck through the adoption of the 2021/2022 biennial budget.

Analysis: There is \$442,000 allocated in the 2021 Shop Capital Outlay

Budget for the purchase of a new Vac/Combo truck for the Sewer Division. The quote (#R21-14) from Enviro-Clean Equipment through the Washington State Contract (#00120) is \$445,291.79. The City is a member of the Washington State Purchasing Cooperative and can purchase off any contract they provide.

Financial Impact:

There are sufficient funds in the Shop Capital Outlay Budget for the purchase of the Vac-Con V311HEN/1300.

Attachments:

[Copy of Ellensburg Final Quote 04092021](#)

Quote		103209	Enviro-Clean Equipment	
City of Ellensburg 701 S. Industrial Way Ellensburg, WA 98926 Retail ID #856				2395 11 Mile Avenue Gresham, OR 97030
				
Model Number - V V311HEN/1300 LX A -P			Washington State Contract #00120	
Standard Equipment Includes:				
Vacuum System: HD3 Stage Compressor w/built in seperator (Classic)				
Vacuum Drive: Hydrostatic				
3/16" Corten Steel Debris Tank - (11 Yard)				
Debris tank Dumping: minimum 50 deg., hydraulic scissors lift - power up/power down				
Polyethylene water tank				
Automatic Vacuum Breaker and overflow protection				
8" vacuum intake hose				
Boom travel tie down				
4 Way hydraulic boom with 270 deg. Rotation and joystick controls				
Front mounted 600' capacity (1" hose)/hydraulic hose reel				
FMC Water Pump is Standard on Single Engine Unit: 50 gpm/3,000 psi system				
Water pump drive: Hydrostatic				
400' high pressure jet rodder hose (1" or 3/4")				
Manual hose rewind guide				
Hose guide (Tiger Tail)				
30" leader hose				
20 gpm at 600 psi wash down hand gun				
Sealed and locking tool box behind cab				
1) each sanitary and penetrator nozzles				
20.5' aluminum intake pipe(1-3', 1-5', 1-6', and 1-6.5' nozzle)				
ICC lighting				
DuPont Elite Polyurethane Paint				
12 month standard warranty - see certificate for details				
5# Fire Extinguisher				
Set of Triangles				
Main Information				
Model	V311HEN/1300		\$ 233,115.00	\$ 207,472.35
Blower	Select a Blower		\$ -	\$ -
Boom	10' Aluminum Telescoping Boom with 10" Inlet and Pendant Control Station (Limits Rotation)		\$ 21,767.00	\$ 19,372.63
Hose Reel	Front Mounted, Articulating to Driver Side (Std Pivot)		\$ 14,509.00	\$ 12,913.01
Jet Rodder Hose	700' x 3/4" Jet Rodder Hose - (non-continuous)		\$ 1,432.00	\$ 1,274.48
Water System	50 gpm/3000 psi FMC Pump - Single Engine - Hydrostatic Drive		\$ -	\$ -
Debris Body Options			MSRP	State Contract
Qty	Description			
1	6" Knife Valve with Center Post and Handle, in Lieu of the 5" Butterfly Valve (662-0125)		\$ 788.00	\$ 701.32
1	A Flat Style Rear Door ilo Dome Style Door Including Hydraulic Opener will be Provided		\$ 5,816.00	\$ 5,176.24
1	Built in Body Prop - Rear Support Frame Mounted		\$ 503.00	\$ 447.67
1	Debris tank drain screen placement - Standard drain valve		\$ -	\$ -
1	Rear Splash Shield - Rear Flange Mounted		\$ 2,037.00	\$ 1,812.93
1	Rubber pad on standard deflector		\$ 546.00	\$ 485.94
1	Screen assembly over drain port in debris tank		\$ 479.00	\$ 426.31
Water System Options			MSRP	State Contract
Qty	Description			
1	1/4 turn ball valve water drain (cannot choose both 2-1/2" gate valve and 1/4 turn ball valve, only choose one)		\$ 490.00	\$ 436.10
2	50' Capacity Retractable Hand Gun Hose Reel (\$2,199ea. X 2 = \$4,398)		\$ 4,398.00	\$ 3,914.22
1	Air Purge System		\$ 897.00	\$ 798.33
1	Artic Winter Recirculating System High Pressure Circuit, includes plumbing to upper water tanks.		\$ 1,393.00	\$ 1,239.77
1	Debris Body "Power Flush" System, 8 jets		\$ 2,082.00	\$ 1,852.98
1	Hydroexcavation Pkg Inc- 50' Handgun Hose Reel w/ hose 72" X Sch. 80 QD Lance w single Fwd Spray Nozzle, Storage Tubes for Lances Heavy Duty Unloader Valve Main Control Ball Valve Variable Flow Valve		\$ 6,895.00	\$ 6,136.55
1	Pre-Tank Water Filter (In-line)		\$ 375.00	\$ 333.75
1	Variable Flow Valve (Valve Only) - nozzles required		\$ 464.00	\$ 412.96
1	Water Pump Remote Oil Drain		\$ 290.00	\$ 258.10
1	Winter Recirculation System - FOR USE WITH TRANSFER CASE DRIVEN WATER PUMPS ONLY		\$ 2,897.00	\$ 2,578.33
Misc Machine Options			MSRP	State Contract
Qty	Description			
1	Long Handle Storage Placement - Mounted in Storage Box Under Shelf		\$ -	\$ -
1	Remote Boom Grease Zerk Assembly (Ground Level - includes water pump drive) - If Applicable		\$ 2,562.00	\$ 2,280.18
1	Remote Debris Tank Grease Assembly (Ground Level)		\$ 2,760.00	\$ 2,456.40
1	SHELLBACK BOOM ELBOW		\$ 1,343.00	\$ 1,195.27
Lighting Options			MSRP	State Contract
Qty	Description			
1	LED 4 Strobes - (2) front bumper / (2) rear bumper - Whelen 50A03ZCR - Amber		\$ 2,049.00	\$ 1,823.61
1	LED Arrow stick - Whelen TAM85 Traffic Advisor		\$ 3,019.00	\$ 2,686.91
1	LED Boom Mounted Flood Lights with Limb Guard - Whelen NP6BB Worklight		\$ 789.00	\$ 702.21
1	LED Flood Light - Level Wind Guide with Limb Guard - Whelen NP6BB Worklight		\$ 446.00	\$ 396.94
1	LED Midbody Flood Lights with guards - Whelen NP6BB (Driverside and Curbside)		\$ 789.00	\$ 702.21
Electrical Options			MSRP	State Contract

Qty	Description		
1	6 Way Pendant Control Station (Spare)	\$ 549.00	\$ 488.61
1	Omnibus Precision Power System (OPP)-Electronic Controller System-Includes: a color monitor, electronic footage counter, and pressure compensated hydraulics. AVAILABLE: DUAL AND SINGLE ENG MACHINES.	\$ 5,887.00	\$ 5,239.43
1	Rear Camera Placement	\$ 592.00	\$ 526.88
1	Remote Control (Wireless): Boom, Vacuum Breaker, Throttle & Debris Body (includes Hi-Dump, if applicable). Does not include remote cable pendant controls for boom or hi dump.	\$ 4,981.00	\$ 4,433.09
1	Traffic Camera With Color Monitor - MUST PICK CAMERA PLACEMENT	\$ 1,279.00	\$ 1,138.31
Water System Accessories		MSRP	State Contract
Qty	Description		
1	711-53686 Hydro. X Lance Assy. - Must Choose Hydro X. Package - 72" with quick disconnects, 1/2 schedule 80, horizontal handle	\$ -	\$ -
Pipe Storage Racks		MSRP	State Contract
Qty	Description		
1	Lazy Susan Pipe Rack (Holds 5 Pipes)	\$ 2,754.00	\$ 2,451.06
Paint		MSRP	State Contract
Qty	Description		
1	Paint Module: Single-Stage Polyurethane Elite Coca Cola Red (PPG code: 911065)	\$ -	\$ -
1	Standard Striping Package - White 692-5204-01	\$ -	\$ -
Truck Chassis Information		MSRP	State Contract
Qty	Description		
1	Freightliner Chassis - Vac-Con Supplied	\$ 116,600.00	\$ 116,600.00
Make	Freightliner		
Model	114SD		
Engine	Cummins X12		
Engine HP and RPM	410HP		
Transmission	Allison 4500RDS		
CA/CT Measurement			
Est Date of Arrival	July - (Vac-Con Factory) Planned		
Totals		MSRP	State Contract
Subtotal		\$ 447,572.00	
Less Discount		\$ (36,406.92)	
Unit Total		\$ 294,565.08	
Chassis Total		\$ 116,600.00	
State Contract Total		\$ 411,165.08	\$ 411,165.08
Sales and Use Tax		\$34,126.71	\$34,126.71
Total		\$ 445,291.79	\$ 445,291.79
Comments 1) (1) LP Hose Reel to be mounted at front bumper - curb side (1) LP HR mounted in Std location 2) Wireless Remote to be Omni (Std. Blue Case) 3) No FEPTO - Omsi T-Case power all Hydraulics and Hydrostatics Option content is subject to engineering approval. Offered by: <u>Frank Clanton</u> Accepted by: _____			



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: Replacement of Self-Checkout Machines

Submitted by: Josephine Camarillo Library

Recommended Action or Motion: Authorize the City Manager to approve the replacement and upgrade of library self-checkout machines for \$5,560 and approve the necessary budget adjustments.

Background/Summary: In 2013, the library purchased two self-checkout machines for patron use. The machines have been highly utilized and are in need of replacement.

Previous Council Action: None

Analysis: Due to aging equipment, the library is in need of replacing and upgrading two self-checkout machines. Both machines have been highly utilized and necessary for the library to continue it's normal operations. The self-checkout machines have been crucial since the pandemic as it allows patrons a no-contact option when checking out their items.

Financial Impact: The replacement equipment is not included in the adopted 2021 budget. Additional expenditure authority of \$5,560 is necessary. The total cost includes equipment, delivery and onsite setup. The General Fund has adequate ending fund balance to accommodate this purchase.

Attachments:
[4-16-21 Self Checkout Quote](#)



QUOTE

HPCS Library Services, LLC

709 SW Kinsington Court

Grants Pass, OR 97526

(541) 862-1280

bill@hpcslib.com

www.hpcslib.com

MAR 16, 2021

QUOTED TO Ken Paschen
Ellensburg Public Library
209 Ruby St, Ellensburg, WA 98926

SALESPERSON	DESCRIPTION	PAYMENT TERMS	DELIVERY
Bill Potter	CheckEze 201	Net 30 FOB Grants Pass	4 weeks

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
2	CheckEze 201 Self-check system w/SIP2 interface System includes Dell computer Optiplex 5480 All-in-one, Windows 10 Professional, 10th Generation Intel® Core™ i5-10500T (6-Core, 12MB Cache, 2.3GHz to 3.8GHz, 35W), 8GB Ram, 256 GB SSD (Solid state drive), Wifi built-in, 3 year warranty and onsite support from Dell (after remote diagnostics) Motorola Symbol LS2208 barcode reader, with stand Star TSP-743 high speed receipt printer and power supply CheckEze self-checkout software Fully configured with graphics adjusted for your library Includes one year support and warranty	2480.00	4960.00
1	Delivery and onsite setup	600.00	600.00
Total			5560.00

Quotation valid 30 days

* Extended 30 days 4/16/21

Laurie Gigstead

From: Betsy Dunbar
Sent: Wednesday, April 21, 2021 8:28 AM
To: Laurie Gigstead
Subject: PTAC

Laurie,

I received the resignation of PTAC member Jack Frost which now leaves 2 vacancies.

See below.

April 21, 2021

Bruce Tabb
Chair
Public Transit Advisory Committee

Betsy Dunbar
Public Transit Manager

Dear Bruce and Betsy:

It is with deep regret I must resign from the Public Transit Advisory Committee. My health has gotten too bad to be able to responsibly do my part on this committee.

I have appreciated having been a part of this endeavor since its inception. I am grateful to have been given an opportunity to be of service to Ellensburg.

PS: I hope this email is sufficient. My printer is broken.

Respectfully,

Jack Frost
2000 N. Alder ST APT 8
Ellensburg WA 98926-2277
(509) 929-1950
jackfrosteburg@gmail.com
jackfrosteburg@charter.net

Laurie Gigstead

From: Josephine Camarillo
Sent: Tuesday, April 27, 2021 8:41 AM
To: Laurie Gigstead
Subject: FW: [Ext] Library Board Resignation

Hi Laurie,
Please see resignation below.
Thanks,

Josephine Yaba Camarillo
Library Director / Ellensburg Public Library <https://ci.ellensburg.wa.us/library>
(509) 962-7252

-----Original Message-----

From: Phyllis Macphaiden <pjmac418@gmail.com>
Sent: Tuesday, April 27, 2021 8:30 AM
To: Josephine Camarillo <camarilloj@ci.ellensburg.wa.us>
Subject: [Ext] Library Board Resignation

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

Dear Josephine,

As previously indicated, I'll soon be leaving Ellensburg and hereby tender my resignation from your board. Serving with you, your staff, Friends of the Library, and co-board members has been both pleasure and privilege.

Thank you for offering me this educational, rewarding, and downright fun opportunity to support one of Ellensburg's greatest assets.

Fondest regards,

S/Phyllis (PJ) MacPhaiden

Sent from my iPad

Laurie Gigstead

From: Brad Case
Sent: Tuesday, April 27, 2021 8:49 AM
To: Laurie Gigstead
Subject: FW: [Ext] Resignation from the Parks & Recreation Commission

-----Original Message-----

From: Phyllis Macphaiden <pjmac418@gmail.com>
Sent: Tuesday, April 27, 2021 8:29 AM
To: Brad Case <caseb@ci.ellensburg.wa.us>
Subject: [Ext] Resignation from the Parks & Recreation Commission

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

Dear Brad,

As previously reported, I'll soon be leaving Ellensburg and hereby tender my resignation from the Parks & Recreation Commission. Serving with you, other city staff members, and co-commissioners has been both pleasure and privilege.

I'm grateful to have had the educational and rewarding experience of supporting Ellensburg's outstanding Parks & Recreation facilities and services.

Respectfully,

S/Phyllis (PJ) Brooks MacPhaiden

Sent from my iPad

Laurie Gigstead

From: Laura Wilson
Sent: Tuesday, April 27, 2021 9:19 AM
To: Laurie Gigstead
Subject: FW: [Ext] Resignation from the Environmental Commission

Laurie,
Here is a resignation letter from PJ MacPhaiden.

Laura J. Wilson
(509)962-7235
wilsonl@ci.ellensburg.wa.us

-----Original Message-----

From: Phyllis Macphaiden <pjmac418@gmail.com>
Sent: Tuesday, April 27, 2021 8:28 AM
To: Laura Wilson <wilsonl@ci.ellensburg.wa.us>
Subject: [Ext] Resignation from the Environmental Commission

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

Dear Laura,

As I've previously reported, I'll soon be leaving Ellensburg and hereby tender my resignation from the Environmental Commission. Serving with you, other city staff members, and co-commissioners has been both pleasure and privilege.

I'm grateful to have had this most educational and rewarding experience of being of service to our community.

Respectfully,

S/ Phyllis (PJ) Brooks MacPhaiden

Sent from my iPad



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: Spurling Court Solar Agreement with HopeSource

Submitted by: Buddy Stanavich Public Works & Utilities

Recommended Action or Motion: Authorize the City Manager to sign the Implementation Agreement and Match Commitment Letter with HopeSource, and approve the necessary budget adjustments.

Background/Summary: As part of the 2019/2020 budget process, council directed a portion of the city funded conservation budget to support renewable energy systems on low-income housing. On December 4, 2019 an Implementation Agreement in the amount of \$30,000 was signed with HopeSource to install a renewable energy system on their Spurling Court property. Due to circumstances outside either parties' control, that system was not installed in 2020.

At the November 19, 2020 Utility Advisory Committee meeting, HopeSource shared that they had an opportunity to apply for a 100kW low-income community solar grant. A letter of support for the project from the City was included in their grant application.

Furthermore, the Utility Advisory Committee forwarded a favorable recommendation to Council supporting this agreement and a match letter at the April 15, 2021 meeting.

Previous Council Action: On December 4, 2019 an Implementation Agreement in the amount of \$30,000 was signed with HopeSource to install a renewable energy system on their Spurling Court property.

Analysis: HopeSource is in contract negotiations with the Department of Commerce for a \$170,130 grant to install a 100kW solar array on the new Spurling Court affordable housing complex in Ellensburg. The production benefits will go directly to the residents of Spurling Court and to offset the energy costs of the Spurling Court community center. The \$30,000 incentive from

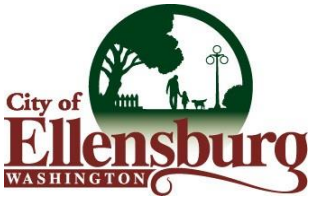
the City would be used as matching funds for this project.

Financial Impact:

The City would pay HopeSource a \$30,000 solar incentive from the Electric Utility conservation dollars. This agreement is proposed to be funded with a carry-forward of unspent Electric Utility conservation budget from 2020, requiring a budget adjustment, which would increase the 2021/2022 budget for energy conservation without reducing the Electric Utility ending fund balance.

Attachments:

[HopeSource - City Funded LI Solar Incentive Agreement Renewal](#)
[City of Ellensburg Solar Project Match Letter Final](#)



Renewable Energy System On Low-Income Housing Incentive Program

IMPLEMENTATION AGREEMENT

This agreement supersedes and replaces the Renewable Energy System on Low-Income Housing Incentive Program Implementation Agreement entered into by the parties on December 4, 2019, and is now entered into between the City of Ellensburg (hereinafter referred to as COE) and HopeSource the owner of the premise, (hereinafter referred to as Owner) located at 1204 & 1205 N Rainer St., Ellensburg, Washington.

Ellensburg City Council authorized the use of City Light Department Conservation Funds in the 2021-22 budget to promote renewable energy systems and provide incentives to City Light customers who install solar generating facilities on Low-Income housing. The one-time incentive payment for a Renewable Energy System is \$1,000 per kilowatt (kW) nameplate of generation capacity not to exceed \$30,000. Incentives are on a first come first serve basis until the budget is exhausted. Application for the incentive shall be completed prior to energizing and funds will be committed at the time of application.

The Owner shall apply to the COE for a Customer Generator Net Metered Interconnection, install the renewable energy system at the above described location, have a final inspection by COE staff and submit Appendix D – Generating Facility Certificate of Completion prior to December 31, 2022 to qualify for the incentive.

The COE and the Owner agree as follows:

1. **Location:** Owner agrees to install a total number of 100 kW renewable energy system(s) at the above location that offers housing to Low-Income residents as defined in the ECC in accordance with COE's Customer Generator Net Metered Interconnection Standards.
2. **Award of Funds.** Upon completion of the renewable energy system installation as agreed by the Owner, a site inspection, submittal of Appendix D – Generating Facility Certificate of Completion, the COE agrees to award the Owner an incentive in the amount of: \$30,000.
System capacity identified and the associated incentives offered at the time this agreement was executed may change during construction work. The incentives offered in the agreement will change to represent actual work completed. A total number of _____ kW renewable energy system(s) installed, revised incentive if applicable _____.
applicable_____.
3. **Completed Agreement.** Owner understands only complete agreements can be processed for incentives. Failure to submit a completed agreement, including all documentation requirements, may result in delay or rejection of an incentive request.
4. **COE Inspection.** Owner will allow a representative from COE reasonable access to their property to verify the installed product before an incentive is paid. Owner understands the incentive will not be paid if they refuse to participate in any required verification that is scheduled within 30 days of COE contact/request. COE may contact the product vendor or installer, if needed, to verify generation capacity or installation and may provide my name and address to third parties to complete this verification.
5. **Separate Contract:** The purchase and installation of the renewable energy system including electrical interconnection work is to be provided under a separate contract between the Owner and the renewable

energy system contractor (Contractor). COE shall not be, and shall not be deemed to be, a party to such contract. All obligations to the Contractor shall be the Owner's and not COE's responsibility. The Owner expressly acknowledges that COE's involvement with respect to the renewable energy system project, including but not limited to any energy cost analysis or inspection by COE of the Premises or the renewable energy system project, is solely undertaken in connection with furnishing the incentive. The types of renewable energy system, materials, methods of installation, quality and timing thereof, and any warrants with respect to the renewable energy system project or its installation at the Premises are matters to be agreed upon between the Owner and the Contractor.

6. **Codes and Permits.** Owner agrees to secure permits and comply with all applicable federal, state and local codes and requirements in the design and installation of all renewable energy systems. Where permits are required, appropriate building officials must approve installation. Owner agrees to maintain compliance documents in their files and have them available for COE review if requested.
7. **Loss of Reimbursement:** Failure to meet all COE renewable energy system requirements may result in a reduction or elimination of incentives.
8. **Disclaimer of Warranties.** SELECTION OF QUALIFYING EQUIPMENT, MANUFACTURER, DEALER, SUPPLIER AND/OR INSTALLER AND PURCHASE, INSTALLATION AND OWNERSHIP/MAINTENANCE OF THE QUALIFYING EQUIPMENT REFERENCED IN THE INCENTIVE FORM ARE THE RESPONSIBILITY OF THE CUSTOMER. COE DOES NOT ENDORSE ANY SPECIFIC MANUFACTURER, DEALER OR CONTRACTOR AND MAKES NO REPRESENTATIONS REGARDING SPECIFIC MANUFACTURER, DEALER OR CONTRACTOR OR THEIR WORKMANSHIP. COE MAKES NO REPRESENTATION OR WARRANTY, AND ASSUMES NO LIABILITY WITH RESPECT TO QUALITY, SAFETY, PERFORMANCE, OR OTHER ASPECTS OF ANY DESIGN, SYSTEM OR APPLIANCE INSTALLED PURSUANT TO THIS AGREEMENT, AND EXPRESSLY DISCLAIMS ANY SUCH REPRESENTATION, WARRANTY OR LIABILITY. BY APPLYING, OWNER AGREES TO INDEMNIFY COE, ITS OFFICERS, EMPLOYEES, ELECTED OFFICIALS AND AGENTS, FROM/AGAINST ALL LOSS, DAMAGE, EXPENSE, FEES, COSTS AND LIABILITY ARISING FROM ANY PRODUCTS INSTALLED.

I hereby certify that all information is accurate, including claims of customer and equipment information. My signature below indicates I have read, understand and agree to all terms and conditions on this application and acknowledge the City of Ellensburg may verify all the information provided.

Owner or Legally Authorized Representative:

Check to be issued to: _____

Address: _____
Ellensburg WA 98926

Signature: _____ Date: ____/____/____

City of Ellensburg

Signature: _____ Date: ____/____/____

Project Complete and Department Authorizes Payment

Signature: _____ Date: ____/____/____



OFFICE OF THE CITY MANAGER

501 North Anderson Street

Ellensburg, WA 98926

Ph: (509) 962-7221 Fax: (509) 962-7143

May 3, 2021

HopeSource

700 E. Mountain View Ave. Suite 501

Ellensburg, WA 98926

Funding Match Commitment Letter for the Low-Income Community Solar Deployment Grants Program (Program), "Spurling Solar Project".

Dear HopeSource,

This letter serves as the City of Ellensburg's commitment to meet the matching fund requirements for the Spurling Solar Project.

We would like to confirm that we will provide a cash contribution for the project for a value totaling \$30,000.

The source of these funds is from the City funded conservation budget.

We look forward to working with you on this project.

