COUNCIL AGENDA

Monday, June 21, 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, 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. 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_DDb1poL_RkmDTDYbEV-1Vg.
  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, June 21, 2021
7:00 PM - Regular Meeting

Pledge of Allegiance

1. **Call to Order and Roll Call**

2. **Proclamations**

3. **Awards and Recognitions**

4. **Approval of Agenda**

5. **Consent Agenda**

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

8.A Public Hearing (Legislative) to consider a Resolution adopting the City's Six-Year Transportation Improvement Plan (TIP) for 2022-2027 and provide an annual Complete Streets Update. 102

Resolution - Six Year TIP 2022-2027

2022-2027 Six Year TIP Exhibit A

City of Ellensburg's 2022-2027 Six Year TIP

9. Introduction and Adoption of Ordinances and Resolutions

9.A Resolution Declaring Concurrence with the Kittitas County Solid Waste Management Plan 132

2021 Update

SWMP Concurrence Resolution

KCSW SWMP Letter

10. Unfinished Business

11. New Business

12. Miscellaneous

12.A Manager's Report

6-21-21 MANAGERS REPORT 138

12.B Councilmembers' Reports

13. Executive Session

14. Adjournment

Next Ord. 4874
Next Res. 2021-18

CITY OF ELLENSBURG | **Minutes of City Council, Regular Meeting**
Date of Meeting | **June 7, 2021**
Time of Meeting | **7:00 PM**
Place of Meeting | **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: Nancy Goodloe, Tristen Lamb, Nancy Lillquist, David Miller, Mary Morgan, Bruce Tabb

Councilmember Stacey Engel arrived at 7:10 pm

Also Present: City Manager Behrends Cerniwey; City Attorney Weiner; City Clerk Leader; Executive Assistant Gigstead; Engineering Manager Mayo; Planning Manager Ayling; Parks and Recreation Director Case; Ellensburg Police Chief Wade; Kittitas County Health Officer Dr. Mark Larson; Hanna Freeden and approximately 18 members of the public.

2. Proclamations

2.A. Lesbian, Gay, Bisexual, Transgender and Queer Pride Month Proclamation
Hanna Freeden read the proclamation for LGBTQ Pride Month.

Councilmember Nancy Goodloe moved to Approve the Mayor's signature on the Proclamation declaring June 2021 as LGBTQ Pride Month. **Motion Approved 6-0.**

2.B. Race Unity Day Proclamation
The Mayor read the Proclamation for Race Unity Day.

Councilmember Mary Morgan moved to Approve the Mayor's signature on the Proclamation. **Motion Approved 6-0.**

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Mary Morgan moved to Approve the Agenda as presented. **Motion 6-0.**

5. Consent Agenda

5.A. Approve Minutes of May 17, 2021 Regular Meeting

5.B. Approve Minutes of the March 30, 2021 Special Meeting

5.C. Acknowledge Minutes of Arts Commission - April 8, 2021

5.D. Acknowledge Minutes of Diversity, Equity and Inclusion Commission - May 11, 2021

5.E. Acknowledge Minutes of Ellensburg Business Development Authority Board – April 14, 2021

5.F. Acknowledge Minutes of Environmental Commission - February 17, 2021

5.G. Acknowledge Minutes of Library Board - April 13, 2021

5.H. Acknowledge Minutes of Utility Advisory Committee - April 15, 2021

5.I. Resolution 2021-14 - 111 N Alder - Moody street tree removal

5.J. Purchase of Residential Gas Meters

5.K. Bid Award – Bid Call 2020-34 University Way and Reecer Creek Road Signalization

5.L. Accept Resignation of Helen Burrows from the Senior Citizens Advisory Commission

5.M. Accept Resignation of Shari Smith from the Parks and Recreation Commission.

5.N. Award RFQ #R21-18 - Currier Creek and Reecer Creek Primary Extension

5.O. Approve University Way Banner Request for 2021 CWU Commencement - June 7- 14, 2021

5.P. Approve Voucher Listing for June 7, 2021

Councilmember Mary Morgan moved to Approve the consent agenda as presented.
Motion Approved 6-0.

6. <u>Petitions, Protests, and Communications</u>

6.A. COVID-19 Update
Dr. Larson gave an update of the number of COVID cases for the County. He also spoke regarding the June 30th opening date.

6.B. Board and Commission Appointments
Councilmember Mary Morgan moved to Approve the Mayor's recommendation to appoint Daphne Condon to the Environmental Commission, Ali Brown to the Parks and Recreation Commission and Sigrid Davison to the Planning Commission. **Motion Approved 7-0.**

6.C. 2020 Police Department Annual Report
Ellensburg Police Chief, Ken Wade, presented information in the 2020 Ellensburg Police Department Report. Council asked questions of Chief Wade.

6.D. Unity Park Update
Parks and Recreation Director, Brad Case, presented an informational update concerning Unity Park. Council asked questions of Director Case. Councilmember Morgan inquired about Reed Park.

7. <u>Citizen Comment on Non-agenda Issues</u>

8. <u>Business Requiring Public Hearings</u>

8.A. Public hearing (legislative) to adopt a Resolution amending the City's Six-Year Transportation Improvement Plan (TIP) for 2021-2026 and revising a grant funded project.

The Mayor opened the public hearing. Engineering Manager, Derek Mayo, presented information in the staff report.

With no questions or comments from the public, the Mayor closed the public hearing.

Councilmember Mary Morgan moved to Approve adoption of Resolution 2021-15 amending the 2021-2026 Six-Year Transportation Improvement Plan. **Motion Approved 7-0.**

9. <u>Introduction and Adoption of Ordinances and Resolutions</u>

9.A. Ellensburg Business Incubator Purchase and Sale Agreement
City Attorney, Terry Weiner, presented information in the staff report.

Councilmember Mary Morgan moved to Approve Resolution 2021-16 for sale of the Ellensburg Business Incubator building to Steve & Susan Gunn and authorize the Mayor and City Manager to execute the agreement and all associated paperwork. **Motion Approved 7-0.**

10. <u>Unfinished Business</u>

11. <u>New Business</u>

11.A. Affordable Housing Commission Recommendation on City Property Contribution for Affordable Housing
Planning Manager, Jamey Ayling, presented information in the staff report.

Sara Omrani, 7790 Cook Canyon Rd, representing herself, spoke against removing the community garden.

April Binder, 102 S Pine St, spoke regarding the application.

Kara Gabriel, 104 S Pine St, representing herself, spoke against the application.

Ryan Romano, 103 N Pine St, representing himself, spoke regarding the proposed units and parking availability.

Sarah Haven, 103 N Ruby St., representing herself, spoke in favor of the community garden.

Susan Merrill, 105 N Pine St, representing herself, spoke regarding the proposed project.

Karen Stansbery, 101 N Ruby St, representing herself, spoke regarding traffic issues in the neighborhood.

Tiffany Harlan, 101 S Pearl St, representing herself, spoke against the project.

Paula McMinn, 2000 N Alder St, representing herself, spoke regarding the project and in favor of the community garden.

Rebecca Sandvig, 101 N Pearl St, spoke in favor of the community garden and concerns about potential traffic.

Blake Collins, 106 W 11th Ave, representing himself, spoke in favor of the community garden.

Councilmembers commented regarding the project. There was discussion regarding potential changes to the developer's submittal.

City Manager Behrends Cerniwey suggested a study session to discuss Council suggestions and for staff to present additional information.

Councilmember David Miller moved to table the request to authorize the Mayor’s signature on the award letter to Stalder Interests until such time that Council completes further deliberation on the subject and schedule a special meeting for June 28, 2021 at 6 pm. **Motion Approved 7-0.**

11.B. Notice of intent to commence annexation proceedings – parcels 916833, 698633, 708633 and 528633 located at 805 Anderson Road
Planning Manager, Jamey Ayling, presented information in the staff report.

Councilmember Nancy Lillquist moved to Approve considering the notice of intent to commence annexation proceedings setting annexation area as shown on the attached map for parcels 916833, 698633, 708633 and 528633, including adjacent street right of way; simultaneously adopting zoning as of Industrial Light (IL) and including all or any portion of existing city or town indebtedness by the area annexed. **Motion Approved 7-0.**

12. <u>Miscellaneous</u>

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

There was a letter presented for the Mayor's signature representing mid-size cities. Council consensus was approval for the Mayor to sign the letter.

Councilmember David Miller moved to Approve setting a public hearing for the 2022-2026 STIP for the June 21, 2021 Council meeting. **Motion Approved 7-0.**

12.B. Councilmembers' Reports

- Councilmember Engel reported on the UGA interlocal agreement with the County and is being reviewed by City staff; she requested discussion of the funds from the sale of the incubator building for economic development; and she announced her resignation from Council effective July 31, 2021
- Councilmember Lamb attended meeting regarding boards and commissions
- Councilmember Goodloe attended the Law & Justice Council, Utility Advisory Committee, DEI Commission and Community Recovery Fund Committee. She also attended the Spurling Court dedication;
- Councilmember Miller attended the Spurling Court dedication, Washington Forestry Council and County Affordable Housing Committee and the Landmarks & Design Committee meetings;
- Councilmember Lillquist attended the Lincoln Elementary groundbreaking, tour of Ida Nason Elementary, Utility Advisory Committee meeting, airport open houses and broadband action team meeting with the County
- Mayor Tabb updated council regarding letters of support for varied projects.

13. <u>Executive Session</u>

14. <u>Adjournment</u>
Meeting adjourned at 10:09 pm

____
Mayor

ATTEST: ____________________________
City Clerk

Ellensburg Arts Commission Meeting

Regular Meeting
Thursday, May 13, 2021 4:00 pm
ZOOM Link

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

Commissioners/Others Absent: Brian Kooser
Others Present: Staff Liaison Josephine Camarillo, Kirsten Sackett Community Development, Nicole Klauss PIO

Call to Order: Eyre called the meeting to order at 4:04pm
Guests: Darren Nelson, Stephanie Henderson COE Senior Planner
Approval of Agenda:
Motion made by Bobovski to accept agenda; seconded by Eyre. Motion passed.
Citizen Comment on Non-Agenda Items – None
Guest Speaker/Presenter/Correspondence – Darren Nelson, Stacey Henderson
Approval of Minutes from April 8, 2021: Dougherty motioned to accept minutes. Seconded by Bobovski. Approved.

Budget/Financial Report- No Report

New Business
1. Commissioners with terms ending May 31, 2021 (Eyre, Dougherty, Kooser), all requested for reappointment. Reappointment will take place at May 17, 2021 City Council meeting.
2. Artists Request- Darren Nelson, business owner leasing space on N Main St., request approval of art installation of vinyl art work by Spencer Reynold. His artwork depicts waves set on vinyl that will be hung on a brick wall. Application to Landmarks and Design already submitted. Maintenance plan soon to be submitted. Miller approves vinyl artwork to be displayed in downtown business; seconded by Eyre. Motion passed.

Old Business
1. Bus Shelter Update- Artwork of image ready for fabricators. Alex will send file to them to Hartung
2. Rotary Pavilion- Contract currently being written up. Please send images for quilt to Monica.

Subcommittee Business
1. Funding – CWU Chess questions, yes but as things open up bring to another location in Ellensburg, Alex will follow-up.
2. Public Art – Kittitas County Juried Show, items selected and purchased. Includes discount from Gallery One. Monica has last 3 years of City Art purchases. Need to update City art collection list.

Crista Ann Ames: *Sympatico,* ceramic stoneware, 20”x16”x14”	$900

cristaannames@gmail.com	
George Dial: *Heron, watercolor,* 10"x14"	$300
georegkentdial@gmail.com	
Jeannie Johnson: *Thunderstorm,* oil on canvas, 12"x24"	$485
info@jeannieraejohnson.com	
Scott Mayberry: *The Dairy Farmer, acrylic on epoxy and found wood, 13"x7"*	$600
info@scottmayberryart.com	
Ona Solberg: *Red Chair, photograph, 8"x 10"*	$125
sunmtn@icloud.com	
Subtotal	$2410
Gallery discount	-$241
Tax	$180.03
TOTAL	$2349.03

3. Advocacy/Public Relations – GIA Conference in Puerto Rico, committee met and working with Nicole, EAC website currently be updated, State Arts Commission received COVID funding to distribute, Humanities WA also received funding and Dept. of Commerce
4. Art Walk – Artwalk still pending, depends on direction from County. Walking tour from ECR near completion. Tour will be available on demand. Will try to aim for July pending City direction.

Unscheduled Business
None

Announcements
None

Next Meeting will be held: June 10, 2021

Submitted by Josephine Camarillo, Staff Liaison Interim
Minutes approved:

Commissioners: Alex Eyre (Chair), Monica Miller (Vice Chair), Laura Bobovski, Cassandra Town, Jerry Dougherty, Brian Kooser, Gwen Budnik

DIVERSITY, EQUITY & INCLUSION COMMISSION (DEI)

May 25, 2021 Regular Meeting

(3:03 to 4:26 p.m.) Remote Meeting via Zoom

Members Present: Daniel Amos, Tylene Carnell, Delores (Kandee) Cleary, Sara Omrani, and Nancy Goodloe (chair)
Members Absent: Veronica Acevedo (excused), Landis Hanson (excused)
Also present: Kirsten Sackett, Community Development Director; Stacey Henderson, Senior Planner; Nicole Klauss, Public Information Officer (Recording Secretary); Heidi Behrends Cerniwey, City Manager; and six members of the public.

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1. CALL TO ORDER

Chair Nancy Goodloe called the meeting to order at 3:03 p.m.

Motion: Commissioner Omrani moved to approve an excused absence for Commissioner Hanson for the May 25 meeting, and Commissioner Amos seconded. All in favor; motion passed.

Motion: Commissioner Cleary moved to approve an excused absence for Commissioner Carnell for the June 8 meeting, and Commissioner Amos seconded. All in favor; motion passed.

Commissioners and City staff provided introductions.

2. APPROVAL OF AGENDA

Motion: Commissioner Omrani moved to approve the agenda as presented, and Commissioner Cleary seconded. All in favor; motion passed.

3. APPROVAL OF MINUTES FROM MAY 11, 2021 MEETING

Motion: Commissioner Omrani moved to approve the minutes from the May 11, 2021 DEI Commission Meeting, and Commissioner Carnell seconded. All in favor; motion passed.

NEW BUSINESS

4. Discuss Developing Land Acknowledgment Statement

Chair Goodloe discussed Commissioner Hanson's idea to read a land acknowledgment statement before all DEI Commission meetings and asked if anyone on the commission wasn't familiar with a land acknowledgment statement.

Chair Goodloe said there was no statement to read at this meeting, but asked commissioners to share their thoughts about developing one.

Commissioner Cleary had previously provided CWU's statement as an example to City staff via email. Commissioner Cleary said a land acknowledgment statement is good to do, but not just in terms of checking a box; it is about intentionality. Cleary said Kittitas County is a place of gathering for the Yakama Nation and many other nations, and as the Kittitas Valley is ceded land in the 1855 Treaty with the Yakama Nation it is important to recognize that.

Commissioner Omrani agreed it's important to not just check a box, but also acknowledge the history of the land and that some of the people who lived here before are still here. Omrani said the intentionality and making sure it's not just a performative measure is important.

Commissioner Carnell seconded what Commissioner Omrani said, and added that there's an importance in this heightened cultural conversation being had locally and nationally.

Commissioner Amos agreed with previous comments, and said a land acknowledgment statement sounds like an appropriate thing.

Chair Goodloe asked staff for their thoughts. City Manager Heidi Behrends Cerniwey said the commissioners nailed it with their comments about why to do a land acknowledgement and mentioned it's important to include people who have been here and are here in the statement creation. City senior planner Stacey Henderson appreciated the intentionality behind the commissioners' comments.

Commissioner Omrani mentioned the Land Back movement, a push for Indigenous people to be advisors or stewards for national parks. She asked if it's in the DEI Commission's realm of recommending that the Parks and Recreation Commission offer stewardship to Indigenous people who live here. Commissioner Omrani said it would be a concrete measure to back up the land acknowledgment. Chair Goodloe said the commission could come up with ideas on it and could make a recommendation to the Parks and Recreation Commission.

Chair Goodloe said the DEI Commission doesn't need its own land acknowledgment statement that is different from the City. Chair Goodloe tasked Commissioner Carnell to lead a subcommittee to do the research, answer specific questions, and bring back a City land acknowledgement recommendation to the commission to approve or edit, and then forward to the City Council. If Council adopts the statement it can be used across commissions and will be a consistent message for the City.

In development of the recommendation Chair Goodloe tasked the subcommittee to answer what a land acknowledgment is, how widespread is it through state and country, examples of what cities are using it, and then answer the question of whether Ellensburg should do this as a City or not. Part of the process should include conversations with Ellensburg's Native American community. Chair Goodloe asked for one to two land acknowledgment statements that could go to Council for consideration and emphasized not rushing the process. She is interested in quality products and quality recommendations that can be put to City Council and stand the rigor of their examination and answer the questions they have.

The subcommittee working on the land acknowledgement statement includes: Commissioner Carnell, Commissioner Omrani and Commissioner Amos.

5. Discuss Comprehensive Plan overview and what this group needs to accomplish with DEI Chapter

Community Development Director Kirsten Sackett referenced links that were sent out as homework regarding other jurisdictions working to incorporate DEI into comprehensive plans. Those are resources to look at as time allows:

- Des Moines, IA has included a new chapter in their comp plan, labeled "Social Diversity": FINAL_PlanDSM_web (1).pdf. The new chapter begins on page 77
- Seattle, WA has integrated the topics throughout the entirety of their Comp Plan: CouncilAdopted2020.pdf (seattle.gov)
- Beaverton, OR has adopted a "Diversity, Equity, and Inclusion Plan". This is not a Comp Plan, but incorporates many of the same principles: DEI-Plan-web (beavertonoregon.gov)

Sackett presented this timeline for comprehensive plan amendments on the screen and discussed each step:

July 19 — City Council docketing of items for Comprehensive Plan
    SEPA Review— up to 3 months
    60-day notice to Commerce
September 9 — Planning Commission Meeting (requires 2-week notice)
October 4 — City Council Public Hearing (requires 2-week notice)
November to December — City Council adoption meetings

Sackett said if the commission wants to get the DEI Chapter done in this year's timeframe, there are only a couple of months to pull it together. It's not a lot of time to go out to the community but the commission can work with the existing IDE Report, and do community outreach to add to what the City already heard. Then the commission will take all that information to craft goals and policies to share back to community for additional feedback. Community engagement will be focused to online with some opportunities for limited in-person engagement.

Sackett said the commission can work on the chapter as a team, but she is hoping to create a subcommittee with members of the commission to help pull demographics, share stories of our Native American past, and work on writing the chapter. It can start by pulling some ideas out of the existing IDE Subcommittee report, and developing questions to ask the community.

6. Strategy Discussion for Comp Plan Development

Commissioner homework to prepare for the 5/25/21 meeting included thinking about strengths and skills commissioners could bring to the table as part of a team working together to develop the Comprehensive Plan chapter in a transparent, effective and efficient manner.

Sackett led the exercise where commissioners discussed their strengths and skills. Sackett will follow up on strengths with the two commissioners that were not present and see where they would like to help.

Sackett discussed three task categories for the DEI Chapter of the Comprehensive Plan and asked where commissioners could help:

1. Overview Section of Comprehensive Plan:
   Commissioner Omrani offered to assist with the background and narrative.
   Commissioner Cleary offered to help pull existing demographics for the community (city and county).
2. Review of existing IDE Subcommittee Report:
   Commissioner Cleary offered to pull goals out of the report.
3. Community Engagement:
   Commissioner Amos offered to talk to folks and discussed using mixed method for feedback (unstructured conversation, structured interviews and survey questions).

Sackett and Klauss discussed the City's new community engagement platform, Be Heard Eburg, hosted by Bang The Table. Sackett shared examples of other cities that have used the platform to get community feedback. Klauss mentioned this commission can help develop survey questions.

7. Staff Report

Klauss will update the commissioner/staff phone list with Stacey Henderson's information. Klauss reminded commissioners to review the Boards & Committees handbook. Klauss reminded commissioners that they are not allowed to represent the commission in letters to the editor or in political activism unless directed by the commission.

8. CITIZEN COMMENT

Theresa Plue, 140 Woodhouse Loop, spoke about her background and requested the City Council put out a statement condemning the current Jewish hate being seen worldwide, like the City did for the Asian American hate. Plue requested the commission looks at cities similar to Ellensburg in size and demographics — agriculture and other subcultures—when working on DEI issues, and expressed concern about stirring up violence, hatred and divisiveness.

Plue asked that email links be provided to the public in agenda materials, and to be included in the community engagement process along with other rural community members.

In the Zoom chat, Commissioner Omrani wrote: I would like to echo that making a statement in support of Palestinians (in Palestine and the diaspora) and in support of our Jewish community would be a great idea! :)

Chair Goodloe said the next meeting will be June 8 from 3-4:30 p.m. Sackett said she would reach out to individual commissioners to discuss the work they can start on.

The meeting adjourned at 4:26 p.m.

Respectfully Submitted by
Nicole Klauss
Recording Secretary
Drafted: 5/26/21
Approved: 6/8/21

Centerfuse

Ellensburg Business Development Authority
BOARD OF DIRECTORS MEETING MINUTES
Regular meeting held virtually
Wednesday, May 12, 2021
4:00-5:30 PM

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

Absent (excused): Linda Schactler, Vice Chair; Jared Vallejo, Board Member; Andreas Bohman, 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 4:07 PM

2. **Approval of Agenda**

   Motion to approve the meeting's agenda by Garrett Poshusta, second by Grant Clark. Motion approved by unanimous vote.

3. **Approval of Minutes**

   Motion to approve April 2021 regular meeting minutes by John Perrie, second by Grant Clark. Motion approved by unanimous vote.

4. **Board Business**

   a. Financial Reports
   Board Treasurer, Grant Clark, presented financial reports.

   b. Strategic Plan Implementation Update
   Margaret Reich, Executive Director, provided updates regarding the implementation of the strategic plan. Updates included a discussion regarding the sale of the Prospect Building, a broadband presentation delivered to the Public Works Board, new website and social media activity, wrap up of the remote workers mini-campaign, business prospects, and legislative activity.

The board discussed the city's soon-to-be developed economic development fund and directed staff to begin to prepare proposals to submit to the city for funding consideration.

c. Strategic Plan Timeline Review
   Board reviewed the Gantt timeline for implementation of the strategic plan.

5. **Items for Future Consideration**

   The process for docketing an update to Ellensburg's Comprehensive Plan was provided. The Board discussed the potential to include the economic development fund in the update.

6. **Adjournment** – time 5:22 Motion to adjourn by Grant Clark.

Drafted: 5/13/2021

Approved: Garrett Poshusta

Submitted by: Margaret Reich

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

MINUTES OF THE LANDMARKS & DESIGN COMMISSION REGULAR MEETING

Date and Time:	Tuesday, October 20, 2020, 5:45 p.m.
Place of Meeting:	Remote Meeting via Zoom
Present:	Members: Mollie Edson, Dorothy Stanley, Marty Blackson, Megan West
Absent:	Marc Brown, Amy McCoy
Others Present:	Jamey Ayling, Planning Manager; Kirsten Sackett, Community Development Director

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

1. **Call to order and roll call of members**

   Meeting called to order by Chairwoman Edson at 5:45 pm.

   All in favor, motion passed.

   Commissioner West motioned to excuse absences of Commissioners Brown and McCoy. Commissioner Stanley seconded.

   All in favor, motion passed.

2. **Approval of the agenda**

   Commissioner West made a motion to amend the agenda, to include EDA updates at the end of the agenda. Commissioner Blackson seconded.

   All in favor, motion passed.

   Commission moved to approve agenda as amended. West seconded.

   All in favor, motion passed.

3. **Approval of the minutes of the Meeting of October 6, 2020.**

   Commissioner Stanley made a motion to approve the minutes of October 6, 2020. Commissioner West seconded.

   All in favor, motion passed.

4. **New Business**

   a. **2021 Historic Preservation Grants Program**

Planning Manager Ayling provided an overview of the grant program and the review process, including the three goals the grant program sought to accomplish. The Landmarks and Design Commission's 2020 award amount was $15,310.27 which was an increase from 2019. Three applications were submitted. Ayling explained the task of the commission members was to read and review the standards and goals that were previously discussed. Once completed, the commission members would review and score each proposal based on its merits under the standards and those contained in the Secretary of the Interior's Standards for Rehabilitation. Based on these scores, the Commission could decide the amount, if any, to be awarded to each organization for its proposed project.

Chairwoman Edson introduced the topic and said we would hear from each of the applicants in the order they were put into the packet.

Ellensburg Masonic Temple Association

Applicant Tedd Hansen, president of the Temple Association. They are applying for a grant to accomplish three of the goals as laid out in the City Comp Plan, particularly goal #2 to maintain the integrity and re-use of historic properties, #4 to maintain and create civic buildings that reflect a sense of community, and #5 to use historic preservation as a means toward economic vitality.

Applicant would like to rehabilitate the current storefronts, to more historically vibrant retails. With the recent addition of the Hotel Windrow, and with the Ellensburg Pasta Company in this area of town, there is a lot of potential to become more than what they are today. Already, they have renegotiated the lease with "Better Life Natural" to separate back into two different retail spaces, which will help stabilize their financial picture and diversify the businesses that can come into this area of town. They have hired a commercial real estate agent to market the building in town.

Next steps in process, and why they are asking for grant money: 1) To restore the façade to something that looks more historically vibrant. The doors are in various stages of decay. Many locks have been replaced so many times that their integrity is questionable. The window casings have some dry rot. Artifacts Consulting says there are some companies that can infuse rotting wood with an epoxy resin to keep the historic wood in place, this option is being explored. They are working towards an end result that looks more vibrant and less weathered. 2) They also want to get the building up to ADA compliance, particularly the entrances. Adding ADA accessible elements to a historic building in a compatible way can often be a conundrum.

