

CITY COUNCIL AGENDA

January 16, 2024



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https://us02web.zoom.us/webinar/register/WN_XXWvTm9ISP-LpUnJP0IG5w

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AMERICANS WITH DISABILITIES ACT

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COUNCIL MEETING

GUIDELINES FOR PUBLIC PARTICIPATION

All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at www.ectv2.com or on YouTube at [ECTV Ellensburg](https://www.youtube.com/ECTV_Ellensburg). You may also attend by phone, only, and listen to the meeting by following the registration instructions under “Procedure for Remote Participation During Meeting” below. Once you register, you will be sent a meeting invitation with a phone number for the meeting.

Only persons attending the City Council meeting in-person may provide public comment on Non-Agenda Issues (Item No. 7), which is limited to a combined total of thirty (30) minutes unless Council votes to extend the time. For all other Agenda items, City Council accepts testimony or comments in person or via remote testimony for most other topics under the Regular Agenda. Testimony or comments will be accepted in the following manner:

SUBMISSION OF WRITTEN COMMENTS

- **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: cityclerk@ellensburgwa.gov. 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: cityclerk@ellensburgwa.gov. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.

PROCEDURE FOR REMOTE PARTICIPATION DURING MEETING

1. ***Advance registration is required to provide public comment or hearing testimony via remote meeting attendance.*** Anyone wishing to speak on items under the Agenda must register prior to 7 p.m. the day of the meeting. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).
2. **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.
3. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
4. **The Mayor will identify the agenda item** and ask if anyone wishes to speak on the matter.
5. Any interested person may provide comments, virtually, on any listed agenda items except under Item 7 for Non-Agenda Issues (see below). **Public comment on Item 7 for Non-Agenda items will only be accepted from persons attending Council meetings in-person**, i.e., Zoom comments are not accepted for **Non-Agenda Issues**.
6. If you wish to speak on an agenda item, you must:
 - a) **Wait to be called upon by the Mayor** using your name, e-mail, or phone number used to log in to the teleconference.
 - b) **Raise your “virtual hand”** in the corner of Zoom application on the computer screen or press *9 on your phone. Raising your hand signals the moderator that you wish to speak.
7. **Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.**

PROCEDURE FOR IN-PERSON PARTICIPATION (COUNCIL CHAMBERS)

- ◆ When recognized, approach the microphone provided on the right side of the room.
- ◆ Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.
- ◆ Each speaker's comments are to be limited to 3 MINUTES.
- ◆ Submit any written comments to the City Clerk.
- ◆ Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
- ◆ 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).

PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS

1. Each speaker's comments are to be limited to 3 MINUTES.
2. Speakers are cautioned not to engage in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting.
3. 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).
4. Speakers providing comments on Item 7, Non-Agenda Issues, may only address the Council on matters which concern the City's business or over which the Council has control, and must announce the topic upon which they wish to speak before making their comments.

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). Council may consider an item at a future meeting, thus you may wish to concisely state your concern and request placement of your matter on a future agenda. Staff will follow up with speakers as necessary.

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 (509) 925-8614.

PUBLIC HEARINGS

City Council accepts testimony or comments in person or via remote testimony on a particular subject schedule for Public Hearing. Council will consider all testimony, respond to any questions, and take action after the public hearing is closed. Testimony or comments will be accepted in the following manner:

1. When recognized,
 - If attending in the Council Chambers, approach the microphone provided on the right side of the room.
 - If attending remotely, raise your "virtual hand" in the corner of Zoom application on the computer screen or press *9 on your phone.
2. Please state your name, address, and whether you are representing only yourself or others.
3. Please limit your comments to 5 MINUTES.
4. Submit written comments to the City Clerk.

**CITY OF ELLENSBURG
CITY COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Tuesday, January 16, 2024
7:00 PM - Regular Meeting**

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (Public Comment Opportunity)

3. Awards and Recognitions

4. Approval of Agenda (No Public Comment)

5. Consent Agenda (No Public Comment)

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

5.A	Approve Minutes of January 2, 2024 Regular Meeting	6
5.B	Approve Minutes of January 2, 2024 Study Session	10
5.C	Acknowledge Minutes of Boards and Commissions	11
5.D	Accept the Resignation of Olene Togiallua from the DEI Commission	38
5.E	Project Acceptance for Bid Call 2022-08 for Mobile Data Collection System and ERT Programmers	39
5.F	City-County Library Services Agreement for 2024	41
5.G	Third Amendment to the Affordable Housing Agreement with 113 West Bender Road (Habitat for Humanity)	44
5.H	2024 Professional Services Agreement Between City of Ellensburg and Kittitas County Chamber of Commerce	50
5.I	Approve January 16, 2024 Voucher Listing	68

6. Petitions, Protests, and Communications

6.A	Recommendation of Appointment to Lodging Tax Advisory Committee (Public Comment Opportunity)	69
7.	Citizen Comment on Non-agenda Issues	
8.	Business Requiring Public Hearings	
8.A	Public Hearing (Legislative) to Consider Supportive and Emergency Housing Facilities Code Amendments and First Reading of Ordinance 4936 (Public Comment Opportunity)	73
9.	Introduction and Adoption of Ordinances and Resolutions	
9.A	Resolution 2024-01 for Allocation of 2024 Lodging Tax Funds (Public Comment Opportunity)	125
9.B	Resolution 2024-02 - Adoption of City's Sustainability & Energy Plan (Public Comment Opportunity)	129
9.C	Resolution 2024-03 to Reject All Bids for Bid Call 2023-19 Pfenning Road Shared Use Pathway (Public Comment Opportunity)	347
10.	Unfinished Business	
11.	New Business	
12.	Miscellaneous	
12.A	Manager's Report (No Public Comment)	350
12.B	Councilmembers' Reports (No Public Comment)	
13.	Executive Session	
13.A	Per RCW 42.30.110(1)(i), to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency	
14.	Adjournment	



CITY OF ELLENSBURG

Minutes of City Council, Regular Meeting

Date of Meeting

January 2, 2024

Time of Meeting

7:00 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

Pledge of Allegiance

The Pledge of Allegiance was led by Councilmember Goodloe.

1. Call to Order and Roll Call

- 1.A Oath of Office for Councilmembers Beauchamp, Elliott, Miller, and Thompson
The City Clerk administered the oath of office to councilmembers Beauchamp, Elliott, Miller and Thompson

- 1.B Call to Order and Roll Call
Roll Call Present: Sarah Beauchamp, Rich Elliott, Nancy Goodloe, Nancy Lillquist, David Miller, Joshua Thompson

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, City Engineering Manager Mayo, and approximately 15 members of the public.

Others present remotely via Zoom: two members of the public

- 1.C Elect New Mayor and Mayor Pro Tem
Mayor Lillquist opened nominations and nominated Councilmember Elliott for Mayor. With no other nominations, the Mayor closed nominations.

Councilmember Elliott moved to conduct election for Mayor by voice vote.

Motion Approved 6-0.

Motion to approve Councilmember Elliott as Mayor. **Motion Approved 6-0.**

Mayor Elliott opened nominations for Mayor Pro Tempore. Councilmember Goodloe nominated Councilmember Lillquist. With no other nominations, the Mayor closed nominations.

Councilmember Goodloe moved to conduct election for Mayor Pro Tempore by voice vote. **Motion Approved 6-0.**

Motion to approve Councilmember Lillquist as Mayor Pro Tempore. **Motion Approved 6-0.**

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda

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

5. Consent Agenda

5.A Approve Minutes of December 18, 2023

5.B Acknowledge Minutes of Boards & Commissions

5.C Kittitas County Noxious Weed Control Board Interlocal Agreement

5.D Bid Award – Bid Call 2023-16 University Way Overlay Cle Elum Street to BNSF Overpass

5.E 2024 First Choice Health Appendix D Fee Schedule/Performance Guarantees

5.F Approve Voucher Listing for January 2, 2024

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

6. Petitions, Protests, and Communications

7. Citizen Comment on Non-agenda Issues

- Paul Haaland, KC Railroad Historical Association President, spoke regarding their appreciation for inclusion of the Historical Railroad Association in the Rotary Park Master Plan
- Jeff Whitman, Ellensburg resident, spoke regarding removal of the bollards along Reed Park property and parking options for the American Legion
- Angie Lang, Ellensburg resident, spoke regarding changes to Reed Park
- Pat Kelleher, County resident, spoke regarding Unity Park and restrooms

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

10. Unfinished Business

11. New Business

11.A Review of Council Assignments (Public Comment Opportunity)

Councilmembers reviewed current assignments and council consensus was to change assignments as discussed and revisit when a new councilmember is appointed.

12. Miscellaneous

12.A Manager's Report (No Public Comment)

The City Manager reviewed the report and added that the Chamber will be holding a State of the Community event that the Mayor has been invited to speak at before the January 16, 2024 council meeting.

Council reviewed the proposed appointment process for Council position 3 and process for candidates. Council consensus was to distribute any correspondence received relating to candidates 24 hours before the meeting to all candidates and councilmembers. It was requested to set a special meeting for February 12, 2024. Councilmember Lillquist requested a questions on the application for community service experience.

Councilmember Lillquist moved to set a special meeting February 12, 2024 at 6:00 pm to interview council candidates for Council position 3 as discussed.

Motion Approved 6-0.

A letter of commitment for a grant proposal concerning Kittitas County Health Network was distributed to council, which committed a councilmember to participate in monthly meetings.

Councilmember Miller moved to authorize the Mayor's signature on the letter of support for Kittitas County Health Network. **Motion Approved 6-0.**

Per RCW 42.30.110(1)(b) an executive session was required and would last approximately ten minutes. No action would be taken.

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Miller commented regarding the Council's vote to decline remote public comment on non-agenda items.

Councilmember Miller moved that Council reconsider the portion of the Resolution for Council Rules and Procedures that deals with public comment on non-agenda items taken remotely. **Motion approved 6-0.**

- Councilmember Goodloe reported on the Kittitas County Council of Governments Resolution approved to support regional planning implementation
- Councilmember Lillquist commented on the councilmember selection process advertisement

13. Executive Session

- ### 13.A
- Per RCW 42.30.110(1)(b), to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

Council recessed to executive session at 8:03 pm and was anticipated to last approximately ten minutes. No action would be taken.

Council reconvened at 8:12 pm.

14. Adjournment

Meeting adjourned at 8:12 pm.

Mayor

ATTEST: _____
City Clerk



CITY OF ELLENSBURG

Minutes of City Council, Study Session

Date of Meeting

January 2, 2024

Time of Meeting

6:00 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

Study Session (No Public Comment)

Roll Call Present: Sarah Beauchamp, Rich Elliott, Nancy Goodloe, Nancy Lillquist, David Miller, Joshua Thompson

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, Energy Resources Manager Stanavich, Sustainability & Energy Coordinator Baker, City Engineering Manager Mayo and two members of the public

- A Sustainability & Energy Plan - Final Draft
Buddy Stanavich, Energy Resources Manager, introduced Nichole Baker, Sustainability & Energy Coordinator.

Christie Hoffpauer, with McKinstry introduced Louis Spanias, with Cumming Group, attending remotely, and reviewed information in a presentation to Council. Council asked questions and consensus was to include the amendment submitted by the Environmental Commission in the plan.

14. Adjournment

Meeting adjourned at 6:48 pm.

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Minutes of Affordable Housing Commission, Regular Meeting

Date of Meeting

November 1, 2023

Time of Meeting

4:30 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Chair Bedsaul called the meeting to order at 4:31 p.m.

Present: Sarah Bedsaul, John Perrie, Courtney Garzone, Dan Witkowski, Kim Funston, Sarah Beauchamp

Absent: Jordan Ruhle

Others Present: Jeremy Johnston; Community Development Planning Manager; Kathy Boots, Planning Technician; Dan Carlson; Community Development Director

2. Approval of Agenda

Perrie motioned to approve the agenda as presented. Motion passed 6-0

3. Approval of Minutes

Perrie motioned to approve the October 4, 2023 minutes as presented. Motion passed 6-0

4. New Business

-Joint Study Session Prep

Johnston reviewed the plan for the upcoming study session with the City Council on November 6, 2023 at 6:00 p.m. The study session is aimed at getting guidance on what affordable housing type and a timeline the City Council would like to see on the 1st & Pine parcel. The parcel has constraints. Commission members are encouraged to share their experiences and expertise. Johnston will send out a link to the Housing Action Plan.

Garzone relayed to the members the obstacles she sees in her work that students have regarding subsidized housing. There are several current subsidized housing complexes that are approaching the end of their contract for low income rates. The members brainstormed ways they can support developments to continue subsidizing housing units once their contract is over. Garzone will send out an article she saw about Ellensburg being one of the most expensive places to live besides ski resorts.

-Consider Authorizing Affordable Housing Commission Chair to Represent the Commission at League of Women Voters Program, The State of Affordable Housing in Kittitas County, to be held November 14, 2023, at Hal Holmes Center

Garzone motioned to approve Chair Bedsaul to represent the Affordable Housing Commission at the League of Women Voters meeting on November 14, 2023. **Motion passed 6-0.** Bedsaul explained some of the data she is putting together for the presentation. Bedsaul will send staff the PowerPoint of the presentation to be shared with the members. Johnston and Carlson plan to attend and are willing to help get data if needed. Johnston will check with the City Attorney to see if there is a limit of members that can attend or if multiple members can attend to listen to the multiple presentations.

5. Unfinished Business

None

6. Citizen Comment

None

7. Staff Update/Discussion Items

The Catherine Park project will be going before the City Council at their next meeting to discuss the updates regarding the irrigation ditch.

Carlson updated the members on the recent hire of the Grants & Housing Administrator, Lily Frey, who will be starting November 16, 2023. Frey will attend this Commission while being trained and, once trained, she will solely run the Commission.

8. Commission Representative Update

Garzone asked if there are any other City owned properties that could be supplied for Affordable Housing projects.

Bedsaul will reach out to Ruhle who has been absent for several meetings.

9. Adjournment

Meeting was adjourned at 5:04 p.m.



CITY OF ELLENSBURG

Minutes of Affordable Housing Commission, Regular Meeting

Date of Meeting

December 6, 2023

Time of Meeting

4:30 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Chair Bedsaul called the meeting to order at 4:31 p.m.

Present: Sarah Bedsaul, John Perrie, Courtney Garzone, Dan Witkowski, Kim Funston (4:32 p.m.), Sarah Beauchamp (4:34 p.m.)

Absent: Jordan Ruhle

Others Present: Jeremy Johnston-Community Development Planning Manager; Kathy Boots-Planning Technician; Dan Carlson-Community Development Director; Terry Weiner-City Attorney; Heidi Behrends Cerniwey-City Manager; Lily Frey-Housing & Grants Administrator

2. Approval of Agenda

Commissioner Garzone motioned to approve the agenda as presented. Motion passed 4-0

3. Approval of Minutes

a. November 1, 2023 Meeting Minutes

Commissioner Perrie motioned to approve the regular meeting minutes from November 1, 2023. Motion passed 4-0.

4. New Business

a. New Staff Introductions

Lily Frey; Community Development Housing & Grants Administrator, was introduced.

b. EcoNorthwest Sleep Center Presentation

EcoNorthwest gave a presentation to the Commission regarding their research regarding a sleep center. They researched different sites where it could be located, taking into consideration buffering options, access to public transit, access to general services, and City of Ellensburg land use code. They projected costs such as staff, security, utilities, fencing, building, and landscaping. The housing options that were considered were 25 pallet shelters or retro-fit Tuff Sheds that could be leased or owned by the City. There would be a building

that housed an office, common area for meals, storage, and bathrooms. Costs for yearly maintenance of the shelters and possible future expansion were considered. Moses Lake was consulted to get feedback on their shelters, and it was learned that they had some rot in their shelters. The City Manager stated there have been presentations to the Planning Commission, City Council, and open houses. Dave Sturgill stated the Kittitas County Homeless Committee has been part of this process and Kittitas County receives taxes that will be used to assist in funding this project. The amount of acreage needed was discussed. The operation of the facility will be decided through an RFP process.

5. Unfinished Business

a. Affordable Housing Joint Study Session Guidance

The guidance document was approved by City Council and will be included as part of the RFP application. A site plan is being worked on to help possible developers see the potential and limitations of the site.

6. Citizen Comment

None

7. Staff Update/Discussion Items

None

8. Commission Representative Update

Commissioner Ruhle has resigned from the Commission. The vacancy will be advertised.

9. Adjournment

The meeting was adjourned at 5:18 p.m.

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

December 12, 2023

3:00 PM

Zoom Only

1. Call to Order and Roll Call

The Chair called the meeting to order at 3:00 p.m.

Roll Call Present: Nancy Goodloe, Phil Backlund, Tylene Carnell, Kandee Cleary, Teresa Divine, Alex Mandujano, Amber Hoefer, Olene Togiallua, and Mayra Colazo.

Also present: Nicole Klauss, Public Information Officer (Recording Secretary); Ken Wade, EPD Police Chief; Eliann Carr, Crime & Intelligence Analyst; Buddy Stanavich, Energy Resources Manager; Nichole Baker, Sustainability Coordinator; Louis Spanias, Sustainability Plan Consultant; Lucinda Carnell, CWU liaison; Lily Frey; and 1 member of the public.

2. Approval of the Agenda

Chair Goodloe proposed moving items five to eight (previous meeting motions/to-do list, liaison reports, subcommittee reports, and committee reports) to the end of the agenda in the interest of getting through priority items. Commissioner Backlund moved to approve the amended agenda. Commissioner Carnell seconded the motion. All in favor. **Motion approved 7-0. Commissioner Colazo had not yet joined.**

3. Approval of Minutes from November 14, 2023, Meeting

Commissioner Hoefer moved to approve the minutes from the November 14, 2023, DEI Commission Meeting. Commissioner Cleary seconded the motion. **Motion approved 7-0. Commissioner Colazo had not yet joined.**

4. Presentations

A. EPD Safety Survey

Chief Ken Wade provided an overview on the EPD Safety Survey. Dr. Carr is EPD's new crime intelligence analyst and has experience doing community surveys. Dr. Carr is working with Dr. Cody Stoddard at CWU on the survey. The goal is to roll the survey out sometime in the next couple of weeks. Dr. Stoddard will assist in pushing it out to the CWU community. It will be pushed out by Facebook and other City platforms. The survey will be translated into Spanish. It will be open for 1 month.

The goal of the survey is to find out what the community's concerns are and then put out facts about those concerns.

There was a question from the commission about how EPD will reach diverse communities. There was a question from the commission about why people must be 18 to take the survey. There was a request to add more open-ended questions or comment areas throughout the survey rather than just at the end of the survey.

Klauss will provide contact information for Chief Wade & Dr. Carr to commission members for additional feedback.

B. Sustainability Plan Presentation

Buddy Stanavich provided information about the CCA, sustainability plan, and the assessment of vulnerable populations.

Commissioner Hoefer asked of the 312 survey responses what percentage were from a nondominant identity or vulnerable population. The survey did not track that information, but CETA requires reaching out to vulnerable populations, which is a separate process.

Commissioner Carnell asked about whether all 312 responses were in the City or if there were county residents included as well. Stanavich said the majority were City participants.

Goodloe said Stanavich is open to feedback/suggestions to make sure vulnerable communities in our city are being taken care of with our sustainability plan.

Commissioner Hoefer asked if there were roadmaps or milestones throughout the process where the City could check in with people disproportionately affected by the changes.

One of the requirements of CETA is a clean energy implementation plan, which is updated every four years. That is an opportunity to look ahead at achieving clean energy goals and show how the city is doing in meeting those goals, including not harming vulnerable populations.

9. New Business

A. Discuss Zoom Bombing

Klauss provided a background on the Zoom bombing issue at City Council meetings during the November-December meetings. The Council received a letter from concerned community members. The City is taking steps and is talking about additional ways to respond, but the Council wanted to get feedback from DEI Commission.

Goodloe said the State has a broad definition of hate speech. The things that were said did not meet that definition so Council could not cut speakers off because they were not breaking the law. What enabled staff to cut them off is their comments did not relate to the business of the City and that is part of the requirements during public comment.

Goodloe asked several questions of the commission. Question #1: Can we help mitigate the threat of these situations and if so, how?

The Commission did not like the idea of stopping public comment or doing away with Zoom. Emailing comments in ahead of time was a suggestion with the option to have them read at the meeting. There were comments about more process not solving the problem.

Commissioner Hoefer recommended the City Council model expectations and community standards. Instead of adding more barriers, the mayor could advise that the Council is against those values and here is what it means to be a part of Ellensburg.

Commissioner Carnell said hate speech could also be made in person too. It will never be completely gone, but we can minimize it with tools to shut it down early when it does happen. The Commission discussed having Council take timely action.

Question #2: How can Council effectively address the harm felt in the community when these situations occur?

The Commission suggested that the Council own mistakes and clearly articulate actions the Council will take moving forward.

Goodloe said there was a suggestion in the paper for the DEI Commission to be more involved in a response when it happens so they can address it quickly. The commission is interested in discussing what a rapid response process could look like. A rapid response team could include the mayor, manager, and DEI Commission members that could meet to develop a statement or response plan. The topic will be added to the January agenda.

B. Discuss Resolution

Goodloe said the proposed resolution for an inviting, equitable, and safe community is something she has wanted to do for a long time. The Zoom bombing opened door for possibly being able to get this passed as a response from Council. The Commission suggested a slight amendment to the resolution as presented.

Commissioner Backlund moved to approve the resolution with the changes Klauss and Hoefer will incorporate. Commissioner Cleary seconded the motion. **Motion approved 8-0.**

Due to the meeting running over the allotted time, the to-do list and previous motions review, liaison reports, subcommittee reports, commission member reports, staff report, and public comment were skipped.

12. Preview Next Meeting January 9, 2023

- Update 90-Day To-Do List: Review the one-year goals and decide if there are any that should be moved over to the next 90-day to-do list.
- Talk more about the rapid response team

Meeting adjourned at 4:42 p.m.

Nicole Klauss

Drafted: 12/13/2023

Approved: 1/9/2024



CITY OF ELLENSBURG

Minutes of Environmental Commission, Regular Meeting

Date of Meeting

October 18, 2023

Time of Meeting

5:15 PM

Place of Meeting

**Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Commissioner Wollman brought the meeting to order at 5:15 p.m.

Members Present: Christina Wollman, Andrea Sledge, Kristine Steinkoenig, Jess Black, Aaron Peterson

Members Absent: Jean Marie Linhart

Also present: Dan Carlson-Community Development Director; Laura Wilson-Planner; Kathy Boots-Planning Technician, Nancy Goodloe-DEI Commissioner; Amber Hoefer-DEI Commissioner; Adam Winn-City Council Liaison; Aaron Balagot-Mid-Columbia Fisheries; Megan Rivard-Pacific Education Institute

Commissioner Wollman motioned to excuse Jean Marie Linhart from the 10/18/23 meeting. Motion passed 6-0

2. Approval of Agenda

No change to agenda

3. Approval of Minutes

3.A July 19, 2023 Regular Meeting Minutes

Commissioner Sledge motioned to approve the July 19, 2023 regular meeting minutes. Motion passed 6-0.

4. Citizen Comment

Megan Rivard from Pacific Education Institute explained their non-profit organization and a combined effort on behalf of Ellensburg School District, the Ida Nason-Aronica school has started a pocket forest. There will be a presentation this Friday to show the thousands of plants in honor of Ida Nason-Aronica. Commissioner Sledge plans to attend.

5. New Business

5.A Mid Columbia Fisheries 2024 Water Quality Grant

Aaron Balagot of Mid-Columbia Fisheries gave a presentation on the Mid-Columbia 2024 Water Quality Grant application. He explained that there are currently 11 groups in the adopt-a-stream program of varying stream lengths to total 5.4

miles and they hope to get four more groups on board. There are fall and spring cleanups of weeds and brush along the streams. The organization provides tools and refreshments during the cleanups. Balagot discussed the goals of having more events, education, inclusiveness, and expansion. Balagot discussed in-kind donations. Wollman motioned to approve the 2024 Water Quality Grant application of \$10,000 to Mid-Columbia Fisheries as indicated in the application. Motion passed 6-0.

6. Bicycle Advisory

No update

7. Staff Update/Discussion Items

Harlin reminded the group that the IOOF is accepting bicycles to fix and give to FISH Food Bank to give away.

The Commission will be reviewing the results of the public survey regarding sustainability in an upcoming meeting.

The position of Sustainability Coordinator has not been filled.

7.A DEI Commission presentation

Nancy Goodloe and Amber Hoefer-DEI Commissioners, discussed their program. They strive to reach out to diverse populations to be included and reduce barriers whenever possible. Diverse populations are encouraged to be part of local commissions whenever possible. DEI partners with various agencies and the City Council.

8. Adjournment

Meeting adjourned at 6:00 p.m.



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

October 17, 2023

Time of Meeting

5:45 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Chair Redmon called the meeting to order at 5:45 p.m.

Present: Fred Redmon, Marty Blackson, Dorothy Stanley, Jeff Watson (recused himself from Grant application review and left meeting at 5:52 p.m.), Zane Kanyer, Cathy Poshusta

Absent: Andy Polak (excused- recused himself from Grant application review)

Others Present: Dan Carlson-Community Development Director, Stacey Henderson-Community Development Senior Planner Historic Preservation, Kathy Boots-Community Development Planning Technician, Monica Miller-City Council Liaison, Fenelle Miller (Public)

2. Approval of Agenda

Commissioner Stanley motioned to approve the agenda as presented. Motion passed 5-0.

3. New Business

3.A Review of 2024 City of Ellensburg Historic Preservation Grant Applications.

The Landmarks and Design Commission has a stipend for 2024 of \$18,908.62. Henderson reviewed the process and goals of the program.

1. The grant application from Richard Mack on behalf of the Independent Order of Odd Fellows was received on 8/30/23. The grant is proposing work to be done at 307 North Pine Street to consist of repairing and repainting the historic wood windows on the upper story and replacing only the glass. A Certificate of Appropriateness was approved for this work on October 3, 2023. The request is for \$11,760.00. \$500 in cash and a match of \$4,390.00 in-kind has been secured, for a total project cost of \$16,550.00. Richard Mack and Russ Humphrey were present and discussed the grant application and the history of the building.

2. The grant application from Jodi Polak was received on 8/31/23. The grant is proposing work to be done at 300 N Main Street to consist of replacing the

existing single pane storefront windows and door along the front of their building. The request is for \$17,500.00. \$2,391.40 in cash and a match of \$570 in-kind has been secured, for a total project cost of \$20,461.40. Jodi Polak was present and presented the proposed project including damage to the door, brick, outside plaster, and floor.

3. The grant application from Joe Chanes representing The Ellensburg Downtown Association and Kleinburg owners was received on 8/31/23. The grant is proposing work to be done at 307 North Pearl Street to consist of restoring a historic downtown mural. The request is for \$18,908.00. Joe Chanes arrived at 6:00 p.m. and presented the project. They have paid the artist \$1,479 to date and other funding is TBD, for a total project cost of \$48,900.00. Joe has secured a lift machine to use and paint donations totaling \$50,000. A go-fund-me account has \$8000 in donations. Chanes has a T-Mobile grant that is pending. The mural was approved by the Arts Commission on 5/11/23 and a Certificate of Appropriateness was approved on 7/5/23. He stated that if he does not get the full amount for the project he will continue to seek investors.

4. The grant application from Chris Gough was received on 8/31/23. Chris Gough arrived via zoom at 6:18 p.m. and reviewed the project. The grant is proposing work to be done at 309 W 5th Avenue to consist of 1. replacing windows and back door (last winter the utility bill was \$1300 a month) 2. The leak of the roof (which was repaired) created water damage to the drywall. Chris will be doing the labor himself on most of the project as in-kind and the company that gave him the quote for windows will drop their charge by \$10 an hour as an in-kind donation.

Public comment opened. Fenelle Miller submitted written comments prior to the meeting. Miller supports the IOOF and Shoudy applications. Miller would like a historic door replaced on the Shoudy home if possible. Miller stated the 300 N Main Street building is not a historic contributing building. Miller does not support the funds going to 307 N Pearl mural until more funding is secured. Richard Mack stated if they do not receive the full funding they will repair as many windows as they can. Gough emailed photos during the meeting which were shared with the Commission which showed the gap in the door. Gough liked the idea of a historical door. The Commission took a 5 minute break (6:39 p.m.) to complete scoring sheets. Public comment closed.

Commissioner Kanyer motioned to approve IOOF application in full (\$11,760.00) and Shoudy Mansion in full (\$6,000) with the balance of the funding to approve Polak's application by funding in-part (\$1,148). Blackson suggested dividing up the funding to be distributed between IOOF, Shoudy, and Polak so each receive 50% of project cost requested. Kanyer expressed full support of historic buildings that have been supported with prior funding to continue to be funded for preservation. After discussion, the Commission agreed to focus funding distributions to repair on building structures and not on the mural project. Commissioners expressed the mural project needs more funding secured.

Blackson motioned to approve the full funding amount of \$11,760 to IOOF, \$6,000 to Shoudy Mansion, and \$1,148 to Polak with Ellensburg Preservation Grant monies totaling \$18,908.62. Motion passed 5-0.

4. Citizen Comment

None

5. Staff Update/Discussion Items

5.A 2024 Work Planning Meeting

The next meeting, a work plan for 2024 will be developed along with a Certificate of Appropriateness. The second meeting in November will be cancelled. The First Railroad committee agreed to meet again. Henderson and Kanyer informed the Commission about their great Revitalize training experience. Stanley would like the link to the catalog of old wood windows. The 1897 maps are now available and have more extensive data.

6. Commission Representative Update

6.A EDA Update- Revitalize WA

No members present

7. Adjournment

Meeting was adjourned at 7:23 p.m.



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

November 7, 2023

Time of Meeting

5:45 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Present- Fred Redmon, Cathy Poshusta, Andy Polak, Dorothy Stanley, Marty Blackson, Jeff Watson

Absent: Zane Kanyer

Also present- Dan Carlson-Community Development Director, Jeremy Johnston-Community Development Planning Manager, Kathy Boots- Community Development Planning Technician; Monica Miller-Council Liaison

Commissioner Redmon called the meeting to order at 5:45 p.m.

2. Approval of Agenda

Commissioner Stanley motioned to approve the agenda as presented. Motion passed 6-0.

3. Approval of Minutes

3.A Review of October 3, 2023 Landmarks and Design Commission Minutes.

Commissioner Redmon motioned to approve the October 3, 2023, regular meeting minutes as presented. Motion passed 6-0.

3.B Review of October 17, 2023 Landmarks and Design Commission meeting minutes.

Commissioner Stanley motioned to approve the October 17, 2023, regular meeting minutes as presented. Motion passed 6-0.

4. New Business

4.A Public Hearing for Consideration of a Certificate of Appropriateness (COA) to install a removable panel system around the outdoor seating at 416 N. Main Street, submitted by Darren Nelson, agent for owner.

Appearance of fairness reviewed. Staff report read. Findings of Fact read. Staff

recommend approval with no conditions. Public comment opened. Darren Nelson presented his project. Commissioner Redmon asked a clarifying question. Public comment closed. Commissioner Watson motioned to approve the panel system as proposed, at 416 N Main St. Parcel ID #286933, with no conditions. No discussion. Motion approved 6-0.

5. Unfinished Business

5.A LDC Project Updates

Johnston stated he would be meeting with the Public Information Officer today to discuss updates to the website. He will be presenting a draft to the Planning Commission on November 9, 2023. Once the Planning Commission recommends approval to the City Council, it will be put on the City Council agenda and potentially adopted by the end of the year.

6. Citizen Comment

None

7. Staff Update/Discussion Items

7.A November 21, 2023 LDC Meeting Cancelled

The next meeting is December 5, 2023. Developing work goals will be the focus at the December 5, 2023, meeting.

8. Commission Representative Update

The First Railroad sub-committee will be meeting on November 8, 2023.

9. Adjournment

Meeting Adjourned at 6:00 p.m.



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

December 5, 2023

Time of Meeting

5:45 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Commissioner Redmon called the meeting to order at 5:45 p.m.