Sincerely,

John Akers

City Manager

City of Ellensburg

akersj@ci.ellensburg.wa.us

(509)962-7221



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: February sale of natural gas in the amount of \$2,533,590

Submitted by: Buddy Stanavich Public Works & Utilities

Recommended Action or Motion: Staff requests City Council direct half of the proceeds from the February 2021 natural gas sale be placed in Gas Division reserves for financing capital/maintenance projects and establish a rate stabilization account for the other half, and approve the necessary budget adjustments.

Background/Summary:

During the extreme cold event in the middle of February 2021 that occurred through the Midwest south through Texas, the City was able to sell off fixed natural gas contracts and storage reserves in the Rocky Mountain basin and backfill with lower cost gas from the North.

The weather forecast was showing an extreme cold event across the United States leading up to February 13, 2021. The Gas Division was well positioned for this event with fixed price firm gas contracts and storage reserves ready to meet load. Given the Gas Division's unique position with transmission, a beneficial financial opportunity arose that allowed staff to sell off firm contracts and some storage gas in the south and purchase less expensive gas in the north. This move also freed up gas availability that was desperately needed in the Midwestern states/Texas. The margins between the north and south basins amounted in \$2,533,590 in net proceeds to the to the gas utility.

Previous Council Action: None

Analysis: The Utility Advisory Committee considered this natural gas sale at their April 15, 2021 meeting. After discussion, the Utility Advisory Committee recommended City Council direct half of the proceeds be placed in Gas Division reserves to reduce future upward rate pressure by financing capital/maintenance projects and establish a rate stabilization account for the other half to be used to minimize future rate impacts from an

extreme weather event or other increases in costs to our customers.

Financial Impact:

A credit to the gas utility in the amount of \$2,283,981; \$2,533,590 in net proceeds less \$249,609 in combined City and State utility taxes. A budget adjustment is necessary to increase 2021 expenditure authority for utility taxes.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: Bid Award - Bid Call 2021-01 Main Street Corridor Intersection Enhancements Project

Submitted by: Hunter Slyfield Public Works & Utilities

Recommended Action or Motion: Award bid call 2021-01, for all four schedules, to Neppel Electric & Controls, LLC in the amount of \$1,208,500.00, the lowest responsive and responsible bidder, and approve the necessary budget adjustments.

Background/Summary:

Bids were received on Wednesday, April 14, 2021 for the above-mentioned project. Neppel Electric & Controls, LLC was the lowest responsive and responsible bidder in the amount of \$1,208,500.00. Council is being requested to award the bid to Neppel Electric & Controls, LLC.

The project will include Improvements to the existing traffic signals along Main Street at Manitoba Ave, 3rd Ave, 5th Ave, and University Way. This will include installation of protected left turn signals, flashing yellow arrows, pedestrian push buttons and heads, four new signal poles at 3rd Ave, two new signal poles at 5th Ave, new signal heads, upgraded vehicle detection, ADA improvements, and new signal cabinets at Manitoba Ave and 3rd Ave. Retiming and coordination of existing traffic signals along the Main Street corridor will also be performed.

The project was bid with four bid schedules:

- Schedule "A": Main Street and Manitoba Avenue. This schedule includes all work needed to upgrade the traffic signal system at the intersection of Main Street and Manitoba Avenue.
- Schedule "B": Main Street and 3rd. This schedule includes all work needed to upgrade the traffic signal system at the intersection of Main Street and 3rd Avenue.

- Schedule “C”: Main Street and 5th. This schedule includes all work needed to upgrade the traffic signal system at the intersection of Main Street and 5th Avenue.
- Schedule “D”: Main Street and University Way. This schedule includes all work needed to upgrade the traffic signal system at the intersection of Main Street and University Way.

Perteet Inc. designed and prepared bid specifications for this project, Bid Call #2021-01. Perteet Inc. has provided the attached recommendation to award the bid to the lowest responsive and responsible bidder. City staff will provide administration for the above four schedules of work associated with this bid call.

Previous Council Action:

- February 4, 2019 Regular Council Meeting - Council adopted Resolution 2019-02 amending the Six-Year Transportation Improvement Plan (STIP) for 2019-2024 showing the project with secured funding. Council also authorized the Mayor and staff to execute any and all necessary grant paperwork associated with this project.
- June 15, 2020 Regular Council Meeting – Council authorized the City Manager to execute the ‘Cost Plus Fixed Fee’ contract with Perteet Inc. in the amount of \$181,470 to perform professional engineering design services for the improvements.

Analysis:

The project was advertised and bids were received as follows:

Neppel Electric & Controls, LLC:	\$1,208,500.00
Transportation Systems Inc.:	\$1,358,114.70
Granite Construction Company, Inc.	\$1,466,330.00
Belsaas & Smith Construction, Inc.	\$1,598,060.00
Engineer’s Estimate:	\$1,174,890.00

The low bid submitted by Neppel Electric & Controls, LLC is above the engineer’s estimate but within the amount budgeted for the project.

Financial Impact:

The total project is estimated to cost \$1,208,500.00. Costs for schedules “A”, “B”, “C” and “D” are included in the 2021/2022 Biennial budget.

Schedules "A", "B", "C" and "D" are estimated to cost \$287,275.00, \$431,715.00, \$300,510.00 and \$189,000.00 respectively. All schedules for the project will be funded by the Arterial Street Fund, with a current grant reimbursement of approximately \$1,080,203.00 from a Federal City Safety Program Grant (up to 100% of eligible construction expenditures). The remaining \$128,297.00 will be paid from the Arterial Street Fund. The City anticipates receiving unbudgeted grant reimbursement revenue for design on this project of \$114,000 and will offset fund balance impact. The low bid is above the amount budgeted for project and requires a budget amendment to the Arterial Street budget increasing spending authority by \$63,500. Sufficient fund balance exists for this adjustment.

Attachments:

[Perteet Main St Corridor Award Letter](#)

April 19, 2021

City of Ellensburg
Department of Public Works
Attention: Hunter Slyfield
501 N Anderson Street
Ellensburg, WA 98926

Re: Contract Award for City of Ellensburg Bid Call No. 2021-01

Dear Mr. Slyfield,

Perteet Inc. has reviewed the submitted bids for the following projects:

- Main Street Corridor Intersection Enhancements (Project No. 18-073)

Upon review of the bid item prices and overall costs that were submitted, we take no exception to Neppel Electric and Controls, LLC as the apparent low bidder.

It is noted that there was a clerical error on Schedule D, Bid Item 4: the text "(10%)" was erroneously included after the bid item name "Mobilization". Because of the difference in price between the lowest bid and the other bids, this error has no bearing on the outcome of Neppel Electric and Controls, LLC as the apparent low bidder.

Perteet understands that the City of Ellensburg will perform the review of the full bid package for compliance with minimum qualifications of RCW 39.04.350(1), to verify that they are considered a responsible bidder and are qualified to be awarded a public works project.

Sincerely,



Karissa Witthuhn, PE
Project Manager
Perteet Inc.
509.619.7033
karissa.witthuhn@perteet.com



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: Professional Services Agreement with ALSC Architects - Ellensburg Shop Needs Assessment

Submitted by: Ryan Lyyski Public Works & Utilities

Recommended Action or Motion: Council is being requested to authorize the City Manager to sign the Professional Services Agreement with ALSC Architects for the Ellensburg Shop Needs Assessment.

Background/Summary: The 2021/2022 biennial budget contained funding for the shop assessment. With Kittitas County working on plans to relocate the County's solid waste facility, staff felt this would be a good time to assess the City's needs. The proposed contract will look at the current functions as well as needs 20 and 50 years into the future.

Previous Council Action: Funding for this study was included with Council's adoption of the 2021/2022 biennial budget.

Analysis: Staff used the 2021 Municipal Research Services Center consultant roster service to identify potential consultants. Staff evaluated consultants and selected ALSC Architects. The attached contract was negotiated with ALSC and prepared for Council consideration.

Financial Impact: Funding for this work is included in the 2021 Shop budget. The proposed contract is \$45,633 with an additional \$4,563 included for a management reserve if needed.

Attachments:

[ALSC Professional Services Agreement](#)
[ALSC Contract Exhibits](#)

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF ELLENSBURG
AND
ALSC Architects**

RELATING TO: Ellensburg Shop Needs Assessment

THIS COST PLUS FIXED FEE AGREEMENT is made and entered into this 3rd day of May, 2021 ("Effective Date"), by and between THE CITY OF ELLENSBURG, a non-charter code city of the State of Washington (hereinafter called the "CITY") and ALSC Architects, a Corporation authorized to do business in the state of Washington (hereinafter called the "CONSULTANT").

1. RECITALS.

1.1. The CITY desires to obtain professional services for work related to the Ellensburg Shop Needs Assessment project.

1.2. The CITY has solicited for such professional services as required by law, including RCW Chapter 39.80 if applicable.

1.3. CONSULTANT represents that it is available and able to provide qualified personnel and facilities necessary for the work and services contemplated herein, and can accomplish the work and services within the required time period and in accordance with CITY's specifications, WSDOT Standard Specifications (as applicable), and professional standards.

1.4. CONSULTANT agrees to perform the work and services specified herein in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the above representations and the terms, conditions, covenants, and agreements set forth below, the parties hereto agree as follows:

2. SCOPE OF WORK.

2.1. The scope of professional services to be performed and the results to be achieved by the CONSULTANT shall be as detailed in the attached Exhibit A and shall include all services and material necessary to accomplish the work ("Services").

2.2. The CITY may review the CONSULTANT'S work product, and if it is not satisfactory, the CONSULTANT shall make such changes as may be required by the CITY. Such changes shall not constitute "Extra Work" as related in Section 13 of this Agreement.

2.3. The CONSULTANT agrees that all services performed under this Agreement shall be in accordance with the standards of the profession and in compliance with applicable federal, state and local laws.

2.4. The Scope of Work may be amended upon written approval of both parties.

3. TIME OF PERFORMANCE. The CONSULTANT may begin work upon the Effective Date of this Agreement by both parties, or the CITY's issuance of a Notice to Proceed, whichever is applicable, and the duration of the Agreement shall extend through (July, 30, 2021).

4. PAYMENT. The CITY shall pay the CONSULTANT as set forth in this section of the Agreement. Such payment shall be full compensation for work performed, services rendered, and all labor, materials, supplies, equipment and incidentals necessary to complete the work.

4.1. Payment shall be on the basis of the CONSULTANT'S standard billing rates multiplied by the actual hours worked, cost for actual labor, overhead and profit plus CONSULTANT'S direct non-salary reimbursable costs for cost plus fixed fee agreements or based on percentage of completed work for lump sum agreements, as set forth in the attached Exhibit C.

4.2. The CONSULTANT shall submit invoices to the CITY on a monthly basis. Invoices shall detail the work, hours, employee name, and hourly rate; shall itemize with receipts and invoices the non-salary direct costs; shall indicate the specific task or activity in the Scope of Work to which the costs are related; and shall indicate the cumulative total for each task.

4.3. The CITY shall review the invoices and make payment for the portion of the project or tasks that have been completed less the amounts previously paid.

4.4. The CONSULTANT invoices are due and payable within 30 days of receipt. In the event of a disputed billing, only the disputed portion will be withheld from payment.

4.5. Final payment for the balance due to the CONSULTANT will be made after the completion of the work and acceptance by the CITY.

4.6. Payment for "Extra Work" performed under Section 13 of this Agreement shall be as agreed to by the parties in writing.

4.7. The CITY may desire to establish a Management Reserve Fund to provide the Agreement Administrator with the flexibility to authorize additional funds to the Agreement for allowable unforeseen costs, or reimbursing the CONSULTANT for allowable unforeseen costs, or reimbursing the CONSULTANT for additional work

beyond that already defined in this Agreement. Such authorization(s) shall be in writing and shall not exceed the lesser of \$15,000 or 10% of the Maximum Compensation as shown in Section 5 of this Agreement. The amount included for the Management Reserve Fund is (\$4,563). This fund may not be replenished. Any changes requiring additional costs in excess of the Management Reserve Fund shall be made in accordance with Section 13 – Extra Work.

5. MAXIMUM COMPENSATION.

5.1. The CONSULTANT's total compensation and reimbursement under this Agreement, including labor, direct non-salary reimbursable costs and outside services, shall not exceed the maximum sum of (\$45,633). This amount is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from CITY in the form of a negotiated and executed amendment of this Agreement.

5.2. The budget for each task is as set forth in the attached Exhibit C. Budgets for task(s) may be modified upon mutual agreement between the two parties, but in any event, the total payment to CONSULTANT shall not exceed the maximum amount per Section 5.1 above.

6. RELATIONSHIP OF PARTIES.

6.1. The relationship created by this Agreement is that of owner-independent contractor. Neither the CONSULTANT nor CONSULTANT's employees are employees of the CITY and are not entitled to the benefits provided by the CITY to its employees. The CONSULTANT, as an independent contractor, has the authority to control and direct the performance of the details of the services to be provided. No employee, agent, representative or subconsultant of CONSULTANT shall be or shall be deemed to be the employee, agent representative or subconsultant of the CITY. The CONSULTANT shall assume full responsibility for all wages, along with any Federal, State, and local taxes or contributions imposed or required, including, but not limited to, unemployment insurance, Social Security, and income tax, payable as a result of work performed under this Agreement.

6.2. Employees of the CONSULTANT, while engaged in the performance of any work or services under this Agreement, shall be considered employees of the CONSULTANT only and not of the CITY, and claims that may arise under the Workman's Compensation Act on behalf of said employees while so engaged, and any and all claims made by a third party as a consequence of any negligent act or omission on the part of the CONSULTANT'S employees while so engaged, on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT. On or before the Effective Date, CONSULTANT shall file, maintain and/or open all necessary records with the Internal Revenue Service and the State of Washington, and as may be required by RCW 51.08.195, to establish CONSULTANT's status as an independent contractor.

7. WORK PRODUCT AND DOCUMENTS.

7.1. The work product and all documents produced under this Agreement shall be furnished by the CONSULTANT to the CITY, and upon completion of the work shall become the property of the CITY, for use without restriction and without representation as to suitability for reuse by any other party unless specifically verified or adapted by the CONSULTANT, except that the CONSULTANT may retain one copy of the work product and documents for its records. The CONSULTANT will be responsible for the accuracy of the work, even though the work has been accepted by the CITY.

7.2. In the event that the CONSULTANT shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the CONSULTANT, along with a summary of work as of the date of default or termination, shall become the property of the CITY. Upon request, the CONSULTANT shall tender the work product and summary to the CITY. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the CITY.

7.3. CONSULTANT will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of CONSULTANT.

8. RECORDS. As a public agency, the CITY is subject to the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that CONSULTANT 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, CONSULTANT agrees to make them promptly available to the CITY. Pursuant to Chapter 40.14 RCW, CONSULTANT shall retain records associated with this Agreement in accordance with the applicable retention schedule. CONSULTANT also agrees to indemnify and hold the CITY harmless from any claims or losses caused by CONSULTANT'S failure to make records available to the CITY as provided in this Agreement.

9. NONDISCRIMINATION. The CONSULTANT shall conduct its business in a manner, which assures fair, equal and non-discriminatory treatment of all persons, in particular:

9.1. The CONSULTANT shall maintain open hiring and employment practices and will welcome applications for employment in all positions, from qualified individuals who are members of minorities protected by federal equal opportunity/affirmative action requirements; and,

9.2. The CONSULTANT shall comply with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all persons without discrimination as to any person's race, creed, color, religion, national origin, status as a military veteran, marital status, gender,

sexual orientation, disability or other legally protected classification.

10. SUBCONTRACTING.

10.1. The CONSULTANT shall not sublet or assign any of the work covered by this Agreement without the written consent of the CITY.

10.2. N/A

10.3. In all solicitation either by competitive bidding or negotiation made by the CONSULTANT for work to be performed pursuant to a subcontractor, including procurement of materials and equipment, each potential subconsultant or supplier shall be notified by the CONSULTANT of CONSULTANT's obligations under this Agreement, including the nondiscrimination requirements.

10.4. In performing this Agreement, the CONSULTANT shall not subcontract with or employ any CITY employee without the CITY's written consent.

11. SUPERVISION, INSPECTION AND PERFORMANCE.

11.1. Even though CONSULTANT is an independent contractor with the authority to control and direct the performance and details of the Services, the Services must meet the approval of CITY and shall be subject to CITY's general right of inspection and supervision to secure the satisfactory completion of this Agreement.

11.2. CONSULTANT represents that it has or will obtain all personnel necessary to perform the Services and that such personnel shall be qualified, experienced, and licensed as may be necessary or required by applicable laws and regulations to perform the Services. All Services shall be performed by CONSULTANT, its employees, or by subconsultants whose selection has been authorized by CITY; provided that CITY's authorization shall not relieve CONSULTANT or its subconsultants from any duties or obligations under this Agreement, or at law, to perform the Services in a satisfactory and competent manner. CONSULTANT shall ensure that all contractual duties, requirements and obligations that CONSULTANT owes to CITY shall also be owed to CITY by CONSULTANT's subconsultants retained to perform the Services.

11.3. CONSULTANT shall be responsible for the professional quality, technical adequacy, accuracy, timely completion, and coordination of the Services and all plans, designs, drawings, specifications, reports, and other work performed pursuant to this Agreement. CONSULTANT shall perform the Services in accordance with the standard of care of its profession in the same or similar localities at the time services are performed. CONSULTANT shall be responsible for the professional standards, performance, and actions of all persons and firms performing the Services under this Agreement. CONSULTANT shall, without additional compensation, correct any specific breach of a contractual obligation in the Services and revise any errors or omissions in any plans, designs, drawings, specifications, reports, and other products prepared

under this Agreement.

12. CHANGES IN WORK. Other than changes directed by the CITY as set forth in Section 1 above, either party may request changes in the scope of work. Such changes shall not become part of this Agreement unless and until mutually agreed upon and incorporated herein by written amendments to this Agreement executed by both parties.

13. EXTRA WORK. The CITY may desire to have the CONSULTANT perform work or render services in connection with this project, in addition to the Scope of Work set forth in Exhibit A and minor revisions to satisfactorily completed work. Such work shall be considered as "Extra Work" and shall be addressed in a written supplement to this Agreement. The CITY shall not be responsible for paying for such extra work unless and until the written supplement is executed by both parties.

14. TERMINATION.

14.1. The CITY may terminate this Agreement in whole or in part whenever the CITY determines, in its sole discretion that such termination is in the best interests of the CITY, upon not less than ten (10) days' written notice to the CONSULTANT. Written notice will be by certified mail sent to the consultant's designated representative at the address provided by the CONSULTANT. If this Agreement is terminated in its entirety by the CITY for its convenience, the CITY shall pay the CONSULTANT for satisfactory services performed through the date of termination, but no amount shall be allowed for anticipated profit on unperformed Services or other work.

14.2. The CITY may terminate this Agreement, in whole or in part and at any time, in writing if CONSULTANT substantially fails to fulfill any or all of its material obligations through no fault of CITY. If CITY terminates all or part of this Agreement for default, CITY shall determine the amount of Services satisfactorily performed to the date of termination and the amount owing to CONSULTANT using the criteria set forth below; provided that (a) no amount shall be allowed for anticipated profit on unperformed Services or other work, and (b) any payment due to CONSULTANT at the time of termination may be adjusted to the extent of any additional costs CITY incurs or will incur because of CONSULTANT's default. In such event, CITY shall consider the actual costs incurred by CONSULTANT in performing the Services to the date of termination, the amount of Services originally required which was satisfactorily completed to the date of termination, whether the Services or deliverables were in a form or of a type which is usable and suitable to CITY at the date of termination, the cost to CITY of either completing the Services itself or employing another firm to complete the Services in addition to the inconvenience and time which may be required to do so, and other factors which affect the value to CITY of the Services performed to the date of termination. Under no circumstances shall payments made under this provision exceed the Schedule of Charges. This provision shall not preclude CITY from filing claims and/or commencing litigation to secure compensation for damages incurred beyond that covered by withheld payments.

14.3. In the event this Agreement is terminated prior to the completion of the work, a final payment shall be made to the CONSULTANT, which, when added to any payments previously made, shall compensate the CONSULTANT for the portion of work completed. Whenever the Agreement is terminated in accordance with this Section 14, the CONSULTANT shall be entitled to payment for actual work performed up to the termination date. Upon such termination, whether for convenience or default, an equitable adjustment in the contract price will be made by the CITY for partially completed items of work, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination under this Section 14 shall not constitute a breach of the Agreement by the CITY.

15. INDEMNIFICATION/HOLD HARMLESS.

15.1. CONSULTANT shall defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the CONSULTANT in performance of this Agreement, except for injuries and damages caused by the sole negligence of the CITY.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT and the CITY, its officers, officials, employees, and volunteers, the CONSULTANT's liability, including the duty and cost to defend, hereunder shall be only to the extent of the CONSULTANT's negligence.

15.2. It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

15.3. The provisions of this section shall survive the expiration or termination of this Agreement. Further, the indemnity obligations shall extend to claims that are not reduced to a suit and to any claims that may be compromised prior to the culmination of any litigation or the institution of any litigation. Inspection, acceptance or payment by CITY of or for any Services performed by CONSULTANT shall not be grounds for avoidance of any Indemnity Obligations.

16. INSURANCE.

16.1. The CONSULTANT shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, employees or subcontractors.

16.2. CONSULTANT'S maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the CONSULTANT to the coverage provided by such insurance, or otherwise limit the CITY'S recourse to any remedy available at law or in equity.

16.3. Minimum Scope of Insurance. CONSULTANT shall obtain insurance of the types described below:

16.3.1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contract liability coverage; and,

16.3.2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. The CITY shall be named or added as an additional insured under the Consultant's Commercial General Liability insurance policy using ISO endorsement form CG 20 26, or coverage at least as broad; and,

16.3.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington; and

16.3.4. Professional Liability insurance appropriate to the CONSULTANT's profession.

16.4. Minimum Amounts of Insurance. CONSULTANT shall maintain the following insurance limits:

16.4.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

16.4.2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

16.4.3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

16.5. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

16.5.1. The CONSULTANT's insurance coverage shall be primary insurance with respect to the CITY. Any insurance, self-insurance, or insurance pool coverage maintained by the CITY shall be excess of the CONSULTANT's insurance

and shall not contribute with it.

16.5.2. Any payment of deductible or self-insured retention shall be the sole responsibility of the CONSULTANT.

16.5.3. The CONSULTANT'S insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

16.6. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

16.7. Verification of Coverage. CONSULTANT shall furnish the CITY with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the CONSULTANT before commencement of the work.

16.8. Cancellation. CONSULTANT will provide notice to the CITY of any cancellation of coverage by no later than three (3) days after CONSULTANT is notified by its insurer that coverage will or has been canceled, whichever occurs earliest.

16.9. CITY Full Availability of CONSULTANT Limits. If the CONSULTANT maintains higher insurance limits than the minimum amounts shown above, the CITY shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the CONSULTANT, irrespective of whether such limits maintained by the CONSULTANT are greater than those required by this Agreement or whether any certificate of insurance furnished to the CITY evidences limits of liability lower than those maintained by the CONSULTANT.

17. APPLICABLE LAW/VENUE. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington, and in the event of dispute the venue of any litigation brought hereunder shall be Kittitas County.

18. NOTICE. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, or at such other address as given pursuant to this Section, and shall be effective on the next business day if sent by registered or certified mail or deposited with an overnight delivery service.