They are asking for $35,000 from city, contributing some of their own money, and are working with a loan from Grand Lodge of Washington. They are a small non-profit dedicated to historic preservation of this old Masonic Temple. They are very proud of it, as it is one of few still serving its original purpose, and still owned by the original builder from back in 1890. They feel a sense of responsibility and obligation to keeping this building standing, and to helping preserve historic character within town.

Chairwoman Edson said that they have been a very good steward of the property. They have been very good about getting in applications. Asked how many years they have received grants. He said this would be the third time. He said they are a non-profit, so this is one of the few funding sources available.

West asked if they have an idea on how to make it ADA accessible. Hansen said they were looking at 2 options. One would be to add a ramp in front of the building and making the sidewalk wider to accommodate. The other option would be to modify the front entrance, as it is not the original opening. Edson suggests finding a historic photo. Hansen said they had one from around 1916 showing the entrance as in-set.

The Association seeks $15,000 for repair and restoration of the woodwork, doors, and windows on the storefront (1st) level of the building. The organization will provide $2,000 in cash and $4,000 in additional matching funds for the project

Geddis Building

Applicant Jodi Polak said they are proposing funds for improvements to the Geddis building. It was originally completed right before the July 4 fire in 1889, and was rebuilt the following year. She said it is a brick building, built with soft Ellensburg brick. Around 1950's the owners peeled off the original decorative work and covered the building in metal. In the late 80's the new owners removed the metal cladding and started trying to replicate some of the original features of the building. Some of the features were made out of plastic, or wood, and they are starting to rot and fall off. Their proposal is to replicate some of these features, and restore their historic integrity.

One of the first steps is to hire someone to do the tuck-pointing on the brick, and ensure the physical integrity of the facades. For the grant, they are requesting help with the cost of hiring Pioneer Masonry Restoration Company – to wash the face of the brick, and remove effervescence and staining. They would also like to rebuild the stone sills and column caps, as well as go through and repair any damaged brick. Once the brickwork is cleaned and restored they will be able to work on adding and repairing those replicated features, all of which will help improve the historic integrity of the façade.

West said that there is some missing mortar and missing brick, and asked if there are safety concerns with regards to getting some of these damaged areas fixed. Polak said they are concerned that some of the integrity has become a challenge. Some pieces have started to fall so it is a concern. It is really soft brick, so there is expansion and contraction which causes mortar to come out easily. They have to be careful to use the correct product that won't cause damage to the brick. There was a column on the south end that had to be rebuilt because the bricks were so loose, that when they went to fix it, they learned it was more deteriorated than originally thought.

Edson wanted the applicant to be aware that the grant is for work to be completed in 2021. Polak said that they are doing some work now, but they will be back again in the spring to do additional work, for which the grant funding would be used for.

She seeks $15,310.27 for brick, mortar, and stone restoration of the north and east facing exterior facades of the Geddis Building (1889) on 4th Ave and Pearl Street. They will provide $113,005.73 in matching funds for the project.

United Methodist Church

Applicant Andrew Van Den Hoek, chair of the trustees for the United Methodist church. He shared a presentation. He said this is to continue the work accomplished over the last year. They have replaced the sidewalks, fixed roof, increased ADA compliance, replaced stairs with concrete ramps.

Made many capital improvements, in addition to replacement of heating. Shifting focus to aesthetics of building and historic restoration. The Church is broken into 3 parts. The main church building, an auxiliary building, and an annex which holds classroom structurers.

Focusing efforts on the annex. The Primary goals consist of:
replacing the church siding with siding in keeping with the original design of the church
Replacing the wall of windows adjacent to entrance of the church.
Developing an alternative design for the pergola area near the front walkway leading to the entrance of the church.

The Church would like to hire a firm to create a limited plan to create a design. The overall goal is to get the funds to develop plans. Overall goal will be a pretty extensive project, which will probably be in range of $200,000. The plan created would allow them to apply for a "Saving Spaces" grant. They need plans to have a strong grant proposal.

The annex has cedar board on outside which is in pretty rough shape. They have been trying to paint the structure, but as they attempted to paint it, they could see that a number of sections are starting to rot and fall apart. There are some architectural features that are not original to the design. The original windows went to the original foundation, not half-way as shown. They would also like to replace the windows with energy efficient windows.

They replace the flat top roof because of leakages. The white flat top needs to be covered to match the historic design. They are also looking to bring back the design of the cedar plank siding.

Inside the annex, the building was built to be aesthetically pleasing, but the pressure from the roof is warping the support beam, causing pressure on the wall. It is causing windows to break. They have been replaced piecemeal, but there are load issues with the wall, so engineering work is needed. An adjacent beam supporting a nearby staircase, could be tied into the wall, to provide additional support.

The pergola area is in bad shape, and was not intended in the original design. Part of it used to be a solid wall with floor to ceiling windows. It was removed after a fire.

Ultimately they would build a plan to apply for a larger grant fund from the National Trust for Sacred Spaces Grant. The Grant application window opens March 15, 2021. The have previously applied unsuccessfully. This time they will apply for restoring aesthetics of building.
C2 has done some preliminary work on structure, but are waiting on funds needed to start a legitimate project. The plans will cost $10,000 to $15,000 to apply for a grant. The full cost of design work is $33,000.

Commissioner West asked if he was only asking for $2000. He responded that he was told that the funding was minimal, but he would welcome more than $2000.

Chair Edson stated that she is familiar with Paul Kirk and she had no idea that this church building was his. She appreciated Andrew's presentation and fully supports the project.

Edson asked the Commissions to take a few minutes to calculate their scores. She opened up the floor to discussion. Blackson said they are all good, worthy projects. McCoy said she is not basing off the presentation. She wanted to divide the funds equally amongst the 3 projects. The projects are all equally important. There are no opportunities for the commission to fundraise, and we will have less funds next year. Edson came up with a different take. The Geddis building

as a patron of the pioneer masonry is putting in a huge amount of money. Their match is amazing. The thought would be to give a larger amount to the Geddis Building. She proposed Masonic Temple receive $3000, Geddis $8000 and Methodist Church $4000. West said she agreed with the larger amount for Geddis and the work will be done in 2021. West would propose $3000 to church and $4000 to temple. McCoy would support that. Blackson would propose $7000 for Geddis and $4000 to each of the other two which are non-profits.
McCoy made a motion to do as Blackson suggested, with the amount to $7310.27 to the Geddis, and $4000 each to the other two buildings.

West seconded.

All in favor, motion passed.

5. Old Business

5) Citizen Comment

6) Staff Update/Discussion Items

a. Demolition Ordinance Subcommittee

Director Sackett previously emailed out a draft of the changes proposed to ECC 15.280 specific to demolition. Sackett said that the consultant would be emailing a list of questions to review with members of a subcommittee. Edson, Stanley and Blackson all volunteered to participate in a subcommittee. Sackett said she would set up a zoom meeting with the consultant and the three subcommittee members to review the questions and the proposed amendments to the code.

7) Ellensburg Downtown Association Updates

Commissioner West is the appointed liaison to the Landmarks & Design Commission from the EDA. She stated that the board has accepted a resignation from the Executive Director, and she read the official statement that was put out to the community earlier that day. In summary it noted that the EDA Board does not condone discrimination of any kind, they thanked all the loyal downtown business, volunteers and donors, noting that “Ellensburg's success has not been the work of one person and the EDA's diverse group of stakeholders support that idea.”

Edson thanked West for the update and asked who is the new liaison for the Halloween week. West said she would be the point of contact for approving what goes out to the public, working with her executive committee. She said they do have a strong board with really diverse backgrounds still keeping the work alive. She noted that Taylor is still a staff member. West said that for next week’s Halloweek events, about half is virtual and will go on as planned. Hometown Holidays is also completed and will be turned in for printing next week.

8) Commission Representative Updates.
No updates.

9) Adjournment
Commissioner Blackson made a motion to adjourn the meeting. Stanley seconded. All in favor, motion passed. Chair Edson adjourned the meeting at 6:56 pm.

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

MINUTES OF THE LANDMARKS & DESIGN COMMISSION REGULAR MEETING

Date and Time:	Tuesday, November 17, 2020, 5:45 p.m.
Place of Meeting:	Remote Meeting via Zoom
Present:	Members: Mollie Edson, Dorothy Stanley, Marty Blackson, Megan West; Amy McCoy
Absent:	Marc Brown
Others Present:	Stacey Henderson, Senior Planner – Historic Preservation; Kirsten Sackett, Community Development Director; Alicia Winbauer, Community Development Secretary, Jodi Polak, Geddis Builidng Owner and Ross Anderson, New York Café Owner

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

1. **Call to order and roll call of members**

   Meeting called to order by Chairwoman Edson at 5:45 pm.

   All in favor, motion passed.

   Commissioner Edson motioned to excuse absences of Commissioner Brown. Commissioner McCoy seconded.

   All in favor, motion passed.

2. **Approval of the agenda**

   Commissioner Stanley moved to approve agenda as amended. Commissioner McCoy seconded.

   All in favor, motion passed.

3. **Approval of the minutes of the Meeting of October 20, 2020.**

   Commissioner Stanley made a motion to approve the minutes of October 20, 2020. Commissioner Blackson seconded.

   All in favor, motion passed.

4. **New Business**

   a. Public Hearing for consideration of a Certificate of Appropriateness for the proposed repainting of the Gard Vintners storefront, located within the Geddis Building.

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson presented the staff report and shared her screen to display the application exhibits. She stated that this application was submitted by Austin Smith on behalf of the property owner, proposing to paint the Gard Vintner's storefront. Henderson displayed photos of the existing storefront and explained which colors would remain. The bellyband color of Iron Ore was also approved in a previous COA for the entire building. They would now like to paint the Iron Ore color around the upper windows and cast-iron columns. This building is a contributing structure to the National Register District and the Local Register Historic District. She provided some history on the building and explained that the current owners are looking to restore the building.

Staff has reviewed the criteria in the Code and recommends that the Certificate of Appropriateness (COA) be **granted** by the Commission for the repainting of the Gard Vintners storefront, located in the Geddis Block, at 311 N. Pearl St., as proposed, with **two conditions:**

1. The applicant shall do any painting over wood using the best available procedures per the Secretary of Interior's Standards for Rehabilitation, *Preservation Brief 10: Exterior Paint Problems on Historic Woodwork.*

2. The applicant shall perform any cleaning, paint removal, or paint application on the cast iron columns using the best available procedures per the Secretary of Interior's Standards for Rehabilitation, *Preservation Brief 27: The Maintenance and Repair of Architectural Cast Iron*

The applicant did not have anything to add.

The floor was opened to testimony from the public, but there was none. Staff did not have anything to add, and neither did the applicant.

Chair Edson asked if the Commissioners had any questions. McCoy asked about the inconsistency in the windows below the bellyband, and why some had different shapes than others. Henderson was not certain. It was determined it had nothing to do with the COA but was more of a curiosity.

There were no questions and Edson closed the public hearing.

Commissioner McCoy read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Appropriateness (COA) be **granted** by the LDC for the repainting of the Gard Vintners storefront, located in the Geddis Block, at 311 N. Pearl St., as proposed, with **two conditions:**

1. The applicant shall do any painting over wood using the best available procedures per the Secretary of Interior's Standards for Rehabilitation, *Preservation Brief 10: Exterior Paint Problems on Historic Woodwork.*
2. The applicant shall perform any cleaning, paint removal, or paint application on the cast iron columns using the best available procedures per the Secretary of Interior's Standards for Rehabilitation, *Preservation Brief 27: The Maintenance and Repair of Architectural Cast Iron*

Commissioner Stanley seconded. Edson opened it up for discussion. McCoy and Edson both thought it would look sharp.

All in favor, motion passed.

b. Public Hearing for Consideration of a Special Valuation for Historic Properties Application, for the New York Café Building.

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson stated that this application was submitted by Ross Anderson requesting consideration of Special Valuation for the rehabilitation work he did on the New York Café Building between 2018 to 2020. She provided background on some of the previous work done on this building. She said the building was built around 1910, and is a contributing building to both the Downtown National Register District, and the Local Ellensburg Landmark district. In the 1940's the building was remodeled, and some Art Moderne design characteristics were introduced to the first floor entry, including vitrolite tiles and glass blocks. She displayed some before photos with weathered, peeling paint, and the second floor windows were mostly covered. The interior was unusable. She then displayed some after photos, with many of the windows opened up and restored or replaced. Much of the red vitrolite was kept at the entryway on 3rd. The windows on the main floor were restored to the 1910 look. She also displayed photos of the remodeled interiors

Moving on to the Special Valuation, she said there are many code requirements to go through. The LDC is designated as the Local Review Board and is authorized to perform this review. Per the RCW they must address the criteria of what type of work on the building can be approved for special valuation. There are 4 main criteria that must be met. It is the job of the Commission to determine if the rehabilitation work and the list of expenditures qualify for Special Valuation.

Henderson outlined the four criteria of RCW 84.26.030.

Henderson stated that the application does meet criteria #1 which requires that it be a historic property, as well as #2. The remaining criteria must be reviewed, which asks: does the work exceed 25% of the assessed value of the building, not including the value of the land, and do the alterations affect the significance of the building?

The applicant did submit a notarized budget listing all the costs of the project, totaling $1,266,217.63. The building has undergone significant rehabilitation, and has been brought up to the building code. Upon review, staff noted some expenses that do not qualify for special valuation, but it is up to the commission to decide what qualifies. Staff recommended removing cost of dumpsters, construction fencing, the apartment window blinds, and the appliances. After removing those items from the list, the total rehab cost is $1,231,408.96. The cost of the rehab is supposed to be at least 25 % of the assessed value of the building before the rehab. In 2018, the assessor listed the value at $150,800.00, thus, the project exceeds the value by 116%.

Criteria #4 is regarding an agreement to monitor the project for a 10-year period, to ensure it is maintained to this standard. Henderson reviewed all the requirements of the agreement as outlined in the RCW.

Henderson stated that Staff has reviewed the code and has found the application to meet all four criteria, and as such is recommending approval of the Special Valuation.

Edson asked the applicant Ross Anderson if he had anything to add. He said that this has been an extensive project and he wanted to thank everyone who helped with the project, including all the subcontractors.

Edson asked the commission if they had any questions for staff or the applicant. McCoy asked Mr. Anderson if he was going to do anything with the exterior wall with the art on it. He said he had intended to stucco it, but the person who owns the parking lot next to the wall was not accommodating. At this point in time he doesn't know what he will do with that side. He had also intended for it be a wall for art.

Chairwoman Edson asked Mr. Anderson if he was supportive of the staff's recommendation to remove certain items from the evaluation. He said he was fine with it, as he had not meant to include those items in the cost.

Chairwoman Edson closed the public hearing and opened the item for discussion among commissioners.

McCoy said that this rehabilitation is a beauty.

Commissioner West read the Findings of Fact, and made a motion to approve the recommended Special Valuation for the New York Café building, with the following conditions per RCW 84.26.050(2)(a) thru (e):

a. Monitor the property for its continued qualification for the special valuation;
b. Comply with rehabilitation plans and minimum standards of maintenance as defined in the agreement;
c. Make the historic aspects of the property accessible to public view one day a year, if the property is not visible from the public right-of-way;
d. Apply to the local review board for approval or denial of any demolition or alteration; and
e. Comply with any other provisions in the original agreement as may be appropriate.

Commissioner Blackson seconded. There was no discussion.

All in favor, motion passed.

5) Old Business
None.

6) Citizen Comment

7) Staff Update/Discussion Items
Senior Planner Henderson shared that the State is now offering extensions for Special Valuations. It allows for two seven-year extensions to be applied for by the property owner. Mr. Anderson said he has a building at 400 Main that he had rehabilitated in 2010. He said the Special Valuation is about to expire on it and wanted to know if he could apply for that. Henderson said she would send him the information on it.

Edson asked if staff had any updates on the Demolition Ordinance. Director Sackett said we were still waiting on an email from Sarah and she will forward it when she receives it. Commissioner Edson said she would continue to ask about it until information was received.

8) Commission Representative Updates.
There were none.

9) Adjournment
Commissioner Blackson made a motion to adjourn the meeting. Commissioner Stanley seconded. All in favor, motion passed. Chair Edson adjourned the meeting at 6:35 pm**.**

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

MINUTES OF THE LANDMARKS & DESIGN COMMISSION REGULAR MEETING

Date and Time:	Tuesday, December 15, 2020, 5:45 p.m.
Place of Meeting:	Remote Meeting via Zoom
Present:	Members: Mollie Edson, Dorothy Stanley, Marty Blackson, Megan West; Amy McCoy
Absent:	Marc Brown, but he has officially resigned from Commission.
Others Present:	Stacey Henderson, Senior Planner – Historic Preservation; Jamey Ayling, Planning Manager; Alicia Winbauer, Community Development Secretary; Norm Hilstrom, from Eagle Signs; Tony Schwarz; and David Miller, City Council Liaison.

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

1. **Call to order and roll call of members**

   Meeting called to order by Chairwoman Edson at 5:46 pm.

   All in favor, motion passed.

2. **Approval of the agenda**

   Commissioner Stanley moved to approve agenda. Commissioner West seconded.

   All in favor, motion passed.

3. **Approval of the minutes of the Meeting of November 17, 2020.**

   Commissioner West made a motion to approve the minutes of November 17, 2020. Commissioner McCoy seconded.

   All in favor, motion passed.

4. **New Business**

   a. Public Hearing for consideration of a Certificate of Appropriateness (COA) for the proposed modifications to the existing Yakima Federal Savings sign and post that sits on 5th Ave, at 201 E 5th Ave.

   Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

   Senior Planner Henderson presented the staff report and shared her screen to display the application exhibits.

Staff has reviewed the criteria in the Code and recommends that the Certificate of Appropriateness (COA) be **granted** by the Commission for the modifications to the existing Yakima Federal Savings sign and post that sits on 5th Ave, at 201 E 5th Ave., as proposed, with **one condition:**

1. The sign shall be illuminated from dusk to 10:00 PM **only**.

The applicant only added that he felt the new sign had more character than the old.

The floor was opened to testimony from the public, but there was none. Staff did not have anything to add, and neither did the applicant.

Chairwoman Edson asked if the Commissioners had any questions. Commissioner Edson asked Mr. Hilstrom how the design was created. He said it was designed by a graphic designer when Yakima Federal was doing a corporate rebranding of the signs at all the Yakima Federal locations.

There were no additional questions and Chair Edson closed the public hearing.

Commissioner McCoy read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Appropriateness (COA) be **granted** by the LDC for the modifications to the existing sign and post that sits on 5th Ave, at 201 E 5th Ave., as proposed, with **one condition:**

1. The sign shall be illuminated from dusk to 10:00 PM **only**.

Commissioner Blackson seconded. No discussion.

All in favor, motion passed.

Mr. Hilstrom thanked the commission.

b. Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the approval of a recently installed sign for the Law Office of Tony Swartz, Locate at 422 N. Pine St.

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson presented the staff report and shared her screen to display the application exhibits.

Tony Schwarz, the applicant, explained the mix up between himself and the sign company that installed his sign. He purchased the building in September and is looking forward to coming before the committee again in the spring to discuss paint options.

There were no questions from the commission or public.

Chairwoman Edson closed the public hearing and opened the item for discussion among commissioners.

Commissioner West read the Findings of Fact, and made a motion that the Certificate of Appropriateness (COA) for the approval of the recently installed sign for the Law Office of Tony Swartz, Located at 422 N. Pine St, with the following condition.

1. If the sign is ever removed or replaced, the proposed new signage needs to come before the Landmarks and Design Commission for approval before installation.

Commissioner McCoy seconded. There was no discussion.

All in favor, motion passed.

Commissioner Edson asked staff if they know who would be deemed responsible for not applying for a permit if the COA had not been approved and the sign needed to be redone? Is it the sign company or the owner? Planner Ayling indicated that ultimately it is the owner's responsibility not the contractor. Applicant Schwarz wanted the commission to know that it was his fault and not the sign contractors. Commissioner Edson also commented that there have been several times in the recent months when the commission has been approving projects that have already been finished, which is not the way it is supposed to work. How do we avoid this happening again?

5) **Old Business - None**.

6) **Citizen Comment - None**

7) **Staff Update/Discussion Items**

7.A Demo Committee- Planner Henderson reported that the staff will be meeting with the consultant and should bring more information to the commission at the next meeting. They will most likely want to meet with the demo subcommittee at the end of January.

7.B Plaques on Historic Houses- Planner Henderson reported that she had a call from a new home-owner in the First Railroad Addition. This home owner has a contributing house to the historic district and is interested in having a National Register plaque on her house. Commissioner Stanley said that the Kittitas Historical Museum has a grant to get plaques for the historic neighborhoods and downtown historic buildings not for individual houses. The Condit's have a plaque, but that is the only one she knows of. Chair Edson commented that it is great that the homeowner wants to do this and maybe the LDC could get a grant to do that for individual houses, though this seems like a very ambitious project.

7.C Marc Brown resigned from the Commission. Planner Henderson wondered about a card. Chairwoman Edson asked if because of Covid, would it be all right if she wrote a letter of thanks to Commissioner Brown on City Letterhead and sign it on behalf of the commission. The commission was in favor of that proposal. There was then discussion about how many seats on the commission are available and that both are vacant "professional" seats. (Per ECC requirements) Planner Henderson will send the commission the list of acceptable professionals to be considered. Planner Henderson noted that the last time there was a vacancy she did a PSA for a new member. Chair Edson thought the commission should have someone with architectural knowledge if possible. Commissioner Brown's insights were valued when decisions were being made regarding architectural or design changes.

7.D Planner Henderson also wanted the commission to know that the Special Valuation extensions that were brought up at the last meeting will not be available for projects in the City Of Ellensburg. This is because the cut off for eligibility is 20,000 citizens in the city limits, and currently Ellensburg has 20,640 citizens according to Washington State Office of Financial Management. Chair Edson, as a property owner with an active special valuation on her property, is interested to see if there is any way to appeal this or look at the numbers to see if they include students that may be discounted. Planner Henderson just wanted to ask the commission not to spread the news about possible special valuation extensions since they might not happen.

8) Commission Representative Updates.
Commissioner West gave an update of the EDA's recent Spirit Week promotion for downtown businesses and the Director search progress. The EDA had 11 applicants with 3 strong candidates that they will be interviewing this week. Commissioner West also thought that an agenda item for an EDA update could be added at each meeting.

9) Adjournment
Commissioner West made a motion to adjourn the meeting. Commissioner Stanley seconded. All in favor, motion passed. Chair Edson adjourned the meeting at 6:34 pm**.**

209 North Ruby Street, Ellensburg, WA 98926

LIBRARY BOARD MEETING
Tuesday, May 11, 2021
ZOOM

PRESENT: Marty Blackson, Julie Cloninger, Andreina Delgado, Loretta Gray, Mary Holmgren, Andrea Sledge
COUNCIL LIASON: None
ABSENT: None
STAFF: Josephine Camarillo

I. CALL TO ORDER: Holmgren called the meeting to order at 4:30 p.m.
II. Approval of the Agenda: M/S/P
III. Approval of the Minutes: M/S/P
IV. Citizen Comment/Suggestions: None.
V. Reports
  A. Director's Report: (1) A new City Manager is starting May 17. (2) COVID-19 restrictions have been loosened. (3) The Library will be receiving two new check-out machines. (4) Circulation was a little low in March and April; in a historical context, this dip is normal.
  B. Budget Report: The Library and Hal Holmes are in good shape.
  C. Friends' Report: Books and other materials are sold on the honor system, which has been a great success.

VI. Old Business
  A. The Library and Hal Holmes made adjustments as the County moved into Phase 3: capacity increased to 50 percent, book-quarantine time reduced, and another computer opened.

VII. New Business
  A. Meeting with the new City Manager. She may attend one of our Board meetings.
  B. PJ submitted her resignation. Josephine will send a thank-you card from us.
  C. Library Board applicants. A notification will be placed in the newspaper.

VIII. Upcoming Programs/Events: Staff is gearing up for the Summer Reading Program: Tails and Tales. The Program starts in June.

IX. Unscheduled Business: Gratitude expressed for book notes in *The Daily Record*.

Next regular meeting will be June 8, 2021. Location: Zoom.

Respectfully submitted,
Loretta Gray

LODGING TAX ADVISORY COMMITTEE

April 7, 2021 (2:01 p.m. to 2:28 p.m.)

Members Present: Matt Anderson, Monica Miller, Steve Townsend, Lacie Dawson, Marie Smith and Jim Nale.

Members Absent: Mary Morgan

Others Present: Laurie Gigstead, Executive Assistant, and Madison Ford, Director of Tourism – Chamber of Commerce.

1. **Call to Order.** Vice Chair Anderson called the meeting to order at 2:01 p.m.

Introductions: Vice Chair Anderson asked that all the participants introduce themselves since he had not met the three new members.

2. **Minutes of the February 3, 2021 meeting.** Moved and seconded (Townsend/Dawson) to approve minutes as written. Motion approved.

3. **Correspondence and Public Comment Period.** None.

4. **Unfinished Business.**

A. **Budget/Financials Review.** Reviewed and acknowledged.

B. **Tourism Report.** Madison reviewed the February data and gave an overview of some of the current projects the Chamber is working on and the tourism strategic plan. Lacie advised that the Event Center is currently taking reservations and hosting events as allowed.

5. **New Business.**

Other: Marie suggested the possibility of a study session to help the new members prepare for the consolidated process. Madison advised that she will forward the training that was recorded from last year and that there will be training offered this year most likely in August. Matt offered to help answer questions also.

Next meeting will be **May 5, 2021 at 2:00 p.m.**

With no further business, the meeting was adjourned at 2:28 p.m.