Present: Fred Redmon, Cathy Poshusta, Andy Polak, Dorothy Stanley, Marty Blackson, Jeff Watson, Zane Kanyer

Also Present: Stacey Henderson-Senior Planner- Historic Preservation; Kathy Boots-Planning Technician; Sadie Thayer

2. Approval of Agenda

Commissioner Watson motioned to approve the agenda as presented. Motion passed 7-0.

3. Approval of Minutes

- 3.A Review of November 7, 2023 Landmarks and Design meeting minutes.
Commissioner Stanley motioned to approve the LDC regular meeting minutes from November 7, 2023, as presented. Motion passed 7-0.

4. New Business

- 4.A 2023 Review
Staff member Henderson reviewed 2023 accomplishments. The Commission met 19 times in 2023. Three new Commissioners were appointed, 16 Certificates of Appropriateness, one Special Valuation, three approved preservation grant recipients, a subcommittee formed, and a training.
- 4.B 2024 Work Plan
Henderson presented items the Commissioners may want to continue working on in 2024 as part of their work plan:
-The First Railroad Survey Subcommittee will continue and bring back possible nominations to the Commission. The members can then decide how they would like to conduct outreach to owners, such as, in person or sending a brochure. A brochure for current inventory members and one for potential new inventory members may be needed.
-Staff are working on a draft website page which will be presented at the

January 2024 meeting.

- The group discussed outreach to the community about potential resources available if a structure is on the inventory. Members will identify groups they would like to do outreach to.

- A possible event sharing window preservation information

- Historic preservation activities in May

- Sadie Thayer stated May 4th, 2023, is the 135th anniversary of the Ellensburg fire and during preservation month she will have an event and possible scavenger hunt.

- CLG Grants in October

- The demolition code was presented to the City Council for first reading and is scheduled for a second reading on December 18, 2023

- Map project

4.C WISAARD Tutorial

A tutorial was shown on how to access information without logging on. Any changes can be sent to staff to update.

5. Unfinished Business

None

6. Citizen Comment

None

7. Staff Update/Discussion Items

December 19, 2023 meeting has been canceled

8. Commission Representative Update

Commissioner Stanley recommended going to the Ellensburg Public Library and reading "lost in america".

9. Adjournment

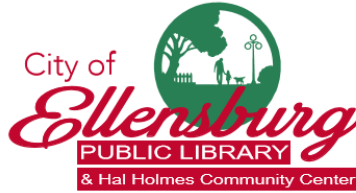
Meeting was adjourned at 6:45 p.m.

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

December 12, 2023

4:30 p.m.

Hal Holmes/ZOOM

Marty Blackson, Chair, term expires December 31, 2027

Loretta Gray, Secretary, term expires December 31, 2027

Mary Holmgren, term expires December 31, 2026

Andreina Delgado, term expires December 31, 2023

Melina Meador, term expires December 31, 2024

OPEN, term expires December 31, 2026

Mary James, term expires December 31, 2027

I. CALL TO ORDER

Blackson called the meeting to order at 4:40 p.m.

II. ATTENDANCE

PRESENT: Marty Blackson, Loretta Gray, Mary Holmgren, Mary James, Melina Meador

COUNCIL LIASON: Sarah Beauchamp

ABSENT: Andreina Delgado

VISITOR: None

STAFF: Josephine Camarillo

III. APPROVAL OF AGENDA

Motion made by James to approve the agenda, motion seconded, **motion approved**. Motion passed 5-0.

IV. APPROVAL OF MINUTES

Motion made by Holmgren to approve the November 2023 minutes, motion seconded, **motion approved**. Motion passed 5-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

Christmas cards were sent to staff thanking them for their great work.

VI. REPORTS

A. Director's Report for December: (1) Hiring taking place for Youth Services Assistant and Reference Specialist (2) KCRLB is working with CWU Lion Rock Series to host Roy Scranton as One Book One County Speaker. (3) Staff in Adult Services have been holding events and participating in trainings. (4) RJ's interview was published in CWU Pulse Magazine. (5) Technical services staff continue updating the collection, with more items deleted than added this month. (6) Youth Services have been preparing holiday programs. (7) With cleaned carpets, Hal Holmes continues to provide space for a variety of community events. This month saw more large community events than small private events. (8) Circulation is down a little compared with last month, but up compared to last year.

B. Budget Report: The budget is on track.

C. Friends of the Library Report: Several FOL members will be helping at the library birthday party.

VII. UNFINISHED BUSINESS

A. Plans for the Library Anniversary on January 20 were finalized.

B. Discussion of Library Board vacancy. Board will actively recruit potential candidates to apply.

VIII. NEW BUSINESS

A. None

IX. UPCOMING PROGRAMS/EVENTS

For November the following have been scheduled: (1) Noon Lunch Concert, (2) Library Book Club, (3) FOL Book Sale, (4) Children's Christmas Storytime, and (5) Puzzle Tournament of Champions.

X. UNSCHEDULED BUSINESS

None

XI. NEXT MEETING

January 9, 2024

XII. ADJOURNMENT

With no further discussion, meeting adjourned by Blackson at 5:01pm.

Respectfully submitted,
Loretta Gray, Secretary



CITY OF ELLENSBURG

Minutes of Lodging Tax Advisory Committee, Regular Meeting

Date of Meeting

October 4, 2023

Time of Meeting

2:00 PM

Place of Meeting

In Person and Remotely

1. Call to Order and Roll Call

Roll Call Present: Adam Winn, Marie Smith, Lacie Dawson, and Gemma Fortier. Absent: Steve Townsend. Also present: Cyndi LaChappelle-Mathis, Executive Assistant, Matt Anderson, Director of Tourism.

2. Approval of Minutes

Lacie Dawson moved to approve the September 6, 2023 minutes as presented. **Motion approved 4-0.**

3. New Business

A. Confirm the City of Ellensburg's Allocation for the CLTAC. Marie moved to approve the City of Ellensburg's thirteen percent (13%) allocation for the consolidated process in the amount of \$87,753.25 based on 2022 revenues of \$675,026. **Motion approved 4-0.**

B. Request to set a Special Meeting for review of the ratings of the Consolidated Lodging Tax applications. By consensus of the LTAC, a special meeting to review the CLTAC ratings was set for 10/23/2023 beginning at 2:00 p.m. as well as a follow-up meeting, if needed, for 10/24/2023 beginning at 3:00 p.m. Adam and Steve volunteered to continue to represent the City at the CLTAC meeting in December.

4. Unfinished Business

4.A. Tourism Report

Matt gave an update on weekend events and provided ads which will run to promote **Fall** events in Ellensburg. Matt reviewed the analytics.

4.B. Revenues and Expenses

Information acknowledged and discussed.

5. Citizen Comment None.

6. Adjournment

With no further business, the meeting adjourned at 2:24 pm.

The next regular meeting is scheduled for November 1, 2023.

Cyndi LaChappelle-Mathis

Drafted: 10/4/2023

Approved: 1/3/2024



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Lodging Tax Advisory Committee, Regular Meeting

October 23, 2023

2:00 PM

Council Conference Room 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present: Adam Winn, Marie Smith, Lacie Dawson, Gemma Fortier, and Steve Townsend. Also present: Cyndi LaChappelle-Mathis, Executive Assistant

2. Approval of Minutes

No discussion. Minutes will be approved at the next meeting.

3. New Business

A. Review and Rating of the Consolidated Lodging Tax Grant Applications for 2024

Funding. Members reviewed and discussed the application rating averages and submitted to the County via website. Steve Townsend moved to accept CLTAC scores as submitted to the County on October 23, 2023. **Approved 5-0.**

Adam Winn, Marie Smith and Steve Townsend will represent the City at the Consolidated LTAC meeting in December.

The Special Meeting scheduled for October 24, 2023 at 3:00 p.m. will no longer be needed and is cancelled.

Tabletop discussion to change LTAC Meetings from every month to every other month beginning January 2024. **Approved 5-0.**

4. Correspondence and Public Comment

None

5. Adjournment

With no further business, the meeting adjourned at 4:04 pm.

Respectfully Submitted,
Cyndi LaChappelle-Mathis
Drafted: 10/23/23
Approved: 1/3/2024



CITY OF ELLENSBURG

Minutes of Lodging Tax Advisory Committee, Regular Meeting

Date of Meeting

November 14, 2023

Time of Meeting

1:09 PM

Place of Meeting

Council Conference Room 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present: Marie Smith, Lacie Dawson (remotely), Gemma Fortier, and Steve Townsend. Also present: Cyndi LaChappelle-Mathis, Executive Assistant

Absent: Adam Winn

2. Approval of Minutes

No discussion. Minutes will be approved at the next meeting.

3. New Business

A. Review and Provide Funding Recommendations for the CLTAC. Members reviewed and discussed the application funding.

Marie Smith moved to approve the CLTAC funding presented and submit to the County via email. **Approved 4-0.**

4. Correspondence and Public Comment

None

5. Adjournment

With no further business, the meeting adjourned at 1:17 pm.

Respectfully Submitted,
Cyndi LaChappelle-Mathis
Drafted: 11/14/23
Approved: 1/3/2024

**Parks & Recreation Advisory Commission
Meeting Minutes – October 11, 2023**

DATE OF MEETING: October 11, 2023
MEMBERS PRESENT: Nikki Pollock, Frana Milan (remote), Nick Zentner, Ali Brown, Casey Fiske (remote), Marion Gonzalez, Jackie Adams
OTHERS PRESENT: Parks & Recreation Director Case, City Manager Heidi Behrends Cerniwey, approximately 45 members of the public
LOCATION: Meeting was held in the City Council Chambers and Remotely

CALL TO ORDER – Meeting called to order at 5:30pm

MEETING MINUTES – Minutes from the September 13, 2023 meeting were approved with one edit reflecting that Commissioner Adams attended the meeting remotely.

NEW BUSINESS

Park Partnership Program – The City received three proposals through the Park Partnership program. This year's program has \$18,908.62 available, the three projects requested a total of \$29,400.00.

Splash Pad Feasibility and Design - Acknowledging the need for as many options as possible for children and families to have healthy recreational activities, Kittitas Valley Healthcare is proposing to execute a feasibility study and design work necessary to move towards the instillation of a splash pad at a city owned park. During the grant period, KVH will hire a consultant to complete the study and the design work. Additionally, KVH will seek partnerships, community buy in, and grant and other capital funding opportunities to complete construction of the project. Funding request of \$10,000.00

Ellensburg Pickleball Club (EPiC) – EPiC's proposal calls for 1) Repairing cracks and resurfacing the West Ellensburg courts; 2) Adding more wind screens to the chain link fencing, completing the park partnership project started in 2023; 3) Adding sturdy benches on east side of new fence at West Ellensburg courts; 4) Purchasing a storage shed/container for the West Ellensburg Park courts. Funding request of \$17,900.00.

Wippel Community Garden - Preparing the Wippel Community Garden for first full operating year by providing safe accessible garden hose storage, five more elevated ADA raised beds, and wooden sideboards to hold staged bulk material: gravel/wood chip/soil. Funding request of \$1,500.00.

Commissioner Pollock made a motion that was seconded by Commissioner Gonzalez to allocate funding in the amount of:

Project	Recommended Funding Amount
Community Garden	\$1,500.00
KVH Splash Pad Feasibility	\$10,000.00
Ellensburg Pickleball Club	\$7,408.62

All in favor.

UNFINISHED BUSINESS

Reed Park Master Plan Review –Staff went through a power point presentation recapping the history of the Reed Park master planning process and the park plans which have been developed and considered including two new options, E. & F. An open house is scheduled for October 18, 2023 from 6:30pm-8pm for the community to provide feedback on park plan options A., D., E., & F.

The Commission opened the floor for public testimony on the park plans. Most of the community feedback focused on keeping the overlook parking, preserving parking near the American Legion, safety concerns about the location of the park restroom in relationship to the Legion building, and a general desire for the City not make any changes to the park.

The Commission thanked the public for their comments and input.

Rotary Park Master Plan

Staff reviewed the Rotary Park draft final plan. Based on community and stakeholder feedback; the number of new pickleball courts was increased from 4 to 8 (West Ellensburg Park), the fieldhouse building was shifted east to allow for additional parking closer to the existing youth baseball/softball four plex, all baseball and softball fields have field lighting and synthetic turf infields, the splash pad and new playground has been moved west of the fieldhouse closer to the baseball/softball fields, and the riding railroad is still included in the plan.

A preferred plan will be presented to the Commission for their recommendation at their November 8, 2023 meeting.

CITIZEN COMMENT ON NON-AGENDA ITEMS

Natasha Norwood discussed her concerns about the city policy, and state law, allowing people to use the locker rooms at the Kittitas Valley Memorial Pool and Fitness Center which align with their gender identity. Ms. Norwood would like to see additional showers at the facility and signs posted notifying the public that they may encounter transgender individuals in the locker room.

MEMBER UPDATES

Commission Chair Brown talked about the improvements taking place at Wippel Park and how wonderful the park was coming along.

Commissioner Gonzalez said how much she enjoys living near Mt. View Park.

Meeting adjourned at 7:55pm.



CITY OF ELLENSBURG

Minutes of Planning Commission, Regular Meeting

Date of Meeting

November 9, 2023

Time of Meeting

5:45 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Commissioner Padjen called the meeting to order at 5:45 p.m. Commissioner Delano motioned to approve excused absence of Sathy Rajendran and Sigrid Davison. Motion passed 4-0.

Present: Ed Harrel, Delano Palmer, Fred Padjen, Geraldine O'Mahoney

Absent: George Bottcher, Sathy Rajendran (excused), Sigrid Davison (excused)

Also Present: Jeremy Johnston-Community Development Planning Manager; Dan Carlson-Community Development Director; Terry Weiner-City Attorney; Kathy Boots-Planning Technician, Stacey Henderson-Historic Preservation Senior Planner (arrived via Zoom 5:50 p.m.); Laura Wilson-City Planner (present 6:00 p.m.-6:30 p.m. approximately); Rich Elliott-Council Liaison (arrived via zoom 6:20 p.m.); Steve Willard (arrived 7:48 p.m.)

2. Approval of Agenda

Commissioner Delano motioned to approve the agenda as presented. Motion passed 4-0.

3. Approval of Minutes

Commissioner Harrell motioned to approve the September 28, 2023 minutes as presented. Motion passed 4-0.

4. New Business

4.A Public Hearing to Consider 2023 Land Development Code Amendments (second round)

Johnston presented his staff report for the 2023 Land Development Code Amendments (second round), including SEPA and notifications to the Washington State Department of Commerce and the Daily Record.

Item 23-01 – This item was proposed by Community Development and City Management. This amendment will reassign the responsibility of Conditional Use decisions to the City of Ellensburg Hearing Examiner.

Johnston presented the proposal and recommended approval. Public comment opened. No public comment. Public comment closed. Benefits of the Hearing Examiners' expertise with shoreline, flood, state laws, federal laws, and

litigation was discussed with the Commission. Weiner explained that the City of Ellensburg is at a greater legal risk by having the Planning Commission make a decision on a Conditional Use Permit rather than a Hearing Examiner. Commissioner Harrell motioned to disapprove Item 23-01 and send **disapproval** recommendation to the City Council. **Motion passed 4-0.**

Item 23-02- This item was proposed by Community Development at the direction of City Management. This item will provide a regulatory framework for the siting, permitting, and development of supportive housing facilities in the City of Ellensburg.

Johnston presented the proposal and recommended approval. Item 23-02 is designed to meet the requirements of House Bill 1220 and address a need in the City of Ellensburg. The use will be allowed in multiple zones with a conditional use permit. The Conditional Use Permit will have standards that will have to be met. Public comment opened. No public comment. Public comment closed. The Commission deliberated. Commissioner Palmer motioned to approve Item 23-02 and send approval recommendation to the City Council based on staff recommendations. **Motion passed 4-0.**

Item 23-03 – This item was submitted by Community Development Staff to provide consistency with a Future Land Use/Zoning conversion table anticipated for adoption by the City Council in its Annual Comprehensive Plan Development Docket Cycle.

Johnston presented the proposal and recommended approval. The proposal will amend multiple sections in Title 15.300 “Zones, Maps and Designations” to reflect the new conversions table and provide consistency with zoning regulations. Public comment opened. No public comment. Public comment closed. Commissioner Harrell motioned to approve Item 23-03 and send approval recommendation to the City Council. **Motion passed 4-0.**

Item 23-04 – This amendment was submitted by Community Development Staff and will repeal and replace Title 15.280 “Ellensburg Landmarks Register and Procedures.”

Johnston and Henderson presented the proposal and recommended approval. This ordinance establishes a commission to conduct preservation related research, community outreach and education, and to administer, approve, and maintain the Ellensburg Landmarks Historic Register. ECC 15.280.090.(D), is where the current City of Ellensburg demolition ordinance lives. The intention of a city demolition ordinance is to delay, and ultimately prevent the demolition of historic structures listed on the local Landmarks historic register. One additional proposed change in the ordinance that does not relate to demolition is that the painting of a structure would be considered exempt from required design review, as opposed to the existing ordinance where it is not exempt. A comparison of the differences in the demolition code was shown to the Commissioners. Public comment opened. Fennelle Miller provided written

comment prior to the meeting. No additional public comment. Public comment closed. The Commission deliberated. Palmer asked staff what documents will be required when the applicant states it is not economically feasible to bring a structure up to the current code. Palmer motioned to approve Item 23-04 and send approval recommendation to the City Council based on staff recommendations. **Motion passed 4-0.**

Item 23-05 – This item was submitted by Steve Willard to amend section 15.420.060 “Access, services and utilities.”

Johnston presented the proposal and recommended approval. This item was brought before the Planning Commission at a Public Hearing on September 28, 2023, during a previous Land Development Code Amendment cycle. The item was remanded to staff for more review. Following the public hearing, the applicant withdrew the amendment, to bring an amended version forward in this current Land Development Code Amendment cycle. The updated proposal will increase the maximum allowed number of lots serviced by a shared driveway from five lots to nine lots. Public comment opened. Harrell asked clarifying questions to the staff. No public comment. Public comment closed. Commissioners deliberated. Concern was expressed over parking on the road increasing with the increase of four lots. The staff is in support of the increase in density and stated it will not alter parking significantly with only four additional lots. Plats would still be reviewed by all departments including the Fire Marshal. Commissioners stated that the narrow development would exclude and isolate the development from the public. Commissioner Harrell motioned to **disapprove** Item 23-05 and send a disapproval recommendation to the City Council. **Motion passed 4-0.**

5. Unfinished Business

None

6. Citizen Comment

None

7. Staff Update/Discussion Items

Johnston updated the Commission on the recent hire of Lily Frey as the Community Development Housing and Grant Administrator. Frey will start work on November 16, 2023.

8. Commission Representative Update

None

9. Adjournment

The meeting was adjourned at 7:02 p.m.

From: Olene Togialua <olene.togialua@ci.ellensburg.wa.us>

Sent: Tuesday, January 2, 2024 12:28:30 PM

To: Nancy Goodloe <goodloen@ci.ellensburg.wa.us>

Subject: DEI Position

Hi Nancy,

I just wanted to thank you for everything and reach out to resign from the commission formally. I am at capacity with my time commitments for the rest of the year and instead of giving my half hearted effort towards the DEI commission I think it would be best to resign altogether as to respect the times of everyone else involved. I definitely agree with the vision of the DEI commission but as I look at what is on my schedule , (Lobbying, Unionization efforts on campus, juggling 2 jobs, and working on research for a book), I can't give the DEI commission my full attention.



Meeting Date: January 16, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Project Acceptance for Bid Call 2022-08 for Mobile Data Collection System and ERT Programmers

Submitted by: Darin Yusi, Gas Engineer

Department: Public Works & Utilities

Suggested Motion/Action:

Accept Bid Call 2022-08 for Mobile Data Collection System and ERT Programmers as complete.

Background/Summary:

The City of Ellensburg Finance Department currently uses Itron's MCLite mobile data collection system and FC300 handheld computer to read electric, gas, and water meters for utility billing. The handheld computer, while connected to the MCLite, reads the meters as the meter reader drives the route. The MCLite was purchased more than 10 years ago, is now obsolete and needs to be replaced by the newer version of the mobile data collection system. The handheld computer is more than 5 years old and is also obsolete. It will be replaced by a tablet that the meter readers already have.

Utility personnel also use a FC300 handheld computer to read and program ERTs (electronic radio transmitters). The proposed ERT Programmer will replace the FC300 handhelds for the utilities.

Staff went through the formal bid process to acquire an updated mobile data collection system and ERT programmers for the Finance, Gas, Light, and Water Departments. One bid was received from Meter, Valve and Control for a bid total of \$42,383.73.

Previous Council Action:

City Council, at its June 6, 2022 meeting, awarded Bid Call 2022-08 to Meter, Valve, and Control, the lowest responsive and responsible bidder for the Mobile Data Collection System and ERT Programmers.

Analysis:

The equipment outlined in the contract was delivered and received. All necessary submittals and required documentation have been received and payment was made to Meter, Valve, and Control. Council is now being requested to accept the project as complete.

Financial Impact:

There were no change orders and the total cost of the equipment was according to the contract amount. The total cost for all Schedules of the Mobile Data Collection System &

ERT Programmers Bid Call was \$42,383.73. Breakdown of costs is as follows: Schedule "A" Finance Department = \$30,387.10, Schedule "B" Gas Division = \$5,998.31, Schedule "C" Light Division = \$2,999.16, Schedule "D" Water Department \$2,999.16.

Budget Adjustment: No

Attachments:

None



Meeting Date: January 16, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: City-County Library Services Agreement for 2024
Submitted by: Josephine Camarillo, Library Director
Department: Library

Suggested Motion/Action:

Move to authorize the Mayor to sign the 2024 City-County Library Services Agreement.

Background/Summary:

On October 26, 2023, the Kittitas County Regional Library Advisory Board, consisting of the cities of Ellensburg, Kittitas, Roslyn and Cle Elum City libraries, submitted their annual funding request for library services for 2024 to the Kittitas County Commissioners. The Ellensburg Public Library requested \$120,000 from the County for the year 2024 to help with the costs of serving county residents. The County has agreed to pay \$120,000 for contract services with the Ellensburg Public Library to provide library services. This is a \$5,000 increase from the 2023 funding level.

The 2024 City-County Interlocal Agreement for Library Services was approved by the Kittitas County Board of Commissioners on December 19, 2023.

Previous Council Action:

Council approved the 2023 City-County Services Agreement at its January 17, 2023 meeting.

Analysis:

Library usage by Kittitas County residents comprises at least 35% of our current cardholders. During our annual summer reading program, 30% of youth participants are county residents.

Financial Impact:

The sum of \$120,000 will help cover additional costs to provide materials and services to county residents. It will be included in the 2024 budget.

Budget Adjustment: Yes

Attachments:

1. 2024 Library Services Agreement

**CITY-COUNTY LIBRARY SERVICES AGREEMENT
CITY OF ELLENSBURG**

THIS AGREEMENT is entered into on this 19th of December 2023, between the City of Ellensburg ("City") and Kittitas County ("County"), whereby the City, in return for stated consideration, agrees to provide library services to residents of the County.

WHEREAS, the Ellensburg City Council desires to make available to all County Citizens the materials of the Ellensburg Public Library, upon certain terms and conditions; and

WHEREAS, the County desires to contract for library services from the Ellensburg Public Library for all its residents, and is willing to provide payments from its current revenues to assist in obtaining and reducing the costs of such services for its residents; Now, Therefore,

The parties AGREE as follows:

1. Services. The usual public library services provided by the Ellensburg Public Library will be provided to all residents of the County who come to the library to use its facilities in accordance with its rules, regulations, operating policies and procedures. This includes the ability to borrow or check out library materials for persons who reside in the unincorporated areas of the County.
2. Compensation. Kittitas County shall pay directly to the City the sum of \$120,000.00 as a subsidy to the City for Library services provided annually to unincorporated County residents from January 1, 2024, through December 31, 2024. Payment shall be made on a quarterly basis on the last day of March, June, September and December. Payments shall be made at such times as to allow their receipt and deposit before the last business day of the month due.

County residents who reside in an unincorporated area of the County may obtain a library card from the City, allowing them to borrow or check out library materials at the City of Ellensburg Public Library.

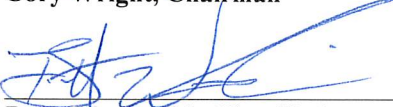
3. Records. The following statistics shall be compiled and maintained by the Ellensburg Public Library and reported to the Kittitas County Board of Commissioners annually:
 - (a) The number of individuals receiving library cards;
 - (b) Statistics on library materials circulation comparative to the previous year's circulation statistics; and
 - (c) Comparative statistics reflecting the services received by residents of unincorporated Kittitas County to the total services provided by the Library.

4. Amendments. Any amendment to this agreement shall be in writing and shall be only as specifically authorized by the Kittitas County Board of County Commissioners and the Ellensburg City Council.
5. Duration of Agreement. This agreement shall take effect January 1, 2024, and shall continue in effect for a period of one year until December 31, 2024; SUBJECT, HOWEVER, to the County's right to cancel or terminate the agreement, without penalty or obligation by the County for further payment, at any time for any reason during said period on a prorated basis and to recover as refund from the City of Ellensburg any prepayment made by the County for remaining unused portions of the County's quarterly payment, upon Thirty (30) Days written notice by the County to the City of Ellensburg, sent certified mail, return receipt requested.

DATED this 19th day of December 2023.

**BOARD OF COUNTY COMMISSIONERS
KITITAS COUNTY, WASHINGTON**


Cory Wright, Chairman


Brett Wachsmith, Vice-Chairman


Laura Osiadacz, Commissioner

ATTEST:


Julie Kjorsvik, Clerk of the Board

Approved as to form:

Kittitas County Prosecuting Attorney

CITY OF ELLENSBURG

Mayor

ATTEST:

City Clerk

Approved as to form:

City Attorney





Meeting Date: January 16, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Third Amendment to the Affordable Housing Agreement with 113 West Bender Road (Habitat for Humanity)
Submitted by: Terry Weiner, City Attorney/Assistant City Manager
Department: City Attorney

Suggested Motion/Action:

Authorize the City Manager to execute the Third Amendment to the Affordable Housing Agreement with 113 West Bender Road, LLC (Habitat for Humanity).

Background/Summary:

On October 22, 2020 the City received an application from Habitat for Humanity Seattle-King County requesting acquisition of City surplus property located at the north intersection of Bender and Water streets, and \$765,000 in affordable housing sales tax funds, to develop 18 single family dwellings providing homeownership opportunities for low-income families. The application was reviewed by the City Affordable Housing Commission and approved by City Council on December 6, 2021.

The project, known as "Stuart Meadows," is being constructed in three phases (six homes each) through "113 W Bender Road, LLC," an affiliate of Habitat for Humanity. Phase I, which includes three homes for low-income families earning no more than 60% of the Area Median Income (AMI), is nearing completion in April 2024. The remaining homes will be available for families earning no more than 80% of the AMI. Phases II and III will follow with similar sequential construction schedules.

Previous Council Action:

December 6, 2021 - Council approved the Affordable Housing Agreement with 113 W Bender Road LLC for the Stuart Meadows project. A minor amendment to the Agreement was made on February 15, 2023. A Second Amendment was approved at Council's March 20, 2023 meeting to incorporate a Connecting Housing to Infrastructure ("CHIP") grant to help fund certain Stormwater utility improvement.

Analysis:

The parties' Agreement called for Phase I of Stuart Meadows to be completed by August 1, 2023 and the project was to be fully completed by August 1, 2025. However, the project encountered unforeseen delays in development and construction of the project schedule. As a result, Habitat has requested amending the Schedule of Performance in Attachment 3 to the Affordable Housing Agreement as follows:

Current Schedule of Performance

Proposed Amendment to Schedule of Performance

Phase I - August 1, 2023
Phase II - August 1, 2024
Phase III - August 1, 2025

Phase I - May 1, 2024
Phase II - May 1, 2025
Phase III - May 1, 2026

The overall impact on the project schedule in the proposed Third Amendment is a 9-month delay in project completion.

Financial Impact:

Extending the Schedule of Performance will have no impact on the City's financial commitment of Affordable Housing Tax funds.

Budget Adjustment: No

Attachments:

1. Ellensburg-Habitat for Humanity - Third Amendment to Affordable Housing Agreement (01-16-24)

**THIRD AMENDMENT TO AFFORDABLE HOUSING AGREEMENT
(113 West Bender Road)**

THIS THIRD AMENDMENT TO AFFORDABLE HOUSING AGREEMENT (the “***Amendment***”) dated for identification purposes only as of _____, 2024, is entered into by and between the **CITY OF ELLENSBURG**, a municipal corporation (“***City***”) and **113 W BENDER ROAD LLC**, a Washington limited liability company (the “***Developer***”).

Recitals

A. The City and Developer are parties to an Affordable Housing Agreement dated December 6, 2021 (the “***Affordable Housing Agreement***”) pursuant to which Developer agreed to acquire from City and develop with affordable housing certain real property commonly known as 113 West Bender Road, Ellensburg, Washington (the “***Property***”). The Affordable Housing Agreement, as amended by a First Amendment to Affordable Housing Agreement dated February 1, 2022 and by a Second Amendment to Affordable Housing Agreement dated March 20, 2023, is collectively referred to herein as the “***Agreement***”. All capitalized used but not otherwise defined herein have the meanings given in the Agreement.

B. The Affordable Housing Agreement set out certain required dates for the Completion of Construction of Phases I, II and III of the Project.

C. Due to certain unforeseen delays in the construction and development of the Project, the City and Developer now desire to amend the Completion of Construction dates set forth in Attachment 3 – Schedule of Performance to the Affordable Housing Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and Developer agree as follows:

1. **Amendment of Schedule of Performance.** The Schedule of Performance incorporated into the Affordable Housing Agreement is hereby amended to extend the Completion of Construction dates associated with Phase II and Phase III of the Project. Attachment 3 to the Affordable Housing Agreement is hereby deleted in full and replaced with the Attachment 3 – Amended Scheduled of Performance attached hereto as Exhibit A.

2. **Exhibits.** Exhibit A attached hereto is incorporated into this Amendment and the Agreement by this reference.

3. **Amendment Limited.** This Amendment and all Exhibits attached hereto contain the entire agreement and understanding of the parties with respect to the subject matter hereof and supersede all prior oral or written understandings, agreements, promises or other undertakings between the parties regarding that subject matter.

4. **Conflicts.** This Amendment shall control over any conflicting terms in the Agreement.

5. **Counterparts.** This Amendment may be executed in counterparts, all of which, taken together, shall be deemed to be one and the same document.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed on the date(s) specified below.

DEVELOPER:

113 W BENDER ROAD LLC, a Washington limited liability company

By: Habitat for Humanity Seattle-King County, a Washington public benefit nonprofit corporation, its Manager

By: _____
Brett D'Antonio
Its: Chief Executive Officer
Dated: _____

By: _____
Patrick Sullivan
Its: Chief Operating Officer
Dated: _____

CITY:

CITY OF ELLENSBURG, a Washington municipal
corporation

By: _____
City Manager
Dated: _____

EXHIBIT A
ATTACHMENT NO. 3
AMENDED SCHEDULE OF PERFORMANCE

For the purposes of this Schedule of Performance, the “Date of the Affordable Housing Agreement” is December 6, 2021, as amended. The City Manager may extend by not more than three hundred (300) days (as all such extensions are aggregated) the time under this Schedule of Performance by which any obligation of Developer shall be performed.