City of Ellensburg
Department of Public Works and Utilities
Attention: Ryan Lyyski
501 N. Anderson
Ellensburg, WA 98926

ALSC Architects
Attn. Rustin Hall
203 N. Washington
Suite 400
Spokane, WA 99201

19. ENTIRE AGREEMENT. The written terms and provisions of this Agreement, together with all referenced Exhibits, supersede all prior verbal statements of any officer or other representative of CITY, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and the referenced Exhibits.

20. PRIORITY OF DOCUMENTS. In the event that the language and provisions of this Agreement are contrary to or conflict with any language or provisions set forth in any exhibit to this Agreement, the language and provisions of this Agreement shall control, and the contrary or conflicting language or provisions of the exhibit(s) shall be disregarded and shall be considered void.

21. MODIFICATION. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of CITY and CONSULTANT.

22. ASSIGNMENT. Any assignment of this Agreement by CONSULTANT without the prior written consent of CITY shall be void.

23. WAIVER. A waiver of any breach by either party shall not constitute a waiver of any subsequent breach.

24. THIRD-PARTY BENEFICIARIES. There are no third-party beneficiaries to this Agreement.

25. EXHIBITS AND SIGNATURES. This Agreement, including its exhibits, constitutes the entire Agreement, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties. The following exhibits are hereby made a part of this Agreement:

Exhibit A – Scope of Work

~~Exhibit B – Schedule for the Work~~

Exhibit C – Consultant Labor Costs and Non-salary Reimbursable Costs

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

CONSULTANT:

By: _____

Printed Name: Rustin Hall

Title: Principal

Tax ID#: 910890436

THE CITY OF ELLENSBURG:

By: _____

Printed
Name: _____

Title: _____

ATTEST: _____
Clerk

Approved as to Form:

City Attorney



EXHIBIT A

We bring our clients' stories to life.

SPOKANE
203 N. Washington
Ste. 400
Spokane, WA
99201
P 509.838.8568
alscarchitects.com

April 22, 2021

City of Ellensburg
501 North Anderson Street
Ellensburg, WA 98926

Attn: Ryan Lyyski, Public Works and Utilities Director

Re: Ellensburg Shop Needs Assessment
Proposal Letter for Assessment Services

Dear Ryan:

Thank you very much for the opportunity to submit a Proposal for your Shops Needs Assessment project. ALSC is pleased to provide this Proposal Letter for your consideration.

Project Understanding

We understand that you need an evaluation of existing site space for the City Shop including crew/office space, indoor warehousing, outside storage, covered storage, and heated storage for all of the city's Shop Needs. The intent of the study is to determine existing functionality as well as current needs, 20-year needs, and 50-year needs. The crews that need space evaluated at the existing shop are:

- Parks Division
- Light Division
- Gas Division
- Water Division
- Street Division
- Shop/Warehouse Division
- Sewer Division (the sewer crew reports to the wastewater treatment facility but does have space needs at the main shop).
- Other storage needs for other city functions (City Hall storage, police storage needs etc.).

Based on information provided, the Kittitas County tax parcels the city currently has under its ownership right now are: [326833](#) , [518633](#) , [955044](#) , [088533](#) . The city's shop is located at 701 South Industrial Way. Kittitas County operates its Solid Waste Facility on parcel [518633](#) . Kittitas County is currently in the process of designing and will construct a new facility at another location, freeing up the city owned parcel they are currently on.

Scope of Work

The deliverable from the study is intended to be a rough planning document to help guide future decision-making processes. Included will be rough square footage estimates based on current crew sizes, plus anticipated future storage needs to determine how much space will be needed for the various criteria listed above. Once needed improvements and/or expansions are identified, the next phase of work would involve detailed design work for the purpose of permitting and constructing the improvements.

Project Tasks

ALSC will review all relevant previously completed work as well as other existing, relevant documentation to be provided by the city. We will prepare questionnaires and conduct interviews (through virtual means) with the following city representatives:

- Public Works / Utilities Director
- City Engineering Services Manager
- Parks and Recreation Division: Greg Hall/Brad Case
- Light Division: Josh Matthews/Bryan Ring/Serviceman/Meterman/Darren Larsen
- Gas Division: Bart Bradshaw/Serviceman/Meterman/Darren Larsen
- Street Division: Rodney Berge/Mike Helgeson
- Water Division: Art Sinclair/ Mike Helgeson
- Shop/Warehouse: Jack Mathews/Lead Mechanic/Mike Helgeson
- Sewer Division: Brad Coffey/ Mike Helgeson

Taking into consideration both current and future projected needs, ALSC will prepare documentation summarizing the findings from the interviews and our opinion of current, 20-year, and 50-year needs for each of the divisions included in the study. We will also conduct a walk-through of all existing spaces included in the study, visually observe the conditions of the interior and exterior of each building and provide our opinion of whether or not each building is suitable for use as-is, suitable with renovations, or unsuitable and should be removed/replaced. We will also consider the viability of future expansion of each building. Finally, we will provide a conceptual site plan indicating in graphic form the assessment information noted above as well as potential expansion locations. The city shall provide a base underlay drawing of the site (not a survey) as well as square footages of existing buildings, office spaces, and outdoor storage areas.

Schedule

It is anticipated that the work described above will be accomplished no later than July 2nd.



Compensation and Agreement Terms

We propose to provide these services for a lump-sum amount of \$45,523.00 including reimbursables. A detailed listing of tasks, associated hours per task, and billing rates are indicated on the attached Fee Work Sheet.

We will invoice for services completed monthly on a percent-complete basis. Payments will be due within 30 days of receipt of invoice. Late payments will incur an interest charge of 1% per month.

Exclusions and Additional Services

The scope of work shall include the tasks outlined above and included in the attachments. Slight deviations in scope may be included within the proposed fee. Tasks or deliverables not included in the information above are not included in the proposed fee. Additional services beyond those included in the proposal are available for an additional fee calculated on an hourly basis. Additional services will not be performed without prior written approval from the City of Caldwell staff.

Reimbursable Expenses

Expenses and services not directly provided by ALSC will be invoiced at one and 10/100 (1.10) times actual cost. Reimbursable expenses include travel/per diem expenses, printing of drawings and/or specifications, and expedited delivery service.

Termination

Either party may terminate the agreement for convenience after seven (7) days written notice of intent to terminate. The Client shall be responsible for all costs and charges incurred up to the date of termination, including reasonable costs for ALSC to close the work and organize files. ALSC agrees not to charge for lost or anticipated profits on the work not completed and will provide copies of work files to the Client upon receipt of final payment.

Acknowledgement

This proposal will remain valid for a period of 90 days. Please provide the signature of an authorized representative on the line below indicating acceptance of the proposed scope and fee for professional services.

Thanks again for the opportunity to team with you on this exciting project.



ALSC Architects

City of Ellensburg

Signature

Signature

Rustin Hall/Director

Name / Title

Name / Title

RLH:skm:2021

Attachments

TASK	PRIN.	PROJ MGR	P.A.	INTER	DRAFT	SEC.	TOTAL HRS
Ellensburg City Shops Assessment							
April 22, 2021							
Administrative	12					6	18
Vision and Goal Meeting	2	4				0.5	6.5
Tour Existing Facilities	3	3					6
Obtain Existing Documents	0.5	0.5					1
(Travel - site visit)	6	6					12
Programming Interviews (9-10)	12	12					24
Interview prep	2	8					10
(Virtual - no travel)							0
Review Existing Documents	1	4					5
Prepare Draft Program	2	32			6	6	46
Review City Ordinance Requirements		1					1
Preliminary Options Analysis	2	8			8		18
Review Draft Program w/ City	2	2					4
Discuss Site Options	2	2					4
(Virtual - no travel)							
Analyze Options							
Research Options	2	16			8		26
Analysis	4	24					28
Prepare Draft Report	2	12			8	4	26
Present Draft Report to City	2	2					4
(Virtual - no travel)							
Finalize Report	3	16			8	2	29
Presentation to City	2	3				4	9
(Virtual - no travel)							
Presentation to City Council	1	3				2	6
(Virtual - no travel)							
TOTAL HOURS	62.5	158.5	0	0	38	24.5	283.5
HOURLY RATES 2015	\$220	\$135	\$125	\$105	\$90	\$70	142.09
Senior Arch. \$145/ PA II \$100							avg/hr
COST	\$13,750	\$21,398	\$0	\$0	\$3,420	\$1,715	
TOTAL ALSC COST							\$40,283
Contingency	10%						\$4,028
Fee for Labor							\$44,311
Reimbursable Costs							
Mileage 1@ 360 mi. x .56	\$202	1.1					\$222
Per Diem (1 days @ \$250) x 2 people	\$500	1.1					\$550
Printing	\$500	1.1					\$550
TOTAL REIMBURSABLES							\$1,322
TOTAL INCLUDING REIMBURSABLES							\$45,633



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SPOKANE

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Ste. 400
Spokane, WA
99201
P 509.838.8568

alscarchitects.com

2021 HOURLY RATES

<u>CATEGORY</u>	<u>RATE</u>
PRINCIPAL	\$220.00
SENIOR PROJECT MANAGER	\$150.00
PROJECT MANAGER	\$135.00
PROJECT ARCHITECT II	\$125.00
ARCHITECTURAL DESIGNER II	\$125.00
PROJECT ARCHITECT I	\$115.00
INTERIOR DESIGNER	\$105.00
INTERN ARCHITECT/DRAFTSMAN	\$90.00
CLERICAL	\$70.00

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

4/26/21
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 **3RD DAY OF MAY 2021**. 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	152819	TO	152979	\$ 696,435.31
EFT #'s	4789	TO	4816	\$ 1,561,844.48

Payroll Fund				Total Amounts
Check #'s	95317	TO	95323	\$ 12,233.28
Direct Deposits	61408	TO	61626	\$ 384,649.41

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: Diversity, Equity and Inclusion (DEI) Commission Member Appointment

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: The DEI Subcommittee recommends the Council make these appointments to the Diversity, Equity and Inclusion Commission.

Background/Summary:

The Ellensburg City Council approved the second reading and adoption of Ordinance 4871 for the creation of a Diversity, Equity and Inclusion Commission at their regularly scheduled March 1, 2021 City Council meeting.

Council directed staff to advertise for interested persons to serve on the Diversity, Equity and Inclusion Commission. Staff advertised on the City's webpage and social media. Thirty-four applications were received. The DEI Subcommittee made up of Mayor Tabb, and Council members Lillquist and Goodloe, developed an interview process for interested applicants, which included a supplemental questionnaire and interviews with applicants who advanced in the review process. Twenty-five applicants filled out the supplemental questionnaire. Nine were invited to interview, but one withdrew.

The sub-committee propose the following for appointment:

Councilmember Nancy Goodloe, Chair

Landis Hanson, Term expiration 5/31/2024, City resident

Tylene Carnell, Term expiration 5/31/2024, City resident

Kandee Cleary, Term expiration 5/31/2023, City resident

Daniel Amos, Term expiration 5/31/2023, City resident

Veronica Acevedo, Term expiration 5/31/2022, City resident

Sara Omrani, Term expiration 5/31/2022, County resident

Previous Council Action: At Council's March 1, 2021 regular meeting, Council conducted second reading and adoption of Ordinance 4871, relating to the creation of a Diversity, Equity and Inclusion Commission.

Analysis: Accepting the DEI Subcommittee recommendations for appointment will form the Diversity, Equity and Inclusion Commission.

Financial Impact: None at this time.

Attachments:
[DEI Applications](#)

Laurie Gigstead

From: noreply@civicplus.com
Sent: Saturday, March 20, 2021 12:04 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 Diversity, Equity, and Inclusion

Name of Applicant: Veronica Corral Acevedo

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 34yrs

Do you live within the city
limits? Yes

If applying for the Sr.
Citizens' Advisory Board, are
you at least 55 years of
age? No

Occupation Status and
Background: Real Estate Broker

Organization Affiliations: Apoyo

Why are you seeking appointment? To help our community become more diversity inclusive!

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 Ellensburg Business Development Authority

Boards & Commissions Affordable Housing Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Saturday, March 20, 2021 6:24 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions	Diversity, Equity, and Inclusion
Name of Applicant:	Daniel Miles Amos
Address	
Mailing Address (If Different)	Field not completed.
City	Ellensburg
State	Washington
Zip	98926
Email Address	
Phone Number	
Length of Residence in Ellensburg	15 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?	Yes
Occupation Status and Background:	Retired, former senior researcher WA State Dept of Health; former college professor, Chinese Studies

Organization Affiliations:	Southern Poverty Law Center, NAACP, National Resources Defense Council, ACLU
----------------------------	--

Why are you seeking appointment?	To contribute to the community, promote diversity, oppose bigotry
----------------------------------	---

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	Arts Commission
----------------------	-----------------

Boards & Commissions	<i>Field not completed.</i>
----------------------	-----------------------------

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, March 16, 2021 8:13 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Heather Anicello

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State Wa

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 21 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: I have a background in case carrying social work and working
with the disabled community in Ellensburg.

Organization Affiliations:	Ellensburg call to action
Why are you seeking appointment?	I am seeking an appointment on the Divity, Equity and Inclusion Committee. My educational background (masters in family studies), working with families to remedy issues, and working with the disabled community, I understand that diversity is an important issue in families, communities and it is important for the public to be educated when they have not been. Equality is a constant issue that affects society and it is important to have people to turn to when it lacks and also important form of education for people. I want to continue to help build a community that is inclusive to all people including the disabled, black, indigenous, people of color and the LGBTQ+ community.
Will you be able to attend meetings regularly if appointed?	Yes, No
If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?	
Boards & Commissions	Affordable Housing Commission
Boards & Commissions	Arts Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, March 11, 2021 1:30 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions	Diversity, Equity, and Inclusion
Name of Applicant:	Kristin Ashley
Address	
Mailing Address (If Different)	
City	Ellensburg
State	WA
Zip	98926
Email Address	
Phone Number	
Length of Residence in Ellensburg	I grew up here and moved back in 2013
Do you live within the city limits?	Yes
If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age?	No
Occupation Status and Background:	Event Coordinator at Wild Horse Wind Facility Double Major in Tourism Management and Global Wine Studies with a minor in sustainable tourism

Organization Affiliations:	East Cascades Recreation Partnership, Washington Trails Association, Cattlewomen's Association
Why are you seeking appointment?	I believe in our community and in a future in which all community members feel welcome and included no matter what their background, current status, or disability may be
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	Affordable Housing Commission
Boards & Commissions	Parks and Recreation Commission

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Application for Appointment

(Please print clearly)

Name of Board or Commission applying for: DIVERSITY EQUITY INCLUSION COM.

Name of Applicant: DELBERT H. BARRETT Date: 4-1-2021

Address: _____ / _____ Phone Number: _____

Email Address: _____

Length of Residence in Ellensburg: 22yrs Do you live within the city limits? YES

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? YES

Occupation Status and Background: RETIRED / PART TIME LAWN
CARE BUSINESS
RETIRED VETERAN

Organization Affiliations: MERCER CREEK CHURCH

Why are you seeking appointment? VERY INTERESTED IN THE
AFFAIRS OF CITY I LIVE IN.

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

If my first choice, as listed above, is not available, I would be interested in service on one of the following boards or commissions:

1. _____

2. _____



Laurie Gigstead

From: noreply@civicplus.com
Sent: Monday, March 8, 2021 1:45 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Ali Brown

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 3 years this time, 2 years prior

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: I am currently on disability due to a chronic illness, but my
background is varied. I attended CWU and majored in
Psychology with a minor in sociology and criminology. As far as

occupational background, I have worked in the food service industry in both front of house and back of house, as both staff and management; I have been a teaching assistant, office assistant and been a store manager for a small retail store. The last job I had, before having to stop working, was as a nanny for an autistic boy and his sister. I have worked in all kinds of different places, which has given me an opportunity to work with people from all different walks of life.

Organization Affiliations:

I have worked with Special Olympics Washington, Rotary International, Make-A-Wish Foundation

Why are you seeking appointment?

My father grew up in Ellensburg. He has told me horror stories of how "others" were treated in this town in the 50's and 60's. I still see a very large divide here and the BIPOC community does not feel welcome, overall, here. I want to use my place of privilege to be a part of the solution.

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

Parks and Recreation Commission

Boards & Commissions

Affordable Housing Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Monday, March 22, 2021 2:37 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Tylenne Carnell

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 20 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: Employed, Pride Foundation, Regional Philanthropy Officer, State of Washington.
"Pride Foundation's work is motivated by the fundamental

belief that the humanity of every single person deserves to be recognized, protected, and valued. Our commitment to equity is at the core of this belief. For us, equity is about creating a place where we all belong, where we all can be ourselves, and where we all have opportunities to thrive."

Organization Affiliations:

Pride Foundation - Employer
CWJFON - Vice Pres. of the Board
Helen House LGBTQ+ youth space - Founder

Why are you seeking appointment?

I have lived in Ellensburg for 20 years and throughout those years, I have consistently felt as though I have found home. I feel Ellensburg is a great place to live, but I feel it could be better. My experiences as a Trans woman for the most part have been positive, not all but most. I have had negative experiences, and every single one of them has been from others who know not a single thing about me except how I appear to them, which in turn generates perhaps a multitude of perceptions based on stigma, stereotype, social media, or media in general, and/or religion.

I have heard others try to de-legitimize my lived experiences, as if they have ever sat in a restaurant, or walked through a store, or down a sidewalk as a Trans woman in a small community. I cannot speak for others though I have heard some try to de-legitimize the lived experiences of those in our town not like them as well, as if they have ever walked through a store, or down the sidewalk, as a young black man for example.

It is important that we are able to see outside ourselves, perhaps through the eyes of others to whatever degree that is possible, for us all to have faith and trust in each other, to see each other as equal, to know that we all just want to be a valued part of our community. I feel one of the goals of this commission is to help us as a community to see each other as neighbors, lived experiences intact and valid.

Besides the personal interaction aspect of DEI... There is also the inclusive, or more importantly, the dismissive or discriminatory aspect. I am not talking quotas or percentages, or even visibility, but more like access to information and opportunity. I like to believe an additional goal of this commission is to make sure all, regardless of culture, identity, within our town have equal access to opportunities to be heard, seen, acknowledged, and celebrated, and to participate in all aspects of community life.

Will you be able to attend meetings regularly if appointed?

Yes, No

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

Boards & Commissions	<i>Field not completed.</i>
----------------------	-----------------------------

Boards & Commissions	<i>Field not completed.</i>
----------------------	-----------------------------

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, March 18, 2021 11:43 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions	Diversity, Equity, and Inclusion
Name of Applicant:	Patty Chirco
Address	
Mailing Address (If Different)	<i>Field not completed.</i>
City	Ellensburg
State	WA
Zip	98926
Email Address	
Phone Number	
Length of Residence in Ellensburg	6 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?	<i>Field not completed.</i>
Occupation Status and Background:	I am lecturer of psychology currently pursuing a PhD in social psychology. My research focuses on the effects of skin tone on the social categorization of people and how such a

categorization influences policies and social justice efforts. I also study the effects of dehumanizing language on prosocial behavior.

Organization Affiliations: Central Washington University and the University of Bern

Why are you seeking appointment? I believe that I would be a suitable candidate for this position because I am a non-white woman who immigrated in the United States. Therefore, I am at the intersection of a few traits that are used to describe diversity. I also am a member of a university-wide committee that works to foster equal opportunities at CWU. I have a strong academic background in sociology and social psychology with a focus on inclusion and the treatment of minorities. That background has also taught me that representation matters, which is one more reason why I am applying for this position.

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 *Field not completed.*

Boards & Commissions *Field not completed.*

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Wednesday, March 31, 2021 10:05 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions	Diversity, Equity, and Inclusion
Name of Applicant:	Delores (Kandee) Cleary
Address	
Mailing Address (If Different)	<i>Field not completed.</i>
City	Ellensburg
State	WA
Zip	98926
Email Address	
Phone Number	
Length of Residence in Ellensburg	25+
Do you live within the city limits?	Yes
If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age?	<i>Field not completed.</i>
Occupation Status and Background:	VP Diversity Equity and Inclusion CWU. I was an undergraduate at CWU, went to WSU for my PhD in Sociology and came back here to the Sociology Department in 1992

where I started as an Asst. Professor. I now am a full professor in Sociology and became the VP for Diversity Equity and Inclusion in 2011.

Organization Affiliations: CWU

Why are you seeking appointment? I would like to make Ellensburg a welcoming place for BIPOC and other diverse identities students, faculty and staff where all feel as sense of belonging in the community. Ellensburg has come a long way but there is some opportunities that we have as a community that can make both CWU and Ellensburg the place to learn, do and live.

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 *Field not completed.*

Boards & Commissions *Field not completed.*

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, March 16, 2021 11:05 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Mayra Colazo

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State Wa

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 17 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? No

Occupation Status and
Background: Executive Director for CWDR

Organization Affiliations: Executive Director for CWDR

Why are you seeking appointment?	Working for an agency where we help individual with disabilities and knowing the barriers they face when coming from different backgrounds.
----------------------------------	---

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	<i>Field not completed.</i>
----------------------	-----------------------------

Boards & Commissions	<i>Field not completed.</i>
----------------------	-----------------------------

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Friday, March 19, 2021 12:25 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 Diversity, Equity, and Inclusion

Name of Applicant: Sigrid Davison

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 7 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? No

Occupation Status and
Background: I am the Associate Director, Diversity and Inclusivity at Central Washington University. In the role, I provide strategic leadership and planning to promote and strengthen diversity

and inclusiveness, build effective pathways for professional success and capacity for action in justice, equity, diversity and inclusion. Currently, I am a doctoral student at Northeastern University in the College of Professional Studies Graduate School of Education's Organizational Leadership Studies track and am anticipating graduation in 2021. For my doctoral work, I have partnered with Ellensburg High School and the principal, Beau Snow. I am ABD in Social Psychology and have a MS in Social Psychology at Syracuse University and a BA in Psychology at the University of Washington – Seattle. As a member of the Society for College and University Planning, I facilitate strategic planning development workshops and am an evaluator for the Northwest Commission on Colleges and Universities.

I have over 20 years experience in social justice and social justice education, and over 12 years' experience designing and teaching academic credit bearing courses, as well as developing, implementing and evaluating programs and workshops grounded in substantiated research and best practices of social justice education.

Organization Affiliations:

Central Washington University, Society for College and University Planning (SCUP), Northwest Commission on Colleges and Universities (NWCCU), Ellensburg High School, Washington Association of Latino Administrators and Superintendents (WALAS)

Why are you seeking appointment?

I believe that I have skills and knowledge that will significantly support an implementable pathway to advance diversity, equity and inclusion. This is work I do well and for which I have a great deal of passion. Also, this appointment would facilitate my efforts for change at CWU, and my efforts at CWU would facilitate the work I do with the commission. CWU's employees are a part of the problem, the experience, and the solution. Lastly, I am excited to take on a new challenge to work in a different industry (city government), with people for whose invested interest is personal and enduring, and who are interested in taking immediate action towards a long-term vision. Ellensburg is on the cusp of change; I would like to be a part of the effort to encourage, prepare and establish this community as an attractive place to call home, not only in a geographically and economically convenient sense, also socially and culturally.