Respectfully submitted,
Laurie Gigstead
Recording Secretary

Drafted: 04/07/2021
Approved: 06/02/2021

CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	June 21, 2021
Item Title/Agenda Subject:	Project Acceptance - Bid Call 2020-28 Ridgeview Lane Sewer Main Extension
Submitted by:	Hunter Slyfield Public Works & Utilities
Recommended Action or Motion:	Accept Bid Call 2020-28 as complete and approve the necessary budget adjustments.
Background/Summary:	Construction of the Ridgeview Lane Sewer Main Extension project was completed in December 2020 and staff has recently received the necessary project closeout paperwork from the contractor.
Previous Council Action:	June 15, 2020 Regular Council Meeting - Council authorized staff to design and build the Ridgeview Lane Sewer Main Extension and charge property owners their respective share of the main extension/connection fees as their properties are connected. September 21, 2020 Regular Council Meeting - Council awarded the above-mentioned project to Clearwater Contracting. May 20, 2021 Regular Utility Advisory Committee Meeting - The Committee forwarded a favorable recommendation to City Council to accept Bid Call 2020-28 as complete.
Analysis:	The original contract amount bid for the project was \$88,129.13, with the final contract amount of \$96,159.57 being within the budgeted amount for the project.
Financial Impact:	Funding for this project was adopted in the 2020 Sewer Fund budget. Construction was completed in 2020, but payment for the project did not occur until 2021 requiring a carry forward of expenditure authority from the 2020 Sewer Fund budget.

CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	June 21, 2021
Item Title/Agenda Subject:	Traffic Impact Fee Annual Report
Submitted by:	Michelle Dufault Public Works & Utilities
Recommended Action or Motion:	The traffic impact fee report is for Council's information and there is no action required. Programming of the traffic impact fee funds typically occurs in conjunction with the City's annual six-year transportation improvement program and the biennial budget process.
Background/Summary:	The City adopted the traffic impact fee ordinance on March 15, 2009. The ordinance requires the Finance Director to annually report on the impact fee fund showing the source and amount of all monies collected, earned, or received, and the system improvements financed in whole or in part by impact fees. The Public Works & Utilities Director is to report on the amount of traffic impact fees not collected as a result of the ordinance provision providing for fee reductions. The ordinance allows a 50% fee reduction for commercial and industrial zoned properties, and a 100% credit for properties located in the CCI zone.
Previous Council Action:	N/A
Analysis:	Attached for Council's information is a spreadsheet of traffic impact fees billed during 2020. The total of impact fee permits collected in 2020 was $248,980.99, which is a 27.34% decrease from impact fees collected in 2019. Total fee reductions for commercial and industrial zoned property/projects, as well as projects located within the CC zone, was $7,042.42. The sum of these fee reductions from 2009 through 2020 is $996,630.16. Staff has been successful in obtaining grant and other funding to offset these exemptions as confirmed in the 2018 Traffic Impact Fee Update. Staff will continue to pursue additional funding sources as they become available. The amount of $2,627.98 was expended in 2020 from the

administrative portion of the fee. The amount of $2,275,224.61 has been expended from the capital improvement component of the fee since inception of the ordinance.

Financial Impact: This report is for informational purposes only.

Attachments:
2020 Traffic Impact Fee Collection for Council in 2021

TRAFFIC IMPACT FEES 2020

	Date Submitted	Site Address	Quantity	Units Per	Total Impact Fee	Impact Fee Billed **	Administration Fee (5%)	Total *	Date Collected	Comments/Project Spent On
1	1/9/2020	209 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	1/15/2020	New SFD
2	1/9/2020	210 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	1/15/2020	New SFD
3	1/10/2020	803 S Whitman St	0	DU	$0.00	$0.00	$0.00	$0.00	X	Addition to existing garage
4	1/10/2020	306 N Anderson St	0	DU	$0.00	$0.00	$0.00	$0.00	X	Demo old church 1500sf
5	1/15/2020	813 E 7th Ave #2	1	DU	$1,017.14	$1,017.14	$50.86	$1,068.00	10/20/2020	New ADU above new garage
6	1/15/2020	304 W Washington Ave	1.248	KSF	$451.78	$220.38	$5.51	$225.89	1/16/2020	New 1248sf warehouse
7	1/24/2020	808 E 2nd Ave	0	DU	$0.00	$0.00	$0.00	$0.00	X	New shop at exisitng SF
8	1/24/2020	305 N Lincoln St	0	DU	$0.00	$0.00	$0.00	$0.00	X	New shop at exisitng SF
9	1/27/2020	1211 E Seattle Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	2/12/2020	New SFD
10	2/5/2020	115 E 26th Ave #1	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	11/12/2020	New SFD with attached ADU
11	2/5/2020	115 E 26th Ave #2	1	DU	$1,017.14	$1,017.14	$50.86	$1,068.00	11/12/2020	New ADU attached to new SFD
12	2/6/2020	2504 N Dandelion Ln	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	2/19/2020	New SFD
13	2/21/2020	608 N Pacific St	0	DU	$0.00	$0.00	$0.00	$0.00	X	Replace burned SFD
14	2/21/2020	109 Pine St	0	KSF	$0.00	$0.00	$0.00	$0.00	X	Convert eye clinic into dentist office - interior
15	2/21/2020	1410 W Dolarway Rd	6.97	trips	$13,297.71	$6,486.69	$162.17	$6,648.86	3/10/2020	Warehouse with Offices, See work sheet and 2019 TIF #089
16A	2/11/2020	1920 N. Walnut St.	1	DU	$1,017.14	$1,017.14	$50.86	$1,068.00	3/4/2020	New ADU, behind existing SFD
16B	3/4/2020	1101 E Umptanum Rd #505	1	DU	$1,072.38	$1,072.38	$53.62	$1,126.00	3/11/2020	New Single Family Mobile Home & Garage
17	3/4/2020	600 W University Way	0	DU	$0.00	$0.00	$0.00	$0.00	X	Interior Remodel
18	3/5/2020	101 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	4/17/2020	New SFD with detached casita
19	3/9/2020	204 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	3/12/2020	New SFD
20	3/11/2020	2401 N Brentwood St	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	5/14/2020	New SFD
21	3/16/2020	205 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	3/19/2020	New SFD
22	3/23/2020	207 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	4/21/2020	New SFD
23	5/19/2020	1105 N Pfenning Rd	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	5/28/2020	New SFD
24	5/26/2020	411 S Railroad Ave	1	DU	$0.00	$0.00	$0.00	$0.00	X	Demo House
25	5/26/2020	2101 N Water St	2	DU	$0.00	$0.00	$0.00	$0.00	X	Demo Duplex
26	6/2/2020	1701 N Cora St	4	trips	$1,234.28	$1,234.28	$61.72	$1,296.00	6/17/2020	New Mt Stuart School
27	6/2/2020	2100 N Cora St	500	trips	$154,285.71	$154,285.71	$7,714.29	$162,000.00	7/22/2020	New Elementart School
28	6/11/2020	917 Chamith Ln	0	DU	$0.00	$0.00	$0.00	$0.00	X	Convert garage to bedroom
29	6/11/2020	2507 N Dandelion Ln	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	6/29/2020	New SFD
30	6/11/2020	2509 N Dandelion Ln	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	6/29/2020	New SFD
31	6/23/2020	103 N Sprague St	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	7/23/2020	New SFD
32	7/6/2020	1211 N Wildcat Way	0	KSF	$0.00	$0.00	$0.00	$0.00	X	canopy over parking stalls
33	7/7/2020	1001 N Columbia St	0	DU	$0.00	$0.00	$0.00	$0.00	X	Interior Remodel
34	7/7/2020	1302 E Greenfield Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	8/20/2020	New SFD
35	7/7/2020	2703 N Susie Ct.	1	DU	$0.00	$0.00	$0.00	$0.00	7/13/2020	~~New Basement ADU~~ Inhabitable Basement
36	7/7/2020	202 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	7/22/2020	New SFD
37	7/8/2020	802 E Tacoma Ave #2	1	DU	$1,017.14	$1,017.14	$50.86	$1,068.00	8/3/2020	New Detached ADU
38	7/16/2020	203 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	7/22/2020	New SFD
39	7/28/2020	1410 E Hobert Ave	0	DU	$0.00	$0.00	$0.00	$0.00	X	Patio cover
40	7/28/2020	1410 N Main St	0.504	KSF	$448.80	$448.80	$22.44	$471.24		Atrium Addition
41	8/3/2020	505 E 3rd Ave	0	DU	$0.00	$0.00	$0.00	$0.00	X	Bedroom Remodel
42	8/11/2020	2109 N Regal St	0	DU	$0.00	$0.00	$0.00	$0.00	X	New Unheated Steel Shop
43	8/13/2020	2509 N Spar Lane	0	DU	$0.00	$0.00	$0.00	$0.00	X	Interior Remodel - Bedroom Addition in Garage
44	8/14/2020	200 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	9/4/2020	New SFD
45	8/17/2020	306 S Willow Street #2	1	DU	$1,017.14	$1,017.14	$50.86	$1,068.00	10/8/2020	New ADU and Garage

TRAFFIC IMPACT FEES 2020

	Date Submitted	Site Address	Quantity	Units Per	Total Impact Fee	Impact Fee Billed **	Administration Fee (5%)	Total *	Date Collected	Comments/Project Spent On
46	8/20/2020	201 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	9/10/2020	New SFD
47	8/20/2020	107 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	9/10/2020	New SFD
48	8/24/2020	2622 Millstone Loop	0	DU	$0.00	$0.00	$0.00	$0.00	X	Interior Remodel - Covert attic to bonus room
49	8/24/2020	1600 N Glen Drive	0	DU	$0.00	$0.00	$0.00	$0.00	X	Interior Remodel - Move laundry room wall
50	8/25/2020	709 S Main St	0	KSF	$0.00	$0.00	$0.00	$0.00	X	Interior remodel and demo portion of building
51	8/25/2020	2905 N Yale Ct.	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	9/10/2020	New SFD
52	8/31/2020	2401 N Brentwood St #2	1	DU	$1,017.14	$1,017.14	$50.86	$1,068.00	10/6/2020	New ADU above new garage
53	9/1/2020	408 S Sprague	1	DU	$1,017.14	$1,017.14	$50.86	$1,068.00	9/25/2020	New ADU above new garage
54	9/2/2020	106 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	9/17/2020	New SFD
55	9/2/2020	304 S Willow St	0	DU	$0.00	$0.00	$0.00	$0.00	X	New 24x40 Shop
56	9/4/2020	418 N Pacific St	0	DU	$0.00	$0.00	$0.00	$0.00	X	New Front Porch
57	9/4/2020	609 W 6th Ave	0	DU	$0.00	$0.00	$0.00	$0.00	X	Demo Shed
58	9/10/2020	1215 E Mountain View Ave	0	DU	$0.00	$0.00	$0.00	$0.00	X	Construct pole addition onto existing pole barn
59	9/11/2020	101 E Chason Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	9/30/2020	New SFD
60	9/15/2020	506 S Main St	0	DU	$0.00	$0.00	$0.00	$0.00	X	Replace sign
61	9/28/2020	104 E Stanford Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	10/5/2020	New SFD
62	10/1/2020	1703 E Seattle Ave	0	DU	$0.00	$0.00	$0.00	$0.00	X	New attached shed
63	10/1/2020	307 N Pine St	0	DU	$0.00	$0.00	$0.00	$0.00	X	Remove stairs, install elevator
64	10/8/2020	703 S Magnolia St	0	DU	$0.00	$0.00	$0.00	$0.00	X	Replace existing 2nd story deck with larger covered deck
65	10/16/2020	1304 E Greenfield Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	11/17/2020	New SFD
66	10/16/2020	1306 E Greenfield Ave	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	11/17/2020	New SFD
67	10/16/2020	1200 E University	0	DU	$0.00	$0.00	$0.00	$0.00	X	Demo Space 3, 12, 75 and laundry
68	10/16/2020	1200 E University & 900 N Alder	0	DU	$0.00	$0.00	$0.00	$0.00	X	Demo Space 21, 23, 44 and 900 N Alder St
69	10/16/2020	1200 E University	0	DU	$0.00	$0.00	$0.00	$0.00	X	Demo Space 52
70	10/21/2020	1200 E Sanders Rd	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	12/10/2020	New SFD
71	10/28/2020	2216 N Spar Ln	0	DU	$0.00	$0.00	$0.00	$0.00	X	Interior Remodel - Turn den into two bedrooms
72	10/28/2020	1308 Alder St	0	DU	$0.00	$0.00	$0.00	$0.00	X	Duplex Fire - Replace/remodel damage
73	10/28/2020	222 E 4th Ave	0	DU	$0.00	$0.00	$0.00	$0.00	X	Demo - Removal of non structural interior office walls
74	10/28/2020	1621 Vantage Hwy	0	DU	$0.00	$0.00	$0.00	$0.00	X	Demo - Two sheds on parcel 13191 (576 sq/ft & 420 sq/ft)
75	10/28/2020	600 S Ruby St #21	0	DU	$0.00	$0.00	$0.00	$0.00	X	Remove & replace 14' x 56' single wide, parcel 357933
76	11/3/2020	800 W 1st Ave	1	DU	$1,017.14	$1,017.14	$50.86	$1,068.00	11/20/2020	Partial conversion of existing shop/garage into New ADU
77	11/16/2020	304 S Willow St	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	11/30/2020	New SFD
78	11/23/2020	1602 N Brook Ct #1	0	DU	$0.00	$0.00	$0.00	$0.00	X	Repairs due to fire/smoke damage
79	11/23/2020	2300 S Canyon Rd	2	Fuel Island	$11,465.37	$11,465.37	$286.63	$11,752.00	12/3/2020	Two new fuel islands
80	12/7/2020	210 W Greenfield Ave #1	1	DU	$1,799.00	$1,799.00	$90.00	$1,889.00	12/18/2020	New SFD
81	12/7/2020	210 W Greenfield Ave #2	1	DU	$1,017.14	$1,017.14	$50.86	$1,068.00	12/18/2020	New ADU
82	12/15/2020	808 E Washington Ave	0	DU	$0.00	$0.00	$0.00	$0.00	X	new 90sf addition & demo 15sf rear porch/new 260sf covered porch
83	12/15/2020	110 W 10th Ave	0	DU	$0.00	$0.00	$0.00	$0.00	X	Cover existing patio
84	12/22/2020	2111 N Walnut St	0	DU	$0.00	$0.00	$0.00	$0.00	X	Demo SFR & Shed
85	12/29/2020	109 N Sampson St	1	DU	$1,017.14	$1,017.14	$50.86	$1,068.00		New ADU and Garage

* Total fees collected after code section 14.04.175 applied

** Note: fees billed - building permit possibly not issued; therefore fee not collected yet.

X - Represents no invoice or receipt number

Totals	$244,598.43	$237,556.01	$11,424.98	$248,980.99

Land Use Units:

KSF = 1,000 gross square feet building area

DU = number of dwelling units

$7,042.42 Difference of what was not collected as a result of fee reduction - 14.04.175.

CITY COUNCIL AGENDA REPORT

City Council Meeting Date: June 21, 2021

Item Title/Agenda Subject: 2020 City of Ellensburg Annual Financial Statement Report

Submitted by: Holly Conti Finance Department

Recommended Action or Motion: Approve the 2020 Annual Financial Statement Report

Background/Summary: The Office of the Washington State Auditor provides a Cash Basis Financial Statement Review Checklist. This checklist was updated and available for use early 2021. Included in the updated checklist is question 57: "Have the financial staff reviewed the annual financial statement report with the governing body and sought its approval?" Additionally, the Auditor's Office lists the following as a best practice: "Presentation to the governing body or other means of allowing the board of directors the opportunity to review or accept the financial statements, and notes allows the governing body to carry out its role of overseeing financial reporting."

The 2020 Annual Financial Statement reports were completed and submitted to the State Auditor's Office (SAO) prior to the May 29, 2021 filing statement deadline.

Previous Council Action: None

Analysis: The City of Ellensburg upholds the City Statement of Values for fiscal accountability, in part, by following the Office of the Washington State Auditor's guidance and recommendations.

Financial Impact: None

Attachments:
2020 Financial Statement Exhibits

City of Ellensburg
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

		Total for All Funds (Memo Only)	001 GENERAL FUND	120 STREET FUND	125 TRAFFIC IMPACT FEES
Beginning Cash and Investments					
308	Beginning Cash and Investments	52,602,740	8,434,162	3,039,049	956,580
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	15,953,652	12,000,143	-	-
320	Licenses and Permits	615,571	610,229	5,342	-
330	Intergovernmental Revenues	4,016,487	1,236,243	1,604,333	-
340	Charges for Goods and Services	45,251,122	1,506,432	334,327	338,836
350	Fines and Penalties	121,923	115,324	-	-
360	Miscellaneous Revenues	1,272,531	279,509	61,724	7,620
Total Revenues:		67,231,286	15,747,880	2,005,726	346,456
Expenditures					
510	General Government	5,786,813	1,635,500	46,867	-
520	Public Safety	5,630,945	4,870,010	-	-
530	Utilities	28,661,890	-	-	-
540	Transportation	5,735,240	951,094	2,034,717	2,628
550	Natural/Economic Environment	2,499,653	1,906,122	-	-
560	Social Services	191,642	191,642	-	-
570	Culture and Recreation	3,149,834	3,149,834	-	-
Total Expenditures:		51,656,017	12,704,202	2,081,584	2,628
Excess (Deficiency) Revenues over Expenditures:		15,575,269	3,043,678	(75,858)	343,828
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	3,000,000	-	-	-
397	Transfers-In	3,587,786	-	2,835,086	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	3,279,360	102,765	-	-
Total Other Increases in Fund Resources:		9,867,146	102,765	2,835,086	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	11,507,256	-	2,455,147	-
591-593, 599	Debt Service	2,391,492	26,969	-	-
597	Transfers-Out	3,587,786	2,981,000	-	507,225
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	2,675,845	416,758	-	-
Total Other Decreases in Fund Resources:		20,162,379	3,424,727	2,455,147	507,225
Increase (Decrease) in Cash and Investments:		**5,280,036**	**(278,284)**	**304,081**	**(163,397)**
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	12,709,204	1,351,705	499,750	698,267
50841	Committed	289,653	174,376	-	-
50851	Assigned	38,256,042	1,920	2,843,380	94,916
50891	Unassigned	6,627,874	6,627,874	-	-
Total Ending Cash and Investments		**57,882,773**	**8,155,875**	**3,343,130**	**793,183**

The accompanying notes are an integral part of this statement.

City of Ellensburg
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

		127 TRANSPORTATION BENEFIT	130 CRIMINAL JUSTICE FUND	137 DRUG FUND
Beginning Cash and Investments				
308	Beginning Cash and Investments	1,911,881	1,797,548	30,099
388 / 588	Net Adjustments	-	-	-
Revenues				
310	Taxes	1,192,711	1,196,526	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	919,156	18,103	-
340	Charges for Goods and Services	75,000	-	-
350	Fines and Penalties	-	-	6,599
360	Miscellaneous Revenues	20,691	13,523	171
Total Revenues:		2,207,558	1,228,152	6,770
Expenditures				
510	General Government	-	-	-
520	Public Safety	-	718,142	4,970
530	Utilities	-	-	-
540	Transportation	1,483,710	-	-
550	Natural/Economic Environment	-	65,833	-
560	Social Services	-	-	-
570	Culture and Recreation	-	-	-
Total Expenditures:		1,483,710	783,975	4,970
Excess (Deficiency) Revenues over Expenditures:		723,848	444,177	1,800
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	-	-	-
385	Special or Extraordinary Items	-	-	-
381, 382, 389, 395, 398	Other Resources	-	-	-
Total Other Increases in Fund Resources:		-	-	-
Other Decreases in Fund Resources				
594-595	Capital Expenditures	243,150	-	-
591-593, 599	Debt Service	-	-	-
597	Transfers-Out	-	-	-
585	Special or Extraordinary Items	-	-	-
581, 582, 589	Other Uses	-	-	-
Total Other Decreases in Fund Resources:		243,150	-	-
Increase (Decrease) in Cash and Investments:		**480,698**	**444,177**	**1,800**
Ending Cash and Investments				
50821	Nonspendable	-	-	-
50831	Restricted	2,237,143	2,164,605	29,092
50841	Committed	-	-	-
50851	Assigned	155,436	77,121	2,807
50891	Unassigned	-	-	-
Total Ending Cash and Investments		**2,392,579**	**2,241,726**	**31,899**

The accompanying notes are an integral part of this statement.

City of Ellensburg
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

		150 CATV OPERATIONS FUND	160 PARK ACQUISITION FUND	165 LODGING TAX FUND	172 HOUSING FUND
Beginning Cash and Investments					
308	Beginning Cash and Investments	124,395	775,991	344,014	939,353
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	73,724	-	353,445	675,865
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	-	1,838	-	-
340	Charges for Goods and Services	-	108,482	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	631	6,320	7,517	6,082
Total Revenues:		74,355	116,640	360,962	681,947
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	-	-	-	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	83,474	-	394,224	50,000
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		83,474	-	394,224	50,000
Excess (Deficiency) Revenues over Expenditures:		(9,119)	116,640	(33,262)	631,947
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	-	-	-	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	-	-	-	35,917
Total Other Increases in Fund Resources:		-	-	-	35,917
Other Decreases in Fund Resources					
594-595	Capital Expenditures	-	431,065	-	-
591-593, 599	Debt Service	-	-	-	248
597	Transfers-Out	-	-	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	-	35,917
Total Other Decreases in Fund Resources:		-	431,065	-	36,165
Increase (Decrease) in Cash and Investments:		**(9,119)**	**(314,425)**	**(33,262)**	**631,699**
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	-	413,978	249,669	1,550,062
50841	Committed	115,277	-	-	-
50851	Assigned	-	47,588	61,083	20,989
50891	Unassigned	-	-	-	-
Total Ending Cash and Investments		**115,277**	**461,566**	**310,752**	**1,571,051**

The accompanying notes are an integral part of this statement.

City of Ellensburg
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

		210 DEBT SERVICE FUND	225 2010 DEBT SERVICE FUND	230 2003 LIBRARY CONSTR DEBT
Beginning Cash and Investments				
308	Beginning Cash and Investments	25,523	39,972	97,323
388 / 588	Net Adjustments	-	-	-
Revenues				
310	Taxes	-	-	174,426
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	-	-	-
340	Charges for Goods and Services	-	-	-
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	-	-	-
Total Revenues:		-	-	174,426
Expenditures				
510	General Government	-	-	-
520	Public Safety	-	-	-
530	Utilities	-	-	-
540	Transportation	-	-	-
550	Natural/Economic Environment	-	-	-
560	Social Services	-	-	-
570	Culture and Recreation	-	-	-
Total Expenditures:		-	-	-
Excess (Deficiency) Revenues over Expenditures:		-	-	174,426
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	540,000	212,700	-
385	Special or Extraordinary Items	-	-	-
381, 382, 389, 395, 398	Other Resources	-	-	-
Total Other Increases in Fund Resources:		540,000	212,700	-
Other Decreases in Fund Resources				
594-595	Capital Expenditures	-	-	-
591-593, 599	Debt Service	203,146	212,900	175,900
597	Transfers-Out	-	-	-
585	Special or Extraordinary Items	-	-	-
581, 582, 589	Other Uses	-	-	-
Total Other Decreases in Fund Resources:		203,146	212,900	175,900
Increase (Decrease) in Cash and Investments:		**336,854**	**(200)**	**(1,474)**
Ending Cash and Investments				
50821	Nonspendable	-	-	-
50831	Restricted	-	-	90,475
50841	Committed	-	-	-
50851	Assigned	362,378	39,772	5,374
50891	Unassigned	-	-	-
Total Ending Cash and Investments		**362,378**	**39,772**	**95,849**

The accompanying notes are an integral part of this statement.

City of Ellensburg
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

		340 '17 Facility Bond Capital Proj	366 SIDEWALK FUND	431 STORMWATER UTILITY FUND	451 TELECOMM. UTILITY FUND
Beginning Cash and Investments					
308	Beginning Cash and Investments	2,723,264	689,169	719,111	185,816
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	-	286,812	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	-	77,278	19,888	9,322
340	Charges for Goods and Services	-	-	1,391,462	283,315
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	-	21,116	18,364	1,804
Total Revenues:		-	385,206	1,429,714	294,441
Expenditures					
510	General Government	1,310	-	-	-
520	Public Safety	28,002	-	-	-
530	Utilities	-	-	938,109	170,190
540	Transportation	-	209,518	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		29,312	209,518	938,109	170,190
Excess (Deficiency) Revenues over Expenditures:		(29,312)	175,688	491,605	124,251
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	3,000,000	-
397	Transfers-In	-	-	-	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	340,000	-	-	-
Total Other Increases in Fund Resources:		340,000	-	3,000,000	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	2,497,861	23,537	2,846,915	43,747
591-593, 599	Debt Service	-	-	100,975	19,072
597	Transfers-Out	-	99,561	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	4,832	-	-
Total Other Decreases in Fund Resources:		2,497,861	127,930	2,947,890	62,819
Increase (Decrease) in Cash and Investments:		**(2,187,173)**	**47,758**	**543,715**	**61,432**
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	-	645,251	467,144	-
50841	Committed	-	-	-	-
50851	Assigned	536,091	91,675	795,683	247,248
50891	Unassigned	-	-	-	-
Total Ending Cash and Investments		**536,091**	**736,926**	**1,262,827**	**247,248**

The accompanying notes are an integral part of this statement.