- | | |
|--|---|
| 1. <u>Satisfaction of Conditions Precedent.</u> Developer shall satisfy the Conditions Precedent. | Not later than 60 days after the Date of the Affordable Housing Agreement. |
| 2. <u>Closing.</u> The Site is conveyed to the Developer, and the City-Developer Note is executed and delivered to the City, and the City-Developer Deed, the Regulatory Agreement, and the City-Developer Deed of Trust are recorded and delivered to the City. | Within 30 days after the satisfaction of the Conditions Precedent and not later than the 90th day after the Date of the Affordable Housing Agreement. |
| 3. <u>Commencement of Construction.</u> The Developer shall commence construction of the Improvements which consists of 18 Units and related Improvements. | Within 180 days after the Date of the Affordable Housing Agreement. |
| 4. <u>Completion of Construction.</u> Developer shall complete construction of the Improvements. | May 1, 2026 with Phase I completed by May 1, 2024, Phase II completed by May 1, 2025 and Phase III completed by May 1, 2026. |
| 5. <u>Review of Eligibility of Program Participants.</u> The City Manager reviews eligibility. | Within 30 days after receipt of a complete package sufficient for City to review Affordable Housing Cost and income eligibility, including all documentation required pursuant to the Agreement and under any loan proposed to be originated to the corresponding Program Participant. City determinations of eligibility are valid for 18 months from the date made by City. |
| 6. <u>Conveyances to Initial Homebuyers.</u> The conveyances to the Initial Homebuyers are accomplished per the Agreement. | Within 90 days after completion of construction of the corresponding Improvements |



Meeting Date: January 16, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: 2024 Professional Services Agreement Between City of Ellensburg and Kittitas County Chamber of Commerce
Submitted by: Kelle Vandenberg, Arts & Economic Development Director
Department: City Manager

Suggested Motion/Action:
Move to approve the 2024 Professional Services Agreement between the City of Ellensburg and the Kittitas County Chamber of Commerce as recommended by the Lodging Tax Advisory Committee and authorize City Manager's signature on the Agreement.

Background/Summary:
The City of Ellensburg and the Kittitas County Chamber of Commerce seek to renew their professional services agreement related to tourism marketing/advertising and operation of the Visitor Information Center within the City of Ellensburg. The previous agreement expired at the end of 2023. This is a renewal of the previous professional services between the City of Ellensburg and the Kittitas County Chamber of Commerce with adjustments for 2024 to Exhibit A Scope of Work, Exhibit B Metrics, and Exhibit C Budget.

Previous Council Action:
Council approved the previous one-year agreement with the Kittitas County Chamber of Commerce which expired on December 31, 2023.

Analysis:
The Kittitas County Chamber of Commerce has operated a visitor information center and managed tourism marketing on behalf of the City for many years. The agreement includes reporting requirements for ongoing accountability and evaluation of lodging tax investment in tourism facilities and marketing service.

Financial Impact:
The 2024 Exhibit C Budget Overview represents a slight increase.

2023 Budget	2024 Budget
\$270,000.00	\$272,400.00

Funding for this expenditure is included in the City's Lodging Tax Fund and was approved through the City's 2023-2024 Biennial Budget.

Budget Adjustment: No

Attachments:

1. PSA City of Ellensburg and KCCoC

**AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF ELLENSBURG
AND KITTITAS COUNTY CHAMBER OF COMMERCE**

**RELATING TO: TOURISM MARKETING/ADVERTISING AND VISITOR INFORMATION
CENTER (VIC) OPERATIONS**

THIS LUMP SUM AGREEMENT is made and entered into this _____ day of _____ 2024 ("Effective Date"), by and between THE CITY OF ELLENSBURG, a municipal corporation of the State of Washington, (hereinafter called the "CITY"), and Kittitas County Chamber of Commerce, a Washington non-profit organization authorized to do business in the state of Washington (hereinafter called the "CONSULTANT").

1. RECITALS.

1.1. The CITY desires to obtain professional services for work related to the operation of the marketing/advertising for tourism and operation of the Visitor Information Center within the CITY.

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

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

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

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

2. SCOPE OF WORK.

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

2.2. The CITY may review the CONSULTANT'S work product, and if it is not satisfactory, the CONSULTANT shall make such changes as may be required by the CITY. Such changes shall not constitute "Extra Work" as related in Section 12 of this Agreement.

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

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

3. TIME OF PERFORMANCE- DURATION - RENEWAL. The CONSULTANT may begin work upon the Effective Date of this Agreement by both parties, or the CITY's issuance of a Notice to Proceed, whichever is applicable. This Agreement shall extend from January 1, 2024 through December 31, 2024. The work performed and results of marketing efforts will be evaluated by the Lodging Tax Advisory Committee ("LTAC") annually, using metrics for evaluation as listed in the attached "Exhibit B." Either party may terminate this Agreement as set forth in Section 13, below.

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

4.1. The CITY shall pay the CONTRACTOR as set forth in this section. In no event shall the amount paid by CITY exceed the Maximum Compensation as set forth in Section 5, unless otherwise agreed to by the CITY in writing. Such payment shall be full compensation for work performed, services rendered, and all labor, materials, supplies, equipment, and incidentals necessary to complete the work.

4.2. The CONSULTANT shall submit invoices to the CITY for work completed in accordance with Exhibit A. Invoices shall detail the work and shall itemize with receipts and invoices the non-salary direct costs.

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

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

4.5. Payment shall be made from the City's Lodging Tax Fund to the Chamber for the provision of its services based upon the budget included in 'Exhibit C' which is made a part of this agreement. Payments for those budget items shown on 'Exhibit C' for Administration of Marketing and Visitor Information Center Operations shall be made on a monthly basis. Payment for the services and products covered by this agreement shall be on a reimbursable basis to the Chamber for costs incurred. Payments made by the City to the Chamber under this agreement shall in no event exceed the total amount shown on the budget in "Exhibit C" of this agreement.

4.6. Payment for "Extra Work" performed under Section 12 of this Agreement shall be as agreed to by the parties in writing.

5. MAXIMUM COMPENSATION.

5.1. The CONSULTANT's total compensation and reimbursement under this Agreement, including labor, direct non-salary reimbursable costs and outside services, shall not exceed the maximum sum of Two Hundred Seventy-two Thousand Four Hundred Dollars and no cents (\$272,400.00) in 2024. This amount is the maximum amount to be paid each year under this Agreement and shall not be exceeded without prior written authorization from CITY in the form of a negotiated and executed amendment of this Agreement.

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

6. RELATIONSHIP OF PARTIES.

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

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

7. OWNERSHIP OF DOCUMENTS. Upon completion of the work, all documents, exhibits, photographic negatives, or other presentations of the work shall become the

property of the CITY for use without restriction and without representation as to suitability for reuse by any other party unless specifically verified or adapted by the CONSULTANT. However, any alteration of the documents, by the CITY or by others acting through or on behalf of the CITY, will be at the CITY's sole risk.

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

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

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

9. SUBCONTRACTING.

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

9.2. In all solicitation either by competitive bidding, RFP process, or negotiation made by the CONSULTANT for work to be performed pursuant to a subcontractor, including procurement of materials, equipment, website maintenance or marketing services, each potential subconsultant or supplier shall be notified by the CONSULTANT of CONSULTANT's obligations under this Agreement, including the nondiscrimination requirements. The CONSULTANT shall solicit competitively for services or subcontracts that are in excess of Thirty Thousand dollars and no cents (\$30,000).

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

10. SUPERVISION, INSPECTION AND PERFORMANCE.

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

10.2. CONSULTANT represents that it has or will obtain all personnel necessary to perform the Services and that such personnel shall be qualified,

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

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

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

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

13. TERMINATION.

13.1. The CITY may terminate this Agreement at any time, for the convenience of the CITY, upon not less than thirty (30) days written notice to the CONSULTANT. Written notice will be by certified mail sent to the consultant's designated representative at the address provided by the CONSULTANT.

13.2. The CITY may terminate this Agreement, in whole or in part and at any time, in writing if CONSULTANT substantially fails to fulfill any or all of its material obligations through no fault of CITY. If CITY terminates all or part of this Agreement for default, CITY shall determine the amount of Services satisfactorily performed to the date of termination and the amount owing to CONSULTANT using the criteria set forth below; provided that (a) no amount shall be allowed for anticipated profit on

unperformed Services or other work, and (b) any payment due to CONSULTANT at the time of termination may be adjusted to the extent of any additional costs CITY incurs or will incur because of CONSULTANT's default. In such event, CITY shall consider the actual costs incurred by CONSULTANT in performing the Services to the date of termination, the amount of Services originally required which was satisfactorily completed to the date of termination, whether the Services or deliverables were in a form or of a type which is usable and suitable to CITY at the date of termination, the cost to CITY of either completing the Services itself or employing another firm to complete the Services in addition to the inconvenience and time which may be required to do so, and other factors which *affect* the value to CITY of the Services performed to the date of termination. Under no circumstances shall payments made under this provision exceed the Schedule of Charges. This provision shall not preclude CITY from filing claims and/or commencing litigation to secure compensation for damages incurred beyond that covered by withheld payments.

13.3. In the event this Agreement is terminated prior to the completion of the work, a final payment shall be made to the CONSULTANT, which, when added to any payments previously made, shall compensate the CONSULTANT for the portion of work completed.

14. INDEMNIFICATION/HOLD HARMLESS.

14.1. The indemnification and defense obligations specified in this Section 14 ("Indemnity Obligations") have been mutually negotiated and shall survive the expiration, abandonment, or termination of this Agreement. The Indemnity Obligations shall extend to claims that are not reduced to a suit and to any claims that may be compromised prior to the culmination of any litigation or the institution of any litigation. Inspection, acceptance or payment by CITY of or for any Services performed by CONSULTANT shall not be grounds for avoidance of any Indemnity Obligations.

14.1.1. Professional errors and omissions. For any losses that arise from any error, omission, negligence or other malpractice in the exercise of CONSULTANT's professional judgment in the performance of architectural, landscape architectural, engineering, or land surveying services such that RCW 4.24.115 would apply, CONSULTANT shall defend, indemnify, and hold the CITY harmless from all such losses to the extent caused, or alleged to be caused, by any violation of law, including state, federal or municipal law or ordinance, or negligent act, omission, breach of contract, or willful or intentional misconduct of CONSULTANT. The obligation of indemnity under this subparagraph does not, however, extend to losses caused by the negligence (whether sole, concurrent or contributory) of the CITY.

14.2. In any and all claims against the CITY by any employee of CONSULTANT, the indemnification obligations set forth above shall not be limited in any way by any limitation on the amount or type of damages or compensation benefits payable by or for CONSULTANT under the applicable worker's or workmen's

compensation, benefit, or disability laws (including but not limited to, the Industrial Insurance laws, Title 51 of the Revised Code of Washington). CONSULTANT expressly waives any immunity CONSULTANT might have under such laws, and, by entering into this Agreement, acknowledges that this waiver has been mutually negotiated.

15. INSURANCE.

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

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

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

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

15.3.2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. The CITY shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the CITY; and,

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

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

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

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

15.4.2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

15.4.3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

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

15.5.1. The CONSULTANT's insurance coverage shall be primary insurance with respect to the CITY. Any insurance, self-insurance, or insurance pool coverage maintained by the CITY shall be excess of the CONSULTANT's insurance and shall not contribute with it.

15.5.2. The CONSULTANT's insurance shall be endorsed to state that coverage shall not be cancelled, suspended or materially changed by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the CITY.

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

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

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

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

15.8. Cancellation. No cancellation of the foregoing coverage shall be effective without thirty (30) days prior notice to the CITY.

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

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

City of Ellensburg
City Manager's office
501 N. Anderson
Ellensburg, WA 98926

Kittitas County Chamber of Commerce
609 North Main Street
Ellensburg, WA 98926

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

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

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

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

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

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

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

Exhibit A - Scope of Work
Exhibit B - Metrics for Evaluation
Exhibit C - Budget Overview

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

CONSULTANT:

By: _____

Printed: _____

Date: _____

THE CITY OF ELLENSBURG:

By: _____

Printed: _____

Date: _____

Approved as to form:

City Attorney

EXHIBIT A – SCOPE OF WORK
2024 Ellensburg Tourism Strategic Elements

Our target audiences continue to be tourists at least an hour away in all directions; Wenatchee, Chelan, Okanogan, Southwest Canada, Spokane, Coeur d'Alene, Sandpoint, Kellogg, Pullman, Lewiston, Tir-Cities, The Dalles, Portland, Peirce and King County, Yelm, Lacey, and the upper Peninsula. Our interest groups are outdoor recreation, historic and educational, festival and event specific, business tourism and small group getaway.

Work collaboratively with the Ellensburg Downtown Association (EDA), the City of Ellensburg's Arts & Economic Development Manager, and the Ellensburg Arts & Cultural Alliance to implement the economic development initiatives as they pertain to tourism and economic growth of Ellensburg. Create an environment of cooperation and transparency to elevate and expand tourism marketing efforts and regional growth.

As per the Ellensburg Tourism Strategic Plan, the Chamber proposes to still maintain a focus on:

- Leisure Tourism
 - Support and promote the Certified Creative District
 - Support and cross-promote activities, events, and student/community engagement at Central Washington University (CWU) Craft alcoholic industry (wine/beer/cider/distilled spirits) Day Trip Itinerary Experiences
- Recreation Tourism
 - Sports recreation and athletics activities
 - Water sports and activities including but not limited to rafting, tubing, fishing, kayaking, swimming etc. Summer sports and activities including but not limited to mountain biking, rock climbing, golfing, hiking, etc.
 - Camping
- Promote State/County/City Park activities.
- Winter sports and activities including but not limited to skiing, snowboarding, snowshoeing, etc.
- Agri-tourism
 - Farm Tours
 - U-Pick Farms
 - Winery Tours and Tastings
 - Cider Tasting at Breweries
 - Lavender Farms
 - Farmers' Markets
 - Pumpkin Patches and Corn Mazes
 - Horseback Riding on Ranches

While we will focus on the above areas, they will be varying degrees. For instance, the Chamber proposes a heavier focus on arts and culture as a component of leisure tourism and less on other items.

Using a wide breath of analytics, from a variety of sources, we will be able to determine what areas of our marketing efforts are performing well and identify areas of opportunity.

Likewise, the Chamber will conduct a cost analysis of our direct vendors as well as 3rd party vendors we engage with. This may include but is not limited to RFP, RFQs, and/or direct quotes for services.

The Chamber agrees to provide the following services and engage in the following activities in support of the Ellensburg tourism development effort:

Visitor Information Center:

1. Establish, operate, and maintain a Visitor Information Center for the purpose of:
 - a.) Greeting Visitors,
 - b.) Displaying promotional brochures,
 - c.) offering assistance, and
 - d.) answering requests for tourism and visitor information.
2. Operate the Visitor Information Center Monday-Friday from 9 a.m. to 5 p.m., to include Saturdays between the hours of 10 a.m. to 2 p.m.
3. Ensure that Chamber personnel and volunteers receive regular visitor information training.
4. Maintain a year-round toll-free number for tourism information.

Website and Social Media Maintenance

1. Maintain a public website that promotes Ellensburg tourism and provides information for visitors.
2. Maintain, build, and engage a social media audience that promotes Ellensburg tourism and provides information to tourists.
3. Audit existing content for accuracy and efficiency.
4. Provide cost analysis of deliverables from digital marketing agency.

Marketing Materials

1. Develop and update promotion materials.
2. Distribute Ellensburg tourism information and collateral material in Ellensburg and in other markets.
3. Maintain stock and periodically review the effectiveness of Ellensburg racks and rack locations.
4. Work with strategic partners in the creation of materials that promote local businesses, art installments, and events.

Marketing and Advertising

1. Administer and oversee Ellensburg tourism promotion efforts including:
 - a.) Marketing campaigns
 - b.) Advertising,
 - c.) brochures,
 - d.) solicitation of conventions and meetings,
 - e.) participation in trade shows, and
 - f.) other activities agreed to by the parties from time to time.
2. Develop and implement an external public relations campaign to promote the City's events, attractions, facilities, and destination downtown.
3. Maintain strategic partnerships within Ellensburg and other outside agencies that promotes Ellensburg tourism and provides information to tourists.
4. Increase collaboration with Ellensburg Cultural Arts Alliance and execution of their goals; incorporate Ellensburg Cultural Arts promotion into overall tourism marketing strategy.

Administration/Reporting

1. Participate in the Ellensburg Lodging Tax Advisory Committee meetings.
2. Submit a monthly accounting of expenses incurred.

3. Obtain, analyze, and apply data related to tourism-related in the form of inputs, outputs, outcomes:
 - a.) Inputs: marketing, investments, visitor center hours, partnerships
 - b.) Outputs: visitors, content generation (web and social media posts)
 - c.) Outcomes: Star Report (results); web and social analytics, Placer.ai (results of events and overnight), WFEA Event Impact calculator (results of event impact), and local versus regional visits; engagement; sales tax
4. Partnership activities that aid the efficacy of Ellensburg tourism development such as: Ellensburg Tourism committee.
5. Submit monthly reports to the city about results and the state and effectiveness of tourism promotion efforts. As requested, present such reports in person to the City Council.
6. Work to update the Ellensburg Strategic Tourism plan.
7. Maintain a City of Ellensburg seat on the Ellensburg Tourism Committee.

Tourism Advocacy

Advocating for tourism in Ellensburg, WA, involves promoting the city's unique attractions, culture, and activities to encourage visitors. Here are some key points you can include in your tourism advocacy for Ellensburg:

1. Natural Beauty:
 - Highlight the picturesque landscapes and outdoor activities available in and around Ellensburg. Emphasize the beauty of the nearby Cascade Mountains, Yakima River, and the diverse flora and fauna.
2. Cultural Heritage:
 - Showcase Ellensburg's rich history and cultural heritage. Discuss the city's historical architecture, museums, and landmarks, such as the Kittitas County Historical Museum and the Davidson Building.
3. Arts and Entertainment:
 - Promote the local arts scene, including galleries, theaters, and music events. Ellensburg hosts various cultural festivals and events throughout the year, so highlight these to attract art and music enthusiasts.
4. Recreational Activities:
 - Emphasize the range of outdoor recreational activities available, such as hiking, biking, fishing, and camping. Ellensburg's proximity to outdoor adventure makes it an attractive destination for nature lovers and outdoor enthusiasts.
5. Local Events and Festivals:
 - Publicize annual events and festivals that draw visitors, such as the Ellensburg Rodeo, the Jazz in the Valley music festival, and the Winterhop Brewfest. These events contribute to the vibrant atmosphere of the city and attract tourists.
6. Local Cuisine:
 - Highlight the diverse culinary scene in Ellensburg. Promote local restaurants, cafes, and markets that offer unique dishes, emphasizing farm-to-table options and regional specialties.
7. Community Engagement:
 - Showcase the welcoming and friendly community in Ellensburg. Encourage visitors to engage with residents, attend community events, and experience the warmth of the community.
8. Adventure Tourism:
 - Position Ellensburg as a hub for adventure tourism. Whether it's rock climbing, river rafting, or exploring nearby trails, emphasize the city's offerings for thrill-seekers.
9. Family-Friendly Attractions:
 - Emphasize family-friendly activities and attractions, such as parks, family events, and educational opportunities. Ellensburg's Kid's Day and other family-oriented events should be highlighted.
10. Collaboration with Local Businesses:

- Encourage collaboration with local businesses to create special tourism packages, discounts, or promotions. This can help create a positive economic impact and foster a strong relationship between the local community and tourists.

11. Digital Presence:

- Leverage social media platforms, a dedicated tourism website, and other online channels to showcase Ellensburg's attractions. Encourage user-generated content by creating hashtags and engaging with tourists online.

12. Sustainability:

- Emphasize Ellensburg's commitment to sustainable tourism. Highlight eco-friendly practices, such as local conservation efforts and environmentally conscious tourism initiatives.

EXHIBIT B
METRICS FOR EVALUATION

- I. **Monthly Reporting.** Performance will be assessed by the Ellensburg Lodging Tax Advisory Committee (LTAC) based upon information provided by the Chamber which will include:
1. Visitor Numbers:
 - Track the total number of visitors to Ellensburg over specific periods, such as monthly or annually. This data provides a baseline for understanding the overall impact of your tourism advocacy.
 - including visitor center analytics by topic and timeline (day of week)
 2. Economic Impact:
 - Measure the economic contribution of tourism by assessing factors like total spending by tourists, revenue generated by local businesses, and the growth in the hospitality sector. Economic impact studies can provide a comprehensive overview.
 3. Occupancy Rates:
 - Monitor the occupancy rates of hotels, bed and breakfasts, and other lodging options. Increasing occupancy rates indicate a higher demand for accommodation, reflecting a positive impact on the local economy.
 4. Social Media Engagement:
 - Analyze social media metrics, including the number of followers, likes, shares, and comments on platforms like Instagram, Facebook, and Twitter. A growing online presence indicates increased interest and potential reach.
 5. Website Traffic:
 - Track the number of visits to the official tourism website for Ellensburg. An increase in website traffic suggests growing interest in the destination, and it can help evaluate the effectiveness of online marketing strategies.
 6. Tourist Satisfaction Surveys:
 - Conduct regular surveys to gather feedback from tourists about their experience in Ellensburg. Assess their satisfaction with attractions, accommodations, and overall hospitality. Positive feedback can be a strong indicator of a successful tourism campaign.
 7. Community Involvement:
 - Measure the level of engagement and support from the local community. This can include the participation of local businesses in tourism initiatives, as well as community attendance at events and festivals.
 8. Job Creation:
 - Evaluate the impact on employment by assessing the number of new jobs created in the hospitality, service, and entertainment sectors. Job creation is a tangible measure of the economic benefits brought about by increased tourism.
 9. Media Coverage:
 - Measure the quantity and quality of media coverage received by Ellensburg. This includes coverage in travel magazines, blogs, television features, and newspapers. Positive media coverage can significantly contribute to the city's visibility as a tourist destination.

EXHIBIT C
BUDGET OVERVIEW

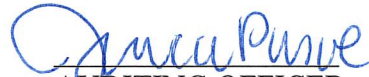
MARKETING	BUDGET
Salaries including Administration Fee	\$100,870.00
Website including widget/application Fee	\$9,000.00
Online including ad design, production, paid/organic ads Fees	\$70,730.00
Print Advertising including traditional media, signage, and collateral with production costs	\$7,500.00
Data Resources – acquiring and management for reporting	\$9,500.00
TOTAL MARKETING	\$197,600.00

OPERATION OF VISITOR CENTER	BUDGET
Salaries including Administration Fee	\$56,800.00
Office Expense: such as Office Supplies, Equipment Maintenance, Cleaning Services, etc.	\$18,000.00
TOTAL OPERATION:	\$74,800.00

TOTAL CONTRACT:	\$272,400.00
-----------------	--------------

VOUCHER APPROVAL

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED, OR THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ELLENSBURG, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.


AUDITING OFFICER

1/8/24
DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **16th DAY OF JANUARY 2023**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Check #'s	164518	TO	164704	\$	2,189,668.65
EFT #'s	6627	TO	6654	\$	494,894.60
Treasure Cash					
EFT #'S	310		352	\$	740,927.58
Payroll Fund					
Check #'s	96149	TO	96151	\$	4,662.55
Direct Deposits	76957	TO	77188	\$	460,952.05

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



Meeting Date: January 16, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Recommendation of Appointment to Lodging Tax Advisory Committee (Public Comment Opportunity)
Submitted by: Kelle Vandenberg, Arts & Economic Development Director
Department: City Manager

Suggested Motion/Action:

Move to approve reappointment of Gemma Fortier to the Lodging Tax Advisory Committee (LTAC), as recommended by the Lodging Tax Advisory Committee selection subcommittee.

Background/Summary:

The Lodging Tax Advisory Committee (LTAC) currently has two vacancies as of December 31, 2023. Lodging Tax Advisory Committee member Gemma Fortier (lodging industry) fulfilled the term that expired on December 31, 2023, and reapplied for the position of LTAC Committee member serving a two-year term that would expire on December 31, 2026. On January 3, 2024, the LTAC subcommittee consisting of Councilmember and Committee liaison Nancy Lillquist, Committee Vice-Chair, Steve Townsend, and staff member Kelle Vandenberg conducted a reappointment interview. There were no other applicants for the vacancies.

Based on the interview as well as continued expertise, support, and willingness to serve, the subcommittee is recommending that the City Council reappoint Gemma Fortier to one of the vacant Lodging Tax Advisory Committee positions.

Previous Council Action:

N/A

Analysis:

N/A

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. B and C Agenda Report Chart 1-16-2024
2. G Fortier Reappointment Application

Boards and Commissions	Affordable Housing Commission	Arts Commission	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	Utility Advisory Committee
MEMBERS	7	7	3	9	9	7	7	7	7	7	7	7	7
Residency Requirements	Y	N	Y	Y	N	Y	Y	Y	N	Y	Y	N	Y
Current Members within City Limits	6	5	2	8	5	6	7	6	2	7	7	7	5
Current Members Outside City Limits	1	2	0	0	4	0	0	1	3	0	0	0	1
Current Members Outside but in UGA	0	0	0	0	0	0	0	0	0	0	0	0	0
VACANCIES	1	0	0	0	0	1 1-Ehd	0	2	3	0	0	1	1 (Tele)
APPLICANTS													
Gemma Fortier									Re- appt				

Cynthia LaChappelle-Mathis

From: noreply@civicplus.com
Sent: Tuesday, October 31, 2023 10:48 AM
To: [REDACTED]
Subject: [Ext] Gemma FortierOnline Form Submittal: Application for Reappointment

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

Application for Reappointment

Application for Reappointment

For volunteering to serve on a Board or Commission

Name of Board or Commission	Lodging Tax Advisory Committee
Current Term Expires	December 31 of current year
First Name of Member	Gemma
Last Name of Member	Fortier
Address 1	[REDACTED]
Address 2	Field not completed.
City	Ellensburg
State	WA
Zip	98926
Phone Number	[REDACTED]
Email Address	[REDACTED]
I am requesting to be considered for reappointment for another ____ year term.	2
Why are you seeking reappointment?	Because I believe my position as General Manager of the Hotel Windrow brings a valuable perspective to how the lodging tax dollars are allocated.

Type your name as your
electronic signature

Gemma Fortier

Date

10/31/2023

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



Meeting Date: January 16, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Public Hearing (Legislative) to Consider Supportive and Emergency Housing Facilities Code Amendments and First Reading of Ordinance 4936 (Public Comment Opportunity)

Submitted by: Dan Carlson, Community Development Director

Department: Community Development

Suggested Motion/Action:

Move to conduct First Reading of Supportive and Emergency Housing Facilities Ordinance 4936.

Background/Summary:

The Washington State Legislature adopted Engrossed Second Substitute House Bill 1220 (ESSHB 1220) in 2021. ESSHB 1220 requires cities to take active steps to accommodate transitional housing, emergency shelters, and other similar facilities through local planning and development regulations. The bill contains requirements related to zoning and development regulations regarding indoor shelters and housing for the homeless or those at risk of becoming homeless. These regulations require local accommodation for indoor emergency shelters, indoor emergency housing, transitional housing, and permanent supportive housing. In addition, permanent supportive housing must be regulated in the same manner as other similar types of housing such as apartments.

ESSHB 1220 contains definitions for "emergency shelters" and "emergency housing." RCW 84.36.043 contains a definition for "transitional housing," and RCW 36.70A.030 defines "permanent supportive housing."

ESSHB 1220 requires cities to allow the development of permanent supportive housing and transitional housing in all zoning districts where residential dwellings and/or hotels are allowed and requires cities to allow emergency housing and emergency shelters in all zoning districts where hotels are allowed. The bill allows for reasonable occupancy, spacing, and intensity of use requirements to be imposed to protect public health and safety. Such requirements may not prevent the siting of a sufficient number of permanent supportive housing, transitional housing, indoor emergency housing or indoor emergency shelters necessary to accommodate the city's need for such housing and shelter.

City staff met with the Planning Commission and the Affordable Housing Commission in 2023 to develop proposed amendments to the Ellensburg City Code (ECC) addressing ESSHB 1220. The amendments were originally included with other code amendments that were adopted as a part of Ordinance 4935, but were removed prior to adoption of that ordinance for additional analysis and revision.

The Planning Commission considered the ESSHB 1220 amendments at a public hearing on November 9, 2023 and recommended that City Council approve the amendments. On November 16, 2023, staff received comments from the Washington State Department of Commerce regarding revisions that needed to be made to the proposed amendments for consistency with state law. Staff subsequently revised the code amendments to be consistent with the Department of Commerce comments, but since these changes were substantial, staff brought the amendment back to the Planning Commission for an additional public hearing and recommendation.

On January 11, 2024, the Planning Commission is scheduled to conduct a public hearing and recommend that the City Council approve the supportive and emergency housing facilities amendments that are included in proposed Ordinance 4936.

Previous Council Action:

The proposed amendments were included in the 2023 Long Range Work Program that was approved by City Council on August 21, 2023.

Analysis:

Chapter 15.130 ECC would be amended to adopt the state definitions for "indoor emergency housing," "indoor emergency shelter," "permanent supportive housing," and "transitional housing." ECC Table 15.310.040 would be amended to include these uses. Permanent supportive housing and transitional housing would be allowed consistent with other zoning districts that allow residential uses and hotels. Emergency housing and emergency shelter would be permitted uses in zoning districts that allow hotels, and conditional uses in other residential zoning districts. All of these uses would be subject to performance standards contained in new ECC 15.340.080.

The proposed amendments would be consistent with ESSHB 1220, the Growth Management Act, and the City of Ellensburg Comprehensive Plan.

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. Exhibit A - Notice of Public Hearing
2. Exhibit B - Notice to Commerce Acknowledge Letter
3. Exhibit C - P23-107 Signed SEPA Checklist
4. Exhibit D - P23-107 LDC SEPA DNS
5. Ordinance 4936 Supportive Housing and Emergency Housing Facilities (First Reading)

RECEIVED

DEC 26 2023

COMMUNITY DEVELOPMENT

AFFIDAVIT OF PUBLICATION

State of Washington, County of Kittitas, ss: The undersigned being first duly sworn on oath, deposes and says: That he/she is the representative of The Daily Record, a daily newspaper. That said newspaper is a legal newspaper and has been approved as a legal newspaper by order of the superior court in the County in which it is published and it is now and has been for more than six months prior to the date of the publications hereinafter referred to, published in the English language continually as a newspaper in Ellensburg, Kittitas County, Washington, and it is now and during all of said time printed in an true copy of

CITY OF ELLENSBURG-CITY CLERK
N/PUBLIC HEARING 1/11/2024

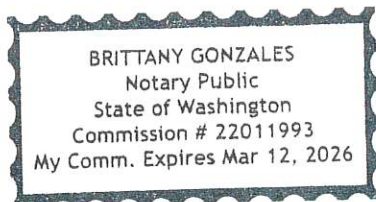
is published in regular issues (and not in supplement form) of said newspaper once a week for a period of 1 consecutive week(s), commencing on the following days.

12/21/23

All dates inclusive and that such newspaper were regularly distributed to its subscribers during all of said period. That the full amount of the fee charged for the foregoing publication is the sum of \$101.75 the rate of \$9.00 per column inch for each insertion.

G. Kamm

Subscribed to me this date: 12/20/23



Brittany Gonzales

Printed Name
Notary Public in and for
The State of Washington
(SEAL)

Signed Name



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

10/10/2023

Mr. Jeremy Johnston
Planning Manager
City of Ellensburg
501 N Anderson Street
Ellensburg, WA 98926

Sent Via Electronic Mail

Re: City of Ellensburg--2023-S-6523--60-day Notice of Intent to Adopt Amendment

Dear Mr. Johnston:

Thank you for sending the Washington State Department of Commerce (Commerce) the 60-day Notice of Intent to Adopt Amendment as required under [RCW 36.70A.106](#). We received your submittal with the following description.

Proposed Land Development Code amendments to include:

- 1) Conditional Use Process Amendment 15.110.060 and 15.210.050**
- 2) Emergency Housing Shelters 15.130 - Definitions, 15.340.040- Use Tables, and 15.340.080 – Supportive Housing Facilities Standards (new section)**
- 3) Zoning Code Updates 15.300**
- 4) Demolition Code Ordinance 15.280 (new section)**
- 5) Shared Driveway Standards 15.420.060**

We received your submittal on 10/10/2023 and processed it with the Submittal ID 2023-S-6523. Please keep this letter as documentation that you have met this procedural requirement. Your 60-day notice period ends on 12/09/2023.