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	Planning Commission
----------------------	---------------------

Boards & Commissions	<i>Field not completed.</i>
----------------------	-----------------------------

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, March 25, 2021 9:19 AM
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	Diversity, Equity, and Inclusion
Name of Applicant:	Maricar Diga
Address	
Mailing Address (If Different)	
City	Ellensburg
State	WA
Zip	98926
Email Address	
Phone Number	
Length of Residence in Ellensburg	6 mos
Do you live within the city limits?	Yes
If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age?	No
Occupation Status and Background:	I work from home running the payroll department for Penrith Home Loans, prior to that I worked for HomeStreet Bank payroll department. I have volunteered for our church on many

occassions. My fiancé and I participated in our annual International Food Festival fundraiser at church for the past few years prior to the Covid Pandemic. I was very much involved, all 4 years, in Band Booster, volunteering to assist a diverse group of over 100 high school students from different ethnic and social status backgrounds.

Organization Affiliations:	Not currently involved in any organized affiliations, but would like to be in our beautiful community that we just moved to.
----------------------------	--

Why are you seeking appointment?	I am seeking appointment to the DEI committee because I feel like I can bring the perspective of being a adult minority in a brand new community during a unique time in our life. We are all treading on new ground here and have the opportunity to be pioneers in a unique situation. We have the opportunity to come up with an inclusion program that could be a model for other communities. I would like our focus to be education and awareness on how wonderful our cultural diversities are. The amazing contributions made by these groups to make our country what it is today.
----------------------------------	---

My daughter was a student here in Central, her experience here broke my heart and she had a difficult time her first 2 years. Despite this experience for her, my fiancé and I saw the opportunities here for change and believe in our community. I have many positive ideas on ways to stay focus on the positive impacts of diversity in our community and why it is so important to our growth as a community.

This is an time for us to stop sitting around and complaining and start making a difference. I love that Ellensburg has taken that step and I would love to be a part of this.

Will you be able to attend meetings regularly if appointed?	Yes
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If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions	Arts Commission
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Boards & Commissions	Civil Service Commission
----------------------	--------------------------

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, April 1, 2021 9:12 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions	Diversity, Equity, and Inclusion
Name of Applicant:	Jacob Dolan-Fear
Address	
Mailing Address (If Different)	Field not completed.
City	Ellensburg
State	WA
Zip	98926
Email Address	
Phone Number	
Length of Residence in Ellensburg	5 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?	No
Occupation Status and Background:	Occupation: Shift Supervisor at Starbucks Background: A recent CWU graduate in Cultural Anthropology,

with a minor in Public Health. I am non-binary and a member of the LGBTQ+ community.

Organization Affiliations: Ellensburg Calls To Action (ECTA)

Why are you seeking appointment? I am seeking appointment because it is time that Ellensburg begins to enact real change with respect to diversity and equity issues. I have lived here for the last five years, and know firsthand the type of bigotry and hate this city has.

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 *Field not completed.*

Boards & Commissions *Field not completed.*

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Friday, April 2, 2021 4:59 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Hanna Fredeen

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg Including growing up here, 28 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? Yes

Occupation Status and
Background: Teacher with experience teaching Special Education and
English Language Learners.

Organization Affiliations: CWJFON, Helen House, Indivisible, Kittitas County Democrats, Campaigns, member of NAACP and the ACLU. I have volunteered over the years in museums and at Goodwill Literacy in Seattle.

Why are you seeking appointment? I grew up in Ellensburg and I was aware from an early age that not everyone is welcome here. I listen to the the stories of friends who are Asian, Black, Hispanic, Portuguese or Filipino in this community from the time I was in high school. My brother grew up here as a gay child in the 1950's and 1960's. It is their stories that cause me to seek this appointment.

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 *Field not completed.*

Boards & Commissions *Field not completed.*

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, March 11, 2021 12:19 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Landis F Hanson

Address

Mailing Address (If
Different)

City Ellensburg

State WA

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: Community Services: Civic Engagement Coordinator
Student at Central Washington University

Jewish-American From Seattle, WA I moved to Ellensburg for university, now my family lives here as well.

Organization Affiliations: Central Washington University
Associated Students of Central Washington University
Central Washington Brother 2 Brother (Chapter of the Student African American Brotherhood)
Central Washington Muslim Student Association
Central Washington Black Student Union
Central Washington Latin Student Organization
Ellensburg Calls To Action

Why are you seeking appointment? Ellensburg has been an amazing city to be apart of, the people here are wonderful, and the communities I have been able to be apart of have lifted my spirit immensely. However, I and many of these communities feel as though we are ostracized from the City itself because of our ethnicity, religion, gender, or sexual orientation. I hope that being apart of the DEI commission I am able to bring valuable thoughts and considerations to city policy, initiatives, and activities.

I have a passion for justice, and have been active in getting out the vote in Ellensburg, through both volunteering with the League of Women Voters as well as ASCWU. Being Jewish, and growing up in a religiously diverse school, I have been an advocate for religious minorities here at the University and in Ellensburg, and believe I can provide a valuable lens through which we can view Diversity, Equity and Inclusion. Through the communities and organizations that I am apart of, I have been able to hear the stories, struggles, and concerns of diverse people. Learning the little, but many, grains of prejudice and ignorance that slowly wear down their eagerness to stay in Ellensburg, or even continue their education. Advocating for these communities has been apart of my life here in Ellensburg and being on this commission would further the impact of the work that I have already been engaging in. I believe that this commission is capable of bringing valuable perspectives and thoughts that previously have struggled to sprout in Ellensburg, and am excited to see those perspectives bloom. I would love to be apart of this growth for Ellensburg, and am excited to get started.

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

Public Transit Advisory Committee

Boards & Commissions

Ellensburg Business Development Authority

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Monday, March 8, 2021 11:02 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Laci Harrison

Address

Mailing Address (If
Different)

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 30 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: Employed in the agriculture exports in Kittitas county. Lifelong
community member and organizer.

Organization Affiliations:	Current chair of Parks & Recreation board for City of Ellensburg. Co-founder of Community Connect, Kittitas County(Facebook group) est. 2011
Why are you seeking appointment?	I am seeking appointment to this board only in the event there are not enough qualified applicants with the intention of improving the diversity, equity, and inclusion of minority voices being heard and represented. Our community and influential organizations have gaps in representation of all the voices of the individuals and groups that live here now, in the past, and hope to relocate here in the future. If appointed I will use the position to help raise those voices and make sure that those identities are seen and represented in Ellensburg.
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	<i>Field not completed.</i>
Boards & Commissions	<i>Field not completed.</i>

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Monday, March 8, 2021 11:38 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Amber Hart

Address

Mailing Address (If
Different)

City Kittitas

State Washington

Zip 98934

Email Address

Phone Number

Length of Residence in
Ellensburg live in kittitas

Do you live within the city
limits? No

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

Occupation Status and
Background: Currently working remotely fully time as a medical coding
specialist, have worked in the medical field for 12 years now.

Lived in Kittitas County on and off for 20 years now, currently living in the city of Kittitas

Organization Affiliations:	Volunteered this season at the Cold Weather Shelter
----------------------------	---

Why are you seeking appointment?	I am passionate about seeing more of our county and Ellensburg Cities population represented in all facets of this community. Things have changed immensely in this country over the last 20 years and it is time to reflect the changes this county and the city of Ellensburg have made.
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Will you be able to attend meetings regularly if appointed?	Yes
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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
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Boards & Commissions	Civil Service Commission
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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, April 1, 2021 9:05 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Olivia G. Holter

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 10 months

Do you live within the city
limits? Yes

If applying for the Sr.
Citizens' Advisory Board, are
you at least 55 years of
age? No

Occupation Status and
Background: Assistant Professor of Psychology, Central Washington
University (Tenure Track Assistant Professor)
Professional Psychologist

State of Washington OSPI Professional ESA Certificate,
School Psychologist, Certificate Number 572838A

Education-

Doctorate of Philosophy in School Psychology - August 2020
University of Montana, Missoula, MT
NASP-approved, APA-accredited

Master of Arts in School Psychology - May 2018
University of Montana, Missoula, MT

Bachelor of Arts in Psychology; Minor in Arabic Language, -
May 2015
University of Montana, Missoula, MT
Graduated with Highest Honors

Scholarly Works on issues of diversity and inclusion-

1. Goforth, A. N., Shindorf, Z. R., Ahlers K., Holter, O.G., Yosai, E., Halko H. (In preparation). Disproportionality in Indian Country: Native American students with autism in special education. *Exceptionality*.
2. Barton, D.O., Tanaka, M.L., Holter, O.G., Kulkarni, T., Crossing, A.E., Williams, S.A.S., (2021, March). Dismantling Oppression through Critical Race Theory in School Psychology. Panel Presentation: Trainers of School Psychologists Annual Convention; March 2021; Virtual.
3. Holter, O.G., (2021, March). Cultivating Perspective: Examining Racism in Schools Directed Towards Native American Youth. Washington Association of School Psychologists Spring Lecture Series; March 2021; Ellensburg, WA.
4. Holter, O.G., Goforth, A. N., Pyke, K. A., Aguilar, A.N., and Belcourt, A., (Under Review). An Exploration of the Relationship Between School-Based Racial Microaggressions and Symptoms of Depression for Native American Young Adults. *School Psychology Review*
5. Holter, O. G., Goforth, A. N., Pyke, K. A., Shindorf, Z. R. (2020). Cultivating Perspectives: A Qualitative Inquiry Examining Textbooks for Microaggressions against Native Americans. *Journal of Educational and Psychological Consultation*, 1-30. doi: 10.1080/10474412.2019.1705162
6. Goforth, A. N., Nichols, L. M., Stanick, C. F., Shindorf, Z. R., & Holter, O.G. (2016). School-based considerations for supporting Arab American youths' mental health. *Contemporary School Psychology*, 1-10. doi: 10.1007/s40688-

016-0117-7

7. Goforth, A. N., Pham, A.V., Holter, O.G. (2019). Chapter 11: Cultural Considerations in School Psychopharmacology. School Psychopharmacology: Translating Research Into Practice. AG, Switzerland: Springer International Publishing.

More scholarly writings on diversity topics available upon request.

Previous Clinical, Service, and Relevant Work Experience-

Washington State Association of School Psychologists (WSASP) - 2020-present

Member of both the;

Government and Professional Relations (GPR) Committee

Social Justice, Diversity, and Inclusion Taskforce

- The purpose of the GPR committee is to examine bills going through the Washington State legislature and provide informed information to law makers on their potential effects on children in schools in the state of Washington. WSASP GPR members regularly speak with lawmakers as well as make expert testimony.
- The purpose of the Social Justice, Diversity, and Inclusion Taskforce is to provide suggestions to WSASP's governing board on issues of social justice, diversity, and inclusion.

APPIC Predoctoral Internship- 2019-2020

Illinois School Psychology Internship Consortium, Illinois State

University Psychological Services Center

Bloomington-Normal, Illinois

APA Accredited

Supervisor, Paula Allee- Smith, Ph.D., Licensed Psychologist

- Worked half time with Advocate Medical Group providing Integrated Behavioral Health services to individuals of all ages spanning a diverse range of ability.
- Worked half time with Tri County Special Education Association providing school psychology services in rural schools spanning PK-8th grade.

State of Montana, Class 5 School Psychologist -2018-2019

Academic year

Great Divide Education Cooperative,

Deer Lodge, MT

Supervisor: Allison Brown, NCSP

- Worked as a part-time school psychologist intern in 20 schools spanning 600 miles.
- Served students ranging from Pre-K to 12th grade.
- Conducted multi method, multi-source comprehensive

evaluations examining cognition, academics, behavior, development, autism spectrum disorder, and social-emotional wellbeing.

- Provided evidence-based individual and group treatment (e.g., social thinking, CBT, DBT skills group) for children with a wide range of disabilities including Autism Spectrum Disorder, severe behavior problems, ADHD, and learning disabilities.
- Designed class-wide interventions for both academic and social emotional difficulties to be implemented in a variety of different schools (i.e., large schools with over 1500 students and 1 room school houses with 2-3 students) as well as aided teachers with data based decision making in the identification of children in need of more supports and services.
- Treatment planning with caregivers and school professionals.
- Provided individual, group, and systems level school consultation.
- Conducted preschool evaluations and coordinated a district-wide child screening for potential delays in cognition, motor skills, and language/communication.
- Provided individual counseling and crisis management consultation.

Graduate Clinician and Therapist

Missoula County Healthy Relationships - Spring 2018 to 2019
Seeley Lake, MT

Supervisor: Christine Fiore, Ph.D., Licensed Psychologist

- Provided free intervention and assessment services to individuals and families (age 6-67) who have experienced domestic violence, sexual assault, or other violent crimes.
- This work was funded by a Rural Healthcare Federal Grant, in this job I have had the opportunity to document the work I have done and write grant updates and reports.
- Provided clinical out-patient therapy to families and children in a community mental health setting, using various evidenced-based treatments (e.g., TF-CBT, CBT, DBT, motivational interviewing, ACT) according to the client's needs.
- Engaged in data-based decision making in order to provide best practices to clients.
- Conduct psychodiagnostic assessments for individuals with complex trauma histories.
- Provide systems level supports such as; helping clients navigate the legal systems as a survivor of violence, helping parents gain school supports for their children, finding appropriate medical referrals when necessary.

Co-Director, Clinician, Youth Engagement Through Intervention
- Spring 2018 to Summer 2018
Missoula, MT

Supervisors: Anisa Goforth, Ph.D., Licensed Psychologist
Jennifer Closson, CCC-SLP

- Provided peer supervision for 10 psychology and speech pathology graduate clinicians.
- Developed individual and group treatment plans utilizing evidence-based practices for a social skills therapy group for children with autism or other developmental disorders, such as video modeling, differential reinforcement, and social narratives.
- Organized the logistics of the intensive intervention including scheduling, activity planning, and the physical setup of the therapy space.

Student Member of the Diversity Committee -2017-2018
Department of Psychology, University of Montana
Missoula, MT

- The Diversity Committee was a departmental committee consisting of graduate students and faculty assembled to evaluate the climate of the psychology department for diverse students. As a member of the committee I attended monthly meetings and helped develop a diversity questionnaire with the purpose of surveying students about perceived climate for diverse students within the department of psychology. Additionally, I consulted on issues of diversity with faculty members.

Secretary - 2013
President's Diversity Advisory Council
The University of Montana

- The Diversity Advisory Council was a board created to advise the President of the university on issues of diversity. This council worked on a variety of diversity related issues at the university level in order to create a more inclusive climate. While serving on this committee, I was elected by colleagues (faculty and staff) to serve as Secretary. My duties as secretary were to take notes and set the agenda for each meeting.

Organization Affiliations:

Central Washington University
Washington State Association of School Psychologists
National Association of School Psychologists
American Psychological Association

Why are you seeking
appointment?

As a psychologist, my research program, clinical experiences, and advocacy have all integrated diversity and social justice. As a researcher, I have focused on systemic racism in educational systems faced by Native American students from a Critical Race perspective and the consequences of those

experiences. As a clinician, I regularly work with diverse clients and am constantly confronted and amazed by the unique aspects of different people's culture and diversity even within the communities we live in. As a leader, I have advocated for diverse students on multiple committees, boards, and projects. Indeed, diversity and inclusion are a core part of who I am professionally, and I would be excited to continue this work with the City of Ellensburg.

My passion for diversity, social justice, and advocacy started as a young child working with a number of nonprofit organizations and international NGO's (i.e., Seeds of Peace). Through these experiences, I saw firsthand the hard work and commitment it takes to make significant change. For example, working with children from regions of conflict (i.e., areas in the U.S. with high refugee populations or from Israel and Palestine), I was able to work with and lead children in creating projects that improved their communities. Through this work, I saw the impact my actions could have on a community, and even on a global level. These advocacy opportunities led to my working for Senator Max Baucus during the Obama Administration Healthcare debates where I was exposed to the amazing work of our legislators advocating to make healthcare more affordable and accessible for all. Watching our legislators advocate for change in healthcare made me want to advocate for increased healthcare, including mental health.

As a student, I was able to marry my passions of social justice and caring for people on an individual level throughout my undergraduate and graduate career. As an undergraduate, I conducted research in partnership with both the Department of Psychology and the Women and Gender Studies Program related to experiences of sexual and gender minority students within public high schools in Montana. My undergraduate research showed how schools could often be the front line of providing behavioral health services to students in need. As a graduate student in the doctoral program in school psychology, I worked with Dr. Anisa Goforth in her Culturally Responsive Evidence Based Practices in School Psychology (CRESP) lab. Through a number of projects, it further solidified my ideals that school psychology research can be an avenue for social justice and change. My own research projects have revealed significant prejudice in school history curriculum directed towards Native Americans.

Further, through my clinical training, I have had opportunities to work with diverse clients, including rural families, through providing psychological evaluations, therapy, and consultation.

Working in rural areas, I have observed the numerous barriers to receiving behavioral health services. Many children and families have never obtained services from a behavioral health provider or who have had to drive over four hours to receive services. In Montana, I had the privilege of working on a rural healthcare grant where I got to provide free psychological services to people who had experienced violent crimes. In this job, I was the only therapist for 60+ miles. In Illinois, I have had the privilege to serve several rural communities with very little access to mental health service providers. These experiences have led me to understand, and advocate for, our underserved rural community and inspire future generations of psychologists to serve in rural areas.

As an educator, I have prided myself on being someone with whom students feel comfortable discussing difficult topics. For example, I have had students confide in me about departmental and university wide issues that I have been able to bring to faculty and staff to advocate for change. Additionally, I have also been a part of a number of efforts to recruit diverse school psychologists to the University of Montana. As a graduate student, I frequently visited tribal colleges to discuss career opportunities and graduate school to have better inclusion of indigenous individuals.

As a volunteer member of the Diversity, Equity, and Inclusion Commission, I would be extremely excited to share my knowledge, expertise, and passion for issues of Diversity, Equity and Inclusion. Professionally, I have dedicated my life to this work. But on a more raw level, I would be thrilled to help make the City I now call home a more equitable and inclusive place.

Although I am new to Ellensburg, my husband and I plan on making Ellensburg our home. Issues of prejudice and discrimination are close to my heart, but I am also deeply aware of other issues of diversity and inclusion. For example, my husband is a Veteran of the United States Army and now serves as a Wildland Firefighter working for the National Forest Service. As the wife of a Veteran and First Responder, I am aware of the issues associated with first responders and veterans. Additionally, my work as a psychologist has also made me very aware of issues associated with disability and ableism.

In closing, I would be honored to sit on this commission, and hope to make an impact in our community.

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 *Field not completed.*

Boards & Commissions *Field not completed.*

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Monday, March 8, 2021 10:56 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Dale Hubbard

Address

Mailing Address (If
Different)

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg Life

Do you live within the city
limits? Yes

If applying for the Sr.
Citizens' Advisory Board, are
you at least 55 years of
age? Yes

Occupation Status and
Background: Cwu Custodian

Organization Affiliations: Jazz in the Valley

Why are you seeking appointment?	To help make Ellensburg more inclusive
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	Ellensburg Business Development Authority
Boards & Commissions	Arts Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Wednesday, March 24, 2021 12:13 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Amanda Innes

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 3.5 years

Do you live within the city
limits? No

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

Occupation Status and
Background: I work as a freelance editor and proofreader. I have an
associate degree in human services, a bachelor's in social
work, a masters in social justice, and a masters in English and

history. I've been involved in the Occupy Wall Street movement and I've marched for Black Lives Matter, as well as the March for Science in 2017 and 2018 and the Women's March in 2018 and 2019.

Organization Affiliations:	I'm involved in some choirs in town, and I run a board games group. I've also participated in many of the Black Lives Matter marches and two women's marches since I moved here (although I've scaled back on social activities since the pandemic began).
----------------------------	--

Why are you seeking appointment?	Given my educational background and my involvement in various social justice activities, I have a significant understanding of the issues at hand for a DEI committee. I was initially hesitant to apply given that I am not BIPOC, but I was recently told that there were not enough applicants, so I thought I could put my knowledge and passion to use, possibly in simply recruiting more BIPOC members for subsequent positions, as that already seems to be an issue for the committee (and possibly also the city as a whole).
----------------------------------	---

Will you be able to attend meetings regularly if appointed?	Yes
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If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions	Affordable Housing Commission
----------------------	-------------------------------

Boards & Commissions	Library Board
----------------------	---------------

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Saturday, March 27, 2021 10:17 AM
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 Diversity, Equity, and Inclusion

Name of Applicant: Mary C James

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 1973-1990, 8/2020 - present, 3 generations in cemet

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: Mary James, Special Assistant
Academic Logistics & Evaluation
Provost/Vice President Academic Affairs

Heritage University
james_m@heritage.edu

Summary Description (1989 to present)

Mary C. James came to Heritage University in September 1989. As Director of the Academic Skills Center, Co-facilitator of the Center for Intercultural Learning and Teaching, and a faculty member in the English and Humanities Program from 1989 to the present, Professor James has been highly involved with every aspect of student and faculty interaction at Heritage for thirty years. In 1998 Professor James was honored as Heritage Person of the Year for the inclusive, intercultural atmosphere provided by the Academic Skills Center for all Heritage students. In 2007 James was honored as Heritage Professor of the Year for exemplary teaching and dedication to students, and in 2019, along with Edwin Rousculp, she received a Special Service Award, CILT, at the Spring Academic Convocation.

In 2004, along with Dr. Peter Frederick, Professor James co-founded the Heritage University Center for Intercultural Learning and Teaching (CILT). In July of 2011, Professor James was assigned .5 FTE responsibilities as Associate Dean of the College of Arts and Sciences. From 2014 – 2019 James coordinated the Heritage University Honors program. In July 2019, Professor James assumed responsibilities as Special Assistant to the Provost/Vice President for Academic Affairs for Academic Logistics & Evaluation.

Organization Affiliations:

Previous Positions

Juvenile Court Administrator, Kittitas County, February 1985 to January 1989. Duties: Designed and managed program and budget, supervised staff, recruited and supervised volunteers, wrote and monitored grants, conducted community outreach and education activities, wrote press releases and maintained media contact.

President, 2nd Vice President, Washington Women United, 1982 to 1986. Organized and led volunteer board of directors, supervised lobbyist and office manager, conducted annual meeting, issued legislative agenda, raised funds, and recruited members. (Volunteer Position)

Adjunct Faculty Member, Central Washington University, 1980 to 1984. Taught English 100 and English 101 classes.

Education

Master of Arts in English Literature, Central Washington University, Ellensburg. Thesis topic: "A Pattern of Violence in Chaucer's Troilus and Criseyde," 1976-1980. Phi Kappa Phi, 1980.

Bachelor of Arts, University of Puget Sound, Tacoma. Major: English Literature; Minor: Political Science. Graduated with honors, 1966.

Public Policy Planning
Citizen Member and Secretary, Higher Education Coordinating Board, State of Washington, January 1986 to 1993. Special Interests: Financial Aid and ADA. .

Chair, Education Committee/Member, Legislative Committee, Washington Association of Juvenile Court Administrators, November 1985 to January 1989.

Why are you seeking appointment?

My earliest memories include visiting my grandfather's small ranch on Cook Creek. My grandfather was active in community service, particularly the public power Grange initiatives, and was an elected PUD commissioner over the years until he passed away in 1976.

My brother, sister, and I each separately with our families found our ways to Ellensburg in the 70s because our happiest childhood days were here.

However, over the years, I came to know that initiatives to improve the lives of settlers were destroying traditional ways of life for the indigenous peoples, particularly the greater Columbia River peoples. My husband, Edward, working for DNR came to know members of the Yakama Nation Fire Control Department, and when I had the opportunity to join the faculty of Heritage University in 1989, we moved to Wapato and immersed our lives in both the cultures of the Yakama Nation but the also growing numbers of primarily Mexican American families who are now the bedrock of the Yakima Valley. We also were blessed by neighbors who were active in the Filipino Community Center and Japanese community life, particularly the Yakima Buddhist Church. There was so much we didn't know in 1989 and even after 30+ years still don't know. My husband passed in 2011, but I remain committed to our shared values of engaging with community.