City of Ellensburg
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

		461 NATURAL GAS UTILITY FUND	471 ELECTRIC UTILITY FUND	481 WATER UTILITY FUND
Beginning Cash and Investments				
308	Beginning Cash and Investments	2,249,207	7,590,724	5,828,727
388 / 588	Net Adjustments	-	-	-
Revenues				
310	Taxes	-	-	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	1,274	2,304	23,316
340	Charges for Goods and Services	6,538,109	18,637,849	5,393,994
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	43,959	149,978	328,191
Total Revenues:		6,583,342	18,790,131	5,745,501
Expenditures				
510	General Government	-	-	-
520	Public Safety	-	-	-
530	Utilities	5,674,023	14,666,595	3,714,985
540	Transportation	-	-	-
550	Natural/Economic Environment	-	-	-
560	Social Services	-	-	-
570	Culture and Recreation	-	-	-
Total Expenditures:		5,674,023	14,666,595	3,714,985
Excess (Deficiency) Revenues over Expenditures:		909,319	4,123,536	2,030,516
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	-	-	-
385	Special or Extraordinary Items	-	-	-
381, 382, 389, 395, 398	Other Resources	371,854	1,171,161	489,426
Total Other Increases in Fund Resources:		371,854	1,171,161	489,426
Other Decreases in Fund Resources				
594-595	Capital Expenditures	450,376	1,019,942	603,756
591-593, 599	Debt Service	52,115	603,425	633,126
597	Transfers-Out	-	-	-
585	Special or Extraordinary Items	-	-	-
581, 582, 589	Other Uses	382,493	829,098	481,829
Total Other Decreases in Fund Resources:		884,984	2,452,465	1,718,711
Increase (Decrease) in Cash and Investments:		**396,189**	**2,842,232**	**801,231**
Ending Cash and Investments				
50821	Nonspendable	-	-	-
50831	Restricted	171,253	862,771	841,003
50841	Committed	-	-	-
50851	Assigned	2,474,142	9,570,186	5,788,956
50891	Unassigned	-	-	-
Total Ending Cash and Investments		**2,645,395**	**10,432,957**	**6,629,959**

The accompanying notes are an integral part of this statement.

City of Ellensburg
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

		491 SEWER UTILITY FUND	531 SHOP FUND	540 HEALTH/BENEFITS FUND	545 RISK MANAGEMENT FUND
Beginning Cash and Investments					
308	Beginning Cash and Investments	3,519,742	7,265,651	1,009,544	1,176,677
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	-	-	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	47,597	34,976	-	17,157
340	Charges for Goods and Services	4,529,701	2,176,773	2,038,903	687,191
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	168,616	91,299	23,972	8,090
Total Revenues:		4,745,914	2,303,048	2,062,875	712,438
Expenditures					
510	General Government	-	-	2,328,276	677,390
520	Public Safety	-	-	-	9,821
530	Utilities	3,497,988	-	-	-
540	Transportation	-	1,053,573	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		3,497,988	1,053,573	2,328,276	687,211
Excess (Deficiency) Revenues over Expenditures:		1,247,926	1,249,475	(265,401)	25,227
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	-	-	-	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	475,099	40,041	253,097	-
Total Other Increases in Fund Resources:		475,099	40,041	253,097	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	653,048	206,767	-	-
591-593, 599	Debt Service	363,616	-	-	-
597	Transfers-Out	-	-	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	489,001	35,917	-	-
Total Other Decreases in Fund Resources:		1,505,665	242,684	-	-
Increase (Decrease) in Cash and Investments:		**217,360**	**1,046,832**	**(12,304)**	**25,227**
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	437,036	-	-	-
50841	Committed	-	-	-	-
50851	Assigned	3,300,065	8,312,481	997,240	1,201,903
50891	Unassigned	-	-	-	-
Total Ending Cash and Investments		**3,737,101**	**8,312,481**	**997,240**	**1,201,903**

The accompanying notes are an integral part of this statement.

City of Ellensburg
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

		550 IT FUND
Beginning Cash and Investments		
308	Beginning Cash and Investments	1,129,218
388 / 588	Net Adjustments	-
Revenues		
310	Taxes	-
320	Licenses and Permits	-
330	Intergovernmental Revenues	3,702
340	Charges for Goods and Services	1,210,748
350	Fines and Penalties	-
360	Miscellaneous Revenues	13,354
Total Revenues:		1,227,804
Expenditures		
510	General Government	1,097,470
520	Public Safety	-
530	Utilities	-
540	Transportation	-
550	Natural/Economic Environment	-
560	Social Services	-
570	Culture and Recreation	-
Total Expenditures:		1,097,470
Excess (Deficiency) Revenues over Expenditures:		130,334
Other Increases in Fund Resources		
391-393, 596	Debt Proceeds	-
397	Transfers-In	-
385	Special or Extraordinary Items	-
381, 382, 389, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		-
Other Decreases in Fund Resources		
594-595	Capital Expenditures	31,945
591-593, 599	Debt Service	-
597	Transfers-Out	-
585	Special or Extraordinary Items	-
581, 582, 589	Other Uses	-
Total Other Decreases in Fund Resources:		31,945
Increase (Decrease) in Cash and Investments:		**98,389**
Ending Cash and Investments		
50821	Nonspendable	-
50831	Restricted	-
50841	Committed	-
50851	Assigned	1,227,608
50891	Unassigned	-
Total Ending Cash and Investments		**1,227,608**

The accompanying notes are an integral part of this statement.

City of Ellensburg
Fiduciary Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

		Custodial
308	Beginning Cash and Investments	974
388 & 588	Net Adjustments	-
310-390	Additions	222,298
510-590	Deductions	221,481
	Net Increase (Decrease) in Cash and Investments:	817
508	Ending Cash and Investments	1,791

The accompanying notes are an integral part of this statement.

City of Ellensburg, Washington
Notes to the Financial Statements
For the year ended December 31, 2020

Note 1 - Summary of Significant Accounting Policies

The City of Ellensburg was incorporated on November 26, 1883 and operates under the laws of the state of Washington applicable to a Noncharter Code City. The City is a general-purpose local government and provides public safety, animal control, street improvement, transit services, parks and recreation, library services, planning and zoning, and general administration.

The City reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are presented using classifications that are similar to the ending classification in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

PROPRIETARY FUND TYPES:

Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

Internal Service Funds

These funds account for operations that provide goods or services to other departments or funds of the government on a cost reimbursement basis.

FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of others.

Custodial Funds

These funds are used to account assets that the government holds on behalf of others in a custodial capacity.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.

In accordance with state law the City also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 2, *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than $5,000 and an estimated useful life in excess of 1 year. Capital assets and inventory are recorded as capital expenditures or supplies as appropriate when purchased.

E. Compensated Absences

Vacation leave may be accumulated up to 30 days, is payable upon separation, retirement, or death. Paid time off (PTO) has a maximum accumulation dependent on years of service. Sick leave may be accumulated indefinitely. Fifty percent of a maximum of 960 hours of outstanding sick leave is payable upon resignation, retirement, or death to those employees hired prior to July 1, 1985. As of December 31, 2020, the City has one employee employed prior to July 1, 1985 Payments are recognized as expenditures when paid.

F. Long-Term Debt

See Note 6, *Debt Service Requirements*.

G. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments is reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by City Council ordinance or resolution. When expenditures that meet restrictions are incurred, the City intends to use the most restricted resources first.

Restrictions and commitments of Ending Cash and Investments consist of:

Fund	Amount	Reason
General	1,526,081	External Restriction/Restrictions by Donors/COVID 19 Grant
Street	499,750	Unexpended portion of Complete Streets Award Program
Traffic Impact Fees	698,267	Traffic Impact Fees Restricted by law RCW 82.02.050
Transportation Benefit District	2,237,143	RCW 82.14.045 Voter approved sales tax
Criminal Justice	2,164,605	Local Criminal Justice Tax RCW 82.14.340(4)-(5)
Drug Fund	29,092	RCW 69.50.505
CATV Operations Fund	115,277	Cable TV Utility Tax
Park Acquisition	413,978	Gas tax is externally restricted RCW 46.68.110/RCW 47.24.040
Lodging Tax	249,669	RCW 67.28.180
Housing	1,550,062	RCW 82.14.045 Voter Approved Sales Tax & State Affordable Housing Credit
Debt Service - 210	90,475	Bond Reserve Requirements
Capital Fund - Sidewalk Fund	645,251	Capital Projects identified in RCW 82.46.030 and 82.45.180
Enterprise - Stormwater	467,144	Bond Reserve Requirements
Enterprise - Natural Gas Utility	171,253	Bond Reserve Requirements
Enterprise - Electric Utility	862,771	Bond Reserve Requirements
Enterprise - Water Utility	841,003	Bond Reserve Requirements
Enterprise - Sewer Utility	437,036	Bond Reserve Requirements

Note 2 – Deposits and Investments

Investments are reported at original cost. Deposits and Investments by type at December 31, 2020 are as follows:

Type of Investment	City of Ellensburg's Own Deposits and Investments	Deposits held by City of Ellensburg as custodian for individuals	Total
Bank deposits	$ 3,055,617	$ 1,791	$ 3,057,408
L.G.I.P.	40,320,511		40,320,511
U.S. Government securities	14,506,645		14,506,645
Total	**$ 57,882,773**	**$ 1,791**	**$ 57,884,564**

It is the city's policy to invest all temporary cash surpluses. The interest on the LGIP investment is prorated to the various funds and the investments held by fund retains the investment income.

Investments in the State Local Government Investment Pool (LGIP)

The City is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at www.tre.wa.gov.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the City would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The City's deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered or held by the City or its agent in the government's name.

Compensating Balances

The amounts previously referred to as bank balance, also includes a compensating balance maintained with U.S. Bank in lieu of payments for services rendered. The average compensating balance maintained during 2020 was approximately $5,144,671.

Note 3 – Budget Compliance

A. Budgets

The City adopts biennial appropriated budgets for thirty-five funds. These budgets are appropriated at the fund level. Several managerial funds, combined for annual financial reporting purposes, are appropriated as separate funds. The budget constitutes the legal authority for expenditures at that level. Biennial appropriations for these funds lapse at the fiscal year end.

Biennial appropriated budgets are adopted on the same basis of accounting as used for financial reporting. Intrafund transactions between managerial funds are reported both as appropriated and actual expenditures in the table below.

The appropriated and actual expenditures for the legally adopted budgets were as follow:

	2020 EXP Orig Budget	2020 Exp Final Budget	2020 Actual Expenses	2020 Exp Admin Reimbursements	2020 Exp 400/441 Reallocation	2020 Exp less Admin and 400/411 allocations	Variance
General Fund	15,624,747	15,529,224	12,686,470	(2,129,112)	-	14,815,582	713,643
Sales Tax Reserve Fund	4,776,317	6,104,317	6,104,317	-	-	6,104,317	0
Art Acquisition Fund	50,591	93,057	86,203	-	-	86,203	6,854
CARES Act CRF Fund	-	598,800	385,051	-	-	385,051	213,749
Library Trust Fund	8,800	8,800	581	-	-	581	8,220
Hal Holmes Trust Fund	10,000	10,000	-	-	-	-	10,000
Fire Relief & Pension Trust Fund	142,351	142,351	110,187	-	-	110,187	32,164
Totals	20,612,806	22,486,549	19,372,808	(2,129,112)	-	21,501,920	984,630
Street Fund	2,455,796	2,169,422	1,497,192	-	-	1,497,192	672,230
Arterial Street Fund	2,307,000	4,111,651	3,039,538	-	-	3,039,538	1,072,113
Traffic Impact Fees Fund	630,000	728,198	509,853	-	-	509,853	218,345
Public Transit Fund	1,341,080	2,451,454	1,726,860	-	-	1,726,860	724,594
Criminal Justice Sales Tax Fund	854,889	1,301,938	783,975	-	-	783,975	517,963
Drug Fund	1,600	15,000	4,970	-	-	4,970	10,030
Ellensburg Community TV	103,473	103,473	83,474	-	-	83,474	19,999
Parks Acquisition Fund	-	458,037	431,065	-	-	431,065	26,972
Lodging Tax Fund	598,000	472,000	394,224	-	-	394,224	77,776
Housing Fund	332,500	190,000	86,165	-	-	86,165	103,835
Totals	8,624,339	12,001,173	8,557,315	-	-	8,557,315	3,443,858
Facilities Improvement Debt Service	20,000	210,000	203,146	-	-	203,146	6,855
2010 Maintenance Bond Debt Servic	212,900	212,900	212,900	-	-	212,900	-
Library Bond Debt	175,900	175,900	175,900	-	-	175,900	-
Totals	408,800	598,800	591,946	-	-	591,946	6,855
Capital Improvement Bond Projects	2,833,835	2,755,121	2,527,173	-	-	2,527,173	227,948
Sidewalk Fund	300,000	627,167	337,448	-	-	337,448	289,719
Totals	3,133,835	3,382,288	2,864,621	-	-	2,864,621	517,667
Stormwater Utility Fund	1,199,931	1,253,505	1,005,431	-	-	1,005,431	248,074
Stormwater Bond Fund	-	2,883,612	2,880,567	-	-	2,880,567	3,045
Telecommunications Utility Fund	143,614	289,231	233,009	-	-	233,009	56,222
Gas Utility Fund	6,557,793	7,172,654	6,559,006	-	382,493	6,176,513	996,141
Electric Utility Fund	17,808,640	18,152,274	17,119,059	-	829,098	16,289,962	1,862,312
Water Utility Fund	6,876,661	6,021,162	5,490,716	-	480,406	5,010,311	1,010,852
Water Construction Fund	1,650,000	329,988	199,631	-	-	199,631	130,357
Sewer Utility Fund	5,487,797	4,922,345	5,003,654	-	488,692	4,514,961	407,383
Totals	39,724,436	41,024,771	38,491,074	-	2,180,688	36,310,386	4,714,386
Shop Fund	1,642,326	1,709,787	1,296,259	-	-	1,296,259	413,529
Health & Benefits Fund	2,211,915	2,814,621	2,328,276	-	-	2,328,276	486,345
Risk Management Fund	508,842	798,842	687,211	-	-	687,211	111,631
Information Technology Fund	1,262,731	1,709,532	1,129,415	-	-	1,129,415	580,117
Totals	5,625,814	7,032,782	5,441,161	-	-	5,441,161	1,591,621

The City of Ellensburg reported the Utility Deposit Fund (441) as a separate unbudgeted fund until the Office of the State Auditor asserted those funds to be managerial funds of the distinct Utility Funds. Deposits are not collected by the separate funds. The City established a percentage allocation based on revenue. The resulting revenues and expenditures are a result of complying with the allocation of deposits for annual financial reporting purposes only, and not for purposes of enterprise fund budget compliance. The utility funds do not collect this "revenue" or budget for this "expenditure". Therefore, the reporting of this 400/441 reallocation is for annual financial reporting purposes only.

Budgeted amounts are authorized to be transferred within funds; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the City's legislative body.

Note 4 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property tax revenues are recognized when cash is received by the City. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The City's regular levy for the year 2020-2021 was $1.729159 per $1,000 on an assessed valuation of $1,947,143,644 for a total regular levy of $3,366,920.96. In addition, the levy for debt service on a voter approved bond issue was $0.094378 per $1,000 on an assessed valuation of $1,854,229,581 for a total of $174,998.48.

Note 5 - Interfund Loans

The City has an outstanding interfund loan in the total amount of $309,657. This loan is from the Electric Fund to the General Fund to defease the 2001 & 2002 G.O. bonds.

The following table displays interfund loan activity during 2020:

Borrowing Fund	Lending Fund	Balance 01/01/2020	Additions	Repayments	Balance 12/31/2020
General Fund	Light Fund	644,657	-	335,000	309,657
Affordable Housing	Shop Fund		35,917	35,917	-
		644,657	35,917	370,917	309,657

Note 6 – Long-Term Debt

Debt Service

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the City and summarizes the City's debt transactions for year ended December 31, 2020.

The debt service requirements for general obligation bonds, revenue bonds and assessment debt are as follows:

General Obligation Bonds			
	Principal	Interest	Total
2021	$ 310,000	$ 290,784	$ 600,784
2022	$ 681,675	$ 278,250	$ 959,926
2023	$ 521,954	$ 257,497	$ 779,451
2024	$ 537,525	$ 241,301	$ 778,826
2025	$ 553,396	$ 223,430	$ 776,826
2026-2030	$ 3,071,168	$ 814,460	$ 3,885,629
2031-2035	$ 2,463,210	$ 348,418	$ 2,811,629
2036-2040	$ 1,086,072	$ 38,580	$ 1,124,651
Total	$ 9,225,000	$ 2,492,721	$ 11,717,721

General Obligation Debt Issued for Business-Type Activities			
	Principal	Interest	Total
2021	$ 12,309	$ 6,763	$ 19,072
2022	$ 12,656	$ 6,416	$ 19,072
2023	$ 13,013	$ 6,059	$ 19,072
2024	$ 13,380	$ 5,693	$ 19,072
2025	$ 13,757	$ 5,315	$ 19,072
2026-2030	$ 74,825	$ 20,535	$ 95,360
2031-2035	$ 85,986	$ 9,374	$ 95,360
2036-2040	$ 18,679	$ 393	$ 19,072
Total	$ 244,604	$ 60,549	$ 305,153

Revenue Bonds			
	Principal	Interest	Total
2021	$ 1,238,483	$ 506,336	$ 1,744,820
2022	$ 1,399,975	$ 474,228	$ 1,874,203
2023	$ 1,192,875	$ 439,216	$ 1,632,091
2024	$ 1,217,308	$ 408,668	$ 1,625,977
2025	$ 1,257,300	$ 373,231	$ 1,630,531
2026-2030	$ 6,092,729	$ 1,296,751	$ 7,389,480
2031-2035	$ 3,288,589	$ 462,666	$ 3,751,255
2036-2040	$ 857,793	$ 60,326	$ 918,119
Total	$ 16,545,053	$ 4,021,422	$ 20,566,475

Assesment Debt/Liabilities (with commitments)			
	Principal	Interest	Total
2021	$ 16,683	$ 4,337	$ 21,021
2022	$ 16,683	$ 3,336	$ 20,020
2023	$ 7,414	$ 1,779	$ 9,193
2024	$ 7,414	$ 4,115	$ 11,529
2025	$ 7,207	$ 890	$ 8,097
2026-2030	$ -	$ -	$ -
Total	$ 55,401	$ 14,458	$ 69,859

General obligation bonds are direct obligations and pledge the full faith and credit of the government. These bonds are generally 20-year serial bonds with equal amounts of payments each year.

The 2014 Unlimited Tax Obligation Refunding Bonds were sold to provide funds with which to pay costs associated with remodeling, expanding, and equipping the Ellensburg Public Library and Hal Holmes Community Center in the City and making related capital improvements, and to levy those excess property taxes.

The 2010 Limited Tax General Obligation Bonds were sold to provide funds necessary to pay and reimburse a portion of the costs necessary for several capital projects, including: roof replacement of various municipal buildings; renovations at the City's pool facility and various other recreational properties and facilities; upgrade of an audio system for Council chamber; various transportation related improvements, including traffic signal and road projects, and parking improvements; and a flood plain improvement project.

The 2017 Facilities Capital Bonds were sold to provide funds with which to pay costs associated with remodeling, expanding, and equipping the Ellensburg Police Department and other related capital improvements.

The 2016 Limited Tax General Obligation Bonds were sold to provide funds necessary to repay an interfund loan and too provide funds for long term financing of the City's telecommunication infrastructure. This is a General Obligation Debt issued for Business-Type activities. The bond will mature in 2036.

Revenue bonds are bonds where the government pledges income derived from the acquired or constructed assets to pay debt service. Revenue bonds are created by ordinance, adopted by the City Council, and financed from Enterprise Fund revenues.

2010 Water/Sewer Ref (99) Bonds for the purpose of paying the cost of carrying out of the system or plan of addition to and betterments and extension of the waterworks utility. The bonds matured in 2020.

2010 Water/Sewer Revenue Bonds for the purpose of paying the cost of carrying out the system or plan of addition to and betterments and extension of the waterworks utility. These include drilling of deep wells, extend water and sewer mains and replace the bio-solid thickening equipment. These bonds will mature in 2029.

2013 Water Bonds for the purpose of paying the cost of carrying out of the system or plan of addition to and betterments and extension of the waterworks utility. Construction of two well houses and the installation of pumps, motors, and electronic control systems and if funds are available the City shall make other improvements to the Waterworks Utility. The bonds will mature in 2022.

2014 Electric Refunding/Revenue Bonds for the purpose of providing funds to refund outstanding electric revenue bonds of the City and to finance the cost of a new substation of the City's electric Utility. The bonds will mature in 2032.

2016 Water/Sewer Refunding (2010) Bonds for the purpose of providing funds to refund outstanding water/sewer revenue bonds of the City. These bonds will mature in 2029.

2016 Gas Bonds for the purpose of proving funds to pay or reimburse the costs of certain capital improvements to and extension of the Natural Gas Utility. These bonds will mature in 2036.

2020 Waterworks Bonds for the purpose of funding capital improvements to the Stormwater Utility including the purchase of 56 acres of active floodplain, construction of a fish-passable bridge and three flood swales, and construction of a setback levee. All draws must be completed by December 31, 2021. The bonds will mature in 2039.

Significant Debt Agreement Terms

Debt	Clause
2014 UTO Refunding Bonds	If any Bond is not redeemed when properly presented at maturity or call date, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or call date until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on the bond redemption fund hereinafter created and the Bond has been called for payment by giving notice of that call to the registered owner thereof.
2010 LTGO Bonds	If any Bond is not redeemed when properly presented at maturity or call date, the City will pay interest on that Bond at the same rate provided on the Bond from and after its maturity or call date until that Bond is paid in full or until sufficient money for its payment in full is on deposit in a special account created by the City for such purpose.
2010 Water/Sewer Refunding and Revenue Bonds	If the City fails to make a payment on the Bonds or does not comply with the covenants in the Bond Ordinance, a bond owner has remedies permitted under State law, including without limitation, the remedies provided in RCW 35.67.108 and RCW 35.92.160.
2016 Gas Bonds	If the principal of the Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for the redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Debt Service Account, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.
2020 Waterworks	If the principal of the Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for the redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Assessment Debt or Conduit Debt obligations are debt instruments issued for the express purpose of providing financing for a third party that is not part of the financial reporting entity.

Local Improvement District (LIDS) are a means of assisting benefiting properties in financing needed capital improvements through the formation of special assessment districts. All financing was secured through Cashmere Valley Bank, Ellensburg, WA. For the 2020 fiscal year the City had one active LID, Helena Street assigned LID #2004-1 and the improvements were street and utility related.

Note 7 – Pension Plans

A. State Sponsored Pension Plans

Substantially all City full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans:

Public Employees' Retirement System (PERS)
Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF)

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available Comprehensive Annual Financial Report that includes financial statements and required supplementary information for each plan. The DRS Comprehensive Annual Financial Report may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS Comprehensive Annual Financial Report may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2020, (the measurement date of the plans), the City's proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	485,991	0.067056%	2,367,439
PERS 2/3	789,021	0.085649%	1,095,402
LEOFF 1		0.040764%	(769,832)
LEOFF 2	111,905	0.057205%	(1,166,898)

LEOFF Plan 1

The City also participates in LEOFF Plan 1. The LEOFF Plan 1 is fully funded and no further employer contributions have been required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. Starting on July 1, 2000, employers and employees contribute zero percent.

LEOFF Plan 2
The City also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

B. Local Government Pension Plans

The City is the administrator of a pension retirement system called the Fire Relief and Pension Fund; a single employer defined benefit plan. The system provides retirement, disability, and death benefits to members and beneficiaries. The system is closed with no active members.

As of December 31, 2020, there were a total of 7 individuals covered by this system. Five of them are retirees and two are widows of retirees. The net pension liability as reported on the Schedule of Liabilities was $277,803.

Firefighters' Pension Fund (RCW 41.16.050) – The State contributes 25% of the taxes on fire insurance premiums to these plans and is considered a non-employer contributing entity. The amount of these contributions received in 2020 was $141,193. This is not considered a special funding situation.

Note 8 – Risk Management

A. Pool Insurance

The City of Ellensburg is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and/or jointly contracting for risk management services. WCIA has a total of 162 members.

New members initially contract for a three-year term, and therefore automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices and employee benefits liability. Limits are $4 million per occurrence in the self-insured layer, and $21 million in limits above the self-insured layer is provided by reinsurance. Total limits are $25 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to $750,000, for all perils other than flood and earthquake, and insured above that to $400 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to $250,000 and insured above that to $100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

B. Partial Self Insurance

As of December 31, 2020, the City is partially self-insured for its employee health and benefits program. The City purchased individual and stop loss insurance to limit its risk exposure. The City will pay up to $90,000 in claims for an individual employee with an aggregating specific deductible of $45,000 and up to $2.069 million or 100% of the first monthly aggregate deductible times 12 for the entire group. Once the maximum amount is exceeded then the insurance companies take over. To cover the two million, the City has $2.039 million in operating revenues in 2020. In 2020 the City had $199,340 in stop loss recoveries. The City has not exceeded the insurance coverage in the first 7 years of the program.

Note 9 - Joint Operations with the County

The City of Ellensburg and Kittitas County entered into a cooperative service enterprise to purchase and operate the facility previously known as the City/County Community Center (currently known as the Adult Activity Center), effective July 19, 1977. The $62,500 in initial costs of the facility were split $46,875 to the City and $15,625 to the County. The City is responsible for operating and maintaining the facility. The City accounts for the operations of the facility in the Recreation Department of the General Fund. The 2020 operations are as follows:

	Budget	Actual
Kittitas County	60,530	60,530
City of Ellensburg	121,175	103,969
Tour Fees	30	30
Other Revenues	11,014	15,425
Total Support	192,749	179,954

A copy of the agreement can be obtained from the City of Ellensburg Finance Department.

Note 10 - Related Party

Organizations for which a primary government is accountable because that government appoints a voting majority of the board, but is not financially accountable, are related organizations. The City had a Related Organization relationship with Ellensburg Business Development Authority (EBDA), doing business as CenterFuse, a Washington State non-profit corporation until November 12, 2020. On that date, the City and EBDA entered into an Interlocal Agreement that terminated the existing agreement and EBDA obtained administrative and financial services independent of the City. The Ellensburg City Council by Ordinance 3895, adopted November 15, 1995, created EBDA and approved a Charter for the Authority's operation. The charter (organized pursuant to RCW 35.21.730-.755) provides for undertaking, assisting, facilitating, promoting or providing for business development. EBDA is a stand-alone entity with its own board and authority to control their own assets and liabilities.

Note 11 – Other Post-Employment Benefits (OPEB) Plans

During the year ending 2019, the City of Ellensburg adopted guidance for the presentation and disclosure of post-employment benefits other than pensions, as required by the BARS manual. This requirement resulted in the addition of a post-employment benefit liability reported on the Schedule of Liabilities.