We have forwarded a copy of this notice to other state agencies for comment.

Please remember to submit the final adopted amendment to Commerce within ten days of adoption.

If you have any questions, please contact Growth Management Services at reviewteam@commerce.wa.gov, or call Deanah Watson, (509) 290-4754.

Sincerely,

Review Team
Growth Management Services

ENVIRONMENTAL CHECKLIST

FOR

City of Ellensburg
2023 Land Development Code Amendments

A. Background

1. Name of proposed project, if applicable:

2023 Land Development Code Amendments for the City of Ellensburg. See Attached for full text of proposed Land Development Code.

2. Name of applicant:

City of Ellensburg

3. Address and phone number of applicant and contact person:

Community Development Department

501 N. Anderson Street

Ellensburg, WA 98926

(509) 962-7231

Contact: Jeremy Johnston

4. Date checklist prepared:

September 26, 2023

5. Agency requesting checklist:

City of Ellensburg Community Development Department

6. Proposed timing or schedule (including phasing, if applicable):

Proposed for adoption by December 2023

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

The City of Ellensburg reviews, evaluates, and revises the Land Development Code as deemed necessary to address changes in state law and to address the goals and policies of the Comprehensive Plan.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

The City of Ellensburg has undergone SEPA review each time the Land Development Code has been updated most notably a DNS was issued on August 14, 2013 when the last major update and revision occurred, again in October of 2018, and most recently in April of 2022. No additional environmental information has been prepared directly related to this proposal.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

The City is actively processing applications using the existing Land Development Code. This proposal will revise the Land Development Code.

10. List any government approvals or permits that will be needed for your proposal, if known.

This is a non-project action. No permits are required to update the City's land development code. The revisions to the land development code will be subject to Ellensburg Planning Commission recommendation and City Council approval.

In addition, Washington State Department of Commerce reviews the revisions to the land development code during a 60-day review period prior to adoption.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The proposed revisions to the code include:

- Clarifying Zones and Map Designations to coordinate with the Future Land Use Zoning conversion table within the City of Ellensburg's Comprehensive Plan Land Use section to provide transparency, clarity, and guidance for zoning options within each land use category.
- Updating the City of Ellensburg Demolition Ordinance
- Creating Provisions to Provide for Emergency Shelter Services
- Update to shared driveway standards ECC 15.420.060
- Conditional Use process code amendment

Specific revisions can be found in Attachment A of this document.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

Ellensburg is located in Kittitas County, bordered on the west by the Yakima River. The Land Development Code applies to the entirety of the Ellensburg City limits, about 7.8 square miles.

B. Environmental Elements

1. Earth

a. General description of the site:

The City of Ellensburg is located in central Washington – 110 miles east of Seattle and 170 miles west of Spokane. The City sits at an elevation of 1,540 feet in a fertile basin next to the Yakima River, east of the Cascade mountain range, and on the western side of the Columbia Plateau.

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____

There is a variety of terrain within the City of Ellensburg. The City is generally located on gently sloping topography formed upon the alluvial fan surfaces along the southwest flank of the Wenatchee Mountains, and thus has generally flat or rolling terrain with very few steep slopes. The steep slopes are relatively isolated and include slopes immediately west of Brick Road, the slope immediately south of the Kittitas County Fairgrounds extending around the base of the city water tower, and the slope immediately south of the intersection of 10th Avenue and Cora Street.

b. What is the steepest slope on the site (approximate percent slope)?

The steepest slope within Ellensburg is approximately 40% and is located immediately south of the Kittitas County Fairgrounds extending around the base of the city water tower.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

The United States Department of Agriculture Natural Resources Conservation Services publishes soil surveys for Washington State. The soil survey information is regularly updated, Kittitas County soil survey data was last updated in 2018. The soil survey includes general soil map units that show broad areas that have distinctive soil patterns, relief, and drainage.

Each map unit on the general soil unit map is a unique natural landscape typically consisting of one or more major soils or miscellaneous areas and some minor soils and miscellaneous areas. Ellensburg has two general soil map units: Brickmill-Nanum-Opnish and Kayak-Weirman. Brickmill-Nanum-Opnish is found on younger alluvial fans and terraces and covers most of Ellensburg city limits. This general soil map unit is described as very deep, moderately well drained and somewhat poorly drained soils on level to nearly level alluvial fans. In the Yakima River floodplain, Ellensburg also has the general soil map unit – Kayak-Weirman. This general soil map unit is described as very deep, somewhat excessively drained, moderately well drained, and somewhat poorly drained soils on level to nearly level floodplains and terraces.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

The City of Ellensburg is located on gently sloping topography and thus has very few slopes that would qualify as steep slopes or landslide hazards.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Not applicable. No filling, excavation, or grading is proposed for this non-project action. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and separate SEPA review as applicable.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

Not applicable. No clearing, construction, or specific uses are proposed as part of this proposal. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Not applicable. There is no project construction as part of this non-project action. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

Not applicable. This proposal will not result in erosion or other impacts to the earth. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

Not applicable. No construction, operation, or maintenance is proposed as part of this non-project proposal. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Not applicable. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

Not applicable. The non-project action would not produce air emissions. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

3. Water

a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.**

There are several streams, irrigation canals and lakes in the Ellensburg vicinity including six perennial streams (Lyle Creek, Wilson Creek, Mercer Creek, Whisky Creek, Currier Creek, and Reecer Creek) found in the Ellensburg city limits. All of these streams flow into Yakima River which borders the western city limits at Irene Rinehart Riverfront Park and is classified by the State of Washington Department of Natural Resources as a Type S stream. There are a couple unnamed ponds near the west freeway interchange and Englehorn Pond is located south of the 14th Avenue and B Street intersection.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.**

Not applicable. The non-project proposal does not include any work over, in, or adjacent to the waters described above. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.**

Not applicable. No fill or dredge material will be placed or removed from surface water or wetlands as part of this non-project proposal. Project specific proposals are subject to review with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.**

Not applicable. This non-project proposal does not require any surface water withdrawals or diversions. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.**

According to NFIP FIRM maps, portions of Ellensburg lie within the 100-year floodplain. There is not a site plan for this non-project proposal. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.**

Not applicable. This non-project proposal does not involve any discharges of waste materials to surface waters. Project specific proposals are subject to review with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.**

Not applicable. This non-project proposal does not include any withdrawal of groundwater. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.**

Not applicable. No water material will be discharged into the ground as part of this non-project proposal. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.**

Not applicable. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.**

Not applicable. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.**

Not applicable. This non-project proposal does not alter or otherwise affect drainage patterns. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

Not applicable. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

4. Plants

a. Check the types of vegetation found on the site:

- ☒ deciduous tree: alder, maple, aspen, other
- ☒ evergreen tree: fir, cedar, pine, other
- ☒ shrubs
- ☒ grass
- ☒ pasture
- ☒ crop or grain
- ☒ Orchards, vineyards or other permanent crops.
- ☒ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- ☒ water plants: water lily, eelgrass, milfoil, other
- ☒ other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

No vegetation will be removed as a direct result of this proposal to revise the Land Development Code. Vegetation removal will be determined at a project level review and is subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

c. List threatened and endangered species known to be on or near the site.

Not applicable to the non-project action. Threatened and endangered species are protected through the Fish and Wildlife Habitat Conservation Areas regulations located within the City's critical areas regulations.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Not applicable. No landscaping is proposed as part of this non-project action. Project specific proposals are subject to review for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

e. List all noxious weeds and invasive species known to be on or near the site.

The Kittitas County Noxious Weed Control Board keeps information on noxious weeds in Kittitas County. According to the Weed Control Board, the top ten most common noxious weeds in Ellensburg are: Kochia, Russian Thistle, Canada Thistle, Diffuse Knapweed, Horseweed, Whitetop, Puncturevine, Myrtle Spurge, Houndtongue, and Japanese Knotweed. Project-specific development projects will be reviewed for consistency with applicable provisions of Ellensburg City Code and undergo separate SEPA review as applicable.

5. Animals

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site.

A variety of birds and animals reside in the city, but the question is not applicable to the proposal because it is a non-project action involving primarily non-site-specific text amendments. Project specific development proposals will be reviewed for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

b. List any threatened and endangered species known to be on or near the site.

Not applicable. Threatened and endangered species are protected through the Fish and Wildlife Habitat Conservation Areas regulations; no changes to these regulations are proposed. Project specific development proposals will be reviewed for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

c. Is the site part of a migration route? If so, explain.

Some migratory birds are likely to visit the Ellensburg area, but the question is not applicable to this non-project action. Project specific development proposals will be reviewed for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

d. Proposed measures to preserve or enhance wildlife, if any:

The city protects Fish and Wildlife Habitat Conservation Areas through the implementation of the city's critical areas regulations. No changes are proposed to these regulations. Project specific development proposals will be reviewed for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

e. List any invasive animal species known to be on or near the site.

None identified.

6. Energy and Natural Resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Not applicable. Project specific proposals will be reviewed for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

As a non-project action, the proposal would not impact the use of solar energy at any specific location. Any future development proposals will be reviewed for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

The proposal does not relate to a specific action. Any future development proposals will be reviewed for consistency with applicable provisions of Ellensburg City Code and will undergo separate SEPA review as applicable.

7. Environmental Health

- a. **Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.**

As a non-project action, the proposal is not expected to cause environmental health hazards. Use of any hazardous materials on a project-by-project basis would be subject to the requirements of local, state, and federal laws.

- 1) Describe any known or possible contamination at the site from present or past uses.**

Not applicable to this non-project proposal. Future development will need to conform to local, state, and federal standards and regulations during project review.

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.**

Not applicable to this non-project proposal. Future development will need to conform to local, state, and federal standards and regulations during project review.

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.**

Not applicable to this non-project proposal. Future development will need to conform to local, state, and federal standards and regulations during project review.

- 4) Describe special emergency services that might be required.**

Not applicable to this non-project proposal.

- 5) Proposed measures to reduce or control environmental health hazards, if any:**

Not applicable to this non-project proposal.

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?**

Not applicable. This is a non-project proposal and does not include project action on any specific site.

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.**

Not applicable. This is a non-project proposal and does not include project action on any specific site. Future project proposals will be evaluated at the project level and will be subject to applicable regulations and standards.

3) Proposed measures to reduce or control noise impacts, if any:

Not applicable. This is a non-project proposal and does not include project action on any specific site. Future project proposals will be evaluated at the project level and will be subject to applicable standards and regulations.

8. Land and Shoreline Use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

Not applicable. This is a non-project proposal and does not include project action on any specific site. Future project proposals will be evaluated at the project level and will be subject to applicable standards and regulations.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

The City of Ellensburg does not have agricultural or forest land of long-term commercial significance in city limits or the city's urban growth area. As a non-project action this proposal will not directly result in the conversion of any agriculture or forestry land to other uses.

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

Not applicable. This is a non-project proposal and does not include project action on any specific site. Future project proposals will be evaluated at the project level and will be subject to applicable regulations and standards.

c. Describe any structures on the site.

Not applicable.

d. Will any structures be demolished? If so, what?

Not applicable. This is a non-project proposal and does not include project action on any specific site.

e. What is the current zoning classification of the site?

The City provides multiple zoning designations. Future development will need to conform to specific zoning related standards and regulations during project review. Current zoning designations are as follows:

- Residential Suburban
- Residential Low Density
- Residential Medium Density
- Residential High Density
- Residential Office
- Planned Unit Development
- Commercial Neighborhood
- Commercial Highway

- Commercial Tourist
- Manufactured Home Park
- Light Industrial
- Heavy Industrial
- Public Reserve

f. What is the current comprehensive plan designation of the site?

The City provides multiple comprehensive plan land use designations, they are as follows:

- Residential Neighborhood
- Blended Residential Neighborhood
- Urban Neighborhood
- Neighborhood Mixed Use
- Urban Center
- Community Mixed Use
- Industrial Residential
- Neighborhood Commercial
- Mixed Business Park
- General Commercial and Services
- Light Industrial
- Heavy Industrial
- Public/Institutional
- Open Space (private/non-city owned)
- Parks and Open Space

g. If applicable, what is the current shoreline master program designation of the site?

The city has two shoreline master plan designations within its Urban Growth Area, these are Urban Conservancy (located adjacent to the Yakima River and surrounding Lake Mattoon) and Aquatic.

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

This is a non-project proposal and does not include project action on a specific site. The City's critical areas regulations outlines definitions, designations, and regulations for critical areas in order to:

- Protect members of the public and public resources and facilities from injury, loss of life, or property damage due to landslides and steep slope failures, erosion, seismic events, and flooding;
- Maintain healthy, functioning ecosystems through the protection of unique, fragile, and valuable elements of the environment, including ground and surface waters, wetlands, and fish and wildlife and their habitats, and to conserve the biodiversity of plant and animal species; and
- Prevent cumulative adverse environmental impacts to water quality, wetlands, fish and wildlife habitat, and the overall net loss of wetlands, frequently flooded areas, and habitat conservation areas.

i. Approximately how many people would reside or work in the completed project?

The current population in the City of Ellensburg is 19,960 (Office of Financial Management, 2019). The population projection for the City of Ellensburg as determined by the Kittitas County Conference of Governments for the year 2037 is 32,540, with an additional 6,998 jobs expected to be added by 2037.

j. Approximately how many people would the completed project displace?

As a non-project action, the proposal will not directly cause displacement. Future project specific proposals will be reviewed for consistency with applicable standards and regulations.

k. Proposed measures to avoid or reduce displacement impacts, if any:

As a non-project action, the proposal will not directly cause displacement. Future project specific proposals will be reviewed for consistency with applicable standards and regulations.

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

The Ellensburg Comprehensive Plan provides guidance intended to ensure that new development is compatible with existing land uses and anticipated growth. No changes as part of this proposal impact the guidance established in the comprehensive plan.

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

The City of Ellensburg does not contain any designated agricultural or forest lands of long-term commercial significance.

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.**

Not applicable. No housing is proposed as part of this non-project action.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.**

Not applicable. No housing is proposed to be eliminated as part of this non-project action.

- c. Proposed measures to reduce or control housing impacts, if any:**

Not applicable. This is a non-project action, no increase in housing impacts is expected from the proposed updates to the comprehensive plan.

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?**

Not applicable. This is a non-project proposal and does not include project action on a specific site. Generally, the City provides standards for building height by zone. Future project proposals will be evaluated at the project level and will be subject to applicable regulations and standards.

- b. What views in the immediate vicinity would be altered or obstructed?**

Not applicable. This non-project action will not impact views.

- b. Proposed measures to reduce or control aesthetic impacts, if any:**

Not applicable. This non-project action will not impact aesthetics.

11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?**

Not applicable. This non-project action will not produce any light or glare.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?**

Not applicable. This is a non-project action and does not include project action on any specific site.

- c. What existing off-site sources of light or glare may affect your proposal?**

Not applicable. This is a non-project action and does not include project action on any specific site.

- d. Proposed measures to reduce or control light and glare impacts, if any:**

Not applicable. This non-project action will not impact light or glare. For future project proposals the city has specific requirements regulating outdoor lighting (ECC 15.580).

12. Recreation

a. What designated and informal recreational opportunities are in the immediate vicinity?

The City of Ellensburg maintains a park and recreation system that includes a wide variety of facilities and activities for Ellensburg and Kittitas County residents. The City has 8 pocket parks, 6 neighborhood parks, 2 community parks, and 2 regional parks. In addition, the City Parks and Recreation Department operates four year-round facilities including an adult senior center, municipal pool/fitness center, youth center, and racquet and recreation center.

b. Would the proposed project displace any existing recreational uses? If so, describe.

No existing recreational uses will be displaced.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

Not applicable. This non-project action will not impact any recreational uses.

13. Historic and cultural preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

The City of Ellensburg has a well-established historic preservation program including the Downtown Historic District (established 1980), Residential Historic District (established 1984), Ellensburg Landmarks Register (established 2000), and attainment of Certified Local Government status in 2001. Many of Ellensburg's historic structures are located within a 16-block area of the Downtown Historic District. There are also historic structures located on the Central Washington University campus, the industrial area along the railroad, and in residential neighborhoods in and surrounding the downtown area.

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

Not applicable. As necessary, future project proposals will be reviewed for consistency with applicable standards and regulations and will be reviewed by the City's Landmark and Design Commission as applicable.

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

Not applicable. This non-project action does not address or propose any impacts to historic resources. Future project proposals will be reviewed for consistency with applicable standards and regulations and will be reviewed by the City's Landmark and Design Commission as applicable.

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

This non-project action does not address or propose any impacts to historic resources.

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.**

Not applicable. This is a non-project proposal and does not include project action on any specific site.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?**

Various areas of the city are currently served by transit. Distance to the nearest transit stop will vary from project to project. Future project proposals will be reviewed for consistency with applicable standards and regulations and will undergo separate SEPA review as applicable.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?**

Not applicable. This non-project proposal will not add or eliminate any parking spaces.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).**

Not applicable. This non-project proposal will not require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.**

Not applicable. This non-project proposal will not use water, rail, or air transportation.

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?**

Not applicable. This non-project proposal will not impact vehicular trips per day and does not include project action on any specific site.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.**

Not applicable. This non-project proposal does not propose any impacts to transportation.

- h. Proposed measures to reduce or control transportation impacts, if any:**

Not applicable. This is a non-project proposal and does not include project action any specific site.

15. Public Services

- a. **Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.**

Not applicable. This non-project proposal will not increase the need for public services.

- b. **Proposed measures to reduce or control direct impacts on public services, if any.**

Not applicable. This non-project proposal does not propose any impacts to public services.

16. Utilities

- a. **Circle utilities currently available at the site:**

electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,

other _____

Utilities currently available within the incorporated city limits include: electricity, natural gas, water, refuse service, telephone, sanitary sewer, cable television, and others.

- c. **Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.**

Not applicable. This is a non-project proposal and does not include project action any specific site.

C. Signature

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Name of signee _____

Position and Agency/Organization _____

Date Submitted: _____

D. Supplemental sheet for nonproject actions

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The proposed revisions to the Land Development Code are not likely to increase discharge to water, emissions to air, production, storage, or release of toxic or hazardous substances or production of noise.

Proposed measures to avoid or reduce such increases are:

Not applicable. The proposed revisions to the Land Development Code are not likely to increase discharge to water, emissions to air, production, storage, or release of toxic or hazardous substances or productions of noise. Project specific proposals will undergo separate SEPA review as applicable.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The proposed revisions to the Land Development Code are not likely to affect plants, animals, fish, or marine life.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

Not applicable. The proposed revisions to the Land Development Code are not likely to affect plants, animals, fish, or marine life. Project specific proposals will undergo separate SEPA review as applicable.

3. How would the proposal be likely to deplete energy or natural resources?

The proposed revisions to the Land Development Code are not likely to deplete energy or natural resources.

Proposed measures to protect or conserve energy and natural resources are:

Not applicable. The proposed revisions to the Land Development Code are not likely to deplete energy or natural resources. Project specific proposals will undergo separate SEPA review as applicable.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The proposed revisions to the Land Development Code are not likely to affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection. The proposed amendments are not likely to impact parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands.

Proposed measures to protect such resources or to avoid or reduce impacts are:

Not applicable. The proposed amendments are not likely to affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection. Project specific proposals will undergo separate SEPA review as applicable.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The proposed revisions to the Land Development Code will not affect shoreline development. The proposed revisions to the Land Development Code will not encourage or allow development/uses that are incompatible with existing plans.

Proposed measures to avoid or reduce shoreline and land use impacts are:

Not applicable. The proposed amendments will not affect shoreline development. The proposed revisions to the Land Development Code will not encourage or allow development/uses that are incompatible with existing plans. Project specific proposals will undergo separate SEPA review as applicable.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The proposed revisions to the Land Development Code will not increase demands on transportation or public services and utilities.

Proposed measures to reduce or respond to such demand(s) are:

Not applicable. The proposed revisions to the Land Development Code will not increase demands on transportation or public services and utilities. Project specific proposals will undergo separate SEPA review as applicable.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The proposed revisions to the Land Development Code are consistent with local, state, and federal laws for the protection of the environment.



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

**State Environmental Policy Act (SEPA)
DETERMINATION OF NON-SIGNIFICANCE (DNS)**

Proponent: City of Ellensburg Community Development Department

Date: October 10, 2023

Location: Ellensburg City Limits and the Urban Growth Area

Description: This SEPA Checklist is a part of a City of Ellensburg's Land Development Code amendment process. The City is proposing five amendments to the Land Development Code. A complete listing and description of the proposed amendments can be found in the SEPA Checklist and Attachment A.

Lead Agency: City of Ellensburg

File #: P23-097

The lead agency for this proposal has determined that the proposed adoption of this action plan, will not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed Environmental Checklist and other information on file with the lead agency. This information is available to the public upon request.

This Determination of Non-Significance (DNS) is issued under WAC 197-11-340(2); The lead agency will not act on this proposal for 21 days from the date of issuance. The lead agency will not act on this proposal for 21 days from the date below. Agencies, tribes, and the public are encouraged to review and comment on the proposal. If you have any comments on the proposed project and/or the SEPA Checklist, please submit them to our department by mail or email by **5:00 pm on Tuesday, October 31, 2023.**

Questions and comments may be submitted by 5:00 p.m. on Tuesday, October 31, 2023 to: Jeremy Johnston, Planning Manager- City of Ellensburg. johnstonj@ci.ellensburg.wa.us, 509-962-7232.

Responsible Official: Jeremy Johnston
Title: Community Development Planning Manager
Address: City of Ellensburg
Community Development Dept.
501 N. Anderson St.
Ellensburg WA 98926
Phone: (509) 962-7232 Fax: (509) 925-8655

ORDINANCE NO. 4936

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO ZONING AND THE REGULATION OF SUPPORTIVE HOUSING FACILITIES, AMENDING SECTIONS 15.130.090, 15.130.160, 15.130.200, AND 15.310.040, AND ADDING A NEW SECTION 15.340.080 “STANDARDS FOR PERMANENT SUPPORTIVE HOUSING TRANSITIONAL HOUSING, EMERGENCY HOUSING AND EMERGENCY SHELTER FACILITIES” TO THE ELLENSBURG CITY CODE.

WHEREAS, in 2021, the Washington State Legislature passed Engrossed Second Substitute House Bill 1220 (ESSHB 1220), as codified in chapters 35.21, 35A.21 and 36.70A RCW, which requires cities like Ellensburg to allow development of permanent supportive housing and transitional housing in all land use districts where residential dwellings and/or hotels are allowed; and

WHEREAS, ESSHB 1220 also requires cities to allow emergency housing and emergency shelters in all zoning districts where hotels are allowed; and

WHEREAS, cities are required to regulate permanent supportive housing, transitional housing, emergency housing and emergency shelter consistent with ESSHB 1220; and

WHEREAS, the Ellensburg City Code currently does not define or regulate permanent supportive housing, transitional housing, emergency housing or emergency shelter as distinct land uses; and

WHEREAS, City staff, through meetings with the Planning Commission and Affordable Housing Commission, prepared proposed code amendments addressing ESSHB 1220; and

WHEREAS, the proposed amendments to the Ellensburg City Code were issued a SEPA Determination of Non-Significance on October 10, 2023; and

WHEREAS, pursuant to RCW 36.70A.106, notice of the City’s intent to amend the Ellensburg City Code Title 15 was sent to the Washington State Department of Commerce on October 10, 2023; and

WHEREAS, the proposed amendments were reviewed by the Planning Commission in a public hearing on November 9, 2023, and based on testimony and other evidence received at said hearing, the Planning Commission recommended City Council approve the amendments as presented; and

WHEREAS, the Washington State Department of Commerce provided comments on November 16, 2023 that recommended revisions to the proposed amendments; and

WHEREAS, staff revised the proposed code amendments in accordance with the Department of Commerce recommendations and scheduled an additional hearing before the Planning Commission to consider the changes; and

WHEREAS, the revised code amendments were reviewed by the Planning Commission in a duly advertised public hearing on January 11, 2024, and based on testimony and other evidence received at said hearing, the Planning Commission recommended City Council approve the amendments as included herein; and

WHEREAS, the revised code amendments were reviewed by the Ellensburg City Council at a duly advertised public hearing at its January 16, 2024 meeting;

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

Section 1. The recitals set forth above are hereby adopted as the findings of the City Council and are by this reference incorporated herein as if set forth in their entirety.

Section 2. Section 15.130.090 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4656, is hereby amended to read as follows:

15.130.090 - I definitions.

Impervious surface means any hard surfaced, manmade area that does not readily absorb or retain water, including, but not limited to, building roofs, parking areas, graveled areas, sidewalks, and paved recreation areas.

Improvement means any building, structure, or object constituting a physical improvement of real property.

Incentives are such compensation, rights, privileges, or combinations thereof which the Ellensburg city council or other county, state, or federal public agencies, by virtue of applicable present or future legislation, may be authorized to grant or obtain for the owner(s) of designated landmarks, landmark sites, or landmark districts. Examples of economic incentives include, but are not limited to, tax relief, conditional use permits, rezones, street vacations, transfers of development rights, facade easements, gifts, preferential leasing policies, private or public grants-in-aid, beneficial placement of public improvements or amenities, or the like. See chapter 15.280 ECC.

Indoors, for purpose of chapter 15.370 ECC, means within a fully enclosed and secure structure that complies with the Washington State Building Code, as adopted by the city of Ellensburg, that has a complete roof enclosure supported by connecting walls extending from the ground to the roof, and a foundation, slab, or equivalent base to which the floor is securely attached. The structure must be secure against unauthorized entry, accessible only through one or more lockable doors, and constructed of solid materials that cannot easily be broken through, such as two inches by four inches or thicker studs overlain with three-eighths-inch or thicker plywood or equivalent materials. Plastic sheeting, regardless of gauge, or similar products do not satisfy this requirement.

Indoor emergency housing means temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.

Indoor emergency shelter means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.

Installed means the initial installation of outdoor light fixtures, as defined herein, made subsequent to the enactment of the ordinance codified in this chapter and shall not pertain or apply to those outdoor light fixtures existing at the time of enactment of the ordinance codified in this chapter, or to the maintenance or replacement of existing fixtures with like or similar fixtures.

Interim recycling facility means a site or establishment engaged in collection or treatment of recyclable materials, which is not the final disposal site, and including:

1. Drop boxes;
2. Source-separated, organic waste processing facilities; and
3. Collection, separation and shipment of glass, metal, paper or other recyclables.

(Ord. 4656 § 1 (Exh. O2), 2013)

Section 3. Section 15.130.160 of the Ellensburg City Code, as last amended by Section 13 of Ordinance 4887, is hereby amended to read as follows:

15.130.160 - P definitions.

Park means those areas of land under public ownership devoted to passive and active recreation activities and facilities. Such activities include open spaces, playgrounds, athletic fields, athletic or recreation structures.

Parking space, off-street. "Off-street parking space" means an off-street parking space available for the parking of one motor vehicle conforming to the standards set forth in chapter 15.550 ECC and section 6, parking standards, public works development standards.

Pedestrian accessway refers to a publicly accessible walkway or trail that provides a mid-block connection between streets. See ECC 15.420.020(A)(3) for applicable standards.

Pedestrian-oriented space is defined in ECC 15.520.030(C).

Permanent supportive housing is subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in Chapter 59.18 RCW.

Permeable pavement is a paving system which allows rainfall to percolate through it into the underlying soil or an aggregate reservoir. Examples include porous asphalt, porous concrete, interlocking concrete pavers, and open cell paving grids.

Permit, project permit, or project permit application means any land use or environmental permit or license required from a local government for a project action, including but not limited to building permits, subdivisions, binding site plans, planned unit developments, conditional uses, shoreline substantial development permits, site plan review, permits or approvals required by critical area ordinances, site-specific rezones authorized by a comprehensive plan or subarea plan, but excluding the adoption or amendment of a comprehensive plan, subarea plan, or development regulations except as otherwise specifically included in this subsection.

Person means any individual, partnership, corporation, trust, incorporated or unincorporated association, marital community, joint venture, governmental entity, or other entity or group of persons, however organized. "Person" includes a trustee, a receiver, an assignee, or a similar representative.

Personal service means a use that provides a service that is nonmedical as a primary use and may include accessory retail sales of products related to the services. Examples would include but not be limited to: barber, beautician, masseur, tailors, clothing rental, shoe repair shops, and steam and sauna baths.

Personally identifiable information, for the purpose of chapter 15.370 ECC, means any information that includes, but is not limited to, data that uniquely identify, distinguish, or trace a person's identity, such as the person's name, or address, either alone or when combined with other sources, that establish the person is a qualifying patient or designated provider.

Places of assembly means a structure for groups of people to gather for an event or regularly scheduled program. Examples include but are not limited to arenas, religious institutions, lecture halls, banquet facilities, and similar facilities.

Planning commission means the Ellensburg planning commission created by chapter 1.14 ECC.

Plant means, for the purpose of chapter 15.370 ECC, an organism having at least three distinguishable and distinct leaves, each leaf being at least three centimeters in diameter, and a readily observable root formation consisting of at least two separate and distinct roots, each being at least two centimeters in length. Multiple stalks emanating from the same root ball or root system shall be considered part of the same single plant.

Precision instrument approach is, for the purpose of chapter 15.350 ECC, designed to provide an approach path for exact alignment and descent of an aircraft on final approach to a runway.

Precision instrument runway 29 is, for the purpose of chapter 15.350 ECC, a 50,000-foot-long trapezoid that is 1,000 feet wide at the point where it meets the primary surface. It has a 50:1 slope for the first 10,000 feet and a slope of 40:1 for the remaining 40,000 feet. The approach surface is 16,000 feet wide at the outermost point.

Preliminary subdivision or plat means a scaled drawing of a proposed subdivision showing the general layout of streets, lots, blocks, rights-of-way, easements and other required elements of a plat which shall furnish a basis for the preliminary approval or disapproval of the general layout of the subdivision and preparation of a final subdivision. See chapter 15.260 ECC.

Premises means a specified lot or tract of land under single ownership.

Preservation planner means, for the purposes of chapter 15.280 ECC, the department of community development employee or consultant assigned to staff the Ellensburg landmarks and design commission and administer the historic preservation program.

Primary surface means, for the purpose of airport overlay zone regulations set forth in chapter 15.350 ECC, a surface longitudinally centered on a runway. When the runway has a

specially prepared hard surface, the primary surface extends 200 feet beyond each end of that runway. For military runways or when the runway has no specially prepared hard surface, or planned hard surface, the primary surface ends at each end of that runway. The elevation of any point on the primary surface is the same as the elevation of the nearest point on the runway centerline.

Process means, for the purpose of chapter 15.370 ECC, to handle or process cannabis in preparation for medical use.

Produce means, for the purpose of chapter 15.370 ECC, to plant, grow, or harvest cannabis for medical use.

Public agency or utility office means a building or portion thereof used primarily for administration purposes by a public agency or utility.

Public meeting means an informal meeting of people to obtain comments from a city commission, committee, or public agency and members of the public prior to a decision on a project permit application.

Public place includes, for the purpose of chapter 15.370 ECC, streets and alleys of incorporated cities and towns; state or county or township highways or roads; buildings and grounds used for school purposes; public dance halls and grounds adjacent thereto; premises where goods and services are offered to the public for retail sale; public buildings, public meeting halls, lobbies, halls and dining rooms of hotels, restaurants, theaters, stores, garages, and filling stations which are open to and are generally used by the public and to which the public is permitted to have unrestricted access; railroad trains, stages, buses, ferries, and other public conveyances of all kinds and character, and the depots, stops, and waiting rooms used in conjunction therewith which are open to unrestricted use and access by the public; publicly owned bathing beaches, parks, or playgrounds; and all other places of like or similar nature to which the general public has unrestricted right of access, and which are generally used by the public.

Public transportation.