When I returned to Ellensburg last summer, I lived from August to October on the 3rd floor of Patricia Place and watched the

Black Lives Matter protests and the Trump caravans on 5th Avenue. I wondered how I might be involved in healing activities after being away so long. I was excited as I read what the Ellensburg City Council was doing and grateful for your voices in these difficult angry times. Reading what you are looking for, I don't really have a specialty, but if I can be of service on this Commission I will work hard.

Will you be able to attend meetings regularly if appointed?	Yes
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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
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Boards & Commissions	Environmental Commission
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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, March 18, 2021 4:04 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	Diversity, Equity, and Inclusion
Name of Applicant:	Emily Masseth
Address	
Mailing Address (If Different)	Field not completed.
City	Ellensburg
State	WA
Zip	98926
Email Address	
Phone Number	
Length of Residence in Ellensburg	5.5 years
Do you live within the city limits?	Yes, No
If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age?	No
Occupation Status and Background:	I am currently the Kittitas County Chamber of Commerce Communications Manager. I have been with the Chamber for almost two years in July. At the end of 2020, I implemented an

equity plan within the Kittitas County Chamber of Commerce, which helped us created an internal equity policy and we are now working on an external equity statement. We are also working on creating a program to help other businesses in the county implement their own equity policy. I am also on the Ellensburg Downtown Association's Equity Committee where I have helped facilitate some of the committee's goals.

Organization Affiliations:	Kittitas County Chamber of Commerce, Ellensburg Downtown Association Equity Committee, CWU Alumni Association Member
----------------------------	--

Why are you seeking appointment?	I am seeking a position on the City of Ellensburg Diversity, Equity and Inclusion Committee because I believe with my background and current position I can help bring some of the ideas and programs into fruition to reach the goal of making the City of Ellensburg an equitable place to be for everyone living in or visiting Ellensburg. I can also bring some insight as to what other organizations/partners are doing in regards to making their space equitable as well.
----------------------------------	--

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	<i>Field not completed.</i>
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Boards & Commissions	<i>Field not completed.</i>
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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, April 1, 2021 9:57 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Karen Mattocks

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State Washington

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 34 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: Retired psychotherapist & facilitator residential treatment
facilities Seattle/King Co.; Coalition leader 1992 re hiring of
Sexual Assault Interview Specialist for Kittitas Co.; Co-owner

large daycare facility (Ellensburg); Mother, mother-in-law, grandmother of mixed race/black sweethearts; mother of severely mentally ill stepdaughter (now deceased). I have lived and worked in Germany 3 yrs; I speak French (poorly); I have LGBTQ friends; I work side-by-side with Hispanics, and I have Hispanic friends. Most of my friends are WASP and I've had a lot of experience speaking with them re their subconscious bias! I love pit bulls.

Organization Affiliations:	Volunteer: FISH, Chelan Habitat for Humanity, "Wet old Ladies" swim team.
----------------------------	---

Why are you seeking appointment?	I believe my vast multi-faceted life experiences, my kind heart, verbal skills, sense of humor, and ability to empathize & diffuse tensions re differences of perspective will "bring people to the table" of decent human discourse and tolerance.
----------------------------------	---

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	<i>Field not completed.</i>
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Boards & Commissions	<i>Field not completed.</i>
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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, March 16, 2021 3:24 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Tiffany M Metzger

Address

Mailing Address (If
Different)

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 6

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: Self employed at Insight as a Spiritual Life Coach. Formerly
Cold Weather Shelter Coordinator 2020-2021 Season;
HopeSource Support Services Supervisor 2018-2021;

Johnston & Williams Funeral Home Funeral Assistant 2018-2019; Ellensburg School District Bus Driver 2015-2017.

Organization Affiliations: Pride of Ellensburg, founding member and former president; Helen House Youth Center founder; Cold Weather Shelter volunteer and coordinator.

Why are you seeking appointment? I would like to support diversity, equity and inclusion in our city.

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 *Field not completed.*

Boards & Commissions *Field not completed.*

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, March 11, 2021 3:03 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions	Diversity, Equity, and Inclusion
Name of Applicant:	Esther Montgomery
Address	
Mailing Address (If Different)	<i>Field not completed.</i>
City	Ellensburg
State	wa
Zip	98926
Email Address	
Phone Number	
Length of Residence in Ellensburg	29 years
Do you live within the city limits?	No
If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age?	<i>Field not completed.</i>
Occupation Status and Background:	Self employed. I have owned my own business for 28 years here in Ellensburg as a women in business. I came here from Holland, the Netherlands.

Organization Affiliations:	I am not part of any affiliation. I
Why are you seeking appointment?	I was born an raised in Holland. A country that embraces diversity, equity and is a frontrunner in including every one no matter what nationality, gender or sexual orientation. As a women is business I feel that I would be a good asset to be part of this board. Thank you!
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	Field not completed.
Boards & Commissions	Field not completed.

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, March 9, 2021 9:41 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Thomas Noel

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 21 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? No

Occupation Status and
Background: Apartment management and maintenance (10 yrs.
Maintenance, 1 year management)

Organization Affiliations:	None
Why are you seeking appointment?	Would like to be part of helping the community in some way
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	Field not completed.
Boards & Commissions	Field not completed.

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, March 16, 2021 1:35 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Sara Omrani

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 18 years or more

Do you live within the city limits? No

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? No

Occupation Status and Background: I am a student at CWU and a farmer. I'm the child of a political refugee and a dual citizen (Sweden/US), I'm also gay, I have a chronic illness, and I'm a DV survivor. All of this informs how I

approach diversity, equity, and inclusion. I look forward to elaborating more over email or Zoom. :)

Organization Affiliations:	I am not affiliated with any organizations.
Why are you seeking appointment?	I am seeking appointment because I have lived in this county since 1996 and I feel as though the combination of my long term residency and my background make me an ideal candidate for the DEI commission. I experience oppression and marginalization on multiple fronts and so I believe I am uniquely qualified to weigh in on intersectional matters.
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	<i>Field not completed.</i>
Boards & Commissions	<i>Field not completed.</i>

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Monday, March 15, 2021 2:46 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Les Peratrovich

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State Washington

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 40 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: District Security Officer United States Marshal Service.
Attendance Officer Ellensburg High School.

Organization Affiliations:	Fraternal Order of Police. School Resource Officers Association. Washington Law Enforcement Association. International Police Association. National Rifle Association. National Sheriffs Association. Public Employees of Washington Union.
Why are you seeking appointment?	I am enrolled Tlingit Indian with a BA Cultural Anthropology, BA American Indian Studies, BA Recreation-Tourism, and MS Criminal Justice Administration and Security. As a person of mixed blood American Indian and White and background in law enforcement I would add the element of diversity to the DEI commission.
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	Civil Service Commission
Boards & Commissions	Parks and Recreation Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, March 25, 2021 9:31 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions	Diversity, Equity, and Inclusion
Name of Applicant:	Leo Perrone
Address	
Mailing Address (If Different)	Field not completed.
City	Ellensburg
State	Washington
Zip	98926
Email Address	
Phone Number	
Length of Residence in Ellensburg	6 mos
Do you live within the city limits?	Yes
If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age?	No
Occupation Status and Background:	I work at home for BECU as an IT specialist. I have volunteered in PA as a coach for my son's football team. I was also very much involved in my church activities and

	volunteered many times for community soup kitchens and food banks.
Organization Affiliations:	No affiliated organizations at this time.
Why are you seeking appointment?	I have just moved to the area with my fiancé' and have been in search for a way to get involved in our community. I have always been passionate about diverse inclusions of different groups. I have always embrace the differences in everyone that I have come across. I enjoy the different flavors of spices and food that the different cultures offer. I would love to be a part of bringing our cultures together in a positive way. I offer the unique perspective of an outsider integrating himself into a new community, and ways to make our beautiful town more positive and inviting. I am excited to be a positive, contributing member of our diverse community.
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	Arts Commission
Boards & Commissions	Civil Service Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, March 16, 2021 4:06 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Julie Petersen

Address

Mailing Address (If
Different)

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 5 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: Chief Executive Officer, Kittitas Valley Healthcare
Certified Public Accountant

Organization Affiliations:	Kittitas Valley Health Care - Kittitas County Public Hospital District #1 Kittitas County Public Hospital District #2 Washington State Hospital Association Association of Washington Public Hospital Districts
Why are you seeking appointment?	Health disparities based on ethnicity, language proficiency, economic status and race are real and they are measurable. If we are to realize any real gains in access and health outcomes, healthcare as an industry, must work deliberately to identify the biases and barriers that create these disparities. KVH is committed to creating an intentionally inclusive, diverse and welcoming healing environment. The vast majority of health status, however is dependent on the larger community and other social determinants. I believe that KVH will benefit by being part of a community wide effort and that the City, in turn, will benefit from the healthcare perspective.
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	Arts Commission
Boards & Commissions	Civil Service Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, March 16, 2021 3:37 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions	Diversity, Equity, and Inclusion
Name of Applicant:	Naomi Jeffery "NJP" Petersen
Address	
Mailing Address (If Different)	
City	Ellensburg
State	WA
Zip	98926
Email Address	
Phone Number	
Length of Residence in Ellensburg	15 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:	Professor of Accessibility Studies
Organization Affiliations:	Central Washington University

Why are you seeking appointment?

I think vulnerable populations need a voice. I think people have been prevented or discouraged from actively participating in public events and locations because of their different backgrounds, appearances, and abilities. I think there is an opportunity to help everyone move toward greater social justice and wellness through such committees as this one facilitated by the Ellensburg council. Although I occupy a position of privilege, being white and relatively able-bodied, I want to be a voice of support and communication. It would be better if a person of color or disability were appointed to this position, but I could certainly speak as an informed advocate as well as with compassion for those who simply haven't experienced such biased treatment and who need help in understanding the obvious.

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

Landmarks and Design Commission

Boards & Commissions

Parks and Recreation Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Wednesday, March 10, 2021 12:15 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

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

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Katrina Whitney

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State Washington

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 27 years

Do you live within the city
limits? No

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

Occupation Status and
Background: My work experience has been focused on diversity, equity, and
inclusion for the last 20+ years. I currently hold the position of
Assistant Director/Interim Director for the Diversity and Equity

Center at Central Washington University. My work has included but not limited to creating, developing, and implementing strategic planning, events, activities, and partnerships to increase pathways of awareness, critical thinking, and personal growth within social justice and equity work. I am happy to provide more detailed information if needed.

Organization Affiliations:	Central Washington University Diversity and Equity Center
----------------------------	--

Why are you seeking appointment?	Most importantly to assist in making the Ellensburg community a more inclusive, supportive, enriching destination for CWU students, community members, and visitors. I have lived in this community for a long time and am interested in getting involved with a very important cause. One that has the potential to enhance the lives of those who live here, attend school here and visit here.
----------------------------------	---

Will you be able to attend meetings regularly if appointed?	Yes
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If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions	Landmarks and Design Commission
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Boards & Commissions	<i>Field not completed.</i>
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Laurie Gigstead

From: noreply@civicplus.com
Sent: Saturday, March 20, 2021 10:41 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Chris Whitsett

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 14 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: I've worked for the Kittitas County Sheriff's Office for the past
13 years, starting as a volunteer Reserve Deputy then a Patrol
Deputy for 8 years and 4 years in the major crimes unit. For the

last year and a half I've been Inspector, assisting and advising the Sheriff in areas of compliance with law, policy and best practices.

Before entering Law Enforcement I studied and taught religious studies in University and Seminary settings.

I attended The Evergreen State College from 1986 to 1991 and met and married my spouse Eva there.

Organization Affiliations:	I'm a registered member of the Democratic party but not active in partisan political activity. My work for the Sheriff's Office puts me in regular contact with many local and state offices, agencies and organizations working in criminal justice, social welfare, and the management of public resources.
----------------------------	---

Why are you seeking appointment?	I want to listen, learn, and hopefully be able to meaningfully contribute to the city's commitment to the ideals of a diverse, equitable and inclusive community. I care about this place and this community deeply and I believe in the project of building a shared layer of identity as 'Ellensburgers', a piece of ourselves we hold in common that allows us to celebrate elements of this place and its history. I recognize, though, that such a common idea of ourselves can be and often has been built with elements that exclude or ignore the experience of some Ellensburgers. Building a common conception of ourselves has to happen alongside a constant examination of who is here, and what they are experiencing, and what they have experienced. I think this committee could be an instrument for hearing, recording, and respecting diverse perspectives; at its best, a microphone that works to ensure that our common idea of ourselves as Ellensburgers includes space, recognition, and ownership for everyone who makes the city up. A city cannot give up on the goal of a shared identity and a shared commitment to the common good among its residents; but it must continually adapt and improve the way that identity includes and celebrates the other diverse elements of identity that make up its people.
----------------------------------	---

Will you be able to attend meetings regularly if appointed?	Yes
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If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions	Affordable Housing Commission
----------------------	-------------------------------

Boards & Commissions	<i>Field not completed.</i>
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Laurie Gigstead

From: noreply@civicplus.com
Sent: Friday, March 12, 2021 6:35 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Diversity, Equity, and Inclusion

Name of Applicant: Yngrid Winter

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State WA

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? No

Occupation Status and
Background: I am currently a farm hand working for Green Bow Farm

Organization Affiliations:	ECTA Socialist Rifle Association
Why are you seeking appointment?	I seek to be part of meaningful change in our community. As a gay trans woman in an interracial relationship, I see how prevalent racism and other forms of bigotry are in this town, and I want to help change that.
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	Public Transit Advisory Committee
Boards & Commissions	Affordable Housing Commission

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CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: Centerfuse (Ellensburg Business Development Authority Board) Applicant Confirmation

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Confirm the Centerfuse/Ellensburg Business Development Authority Board recommendation of the appointment Andreas Bohman.

Background/Summary: Andreas Bohman recently applied to serve on the Centerfuse/Ellensburg Business Development Authority Board. The Centerfuse/Ellensburg Business Development Authority Board adopted Resolution No. 2021-02 at their April 14, 2021 meeting to increase the current membership to nine members as allowed in the Charter. The EBDA considered the application of Andreas Bohman at their April 14, 2021 meeting and is recommending confirmation of his appointment. See attached minutes, Resolution No. 2021-2, email recommendation and application.

Previous Council Action: N/A

Analysis: The EBDA/CenterFuse solicits applications to open board positions and makes recommendations to the City Council for appointment to the Board. The procedure for filling open positions is outlined in City Code and the EBDA Charter. The recommended board appointment process was consistent with City Code and the EBDA Charter.

Financial Impact: None.

Attachments:

[4-14-21 EBDA-Centerfuse Minutes](#)
[EBDA Resolution 2021-2](#)
[CenterFuse \(EBDA\) Recommendation](#)
[Andreas Bohman Application](#)

Centerfuse

Ellensburg Business Development Authority BOARD OF DIRECTORS MEETING MINUTES

Regular meeting held virtually
Wednesday, April 14, 2021
4:00-5:30 PM

Members in Attendance: James Jankowski, Chair; Linda Schactler, Vice Chair; Grant Clark, Treasurer; Garrett Poshusta, Secretary; John Perrie, Board Member; Del Bankston, Board Member and Jared Vallejo, Board Member

Others present: Stacey Engel, Ellensburg City Council Liaison, and Margaret Reich, Executive Director; presenters Patti Stacey, Kittitas County Solid Waste Director and Wendy Mifflin, Senior Planner HDR

1. Meeting Called To Order

Meeting was called to order at 4:02 PM

2. Approval of Agenda

Motion to amend the agenda to include discussion of CenterFuse board application from Andreas Bohman by Jared Vallejo, second by Linda Schactler. Motion approved by unanimous vote.

3. Approval of Minutes

Motion to approve March 2021 special and regular meeting minutes by Grant Clark, second by Linda Schactler. Motion approved by unanimous vote.

4. Board Business

a. Board Membership

As per the Charter, board membership is a minimum of seven members, but can be increased to nine. The board currently has seven members, and has received an application from Andreas Bohman. Motion to increase from a seven to a nine-member by John Perrie, second by Linda Schactler. Motion approved by unanimous vote.

Board discussion about the application received from Andreas Bohman. Motion to endorse Andreas Bohman's application and forward to the City of Ellensburg for confirmation by John Perrie, second by Jared Vallejo. Motion approved by unanimous vote.

b. Financial Reports

Board Treasurer, Grant Clark, presented financial reports.

c. Strategic Plan Implementation Update

The City of Ellensburg is in the process of selling the Ellensburg Incubator building located at 1000 Prospect, Ellensburg. The interlocal agreement between the City of Ellensburg and CenterFuse includes the provision for CenterFuse to be the city's property manager. The City and CenterFuse also have a lease agreement pertaining to this property. The board discussed next steps considering the sale of the building. Motion to update the interlocal agreement dated November 11, 2020, section 2(F) Incubator Management Services to end June 30, 2021 by John Perrie, second by Grant Clark. Motion approved by unanimous vote.

Motion to direct the Chair and Executive Director to provide 90-day notification of termination of lease agreement with City by Linda Schactler, second by Jared Vallejo. Motion approved by unanimous vote.

Board members Grant Clark and John Perrie reviewed the appraisal of the EBDA Airport building located at 3110 N. Airport, Ellensburg, and presented their recommendation for the board to accept the appraisal as is. Motion to accept the Airport Management Consulting Group appraisal for the building located at 3110 N Airport, Ellensburg by Linda Schactler, second by Grant Clark. Motion approved by unanimous vote.

Board discussion about other capital ventures including life sciences manufacturing and repurposing the soon-to-be former transfer station site, a framework for the CenterFuse Marketing Plan, broadband update, remote worker campaign, and update on the Distressed County Grant.

d. Recycling market update / presentation

Patti Stacey and Wendy Mifflin presented a status report and next steps for the Recycling Development Center grant funded work on centralized recycling and economic development.

5. **Items for Future Consideration**

The board received an update on legislative activity, specifically Tax Increment Financing and competing broadband bills before the Governor. Council member Engel requested the board to consider housing as a priority issue for economic development.

6. **Adjournment** – time 5:30 Motion to adjourn by Grant Clark.

Drafted: 4/15/2021

Approved:



Submitted by: Margaret Reich

**CENTERFUSE
ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY (EBDA)
BOARD RESOLUTION 2021 – 2**

WHEREAS, the EBDA Board of Directors desires to provide the highest level of economic development service for the City of Ellensburg, and

WHEREAS, the EBDA Board of Directors operates via an amended Charter dated November 6, 2017, and

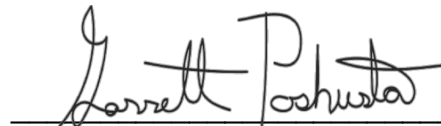
WHEREAS, the EBDA Charter states in section 5.02 Board Size that the size of the board is nine members, and can be decreased to 7 with action of the board, and

WHEREAS, the membership of the EBDA Board was decreased to seven members, and the Board of Directors approved increasing to nine members at their April 14, 2021 meeting, and

THEREFORE, the size of the board is nine members.

Adopted by the CenterFuse/EBDA Board of Directors on the 15th day of April, 2021



James Jankowski, Chair
CenterFuse

Garrett Poshusta, Secretary
CenterFuse

Laurie Gigstead

From: Margaret Reich <director@ellensburgcenterfuse.com>
Sent: Wednesday, April 14, 2021 5:12 PM
To: Laurie Gigstead
Subject: [Ext] New (repeat) board member
Attachments: Centerfuse Board Application - Andreas Bohman.pdf

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

Laurie,

At the April 14, 2021 meeting, the CenterFuse/EBDA board endorsed the application received from Andreas Bohman, and voted in favor of appointing him to the board. Please find Mr. Bohman's application attached to this email for reference.

Let me know if you need any other information.

Thank you,
Margaret

Margaret

--

Margaret Reich, M.P.A.
Executive Director
Centerfuse
Ellensburg Business Development Authority
phone: (509) 955-3880
visit us online at ellensburgcenterfuse.com

Centerfuse Board Application

CenterFuse strategically recruits and supports businesses and connects them with the resources they need so they can start, grow, and prosper. Our nine member volunteer board has diverse membership of business owners, workforce developers, financiers, and more. The board meets once a month.

Please complete the following form to have your application considered to fill a vacancy on the board. We look forward to your application.

Any questions can be directed to director@ellensburgcenterfuse.com.

Name (first and last) *

Andreas Bohman

Address (include city, state, zip) *

Email address

Phone where we can reach you during the day *

Do you live in Ellensburg? *

☒ Yes

☐ No

What is your current occupation and your background *

Current Occupation: Vice President of Operations at CWU. Background: I have 25+ years of civilian experience in operations, technology, and security. I also have 20+ years experience in military operations, to include military intelligence and special operations. I have experience investing in and supporting entrepreneurial opportunities on our campus and elsewhere, both as a CWU employee and private citizen. I am a naturalized citizen from Sweden and have lived all across our great nation.

What organizations are you affiliated with?

CWU, WA State National Guard, ISACA Puget Sound Chapter, ISC2.

What interests you about serving on the Centerfuse board? *

I live in Ellensburg and I want to use my experience and background to help improve our city and region.

Will you be able to attend meetings on a regular basis? *

☒ Yes

☐ No

☐ Maybe

This content is neither created nor endorsed by Google.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: Board and Commission Applications

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion:

1. Conduct introduction of Steven Luten;
2. Consider reappointments to various boards and commissions;
3. Authorize the Mayor to send a letter of appreciation to Jack Frost.

Background/Summary: One person has recently applied to serve on the Environmental Commission and thirteen terms on various boards and commission have terms expiring on May 31, 2021. Twelve people have requested to be considered for reappointment. Jack Frost is not seeking reappointment on the Parks and Recreation Commission.

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

Previous Council Action: N/A

Analysis: There is one vacancy on the Environmental Commission.

Financial Impact: N/A

Attachments:

[B and C Agenda Report Chart 5-3-21](#)
[Steven Luten Application](#)
[Requests for Reappointment](#)

Boards and Commissions	Affordable Housing Commission	Arts Commission	Building Appeals Board	Civil Service Commission	Ellensburg Business Development Authority Board	Environmental Commission	Landmarks and Design Commission	Library Board	Lodging Tax Advisory Committee	Parks and Recreation Commission	Planning Commission	Public Transit Advisory Committee	Senior Citizens Advisory Commission	Utility Advisory Committee
MEMBERS	7	7	5	3	9	7	7	7	7	7	7	7	7	7
Residency Requirements	Y	N	N	Y	N	Y	Y	Y	N	Y	Y	N	N	Y
Current Members within City Limits	6	2	0	3	2	5	5	5	4	7	6	6	4	6
Current Members Outside City Limits	1	5	3	0	5	1	1	2	3	0	1	0	2	0
Current Members Outside but in UGA	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VACANCIES	0	0	2	0	2	1	0	0	0	0	0	1	1	0
Terms Expiring 5/31/21		3					3			3	1		3	
APPLICANTS														
Steve Luten						1 st								
Jerald Dougherty		Re-App												
Alex Eyre		Re-App												
Brian Kooser		Re-App												
Maurice Blackson							Re-App							
Mollie Edson							Re-App							
Amy McCoy							Re-App							
Laci Harrison										Re-App				
Shari Smith										Re-App				
Gayl Curtiss											Re-App			
Wendy-Jean Fischer													Re-App	
Marcia Hedrick													Re-App	
Mildred Miller													Re-App	

Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, April 15, 2021 6:57 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 Environmental Commission

Name of Applicant: Steven Luten

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA - Washington

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 3 years 8 months

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: Pastor Ellensburg Foursquare Church, 25 years non-profit leadership and management. MBA - WSU, BA - UW

Organization Affiliations:	Foursquare Church
Why are you seeking appointment?	I am an avid bicyclist both commuting and for recreation. I also care deeply about Ellensburg and want to see our city be the best it can possibly be for all our residence.
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	Affordable Housing Commission
Boards & Commissions	<i>Field not completed.</i>

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

RECEIVED

APR 22 2021

CITY MANAGER'S OFFICE
ELLENSBURG, WA

April 7, 2021

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

Re: Request for Reappointment to the Arts Commission

My term on Arts Commission expires on May 31, 2021. Please consider reappointing me to another four-year term.