The City administers two closed, single employer, defined OPEB plans designed for post-employment health care benefits to 20 police and firefighters who are retired or disabled. Both plans require expenses to be approved by the Kittitas County LEOFF Disability Board. They are the Law Enforcement Officers' and Fire Fighters Retirement System Plan One (LEOFF 1), as required by Washington State law RCW 41.26.150 and the Fire Relief and Pension Plan which provides for pre-LEOFF 1 police and firefighters who retired or disabled.

The Fire Relief and Pension Plan, which pre-dates the Law Enforcement Officers' and Fire Fighters Retirement System Plan, is addressed in RCW 41.26.150(1) which states 'in the case of active or retired firefighters the employer may make the payments provided in this section from the firefighters pension fund established pursuant to RCW 41.16.050 where the fund had been established prior to March 1, 1970. If this pension fund is depleted, the employer shall have the obligation to pay all benefits payable under chapters 41.16 and 41.18 RCW'.

The LEOFF 1 retiree medical plan is directed and defined by the State of Washington Revised Code RCW 41.26.150, states in part 'whenever any active member, or any member hereafter retired, on account of service, sickness, or disability, not caused or brought on by dissipation or abuse, of which the disability board shall be the judge, is confined in any hospital or in home, and whether or not so confined, requires medical services, the employer shall pay for the active or retired member the necessary medical services not payable from some other source as provided for in subsection (2) of this section'.

For both plans, to qualify for medical services, the employee needs to only be active or disability retired, or the employee's service retirement date is that day following separation from LEOFF employment with the City. Employees may retire after 5 years of service after reaching age 50. Employees with 20 years of service who leave employment before retirement age are eligible for medical benefits upon reaching age 50. Insurance for retired individuals is provided through the employer's group plan, which covers both active and qualified retired members. The medical services cover active and retired members only. Spouses are not eligible. Health insurance premiums are paid monthly, and other medical services are paid as billings are presented for payment.

Employer contributions are financed on a pay-as-you-go basis. During 2020, expenditures of $304,497 were recognized for other post-employment benefits.

The City of Ellensburg's OPEB liability as of December 31, 2020 was $8,799,394 and was calculated using the Office of the Washington State Actuary alternative measurement method tool.

<u>Note 12 – Contingencies and Litigations</u>

The City does not have any contingent liabilities that would not be within the limits of the City's self-insured coverage with WCIA.

<u>Note 13 – Construction Commitment</u>

The City has active construction projects as of December 31, 2020.

These projects commitments include:

Project	Amount Remaining on Contract
Dolarway Bridge/Reecer Creek Levee Design 17-133	25,955
Main Street Signal Enhancements 18-073	37,731
Willow Street Improvements 18-084	7,292
University Way Gateway Project 17-114 & 18-102	56,526
CBD Sidewalk Repair 19-025	10,445
Bridge Load Ratings Update 19-075	10,017
Water System Plan Update 17-135 & 19-090	38,486
Fifth & Railroad Signalization 19-094	20,739
18th & Walnut Signalization 19-106	243,462
Dean Nicholson Blvd & Wildcat Way Signalization 19-106	236,327
North Campus Signalization - Utility Portion	11,426
Illinois Well Outfitting 19-110	156,877
Sidewalk Repair Program 20-022	39,554
Cured in Place Sewer Main 20-040	13,418
WwTF Aerators 20-065	80,575
Ridgeview Lane Sewer Main 20-080	88,129
Anderson Road Sewer Main 20-088	134,073
Central Transit Information Platform 20-109	41,000
Natural Gas System Plan	37,603
Light Transformer Refurbish	20,000
Light Disposal/Scrapping of Mineral Oil-Filled Transformer:	20,000
Light Substation Inspection	70,925

Note 14 – COVID-19 Pandemic

COVID 19

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of a deadly new virus known as COVID-19. In the months following the declaration, precautionary measures to slow the spread of the virus were ordered. These measures included closing schools, cancelling public events, limiting public and private gatherings, and restricting business operations, travel and non-essential activities.

The actual and even the potential financial or operational impact on the City, is still not known as this time. We continue to update what we feel is the potential financial and operational impacts as information becomes available. Unfortunately, with no "end date" to the current pandemic, impacts have continued to change daily as the re-opening our state continues to be pushed back. Year-end tax revenue for all tax sources was originally projected to come in 18.52% below budget. The City had sufficient reserves to carry us through the projected funding decreases for 2020. Fortunately, year-end tax revenue for all tax sources came in at 3% higher than final budget and 2020 tax revenue was 2% less than 2019 actual revenue. Staff continues to evaluate all purchases for need and only approves expenditures that are essential for conducting City business. Management implemented a hiring freeze on all General Fund positions that was later lifted when we continued to see stable sales tax. This freeze applied to both temporary and part-time employees idled as a result of the stay at home order. Many 2020 projects were put on hold until we are able to review that the funding source was still in place and at such time we decided if the project was to be cancelled or rescheduled for a later date.

The length of time these measures will be in place, and the full extent of the financial impact on the City is unknown at this time.

Note 15 – Cyber-Attack

In December of 2020, the City suffered a ransomware attack. In response, the City took immediate steps to secure systems and launched an investigation. The City engaged an independent digital forensics firm to assist with recovery efforts, to determine what happened, and to identity any personal information that may have been accessed or acquired. The attack encrypted much of the City's electronic information. The financial software was not encrypted but was compromised and was inaccessible. IT was able to recover a backup of the financial software that had not been compromised and was able to restore the financial software in a few days. The City did pay the ransom to recover the encrypted data which took approximately one week. The City notified customers and employees who had personal information that may have been acquired in connection with this incident. The City's carries information security insurance (cyber insurance) that will cover most of the expenses after paying the deductible.

Note 16 – Subsequent Events

Stormwater Bond

On March 4, 2021, the City secured a private placement revenue bond up to $5,000,000 through Northwest Municipal Advisors for the purpose of funding capital improvements to the Stormwater Utility, including the purchase of 56 acres of active floodplain and construction of a bridge and levee. After the initial draw of $3,000,000, the remaining $2,000,000 will be available for future draws, and must be completed by December 1, 2021. The interest rate is a fixed rate of 2.87% and has a term of 20 years.

2021 LTGO Refunding Bond

On April 8, 2021, the City closed on a Limited Tax General Obligation Refunding Bond. Ordinance #4872 approves the opportunity to refund outstanding debt to achieve savings. The current 2010 Bonds aggregate outstanding principal amount of $1,675,000 bear interest rates ranging from .350% to 5.00%. The 2021 LTGO Refunding Bond interest rate is 1.4% fixed for the first five years and then 2% for the following five years. Estimated NPV savings of $230,717 or 13.77% and annual savings of $25,654. Significant debt agreement terms include Section 8(e) *Failure to Pay*, which states; 'If the principal of any Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for redemption until that Bond, both principal and interest, is paid in full or sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

City Manager

The Ellensburg City Council approved a contract to hire Heidi Behrends Cerniwey as Ellensburg's new City Manager and will start May 7, 2021. Heidi is currently the Assistant City Administrator for the City of Tumwater. The present City Manager, John Akers, is retiring in May 2021 after working for the City for 29 years.

City of Ellensburg
Schedule of Liabilities
For the Year Ended December 31, 2020

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligation Debt/Liabilities						
251.11	LTGO Bonds, 2010	12/1/2030	1,805,000	-	130,000	1,675,000
251.12	UTGO Bonds, 2014	12/1/2022	510,000	-	160,000	350,000
251.11	LTGO Bonds, 2017	12/1/2037	7,200,000	-	-	7,200,000
251.11	LTGO Bonds, 2016, issued for Telecom	12/1/2036	256,575	-	11,971	244,604
	Total General Obligation Debt/Liabilities:		**9,771,575**	**-**	**301,971**	**9,469,604**
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences		1,615,397	393,136	-	2,008,533
264.30	Net Pension Liability		3,859,928	-	119,284	3,740,644
252.11	Water Bond- 2013	12/1/2022	690,458	-	223,739	466,719
252.11	Electric Refunding Bond - 2014	12/1/2025	2,115,000	-	325,000	1,790,000
252.11	Electric Bond - 2014	12/1/2025	4,480,000	-	15,000	4,465,000
252.11	Gas 2016	12/1/2036	750,987	-	37,653	713,334
252.11	Water Sewer Refunding 2016	12/1/2029	6,710,000	-	600,000	6,110,000
264.40	OPEB		7,643,736	1,155,658	-	8,799,394
252.11	Stormwater 2020 Bond	12/1/2039	-	3,000,000	-	3,000,000
	Total Revenue and Other (non G.O.) Debt/Liabilities:		**27,865,506**	**4,548,794**	**1,320,676**	**31,093,624**
Assessment Debt/Liabilities (with commitments)						
253.43	LID Warrants with Commitments	7/29/2025	72,084	-	16,683	55,401
	Total Assessment Debt/Liabilities (with commitments):		**72,084**	**-**	**16,683**	**55,401**
	Total Liabilities:		**37,709,165**	**4,548,794**	**1,639,330**	**40,618,629**

City of Ellensburg

SCHEDULE OF STATE FINANCIAL ASSISTANCE (unaudited)

For Fiscal Year ended December 31, 2020

Grantor	Program Title	Identificaton Number	Amount
State Grant from Department of Transportation			
	Paratransit Special Needs Transit Formula Funds	PTDO018/PTOO080	11,174
	State Competitive Rural Mobility - Capital Construction	PTD0220	154,635
	Consolidated Grant Program	PTD0018	97,067
	Washington State Transportation	SFY20-21	24,798
		Sub-total:	**287,674**
State Grant from Department of Ecology			
	Stormwater LID Retrofit Project	WQC-2019-EllePW-00012	188,270
	Department of Ecology	WQSWCAP1921-EllePW-00102	24,567
		Sub-total:	**212,837**
State Grant from Transportation Improvement Board (TIB)			
	Transportation Improvement Board	C-E-175(002)-1	250
		Sub-total:	**250**
		Grand total:	**500,761**

Report based on unaudited annual report submissions as of 5/28/2021

City of Ellensburg
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2020

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures: From Pass-Through Awards	Expenditures: From Direct Awards	Expenditures: Total	Passed through to Subrecipients	Note
OFFICE OF JUSTICE PROGRAMS, JUSTICE, DEPARTMENT OF	Bulletproof Vest Partnership Program	16.607	NA	-	4,256	4,256	-	1
Highway Planning and Construction Cluster								
FEDERAL HIGHWAY ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via Department of Transportation)	Highway Planning and Construction	20.205	HSIP-6949 (006):LA9733	133,920	-	133,920	-	12
FEDERAL HIGHWAY ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via Department of Transportation)	Highway Planning and Construction	20.205	STPUS-99199 (001)	936,771	-	936,771	-	12
	Total Highway Planning and Construction Cluster:			**1,070,691**	**-**	**1,070,691**	-	
FEDERAL TRANSIT ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via Department of Transportation)	Formula Grants for Rural Areas and Tribal Transit Program	20.509	PTD0183	471,380	-	471,380	-	12
FEDERAL TRANSIT ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via Department of Transportation)	Formula Grants for Rural Areas and Tribal Transit Program	20.509	PTD0018	217,196	-	217,196	-	12
			Total CFDA 20.509:	**688,576**	**-**	**688,576**	-	
Highway Safety Cluster								

The accompanying notes are an integral part of this schedule.

City of Ellensburg
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2020

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures: From Pass-Through Awards	Expenditures: From Direct Awards	Expenditures: Total	Passed through to Subrecipients	Note
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via Washington Association of Sheriffs and Police Chiefs)	State and Community Highway Safety	20.600	NA	6,766	-	6,766	-	1
		Total Highway Safety Cluster:		**6,766**	**-**	**6,766**	-	
DEPARTMENTAL OFFICES, TREASURY, DEPARTMENT OF THE (via Washington State Department of Commerce)	Coronavirus Relief Fund	21.019	20-6541C-169	898,200	-	898,200	75,000	1
THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES, THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES (via Washington State Library)	Grants to States	45.310	NA	520	-	520	-	1
Aging Cluster								
ADMINISTRATION FOR COMMUNITY LIVING (ACL), HEALTH AND HUMAN SERVICES, DEPARTMENT OF (via Department of Health and Human Services)	Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers	93.044	ALTCPSA 2017 -21	1,543	-	1,543	-	1
		Total Aging Cluster:		**1,543**	**-**	**1,543**	-	
		Total Federal Awards Expended:		**2,666,296**	**4,256**	**2,670,552**	**75,000**	

The accompanying notes are an integral part of this schedule.

CITY OF ELLENSBURG, WASHINGTON

Notes to the Schedule of Expenditures of Federal Awards

For the Year Ended December 31, 2020

Note 1 – Basis of Accounting

This Schedule is prepared on the same basis of accounting as the City's financial statements. The City uses the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW.

Note 2 – Federal De Minimis Indirect Cost Rate

The City has elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance. However, the City chooses not to add the indirect costs to Federally awarded programs.

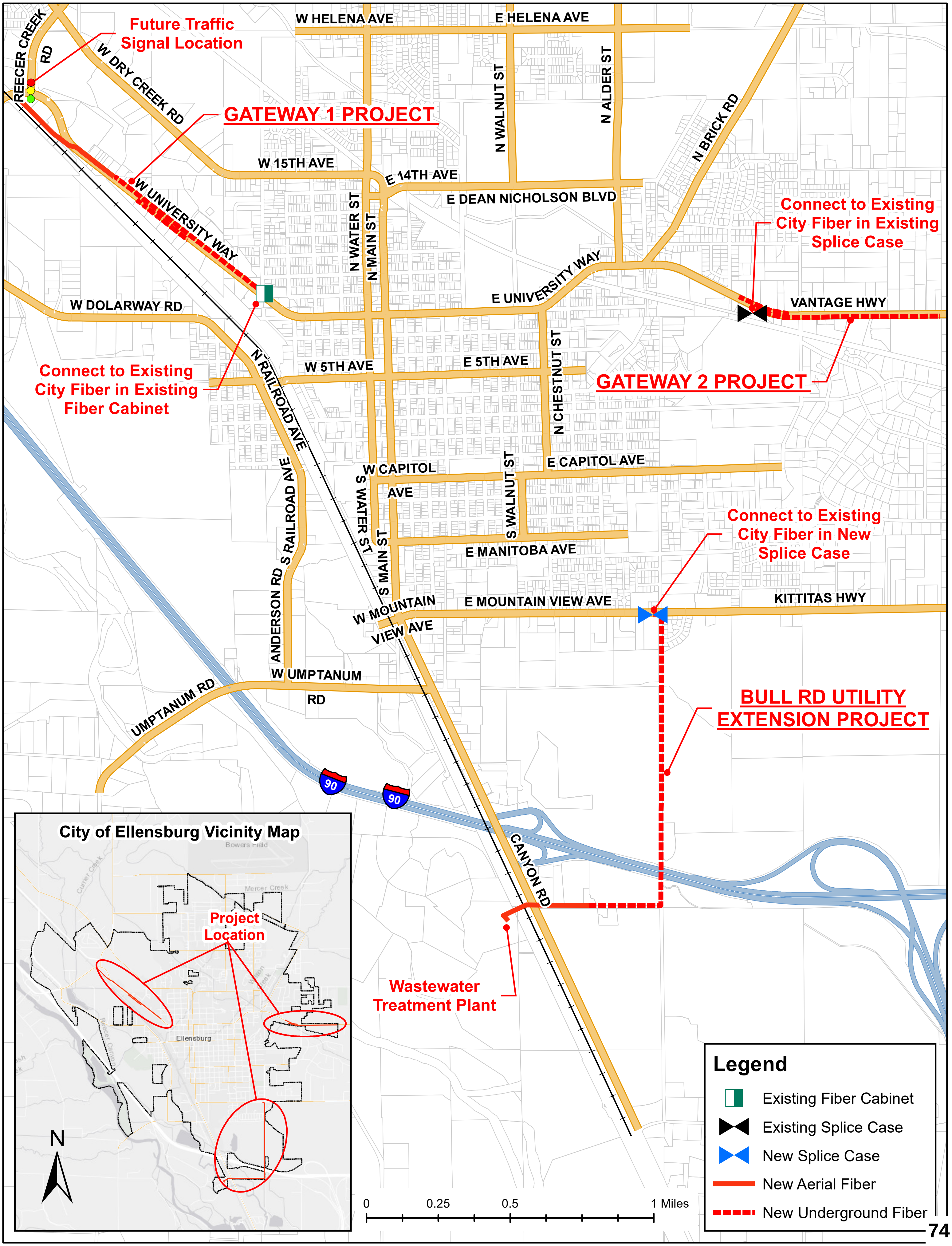
Note 8 – Program Costs

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including the City's portion, are more than shown. Such expenditures are recognized following, as applicable, either the cost principles in the OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	June 21, 2021
Item Title/Agenda Subject:	2021 Distressed County Sales and Use Tax Infrastructure Improvement Program Agreement with Kittitas County for the Gateway and Bull Road projects
Submitted by:	Ben Faubion Information Technology
Recommended Action or Motion:	Authorize the City Manager to sign the Agreement 2021 Distressed County Sales and Use Tax Infrastructure Improvement Program Agreement with Kittitas County and approve the necessary budget adjustments.
Background/Summary:	Staff wrote a grant to County Of Governance for the Distressed County funding to build fiber optic infrastructure in support of other public works projects in three different geographic areas (Gateway 1, Gateway 2, and Bull Road Extension). The application was selected and approved for funding in the amount of $283,868.
Previous Council Action:	None
Analysis:	After authorization, fiber construction will begin in conjunction with the Public Works projects. Gateway 1 is currently at 90% design. Bull Road Extension is now under construction. Gateway 2 is in the early design and planning stages but will be very similar to the Gateway1 design.
Financial Impact:	The grant project total is $312,254.80 with grant funding of $283,868 and grant match from utility funds of $28,386.80. Funding for the matching costs is included in the adopted 2021 budget. Additional expenditure authority is necessary to complete this project, and will be offset by grant revenue. We anticipate that we won't know the total cost of these projects until the bidding process has completed.

Attachments:
Project Vicinity Map
Ellensburg Fiber Extension 2021 Grant. Application
2021 Distressed County Sales and Use Tax Infrastructure Improvement Grant Agreement



Future Traffic Signal Location
GATEWAY 1 PROJECT
Connect to Existing City Fiber in Existing Splice Case
GATEWAY 2 PROJECT
Connect to Existing City Fiber in Existing Fiber Cabinet
Connect to Existing City Fiber in New Splice Case
BULL RD UTILITY EXTENSION PROJECT
Wastewater Treatment Plant
REECER CREEK RD
W DRY CREEK RD
W HELENA AVE
E HELENA AVE
N WALNUT ST
N ALDER ST
N BRICK RD
W 15TH AVE
E 14TH AVE
E DEAN NICHOLSON BLVD
W UNIVERSITY WAY
N WATER ST
N MAIN ST
E UNIVERSITY WAY
VANTAGE HWY
W DOLARWAY RD
N RAILROAD AVE
W 5TH AVE
E 5TH AVE
N CHESTNUT ST
W CAPITOL AVE
E CAPITOL AVE
S WATER ST
S MAIN ST
S WALNUT ST
E MANITOBA AVE
S RAILROAD AVE
ANDERSON RD
W MOUNTAIN VIEW AVE
E MOUNTAIN VIEW AVE
KITTITAS HWY
W UMPTANUM RD
UMPTANUM RD
90
CANYON RD
City of Ellensburg Vicinity Map
Project Location
Ellensburg
N
0
0.25
0.5
1 Miles
Legend
Existing Fiber Cabinet
Existing Splice Case
New Splice Case
New Aerial Fiber
New Underground Fiber

DISTRESSED COUNTY SALES AND USE TAX INFRASTRUCTURE IMPROVEMENT PROGRAM APPLICATION

The Distressed County Sales and Use Tax Infrastructure Improvement Program supports improvements to infrastructure systems that foster economic development in Kittitas County. The goal is to create economic opportunity through Infrastructure investment.

APPLICANT INFORMATION

Applicant:	City of Ellensburg		
Contact Name:	Ben Faubion		
Address:	501 N Anderson St		
City:	Ellensburg	**WA Zip:**	98926
Telephone:	509-925-8612	**FAX:**	509-925-8662
E-mail Address:	faubionb@ci.ellensburg.wa.us		
Office Location:	Ellensburg WA		
Jurisdiction:	City of Ellensburg		
Funds Request:	$283,868		

APPLICATION THRESHOLDS

Applicant Check-off:	Requirement:
☒	**1. The project is improvement to an infrastructure system(s) linked to economic development.**
☒	**2. A detailed 8 ½ X 11” vicinity map that clearly shows the project is included in the application package.**
☒	**3. Distressed County funds are not being substituted for other funds that are already secured.**
☒	**4. The project involves traditional improvements, instead of “non-traditional” improvements eligible for “Enhancement” funding**
☒	**5. Applicant has submitted only one application this round.**
☒	**6. The local/regional economic development organization has been informed of the project.**

PROJECT BUDGET

Funding Sources	Preliminary Engineering Phase	Right of Way Phase	Construction Phase	Project Total	Is Funding Secured – Y or N?
Distressed County Funds Requested: __ **$283,868**____________________________	**$**	**$**	**$ 283,868**	**$ 283,868**	
Other Federal:$____________________________	**$**	**$**	**$**	**$**	
State:$______________________________	**$**	**$**	**$**	**$**	
Local Government:$ 28,386.80____________________	**$ 28,386.80**	**$**	**$**	**$**	
Private:$____________________________	**$**	**$**	**$**	**$**	
***Other**:$______________________________	**$**	**$**	**$**	**$**	
Project Total:	**$ 28,386.80**	**$**	**$ 283,868**	**$ 312,254.80**	
Distressed County Fund Matching Ratio:	**%**	**%**	**%**	**10%**	

***Please explain other type of Funding**: ____

____

PROJECT NARRATIVE

1. **Project Description: Describe the scope of work. Indicate the major work involved, including a brief comparison of existing and proposed conditions.**

   The proposed project would provide fiber connectivity to three geographic locations within the City of Ellensburg, as well as provide a connection to the wastewater treatment plant and a future traffic signal located at the intersection of University and Reecer Creek. This will require the installation of both above and below ground fiber, vaults, cabinets, and splice cases. There is currently no existing fiber telecommunications infrastructure to these geographic areas. Once infrastructure is complete these locations will be a more attractive option for businesses.

2. **Explain how the infrastructure project will help meet the economic development goals of your community and/or region. If this project is not done, will the anticipated private development still take place?**

   As demonstrated by the recent and ongoing pandemic, businesses are more and more dependent on technology and the internet for their day to day operations. Point of sale systems at local merchants are the norm as well as online commerce. By having safe, reliable Gigabit telecommunications, companies that are looking for remote office locations would look to Ellensburg for its great quality of life for their employees. By extending our network, we would be introducing Internet services into these neighborhoods that are not only significantly faster than DSL and cable, but more reliable. With more reliable fiber connections, businesses and individuals are far less likely to experience temporary blackouts that can halt productivity in vexing and expensive ways. This would give the city a favorable position in attracting businesses, who in turn would benefit from fast, reliable access to the internet, making them more productive. The vacant land within the proposed build areas would be more enticing to prospective developers and businesses with fiber connectivity right to their lots.

3. **Indicate if the project is consistent with the following applicable state, regional and local plans and prioritization processes:**

   ☒ **Overall Economic Development Plan – Officially Adopted: <u>December 18, 2017</u>**

   ☒ **Comprehensive Land Use Plan – Officially Adopted: <u>December 18, 2017</u>**

   ☒ **Capital Facility Plan – Officially Adopted: <u>December 18, 2017</u>**

   ☐ **Community Action Plan (or other community-based plan) – Officially Adopted_________________**

   ☒ **Six-Year Transportation Improvement Plan – Officially Adopted: <u>June 15, 2020</u>**

   ☐ **Site-specific development plans; e.g., Community Master Plan – Officially Adopted____________**

   ☒ **Other: <u>2018 EBDA ECONOMIC DEVELOPMENT STRATEGY AND ACTION PLAN / EBDA Broadband Study</u>**

4. **Public Benefit:**

Please describe the public benefit derived from project completion.

Being centrally located in the state, Ellensburg has the potential to become an economic player. It just needs investment in infrastructure that is enticing to tech workers and businesses around the state. By having Gigabit connectivity we are telling commerce that we are open for business. We are able to provide the infrastructure needed to companies that want a satellite office or have telecommuters, who would enjoy our quality of life. The proposal will greatly enhance these locations and should help entice economic growth to the area. Without these improvements we may remain a freeway stop farming town on the way to somewhere else. The city has experienced great benefits from the existing City owned fiber optic system in place which provides redundant and resilient fiber network connections for the NG911 Primary Access Point, Private networking and resilient gigabit internet for local Emergency Operations Centers, increasing public safety capabilities in our community, and redundant high capacity higher learning solution to Central Washington University. This grant would enhance these systems as well as the economic vitality to our community with the opportunity to further expand our broadband capabilities, and potentially improve the quality of life for our residents. Ellensburg was recently prioritized by the governor for economic development through the Opportunity Zones election process. Our proximity to the technology industry clusters in the Puget Sound area affords us a unique opportunity to grow this sector of our local economy. Robust broadband infrastructure along with Opportunity Zone benefits are critical to these efforts.

5. **Define the total number of project partners demonstrating project support.**

Our efforts are supported by Central Washington University, a community partner which has a vested interest in high speed internet access for their students, faculty and employees. The Ellensburg Chamber of Commerce, The Ellensburg Downtown Association, Ellensburg Rotary, and other organizations, business and individuals who support economic development in our town all understand the importance of internet access for economic growth and for future opportunities in our community.

6. **Explain how construction ready this infrastructure project is relative to design completeness and the permitting process.**

Gateway 1 is currently at 90% design. Bull Road Extension is at 90% design with permits secured from WSDOT for passing under I90. Gateway 2 is in the early design and planning stages but will be very similar to the Gateway 1 design.