1. *Public transportation* means the conveyance of passengers and/or freight by buses, trains, airplanes or taxis for a fare.
2. *Passenger terminals* means the facilities used as transfer areas, ticketing agencies and administrative offices for “public transportation,” excluding taxi stands or bus stops along prescribed bus routes.
3. *Deadhead stations* means the facilities used for the storage and mechanical maintenance of vehicles engaged in “public transportation.”

Public use means any use of land by the public or a local, state or federal government agency.

Public utility means any use of land by a local, state, or federal agency, or by any person, firm or corporation licensed or franchised by such a government agency involving the transportation or transmission of materials, signals or electrical energy by vehicle or through conduit, wire, pipe or other similar device. Typical examples of this would include water, gas and sewer mains, television or telephone lines, and refuse collection. For the purpose of this title, such uses located or to be located on the properties they are to serve shall not be included in this definition.

Public works development standards means those standards filed by the director of public works and utilities with the Ellensburg city clerk, as approved and adopted by reference in ECC 4.04.020, including any amendments thereto made in accordance with ECC 4.04.040.

(Ord. 4887 § 13, 2022; Ord. 4804 § 4, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 4. Section 15.130.200 of the Ellensburg City Code, as last amended by Section 12 of Ordinance 4807, is hereby amended to read as follows:

15.130.200 - T definitions.

Temporary use means a use which will operate for less than 60 days. See ECC 15.250.010 for details.

Terminal or debilitating medical condition means, for the purposes of chapter 15.370 ECC:

1. Cancer, human immunodeficiency virus (HIV), multiple sclerosis, epilepsy or other seizure disorder, or spasticity disorders;
2. Intractable pain, limited for the purpose of this title to mean pain unrelieved by standard medical treatments and medications;
3. Glaucoma, either acute or chronic, limited for the purpose of this chapter to mean increased intraocular pressure unrelieved by standard treatments and medications;
4. Crohn's disease with debilitating symptoms unrelieved by standard treatments or medications;
5. Hepatitis C with debilitating nausea or intractable pain unrelieved by standard treatments or medications;

6. Diseases, including anorexia, which result in nausea, vomiting, cachexia, appetite loss, cramping, seizures, muscle spasms, or spasticity, when these symptoms are unrelieved by standard treatments or medications; or

7. Any other medical condition duly approved by the Washington State Medical Quality Assurance Commission in consultation with the board of osteopathic medicine and surgery as directed in this chapter.

THC concentration means, for the purposes of chapter 15.370 ECC, percent of tetrahydrocannabinol content per weight or volume of useable cannabis or cannabis product.

Theater means a place of public assembly intended and expressly designed for the presentation of motion pictures, other than an adult theater.

Tow vehicle storage area means the approved yard and buildings where stored vehicles are kept. The storage areas and fencing must comply with the requirements established by the Washington State Department of Licensing, Washington State Patrol, and all local zoning rules and regulations. All tow vehicle storage areas must be physically located within the tow zone assigned to the operator.

Tower height means, for the purposes of chapter 15.350 ECC, the distance measured from the finished grade to the highest point of the structure.

Transitional housing means a facility that provides housing and supportive services to homeless individuals or families for up to two years and whose primary purpose is to enable homeless individuals or families to move into independent living and permanent housing.

Transitional surfaces, for the purposes of chapter 15.350 ECC, extend outward at 90-degree angles to the runway centerline and the runway centerline extended at a slope of seven feet horizontally for each one foot vertically from the sides of the conical surfaces. Transitional surfaces for those portions of the precision approach surfaces, which project through and beyond the limits of the conical surface, extend a distance of 5,000 feet measured horizontally from the edge of the approach surface and at 90-degree angles to the extended runway centerline.

Transportation demand management or *TDM* means a broad range of strategies that reduce or shift use of the roadway, thereby increasing the efficiency and life of the overall transportation system. TDM programs influence travel behavior by using strategies that accommodate more person-trips in fewer vehicles, shift the location or time of day at which trips are made, or reduce the need for vehicle trips.

Treatment means the physical, chemical, or biological processing of dangerous waste to make such wastes nondangerous or less dangerous, safer for transport, amendable for energy or material resource recover, amendable for storage, or reduced in volume.

Tree means, for the purpose of airport overlay zone regulations set forth in chapter 15.350 ECC, any object of natural growth.

(Ord. 4807 § 12, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 5. Section 15.310.040 Use tables of the Ellensburg City Code, as last amended by Section 3 of Ordinance 4929, is hereby amended to read as follows:

15.310.040 Use tables.

Table 15.310.040
Residential-Based Uses

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	I-L	NC-MU	RC-MU	I-H	P-R	MHP
RESIDENTIAL, GENERAL															
Dwelling, single-family* (ECC 15.540.020)	P	P	P		P										P
Dwelling, cottage* (ECC 15.540.050)	P	P	P		P									A ⁶	
Dwelling, duplex* (ECC 15.540.030)	P ²	P ²	P		P			P ⁷	P ⁷					A ⁶	
Dwelling, townhouse* (ECC 15.540.060)	P ²	P ²	P	P	P	P ³		P ⁷	P ⁷		P	P		A ⁶	
Dwelling, multifamily*	P ^{1,5}	P ^{1,5}	P	P	P	P ³	C	P ⁷	P ⁷		P	P		A ⁶	

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	I-L	NC-MU	RC-MU	I-H	P-R	MHP
(Division V of this title)															
Dwelling, live-work*	P ⁴	P ⁴	P ⁴	P ⁴	P ⁴	P		P ⁷	P ⁷		P	P			
Manufactured home park* (ECC 15.340.040)	C	C	C	P	C									A ⁶	P
GROUP RESIDENCES															
Boarding houses, lodging houses		C	P	P	C			P ⁷	P ⁷		P	P		A ⁶	
Adult family home*	P	P	P	P	P	P		P ⁷	P ⁷		P	P		A ⁶	
Community residential facility*			C	C	C	C		P ⁷	P ⁷		P	P		P/A ⁶	
Senior citizen assisted housing*			P	P	P	P		P ⁷	P ⁷		P	P		A ⁶	
<u>Transitional Housing*</u>	<u>P^{5,9}</u>	<u>P^{5,9}</u>	<u>P⁹</u>	<u>P⁹</u>	<u>P⁹</u>	<u>P^{3,9}</u>	<u>C⁹</u>	<u>P^{7,9}</u>	<u>P^{7,9}</u>		<u>P⁹</u>	<u>P⁹</u>			
<u>Permanent Supportive Housing*</u>	<u>P^{5,9}</u>	<u>P^{5,9}</u>	<u>P⁹</u>	<u>P⁹</u>	<u>P⁹</u>	<u>P^{3,9}</u>	<u>C⁹</u>	<u>P^{7,9}</u>	<u>P^{7,9}</u>		<u>P⁹</u>	<u>P⁹</u>			

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	I-L	NC-MU	RC-MU	I-H	P-R	MHP
<u>Indoor Emergency Shelter*</u>	<u>C⁹</u>	<u>C⁹</u>	<u>C⁹</u>	<u>C⁹</u>	<u>C⁹</u>	<u>C⁹</u>	<u>P⁹</u>	<u>P⁹</u>	<u>P⁹</u>		<u>P⁹</u>	<u>P⁹</u>			
<u>Indoor Emergency Housing*</u>	<u>C⁹</u>	<u>C⁹</u>	<u>C⁹</u>	<u>C⁹</u>	<u>C⁹</u>	<u>C⁹</u>	<u>P⁹</u>	<u>P⁹</u>	<u>P⁹</u>		<u>P⁹</u>	<u>P⁹</u>			
RESIDENTIAL ACCESSORY USES															
Accessory dwelling unit* (ECC 15.540.040)	P	P	P	P	P			P ⁷	P ⁷						
Home occupations* (ECC 15.340.020)	P	P	P	P	P	P	P	P ⁷	P ⁷	P	P	P	P	P ⁶	P
Yard sale use	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸
TEMPORARY LODGING															
Bed and breakfast (ECC 15.340.010)	P	P	P	P	P			P ⁷	P ⁷		P	P			

Development conditions:

1. Subject use may be permitted subject to density bonus incentives set forth in table 15.320.030 and chapter 15.330 ECC.
2. Duplexes and townhomes are permitted in the R-L and R-S zones on infill lots (preexisting legal lots of record as of December 31, 2021) notwithstanding the maximum density limits in table 15.320.030. For lots recorded after this date, duplexes and townhomes are permitted in the R-L and R-S zones but must meet the density requirements of ECC 15.320.030.

3. Residential uses are permitted in the C-N zone provided nonresidential uses occupy the ground floor of all buildings fronting on the street. For example, residential uses could be on upper levels of buildings fronting on the street or, for deep lots, subject residential uses may occupy any buildings away from the street and behind the buildings that front onto the street.
4. Nonresidential uses may be permitted within live-work dwellings subject to the permitted uses in the underlying zoning district.
5. Multifamily dwelling units shall not be located adjacent to existing single-family dwellings, except where such uses were approved on an individual plat.
6. All uses permitted in the P-R zone must be either outright permitted and operated as a public use or must be an accessory use to the primary public use (see ECC 15.310.050).
7. Except for lobbies or similar entrances, all permitted residential uses in the C-C and C-C II zones are prohibited within 30 feet of the sidewalk on the ground floor of properties fronting on storefront streets per ECC 15.510.050(E).
8. Yard sales are permitted as an accessory use to a dwelling; provided, that the following conditions are met:
 - a. Only two yard/garage sales per dwelling unit not exceeding three consecutive days in duration are allowed per year;
 - b. The occupant or tenant of the dwelling unit shall supervise and be responsible for the yard/garage sale activities including ensuring that there is no impediment to the passage of traffic on public roads and sidewalks adjacent to the sale;
 - c. No goods are to be displayed in public rights-of-way without first obtaining a right-of-way use permit from the public works and utilities department; and
 - d. Signs advertising the sale shall not be attached to any public structure, sign, sign or utility pole or traffic control devices and shall be removed within 24 hours of the sale completion.
9. Subject to the permanent supportive, transitional housing, emergency housing and emergency shelter facilities standards set forth in ECC 15.340.080.

Table 15.310.040
Nonresidential Uses

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	NC-MU	RC-MU	I-L	I-H	P-R
RETAIL														

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	NC-MU	RC-MU	I-L	I-H	P-R
Auto sales, new and used							P	P ²	P		P			
Automobile fueling						P	P	P	P		P	P		
Automobile, electric vehicle battery charging station	P ¹	P ¹	P ¹	P ¹	P ¹	P	P	P	P	P	P	P	P	P
Farmers' markets*						P		P	P	P	P			
Fruit stands*	P	P	P	P	P									
Heavy retail (ECC 15.130.080)							P	P ²	P		P	P	P	
Nurseries and greenhouses	P						P	P	P	P	P	P	P	
Restaurants	P	P	P	P	P	P	P	P	P	P	P	P		A ⁶
Bars and brewpubs*						P	P	P	P	P	P	P		A ⁶
Coffee house, espresso bar	P ⁵	P ⁵	P	P	P	P	P	P	P	P	P	P		A ⁶
Retail, small scale (<2,000 sf floor area)	P ⁵	P ⁵	P	P	P	P	P	P	P	P	P			A ⁶
Retail, medium scale						P	P	P	P	P	P			A ⁶

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	NC-MU	RC-MU	I-L	I-H	P-R
(2,000—20,000 sf floor area)														
Retail, large scale (20,001—60,000 sf floor area)						P ³	P	P	P	P	P			
Retail, very large scale (60,001—100,000 sf floor area)							P	C	C		P			
Retail, super scale (>100,001 sf floor area)							C				C			
Regional retail commercial projects* (subject to the requirements in chapter 15.390 ECC)	P ⁸	P ⁸	P ⁸	P ⁸	P ⁸	P ⁸	P ⁸			P ⁸	P ⁸	P ⁸		
Marijuana retailer*						P ⁹	P ⁹	P ⁹	P ⁹	P ⁹	P ⁹			
PERSONAL AND GENERAL SERVICE														
Day care I facilities*	P	P	P	P	P	P	P	P	P	P	P	P		A ⁶

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	NC-MU	RC-MU	I-L	I-H	P-R
Day care II facilities*	C	C	C	C	P	P	P	P	P	P	P			A ⁶
Heavy services (see heavy retail and services definition in ECC 15.130.080)*							P	P ²	P		P	P	P	
Hotels/motels*							P	P	P	P	P			
Hospitals*	C	C	C		P			C	P		C			A ⁶
Offices, medical*					P	P	P	P	P	P	P			P/A ⁶
Kennels*							P		P			P		
Nursing homes*	C	C	C	P	P			P	P					P/A ⁶
Marijuana cooperative*	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰
Personal service establishments*	P ⁵	P ⁵	P	P	P	P	P	P	P	P	P			A ⁶
Laundromats and dry cleaners			P	P	P	P	P	P	P	P	P	P		
Places of assembly*	C	C	C	C	P	P	P	P	P	C	C	C		A ⁶

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	NC-MU	RC-MU	I-L	I-H	P-R
Radio station (commercial)		C					P			P	P	C	C	A ⁶
Veterinary clinic					C	C	P	P	P	P	P	C		
BUSINESS SERVICE														
Conference center*							P	P	P	P	P			A ⁶
Offices, business or professional*, small scale (<2,000 sf floor area)	P ⁵	P ⁵			P	P	P	P	P	P	P	P ⁴		P/A ⁶
Offices, business or professional*, medium scale (2,000—20,000 sf floor area)	P ⁵	P ⁵					P	P	P	P	P	P		P/A ⁶
Offices, business or professional*, large scale (20,001—60,000 sf floor area)							P	P	P	P	P	P		P/A ⁶
Miniwarehouse facility*			C									C	C	

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	NC-MU	RC-MU	I-L	I-H	P-R
INDUSTRIAL														
Light manufacturing*							P	P ²	P ²	P ²	P ²	P	P	
Light industry (ECC 15.130.120)								P ^{2,7}	P ^{2,7}	P ^{2,7}	P ^{2,7}	P	P	
Hazardous waste treatment (off-site) (see definition of “off-site” in ECC 15.130.150)												C	C	
Hazardous waste treatment (on-site) (see definition of “on-site” in ECC 15.130.150)							C	C	C			C	C	A ⁶
Heavy industry (ECC 15.130.080)													C	
Marijuana processor*												P ¹⁴	P ¹⁴	
Marijuana producer*												P ¹⁴	P ¹⁴	
Tow vehicle storage area*												P	P	

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	NC-MU	RC-MU	I-L	I-H	P-R
Vehicle wrecking yard*													C	

Development conditions:

1. Vehicle battery charging stations are permissible for the primary use of residents and their guests in all residential zones. Battery charging station clusters are permitted for multifamily uses located in the R-M and R-H zones.
2. Use must be enclosed entirely within a building.
3. Grocery stores shall be the only retail uses permitted with more than 20,000 square feet of gross floor area.
4. Except for office uses that are accessory to a permitted use, office uses may be permitted through the purchase of transferable development rights, subject to the adoption of a TDR program by the city.
5. Subject nonresidential uses may be permitted in the R-S and R-L zones if the planned uses are at least 1,200 feet from an existing C-N zone or commercial use.
6. All uses permitted in the P-R zone must be either outright permitted and operated as a primary public use or must be an accessory use to that primary public use. See ECC 15.310.050.
7. Includes light industrial activities that result in the production of goods placed for on-site retail sale. Special restrictions:
 - a. No power tools or equipment are allowed which by their decibel, frequency, and/or other feature of their operation would negatively impact the surrounding area by reason of decibel levels, light (see chapter 15.580 ECC for standards), dust or other physical effect; and
 - b. Production or manufacturing activity shall not occur between the hours of 10:00 p.m. and 6:00 a.m.
8. Regional retail is administered as an overlay zone pursuant to chapters 15.390 and 15.390A ECC, and only permitted within the designated boundaries identified in figure 15.390.040(A), the south interchange area, and figure 15.390.040(B), the west interchange area. Permitted uses and use restrictions within a regional retail commercial project are described in ECC 15.390.030. Design criteria for regional retail is governed by chapter 15.390A ECC.
9. All marijuana retail, production and processing facilities are subject to the requirements of chapter 15.370 ECC.

10. All marijuana cooperatives are subject to the requirements of ECC 15.370.030, chapter 314-55 WAC and chapter 69.51A RCW.

Table 15.310.040
Special Uses

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	NC-MU	RC-MU	I-L	I-H	P-R
PARK, OPEN SPACE AND RECREATIONAL														
Cemeteries, columbarium or mausoleums	P	P												
Golf course	P													P ¹¹
Golf driving range (not associated with a golf course)	C						C							P ¹¹
Recreation—outdoor (commercial)*							P			P	P	C		A
Recreation—indoor (commercial)*							P	P	P	P	P	C		A
Recreation—small-scale indoor studios (commercial)*	P	P	P	P	P	P	P	P	P	P	P	C		
Recreational vehicle parks (ECC 15.340.050)							P							
Parks, playgrounds (public or private)	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹		P
CULTURAL AND ENTERTAINMENT														
Adult entertainment establishment*							P ²							

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	NC-MU	RC-MU	I-L	I-H	P-R
Art, performing arts, and recording studios	C	C	C	C	P	P	P	P	P	P	P	P		P/A ⁷
Museums	C ¹²	C ¹²	C ¹²	C ¹²	P	P	P	P	P	P	P	P		P/A ⁷
Theaters					P	P	P	P	P	P	P	C		
EDUCATIONAL														
Schools	C	C	C	C	C		C	C	C					P ⁵
GOVERNMENTAL														
Court							P	P	P					P
Fire facility							P				P	P		P
Police facility						P ³	P	P ³	P		P	P		P
Public agency or utility office*						P	P	P	P	P	P	P	P	P/A
Public agency or utility yard	P ⁴	P ⁴	P ⁴	P ⁴	P ⁴	P	P	C ⁴	P			P	P	P/A
Utility facility* ⁸	P	P	P		P	P	P	P	P			P	P	P
Fairgrounds														P
Public transportation passenger terminals							P	P	P		P	P	P	P
RESOURCE														
Gardening or fruit raising (accessory use or noncommercial)	P	P	P	P	P	P	P	P	P	P	P	P	P	P/A ⁷

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	NC-MU	RC-MU	I-L	I-H	P-R
Agriculture*	P ⁹													
Small wind energy systems (ECC 15.340.060)	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰ /A ⁷
REGIONAL														
Airport														PC ⁶

Development conditions:

1. Lighting for structures and fields shall be directed away from residential areas through the use of exterior full cut-off shields or through optics within the fixture.
2. Adult entertainment is regulated pursuant to chapter 6.72 ECC. Zoning locational standards within the C-H zone for adult entertainment establishments are:
All such establishments must be at least 1,000 feet from any residential zone, parks, schools, historic district, any dwelling, freeway, highway, interstate, or major arterial (see map on file in the city clerk's office).
3. Limited to "storefront" police offices. Such offices shall not have:
 - a. Holding cells;
 - b. Suspect interview rooms (except in the C-N zone); or
 - c. Long-term storage of stolen properties.
4. Public agency or utility yard conditions:
 - a. Utility yards are only on sites with utility district offices; or
 - b. Public agency yards are limited to material storage, vehicle maintenance, and equipment storage for road maintenance, facility maintenance, and parks facilities.
5. Excluding private or nonprofit commercial schools, for which the principal course work is business, vocational, or technical.
6. A conditional use permit is required for the following uses:
 - a. Facilities to sell, service and store airplanes, service airport patrons, and those ordinarily incidental and essential to operation of a municipal airport; and
 - b. Airport landing areas.

7. All uses permitted in the P-R zone must be either outright permitted and operated as a public use or must be an accessory use to the primary public use; see ECC 15.310.050. Subject uses must be managed by a public agency.
8. Wireless communication facilities, including wireless communication support towers and antenna arrays, are subject to the provisions of ECC 15.340.070 and chapter 15.395 ECC.
9. Agriculture uses are permitted in the subject zone provided the following conditions are met:
 - a. The raising of swine, poultry or goats shall be restricted to youth educational projects or limited household consumption occurring on the same lot, or lots of record;
 - b. No nuisances, such as noise, odor, air pollution, wastes, vibration, traffic or physical hazards, shall result therefrom; and
 - c. Fencing and housing adequate to certain livestock shall be provided where livestock are kept, and all livestock shall be kept and maintained in accordance with applicable laws and regulations.
10. Small wind energy systems on properties listed in the Ellensburg landmarks register are subject to landmarks and design commission certificate of appropriateness.
11. Subject use shall be permitted only if it is a public facility.
12. Museums within the R-S, R-L, R-M and R-H zoning districts are permissible within existing buildings, or if for new construction only if the building is 2,000 square feet or less, and for both options through approval of a conditional use permit.

(Ord. 4887 § 22, 2022; Ord. 4807 § 44, 2018; Ord. 4804 § 3, 2018; Ord. 4769 § 13, 2017; Ord. 4728 § 4, 2016; Ord. 4724 § 4, 2016; Ord. 4696 § 3, 2015; Ord. 4669 § 3, 2014; Ord. 4656 § 1 (Exh. O2), 2013).

Section 6. A new section entitled “Standards for Permanent Supportive Housing Transitional Housing, Emergency Housing and Emergency Shelter Facilities” is hereby added to the Ellensburg City Code and reads as follows:

15.340.080 Standards for permanent supportive housing, transitional housing, emergency housing and emergency shelter facilities.

A. Purpose and applicability. The purpose of this section is to establish reasonable standards for the safe operation and appropriate siting of supportive housing facilities within the city of Ellensburg so as to protect public health and safety for both facility residents and the broader community. As used in this chapter, “supportive housing facility” includes emergency housing, emergency shelters, permanent supportive housing, and transitional housing in buildings or other permanent structures.

B. Performance standards.

1. Requirements for all supportive housing facilities.

a. General.

i. When a site includes more than one (1) type of supportive housing facility, the more restrictive requirements of this section shall apply.

ii. All supportive housing facilities must comply with the provisions of the Building and Fire Code under Title 4 of the Ellensburg City Code, the public works development standards, and are subject to the provisions of crime prevention through environmental design (CPTED) in ECC 15.420.040(C).

b. Site and Transit.

i. Facilities shall match the bulk and scale of residential uses allowed in the zone where the facility is located. The design, construction, appearance, physical integrity, and maintenance of the facility shall provide an environment that is sustainable, functional, and conducive to tenants' stability.

ii. If provided, exterior lighting must comply with Chapter 15.580 ECC and be directed downward, and glare must be contained within the facility site to limit the impact on neighboring properties.

iii. The minimum number of off-street parking spaces required for each facility will be determined by the decision maker through the approval process taking into consideration factors such as the potential number of residents, site constraints, impact on the surrounding neighborhood, and consistency with parking requirements for similarly sized multifamily developments.

iv. A description of transit, pedestrian, and bicycle access from the subject site to medical, behavioral health, substance use disorder treatment, and employment and other similar services must be provided at time of application by the sponsor and/or managing agency.

c. Facility Operations. The sponsor or managing agency shall comply with all federal, state, and local laws and regulations, including Kittitas County Department of Health regulations. The sponsor or managing agency shall be subject to inspections by local agencies and/or departments, consistent with state law, to ensure such compliance and shall implement all directives resulting therefrom within the specified time period.

2. Additional requirements for emergency housing and emergency shelters. In addition to the requirements under subsection (B)(1) of this section, emergency housing and emergency shelters are required to comply with the following:

a. Facility Standards. Facilities are subject to the occupancy limits established by the most current editions of the International Building Code and International Fire Code.

b. Facility Operations.

i. Trash receptacles must be provided in multiple locations throughout the facility and site. A regular trash patrol in the immediate vicinity of the site must be provided.

ii. Residents and staff must comply with all Kittitas County Health Department requirements related to food donations.

iii. No children under the age of eighteen (18) are allowed to stay overnight in the facility, unless accompanied by a parent or guardian, or unless the facility is licensed to provide services to this population. If a child under the age of eighteen (18) without a parent or guardian present attempts to stay in a facility not specifically licensed for providing housing to youth, the sponsor and/or managing agency shall immediately contact Child Protective Services and actively endeavor to find alternative housing for the child.

c. Facility Services.

i. Residents should have access to the following services on site, if feasible; if not provided on site, transportation shall be provided:

(A) For all facilities, medical and behavioral health services, including mental and behavioral health counseling.

(B) For emergency housing facilities, access to resources on obtaining permanent housing and access to employment and education assistance.

(C) For emergency shelter facilities, substance use disorder assistance.

ii. All functions associated with the facility, including adequate waiting space, must take place within a building or on the site proposed to house the facility.

iii. Facilities serving more than five (5) residents should have dedicated spaces for residents to meet with service providers.

iv. The sponsor or managing agency shall coordinate with the homelessness service providers for referrals to their program and with other providers of facilities and services for people experiencing homelessness to encourage access to all appropriate services for their residents.

3. Additional requirements for permanent supportive and transitional housing. In addition to the requirements under subsection (B)(1) of this section, permanent supportive housing and transitional housing are required to comply with the following:

a. Facility Standards. Individual facilities are subject to the density standards for residential uses in the zone where the facility is located.

b. Facility Services.

i. All residents shall have access to appropriate cooking and hygiene facilities.

ii. Residents should have access to the following services on site, if feasible, or should be provided transportation to such services by the sponsor or managing agency:

(A) Medical and behavioral health and substance use disorder services.

(B) Employment and education assistance.

Section 7. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 8. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 9. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 5th day of February, 2024.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4936 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4936 was published as required by law.

BETH LEADER



Meeting Date: January 16, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Resolution 2024-01 for Allocation of 2024 Lodging Tax Funds (Public Comment Opportunity)
Submitted by: Kelle Vandenberg, Arts & Economic Development Director
Department: City Manager

Suggested Motion/Action:
Move to adopt Resolution 2024-01, approving the allocation of 2024 Lodging Tax Funds.

Background/Summary:
The City previously entered into an Interlocal Agreement with Kittitas County for an annual consolidated countywide process for award and distribution of lodging tax funds. Pursuant to the Interlocal Agreement, each participating municipality will contribute 13% of their annual lodging tax collections through the consolidated lodging tax process. The City's designated amount for 2024 is \$87,753.09.

The Consolidated Lodging Tax group met on December 1, 2023, to hear applicant presentations and discuss allocation of funds. Funding requested from 27 applicants totaled \$589,345.80 and there was \$444,323.49 available for distribution. The City's funding of \$87,753.09 will be allocated to:

Gallery One	\$20,000.00
Ellensburg Rodeo Hall of Fame	\$18,750.00
Kittitas County Historical Society, Inc.	\$15,000.00
Kittitas County Event Center--Patriot Night	\$14,500.00
Webb Events, LLC--Cowboy Cross	\$14,377.00
Laughing Horse Arts Foundation	\$3,660.00
Junk-tiquen in the Burg	\$1,466.09
Total:	\$87,753.09

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

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

Financial Impact:

The \$87,753.09 allocation is included in the 2023/2024 Biennial Budget.

Budget Adjustment: No

Attachments:

1. Resolution No 2024-01

RESOLUTION NO. 2024-01

A RESOLUTION of the City Council of the City of Ellensburg adopting the distribution of the 2024 lodging tax fund grants.

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

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

WHEREAS, in accordance with the interlocal agreement, Kittitas County solicited applications for the distribution of the 2024 Hotel/Motel tax funds in the form of reimbursable grants for special events and projects throughout Kittitas County; and

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

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

WHEREAS, in accordance with the interlocal agreement, the combined county-wide LTAC Consolidated Work Group met in an open public meeting December 1, 2023, at Ellensburg City Hall to receive presentations from applicants, and deliberated to reach a final funding recommendation which is to be forwarded to each entity's legislative body for final approval; and

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

WHEREAS, Kittitas County designated \$323,014.59 to be available for grants as part of this process, Ellensburg designated \$87,753.09, Cle Elum designated \$14,815.90, and Roslyn designated \$3,923.37; and

WHEREAS, the combined county-wide LTAC Work Group recommended expending \$429,506.95 of the designated funds; and

WHEREAS, in accordance with the interlocal agreement, Kittitas County will provide notice to each successful applicant and will require a contract be agreed to by each successful applicant prior to funding awards being available for reimbursement; and

WHEREAS, in accordance with the interlocal agreement, Kittitas County will serve as the single reimbursing agency for all successful applicants and will bill each participating municipality's lodging tax fund for its respective share of any reimbursements awarded and applied for; and

WHEREAS, the legislative authorities for Kittitas County and the cities of Ellensburg, Cle Elum, and Roslyn are approving only their respective lodging tax fund grant awards.

NOW, THEREFORE BE IT RESOLVED: That the City of Ellensburg hereby awards the 2024 Hotel/Motel Tax fund grants distribution for special events and projects as follows:

Gallery One	\$20,000.00
Ellensburg Rodeo Hall of Fame	\$18,750.00
Kittitas County Historical Society, Inc.	\$15,000.00
Kittitas Valley Event Center – Patriot Night	\$14,500.00
Webb Events, LLC – Cowboy Cross	\$14,377.00
Laughing Horse Arts Foundation	\$ 3,660.00
Junk-tiquen in the Burg	\$ 1,466.09
Total	\$87,753.09

ADOPTED this 16th day of January 2024.

Mayor

Attest: _____
City Clerk



Meeting Date: January 16, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Resolution 2024-02 - Adoption of City's Sustainability & Energy Plan (Public Comment Opportunity)
Submitted by: Buddy Stanavich , Energy Resources Manager
Department: Public Works & Utilities

Suggested Motion/Action:

Move to adopt Resolution 2024-02, committing the City to the Sustainability and Energy Plan as the standard that guides the City when making future decisions to amend or adopt ordinances and policies to address local impacts of climate change and comply with State greenhouse gas emission regulations.

Background/Summary:

The adopted City Council Strategic Vision 2023-2028 (Resolution 2022-17) is guided by five strategic pillars that include, among others, Energy & Resources Management and Sustainable Infrastructure. Additionally, Washington state has enacted several laws recently aimed at addressing the climate crisis by reducing carbon emissions by 95% by 2050. Washington State's Clean Energy Transformation Act (CETA) and, more recently, the Climate Commitment Act (CCA) create compliance milestones and reporting requirements for the City's natural gas and electric utilities. Both the City Council and the Utility Advisory Committee (UAC) have hosted several discussions on compliance options and the need for planning for future decarbonization.

The City Council's Strategic Vision along with the State's legislation influence the city-owned electric and gas utilities, the municipality, and the community at large. Any actions taken by one group to advance the vision, or comply with the legislation, can have a significant impact on the other group, either positively or negatively, making investment and policy decisions challenging. For example, increased electrification may also create supply constraints on the utility, which could cause rate increases or supply issues for vulnerable populations. For this reason, care was taken when developing the Sustainability and Energy Plan (SEP) to understand and consider the needs of the entire community and the impact actions may have on differing segments of the community. This included evaluating the proposed measures through the lens of diversity, equity, and inclusion. The purpose of this project was to develop a combined, cohesive plan detailing how the sustainability and energy portions of the strategic vision will be executed, while remaining in compliance with state energy legislation and considering the needs and impacts of the most vulnerable in the community.

The City desires a cohesive and comprehensive Sustainability and Energy Plan that will become the standard that guides the City when making future decisions to amend or adopt ordinances and policies. McKinstry Essention, LLC (McKinstry) was selected as the consultant to assist the City in developing this Sustainability and Energy Plan (SEP).

Previous Council Action:

The City Council, in 2021, approved the City of Ellensburg's Clean Energy Transformation Act, Clean Energy Implementation Plan. Council approved funding in the amended 2021-2022 Biennial Budget to facilitate development of a plan to reduce the municipal and community carbon footprint and to outline actions/options to address compliance with federal and state clean energy and transportation regulations and authorized the scope and signing authority to contract with McKinstry for a comprehensive Sustainability and Energy Plan. A City Council Study Session took place on January 2, 2024, where Council reviewed the Plan and suggested several changes which have been incorporated into the final version of the Sustainability and Energy Plan.