Thank you for your consideration.

Sincerely,


Jerald Dougherty

RECEIVED
APR 26 2021
CITY MANAGER'S OFFICE
ELLENSBURG, WA

April 7, 2021

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

Re: Request for Reappointment to the Arts Commission

My term on Arts Commission expires on May 31, 2021. Please consider reappointing me to another four-year term.

Thank you for your consideration.

Sincerely,

Requested Reappointment via Email 4/26/21

Alex Eyre

RECEIVED

APR 22 2021

CITY MANAGER'S OFFICE
ELLENSBURG, WA

April 7, 2021

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

Re: Request for Reappointment to the Arts Commission

My term on Arts Commission expires on May 31, 2021. Please consider reappointing me to another four-year term.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to be "Brian Kooser", with a long horizontal line extending to the right.

Brian Kooser

RECEIVED
APR 12 2021
CITY MANAGER'S OFFICE
ELLENSBURG, WA

April 7, 2021

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

Re: Request for Reappointment to the Landmarks and Design Commission

My term on Landmarks and Design Commission expires on May 31, 2021.
Please consider reappointing me to another four-year term.

Thank you for your consideration.

Sincerely,



Maurice Blackson

RECEIVED

APR 19 2021

CITY MANAGER'S OFFICE
ELLENSBURG, WA

April 7, 2021

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

Re: Request for Reappointment to the Landmarks and Design Commission

My term on Landmarks and Design Commission expires on May 31, 2021.
Please consider reappointing me to another four-year term.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Mollie Edson", with a stylized flourish at the end.

Mollie Edson

RECEIVED

APR 14 2021

CITY MANAGER'S OFFICE
ELLENSBURG, WA

April 7, 2021

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

Re: Request for Reappointment to the Landmarks and Design Commission

My term on Landmarks and Design Commission expires on May 31, 2021.
Please consider reappointing me to another four-year term.

Thank you for your consideration.

Sincerely,



Amy McCoy

RECEIVED

APR 22 2021

CITY MANAGER'S OFFICE
ELLENSBURG, WA

April 7, 2021

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

Re: Request for Reappointment to the Parks and Recreation Commission

My term on Parks and Recreation Commission expires on May 31, 2021. Please consider reappointing me to another three-year term.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Laci Harrison', with a stylized, flowing script.

Laci Harrison

RECEIVED

APR 22 2021

CITY MANAGER'S OFFICE
ELLENSBURG, WA

April 7, 2021

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

Re: Request for Reappointment to the Parks and Recreation Commission

My term on Parks and Recreation Commission expires on May 31, 2021. Please consider reappointing me to another three-year term.

Thank you for your consideration.

Sincerely,



Shari Smith

RECEIVED

APR 19 2021

CITY MANAGER'S OFFICE
ELLENSBURG, WA

April 7, 2021

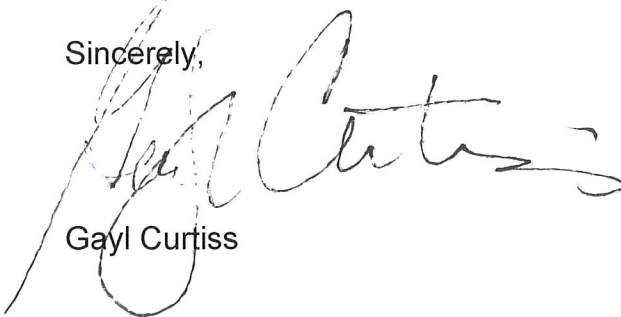
Office of the City Manager
501 North Anderson Street
Ellensburg, WA 98926

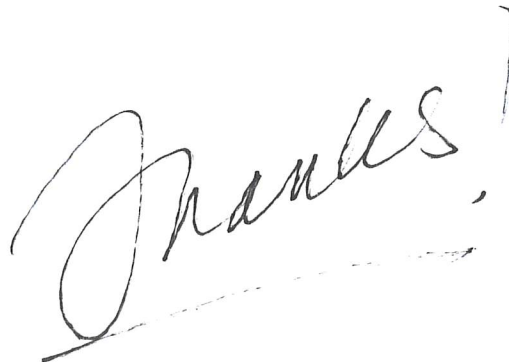
Re: Request for Reappointment to the Planning Commission

My term on Planning Commission expires on May 31, 2021. Please consider reappointing me to another six-year term.

Thank you for your consideration.

Sincerely,


Gayl Curtiss



RECEIVED

APR 12 2021

CITY MANAGER'S OFFICE
ELLENBURG, WA

April 7, 2021

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

Re: Request for Reappointment to the Senior Citizens Advisory Commission

My term on Senior Citizens Advisory Commission expires on May 31, 2021.
Please consider reappointing me to another two-year term.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Mildred C. Miller". The signature is written in a cursive style with a small vertical mark above the 'i' in "Miller".

Mildred Miller

RECEIVED

APR 26 2021

CITY MANAGER'S OFFICE
ELLENSBURG, WA

April 7, 2021

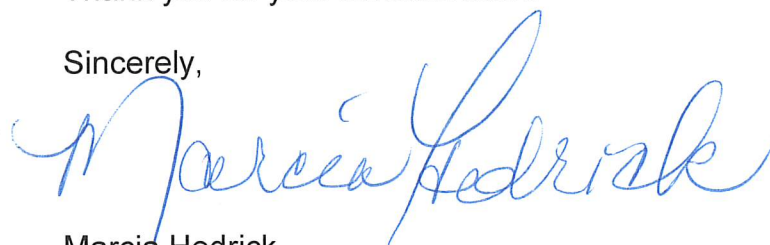
Office of the City Manager
501 North Anderson Street
Ellensburg, WA 98926

Re: Request for Reappointment to the Senior Citizens Advisory Commission

My term on Senior Citizens Advisory Commission expires on May 31, 2021.
Please consider reappointing me to another two-year term.

Thank you for your consideration.

Sincerely,



Marcia Hedrick

RECEIVED

APR 12 2021

CITY MANAGER'S OFFICE
ELLENSBURG, WA

April 7, 2021

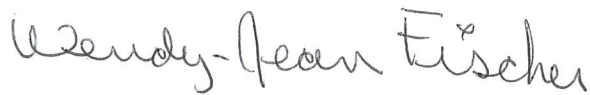
Office of the City Manager
501 North Anderson Street
Ellensburg, WA 98926

Re: Request for Reappointment to the Senior Citizens Advisory Commission

My term on Senior Citizens Advisory Commission expires on May 31, 2021.
Please consider reappointing me to another two-year term.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Wendy-Jean Fischer". The signature is written in dark ink and is positioned above the printed name.

Wendy-Jean Fischer



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: Second Reading of Ordinance 4873 approving rezone request P20-125, submitted by Joseph Hctor, property owner.

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: Conduct second reading and adoption of Ordinance 4873

Background/Summary: The rezone request is for two parcels totaling .47 acres located at 1500 Vantage Highway, southeast of Vista Road, Ellensburg; Kittitas County Assessor's Parcel ID #'s 108636 and 764134 (see attached map). After taking evidence at the open record hearing on March 17, 2021 and considering the record, the Hearing Examiner recommended that City Council approve the rezone from Residential-Office (R-O) to Commercial Highway (C-H), with conditions. The request is consistent with the City's Comprehensive Plan future land use designation of Community Mixed Use. At the conclusion of the closed record hearing, City Council approved a motion to adopt the Hearing Examiner's Recommended Findings of Fact, Conclusions of Law Decision and Conditions of Approval.

A State Environmental Policy Act (SEPA) Determination of Non-Significance (DNS) was issued on January 26, 2021 for this site specific rezone.

Previous Council Action: City Council held a closed record hearing on April 19, 2021 to consider Hearing Examiner Andy Kottkamp's March 18, 2021 Recommended Findings of Fact, Conclusions of Law Decision and Conditions of Approval pertaining to the site specific rezone request submitted by Joseph Hctor, property owner. The rezone request was approved at the conclusion of the hearing and was immediately followed by first reading of Ordinance 4873.

Analysis: City Council has adopted the Hearing Examiner's Recommended Findings of Fact, Conclusions of Law Decision and Conditions of Approval, therefore the ordinance reflects

the applicable conclusions and findings to adopt the zone change as discussed and approved by City Council on April 19, 2021. The ordinance also directs staff to make appropriate changes to the City's zoning map and to the Geographic Information System (GIS) data.

Financial Impact:

No financial impact.

Attachments:

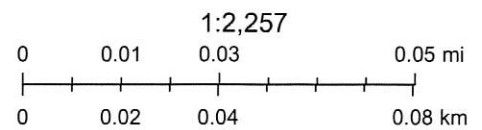
[Project Location Map](#)
[Ordinance 4873](#)

1500 Vantage Hwy



12/14/2020, 9:55:32 AM

- | | | | | | |
|--|-------------------|--|---------------|--|----------------|
| | Override 1 | | Parcel Labels | | RO |
| | Urban Growth Area | | City Parcels | | CH |
| | City Limits | | Zoning | | PR |
| | County Parcels | | RS | | RL |
| | | | | | Major Arterial |
| | | | | | Road |



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ORDINANCE NO. 4873

AN ORDINANCE OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO ZONING AND AMENDING TITLE 15 OF THE ELLENSBURG CITY CODE BY CHANGING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY WITHIN THE CITY OF ELLENSBURG FROM RESIDENTIAL OFFICE (R-O) TO COMMERCIAL HIGHWAY (C-H).

WHEREAS, on December 9, 2020 the City received an application (P20-125) from property owner Joseph R. Hctor, requesting a rezone on two parcels (0.47 acres) located on Vantage Highway, Parcel ID Numbers 108636 and 764134 (“application”); and

WHEREAS, the application proposed to rezone the parcels from Residential Office (R-O) to Commercial Highway (C-H); and

WHEREAS, pursuant to ECC Table 15.210.050(D), a Site-Specific Rezone Application is processed under a Type IV review, which requires a Hearing Examiner recommendation to City Council after an Open Record Hearing, with the final decision to be made by City Council after a Quasi-Judicial Closed Record Hearing; and

WHEREAS, the SEPA official for the City issued a Determination of Non-Significance (DNS), on January 26, 2021; and

WHEREAS, the Hearing Examiner held a duly noticed open record hearing on March 17, 2021, received evidence and heard testimony regarding the proposed rezone; and

WHEREAS, the Hearing Examiner on March 18, 2021, issued Recommended Findings of Fact, Conclusions of Law, Decision and Conditions of Approval for the rezone request from R-O to C-H; and

WHEREAS, the Ellensburg City Council held a duly noticed closed record hearing on April 19, 2021 and at the conclusion of the hearing approved a motion to adopt the Hearing Examiner’s Recommended Findings of Fact, Conclusions of Law, Decision and Conditions of Approval, and to approve the applicant’s request to rezone the subject property from R-O to C-H;

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

Section 1. The City Council adopts the findings of fact and conclusions based thereon, made and entered by the Hearing Examiner in support of the recommendation to the City Council for approval with regard to the rezone for the hereinafter described property located on Vantage Highway, with Parcel ID Numbers 108636, and 764134 as set forth in the Hearing Examiner’s “Recommended Findings of Fact, Conclusions of Law, Decision and Conditions of Approval,” dated March 18, 2021.

Section 2. Title 15 of the Ellensburg City Code is hereby amended by changing the city's zoning map as adopted in ECC 15.300.020 for the following described area from Residential Office (R-O) to Commercial Highway (C-H):

SEC. 36; TWP. 18N; RGE. 18E; CD. 9148-1, CD 9148-2 portion of Lot 86 Vacated Vista Road; State Land Addition PARCEL ID NUMBERS 108636, and 764134

Section 3. That the official zoning map of the City of Ellensburg, as well as the Geographic Information System (GIS) data shall be amended to incorporate the land use classifications herein provided.

Section 4. Except as modified herein, each and every provision of the City Land Development Code, Title 15, as amended, shall remain in full force and effect.

Section 5. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance.

Section 6. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 7. Effective Date. This ordinance shall take effect and be in full force five (5) days after passage, approval and publication as required by law.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the ____ day of _____, 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. 4873 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, that Ordinance No. 4873 was published as required by law.

Beth Leader



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: 2021 Pay Plan Resolution Amendments

Submitted by: John Akers City Manager Department

Recommended Action or Motion: Consider the proposed pay plan, adopt the amended resolution, and authorize the budget adjustments necessary to implement the plan.

Background/Summary: During preparation of the 2021/2022 budget, the issue of raises for non-represented employees was considered, and in light of anticipated reduced revenue resulting from the pandemic a budget was proposed with a zero percent (0%) cost of living salary adjustment for non-represented employees. Council reluctantly adopted the proposed budget and Resolution 2020-36 (Pay Plan), and thanked the staff for the sacrifice associated with budget adoption. The adjustments that were considered during budget preparation were driven by an attempt to keep pace with represented salary adjustments that had been granted previously and were structured to provide for market adjustment and annual increases in each of the budget years. However, the revenue stream at that time did not support the increases. Since then, Finance staff have been tracking revenue, and revenue projections now show a recovery adequate to fund the salary increases eliminated from the adopted budget.

Attached is a table showing the salary adjustments for all employees during the period 2015 to 2022, which includes a proposed non-represented salary adjustment beginning in July of this year, which is included in the attached proposed amended pay plan resolution. The proposed salary adjustment is intended to correct the existing inequity for non-represented employees. The resulting increases through the study period are more equitable between all employee classes with the exception of the IBEW, which is primarily a function of equity with the electric industry.

Previous Council Action: Adoption of the 2021/2022 biennial budget, and the the 2021

pay Resolution No. 2020-36 on December 7, 2020.

Analysis:

The proposed increases for non-represented employees effective July 1, 2021 represent a 3% increase to address market and internal equity, and a 3% cost of living increase in both 2021 and 2022 which is consistent with other settled labor agreements.

Based on current projections, the impact to the general fund reserve would be \$68,842 in 2021 and \$209,864 in 2022. The following summary of impacts to the general fund reserves as a result of the proposed adjustment includes an analysis of current revenue projections. With the revised revenue forecast, the projected reserve balances with the above impacts were/are as follows:

2021 Original Budgeted Reserve Balance as adopted.
\$2,864,577

2022 Original Budgeted Reserve Balance as adopted.
\$2,954,916

2021 Revised reserve balance w/ 3%+3% increase effective July 1, 2021. \$4,762,326

2022 Revised reserve balance w/ 3% increase effective January 1, 2022. \$3,133,481

The revised reserve balances are based upon current revenue projections which have improved considerably since budget adoption. These balances include the managerial funds (which are technically General Fund) such as sales tax reserve fund, art acquisition fund, and fire relief and pension fund. These projections do not include any of the American Rescue Plan Act funding for revenue replacement.

Financial Impact:

Revenue projections support the proposed increases without impact to other projects or programs. The increases also do not rely on accessing American Rescue Plan Act funding for revenue replacement, leaving these funds available for other purposes.

Attachments:

[2021 Amended Pay Plan Resolution](#)

Historic Salary Summary

RESOLUTION NO. 2021-11

A RESOLUTION amending Resolution 2020-36, the current pay plan for Fiscal Year 2021, for each position in the City service not covered by a valid union contract.

WHEREAS, the City Manager has prepared and submitted to the City Council of the City of Ellensburg a standard schedule of pay; and

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Resolution No. 2020-36 is hereby amended by revising the Non-Union employees pay range as follows. The amended Pay Plan Schedule is hereby adopted as hereinafter set forth in Section 2, and provided that the said plan be effective July 1, 2021.

Section 2. Effective July 1, 2021, the pay range assignment for each non-union class title shall be as follows:

<u>CLASS TITLES</u> <u>BY DEPARTMENT</u>	<u>PAY</u> <u>RANGE</u>
<u>CITY MANAGER</u>	
City Manager	10,827- 14,436
Public Information Officer	5,966- 7,955
Executive Assistant – City Manager	4,298- 5,730
Assistant City Manager/City Attorney	10,286- 13,714
Assistant City Attorney	6,768- 9,574
Executive Assistant/Deputy City Clerk	4,298- 5,730
IT & Telecommunications Manager	6,641- 8,854
IT Systems Administrator	5,770- 7,693
IT Systems Administrator - SQL	5,770- 7,693
Network/Desktop Analyst	5,077- 6,769
Human Resources Director	7,445- 9,927
HR Specialist	4,570- 6,093
Civil Service Secretary/Chief Examiner	150
<u>COMMUNITY DEVELOPMENT DEPARTMENT</u>	
Community Development Director	7,703- 10,270
Building Official	5,756- 7,675
Planning Manager	5,756- 7,675
Assistant Building Official	5,411- 7,215
Building Inspector II	4,859- 6,478
Building Inspector	4,451- 5,934

FINANCE DEPARTMENT

Finance Director	8,427- 11,236
Accounting Manager	5,750- 7,667
Senior Financial Analyst/Budget Officer	5,750- 7,667
Application Specialist	5,750- 7,667
Accountant II	5,051- 6,734
Utility Services Supervisor	5,051- 6,734
City Clerk	4,853- 6,471
Accounting Analyst	4,533- 6,044

LIBRARY

Library Director	7,445- 9,927
Public Services/Internal Ops Librarian	4,533- 6,044
Librarian	4,533- 6,044
Part-time Library Substitute	13.69- 15.00/hourly

PARK AND RECREATION DEPARTMENT

Parks and Recreation Director	7,445- 9,927
Aquatic & Recreation Supervisor	4,884- 6,512

Part-time/Seasonal Hourly Recreation positions:

State Min. Wages \$13.69	I	II	III	IV	V	VI
Lifeguard	13.79	14.48	15.20			
Instructor	13.79	14.48	15.20			
Recreation Aide	13.79	14.48	15.20	15.96		
Custodian	13.79	14.48	15.20			
Sports Officials I-V	13.69	15.06	16.43	18.07	25.30	
Sports Officials VI Gym/Field Supv						16.43

POLICE DEPARTMENT

Police Chief	8,142- 10,856
Police Captain (2 positions)	7,181- 9,574
Animal Shelter Manager	4,349- 5,799
Police Records Supervisor	4,259- 5,678

PUBLIC WORKS AND UTILITIES DEPARTMENT

Public Works & Utilities Director	10,286- 13,714
Assistant Utilities Director	8,361- 11,148
City Engineer Services Manager	8,361- 11,148
Operations Supervisor – Electric	8,097-10,796
Sr. Electrical Engineer	7,963- 10,617
Project Engineer (2 Positions)	7,868- 10,491
Assistant Public Works Director	7,295-9,727
Gas Engineer	7,295-9,727
Assistant City Engineer/Capital Projects Manager	7,295-9,727
Power and Gas Manager	6,829- 9,105
Stormwater Utility Manager	6,643- 8,857
Transit Manager	6,643- 8,857
Assistant Transit Manager	6,018- 8,024
Civil Engineer	5,606- 7,474
Rate Analyst	4,829- 6,438
Sr. Operations Analyst	4,759- 6,345
Operations Analyst – ES	4,533- 6,044
Operations Analyst	4,533- 6,044
Executive Assistant	4,085- 5,446
Executive Assistant – ES	4,085- 5,446

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

Section 3. All remaining terms and conditions of Resolution No. 2020-36 remain in full force and effect.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 3rd day of May, 2021.

Mayor

Attest: _____
City Clerk

Salary Summary (All Employees)

2015-2022

Year	Non-Rep	IBEW	Team/PW	OPEIU	Team/Police
2015	2.00%	2.75%	2.50%	2%	2% Jan + 1% Jul
2016	2.00%	2.75%	2%	2%	2% Jan + 1% Jul
2017	2.00%	2.75%	2.50%	*Avg. 3.64%	1.5% Jan 1.5% Jul
2018	2.00%	3.00%	2% Jan + 1% Jul	2%	1% Jan 1.5% Jul
2019	2.00%	3.00%	2% Jan + 1% Jul	1%	3.00%
2020	2.00%	3.00%	3.00%	3.00%	**2.8%
2021	****3%COLA3%Mkt Jul to Dec	3% + LS Average 2%	***	3.00%	1.5% Jan 1.5% Jul
2022	****3%	3.00%	***	3.00%	1.5% Jan 1.5% Jul
Totals	18%	23.25% + 2% Avg. LS	***15%	19.64%	19.30%

*

Market Study Adjustment Average 3.64 % over the bargaining unit

**

Retirement plan valued at 2.8% of salary in lieu of increase

Currently in Negotiations

Proposed Non-Represented Salary Adjustment



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: Rotary Pavilion Temporary Art Installation

Submitted by: Josephine Camarillo Library

Recommended Action or Motion: Staff recommends approval of the Ellensburg Arts Commission's recommendation for the temporary art proposal from Nina Vichayapai for the Rotary Pavilion for Summer 2021 installation.

Background/Summary: The Arts Commission was asked by Council to seek art artists to create a temporary visual art display for the Rotary Pavilion area to convey the theme of the City's message of commitment to inclusion, diversity and equity in our community. A Call to Art was posted November 18, 2020 with a deadline of February 26, 2021. Five submissions were received.

Previous Council Action: At the August 27, 2020 meeting, Council formed a subcommittee to explore options for a temporary public art project to address racial equity issues. The Ellensburg Visitor Center building (SE corner exterior windows), located at the intersection of 4th Ave and Pearl St. was the recommended site. The proposed project budget was \$2500 to be paid by the City Arts Commission through budgeted funds.

Analysis: On March 4, 2021 a panel consisting of three Arts Commissioners, one Council member, one City staff and two community members met, discussed and selected three finalists to further develop their proposals. On April 7, 2021, the panel met again and selected the artist of their choice. Ellensburg Arts Commission recommends Nina Vichayapai for her work with fiber art quilt pieces to be placed in the windows of the Rotary Pavilion building. Her proposal was most site responsive, specific and inclusive to our community. Though the art installation would be temporary, she will be gifting her artwork to the City when it is to be removed.

Financial Impact: Total cost of the project would be \$2500. This would include artist fee, materials, fabrication, contingency, and insurance.

This would be paid from the Ellensburg Arts Commission's existing 2021 expenditure authority.

Attachments:

[Vichayapai Racial Equity Final Proposal](#)

NINA VICHAYAPAI

ELLENSBURG RACIAL EQUITY TEMPORARY ARTWORK PROPOSAL

To honor the rich cultural fabric of Ellensburg and Central Washington's diverse past and present communities I would like to create a quilt. The quilt will patch together images sourced from the community through both historical archives and present groups who I will reach out to for participation. The images collected will be translated into fabric collages. These collaged squares will then be stitched together to make a vibrant quilt for window display. The resulting piece will utilize the language of quilts as an iconic American storytelling craft to celebrate the diversity of the local region.