7. **Indicate the Estimated Number of Short Term and/or Permanent Jobs Created/Retained by the Project.**

550

Currently there is approximately 330 acres of undeveloped land along the project areas. the 330 acres of undeveloped land can support 110 new businesses, assuming 3 acre lots. If these businesses employed an average of 5 employees each, the proposed project can support and serve approximately 550 employees.

Submit the original application to:

Kittitas County Department of Public Works
411 N. Ruby, Suite #1 Ellensburg, WA 98926

Applicant Certification

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

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

______________________________ ______________________________
Signature of Official Representative **Date**

Sponsoring Agency
(If Applicable)

______________________________ ______________________________
Signature of Agency Representative **Date**

______________________________ ______________________________
Typed or Printed Name **Date**

Associate Economic Development Organization Notification

The organization listed below has received notification of this project as demonstrated by the signature of the organization's representative.

____
Name of Organization

______________________________ ______________________________
Signature of Representative **Date**

KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS
DISTRESSED COUNTY INFRASTRUCTURE IMPROVEMENT PROGRAM
APPLICATION DUE DATES
FY 2021

Distressed County Infrastructure Improvement Program, applications are initially due to Kittitas County Department of Public Works for conceptual approval of the infrastructure project. Distressed County Infrastructure Improvement Program applicants are invited to appear at the COG meeting when the project's criterion is reviewed.

APPLICATIONS DUE	COG MEETING DATES
2021 Application due Date	Presentations during COG Meetings
February 17, 2021 …………………………………	**March 2021 COG Meeting**

**Funding available January 1, 2021

2021 DISTRESSED COUNTY SALES AND USE TAX INFRASTRUCTURE IMPROVEMENT PROGRAM AGREEMENT
BETWEEN KITTITAS COUNTY AND CITY OF ELLENSBURG

This Contract, dated _______________, 2021 is made and entered into by and between **KITTITAS COUNTY** ("County"), a subdivision of the State of Washington, and **CITY OF ELLENSBURG** ("Funding Recipient").

WHEREAS, the purpose of this Agreement is to provide for public facility construction and foster economic development opportunities within Kittitas County;

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

Section 1. Scope of Work.

a. Funding Recipient shall provide the services and staff described in its **Application for Funds** submitted to the Council of Governments, as **Exhibit "A"** which is attached hereto and incorporated herein by this reference.

b. Except as otherwise specifically provided in this Agreement, Funding Recipient shall furnish the following as required to perform the services, described in Paragraph (a) above, in accordance with this Agreement: Personnel, labor and supervision; technical, professional and other services. All such services, property and other items furnished or required to be furnished, together with all other obligations performed, or required to be performed, by Funding Recipient under this Agreement are collectively referred to herein as "Services."

Section 2. Payment.

a. As full compensation for satisfactory performance of the Funding Recipient Services, the County agrees to pay Funding Recipient the sum of two hundred eighty-three thousand eight hundred and sixty-eight dollars ($283,868.00).

b. Additional payment terms: The County will make payment to the Funding Recipient only on a reimbursement basis, as receipts for any items including marketing and/or advertising are submitted to the County.

c. Requests for reimbursements must be submitted to:

Kittitas County Public Works
Attn: Joyce White
411 North Ruby, – Suite 1
Ellensburg, WA 98926

joyce.white@co.kittitas.wa.us

d. Timely and accurate financial reporting is required for fund management by Kittitas County Department of Public Works. Financial reporting requirements for all grant awards are listed below:

1. Using Kittitas County Department of Public Works reporting forms, applicants will submit project status reporting forms within fourteen (14) calendar days from the end of the reporting quarter as specified below:

   - Quarter 1 ending date: March 31st
   - Quarter 2 ending date: June 30th
   - Quarter 3 ending date: September 30th
   - Quarter 4 ending date: December 31st

   Recipients may submit reimbursement requests on a monthly basis on Kittitas County Department of Public Works reporting forms.

2. Grant recipients who fail in meeting required reporting requirements are subject to having **funding withheld on the fifteenth (15th) day following the end of the reporting quarter**. Failure in submitting the required project status reports (two consecutive reporting cycles) may result in award cancellation upon COG review.

3. Financial reporting forms shall be signed by the identified grant official or designee.

Section 3. Performance by Funding Recipient.

a. Funding Recipient shall not (by contract, operation of law or otherwise) delegate or subcontract performance of any Services to any other person or entity without the prior written consent of the County. Any such delegation or subcontracting without the County's prior written consent shall be voidable at the County's option.

b. Funding Recipient shall at all times be an independent Funding Recipient and not an agent or representative of the County with regard to performing the Services. Funding Recipient shall not represent that it is, or hold itself out as, an agent or representative of the County. In no event shall Funding Recipient be authorized to enter into any Agreement or undertaking for or on behalf of the County. It is understood that the Funding Recipient and the Funding Recipient's staff and employees are not employees of the County and are not, therefore, entitled to any benefits provided employees of the County.

c. Funding Recipient shall comply with all applicable laws, ordinances, rules, regulations, orders, licenses, permits, and other requirements, now or hereafter in effect, of any governmental authority (including, but not limited to, such requirements as may be imposed upon the County and applicable to Services). Funding Recipient shall furnish such documents as may be required to effect or evidence such compliance. All laws, ordinances, rules, and orders required to be incorporated into agreements of this character are incorporated into this Agreement by this reference. Funding Recipient agrees to obtain all required licenses and permits, and further agrees to keep them in full force and effect during the term of this Agreement.

d. The County and the Funding Recipient agree that in fulfilling the terms and conditions of this Agreement neither shall discriminate on the basis of race, creed, color, national origin, age, sex, marital status, or the presence of a physical, sensory, or mental handicap.

e. The Services shall at all times be subject to inspection by and approval of the County, but the County's making (or failure or delay in making) such inspection or approval shall not relieve Funding Recipient of its responsibility to perform the Services in accord with this Agreement, notwithstanding the County's knowledge of defective or non-complying performance, or the substantiality or ease of discovering the same. Funding Recipient shall provide the County with sufficient, safe, and proper facilities and equipment for such inspection and free access to such facilities.

f. This contract is subject to review by any Federal or State auditor. Funding Recipient shall promptly furnish the County or its designee, or such Federal or State auditor with such information related to the Services as may be requested by the applicable governmental entity. Funding Recipient shall preserve and maintain all financial records and records relating to performance of Services under this Agreement for six (6) years after contract termination. For such duration after the County makes final payment of compensation due hereunder, Funding Recipient shall provide the County access to (and the County shall have the right to examine, audit and copy, with or without notice) all of Funding Recipient's books, documents, papers and records related to the Services or this Agreement.

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

h. The grantee shall obligate funding towards construction of the project no later than six months from the time of grant execution (providing the grantee has not submitted the project as being "banked" – COG Policy 2018-05). Obligation is expected to take two forms: consultant contracting or contractor award. Presuming the COG recommends a design only phase of a proposed Public Facility grant, obligation requirements are met on the date of grantee signature on consultant design contract(s). COG recommended construction awards will complete obligation requirements on the date of grantee signature on construction contracts. Failure in obligating grant awards within the prescribed timeframe results in the grant award being remanded back to COG for recommended re-purposing by the Board of County Commissioners.

i. The grantee is obligated to follow Public Facility Fund COG policies in effect at the time of grant award as reflected in the Resolution signature date authorizing recipient contracting. COG policies may be obtained from the Department of Public Works (509) 962-7523.

Section 4. Release, Indemnity, and Hold Harmless.

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

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

Section 5. Compliance with Public Records Law.

a. In compliance with Washington's public records law, the County will retain copies of any documents associated with this Agreement, which may be required by law unless legally exempt from such retention, for any applicable legally required retention period.

b. In the event a public records request is made to the County for documents created in relation to this Agreement, should legal uncertainty arise regarding the disclosability of any documents under federal or state public records laws, the County shall provide notice to Funding Recipient pursuant to Washington's public records act, chapter 42.56 RCW, to allow Funding Recipient to seek a court injunction.

c. The County specifically shall not be liable to Funding Recipient for the County's release under public records laws of any documents not protected by trademark, copyright or other law.

Section 6. Industrial Insurance Waiver.

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

Section 7. Insurance and Endorsements.

a. The County may require through a request in writing that the Funding Recipient provide the County with a certificate, binder, or policy of liability insurance, acceptable to the County in an amount specified by the County.

b. Such liability insurance shall be such as will protect Funding Recipient, its employees, agents and representatives, from all claims, losses, harm, costs, liabilities, damages and expenses arising out of personal injury (including death) or property damage that may result from performance of the Services or this Agreement, whether such performance is by Funding Recipient or any of its employees, agents or representatives.

c. Should the County require such liability insurance, the Funding Recipient agrees to provide proof of insurance prior to commencing performance of this Agreement.

d. Copies of the County's written request and the insurance documents provided by Funding Recipient shall be attached to this Agreement and by this reference will be made part hereof.

e. Where insurance is requested by the County, all liability insurance policies shall be endorsed to include the County as an Additional Insured and shall stipulate that the insurance afforded by the policies shall be primary insurance, and that any insurance, self-insured retention, deductibles, or risk retention trusts maintained or participated in by the Parties shall be excess and not contributory to any other insurance maintained by the County. Funding Recipient shall furnish the County a certificate of insurance with Endorsement as evidence that the required policies are in full force and effect.

Section 8. Termination.

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

Section 9. Miscellaneous.

a. Funding Recipient shall not (by contract, operation of law or otherwise) assign this Agreement or any right or interest in this Agreement without the County's prior written consent.

b. This Agreement embodies the entire Agreement between the County and Funding Recipient, and supersedes any and all prior oral or written communications, proposals, conditions, promises, representations, or understandings regarding the Services. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in a written amendment to the Agreement signed by both parties.

c. Notice for any purpose under this Agreement, except service of process, shall be given by the Funding Recipient to the Kittitas County Commissioners and the Kittitas County Public Works Director, 411 North Ruby, Suite 1, Ellensburg, WA 98926. For all purposes under this Agreement, any notice by the County to the Funding Recipient shall be given to the Funding Recipient's address provided on the signature page. Notice may be given by delivery or by depositing in the U.S. Mail, first class, postage prepaid, certified mail, return receipt requested.

d. The section and paragraph headings of this Agreement are for reference convenience only and are not intended to restrict, affect or be of any weight in interpreting or construing the provisions of such sections or paragraphs.

e. This Agreement may be executed in one or more counterparts and by facsimile, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

f. Funding Recipient warrants to the County that the individual signing on Funding Recipient's behalf has the requisite power and authority to enter into and to perform Funding Recipient's obligations under this Agreement. Funding Recipient further warrants to the County that Funding Recipient has made no misrepresentation or misleading statement in connection with this Agreement, and is not in violation of any applicable law, ordinance, or regulation the consequence of which will or may materially affect Funding Recipient's ability to perform its obligations under this Agreement.

g. If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect the other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

h. The exclusive venue for any action brought to enforce this Agreement or any of its terms shall be in Kittitas County, State of Washington.

KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS

____
Brett Wachsmith, Chair

____
Laura Osiadacz, Vice- Chair

____
Cory Wright, Commissioner

Dated: ____________________

Attest:

☐ Clerk of the Board- Julie Kjorsvik

____

☐ Deputy Clerk of the Board- Mandy Buchholz

____

APPROVED AS TO FORM:

____
Deputy Prosecuting Attorney

CITY OF ELLENSBURG

____
Representative

____
Address

____
Telephone

____
Email

Dated: ____________________

CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	June 21, 2021
Item Title/Agenda Subject:	Affirm PayGov.US contract for third party receipting
Submitted by:	Gloria Lanphere Finance Department
Recommended Action or Motion:	Affirm PayGov.US (PGV) for third party receipting

Background/Summary:

The City began accepting credit card payments through third party vendors prior to 2005. To ensure public funds are adequately safeguarded, the City establishes contracts with third party vendors. The contracts should be approved by City Council and contain specific terms and conditions. City Council has previously affirmed third party receipting contracts with Total Merchant Services and Sage Payment Solutions. The City is now seeking affirmation of a contract with PayGov.US as an additional third party vendor for other City departments to use in receipting electronic payments.

Third party receipting involves electronic payments collected by credit and debit cards or Automated Clearing House (ACH) transactions of electronic checks, Internet checks etc. These electronic payments are processed for the City by outside providers. This process is frequently used for online payments but is also part of our on-site payment process.

The requirements associated with third party receipting can be complicated and vary depending on the nature of the government, the vendor relationship, and the services provided. The guidelines established by the Washington State Auditor's Office (SAO) are intended to assist local governments using third party receipting to ensure that public funds are safeguarded and deposited on time.

Previous Council Action:

Approval of contracts with Total Merchant Services and Sage Payment Solutions in March, 2016.

Analysis:

The City has an established contract with PayGov.US, LLC (hereinafter PGV) as a third party cash receipting vendor. PGV has designed and developed a payment processing system for Government agencies, to include operator-assisted and Internet processing services to enhance the collection of payments or other obligations on a 24/7 basis. PGV charges the cardholder a convenience fee for transactions. PGV does not charge the City any fees for this service. Community Development, Public Works, Energy Services, and the Animal Shelter currently use PGV. The Police Department will begin using PGV. PGV has been verified with the PCI Security Council.

Financial Impact:	None at this time.

Attachments:
PayGov contract

PayGOV.US, LLC.
5144 E. Stop 11 Road, Suite #17
Indianapolis, IN 46237

AGENCY SERVICE AGREEMENT

THIS AGREEMENT effective 06/18/2018 by and between **PayGOV.US LLC (Hereinafter PGV)**, with its principal address at 5144 E. Stop 11 Road, Suite #17 and the City of Ellensburg MN **(Hereinafter The AGENCY)**, with its principal address at 501 N. Anderson, Ellensburg WA 98926 a month to month term cancelable by 30 days written notice by either party.

PGV has designed and developed a payment processing system for Government agencies, to include operator-assisted and Internet processing services to enhance the collection of Payments or other obligations on a 24/7 basis. The person wanting to pay an obligation to **THE AGENCY** by credit or debit card, or any of its departments, may do so by calling the **PGV** toll-free number, or logging on to the designated website link (where applicable), at no cost to **THE AGENCY. PGV** will charge the cardholder a 3.0% convenience fee for all POS, ONLINE, MOBILE or OVER THE PHONE IN OFFICE transactions. A minimum fee of $1.00 will apply for payments under $33.00. **PGV** will charge the cardholder a 4.95% convenience fee for all OPERATOR ASSISTED transactions. A minimum fee of $4.95 will apply. Service includes timely and accurate transaction processing, next business day reconciliation and funds transfer via ACH transfer, or check, from **PGV** to **THE AGENCY**.

PGV will be the provider of the agreed upon merchant services to the **AGENCY** for the awarded payment processing services during the period beginning on the date on which **PGV** and the **AGENCY** execute the Agreement. **PGV** agrees **THE AGENCY** is not responsible for any compensation for this service, nor shall **THE AGENCY** pay any associated operational costs, state or federal taxes on behalf of **PGV. PGV** accepts and agrees to perform all services associated with this agreement as an independent contractor and not as an employee of **THE AGENCY. PGV** and **THE AGENCY** each agree (i) to hold the other party's Confidential Information in strict confidence; (ii) not to disclose such information to any third parties without the prior written consent of the disclosing party or as required by law or regulation.

PGV will indemnify and save **THE AGENCY** harmless from any loss, cost damage, cardholder transaction disputes, charge-backs, and other expenses, including attorney's fees and litigation expenses, suffered or incurred due to **PGV's** negligence or failure to perform any of its obligations under this service agreement. **THE AGENCY** agrees to assist **PGV** with (i) any efforts necessary to facilitate collection of funds from any cardholder to include reinstatement of the obligation owed **AGENCY**; (ii) all cardholder information pertinent to any inquiry or dispute regarding payment made to the **AGENCY** via the services of **PGV**.

PGV represents it is qualified to perform the aforementioned services as outlined in this agreement, and that all work shall be accomplished in a workmanlike manner. **PGV** agrees to observe and comply with all federal, state, and local law in performing the services listed. This Agreement shall be governed by the law of the State of Washington.

The initial term of this Agreement shall be month to month. This Agreement shall automatically be extended for an additional one month terms at the end of each month and is cancellable by 30 days written notice by either Party. **IN WITNESS WHEREOF, AGENCY** and **PGV** have caused this Agreement to be effective on the date executed by **THE AGENCY.**

Reviewed and Approved:

~~John Akers~~ Terry Weiner
Asst City Manager
Date: 6-26-18

Laura J. Hiatt
PayGOV.US LLC.
Date: 06/18/2018

CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	June 21, 2021
Item Title/Agenda Subject:	Bid Award – Bid Call No. 2021-04 - 2021 CBD Alley Reconstruction Project
Submitted by:	Josh Mattson Public Works & Utilities
Recommended Action or Motion:	Award Bid Call No. 2021-04 to Central Paving, LLC, the lowest responsive and responsible bidder.

Background/Summary:

Bids were opened on Thursday June 3, 2021 for the 2021 CBD Alley Reconstruction Project. Central Paving, LLC was the low bidder in the amount of $61,505.00. Council is being requested to award the bid to Central Paving, LLC, the lowest responsive and responsible bidder.

This project will complete the reconstruction of approximately 6,000 square foot of alley, located between Main Street/Water Street, and 3rd Avenue/4th Avenue. The project will also consist of driveway approach and sidewalk improvements at both alley entrances.

Previous Council Action: No previous action on this item.

Analysis: Bids were solicited from contractors on the small works roster. The bids were received as follows:

Central Paving, LLC	$61,505.00
Western Excavating, Inc.	$66,992.00
Belsass & Smith Construction	$84,630.00
Engineer's Estimate	*$77,410.94*

The bid submitted by Central Paving, LLC is below the engineer's estimate.

Financial Impact: The following is a financial breakdown for the project.

- The total 2021 budget allocation for this project is $65,000 consisting of $50,000 budgeted in the Arterial Street Fund and $15,000 budgeted in the Sidewalk Fund.

- The low bid of $61,505.00, from Central Paving, LLC, is within the budgeted amount for the project.

University Way Banner Request Form

Contact Person: John Mounsey Phone Number: 509.963.1713

Name of Event/Program: CWU Orientation

Banner Dates (Monday-Sunday): June 28 - Aug 2, 2021

* Example of a correctly made banner.

☑ I have contacted the CWU Scheduling Center 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 though 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 service of adding wind flaps to your banner).

☑ I have contacted the City of Ellensburg for approval to hang this banner on the above dates.
City of Ellensburg: Phone 509-962-7204, Fax 509-962-7130, Email: renoc@ci.ellensburg.wa.us

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

We are posting an updated version of the sample image listed above.

* 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.

Updated 10.11.18

Central Washington University
University Way Banner Request Form

Name of Event/Program: Ellensburg Rodeo

Contact Person: Megan Meeks Phone Number: 509-962-7831

Banner Hang Dates (Monday-Sunday): Mon 8/30 - Tues 9/7, 2021

- [x] CWU Scheduling Center has reserved the banner dates.
  Phone: 509-963-1321 or 509-963-1641, Email: schedule@cwu.edu

- [x] 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 though it. No grommets.**
  - We recommend that wind flaps be cut into the banner to prevent wind damage

* Example of a correctly made banner.

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

Welcome Ellensburg Rodeo Parade Fans!

Important Notes:

Banners affiliated with University business have priority. Therefore, banners from non-University groups requesting dates that conflict with a University banner may be rescheduled

If your banner does not meet manufacturing specifications, we will be unable to process your request and the banner will not be hung

The CWU Scheduling Center will not be held responsible for any weather-related damage that occurs to your banner

For more information please contact CWU Student Union Operations & Scheduling Center at 509-963-1321 or 509-963-1641.

City of Ellensburg approved by: ______________________ Date: ______________

Disapproval/Reasons: ____

____

Updated June 8, 2021

University Way Banner Request Form

Contact Person: John Mounsey   Phone Number: 509.963.1713

Name of Event/Program: Wildcat Welcome/Move-in

Banner Dates (Monday-Sunday): September 13 - 24, 2021

* Example of a correctly made banner.

☑ I have contacted the CWU Scheduling Center 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 though 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 service of adding wind flaps to your banner).

☑ I have contacted the City of Ellensburg for approval to hang this banner on the above dates.
City of Ellensburg: Phone 509-962-7204, Fax 509-962-7130, Email: renoc@ci.ellensburg.wa.us

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

We are posting an updated version of the sample image listed above.

* 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.

Updated 10.11.18

CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	June 21, 2021
Item Title/Agenda Subject:	Amending the 2021 Park Acquisition and Development Fund #160 Budget
Submitted by:	Brad Case Parks and Recreation
Recommended Action or Motion:	Staff is requesting Council approval of a budget increase to the 2021 Park Acquisition and Development Fund #160 by $75,000.00 to complete a master plan update for Reed Park, and develop a final master plan and bid documents for Unity Park.
Background/Summary:	**Unity Park** In 2018 the City initiated work on the master planning for Unity Park, the future downtown park located on the corner of 4th & Pearl. The initial park planning work has been completed which includes the development of two concept park plans and community outreach. Work to be completed is the development of a final park plan and creating bid specifications for the project. The anticipated cost of this work is not expected to exceed $40,000.00. **Reed Park** In late 2020, Council authorized staff to initiate the process for developing a master plan for Reed Park. This was done at the request of park neighbors, continued issues related to traffic associated with the park and the behaviors and actions taking place at the park. The estimated cost of this work is $35,000.00.
Previous Council Action:	N/A
Analysis:	In order to complete both plans the City will need to hire the services of a landscape architect. The anticipated completion date for both projects is fall of 2021.
Financial Impact:	The Park Acquisition and Development Fund #160 has sufficient fund balance to cover the expense associated with this request.

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 CONTRACTIUAL 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.

Janice Pruie 6-14-21

AUDITING OFFICER DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **21ST DAY OF JUNE 2021.** THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE AB OVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund				**Total Amounts**
Check #'s	**153420**	TO	**153612**	$ 1,114,611.27
EFT #'s	**4879**	TO	**4907**	$ 1,021,894.38

Payroll Fund				**Total Amounts**
Check #'s	**95333**	TO	**95342**	$ 15,941.50
Direct Deposits	**62074**	TO	**62296**	$ 392,595.41

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST:

CITY CLERK

CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	June 21, 2021
Item Title/Agenda Subject:	Board and Commission Applications
Submitted by:	Laurie Gigstead City Manager Department
Recommended Action or Motion:	Conduct the introduction of Edward Bracken.
Background/Summary:	One person has recently applied to serve on the Senior Citizens Advisory Commission. As directed by Council, applications are presented to Council for consideration. The attached chart shows current vacancies and the applicant. A copy of the Application for Appointment is included with the agenda report.
Previous Council Action:	N/A
Analysis:	Edward Bracken has been invited to the meeting for introductions. There are currently two vacancies on the Senior Citizens Advisory Commission.
Financial Impact:	None.

Attachments:

B and C Agenda Report Chart 6-21-21
Edward Bracken Application

Boards and Commissions	Affordable Housing Commission	Arts Commission	Building Appeals Board	Civil Service Commission	Diversity, Equity & Inclusion Commission	Ellensburg Business Development Authority Board	Environmental Commission	Landmarks and Design Commission	Library Board	Lodging Tax Advisory Committee	Parks and Recreation Commission	Planning Commission	Public Transit Advisory Committee	Senior Citizens Advisory Commission	Utility Advisory Committee
MEMBERS	7	7	5	3	7	9	7	7	7	7	7	7	7	7	7
Residency Requirements	Y	N	N	Y	Y	N	Y	Y	Y	N	Y	Y	N	N	Y
Current Members within City Limits	6	2	0	3	6	3	6	6	5	4	5	7	7	3	7
Current Members Outside City Limits	1	5	3	0	1	5	1	1	2	3	0	0	0	2	0
Current Members Outside but in UGA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VACANCIES	0	0	2	0	0	1	0	0	0	0	2	0	0	2	0
APPLICANTS															
Edward Bracken														1st	

Laurie Gigstead

From:	noreply@civicplus.com
Sent:	Thursday, June 10, 2021 2:45 PM
To:	Laurie Gigstead
Subject:	[Ext] Online Form Submittal: Application for Appointment

Application for Appointment

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

Boards & Commissions	Senior Citizens Advisory Commission
Name of Applicant:	Edward Bracken
Address	
Mailing Address (If Different)	*Field not completed.*
City	Ellensburg
State	WA
Zip	98926
Email Address	
Phone Number	
Length of Residence in Ellensburg	50 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?	Yes
Occupation Status and Background:	I worked for 33 years as a Fish and Wildlife Biologist with Washington Department of Fish and Wildlife; I am currently retired.

Organization Affiliations:	Washington Native Plant Society St. Andrew Catholic Church
Why are you seeking appointment?	I have been participating in activities organized by the Adult Activity Center since 2016. Since 2017 I have been an instructor for the AAC's Moving for Better Balance program which is designed to improve balance and reduce falls in senior citizens.
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.*

Email not displaying correctly? View it in your browser.

CITY COUNCIL AGENDA REPORT

City Council Meeting Date: June 21, 2021

Item Title/Agenda Subject: Public Hearing (Legislative) to consider a Resolution adopting the City's Six-Year Transportation Improvement Plan (TIP) for 2022-2027 and provide an annual 'Complete Streets Update'.

Submitted by: Josh Mattson Public Works & Utilities

Recommended Action or Motion:

Adopt the proposed Resolution approving the TIP for 2022-2027 and authorize staff to submit listed projects for funding as grant opportunities become available.

Background/Summary:

The City is required by law to annually update its Six-Year Transportation Improvement Plan (TIP) and file a copy with the State as well as the Quad County Regional Transportation Organization. Also, in conjunction with the TIP, and in accordance with Section 4.05.090 of the Ellensburg City Code (ECC), staff is required to provide an annual 'Complete Streets' update.