Analysis:

The following Council suggested changes from the January 2, 2024, Study Session have been incorporated into the final Report:

1. Insert new action T-2.9: "Work with partners to improve regional transportation options." (addresses Environmental Commission edit)
2. Revise Figure 1-2 on Page 6 of the Master SEP to list the adoption of the Sustainability and Energy Plan under 2024.
3. Insert buildings analysis as an addendum to the report.

From the Sustainability and Energy Plan's Executive Summary:

To address the local impacts of climate change and to align with federal and state goals and regulations, the City of Ellensburg presents its first-ever Sustainability and Energy Plan (SEP). The plan is a strategic framework through which the City will continue its leadership in procuring clean, renewable-sourced electricity and taking further strides to decarbonize both municipal assets and operations as well as community-wide infrastructure and activities.

Ellensburg's SEP aligns the City's activities with goals and mandates set by state legislation. The SEP ensures that Ellensburg will comply with Washington State's 2019 Clean Energy Transformation Act (CETA) to achieve a zero-emission electricity supply. CETA requires all electric utilities to be greenhouse-gas-neutral by 2030 and 100% clean by 2045. This SEP also includes additional actions to reduce emissions commensurate with the lowering cap on emissions in Washington State's Climate Commitment Act (CCA), which is designed to achieve a 95% reduction in statewide greenhouse gas (GHG) emissions by 2050.

This SEP was developed through a six-phase process over the course of approximately one year:

- *Phase 1: Current State Assessment: Current state assessment of city-wide sustainability and climate action initiatives, including a thorough review of its existing plans and policies as well as several interviews with municipal departments and staff.*
- *Phase 2: GHG Emissions Inventory: Prepared a baseline GHG emissions inventory and data-driven forecast of both municipal and community-wide GHG emissions through 2050 to inform GHG reduction measures.*

- *Phase 3: Stakeholder Engagement: Interviews with internal and external stakeholders and a public survey to understand community-wide priorities with respect to sustainability and climate action.*
- *Phase 4: Goal-setting and Implementation Planning: Developed emissions reduction and regulatory compliance strategies and actions.*
- *Phase 5: SEP Development: Prepared a first draft of the SEP and completed an internal review process to collect internal and external feedback on the SEP and the measures therein.*
- *Phase 6: Finalize and Publicize SEP: Finalized and adopted its first-ever Sustainability and Energy Plan in late 2023.*

Stakeholder and Community Engagement

The City engaged both internal stakeholders and community members throughout the planning process. Engagement efforts included a series of interviews with key City staff and executives across all departments to identify successes and gaps with respect to sustainability and climate action, as well as to understand potential opportunities and challenges the City is likely to face when implementing the Plan. Staff was also engaged in the latter half of the planning process to provide feedback on emissions reduction and compliance measures.

The City also disseminated an online community-wide survey, collecting responses through July and August 2023 to questions on the top concerns of Ellensburg residents, approaches for the City to reduce community-wide GHG emissions and existing sustainable practices and behaviors. The results indicated community-wide support for the SEP, interest in renewable energy and concerns about increasing utility bill costs and regulations. Respondents expressed a desire for improvements to building energy efficiency, transit infrastructure and alternative transportation.

Sustainability and Energy Roadmap and Implementation Plan

To reduce GHG emissions and meet statewide energy goals, the City of Ellensburg has identified 13 overarching strategies supported by 69 specific actions across five sustainability categories: Energy, Green Buildings, Transportation, Water, and Land Use. As part of the planning process, Ellensburg conducted supporting analyses on energy demand, power supply, and regulatory compliance. The findings showed that removing natural gas consumption alone, while significant, would not be enough to meet the emissions reduction goals of the CCA. As such, several supplemental emissions reduction strategies are identified under the Energy category and across other categories to help ensure regulatory compliance and effective emissions reduction over time.

To execute the decarbonization and sustainability strategies in this roadmap, the City will leverage its internal staff and resources where possible to begin prioritizing which actions will be taken first, based on a broad set of criteria that will be further refined and applied after the SEP is adopted. As priority actions are identified, the City will take advantage of external funding from federal and state grants to cost-effectively implement the SEP.

Ellensburg intends to develop and deploy the infrastructure needed to monitor, evaluate, and report on its progress toward implementing this SEP. This includes deploying the City's

Environmental Commission and/or other boards and commissions to advise on and oversee the prioritization of strategies, community engagement, monitoring, evaluation and reporting. Ellensburg will begin the implementation process with a strategy prioritization exercise that considers the following:

Cost-benefit impacts and funding availability

With appropriate oversight, Ellensburg will evaluate each action's implementation cost and benefits and prioritize those that come at the lowest cost to the City and Ellensburg residents. Actions that can be implemented using external funding sources will also be prioritized.

Funding and staff resources

The City will look to external stakeholders at the city, state and federal level to advance initiatives and take advantage of external funding to implement the SEP. Ellensburg will also consider each action in the context of staff or department(s) that will be tasked with implementing it and determine if execution is feasible. To implement the plan, Ellensburg will activate staffing, program development, grant procurement and policy support resources (as approved through the City's budget process).

Emissions impact, equity and co-benefits

Ellensburg will also evaluate actions for implementation with specific consideration for emissions reduction, community equity and potential co-benefits (e.g., improved air pollution, reduced resource use, climate resilience).

Drawing from these criteria, the City will develop and refine a prioritization matrix that will measure the costs and savings tied to each action against their anticipated impacts. Once the SEP is formally adopted, Ellensburg will designate an oversight group that will be responsible for overseeing implementation and providing timely and routine guidance on the prioritization, evaluation and execution of strategies and actions. Finally, the City will produce GHG emissions inventories on a biennial basis to track progress on its decarbonization efforts, and report on its progress through public, accessible reports.

Financial Impact:

Financial impacts will be evaluated based on each action's implementation cost and benefits and prioritization given to those that come at the lowest cost to the City and Ellensburg residents. Actions that can be implemented using external funding sources will also be prioritized, considering grant procurement and policy support resources (as approved through the City's budget process).

Budget Adjustment: No

Attachments:

1. Resolution 2024-02 - Adoption of Sustainability and Energy Plan
2. FINAL Ellensburg SEP

RESOLUTION NO. 2024-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG to adopt the 2024 Sustainability and Energy Plan.

WHEREAS, at the City of Ellensburg City Council Study Session on January 2, 2024, staff presented the Final Draft of the Sustainability and Energy Plan for City Council feedback; and

WHEREAS, the Sustainability and Energy Plan was guided by the 2023-2028 Ellensburg City Council Strategic Vision (Resolution 2022-17) - Energy & Resource Management and Sustainable Infrastructure Pillars; and

WHEREAS, the Sustainability and Energy Plan was guided by Washington State's 2019 Clean Energy Transformation Act (CETA)(Chapter 19.405 RCW) compliance laws to address the climate crisis by achieving a zero-emission electricity supply by 2045; and

WHEREAS, the Sustainability and Energy Plan was also guided by Washington State's 2021 Climate Commitment Act (CCA)(Chapter 70A.65 RCW) compliance laws to address the climate crisis by reducing greenhouse gas emissions by 95% by 2050; and

WHEREAS, the Sustainability and Energy Plan considers the needs of the entire community, and the impact emission reduction actions may have on them, the city-owned electric and gas utilities, and the municipality; and

WHEREAS, purpose of the Sustainability and Energy Plan was to develop a combined, cohesive plan detailing how the sustainability and energy portions of the strategic vision will be executed, while remaining in compliance with state energy and climate legislation and considering the needs and impacts of the most vulnerable residents in the community.

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

Section 1. The "Whereas" provisions set forth above are hereby incorporated in this Resolution as findings in support of the actions authorized in this Resolution.

Section 2. The City of Ellensburg City Council hereby adopts the Sustainability and Energy Plan attached hereto as Exhibit 1 and commits to the Sustainability and Energy Plan as the standard that guides the City when making future decisions to amend or adopt ordinances and policies to address local impacts of climate change and comply with greenhouse gas emission regulations.

ADOPTED by the City Council of the City of Ellensburg this 16th day of January, 2024.

Mayor

Attest:

City Clerk



SUSTAINABILITY AND ENERGY PLAN



2024

**City of Ellensburg
Sustainability and Energy Plan
prepared by:**

McKinstry

Cumming Group

Lighthouse Energy Consulting

Critical Data Strategies, LLC

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EXECUTIVE SUMMARY



E.1 About this Sustainability and Energy Plan

To address the local impacts of climate change and to align with federal and state goals and regulations, the City of Ellensburg presents its first-ever **Sustainability and Energy Plan (SEP)**. The plan is a strategic framework through which the City will continue its leadership in procuring clean, renewable-sourced electricity and taking further strides to decarbonize both municipal assets and operations as well as community-wide infrastructure and activities.

Regulatory Drivers

Ellensburg's *SEP* aligns the City's activities with goals and mandates set by state legislation. The *SEP* ensures that Ellensburg will comply with Washington State's 2019 Clean Energy Transformation Act (CETA) to achieve a zero-emission electricity supply.¹ CETA requires all electric utilities to be greenhouse-gas-neutral by 2030 and 100% clean by 2045. This *SEP* also includes additional actions to reduce emissions commensurate with the lowering cap on emissions in Washington State's Climate Commitment Act (CCA), which is designed to achieve a 95% reduction in statewide greenhouse gas (GHG) emissions by 2050.²

Planning Process and Timeline

This *SEP* was developed through a six-phase process over the course of approximately one year:

Phase 1: Current State Assessment

Current state assessment of city-wide sustainability and climate action initiatives, including a thorough review of its existing plans and policies as well as several interviews with municipal departments and staff.

Phase 2: GHG Emissions Inventory

Prepared a baseline GHG emissions inventory and data-driven forecast of both municipal and community-wide GHG emissions through 2050 to inform GHG reduction measures.

Phase 3: Stakeholder Engagement

Interviews with internal and external stakeholders and a public survey to understand community-wide priorities with respect to sustainability and climate action.

Phase 4: Goal-setting and Implementation Planning

Developed emissions reduction and regulatory compliance strategies and actions.

¹ Washington State Department of Commerce. "Clean Energy Transformation Act." n.d. <<https://www.commerce.wa.gov/growing-the-economy/energy/ceta/>>

² Washington State Department of Ecology. "Climate Commitment Act." n.d. <<https://ecology.wa.gov/air-climate/climate-commitment-act>>.

Phase 5: *SEP* Development

Prepared a first draft of the *SEP* and completed an internal review process to collect internal and external feedback on the *SEP* and the measures therein.

Phase 6: Finalize and Publicize *SEP*

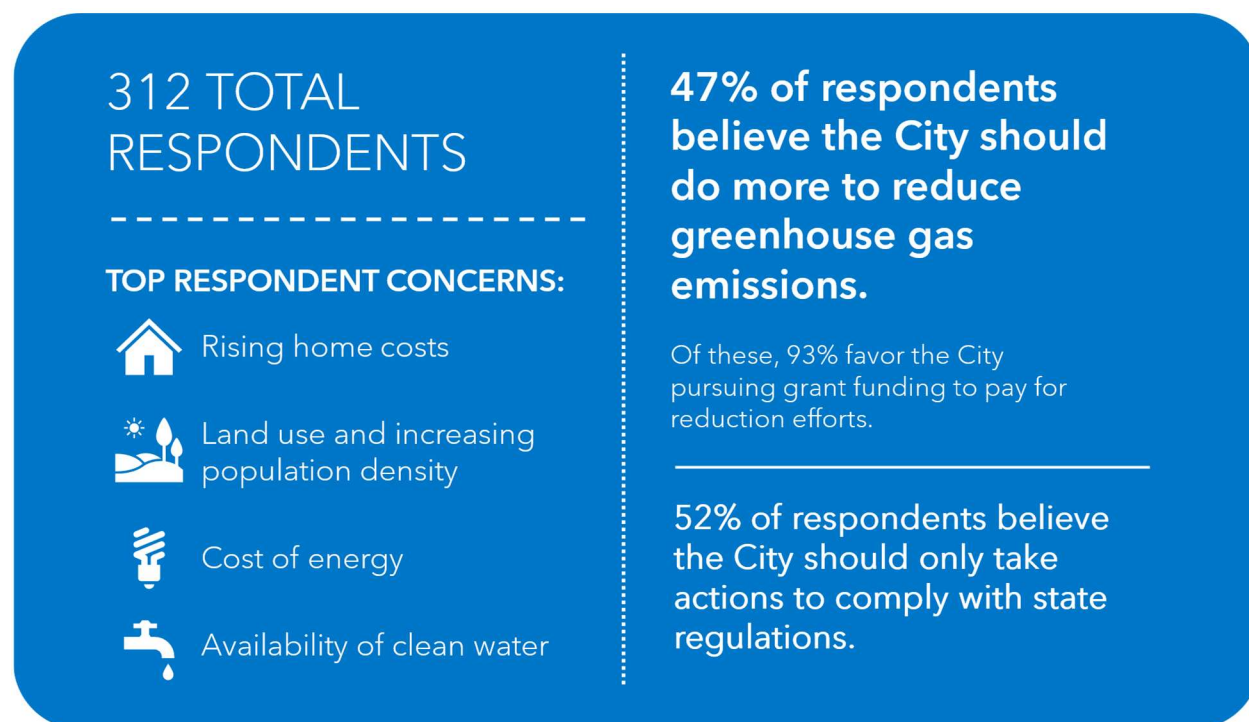
Finalized and adopted its first-ever *Sustainability and Energy Plan* in 2024.

Stakeholder and Community Engagement

The City engaged both internal stakeholders and community members throughout the planning process. Engagement efforts included a series of interviews with key City staff and executives across all departments to identify successes and gaps with respect to sustainability and climate action, as well as to understand potential opportunities and challenges the City is likely to face when implementing the Plan. Staff was also engaged in the latter half of the planning process to provide feedback on emissions reduction and compliance measures.

The City also disseminated an online community-wide survey, collecting responses through July and August 2023 to questions on the top concerns of Ellensburg residents, approaches for the City to reduce community-wide GHG emissions and existing sustainable practices and behaviors. The results indicated community-wide support for the *SEP*, interest in renewable energy and concerns about increasing utility bill costs and regulations. Respondents expressed a desire for improvements to building energy efficiency, transit infrastructure and alternative transportation.

Figure E-1. Sustainability and Energy Plan Community Survey Highlights



E.2 Greenhouse Gas Emissions

The City of Ellensburg prepared baseline inventories of municipal greenhouse gas (GHG) emissions and community-wide GHG emissions. The municipal inventory comprises emissions generated from municipal assets, operations and activities, whereas community-wide inventory comprises emissions from residential, commercial and industrial buildings and activities. Ellensburg then produced emissions forecasts for both municipal and community-wide emissions through 2050. The inventories and accompanying forecasts were used to identify the strategies and actions in this *SEP*.

Baseline Emissions

Baseline municipal emissions totaled 2,181 metric tons of carbon dioxide equivalent (MTCO_{2e}), which are broken down by source in Figure E-2. Emissions from stationary combustion, mobile combustion, and wastewater treatment (or Scope 1 emissions) make up 93% of the City of Ellensburg's operational GHG emissions, whereas emissions from electricity use (or Scope 2 emissions) make up the remaining 7%.

Baseline community-wide emissions totaled 142,947 MTCO_{2e}. They are broken down by source in Figure E-3. Scope 1 emissions (stationary combustion and mobile combustion) make up 97% of community-wide emissions, mostly coming from private and commercial vehicles and natural gas use in residential, commercial and industrial buildings. Scope 2 emissions (electricity consumption) make up the remaining 3%. The residential sector is responsible for two-thirds of all community-wide emissions, whereas the remaining third is almost entirely made up of emissions from the commercial/institutional sector.

Figure E-2. Baseline Municipal GHG Emissions by Source

Baseline Municipal GHG Emissions (MTCO_{2e})

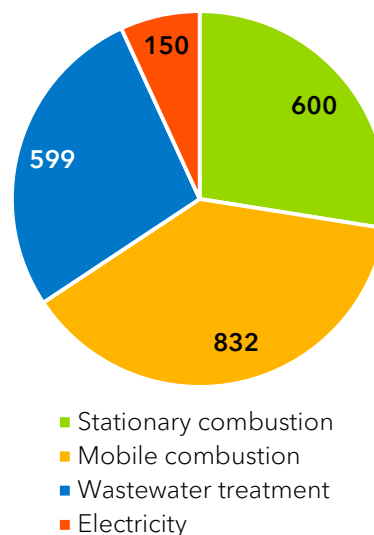
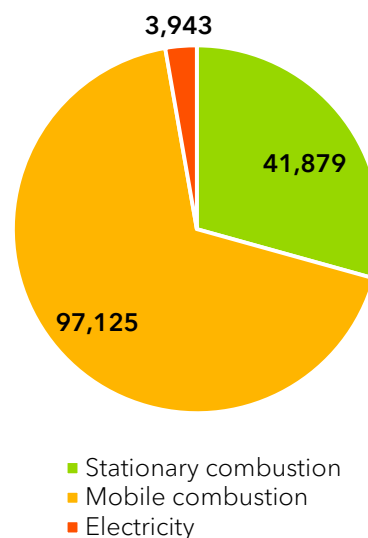


Figure E-3. Baseline Community-wide GHG Emissions by Source

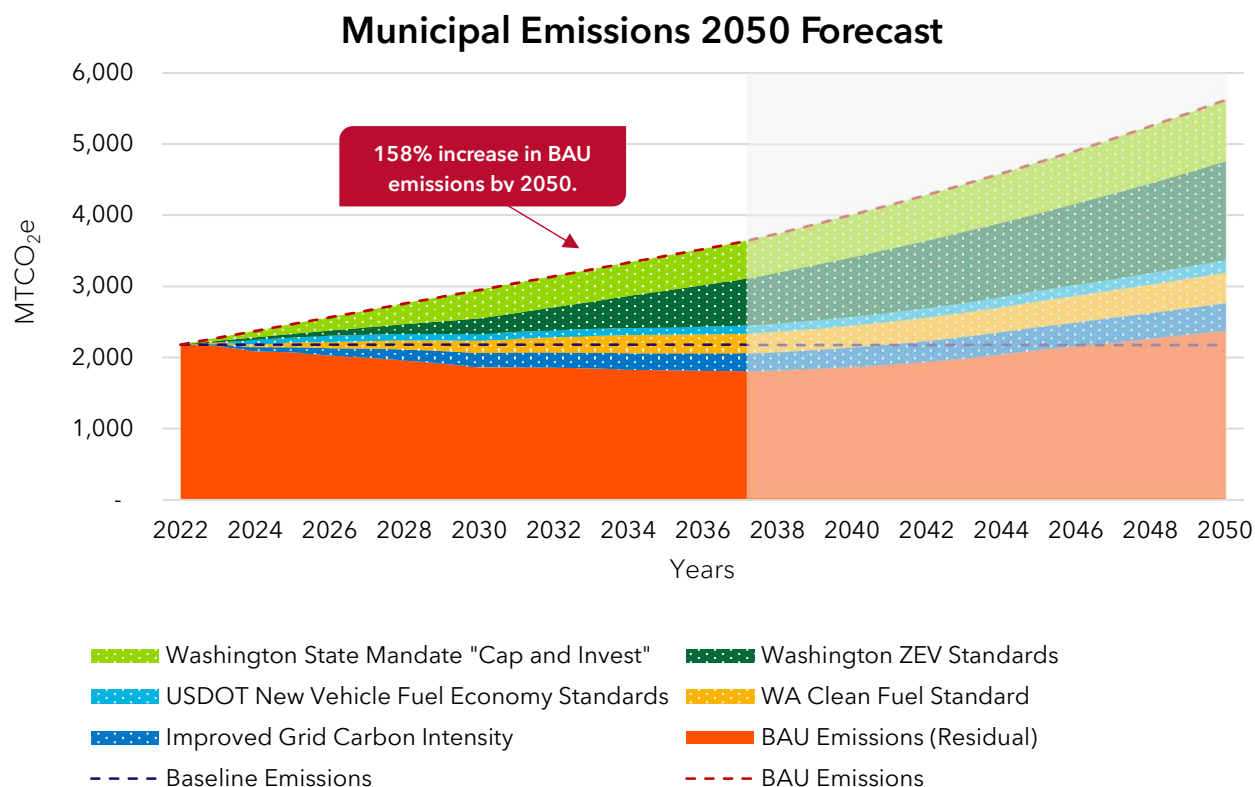
Baseline Community-wide GHG Emissions (MTCO_{2e})



Projected Emissions

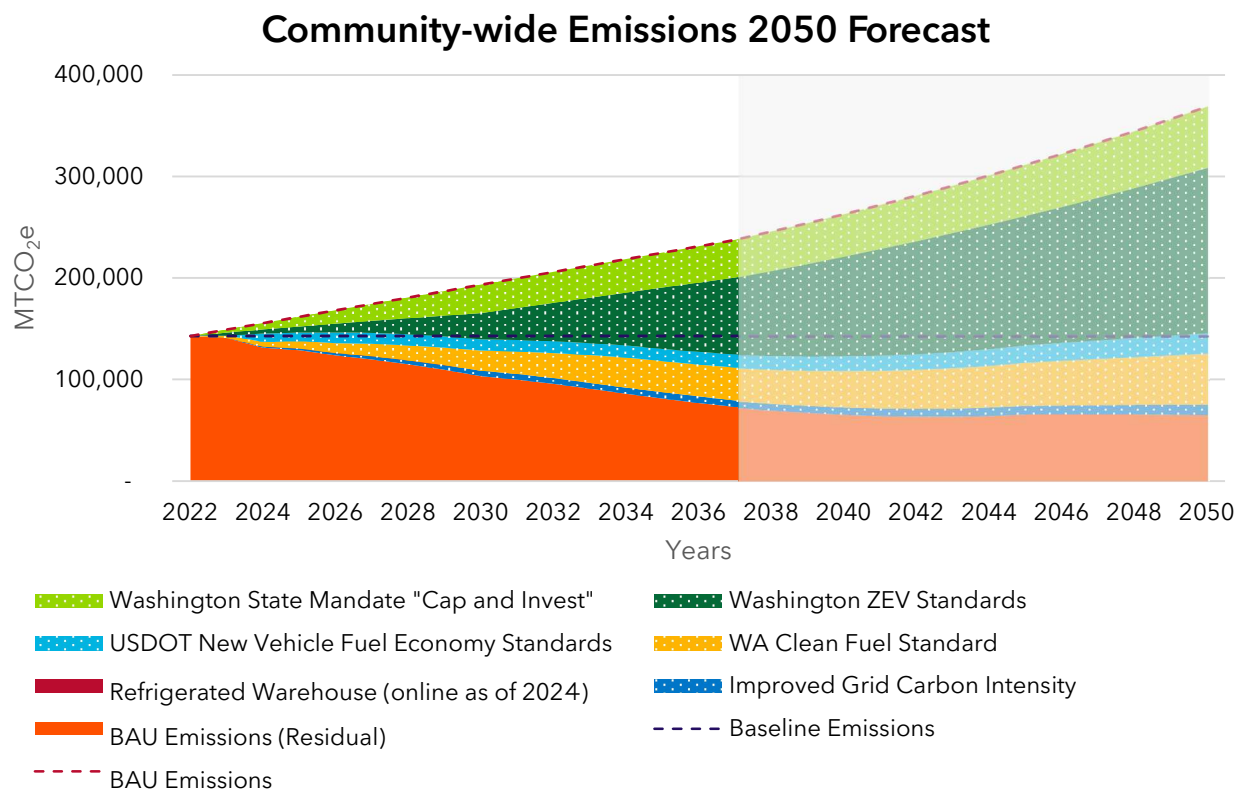
Figures E-4 and E-5 show the projected cumulative municipal and community-wide emissions (respectively) through 2050, under a business-as-usual (BAU) scenario. The primary driver of emissions under a BAU scenario is population growth. These forecasts use the City's 2037 population growth projections from the *Comprehensive Plan* and assume similar levels of annual growth from 2038-2050.

Figure E-4. Municipal Emissions 2050 Forecast



Without additional City action and excluding regulatory mandates, population growth is projected to increase municipal emissions by nearly 158% by 2050 from the baseline. However, compliance with regulatory mandates such as the Washington Cap and Invest program and new zero emission vehicle standards will significantly reduce municipal emissions compared to the BAU scenario and limit the increase in emissions to only ~9% from the baseline by 2050 (represented above as 'BAU Emissions (Residual)').

Similarly, community-wide emissions are also projected to increase by nearly 158% by 2050 from the baseline as a result of population growth. However, compliance with various regulatory mandates will significantly reduce community emissions compared to the BAU scenario and will cut emissions at 2050 by nearly ~54% from the baseline, in large part due to the significant reduction that will be felt in the transportation sector.

Figure E-5. Community-wide Emissions 2050 Forecast

E.3 Sustainability Roadmap and Implementation Plan

To reduce GHG emissions and meet statewide energy goals, the City of Ellensburg has identified 13 overarching **strategies** supported by 69 specific **actions** across five sustainability **categories**: Energy, Green Buildings, Transportation, Water, and Land Use.

As part of the planning process, Ellensburg conducted supporting analyses on energy demand, power supply, and regulatory compliance. The findings showed that removing natural gas consumption alone, while significant, would not be enough to meet the emissions reduction goals of the CCA. As such, several supplemental emissions reduction strategies are identified under the Energy category and across other categories to help ensure regulatory compliance and effective emissions reduction over time.

Table E-1. Sustainability and Energy Plan Strategies

Category	Strategy No.	Strategy
Energy	E-1	Decarbonize Ellensburg's electric power supply to comply with CETA targets
	E-2	Explore all possible energy transition pathways to mitigate emissions in compliance with the Climate Commitment Act
	E-3	Improve energy (grid) and climate resilience across Ellensburg
Green Buildings	G-1	Improve energy efficiency across all existing municipal and community wide buildings
	G-2	Set energy efficiency and electrification standards or requirements for all new municipal and community-wide buildings
	G-3	Promote and enable the use of distributed energy resources (DERs) to decarbonize municipal and community-wide buildings
Transportation	T-1	Decarbonize municipal and Central Transit vehicle fleets
	T-2	Improve Central Transit system and programs to encourage community wide use of public transit, with a focus on urban growth areas and communities with disadvantaged or vulnerable individuals
	T-3	Reduce vehicle miles traveled and transportation emissions across Ellensburg through active transportation, electric vehicles (EVs) and land use initiatives
	T-4	Leverage partnerships with local, regional and national institutions to promote mode shift and active transportation
Water	W-1	Implement water conservation and recycling strategies to reduce consumption at municipal facilities
	W-2	Implement water conservation and recycling strategies to reduce consumption community-wide
Land Use	L-1	Deploy zoning and land use tools that promote infill and transit-oriented development (TOD)

Implementation Plan

To execute the decarbonization and sustainability strategies in this roadmap, the City will leverage its internal staff and resources where possible to begin prioritizing which actions will be taken first, based on a broad set of criteria that will be further refined and applied after the *SEP* is adopted. As priority actions are identified, the City will take advantage of external funding from federal and state grants to cost-effectively implement the *SEP*.

Ellensburg intends to develop and deploy the infrastructure needed to monitor, evaluate, and report on its progress toward implementing this *SEP*. This includes deploying the City's Environmental Commission and/or other boards and commissions to advise on and oversee the prioritization of strategies, community engagement, monitoring, evaluation and reporting. Ellensburg will begin the implementation process with a strategy prioritization exercise that considers the following:

Cost-benefit impacts and funding availability

With appropriate oversight, Ellensburg will evaluate each action's implementation cost and benefits and prioritize those that come at the lowest cost to the City and Ellensburg residents. Actions that can be implemented using external funding sources will also be prioritized.

Funding and staff resources

The City will look to external stakeholders at the city, state and federal level to advance initiatives and take advantage of external funding to implement the *SEP*. Ellensburg will also consider each action in the context of staff or department(s) that will be tasked with implementing it and determine if execution is feasible. To implement the plan, Ellensburg will activate staffing, program development, grant procurement and policy support resources (as approved through the City's budget process).

Emissions impact, equity and co-benefits

Ellensburg will also evaluate actions for implementation with specific consideration for emissions reduction, community equity and potential co-benefits (e.g., improved air pollution, reduced resource use, climate resilience).

Drawing from these criteria, the City will develop and refine a prioritization matrix that will measure the costs and savings tied to each action against their anticipated impacts.

Once the *SEP* is formally adopted, Ellensburg will designate an oversight group that will be responsible for overseeing implementation and providing timely and routine guidance on the prioritization, evaluation and execution of strategies and actions.

Finally, the City will produce GHG emissions inventories on a biennial basis to track progress on its decarbonization efforts, and report on its progress through public, accessible reports.

1 INTRODUCTION



1.1 About Ellensburg

The City of Ellensburg encompasses 7.6 square miles in the heart of Washington. Bordered by the Yakima River and east of the Cascade mountain range, Ellensburg is home to unique stream corridors, wetlands and tree canopy that provide rich amenities for residents and wildlife alike. The seat of Kittitas County, Ellensburg is home to Central Washington University and supports a population of approximately 20,000 people.

The University of Washington Climate Impact Group and the United Nations' International Panel on Climate Change (IPCC) have confirmed that Washington state's climate is changing in rapid and far-reaching ways.³ These changes may entail warmer, wetter winters that precipitate extreme weather events and local hazards, as well as declines in snowpack that increase stream temperatures and produce water shortages.

While Ellensburg has long maintained progressive environmental policies by embracing varied transportation modes, clean industries, low-impact development strategies and natural resource conservation, the City recognizes the vital need to identify strategies that reduce greenhouse gas (GHG) emissions in the face of climate change. These efforts will become increasingly important and impactful as the city grows, particularly as the population is projected to increase by 2% annually through 2037.

The City is committed to further strengthening its environmental commitments and mitigating the impacts of climate change. By investing in robust mitigation strategies and implementing coordinated programs and policies, the City will not just protect environmental resources and ecosystems, but it will improve residential quality of life and regional economic development in the decades to come.



Sustainability Efforts to Date

The City of Ellensburg is committed to reducing GHG emissions in full adherence to applicable local commitments and regulatory mandates. The strategic actions in this **Sustainability and Energy Plan (SEP)** are rooted in and aligned with other city plans,

³ City of Ellensburg. "Ellensburg Comprehensive Plan: Chapter 7 Environment." April 9, 2022.
<<https://ci.ellensburg.wa.us/DocumentCenter/View/15108/CURRENT-COMPREHENSIVE-PLAN>>

policies and frameworks designed to advance sustainability and climate action (Figure 1-1). Importantly, this *SEP* aligns with core sustainability goals, policies and programs in the City's *2021 Comprehensive Plan*.

Figure 1-1. Ellensburg Strategic Plans



While this is the City's first formal *Sustainability and Energy Plan*, Ellensburg has integrated sustainability into its municipal planning and community activities over the course of many years. Sustainability initiatives to date include:

Fully sourcing Ellensburg's electricity from zero-emission energy

Through this plan and its revised *Clean Energy Implementation Plan*, Ellensburg's electric utility is moving toward 100% zero-emission electricity in line with state mandates.

Becoming the first community in Washington state to receive Tree City USA designation

Ellensburg has maintained its Tree City USA designation since 1983 and proudly hosts over 5,600 street trees.

Promoting solar energy

The City has supported solar energy projects since 2000. In 2006, Ellensburg installed a 36-kilowatt (kW) community solar system—the first of its kind in the United States.

Maintaining a Silver-Level Bicycle Friendly Community designation by the League of American Bicyclists (LAB)

Ellensburg's Silver-Level designation reflects how 47% of arterial streets in the city have bike lanes. The city set a goal of becoming a Gold-Level Bicycle Friendly Community through bicycling infrastructure and programs like community events, improved wayfinding systems and proactive street-level hazard mitigation.

Offering density bonus incentives that promote green building policies and practices

The City of Ellensburg provides density bonuses for energy efficient construction that achieves LEED,⁴ Built Green⁵ or other similar environmental certifications.

Transitioning to a zero-emission transit fleet and infrastructure

To meet state and federal requirements, as well as advance the City's environmental goals, Central Transit recently adopted its *Zero Emission Transition Plan*, through which it laid out its plan to electrify its bus fleet by 2032.