The community quilt will be installed and displayed in the two vacant storefront windows and two shadowboxes of the building adjacent to the Rotary Pavilion.

I will collaborate with local organizations to source images for this project. From local non-profits serving the community, historic archives, and more, I will seek out participation which reflects the diversity of the area both past and present.

Histories and groups I would seek to include in this project would be the indigenous Yakama, the black coal miners of Roslyn, pioneer-era Asian immigrants working on railroads and lumber mills, and modern-day Latinx communities, as well as other present communities that come up during outreach.

BUDGET

Artist fee	\$500
Materials	\$500
Fabrication	\$1,050
Travel	\$150
Contingency	\$250
Insurance	\$50
Total	\$2500

I will be fabricating the project myself and the fabrication cost covers the expected time and work for this project. Travel expenses will cover round trip transportation from Portland to Ellensburg for both the install and deinstall. I will be installing the piece myself.

TIMELINE

April 19 - April 30: Community outreach, research on history, collecting images, collecting materials.

April 30 – May 31st: Fabricating work. Preparing work to be ready for install.

June 1st: Travel to Ellensburg, installing piece, documenting piece.

Fall: Deinstall

I will be available for deinstall at any date in the fall. I would prefer a deinstall date to coincide with other dates I will be in Ellensburg on September 25th or 26th, or October 31st or November 1st, but this if these dates do not work for deinstall I can come at another preferred time.

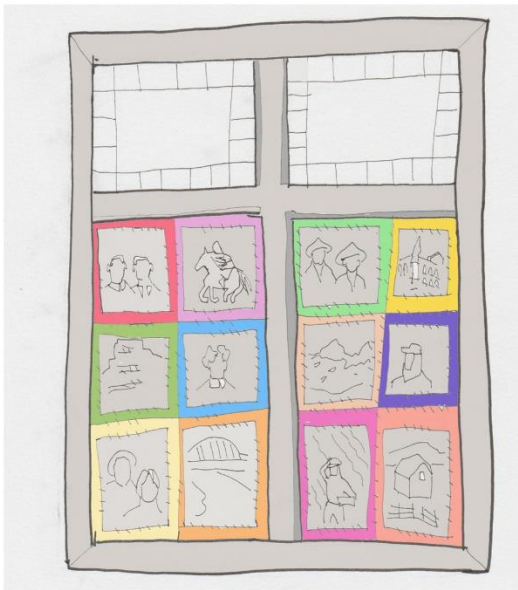
OTHER NEEDS

Due to the quick time frame and my being located away from Ellensburg I would appreciate any connections or suggestions on community organizations to work with in sourcing images. Local historical societies, non-profits or other groups serving the diverse local community, especially the Latinx community, indigenous community, other POC groups, etc, would all be great resources I would greatly appreciate being made aware of or even being connected to. I will of course do my own research and outreach as well.

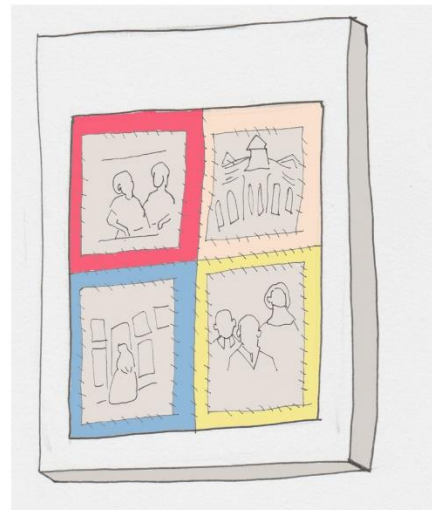
Community Quilt Sketch



Handstitched quilts installed into the 2 windows and 2 shadowboxes of the building next to the Rotary Pavilion.



Each square within the quilt will contain images turned into fabric collages.



Images used for the collage will be sourced from local historic archives and the community.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: May 3, 2021

Item Title/Agenda Subject: 2021 First Quarter Financial Status and Investment Reports

Submitted by: Jerica Pascoe Finance Department

Recommended Action or Motion: Accept 2021 First Quarter Financial Status and Investment Reports as presented.

Background/Summary: Attached is the 2021 First Quarter Financial Status and Investment Reports for the period ending March 31, 2021. The 2021 First Quarter Financial Status report represents General Fund status, Governmental fund type tax revenues, and citywide revenues and expenditures. The City's Financial Management Policy provides that Council will receive updated information relating to the City's Financial Reports on a quarterly basis.

Previous Council Action: The 2021 First Quarter Financial Status and Investment Report was presented to the Finance Committee at the April 22, 2021 meeting.

Analysis:

This report attempts to update the fiscal impact projections created by the current pandemic situation. Year-end projections were made as of the current situation on 3/31/2021. Projections were made with COVID-19 in mind and were predicated on remaining in Phase III through year-end.

Key items – 2021 First Quarter:

- General Fund revenues and expenditures are both projected to come in below budget. (Table 1, Page 1)
- Revenue remitted from State of Washington Sales Tax Activity is up 10% over 1st quarter 2020 (Table 2 Page 2)
 - Hotel/Motel Lodging is down 25%
 - Motor Vehicle Fuel Tax (MVFT) is down 12%
- Year-End tax revenue is projected to come in 6.38% above budget. (Table 3, Page 3)
 - Sales tax revenue projected 13.04% above budget. (Table 3, Page 3)

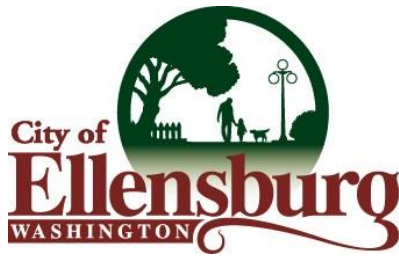
- Local Criminal Justice .1% – projected \$76,007 above budget (Table 4, Page 4)
 - Retail Sales for Public Transit .2% - projected \$137,042 above budget
 - Retail Sales for Public Safety .3% - projected \$117,675 above budget
 - Regular Retail Sales .85% – projected \$575,058 above budget
 - Retail Sales for Housing .1% – projected \$69,298 above budget
 - Retail Sales for Housing (State Credit) - projected \$93,795 above budget (note amount not budgeted)
- B&O Tax revenue projected 3.64% below budget. (Table 3, Page 3)
- Other Tax revenue projected 9.51% above budget. (Table 3, Page 3)
- Property Tax revenue projected at budget. (Table 3, Page 3)
- January through March 2021 sales tax receipts were 11% higher than January through March 2020 receipts. (Table 5, Page 5)
 - The majority of this increase was in Retail Trade and Construction. Removing the construction sales tax decrease would bring the overall change from an increase of 11% to a increase of 7% over 2020.
- Utility tax revenues were 12.12% lower than 1st quarter 2020. (Table 6, Page 6)
- General Fund revenues are projected to come in below budget at this time. Current projected excess of revenues over expenditures is \$232,324. (Table 7, Page 7)
- The total excess revenues over expenditures for all funds through 1st quarter was \$4.58 million. \$3.8 million of the excess of revenue over expense is from the enterprise and internal service funds in which rates are set to provide for replacement and capital projects. (Table 9, Page 9)
- The City had \$56,868,547.07 in excess cash invested. (Investment report, page 1)

Financial Impact: None

Attachments:

1st Quarter-Preliminary as of 040921
Investment Report 2021 March

City of Ellensburg Washington



Quarterly Financial Status Report

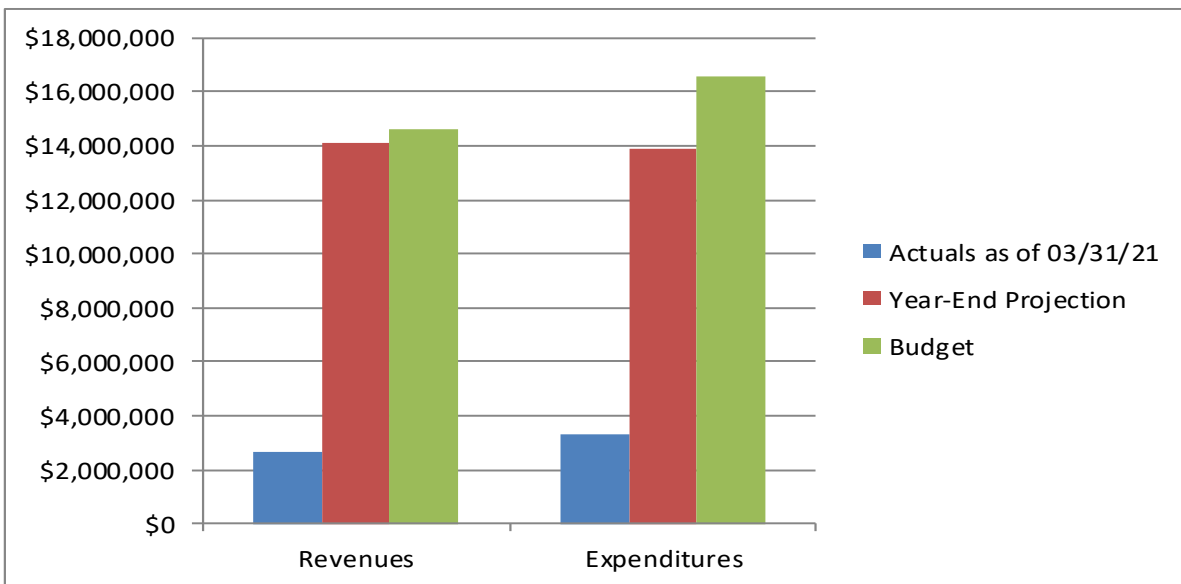
For the Quarter Ending March 31, 2021

PRELIMINARY – AS OF 04/09/2021

General Fund

The Governmental Funds' major funding sources include Property Tax, Sales Tax, Utility Taxes, Licenses & Permit Fees, and Charges for Services. Sales Tax is the largest tax revenue source for the City at approximately 52%, followed by Utility Tax at 22%, Property Tax at 22%, and Other Taxes at 4% of the City tax revenue. Tax revenue is approximately 16% of the total City revenues budgeted in 2021.

Table 1



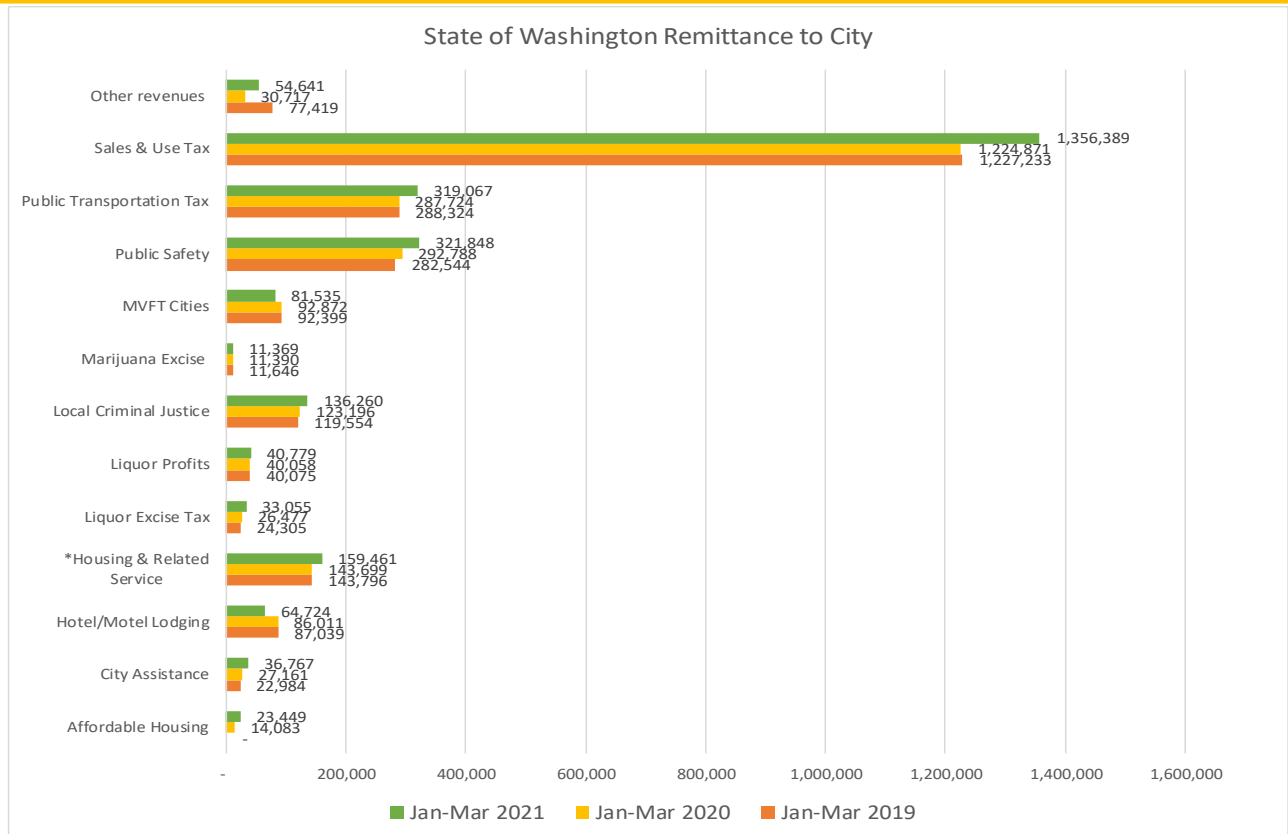
NOTE: The above graph illustrates the difference between year-to-date actuals through March, year-to-date projections as of March, and revised budget through March.

First quarter projections were as of the current situation on 3/31/2021. Projections were made with the COVID19 outbreak in mind and is predicated on remaining in Phase III through year-end. Please keep in mind, these continue to be projections based on the limited information known by local governments as of the end of March. Projections can and will change as more information becomes available. General Fund expenditures were expected to come in below budget as required by Chapter 35.33 RCW. Budgeted expenditures reflected all adjustments that were taken to Council for approval prior to December 31. Revenue projections were done on an individual basis and will be discussed further in this report.

Governmental Funds Tax Revenue

Table 2

CITY OF ELLENSBURG
Year-to-Date Revenue Remitted from State of Washington Sales Tax Activity - Cash
Jan-March '19 Compared to Jan-March '21
Table 2



	Receipts Dates <u>Jan-Mar 2019</u>	Receipts Dates <u>Jan-Mar 2020</u>	Receipt Dates <u>Jan-Mar 2021</u>	Increase/ (Decrease)	% Inc (Dec)
Affordable Housing	-	14,083	23,449	9,366	0%
City Assistance	22,984	27,161	36,767	9,606	35%
Hotel/Motel Lodging	87,039	86,011	64,724	(21,287)	-25%
Housing & Related Service	143,796	143,699	159,461	15,762	11%
Liquor Excise Tax	24,305	26,477	33,055	6,578	25%
Liquor Profits	40,075	40,058	40,779	721	0%
Local Criminal Justice	119,554	123,196	136,260	13,064	11%
Marijuana Excise	11,646	11,390	11,369	(21)	0%
MVFT Cities	92,399	92,872	81,535	(11,337)	-12%
Public Safety	282,544	292,788	321,848	29,060	10%
Public Transportation Tax	288,324	287,724	319,067	31,343	11%
Sales & Use Tax	1,227,233	1,224,871	1,356,389	131,518	11%
Other revenues	77,419	30,717	54,641	23,924	78%
Totals	2,417,318	2,401,047	2,639,344	238,297	10%

Table 3



	Actuals as of 03/31/21	Year-End Projection	Budget	%Projected Over/(Under) Budget
Sales Tax *	\$2,316,474	\$9,265,896	\$8,197,021	13.04%
B&O Tax **	844,002	3,280,273	3,404,235	-3.64%
Other Tax ***	167,715	744,653	680,000	9.51%
Property Tax	94,127	3,530,304	3,530,304	0.00%
	\$3,422,319	\$16,821,127	\$15,811,560	6.38%

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

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

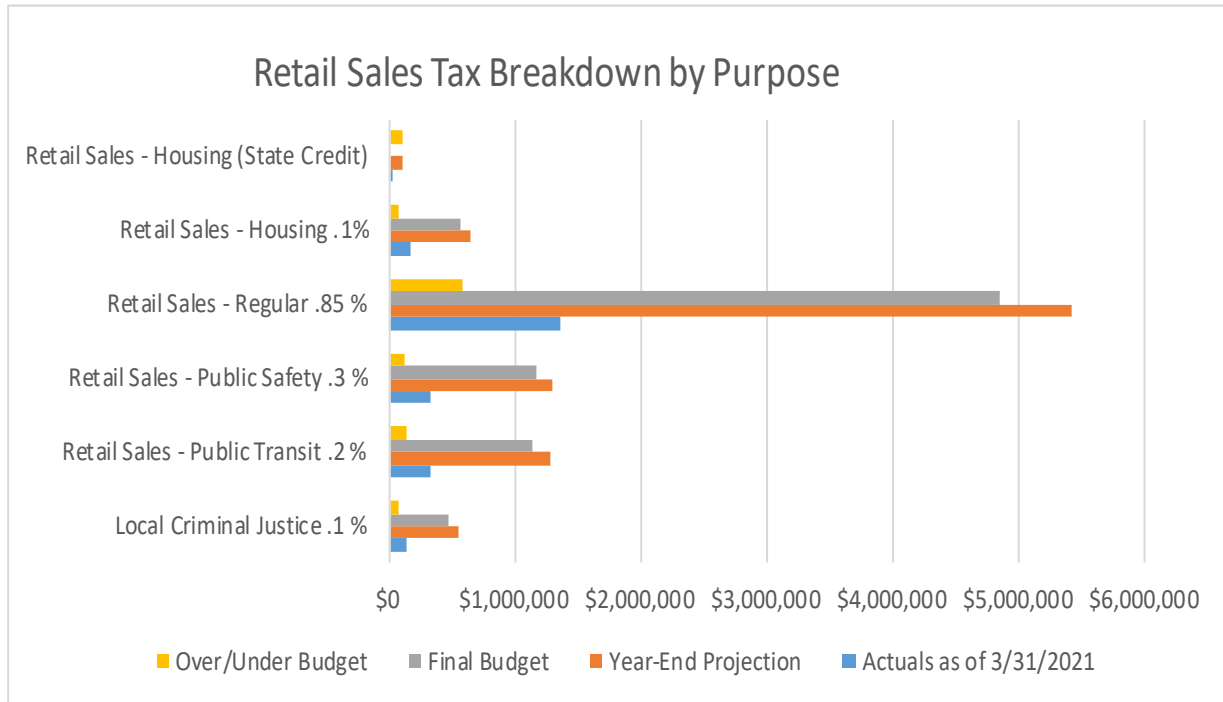
*** OTHER TAX includes leasehold and other excise taxes including hotel/motel tax

Overall governmental fund tax revenue are projected to come in approximately \$1,009,567 or 6.38% above budget. Utility and Hotel/Motel Taxes are still expected to be the hardest hit governmental fund tax revenue. Hotel/Motel Tax revenue was budgeted at 62% of 2019. In 2020 Hotel/Motel Tax Revenue came in at 61.15% of 2019. Currently Hotel/Motel Tax revenue is at 74% of 2019.

Sales Tax

Table 3 breaks down the difference of budgeted less projected by tax purpose. It is important to note that this includes retail sales and use tax that is restricted for public transit, public safety, and affordable housing purposes. Sales tax revenue received in January is for November 2020 activity. We used an average of sales tax over the past 3 months in order to project through year-end. Budgets were set at 95% of 2019 actuals.

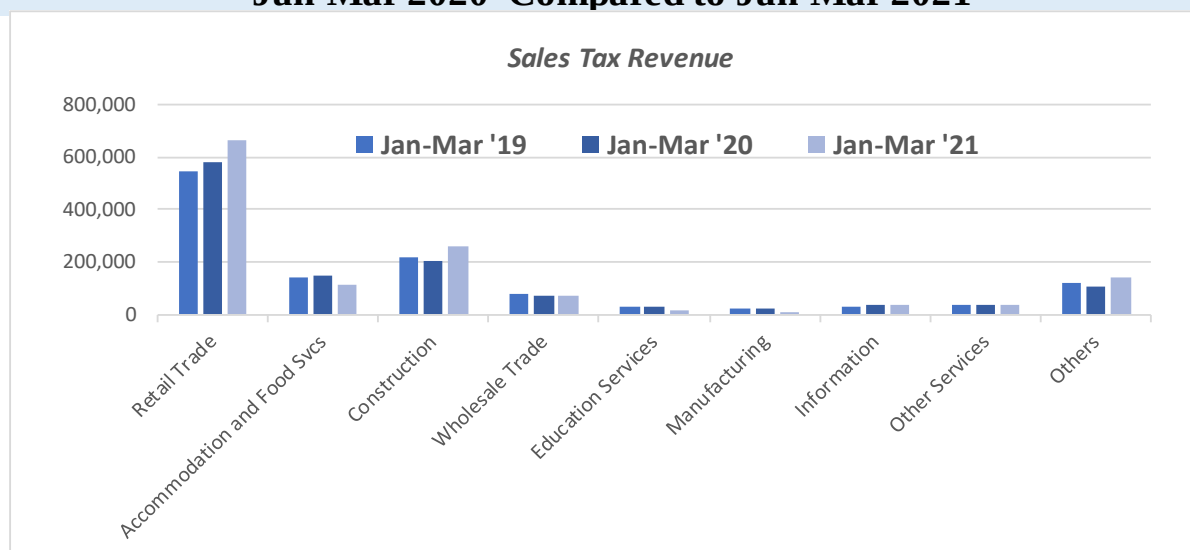
Table 4



	Actuals as of 3/31/2021	Year-End Projection	Final Budget	Over/Under Budget
Local Criminal Justice .1 %	\$136,260	\$545,039	\$469,032	\$76,007
Retail Sales - Public Transit .2 %	319,067	1,276,269	1,139,227	\$137,042
Retail Sales - Public Safety .3 %	321,848	1,287,393	1,169,718	\$117,675
Retail Sales - Regular .85 %	1,356,389	5,425,555	4,850,497	\$575,058
Retail Sales - Housing .1%	159,461	637,845	568,547	\$69,298
Retail Sales - Housing (State Credit)	23,449	93,795	0	\$93,795
	\$2,316,474	\$9,265,896	\$8,197,021	\$1,068,875

Table 5

Year-to-Date Sales Tax Activity - Cash Basis Jan-Mar 2020 Compared to Jan-Mar 2021



	Receipts Dates Jan-Mar '19	Receipts Dates Jan-Mar '20	Receipt Dates Jan-Mar '21	Increase/ (Decrease)	% Inc (Dec)
Retail Trade	544,054	578,645	663,994	85,349	15%
Accommodation and Food Svcs	143,862	145,453	116,130	-29,323	-20%
Construction	220,112	201,205	259,422	58,217	29%
Wholesale Trade	77,735	69,919	74,213	4,294	6%
Education Services	31,898	27,258	15,694	-11,564	-42%
Manufacturing	20,643	20,669	9,459	-11,210	-54%
Information	33,069	38,002	40,392	2,390	6%
Other Services	34,186	39,198	37,817	-1,381	-4%
Others	121,674	104,521	139,267	34,746	33%
Total	\$ 1,227,233	\$ 1,224,870	\$ 1,356,388	\$ 131,518	11%

Source: Dept of Revenue Sales Tax Reports - 2021 information: reporting revenue **received** January thru March