Projects proposed in the TIP represent work remaining from previous plans, incorporates projects from the Comprehensive Transportation Plan, the Active Transportation Plan, and several major maintenance/asphalt overlay projects. The adopted TIP may be amended by resolution at any time during the year should changes be required or additional funding opportunities become available. Council can also add, delete, modify or move the priority of projects.

In 2016, Council adopted a 'Complete Streets' policy by Ordinance (Chapter 4.05 ECC). This Ordinance calls for an annual update in conjunction with the TIP. 'Complete Streets' is defined in ECC 4.05.020 as "a road that is designed to be safe for drivers, bicyclists, transit vehicles and riders, and pedestrians of all ages and abilities."

Previous Council Action: On June 15, 2020, Council conducted a public hearing and adopted the 2021-2026 Six-Year TIP through Resolution 2020-14. On December 21, 2020, Council conducted a public hearing and adopted a revised 2021-2026 Six-Year TIP through Resolution 2020-38. On June 7, 2021, Council conducted a public hearing and adopted the current revised 2021-2026 Six-Year TIP through Resolution 2021-19.

Analysis:

Attached is a matrix, Exhibit "A", of the proposed TIP showing transportation projects proposed for incorporation in the years 2022-2027. With Council's authorization, staff will submit grant applications to the various funding agencies as grant opportunities become available.

This TIP continues the overlay program on the arterial street system. Of the listed projects, numbers 7, 20, 27 and 34 are specifically asphalt overlay projects, and funding for these projects is proposed from state and federal grants and sales tax/gas tax contributions. Preservation of downtown streets is planned through the Downtown Slurry Seal project, number 18, through the application of a fine aggregate seal coat.

Project number 36, the 3rd Avenue Paverstone Sidewalks and Historic Lighting project, from Water Street to the Depot, was again included in the TIP per the 2014 year's request of the Landmarks and Design Commission. Project number 35, for a Multimodal Facility Study, is a placeholder that helps the City obtain transit center planning grant funds. This project is in support of a future transit center included in the 2020-2025 Transit Development Plan for Central Transit.

The City completed several projects in 2020 and currently has several other projects under construction that are consistent with the 'Complete Streets' goals and objectives of ECC 4.05.090. The 2020 completed projects included an asphalt overlay of Main Street from Mountain View Avenue to 3rd Avenue including ADA pedestrian curb ramp upgrades. The Willow Street Improvements project widened the street from Mountain View Avenue to Capitol Avenue and included new curb and gutter, sidewalks, bike lanes, street lighting, planting strips with street trees, curb ramp upgrades and crosswalks.

The 14th Avenue / Wildcat Way and 18th Avenue / Walnut

Street Signal/Channelization projects installed traffic signals at each intersection with dedicated left turn lanes, leading pedestrian interval crossing phases (providing an earlier start and better visibility for pedestrians to cross the intersection), illumination, curb ramp upgrades and improved channelization. Transit Capital Improvements included installation of ten shelters and four bus turnouts performed in conjunction with the City's annual Residential Sidewalk Repair project.

Projects planned for construction in 2021 are also included in the TIP attachment (Exhibit A) and shown as project numbers five through ten. The Cora Street Curb and Sidewalk project will install a new sidewalk on the west side of the existing Cora Street from 15th Avenue to the Palouse to Cascades Trail (PTC). This project will be completed by the Ellensburg School District in conjunction with their extension of Cora Street to access their two new elementary schools. The Helena Avenue Complete Streets Sidewalk Improvements will complete missing sidewalk gaps on the north side of the street from Water Street to Walnut Street and includes curb ramp upgrades, street lighting, a planting strip with street trees and a transit shelter. An asphalt overlay of Helena Avenue will also be performed in conjunction with this complete streets project.

The Main Street Corridor Safety Improvements project will complete upgrades to the existing traffic signals along Main Street at Manitoba Avenue, 3rd Avenue, 5th Avenue, 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 Avenue, new signal heads, upgraded vehicle detection, ADA improvements, and new signal cabinets at Manitoba Avenue and 3rd Avenue. Retiming and coordination of existing traffic signals along the Main Street, Water Street, and University Way corridors, will also be performed.

The Canyon Road / I90 Eastbound Ramps Intersection Improvements is a Washington State Department of Transportation project that is currently underway. A compact roundabout is being installed at the intersection, including pedestrian access improvements. The University Way and Reecer Creek Road Signalization project will install a traffic signal system at that intersection. The work also includes road drainage, concrete curb and gutter, concrete sidewalk, ADA compliant street crossing upgrades, guardrail improvements, and illumination system adjustments. These projects all have multiple elements that enhance Ellensburg’s overall ‘Complete Streets’ system.

Financial Impact: The “S” or “P” designation next to each project number, designates whether a project has Secured (S) or Potential (P) funding. The projects shown with secured funding are all included in the 2021-2022 Budget. The majority of the proposed plan relies on a combination of potential funding sources that include grants, motor vehicle fuel tax, federal allocations, sales tax and local improvement districts, etc.

Attachments:
Resolution - Six Year TIP 2022-2027
2022-2027 Six Year TIP Exhibit A
City of Ellensburgâ€™s 2022-2027 Six Year TIP

RESOLUTION NO. 2021-_____

A RESOLUTION adopting the City of Ellensburg's Six-Year Transportation Improvement Plan (TIP) for the years 2022 to 2027, inclusive, as recommended to the City Council by the Public Works and Utilities Department.

WHEREAS, a public hearing on the Plan was held before the Ellensburg City Council on June 21, 2021 in the manner required by RCW 35.77.010;

WHEREAS, the Six-Year TIP has been updated for 2022-2027 in accordance with the State requirements;

NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, DOES RESOLVE AS FOLLOWS:

<u>Section 1</u>. That the Six-Year Transportation Improvement Plan, attached hereto and incorporated herein as Exhibit A, for street and arterial street improvements for the years 2022 to 2027, inclusive, as now filed with the City Council of the City of Ellensburg, be and the same is hereby approved and adopted.

ADOPTED by the City Council of the City of Ellensburg this 21st day of June 2021.

____
Mayor

ATTEST: ________________________________
City Clerk

EXHIBIT A

CITY OF ELLENSBURG	PUBLIC HEARING DATE:		6/21/2021						
6-YEAR TRANSPORTATION IMPROVEMENT PLAN	ADOPTION DATE:		6/21/2021						
2022 TO 2027 (INCLUDES CURRENT WORK REMAINING IN 2021)	RESOLUTION NO.		TBD						
REVENUE BY YEAR (thousands)									
SOURCE	2021*	2022	2023	2024	2025	2026	2027		TOTALS
ARTERIAL STREET	559	95	300	100	105	105	410		1,674
REGIONAL STBG	555	0	0	0	490	0	540		1,585
SALES TAX RESERVE	64	947	998	100	700	300	945		4,054
FEDERAL SAFE ROUTES TO SCHOOL & PEDESTRIAN/BICYCLE GRANTS	0	0	195	570	625	500	0		1,890
WSDOT SAFETY PROGRAM	1,145	0	0	0	1,534	0	0		2,679
TRANSPORTATION IMPROVEMENT BOARD (TIB) - Grant Programs	620	925	350	1,884	750	2,956	1,111		8,596
DISTRESSED COUNTY SALES/USE TAX	65	160	0	100	0	0	375		700
1/4 CENT REAL ESTATE EXCISE TAX	65	333	15	180	15	285	15		908
MAP-21 TRANSPORTATION ALTERNATIVES PROGRAMS	35	368	0	0	0	1,050	0		1,453
DOE FISCAL YEAR WATER QUALITY GRANT	191	2,720	4,232	0	0	0	0		7,143
COUNTY LODGING TAX GRANT	0	67	0	0	0	0	0		67
LOCAL LODGING TAX FUNDS	0	66	0	0	0	0	0		66
STREET	0	0	0	104	0	0	0		104
TRANSIT	26	0	0	0	0	0	20		46
OTHER AGENCY	1,000	10	0	0	0	0	80		1,090
LOCAL IMPROVEMENT DISTRICT (LID) / DEFERRALS	0	0	0	0	200	765	600		1,565
TRAFFIC IMPACT FEES	15	785	0	1,370	700	866	826		4,562
NOT FUNDED	0	0	0	0	0	0	0		0
TOTAL REVENUE	**4,340**	**6,476**	**6,090**	**4,408**	**5,119**	**6,827**	**4,922**		**38,182**

EXPENDITURES BY YEAR (thousands)

	Funding (S/P)	PROJECT	2021*	2022	2023	2024	2025	2026	2027	*Future*	TOTALS
1	S/P	Bridge Inspections	5	5	5	5	5	5	5	*0*	35
2	S/P	Engineering Transfer	15	15	15	15	15	15	15	*0*	105
3	S/P	Signal Optimization	25	25	25	25	25	25	25	*0*	175
4	S/P	Alley Reconstruction (Annual)	65	65	70	70	75	75	80	*0*	500
5	S	Cora Street Curb/Sidewalk - 15th Avenue to Palouse to Cascades (PTC) Trail	375	0	0	0	0	0	0	*0*	375
6	S	Helena Ave Complete Streets Sidewalk Improvements - Water St. to Walnut S	540	0	0	0	0	0	0	*0*	540
7	S	Helena Ave Overlay - Water St. to Airport Road	495	0	0	0	0	0	0	*0*	495
8	S	Main St. Corridor Intersection Enhancements	1,145	0	0	0	0	0	0	*0*	1,145
9	S	Canyon/I90 EB Ramps-Intersection Improvments - Illumination/Rechannel/Sid	500	0	0	0	0	0	0	*0*	500
10	S	University Way and Reecer Creek Road Signalization	665	0	0	0	0	0	0	*0*	665
11	S	5th Ave. and Railroad Ave. Traffic Signal Installation	65	395	0	0	0	0	0	*0*	460
12	S	University Way Gateway - Nanum Street to Red Horse Diner	10	3,017	0	0	0	0	0	*0*	3,027
13	S	Alder St and 14th Ave Signalization - PTC Reconnect Trail from 14th to KVEC	185	1,425	0	0	0	0	0	*0*	1,610
14	S	Pfenning Road Shared Use Pathway	50	526	0	0	0	0	0	*0*	576
15	S/P	Capitol Ave Sidewalk Replacement - Main St. to Sampson St.	0	60	0	80	0	85	0	*0*	225
16	P	Large Scale Wayfinding Implementation Project	0	133	0	0	0	0	0	*0*	133
17	S	Sixth Ave Paverstone Walk & Angle Parking (N. of City Hall)	0	125	0	0	0	0	0	*0*	125
18	S	Downtown Slurry Seal	0	450	0	0	0	0	0	*0*	450
19	S/P	Alder St Sidewalk - One Side - Capitol Ave to 4th Ave	0	35	0	35	0	35	0	*0*	105
20	P	Water St. Overlay - University Way to Manitoba, Manitoba from Water to Main	0	0	1,180	0	0	0	0	*0*	1,180
21	P	1st Ave Sidewalk Improvements - Ruby St. to Sampson St. - North Side	0	0	195	0	0	0	0	*0*	195
22	S/P	University Way Gateway II - Vista Rd to east City Limits	200	200	4,600	0	0	0	0	*0*	5,000
23	P	Palouse to Cascades Reconnect Trail - Sanders to Airport	0	0	0	670	0	0	0	*0*	670
24	P	15th Ave Sidewalk Improvements - Cora St to Water St - North Side	0	0	0	154	0	0	0	*0*	154
25	P	Wildcat Way and 18th Intersection Enhancements	0	0	0	630	0	0	0	*0*	630
26	P	University Way and Water Street Intersection Enhancements and Widening	0	0	0	2,724	0	0	0	*0*	2,724
27	P	Canyon Rd./Main St. Overlay - Umptanum to Mtn View, 3rd Ave to University	0	0	0	0	740	0	0	*0*	740
28	P	Mountain View Ave and Ruby St Intersection Enhancements and Widening	0	0	0	0	2,434	0	0	*0*	2,434
29	P	Walnut St and 18th Bike Lane - Dean Nicholson to Alder St	0	0	0	0	125	0	0	*0*	125
30	P	University Way Sidewalks - Brick Rd. to Vista Rd.	0	0	0	0	1,700	0	0	*0*	1,700
31	P	Pfenning Rd Sidewalks - Vantage Hwy to 14th Ave	0	0	0	0	0	2,700	0	*0*	2,700
32	P	Industrial Way Improvements - LID	0	0	0	0	0	1,065	0	*0*	1,065
33	P	Canyon Rd and Umptanum Rd Intersection Enhancements and Widening	0	0	0	0	0	2,822	0	*0*	2,822
34	P	Vantage Highway Overlay - 100' E of Brick Rd to E. City Limits	0	0	0	0	0	0	950	*0*	950
35	P	Multimodal Facility Study	0	0	0	0	0	0	100	*0*	100
36	P	3rd Ave. Paverstone Sidewalks and Historic Lighting - Water St. to Depot	0	0	0	0	0	0	674	*0*	674
37	P	Capitol Ave. Improvements - Willow St. to Oak St.	0	0	0	0	0	0	1,271	*0*	1,271
38	P	Airport Rd Sidewalk Improvements - Dean Nicholson to N. City Limits	0	0	0	0	0	0	975	*0*	975
39	P	3rd Ave and Ruby St Intersection Enhancements	0	0	0	0	0	0	741	*0*	741
40	P	14th Ave and Wildcat Way Bike Lane - B St to University Way	0	0	0	0	0	0	86	*0*	86
41	P	Anderson/Umptanum/Railroad Ave. Road Widening/Overlay (Joint w/ County)								*10,000*	10,000
42	P	Chestnut St and Walnut St Bike and Ped Improvements								*263*	263
43	P	Brick Road Sidewalk Extension								*600*	600
44	P	Trail Connection - 5th Ave to University Way (near CWU)								*47*	47
45	P	5th and Ruby Intersection Enhancements and Widening								*741*	741
46	P	Helena Ave and Walnut St Intersection Enhancements and Widening								*740*	740
47	P	Helena Ave and Water St Intersection Enhancements and Widening								*936*	936
48	P	Manitoba Ave and Ruby St Intersection Enhancements and Realignment								*1,332*	1,332
49	P	University Way and Alder St Intersection Enhancements and Widening								*1,558*	1,558
50	P	University Way and Main St Intersection Enhancements and Widening								*3,338*	3,338
51	P	Water St and Bender Rd Intersection Enhancements								*966*	966
52	P	Airport Rd and Bender Rd Intersection Enhancements								*1,008*	1,008
53	P	Capitol Ave and Chestnut St Intersection Enhancements								*672*	672
54	P	Sanders Rd and Alder St Intersection Enhancements								*665*	665
55	P	Capitol Ave and Willow St Intersection Enhancements								*524*	524
56	P	Mountain View Ave and Bull Rd Intersection Enhancements								*681*	681
57	P	Anderson Rd and Umptanum Rd Intersection Enhancements								*1,252*	1,252
58	P	15th Ave and Cora St Intersection Enhancements								*432*	432
59	P	18th Ave and Alder St Intersection Enhancements								*720*	720
		TOTAL EXPENDITURE	**4,340**	**6,476**	**6,090**	**4,408**	**5,119**	**6,827**	**4,922**	***26,475***	**64,657**
		ARTERIAL STREET FUND BEGINNING BALANCE (01/01/2021))	1,347	903	923	738	753	763	773		
		EST. GAS TAX REVENUE & SCHEDULED SALES TAX TRANSFER	115	115	115	115	115	115	115		
		ARTERIAL STREET FUND ENDING BALANCE	903	923	738	753	763	773	478		

*Current year projects shown for accounting purposes.

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

CITY OF ELLENSBURG'S
COMPLETE STREETS ANNUAL UPDATE & SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) (2022-2027)

PART 1: COMPLETE STREETS UPDATE

2020 COMPLETED AND 2021 PLANNED TRANSPORTATION IMPROVEMENTS

PART 2: 2022-2027 TIP

PROJECT TYPE:

ANNUAL

2022 SUMMARY

STREET SURFACING

SIDEWALK/PATHWAY

INTERSECTION ENHANCEMENTS

STREET IMPROVEMENT

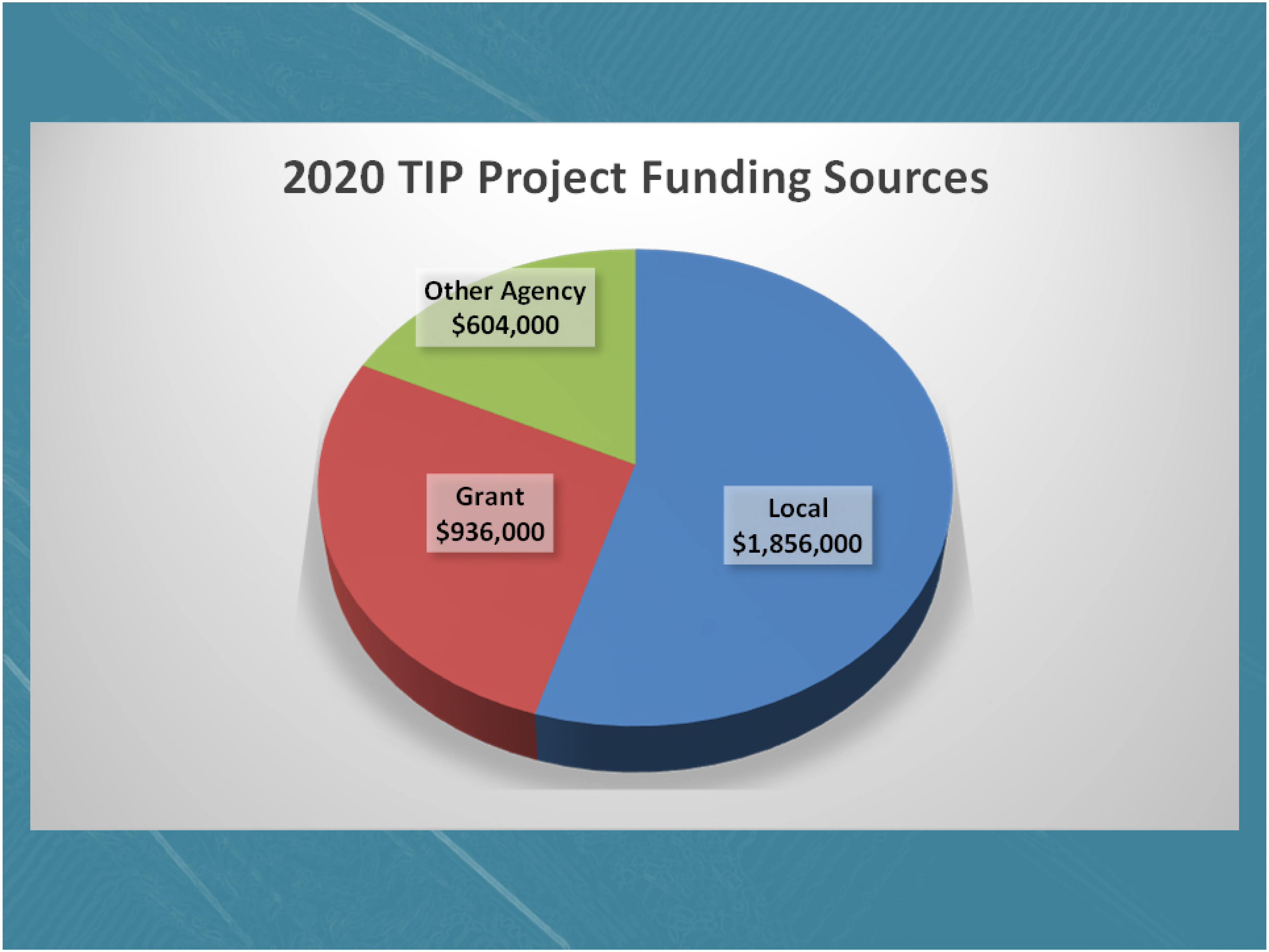
MULTIMODAL

Part 1: Annual Complete Streets Update

Per section 4.05.090 of the Complete Streets Ordinance, an annual report or summary to Council shall be completed in conjunction with our Six Year Transportation Improvement Plan (STIP) update.

2020 Completed Transportation Improvements

- Main St Overlay – Mtn View Ave to 3rd Ave
- Willow Street Improvements – Mtn View Ave to Capitol Ave
- 14th/Wildcat – Signal/Channelization
- 18th/Walnut – Signal/Channelization
- Transit Capital Improvements
- Annual Projects:
  - Residential Sidewalk Repair Project
  - CBD Sidewalk Repair Project
- Completed design for several other projects.


2020 TIP Project Funding Sources
Other Agency
$604,000
Grant
$936,000
Local
$1,856,000

Complete Streets and 2021 Construction Update

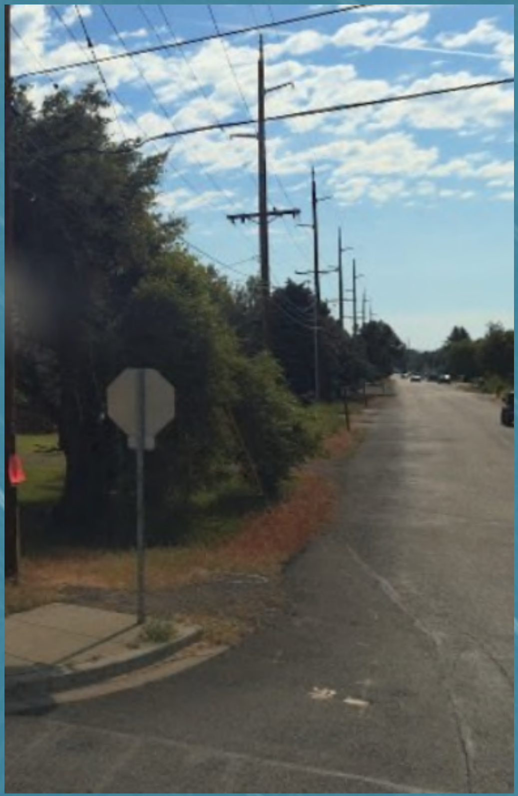
2021 Planned Transportation Improvements

- #5) Cora Street Curb/Sidewalk – 15th Ave to PTC
- #6) Helena Ave Complete Streets Sidewalk Improvements – Water St to Walnut St
- #7) Helena Ave Overlay – Water St to Airport Rd
- #8) Main St Corridor Intersection Enhancements
- #9) Canyon Rd / I90 EB Ramp Intersection Improvements
- #10) University Way and Reecer Creek Rd Signalization

Complete Streets and 2021 Construction Update

<u>#6) Helena Ave Complete Streets Improvements:</u> Complete missing sidewalk gaps on the north side of the street between Water St and Walnut St.

Includes curb ramp upgrades, street lighting, a buffer strip with street trees, stormwater improvements and a transit shelter.

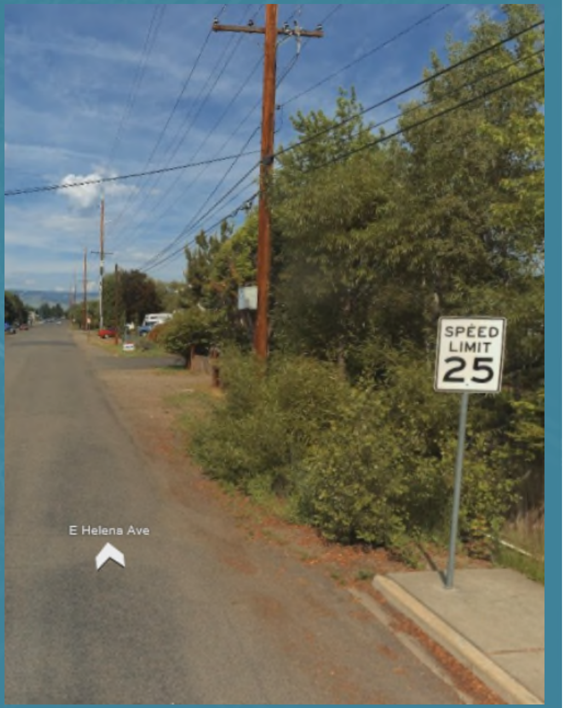


<u>Construction Schedule:</u>

- Construction is planned to start in 2021 or 2022

<u>Funding:</u>

- Total Project Cost: $500,000
  - Transportation Improvement Board (TIB) Complete Streets Award



Complete Streets and 2021 Construction Update

#7) Helena Ave Overlay:

Grind existing street and install a new running surface with an asphalt overlay from Water Street to Walnut Street.

Includes street markings, ADA sidewalk curb ramp upgrades as required.

Project Schedule:
- Construction is planned for 2021 or 2022

Funding:
Project Cost: $495,000
Local Funding

Complete Streets and 2021 Construction Update

#8) Main St Corridor Intersection Enhancements: This safety project will add protected left turn phases and pedestrian crossing improvements at Main Street's intersections with Manitoba Ave, 3rd Ave, 5th Ave, and University Way.

Includes upgraded video vehicle detection, new signal & pedestrian poles with signal heads as needed and improved coordination timing for University Way, Main Street and Water Street signals.

Will convert the last intersection in the City's signal system without vehicle detection at 3rd & Main to a fully actuated signal.

Project Schedule:

- Construct is underway.
- Phase 1 complete by August. Phase 2 by December.

Contractor:

- Neppel Electric & Control Co.

Funding

- Total Project Cost: $1,145,000
  - FHWA Fully Funded

Complete Streets and 2021 Construction Update

#9) Canyon Road / I90 Eastbound Ramps Intersection Improvements:

Install new compact roundabout, ADA curb ramp upgrades, sidewalk installation, and channelization.

Construction Schedule:

- Underway and planned for completion this summer

Funding:

- Total Project Cost: $500,000
  - WSDOT Fully Funded

Complete Streets and 2021 Construction Update

#10) University Way and Reecer Creek Road Signalization:

Install new traffic signal, protected left turn phasing, leading pedestrian intervals, curb ramp upgrades, street lighting, and channelization.

Construction Schedule:

- Construction planned for summer and fall of 2021

Contractor:

- Colvico Inc.