⁴ LEED (Leadership in Energy and Environmental Design) is a globally recognized green building rating system that provides a framework for healthy, efficient, and cost-saving green buildings. <<https://support.usgbc.org/hc/en-us/articles/4404406912403-What-is-LEED-certification-#LEED>>

⁵ Built Green is the green home certification program of the Master Builders Association of King and Snohomish Counties. It certifies green homes, remodels, apartments, and communities. <<https://www.builtgreen.net/>>

1.2 About this Sustainability and Energy Plan

To address the ongoing impacts of climate change in Ellensburg and to align with federal and state goals and regulations, the City of Ellensburg presents its first-ever **Sustainability and Energy Plan**. The *SEP* is a strategic framework through which the City will continue its leadership in procuring clean, renewable-sourced electricity and taking further strides to decarbonize both municipal assets and operations, as well as community-wide infrastructure and activities.

Plan Vision

The City of Ellensburg is committed to reducing greenhouse gas (GHG) emissions and promoting sustainability through strategic actions in alignment with state and federal climate regulations.

This *SEP* is organized into five sustainability categories: **Energy, Green Buildings, Transportation, Water** and **Land Use**. Across these categories, the *SEP* lays out 13 strategies addressing a blend of municipal and community initiatives, through which to achieve emissions reductions and other sustainability goals.

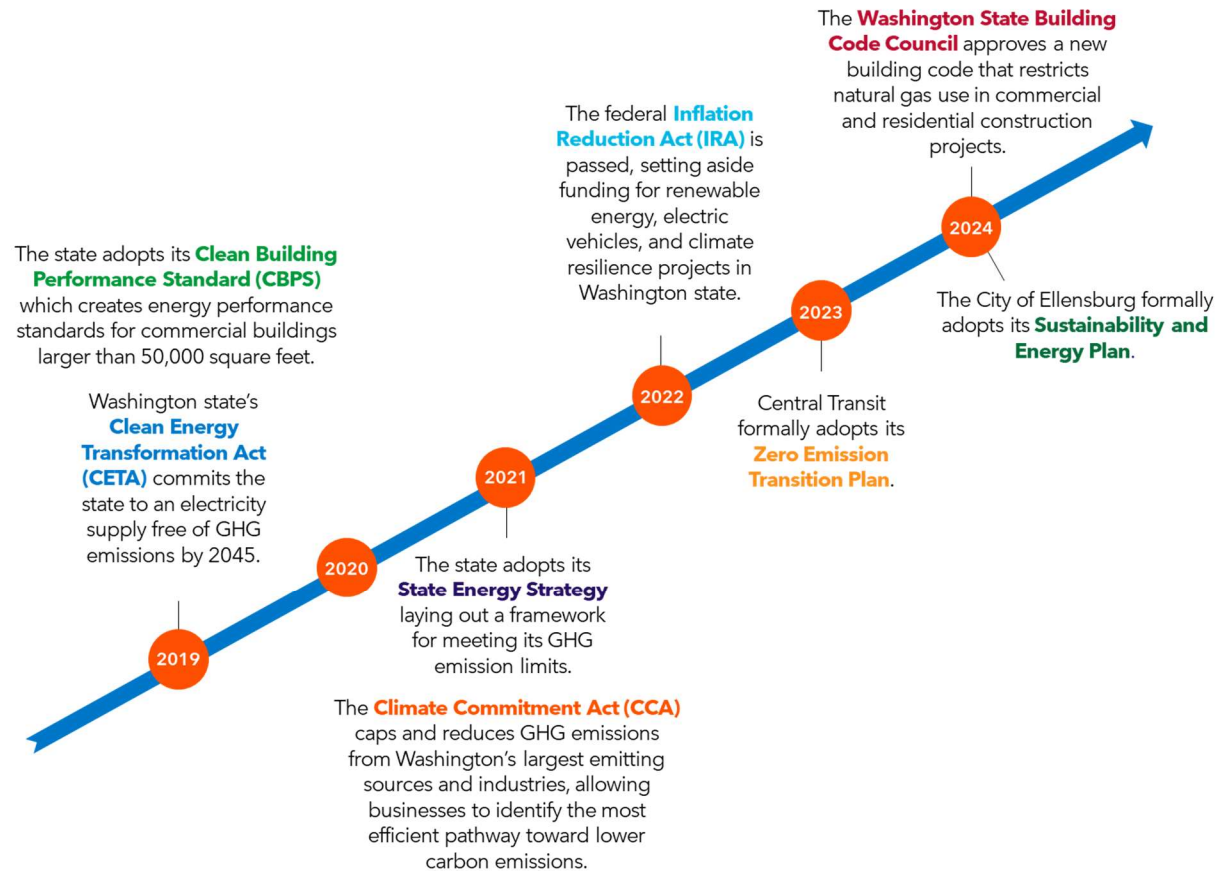
Regulatory Drivers

Ellensburg's *SEP* is intended, first and foremost, to establish a roadmap for the City to align with and achieve the goals and mandates set by state legislation. In particular, this Plan will ensure that Ellensburg complies with Washington State's 2019 Clean Energy Transformation Act (CETA), which requires all electric utilities, including Ellensburg's utility operations, to be GHG-neutral by 2030 and 100% clean by 2045.⁶ This *SEP* also includes additional actions to reduce emissions commensurate with the lowering cap on emissions in Washington State's Climate Commitment Act (CCA), which is designed to achieve a 95% reduction in statewide GHG emissions by 2050.⁷ Consequently, the Plan aligns with federal targets established by the Biden-Harris administration to achieve a 50-52% reduction in net GHG emissions compared to 2005 levels by 2030.⁸ Additional state and federal legislation and regulatory drivers for the Plan are shown in Figure 1-2.

⁶ Washington State Department of Commerce. "Clean Energy Transformation Act." n.d. <<https://www.commerce.wa.gov/growing-the-economy/energy/ceta/>>

⁷ Washington State Department of Ecology. "Climate Commitment Act." n.d. <<https://ecology.wa.gov/air-climate/climate-commitment-act>>.

⁸ The United States Department of State and the United States Executive Office of the President. "The Long-Term Strategy of the United States: Pathways to Net-Zero Greenhouse Gas Emissions by 2050." October 2021. <<https://www.whitehouse.gov/wp-content/uploads/2021/10/US-Long-Term-Strategy.pdf>>

Figure 1-2. Sustainability and Energy Plan Regulatory Drivers and Timeline

Planning Process and Timeline

This *Sustainability and Energy Plan* was developed through a six-phase process over the course of approximately one year (see Figure 1-3):

Phase 1: Current State Assessment

The City completed a current state assessment of city-wide sustainability and climate action initiatives, including a thorough review of its existing plans and policies as well as several interviews with municipal departments and staff.

Phase 2: GHG Emissions Inventory

Ellensburg collected municipal and community-wide data and prepared a baseline GHG emissions inventory, as well as a data-driven forecast of both municipal and community-wide GHG emissions through 2050, to inform the selection of GHG reduction measures.

Phase 3: Stakeholder Engagement

The City conducted several interviews with internal and external stakeholders, as well as a public survey, to gain a better understanding of community-wide priorities with respect to sustainability and climate action across Ellensburg.

Phase 4: Goal-setting and Implementation Planning

Ellensburg drew from its current state assessment, emissions analyses and stakeholder engagement process to develop emissions reduction and regulatory compliance measures for the *SEP*.

Phase 5: *SEP* Development

The City prepared a first draft of the *SEP* and completed an internal review process to collect internal and external feedback on the *SEP* and the measures therein.

Phase 6: Finalize and Publicize *SEP*

Ellensburg finalized and adopted its first-ever *Sustainability and Energy Plan* in 2024.

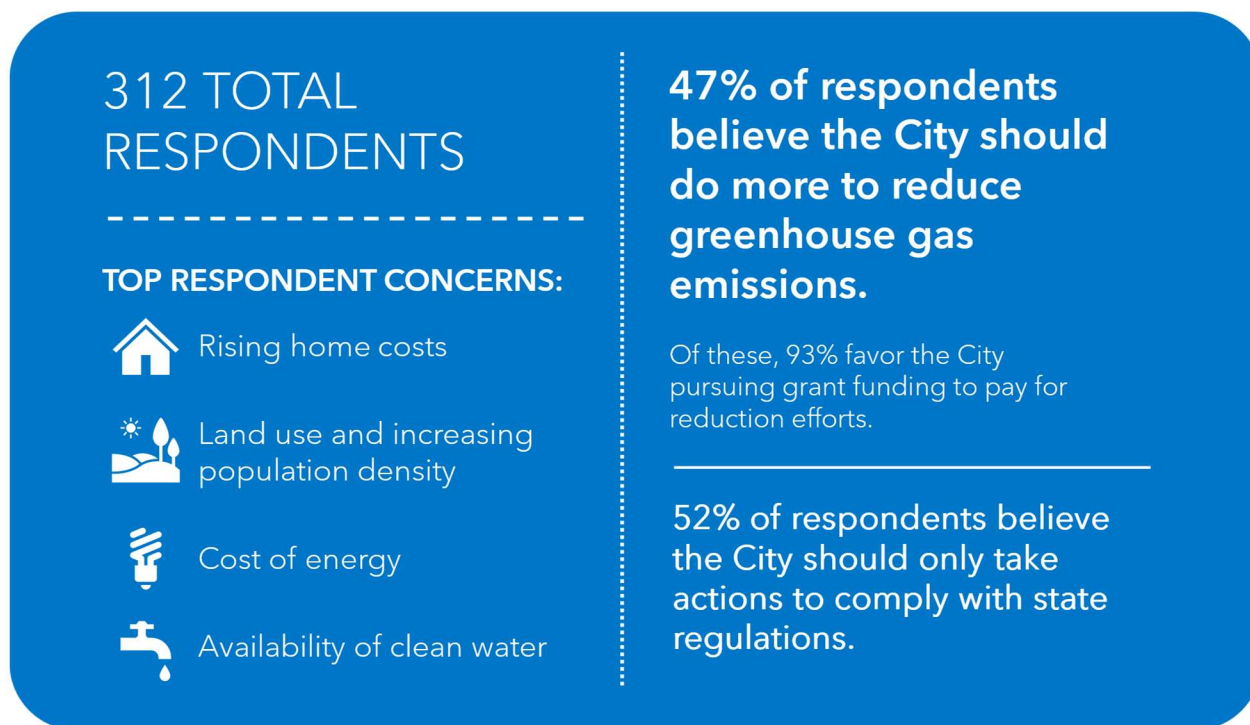
Figure 1-3. *Sustainability and Energy Plan* Development Process



Stakeholder and Community Engagement

Climate action requires collaboration and coordination among and between diverse municipal and community entities. The City engaged both internal stakeholders and community members throughout the planning process for this *SEP*. Engagement efforts included a series of interviews with key City staff and executives across all departments to identify successes and gaps with respect to sustainability and climate action, as well as to understand potential opportunities and challenges the City is likely to face when implementing the Plan. Staff were also engaged in the latter half of the planning process to provide iterative feedback on emissions reduction and compliance measures.

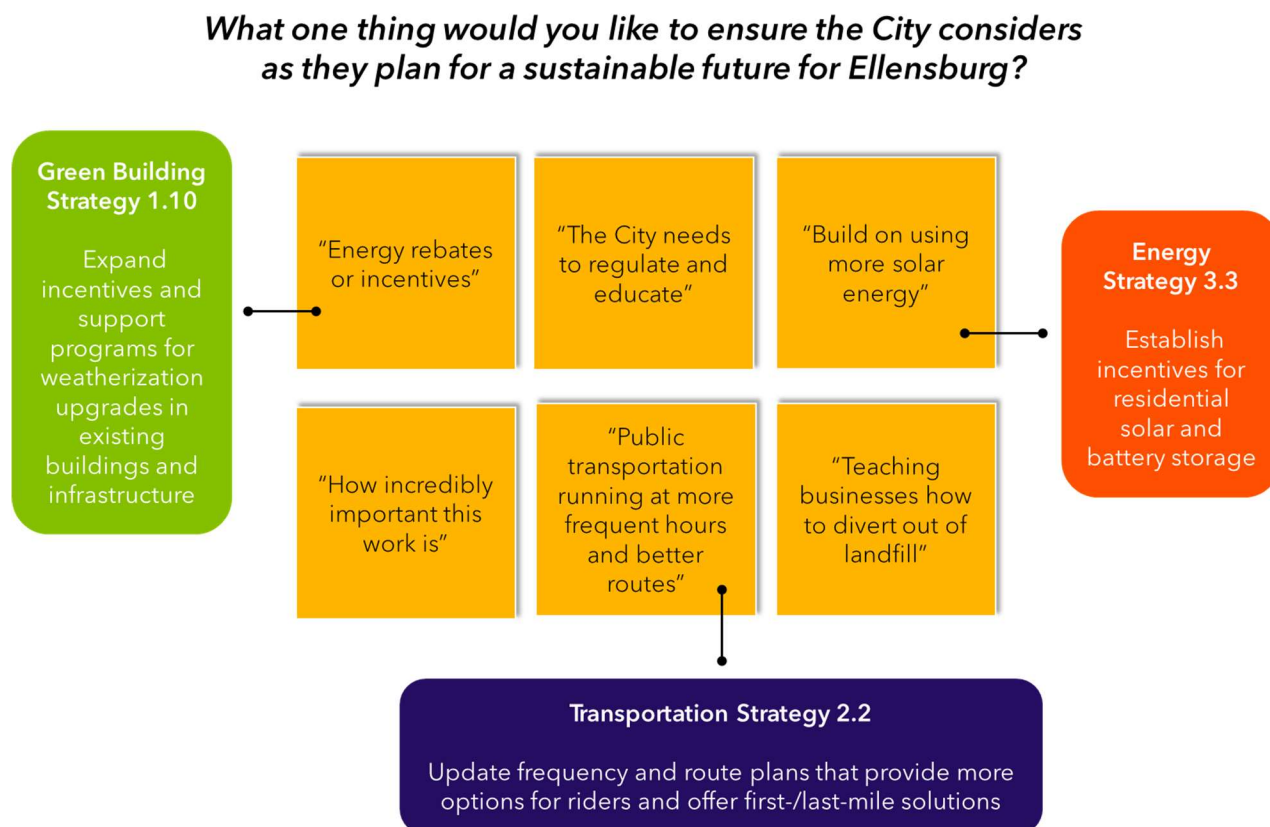
In addition, the City surveyed the Ellensburg community at large through an online community-wide survey that was disseminated through public utility bills. The City collected responses from July - August 2023 for questions regarding the top concerns of Ellensburg residents, recommended approaches for the City to reduce community-wide GHG emissions and existing sustainable practices and behaviors across Ellensburg. The survey indicated community-wide support for the *SEP* and highlighted both specific interest in exploring renewable energy sources as well as concerns about increasing utility bill costs and regulations. Respondents also expressed a desire for improved energy efficiency and use in buildings, improvements to transit infrastructure and enhanced alternative transportation solutions. These community survey results directly informed the strategies in this *SEP*.

Figure 1-4. Sustainability and Energy Plan Community Survey Highlights

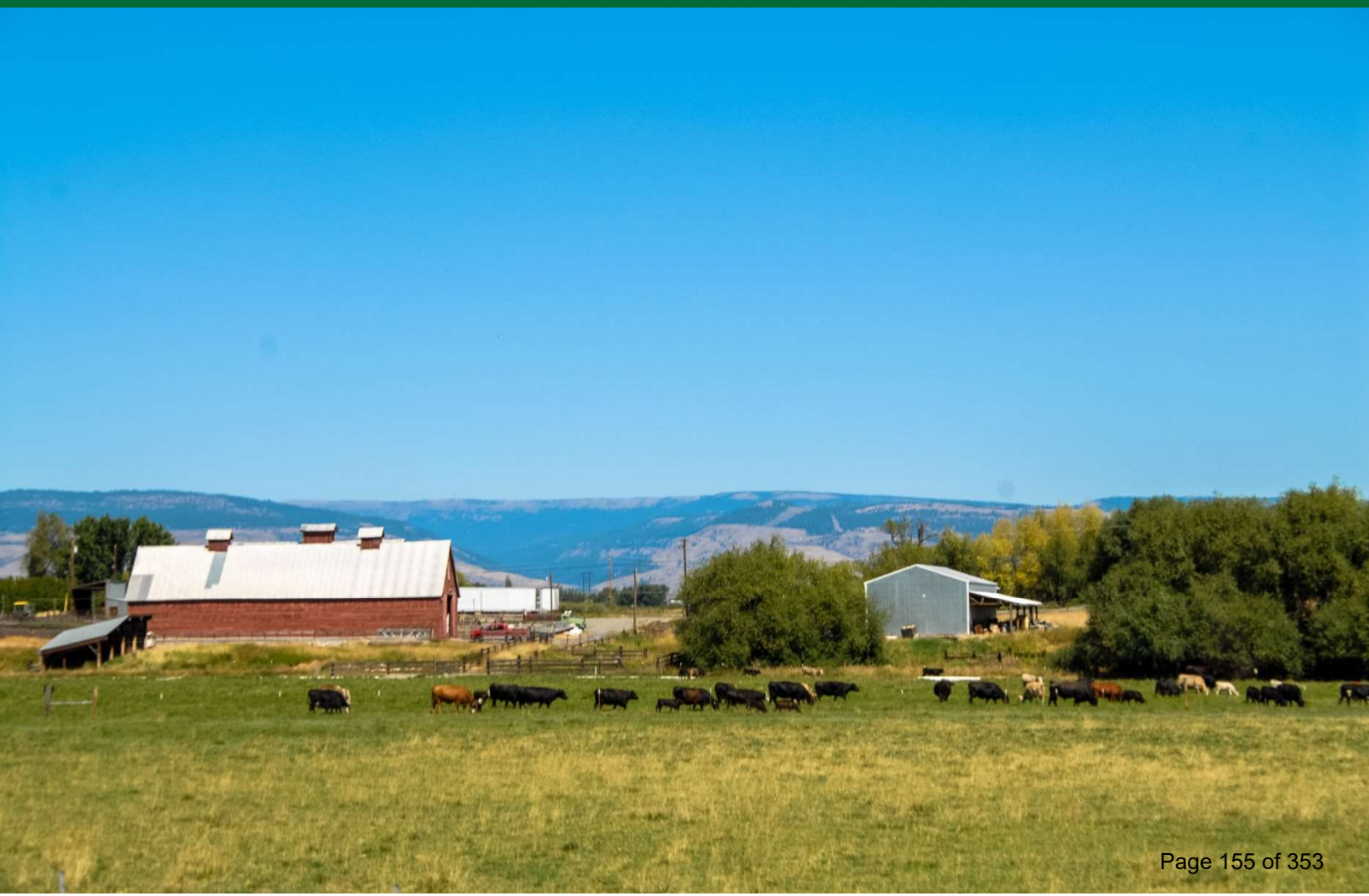
Detailed survey results are included in the appendices to this Plan. Highlights are shown in Figure 1-4, and direct quotes from respondents are featured in Figure 1-5.

Figure 1-5. Sustainability and Energy Plan Community Survey Respondent Quotes

The City drew upon survey feedback to inform the emissions reduction and compliance measures included in this *Sustainability and Energy Plan* (see Figure 1-6).

Figure 1-6. Community feedback and derived SEP measures

2 GREENHOUSE GAS EMISSIONS



2.1 Background

As the foundation for the *Sustainability and Energy Plan*, the City of Ellensburg prepared baseline greenhouse gas (GHG) emissions inventories for both its municipal operations emissions and community-wide GHG emissions. The municipal inventory comprises emissions generated from municipal assets, operations and activities, whereas the community-wide inventory comprises emissions from residential, commercial and industrial buildings and activities. Ellensburg then produced emissions forecasts for both municipal and community-wide emissions through 2037, in alignment with the population growth forecasts in the *Comprehensive Plan*. The baseline GHG inventories and accompanying emissions forecasts were used to identify sustainability and energy strategies and actions.

2.2 Inventory Scopes, Boundary and Methodology

Municipal Emissions

The municipal emissions inventory covers a 12-month period between December 2021 through November 2022, accounting for the following sources of emissions from City operations and assets:

Scope 1 Emissions

Direct GHG emissions occurring from sources owned by the City of Ellensburg. These include emissions from stationary sources like City-owned facilities (natural gas use); mobile sources such as City and Central Transit fleet and service vehicles (fuel use); and wastewater treatment.

Scope 2 Emissions

Indirect emissions from procured electricity, namely from the City's municipal utility.

Scope 3 emissions were not included, as these fall outside the City's operational control boundary. The Government Operations Module within the U.S. Environmental Protection Agency's (EPA) Local Greenhouse Gas Inventory Tool was used to calculate all municipal emissions. Utility consumption and fleet fuel data were the primary elements of the municipal emissions inventory. Additional details on the methodology are included in Appendix B.

Community-wide Emissions

The community-wide emissions inventory covers the same 12-month period (December 2021 through November 2022). It accounts for the following sources of emissions across Ellensburg (excluding municipal operations and assets):

Scope 1 Emissions

Direct GHG emissions from stationary sources (natural gas used in residential, commercial/institutional, and industrial buildings and infrastructure) and mobile sources (fuel used for private vehicles and commercial fleets).

Scope 2 Emissions

As with municipal emissions, these include indirect emissions from procured electricity, primarily from the City's municipal utility.

Scope 3 emissions were not included, as these fall outside the Community's operational control boundary. The Community Module within the EPA's Local Greenhouse Gas Inventory Tool was used to calculate community-wide emissions. In addition to aggregated utility data, community-wide transportation emissions were calculated by using a customized estimate for annual vehicle miles traveled (VMT) and using data from Kittitas County from the Washington State Department of Transportation (DOT) to determine the percentage splits for different travel modes. Additional details on the methodology are included in Appendix B.

2.3 Baseline GHG Emissions

Municipal Emissions

Baseline municipal emissions totaled **2,181 metric tons of carbon dioxide equivalent (MTCO₂e)**. Figure 2-1 and Table 2-1 show visual and tabular breakdowns of emissions by source.

Figure 2-1. Baseline Municipal GHG Emissions by Scope

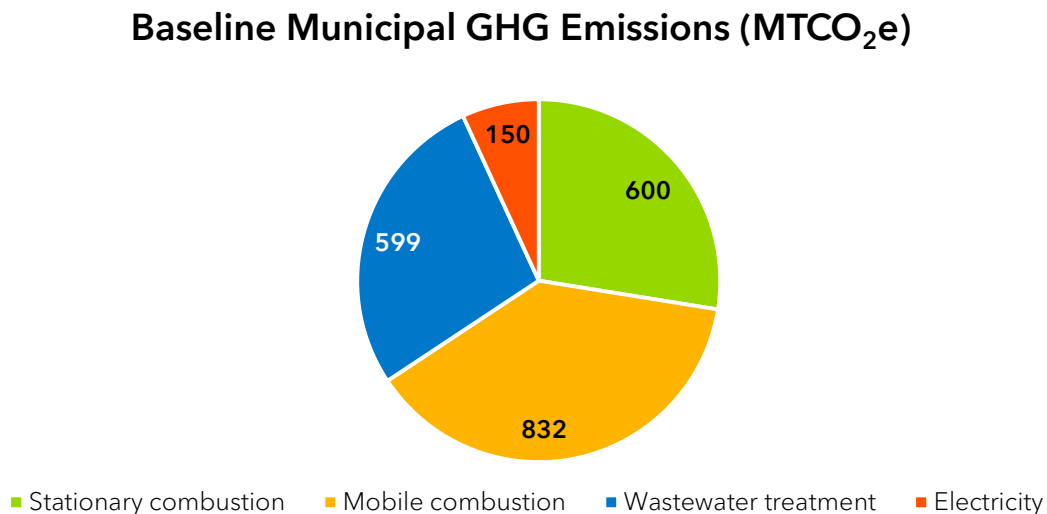


Table 2-1. Baseline Municipal GHG Emissions by Scope and Source

Emissions Source	Emissions (MTCO ₂ e)	Percent of Total Emissions
Scope 1 Emissions	2,031.54	93%
Stationary combustion	600.26	28%
Mobile combustion	832.37	38%
Wastewater treatment	598.91	27%
Scope 2 Emissions	149.62	7%
Electricity	149.62	7%
Total Emissions	2,181.16	100%

Emissions from stationary combustion, mobile combustion, and wastewater treatment (or Scope 1 emissions) make up 93% of the City of Ellensburg's operational GHG emissions, whereas emissions from electricity use (or Scope 2 emissions) make up the remaining 7%. Most municipal Scope 1 emissions can be attributed to mobile combustion sources, which include City and Central Transit fleet and service vehicles. Natural gas consumption in buildings and wastewater treatment contribute similar shares of emissions at 28% and 27%, respectively. Due to the low carbon intensity of the electric grid, Scope 2 emissions (electricity) make up only 7% of all municipal emissions.

Community-wide Emissions

Baseline community-wide emissions totaled **142,947 MTCO₂e**. Figure 2-2 and Table 2-2 break out emissions detail by source, and Table 2-3 shows emissions by sector.

Figure 2-2. Baseline Community-wide GHG Emissions by Scope

Baseline Community-wide GHG Emissions (MTCO₂e)

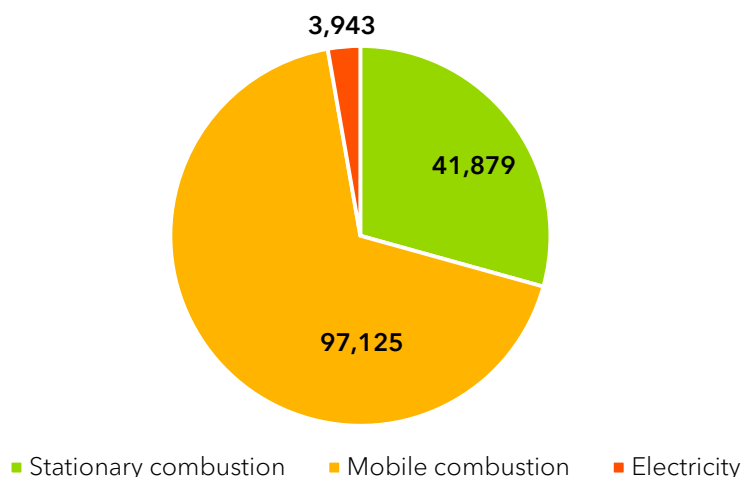


Table 2-2. Baseline Community-wide GHG Emissions by Scope and Source

Emissions Source	Emissions (MTCO ₂ e)	Percent of Total Emissions
Scope 1 Emissions	139,004.12	97%
Stationary combustion	41,878.66	29%
Mobile combustion	97,125.46	68%
Scope 2 Emissions	3,942.99	3%
Electricity	3,942.99	3%
Total Emissions	142,947.11	100%

Over two-thirds of community-wide emissions are attributable to mobile combustion from private and commercial vehicles. The remaining 29% of Scope 1 emissions can be attributed to natural gas use in residential, commercial and industrial buildings. As with municipal emissions, only a very small segment of total emissions can be attributed to electricity consumption.

When broken down by sector, the residential sector is responsible for two-thirds of all community-wide emissions, whereas the remaining third is almost entirely made up of emissions from the commercial/institutional sector.

Table 2-3. Baseline Community-wide GHG Emissions by Sector

Emissions Sector	Emissions (MTCO ₂ e)	Percent of Total Emissions
Residential	94,006.91	66%
Commercial/Institutional	47,860.47	33%
Industrial	1,079.73	1%
Total Emissions	142,947.11	100%

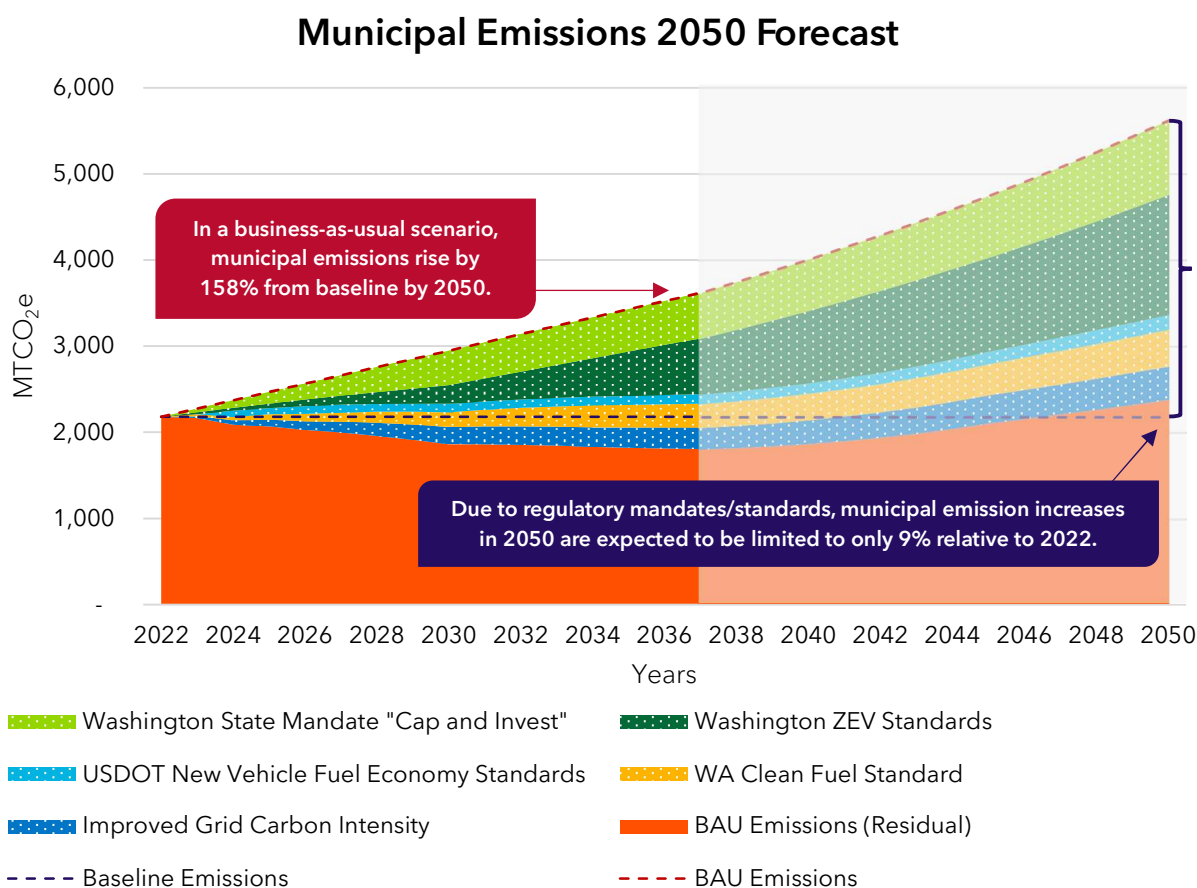
2.4 Projected GHG Emissions

Municipal Emissions

Figure 2-3 shows projected municipal emissions through 2050, showing cumulative emissions in a business-as-usual (BAU) scenario based on population growth, which is expected to increase by 2% annually on average through 2037. Forecasted emissions beyond 2037 have not been formally modeled to align with forecasts in the City's *Comprehensive Plan* but are instead extrapolated and are shown with a slight fade in each graph. The blue dotted line represents emissions at baseline, and the red dotted line represents BAU emissions without any intervention. Each wedge below the red dotted line represents anticipated emissions reductions from federal and state regulatory mandates, including improved grid carbon intensity.

If no additional action is taken by the City to reduce emissions, and without regulatory mandates, municipal emissions are projected to increase by nearly 158% by 2050 from the baseline. Compliance with mandates will significantly reduce emission growth, reducing the increase by 2050 to only ~9% from the baseline.