Revenue was recorded on a cash basis for this report. January will be the first month of reporting for 2021

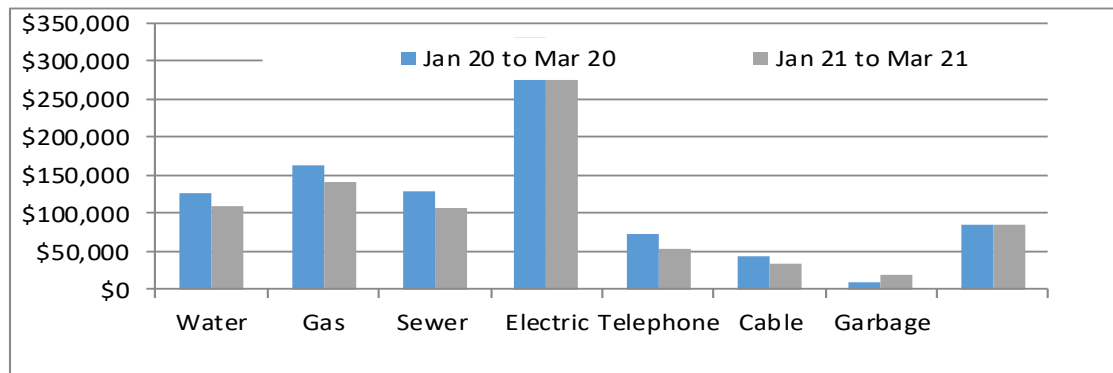
Retail sales tax is distributed monthly reflecting 20 different categories. The above graph reflects the top nine categories with 11 categories being identified within the “Others” category. Retail trade, information, and other have seen increases in YTD sales. “Retail Trade” showed the highest dollar and the highest percentage increase. Regular retail sales tax revenue had an **11% overall increase** over the same period last year. These numbers do not include the .03% for criminal justice, the .02% for public transit, or the .01% for housing and related services. **These revenues are for sales from November through January.**

Utility Tax

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

Table 6

CITY OF ELLENSBURG
Year-to-Date Utility Tax Activity - Cash Basis
January-March 2020 Compared to January-March 2021



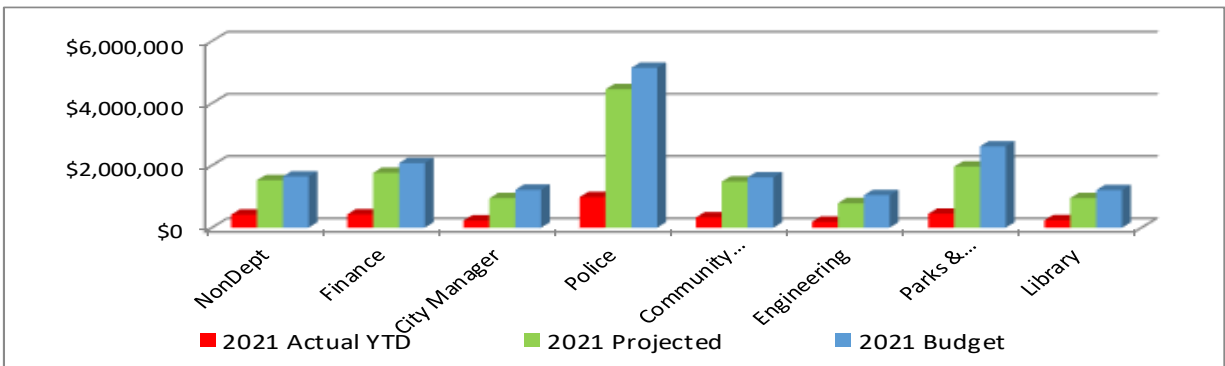
	Receipt Dates Jan 20 to Mar 20	Receipt Dates Jan 21 to Mar 21	Increase/ (Decrease)	% Inc (Dec)
Water (10.5%)	\$127,658	\$108,447	(\$19,211)	-15.05%
Gas (6%)	163,826	142,285	(21,541)	-13.15%
Sewer (10.5%)	129,596	106,446	(23,150)	-17.86%
Electric (6%)	329,755	292,449	(37,305)	-11.31%
Telephone (6%)	71,941	54,498	(17,444)	-24.25%
Cable (1.075%)	42,717	34,449	(8,267)	-19.35%
Gambling (varies 2%-8%)	10,100	19,652	9,552	94.57%
Garbage (8.1%)	84,847	85,776	930	1.10%
Total	<u>\$960,439</u>	<u>\$844,002</u>	<u>-\$116,437</u>	<u>-12.12%</u>

Revenue was recorded as cash basis for this report.

Telephone and cable taxes will continue to decrease as landlines and cable television have become less common. Residents using cell phone numbers from out of the area are not paying this local telephone tax. The decrease in water, gas, sewer, and electric is caused by the increase in outstanding utility bills. With the continuation of the governors' orders, the total number of past due accounts and their balances have continued to increase. The number of past due accounts has tripled and the past due balances are over five times what they were in February of 2020.

Table 7

General Fund				
Revenues and Expenditures - Budget and Actual				
For the Period Ending March 31, 2021				
	2021 Budget	2021 Projected	2021 Actual YTD	Budget less Projected
Revenues				
Taxes	\$7,188,151	\$7,201,279	\$1,060,377	-\$13,128
Licenses & Permits	797,983	\$607,894	86,184	\$190,089
Intergovernmental	461,487	\$545,327	147,973	-\$83,840
Charges For Fees	4,164,171	\$3,948,338	911,705	\$215,832
Fines & Forfeits	152,900	\$46,534	14,973	\$106,366
Misc.	192,125	\$113,169	42,812	\$78,956
Transfers	1,645,677	\$1,645,677	411,419	\$0
Other Receipts	0	3,243	3,243	-\$3,243
Total	\$14,602,494	\$14,111,461	\$2,678,687	\$491,033
Expenditures by Dept				
NonDept	\$1,646,104	\$1,528,630	\$421,034	\$117,475
Finance	2,077,666	\$1,765,206	429,940	\$312,460
City Manager	1,217,306	\$947,382	229,910	\$269,924
Police	5,142,670	\$4,452,038	986,206	\$690,632
Community Develop.	1,617,301	\$1,485,194	332,112	\$132,107
Engineering	1,044,063	\$786,068	192,133	\$257,995
Parks & Recreation	2,613,485	\$1,962,852	449,936	\$650,633
Library	1,208,663	\$951,768	237,942	\$256,895
Total	\$16,567,258	\$13,879,138	\$3,279,213	\$2,688,121
Excess of Revenues over	-\$1,964,764	\$232,324	-\$600,526	-\$2,197,088
Beginning Balance	3,847,331	3,847,331	3,568,731	\$0
Other Receipts	0			\$0
Ending Fund Balance	\$1,882,567	\$4,079,655	\$2,968,205	\$2,197,088



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

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

Table 8

DEBT ACTIVITIES	Issued Date	Maturity Date	Original Amount	Balance as of 03/31/21	2021 Debt Payment
General Obligation					
Library Bonds *	2003/2014	2022	1,905,000	350,000	180,500
Maintenance Bond - Pool	2010	2030	2,935,000	1,675,000	217,100
2017 GOI Bond - Public Safety Bldg.	2017	2037	121,200	7,200,000	203,184
Telecom Utility - LTGO Taxable **	2016	2036	290,243	244,604	19,072
			5,251,443	9,469,604	619,856
Interfund Loan					
City Hall Construction**	2012	2021	2,599,657	309,657	312,754
			2,599,657	309,657	312,754
Revenue Bonds					
Stormwater Bond *****	2020	2039	3,000,000	3,000,000	87,296
Water Sewer ****	2016	2029	6,990,000	6,110,000	761,141
Gas	2016	2036	859,015	713,334	52,115
Electric- Refunding***	2005/2014	2025	3,650,000	1,790,000	396,250
Electric	2014	2033	4,540,000	4,465,000	206,375
Water	2013	2022	2,416,431	466,719	241,643
Water/Sewer *****	2021	2040	51,000	51,000	521,361
			21,506,446	16,596,053	1,744,820

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

** LTGO Taxable 20 year bonds in 2016

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

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

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

Citywide Report

The table on the next page- Revenues and Expenditures-Actual shows that the City brought in approximately \$4.58 million more than it spent in 2021. \$3.8 million of the excess of revenue over expense is from the utility and internal service funds. *Table 8 reduces utility revenues by the outstanding utility receivable amounts to convert revenue amounts to cash basis.

Investment Report

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

Table 9

All City Funds			
Revenues and Expenditures- Actual			
For the Quarter Ending March 31, 2021			
	Revenue	Expenditures	Excess of Revenue Over Expenditures
General Fund	\$2,678,657	\$3,279,212	(\$600,555)
Special Revenue Funds			
Street	574,897	490,236	84,661
Arterial	801,112	401,557	399,555
Traffic Impact	10,203	207,678	(197,475)
Ellensburg Public Transit	607,113	327,278	279,835
Criminal Justice	322,451	360,925	(38,474)
Drug Fund	743	1,203	(460)
Sales Tax	1,358,270	1,531,931	(173,661)
CATV	14,923	15,203	(280)
Parks Acquisition	240,179	619	239,560
Arts Acquisition	50,000	1,700	48,300
Lodging Tax	66,276	28,076	38,200
Housing & Related Service	183,370	0	183,370
CARES Act Reimbursement Fund	0	0	0
Debt Funds			
Public Safety Bond	203,184	0	203,184
Maintenance Bond	217,700	0	217,700
Library Bond	4,716	0	4,716
LID Guarantee Fund	39	0	39
Capital Funds			
Capital Const. Bond Projects	0	4,947	(4,947)
Sidewalk	99,891	4,713	95,178
Enterprise Funds			
Stormwater	252,850	311,000	(58,150)
Telecommunications	81,668	33,569	48,099
Gas	4,546,088	1,465,225	3,080,863
Electric	3,840,849	3,440,164	400,685
Water	879,997	882,790	(2,793)
Sewer	874,530	1,081,230	(206,700)
Internal Service Funds			
Shop	657,706	502,438	155,268
Health Insurance	581,751	743,480	(161,729)
Risk Management	885,921	603,916	282,005
IT	500,577	216,942	283,635
Library Trust	406	0	406
Hal Holmes	2,443	0	2,443
Fire Relief	416	25,353	(24,937)
Total	\$20,538,926	\$15,961,385	\$4,577,541
Managerial Funds of the General Fund			
* Utility Revenue amounts have been converted to cash basis			

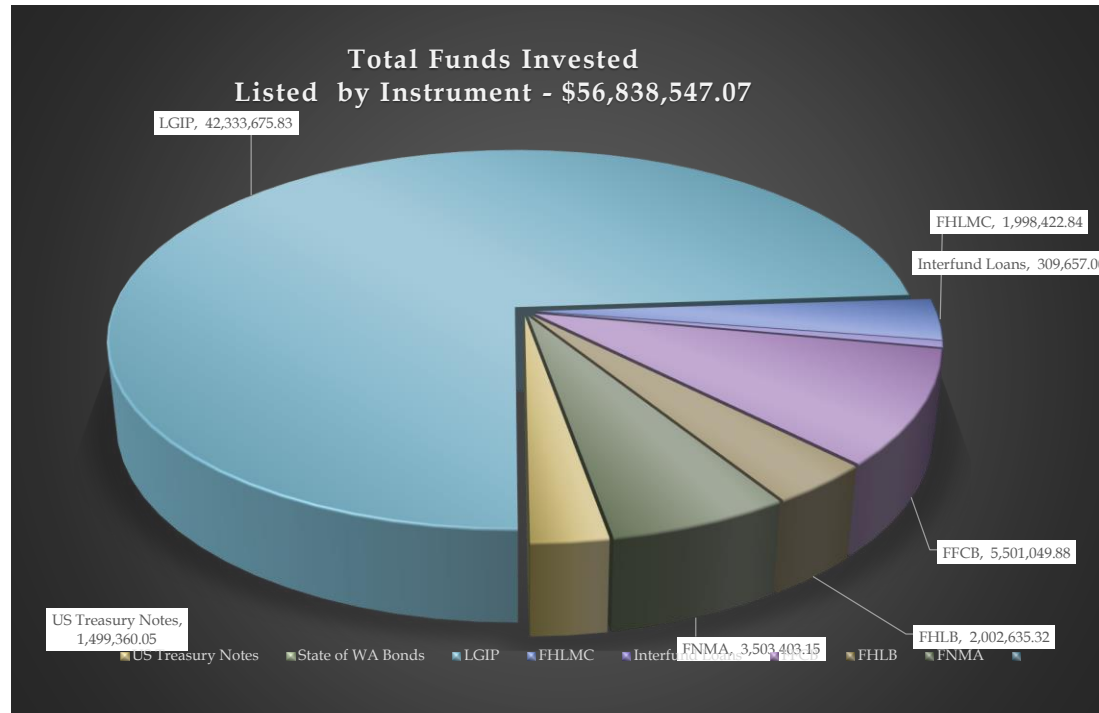
CITY OF ELLENSBURG - Investment Report As of 3/31/2021

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

Funds invested \$ 56,838,547.07

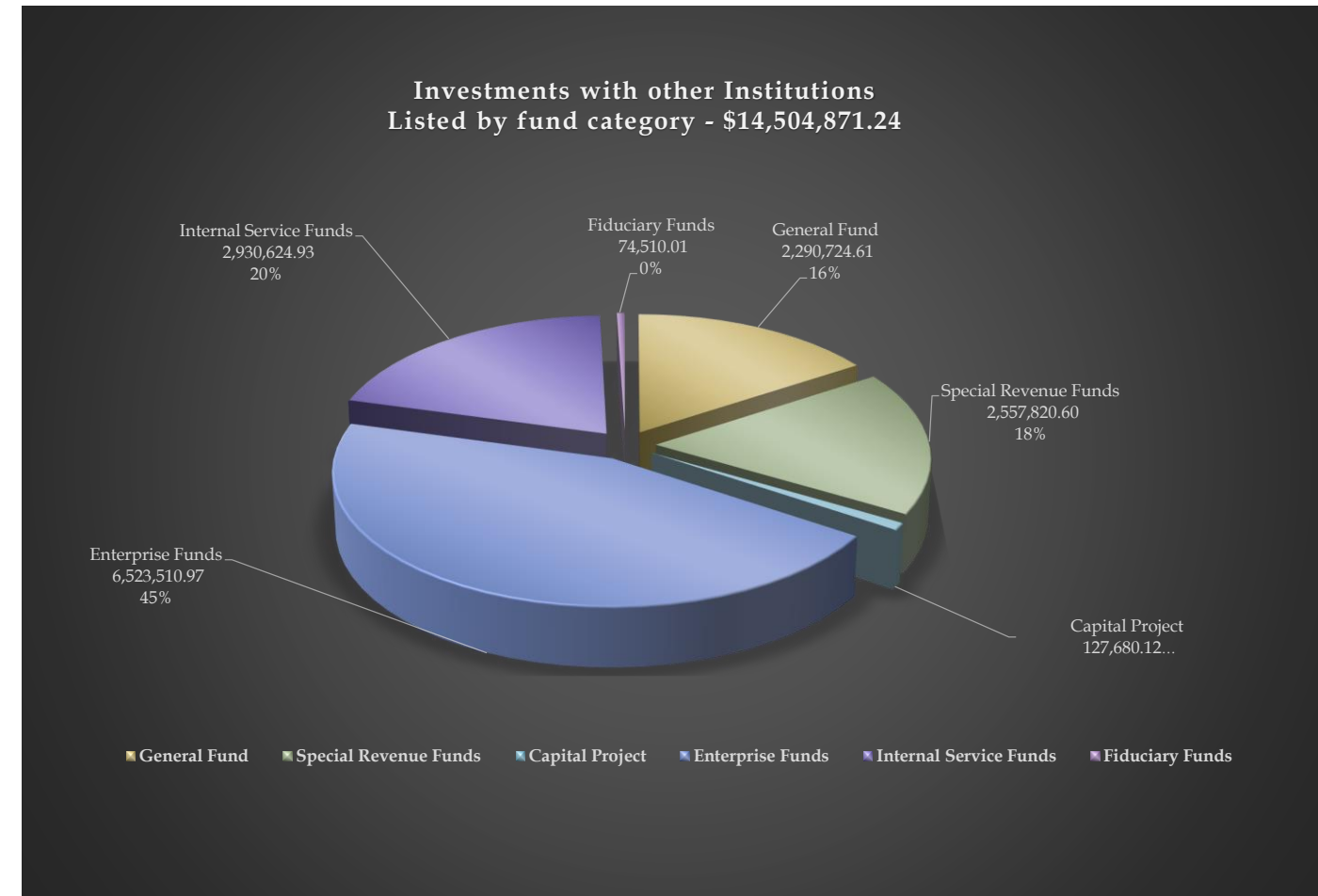
As of Date:

March 31, 2021



Bench Marks

.10% 1-year Treasury Constant Maturity
.17% 2-year Treasury Note
1.20% External Investments
0.1197% State Investment Pool-gross earnings
1.0% Interfund Loans
\$25,275 interest earned in March



CITY OF ELLENSBURG - Investment Report As of 3/31/2021

Investments with other Institutions

Type of Authorized Security	Maximum Holdings and Issuer Limitations	maximum \$ amount that can be invested	% limitation per issuer	% of portfolio invested	Current Investment Holding Amount											
U.S. Treasury Bills, Notes, Bonds or Certificates	100% of Portfolio	\$56,838,547	no limitation	26%	\$14,504,871		-	0%	0.00%	\$ -						
						#48 FFCB3133EJGU7 Settled 10/5/18 purchase: \$996,823.28 Matures 12/16/2022	996,823	2%	3.03%	27100						
						#49 FHILB 3130AFW94 Settled 3/11/19 purchase: \$1,003,640.56 Matures 2/13/24	1,002,184	2%	2.46%	25000						
						#51 FHILB 2.3 Settled 4/26/19 purchase: \$1001353 Matures 33/11/22	1,000,451	2%	2.25%	22500						
						#53 FFCB 1.85 Settled 7/19/19 purchase: \$1000925. Matures 02/01/23	1,000,462	2%	1.85%	18500						
						#54 FFCB 1.6 8/14/23 Corp Settled 10/10/19 purchase: \$505,345.94. Matures 08/14/23	503,341	1%	1.38%	8000						
						#56 US Treas Strip 1.55 Settled 01/08/2020 purchase: \$999,741.04 Matures 11/15/23	999,741	2%	1.55%	0						
						#57 FNMA corp Settled 01/08/2020 purchase: \$1,003,603.11 Matures 10/15/24	1,002,882	2%	1.63%	16,114.58						
						#58 FNMA Corp Settled 01/08/20 purchase: \$1,500,940.08 Matures 09/06/22	1,500,470	3%	1.53%	20625						
						#59 FHILMC Settled 06/15/20 purchase: \$998,312.89 Matures 05/27/25	998,313	2%	0.54%	5000						
						#61 FFCB Settled 06/16/2020 purchase: \$ 2,000,483.33 Matures 06/03/24	2,000,423	4%	0.58%	11600						
						#62 FNMA Corp Settled 06/18/2020 purchase: \$ 1,000,067.50 Matures 06/09/22	1,000,051	2%	0.27%	2700						
						#63 FHILMC Settled 07/15/2020 purchase: \$ 1,000,131.94 Matures 6/26/23	1,000,110	2%	0.25%	2500						
						#64 FFCB Settled 07/16/20 purchase: \$ 1,000,000 Matures 10/16/23	1,000,000	2%	0.42%	14700						
						#65 Treasury Strip.45 Settled 02/11/21 purchase: \$ 499,619.01 Matures 2/15/26	499,619	1%	0.45%							
						Subtotal Funds							14,504,871.24	0%		\$ 174,339.58
													External Investments		1.20% AAY	
						Investment in State of Washington Investment Pool										
						State of WA Investment Pool	100% of Portfolio	\$56,838,547	no limitation	74%	42,333,675.83	State of WA Local Government Investment Pool	42,333,675.83	74%	0.1197%	\$ 50,673.41
							State Investment Pool		0.12% AAY							

CITY OF ELLENSBURG - Investment Report As of 3/31/2021

Investment in City of Ellensburg - Interfund Loans

2012 Interfund Loan from Light fund to City General - City Hall Debt	309,657.00	City Hall Debt Begin Date 12/1/2012 \$2,599,657.00 Maturity Date: 12/1/2021	309,657.00	1%	1%	\$ 3,096.57
r		Subtotal Funds	\$ 309,657.00	\$ 3,096.57		
			Interfund Loans	1.00% AAY		
				0.40%	Total AAY	

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

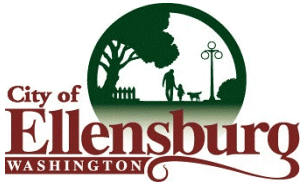
Sorted by Maturity

Security	Description	Rate	Par	Maturity	Months Left to Maturity	Investment #
313378CRO	FHLB	2.3	1,000,000	3/11/2022		51
3133ELH56	FNMA	0.47	1,000,000	6/9/2022		62
3135gow33	FNMA	1.53	1,500,000	9/6/2022		58
3133EJGU7	FFCB	3.03	1,000,000	12/16/2022		48
3133EKUA2	FFCB	1.85	1,000,000	2/1/2023		53
3137EAES4	FHLMC	0.25	1,000,000	6/26/2023		63
3133EKZK5	FFCB	1.6	500,000	8/14/2023		54
3133ELV68	FFCB	0.42	1,000,000	10/16/2023		64
912833LP3	US					56
	TREASURY	1.55	1,061,000	11/15/2023		
3130AFW94	FHLB	2.5	1,000,000	2/13/2024		49
3133ELE67	FFCB	0.58	2,000,000	6/3/2024		61
3135GOW66	FNMA	1.62	1,000,000	10/15/2024		57
3134GVYP7	FHLMC	0.54	1,000,000	5/27/2025		59
	US					
912833LY4	TREASURY	0.45	500,000	2/15/2026		65
		Total Par	14,561,000			

Investment by Fund/Category	
General Fund	2,290,724.61
Special Revenue Funds	2,557,820.60
Capital Project	127,680.12
Enterprise Funds	6,523,510.97
Internal Service Funds	2,930,624.93
Fiduciary Funds	74,510.01
Total	14,504,871.24
LGIP	42,333,675.83
Interfund	309,657.00
Total	57,148,204.07

Investment by Instrument	
US Treasury Notes	1,499,360.05
State of WA Bonds	-
LGIP	42,333,675.83
FHLMC	1,998,422.84
Interfund Loans	309,657.00
FFCB	5,501,049.88
FHLB	2,002,635.32
FNMA	3,503,403.15
Total	57,148,204.07

- difference



MANAGER'S REPORT

DATE: May 3, 2021
TO: Ellensburg City Council
FROM: John Akers, City Manager

1. Distressed County Sales Tax Grant.

The City of Ellensburg Telecom Utility has been awarded \$283,868 by the Kittitas County Conference of Governments (KCCOG) administering the .09 Distressed County Fund to build telecommunications infrastructure. This project extends the City Telecom Utility Fiber infrastructure and fiber optic broadband access to three geographic locations within the City of Ellensburg, as well as provides connections to the City's wastewater treatment plant and a future traffic signal located at the intersection of University and Reecer Creek. The Project aligns with both Gateway 1 and Gateway 2 projects, as well as, the Bull road I-90 crossing. These projects will also assist attracting new businesses by extending the availability of telecommunications services into additional areas within the City.