Funding:

- Total Project Cost: $665,000
  - STBG Grant: $555,000
  - Kittitas County: $110,000


2021 TIP Project Funding Sources
Local
$535,000
Other Agency
$985,000
Grant
$2,200,000

Part 2: 2022-2027 TIP

- Six Year Transportation Improvement Plans are required to be annually submitted to WSDOT in July of each year

- Most of the projects on the list do not have secured funding, and are dependent on receiving grant funds. Having projects on the plan will potentially help position them to be eligible for grants, as the funding opportunities become available.

- Funding status for each project is designated with an S or P:
  - S = Secured Funding
  - P = Potential Funding

- Amendments to the approved plan can be made through Council at any time throughout the year and submitted to WSDOT.

- The plan before you now is for 2022-2027.

2022-2027 TIP Annual Projects

<u>TIP Annual Projects</u>: These annual projects are itemized on the TIP since they are funded through the Arterial Street Budget.

#1) Bridge Inspections (S/P) - $3,000/year

#2) Engineering Transfer (S/P) - $15,000/year

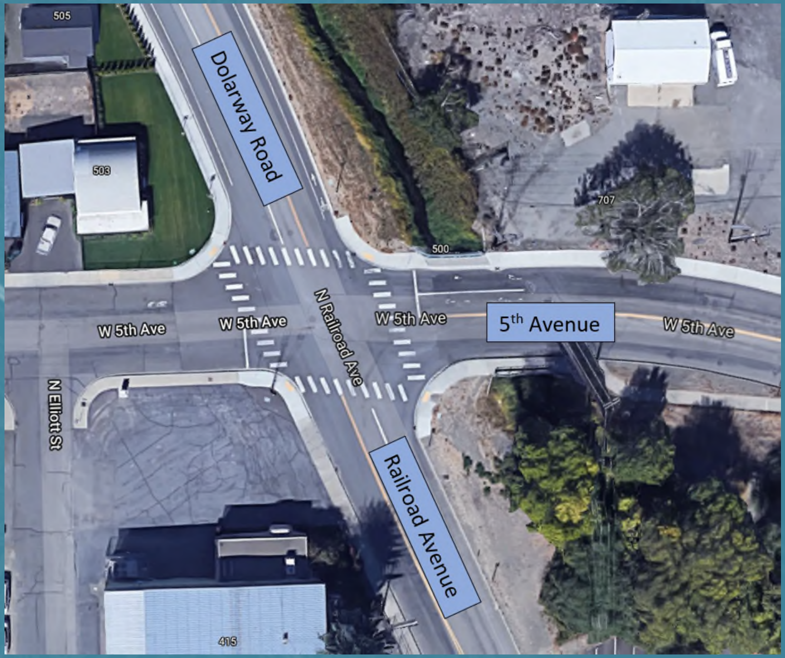
#3) Signal Optimization (S/P) - $25,000/year

#4) Alley Reconstruction (Annual) (S/P) - $65,000 to $80,000/year

2022-2027 TIP – 2022 Projects

#11) 5th Ave and Railroad Ave Traffic Signal Installation (S):

Install new traffic signals, protected left turn phasing, leading pedestrian intervals, curb ramp upgrades, street lighting, and channelization.



Construction Schedule:

- Construction planned for summer and fall of 2022

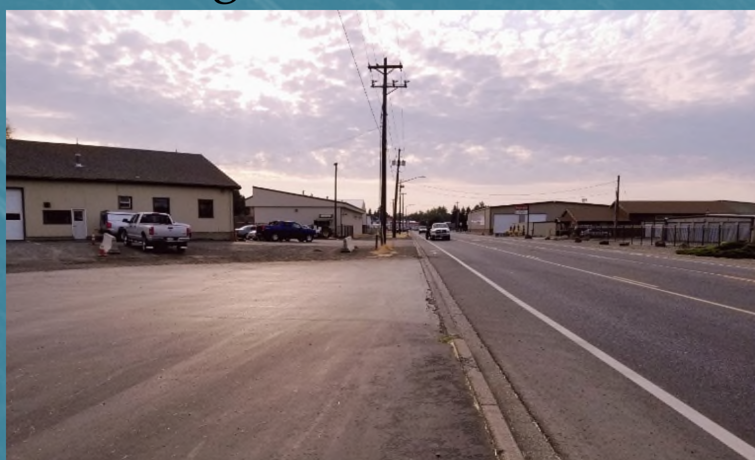
Funding:

- Total Project Cost: $460,000
- City's Traffic Impact Fee Fund: $235,000
- Distressed County Sales & Use Tax Grant: $225,000

2022-2027 TIP – 2022 Projects

#12) University Way Gateway (S): This stormwater improvement project will remove existing impervious asphalt adjacent to the existing street and install permeable concrete pedestrian pathways on the north and south sides with bio-infiltration swales from Nanum St to the Red Horse Diner.

Includes tree plantings, seven foot wide (north) and twelve foot wide (south) pedestrian pathways, bus stop turnouts, pedestrian crossings, and reconfigured street channelization.



Project Schedule:
- Design complete
- Construct in summer of 2021 or 2022

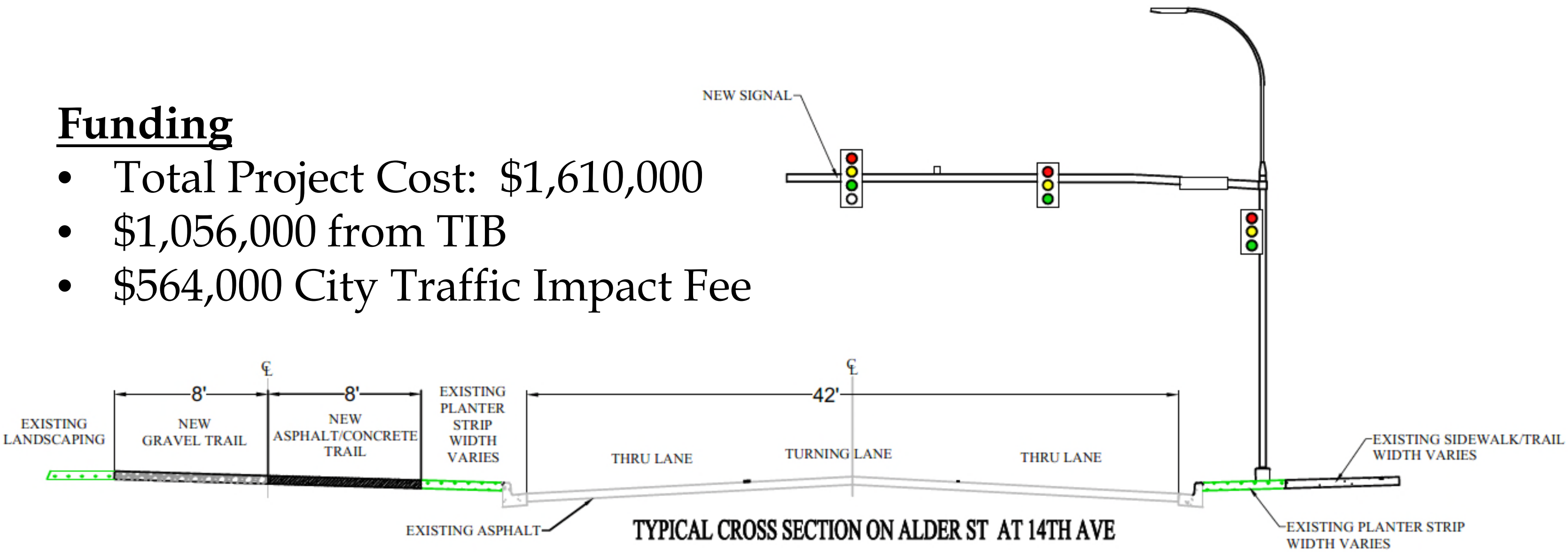
Funding
- Total Project Cost: $3,027,000
  - $2,543,000 from DOE
  - $484,000 local match

2022-2027 TIP – 2022 Projects

#13) Alder St & 14th Ave Signalization – Palouse to Cascades Reconnect Trail from 14th Ave to Kittitas Valley Event Center (S):
Install new traffic signals, protected left turn phasing, leading pedestrian intervals, curb ramp upgrades, street lighting, and channelization. Construct the PTC Reconnect Trail from 14th Ave/Dean Nicholson Blvd to the PTC trailhead at the KVEC.
Completes missing trail link between the Reconnect Trail and the PTC.

Project Schedule: Design summer and fall of 2021
Construct in summer of 2022

Funding
- Total Project Cost: $1,610,000
- $1,056,000 from TIB
- $564,000 City Traffic Impact Fee



TYPICAL CROSS SECTION ON ALDER ST AT 14TH AVE

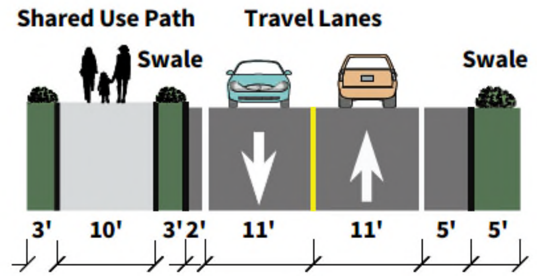
2022-2027 TIP – 2022 Projects

<u>#14) Pfenning Shared Use Pathway Rd (S):</u> Install ten-foot wide paved shared use pathway on the west side of Pfenning Rd from 3rd Ave to the PTC trailhead. Includes curb, gutter, buffer strip and stormwater facilities.

Connects to existing shared use pathway, sidewalks, and PTC Trail.

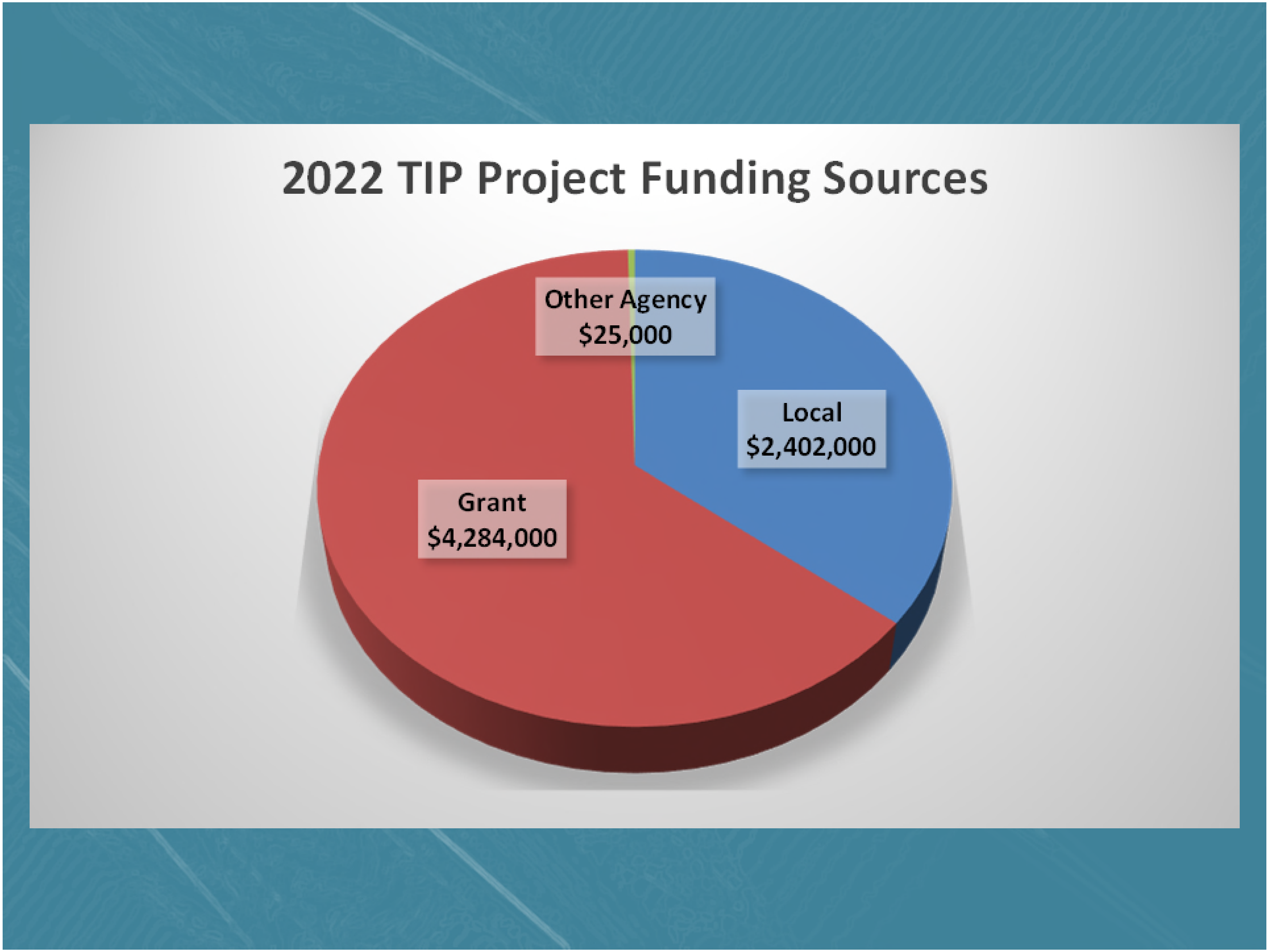
<u>Schedule:</u>

- Design in '21 & '22
- Construction in '22 or '23



<u>Funding:</u>

- Total Project Cost: $576,000
- $403,000 from Surface Transp. Block Grant (Secured)
- $173,000 from City and Kittitas County Match


2022 TIP Project Funding Sources
Other Agency
$25,000
Local
$2,402,000
Grant
$4,284,000

2022-2027 TIP – Street Surfacing Projects

<u>Street Surfacing for Pavement Preservation:</u> Street surfacing projects will apply an asphalt slurry seal or grind existing street and install a new running surface with an asphalt overlay. These projects also include street channelization and ADA sidewalk ramp upgrades as required.

STIP #	PROJECT	Year	Total $	Local $	Grant $
18	Downtown Slurry Seal	2022	450	450	0
20	Water St. Overlay –Univ. Way to Manitoba, Manitoba (Water to Main) (P)	2023	1,180	830	350
27	Canyon Rd./Main St. Overlay – Ump. to Mtn View, 3rd to Univ. Way (P)	2025	740	490	250
34	Vantage Highway Overlay - 100' E of Brick Rd to E. City Limits	2027	950	730	220

*Costs in thousands of dollars.

2022-2027 TIP – Sidewalk/Pathway Projects

Sidewalk/Pathway Projects: Sidewalk/pathway improvement projects will install, replace or upgrade existing curb, gutter and sidewalks or pathways. These projects also include ADA curb ramp upgrades, pedestrian crosswalk street markings and illumination as required.

STIP #	PROJECT	Year	Total $	Local $	Grant $	LID $	Other Agency $	Traffic Impact Fee $
12	University Way Gateway - Nanum Street to Red Horse Diner	2022	3,027	484	2,543			
13	PTC Reconnect Trail from 14th to KVEC	2022	805		523			282
14	Pfenning Shared Use Pathway	2022	576	158	403		15	
15	Capitol Ave Sidewalk Replacement - Main St. to Sampson St.	2022	225	215			10	
17	Sixth Ave Paverstone Walk & Angle Parking (N. of City Hall)	2022	125	125				
19	Alder St Sidewalk - One Side - Capitol Ave to 4th Ave	2022	105	105				
21	1st Ave Sidewalk Improvements - Ruby St. to Sampson St. - North Side	2023	195		195			
23	Palouse to Cascades Reconnect Trail - Sanders to Airport	2024	670	670				
24	15th Ave Sidewalk Improvements - Cora St to Water St - North Side	2024	154	154				
36	3rd Ave. Paverstone Sidewalks and Historic Lighting - Water St. to Depot	2027	674	134	540			
38	Airport Rd Sidewalk Improvements - Dean Nicholson to N. City Limits	2027	975		375	600		

*Costs in thousands of dollars.

2022-2027 TIP – Intersection Improvement Projects

Intersection Projects: Intersection improvement projects will replace/ upgrade existing traffic signals or install new improved intersection control. These projects may also include street widening, pavement markings for re-channelization, illumination, and ADA ramp

STIP #	PROJECT	Year	Total $	Local $	Grant $	Other $	TIF $
11	5th Ave. and Railroad Ave. Traffic Signal Installation	2022	460		225		235
13	Alder St and 14th Ave Signalization	2022	805		523		282
25	Wildcat Way and 18th Intersection Enhancements	2024	630	150			480
26	University Way and Water Street Intersection Enhancements and Widening	2024	2,724		1,884		840
28	Mountain View Ave and Ruby St Intersection Enhancements and Widening	2025	2,434	200	1,534		700
33	Canyon Rd and Umptanum Rd Intersection Enhancements and Widening	2026	2,822		1,956		866
39	3rd Ave and Ruby St Intersection Enhancements	2027	741				741

*Costs in thousands of dollars.

2022-2027 TIP – Street Projects

Street Projects: Street improvement projects aim to complete streets that have missing urban street components. These projects may include street widening, curb, gutter, sidewalk, illumination, signage, landscaping strips, stormwater , ADA upgrades and channelization.

STIP #	PROJECT	Year	Total $	Local $	Grant $	Deferral $	LID $
22	University Way Gateway II - Vista Rd to East City Limits	2023	5,000	400	4,600		
30	University Way Sidewalk - Brick Rd. to Vista Rd	2025	1,700	500	1,000	200	
31	Pfenning Rd Sidewalks – Vantage Hwy to 14^{th} Ave	2026	2,700	150	2,550		
32	Industrial Way Improvements - LID	2026	1,065	300			765
37	Capitol Ave. Improvements - Willow St. to Oak St.	2027	1,271	381	890		

*Costs in thousands of dollars.

2022-2027 TIP – Multimodal Projects

Multimodal Projects: Multimodal improvement projects aim to enhance and support other transportation modes including walking, cycling, commuting and local/regional transit. These projects may include transit capital improvements, transportation alternatives planning efforts, and multimodal facilities.

STIP #	PROJECT	Year	Total $	Local $	Grant $	Traffic Impact Fee $	Other Agency $
16	Large Scale Wayfinding Implementation Plan	2022	133	66	67		
29	Walnut St and 18th Bike Lane – Dean Nicholson to Alder St	2025	125		125		
35	Multimodal Facility Study	2027	100	20			80
40	14th Ave and Wildcat Way Bike Lane – B St to University Way	2027	86			86	

*Costs in thousands of dollars.

2022-2027 TIP

Staff Recommendations:

- Consider the Resolution to adopt the 2022-2027 Six Year TIP
- Authorize staff to submit listed projects for funding as grant opportunities become available.

CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	June 21, 2021
Item Title/Agenda Subject:	Resolution Declaring Concurrence with the Kittitas County Solid Waste Management Plan 2021 Update
Submitted by:	Hunter Slyfield Public Works & Utilities
Recommended Action or Motion:	Adopt the attached resolution declaring concurrence with the Kittitas County Solid Waste Management Plan 2021 Update.
Background/Summary:	Kittitas County Solid Waste (KCSW) is required to maintain a comprehensive Solid Waste Management Plan (SWMP) in accordance with RCW 70A.205.045. The plan, last updated in 2010, is required to be periodically reviewed and updated to reflect changes in solid waste operations and to plan for future operating conditions and program needs. KCSW, with guidance from the Solid Waste Advisory Committee (SWAC), have worked to update this plan in order to meet the State requirements. In 2019 House Bill 1543 (Sustainable Recycling) was signed into law. It established the Recycling and Development Center to expand regional markets for recycling and required the Department of Ecology to create and implement a Statewide Contamination and Recycling Outreach Plan (CROP). Counties with a SWMP and a population of more than 25,000 are required to develop and implement their own CROP or adopt the State's CROP by July 1, 2021. KCSW elected to develop a CROP concurrently with updating their SWMP in order to satisfy the requirements of RCW 70A.205.045(10). Concurrence of all cities and towns covered in the County SWMP is required when there is an official update or revision to the SWMP.
Previous Council Action:	At its October 17, 2011 Regular Council Meeting, City Council adopted Resolution 2011-30 concurring with the Kittitas County Solid Waste Management Plan 2010 Update.
Analysis:	Staff and Council have worked with the SWAC and the SWAC

subcommittee for recycling to provide input and guidance as part of the SWMP update process and development of the CROP.

The proposed 2021 SWMP update has been extensively reviewed by the Washington State Department of Ecology, the Recycling Development Center, the SWAC and the SWAC subcommittee for recycling. It is currently a draft which will become final when all cities and towns within Kittitas County have adopted resolutions concurring with the update.

Due to document length, a hard copy of the proposed SWMP may be viewed at the City of Ellensburg Public Works Department counter or by clicking the following link:

https://ci.ellensburg.wa.us/DocumentCenter/View/15022/Kittitas SWMP-Update_Revised_Agency_Review_Draft_2020-04-28

Financial Impact: There is no financial impact.

Attachments:
SWMP Concurrence Resolution
KCSW SWMP Letter

RESOLUTION NO. 2021-______

RESOLUTION DECLARING CONCURRENCE WITH THE KITTITAS COUNTY SOLID WASTE MANAGEMENT PLAN UPDATE 2021

WHEREAS, the Washington state Legislature, pursuant to the provisions of Chapter 70A.205 RCW enacted legislation the purpose of which is to establish a comprehensive statewide program for solid waste handling, and solid waste recovery and/or recycling which will prevent land, air, and water pollution and conserve the natural, economic, and energy resources of this state; and

WHEREAS, pursuant to the provisions of RCW 70A.205.040, each county within the state, in cooperation with the various cities located within such county, shall prepare a coordinated, comprehensive solid waste management plan; and

WHEREAS, pursuant to the provisions of Chapter 70A.205 RCW of the Revised Code of Washington and the Joint Solid Waste Disposal System Interlocal Agreement between the Cities, Town, and County, the following governmental entities have already agreed among themselves by actions of the governing authorities of the respective parties that there should be only one solid waste management plan to encompass the entirety of Kittitas County:

1. City of Ellensburg, a municipal corporation
2. City of Roslyn, a municipal corporation
3. City of Cle Elum, a municipal corporation
4. Town of South Cle Elum, a municipal corporation
5. City of Kittitas, a municipal corporation and,

WHEREAS, pursuant to Chapter 70A.205 RCW the Kittitas County Solid Waste Advisory Committee and Solid Waste staff have revised the Kittitas County Solid Waste Plan,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON:

In consideration of the premises and in further consideration of mutual agreements and covenants does hereby concur with the 2021 Revision of the Kittitas County Solid Waste Plan for the management of solid waste for the County.

ADOPTED by the City Council of the City of Ellensburg, Washington this 21st day of June, 2021.

____
Mayor

Attest: ____________________________
City Clerk

Kittitas County Solid Waste Programs
925 Industrial Way Ellensburg, WA 98926
Telephone: (509) 962-7542
Fax: (509) 962-7087

April 28, 2021

RE: Resolution Regarding Concurrence with the Kittitas County Solid Waste Management Plan Update 2021

Mayor Bruce Tabb & Jamey Ayling, Planning Division
City of Ellensburg
501 N Anderson Street
Ellensburg, WA 98926

The Kittitas County Solid Waste Advisory Committee (SWAC) along with the Kittitas County Solid Waste Programs Office (KCSW) have worked diligently to revise and up-date the Kittitas County Solid Waste Plan (The Plan) in accordance with the Revised Code of Washington Chapter 70A.205.045(10) and "best management practices" of the Washington State Department of Ecology.

In 2019 Governor Inslee passed House Bill 1543. The act created the Recycling and Development Center to expand regional markets for recycling commodities and required the Department of Ecology to create and implement a Statewide Recycling Contamination and Outreach Plan (CROP). The CROP intends to meet the requirement in RCW 70A.205.045(10) that counties with a population of more than 25,000, and cities within these counties with independent Solid Waste Management Plans (SWMP), include a CROP in their SWMP by July 1, 2021.

The updated Plan including the CROP as Appendix H, has undergone extensive reviews and has been approved by the Central Regional Office of The Washington Department of Ecology, Recycling Development Center and local SWAC. Also, in accordance with RCW 70A.205.045(10), we are attaching a copy of the newly revised and updated Kittitas County Solid Waste Plan for your review and subsequent concurrence. To that end, and for assistance, we are enclosing a sample resolution of concurrence with the updated Kittitas County Solid Waste Plan.

We anticipate completing the approval process within the next month. This will necessitate receipt of the Resolutions in the Solid Waste Offices no later than June 1st, 2021 if at all possible. If you have any questions or need additional information, please contact me at 509-962-7542.

Best Regards,

Patti Stacey

Patti Stacey, Solid Waste Director
Kittitas County Solid Waste Programs

MANAGER'S REPORT

DATE: June 21, 2021

TO: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

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1. Notice of Power Sale.

Staff is notifying City Council, as required by Chapter 9.80 of the Ellensburg City Code, of the sale of power to Chelan PUD. The remaining 1 MW purchase for delivery dates of 10/01/2021 to 9/15/2022 was remarketed to Chelan PUD for $39.30 per MWh for a total contract price of $330,120. The City's 1 MW purchase from Chelan began October 1, 2019 through September 15, 2022 at a fixed price of $33.65/MWh. 1 MW for FY2020 was sold back to Chelan PUD at $23.15/MWh. The FY2021 sell back of 1 MW was remarketed to Chelan PUD at $28.90/MWh.

2. Public Hearing Set for Site Specific Rezone.

Staff would like to advise Council that a closed record public hearing has been set for July 6, 2021 to consider application #P21-049, a Type IV Site Specific Rezone submitted by Sarah Bedsaul, property owner. The applicant seeks to rezone one parcel from Residential Suburban (R-S) to Residential Low Density (R-L). The property is located at 606 S. Tamarack Lane, in the City of Ellensburg, Washington, Kittitas County Assessor's Parcel Number: 935233. If the rezone is approved by Council following the closed record hearing, staff also requests Council proceed with first reading of an ordinance to implement the rezone.