Figure 2-3. Municipal Emissions Forecast through 2050

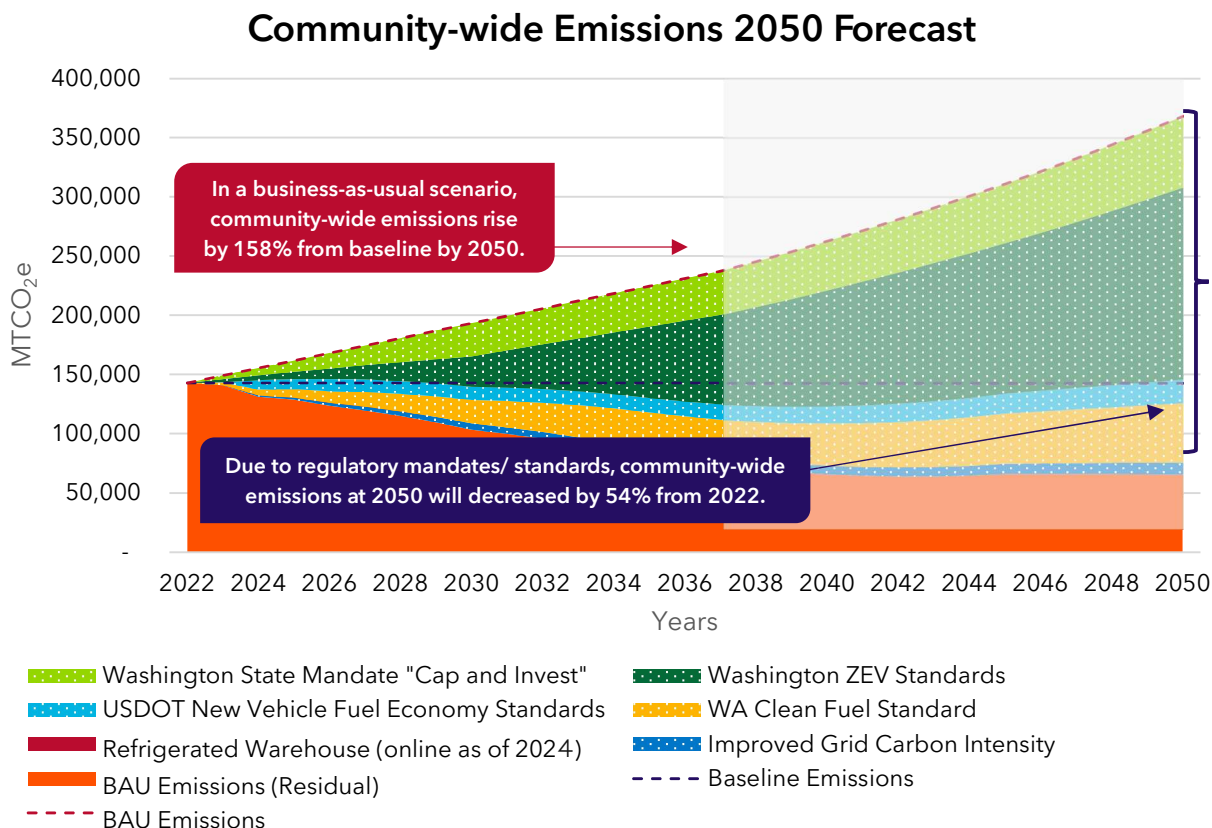


Community-wide Emissions

Figure 2-4 shows projected community-wide emissions through 2050, showing cumulative emissions in a BAU scenario based on population growth which is expected to increase by 2% annually on average through 2037. As with municipal emissions, forecasted community-wide emissions beyond 2037 have not been formally modeled to align with forecasts in the City's *Comprehensive Plan*, but are instead extrapolated and are shown with a slight fade in each graph. The blue dotted line represents emissions at baseline, and the red dotted line represents BAU emissions without any intervention. Each wedge below the red dotted line represents anticipated emissions reductions from federal and state regulatory mandates, including improved grid carbon intensity.

If no additional action is taken to reduce emissions, and without regulatory mandates, emissions are projected to increase by nearly 158% by 2037 from the baseline (given the similar scopes of impact of different regulations). Compliance with mandates will reduce community-wide emissions from the baseline over time, cutting emissions at 2050 by nearly ~54% from the baseline. Because the share of transportation-related emissions is greater community-wide, and because many of the mandates and standards are targeted toward reducing emissions from vehicles, a greater share of community-wide emissions will be eliminated over time. This will result in an actual reduction in emissions over time at 2037 and 2050, compared to the baseline.

Figure 2-4. Community-wide Emissions Forecast through 2050



While both municipal and community-wide emissions projections show that statewide mandates and standards will at least neutralize the projected emissions growth through 2037 and out to 2050, emissions will not be completely neutralized or eliminated by 2050 without additional action. In both cases, the City will need to implement additional strategies that target emissions from buildings and from transportation to achieve carbon neutrality by 2050 per statewide targets.



3 SUSTAINABILITY AND ENERGY ROADMAP



3.1 Roadmap Overview

To reduce GHG emissions and meet statewide energy goals, the City of Ellensburg has identified 13 overarching **strategies** supported by 69 specific **actions** across five sustainability **categories**: Energy, Green Buildings, Transportation, Water, and Land Use.

Each action is accompanied by **target area**, either municipal or community-wide, which indicates the anticipated scope of impact for that action. These are included to guide the City and its stakeholders when prioritizing actions for implementation.

Figure 3-1 provides definitions for each element of the Roadmap, and Table 3-1 offers a summary of all categories and strategies included in this *Sustainability and Energy Plan*.

Figure 3-1. How to Read this Roadmap

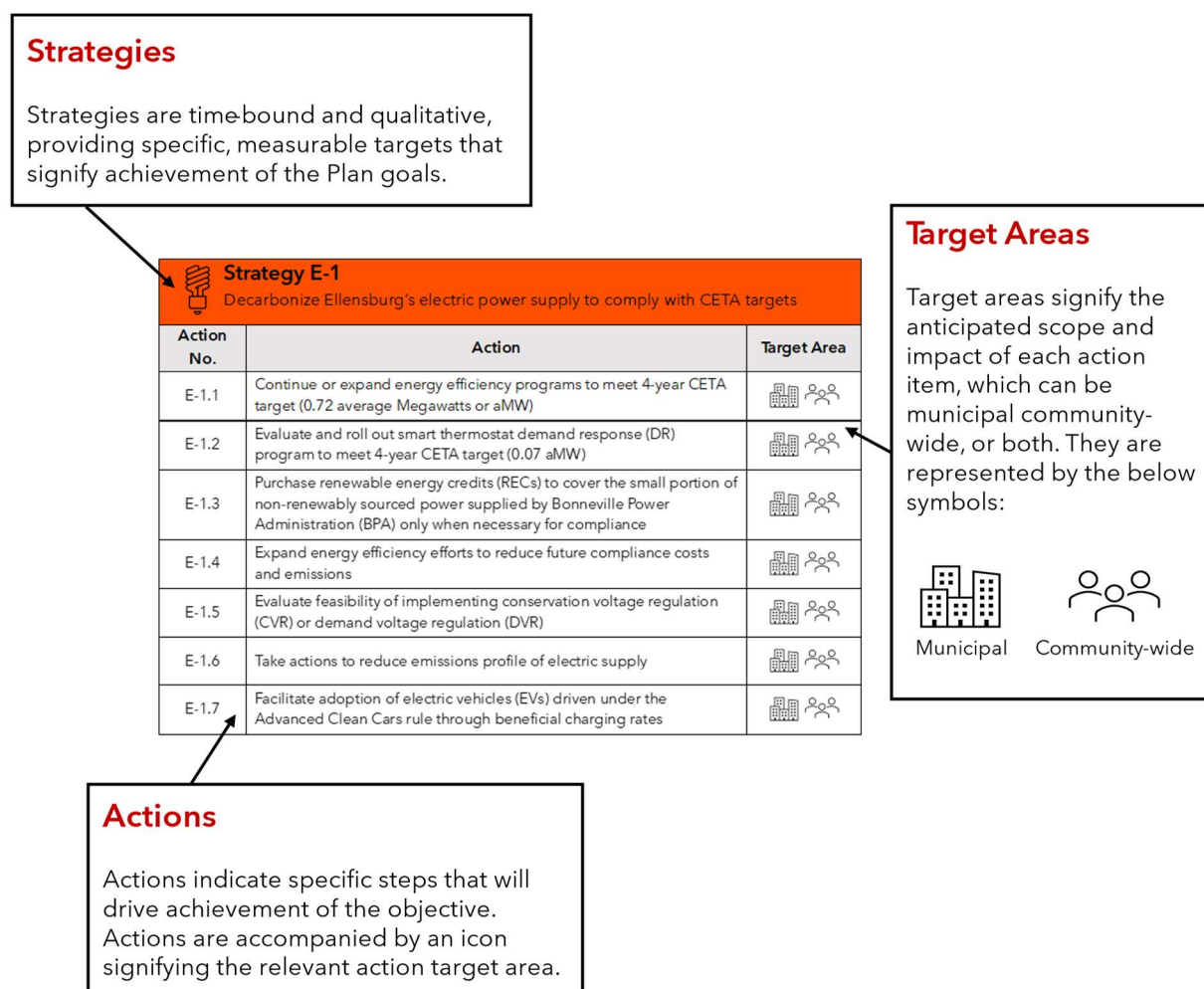


Table 3-1. Sustainability and Energy Roadmap Categories and Strategies

Category	Strategy No.	Strategy
Energy	E-1	Decarbonize Ellensburg's electric power supply to comply with CETA targets
	E-2	Explore all possible energy transition pathways to mitigate emissions in compliance with the Climate Commitment Act
	E-3	Improve energy (grid) and climate resilience across Ellensburg
Green Buildings	G-1	Improve energy efficiency across all existing municipal and community wide buildings
	G-2	Set energy efficiency and electrification standards or requirements for all new municipal and community-wide buildings
	G-3	Promote and enable the use of distributed energy resources (DERs) to decarbonize municipal and community-wide buildings
Transportation	T-1	Decarbonize municipal and Central Transit vehicle fleets
	T-2	Improve Central Transit system and programs to encourage community wide use of public transit, with a focus on urban growth areas and communities with disadvantaged or vulnerable individuals
	T-3	Reduce vehicle miles traveled and transportation emissions across Ellensburg through active transportation, electric vehicles (EVs) and land use initiatives
	T-4	Leverage partnerships with local, regional and national institutions to promote mode shift and active transportation
Water	W-1	Implement water conservation and recycling strategies to reduce consumption at municipal facilities
	W-2	Implement water conservation and recycling strategies to reduce consumption community-wide
Land Use	L-1	Deploy zoning and land use tools that promote infill and transit-oriented development (TOD)

3.2 Energy

Outside of transportation, emissions from energy consumption offers the greatest opportunity for emissions reduction. Emissions from stationary energy use (e.g., electricity, natural gas) makes up over a third of both municipal and community-wide GHG emissions. While the Ellensburg grid is very clean—over 95% of city-wide electricity currently comes from zero-emission sources—there are still steps Ellensburg can and must take to reduce the carbon intensity of the City's energy supply to comply with CETA and achieve statewide emissions goals. Furthermore, eliminating natural gas demand and consumption alone will not be enough to meet the emissions reduction targets established via the CCA. Consequently, additional strategies and actions were developed to move the City closer to hitting those goals and to align with the City's updated *Clean Energy Implementation Plan*.

Informed by supporting analyses on energy efficiency, demand response and CCA compliance, Ellensburg will pursue three strategies to address emissions from energy consumption:

- **E-1:** Decarbonize Ellensburg's electric power supply in compliance with CETA targets
- **E-2:** Explore all possible energy transition pathways to mitigate emissions in compliance with the Climate Commitment Act
- **E-3:** Improve energy (grid) and climate resilience across Ellensburg

Table 3-2. Strategy E-1 Actions and Target Areas

 Strategy E-1 Decarbonize Ellensburg's electric power supply to comply with CETA targets		
Action No.	Action	Target Area
E-1.1	Continue or expand energy efficiency programs to meet 4-year CETA target (0.72 average Megawatts or aMW)	 
E-1.2	Evaluate and roll out smart thermostat demand response (DR) program to meet 4-year CETA target (0.07 aMW)	 
E-1.3	Purchase renewable energy credits (RECs) to cover the small portion of non-renewably sourced power supplied by Bonneville Power Administration (BPA) only when necessary for compliance	 
E-1.4	Expand energy efficiency efforts to reduce future compliance costs and emissions	 
E-1.5	Evaluate feasibility of implementing conservation voltage regulation (CVR) or demand voltage regulation (DVR)	 

 Strategy E-1 (Continued) Decarbonize Ellensburg's electric power supply to comply with CETA targets		
Action No.	Action	Target Area
E-1.6	Take actions to reduce emissions profile of electric supply	 
E-1.7	Facilitate adoption of electric vehicles (EVs) driven under the Advanced Clean Cars rule through beneficial charging rates	 

Table 3-3. Strategy E-2 Actions and Target Areas

 Strategy E-2 Explore all possible energy transition pathways to mitigate emissions in compliance with the Climate Commitment Act		
Action No.	Action	Target Area
E-2.1	Revise natural gas line extension allowance/policy to comply with the Climate Commitment Act	 
E-2.2	Consider incentives and programs for fuel switching across all sectors based on expected future compliance costs, combined with electric energy efficiency incentives & Inflation Reduction Act (IRA) tax credits	 
E-2.3	Focus natural gas energy efficiency efforts on fuel-neutral measures like weatherization	 
E-2.4	Evaluate market-based approaches or incentive programs that could be implemented by the City to guide the transition to alternative fuels	 
E-2.5	Implement RNG capture project with wastewater system if approved by EPA or identify other ways to capture/reduce emissions	
E-2.6	Consider policy changes that move away from natural gas system expansion	 
E-2.7	Consider a plan to decarbonize the utility taking into consideration the rising cost of maintaining the gas distribution infrastructure as the number of rate payers decrease, causing possible hardship to vulnerable community members and businesses who are unable to switch to electricity	 

Table 3-4. Strategy E-3 Actions and Target Areas

 Strategy E-3 Improve energy (grid) and climate resilience across Ellensburg		
Action No.	Action	Target Area
E-3.1	Install battery storage for solar array to support EV charging along the Interstate 90	
E-3.2	Install battery storage at community cooling and warming centers to provide resilient shelters for Ellensburg residents	
E-3.3	Establish incentives for residential solar and battery storage	
E-3.4	Continue undergrounding new and existing utility lines where physically and financially feasible	
E-3.5	Explore opportunities for advanced metering infrastructure and emerging systems technology city-wide that use demand response to reduce grid strain	
E-3.6	Market community cooling and warming centers and other critical community sites to inform Ellensburg residents of community-wide emergency services	
E-3.7	Educate consumers and HVAC installers on high-efficiency, low-emission energy options and incentives	
E-3.8	Explore renewable and non-emitting power generation alternatives	
E-3.9	Assess the impacts of increased electricity loads on electric transmission and distribution systems	
E-3.10	Develop a strategy to ensure reliable supply for peak power demand	
E-3.11	Explore innovation in energy efficiency measures and renewable resources with Central Washington University to benefit workforce and economy	

3.3 Green Buildings

While Ellensburg's energy strategies will focus on supply-side energy emissions, the City will also explore green building strategies to reduce energy demand from stationary assets. Internal stakeholders at the City indicated a priority for strategies that not only address emissions reductions, but also facilitate building improvements at aging facilities, with a priority for buildings with deferred maintenance. External stakeholders also expressed a desire for strategies that would increase access to building efficiency improvements for residents.

Ellensburg will pursue three strategies to decarbonize buildings:

- **G-1:** Improve energy efficiency across all existing municipal and community-wide buildings
- **G-2:** Set energy efficiency and electrification standards or requirements for all new municipal and community-wide buildings
- **G-3:** Promote and enable the use of distributed energy resources (DERs) to decarbonize municipal and community-wide buildings

Table 3-5. Strategy G-1 Actions and Target Areas

 Strategy G-1 Improve energy efficiency across all existing municipal and community-wide buildings		
Action No.	Action	Target Area
G-1.1	Replace aging interior and exterior lighting and appliances for all municipal facilities with energy-efficient alternatives, prioritizing areas with deferred maintenance	
G-1.2	Install sensors and energy controls on lighting and equipment to schedule time of use and manage demand	
G-1.3	Comply with code requirements for replacing end-of-life natural-gas-powered HVAC systems with all-electric heat pumps, and explore technical and cost feasibility of exceeding code requirements to accelerate this transition	
G-1.4	Monitor wastewater treatment facility energy to track reductions associated with the 2022 General Sewer Plan improvements	
G-1.5	Deploy weatherization measures at recreational facilities with high energy use intensity to reduce natural gas demand	

 Strategy G-1 (Continued) Improve energy efficiency across all existing municipal and community-wide buildings		
Action No.	Action	Target Area
G-1.6	Establish a building maintenance fund/energy-tracking software that can be used to track energy savings from building improvements	
G-1.7	Utilize BPA incentive funds and work with local businesses to provide energy audits for residential and commercial utility customers	
G-1.8	Explore feasibility of adopting city-level energy use intensity targets for buildings over 10,000 square feet, exceeding Clean Buildings Performance Standards (CBPS) and state requirements	
G-1.9	Provide rebates for residential and commercial customers to support upgrades to energy-efficient and all-electric appliances and lighting, in support of achieving CBPS targets	
G-1.10	Expand incentives and support programs for weatherization upgrades in existing buildings and infrastructure	

Table 3-6. Strategy G-2 Actions and Target Areas

 Strategy G-2 Set energy efficiency and electrification standards or requirements for all new municipal and community-wide buildings		
Action No.	Action	Target Area
G-2.1	Set minimum green building certification requirements for all new municipal buildings	
G-2.2	Require lifecycle design evaluations for all new municipal buildings and create guidelines for such evaluations for commercial and industrial buildings	

Table 3-7. Strategy G-3 Actions and Target Areas

 Strategy G-3 Promote and enable the use of distributed energy resources (DERs) to decarbonize municipal and community-wide buildings		
Action No.	Action	Target Area
G-3.1	Install additional on-site renewable generation, storage and distributed energy resources	
G-3.2	Create specifications or equipment replacement plans to electrify or use alternative fuels for building, construction and maintenance equipment	
G-3.3	Bolster and deploy additional incentive and rebate programs for residential and commercial solar installations	
G-3.4	Explore and expand community renewable facilities	

3.4 Transportation

Transportation provides the greatest opportunity to reduce city-wide emissions. Emissions from City transportation and fleet vehicles make up approximately 27% of municipal emissions and nearly two-thirds of community-wide emissions come from residential and commercial vehicles. However, nearly two-thirds of public survey respondents residing within City limits expressed that they currently use or plan to increase their use of alternative transportation (i.e., modes of mobility that are not single-occupancy vehicles), indicating that this could be an effective strategy to reduce emissions in the long term. The remaining third of respondents within the city of Ellensburg expressed that they do not currently use alternative transportation.

Ellensburg will pursue four strategies to decarbonize the transportation sector:

- **T-1:** Decarbonize municipal and Central Transit vehicle fleets
- **T-2:** Improve Central Transit system and programs to encourage community-wide use of public transit, with a focus on urban growth areas and communities with disadvantaged or vulnerable individuals
- **T-3:** Reduce vehicle miles traveled and transportation emissions across Ellensburg through active transportation, electric vehicles (EVs) and land use initiatives
- **T-4:** Leverage partnerships with local, regional and national institutions to promote mode shift and active transportation

Table 3-8. Strategy T-1 Actions and Target Areas

 Strategy T-1 Decarbonize municipal and Central Transit vehicle fleets		
Action No.	Action	Target Area
T-1.1	Implement Central Transit's <i>Zero Emission Transition Plan</i>	
T-1.2	Install zero-emission vehicle charging and fueling infrastructure across municipal and Central Transit facilities to support the zero-emission vehicle transition	
T-1.3	Explore and implement interim fueling solutions to reduce vehicular emissions from existing municipal fleet vehicles (e.g., renewable compressed natural gas, R-100 renewable diesel)	

Table 3-9. Strategy T-2 Actions and Target Areas

 Strategy T-2 Improve Central Transit system and programs to encourage community-wide use of public transit, with a focus on urban growth areas and communities with disadvantaged or vulnerable individuals		
Action No.	Action	Target Area
T-2.1	Update <i>Citywide Transit Master Plan</i> to identify opportunities for Central Transit to better connect residents to citywide destinations	 
T-2.2	Update existing frequency and route plans that provide more options for riders and offer first-/last-mile solutions	 
T-2.3	Improve ADA accessibility, rider protection, shading, and other safety and comfort features at all transit stops	 
T-2.4	Add sensors at traffic signals that enable traffic priority for transit	 
T-2.5	Review level of service standard and revise to fit City and community needs	 
T-2.6	Pursue federal and state grant funding to support Central Transit and community-wide traffic improvements	 
T-2.7	Complete safe streets study and develop a system-wide Transit Safety Plan	 
T-2.8	Enhance accessible community education resources (e.g., digital, physical, multilingual) to inform current and prospective riders on the benefits of public transit and Central Transit service offerings	 
T-2.9	Work with partners to improve regional transportation options	 

Table 3-10. Strategy T-3 Actions and Target Areas

 Strategy T-3 Reduce vehicle miles traveled and transportation emissions across Ellensburg through active transportation, electric vehicles (EVs) and land use initiatives		
Action No.	Action	Target Area
T-3.1	Develop a rolling 3-year roadmap for implementing the City's <i>Active Transportation Plan</i>	 
T-3.2	Identify additional opportunities across the City of Ellensburg to discourage single-passenger driving and reduce maintenance needs	 

 Strategy T-3 (Continued) Reduce vehicle miles traveled and transportation emissions across Ellensburg through active transportation, electric vehicles (EVs) and land use initiatives		
Action No.	Action	Target Area
T-3.3	Establish additional access routes outside of the existing street system for bicycle and pedestrian traffic with connections to parks, trails, and other recreational amenities	
T-3.4	Survey municipal and community-wide facilities to identify locations to deploy public EV charging infrastructure	
T-3.5	Review and update building codes as needed to ensure there are requirements for existing and new buildings to add and install sufficient EV charging infrastructure	
T-3.6	Create new or revise existing traffic engineering standards for new roadway development and design with a focused on reduced VMT	
T-3.7	Reduce or eliminate any existing parking minimums for new lot developments and other institutional uses	
T-3.8	Institute traffic signal safety improvements in medium- and high-density areas in residential and commercial zones	
T-3.9	Adopt a policy to prefer roundabouts where feasible at strategic intersections and begin a program to purchase adequate rights-of-way	

Table 3-11. Strategy T-4 Actions and Target Areas

 Strategy T-4 Leverage partnerships with local, regional and national institutions to promote mode shift and active transportation		
Action No.	Action	Target Area
T-4.1	Partner with businesses to set up bikeshare and carshare programs community-wide	
T-4.2	Partner with Central Washington University to develop programs that encourage alternative modes of transportation for students, faculty and staff	
T-4.3	Work with the League of American Bicyclists and other organizations to identify improvements community-wide to promote cycling and other alternative modes of transportation	
T-4.4	Partner with Ellensburg's six K-12 schools and private school to set up or improve existing K-12 walk-/bike-to-school programs	

3.5 Water

While emissions from water use were not measured as a part of the *SEP* process, the City of Ellensburg remains committed to sustainability managing its water resources. The City has identified two Water-oriented strategies:

- **W-1:** Implement water conservation and recycling strategies to reduce consumption at municipal facilities
- W-2:** Implement water conservation and recycling strategies to reduce consumption community-wide

Table 3-12. Strategy W-1 Actions and Target Areas

 Strategy W-1 Implement water conservation and recycling strategies to reduce consumption at municipal facilities		
Action No.	Action	Target Area
W-1.1	Identify opportunities for new green infrastructure installations (e.g., permeable pavement, bioswales,) to support groundwater retention and water recycling	
W-1.2	Introduce water conservation interventions at the building level (e.g., low-flow appliances, xeriscaping) to reduce water consumption	

Table 3-13. Strategy W-2 Actions and Target Areas

 Strategy W-2 Implement water conservation and recycling strategies to reduce consumption community-wide		
Action No.	Action	Target Area
W-2.1	Develop a low-income green infrastructure program to provide financial support to residents interested in installing green infrastructure	
W-2.2	Identify opportunities for watershed restoration	
W-2.3	Introduce rebate, incentive, and appliances hand-out programs that encourage community-wide use of low-flow appliances and xeriscaping	

3.6 Land Use

Land use and urban planning tools are critical to reducing community-wide emissions. The ways in which land is used and zoned, as well as different development types and permitting practices, have varying but significant bearing on the way a population will move about space and use resources. To reduce emissions at the community scale, Ellensburg will further explore two types of development: **infill development**, which repurposes existing unused or underutilized land for new construction; and **transit-oriented development**, which focuses on developing buildings and spaces near alternative modes of transportation (i.e., walking, cycling, public transit) that better connect residents to resources and destinations.

Table 3-14. Strategy L-1 Actions and Target Areas

 Strategy L-1 Deploy zoning and land use tools that promote infill- and transit-oriented development (TOD)		
Action No.	Action	Target Area
L-1.1	Implement zoning that promotes greater density	
L-1.2	Implement housing programs or building codes to support low- and middle-income households, including mixed use development in proximity to essential services and transit	
L-1.3	Encourage development along transit corridors and site new community facilities near major transit routes and pedestrians and bike paths	
L-1.4	Explore overlays or voluntary zones that encourage renewable energy development, low-/zero-emission vehicles, and other low-emission developments	
L-1.5	Identify spaces for dedicated green space and tree canopy cover to promote climate resilience and carbon sequestration	
L-1.6	Encourage development in unused downtown buildings for residential and office units	
L-1.7	Foster development of services near population centers across Ellensburg	

3.7 Implementing the Sustainability and Energy Plan

Ellensburg recognizes that ownership, accountability, coordination, and stakeholder collaboration are critical to the successful implementation of this *Sustainability and Energy Plan*. To execute the decarbonization and sustainability strategies in this roadmap, the City will leverage its internal staff and resources where possible to begin prioritizing which actions will be



taken first, based on a broad set of criteria that will be further refined and applied after the *SEP* is adopted. As priority actions are identified, the City will take advantage of external funding from federal and state grants to cost-effectively implement the *SEP*.

New systems, processes, partnerships will be needed to implement the *SEP*. Ellensburg intends to develop and deploy the infrastructure needed to monitor, evaluate, and report on its progress toward implementing this *SEP*. This includes deploying the City's Environmental Commission and/or other boards and commissions to advise on and oversee the prioritization of strategies, community engagement, monitoring, evaluation and reporting.

Strategy Prioritization

Since all strategies listed can neither be implemented immediately nor simultaneously, Ellensburg will begin the implementation process with a strategy prioritization exercise that considers the following:

Cost-benefit impacts and funding availability

With appropriate oversight, Ellensburg will evaluate each action's implementation cost and benefits and prioritize those that come at the lowest cost to the City and Ellensburg residents. Actions that can be implemented using external funding sources will also be prioritized.

Funding and staff resources

The City will look to external stakeholders at the city, state and federal level to advance initiatives and take advantage of external funding to implement the *SEP*. Ellensburg will also consider each action in the context of staff or department(s) that will be tasked with implementing it and determine if execution is feasible. To implement the

plan, Ellensburg will activate staffing, program development, grant procurement and policy support resources (as approved through the City's budget process).

Emissions impact, equity and co-benefits

Ellensburg will also evaluate actions for implementation with specific consideration for emissions reduction, community equity and potential co-benefits (e.g., improved air pollution, reduced resource use, climate resilience).

Drawing from these criteria, the City will develop and refine a prioritization matrix that will measure the costs and savings tied to each action against their anticipated impacts. The matrix will be used to prioritize actions and adjust them as needed to maximize impact and minimize costs.

Oversight and Advisory

Once the *SEP* is formally adopted, Ellensburg will work with its Environmental Commission and other city boards to either assign oversight of *SEP* implementation to a specific commission or establish a separate group for the same purpose. The designated group will not only be responsible for overseeing implementation, but providing timely and routine guidance on the prioritization, evaluation and execution of strategies and actions.

Monitoring, Evaluation and Reporting

Finally, to ensure that the goals and strategies laid out in this *SEP* are achieved, the City of Ellensburg will produce GHG emissions inventories on a biennial basis to track progress on its decarbonization efforts, and report on its progress through public, accessible reports.

4 CONCLUSION



The City of Ellensburg's mission is to provide Ellensburg citizens with services in the most efficient and effective manner possible, and one of the City's core values is stewardship of the environment and quality of life in Ellensburg. This *Sustainability and Energy Plan* is the City's latest step to meet that mission and stay true to its values. Tackling climate change through emissions reduction and grid decarbonization, using transportation and land use tools to expand and improve the means through which Ellensburg residents interact with and move about the city and ongoing conservation of water and other natural resources are all essential to improving the quality of life of Ellensburg residents and keeping them connected to essential services.

Climate change is an existential threat, and the City recognizes and affirms that the state of Washington has put critical regulations in place to decarbonize buildings, transportation and other infrastructure. This *SEP* serves as a strategic framework, in supplement to other existing and forthcoming planning efforts, to comply with those regulations and meet the climate and sustainability targets set at the state level. And it is the City's intent to execute this Plan in collaboration with internal and external stakeholders, as well as community members, to ensure that it is implemented in a cost-effective, efficient and equitable manner.

Finally, this *SEP* is an appeal to City employees, Ellensburg businesses and institutions, residents and visitors to continue doing their part to reduce their carbon and resource footprints. It is the City's earnest belief that, even in the face of climate change, a better future for Ellensburg residents is achievable – especially when pursued together, with diligence and compassion.

5 APPENDICES



APPENDIX A: GLOSSARY OF TERMS AND ACRONYMS

A.1 Glossary of Terms

Adaptation: Adjustment or preparation of natural or human systems to a new or changing environment which moderates harm or exploits beneficial opportunities.⁹

Anthropogenic GHG emissions: Made by people or resulting from human activities. Usually used in the context of emissions that are produced as a result of human activities.⁹

Business-as-usual scenario: A projection of future environmental and social conditions based on the assumption that current trends and practices will continue without significant change.

Carbon dioxide equivalent: A metric measure used to compare the emissions from various greenhouse gases based upon their global warming potential. Carbon dioxide equivalents are commonly expressed as “million metric tons of carbon dioxide equivalents (MMTCO₂Eq).” The carbon dioxide equivalent for a gas is derived by multiplying the tons of the gas by the associated global warming potential. $\text{MMTCO}_2\text{Eq} = (\text{million metric tons of a gas}) * (\text{global warming potential of the gas})$.⁹

Carbon neutrality: The state in which an organization has a net-zero carbon footprint, meaning that their overall greenhouse gas emissions are balanced by removing an equivalent amount of carbon dioxide from the atmosphere, or by offsetting emissions through investments in renewable energy or other carbon-reducing projects.

Climate change: Climate change refers to any significant change in the measures of climate lasting for an extended period of time. In other words, climate change includes major changes in temperature, precipitation, or wind patterns, among others, that occur over several decades or longer.⁹

Climate hazards: Risks posed to human societies, ecosystems, and economies by extreme weather events and other environmental changes resulting from global climate change.

Greenhouse gas (GHG): Any gas that absorbs infrared radiation in the atmosphere. Greenhouse gases include, carbon dioxide, methane, nitrous oxide, ozone, chlorofluorocarbons, hydrochlorofluorocarbons, hydrofluorocarbons, perfluorocarbons, sulfur hexafluoride.⁹

⁹ United States Environmental Protection Agency. 2013.

<https://sor.epa.gov/sor_internet/registry/termreg/searchandretrieve/glossariesandkeywordlists/search.do>.

Mode shift: A change in the way people travel between different modes of transportation, such as from driving a car to using public transit, biking, or walking. It typically involves a shift from single-occupancy vehicles, which are associated with traffic congestion, air pollution, and greenhouse gas emissions, towards more sustainable and efficient modes of transportation.

Scope 1 emissions: Direct greenhouse gas emissions that occur from sources that are controlled or owned by an organization (e.g., emissions associated with fuel combustion in boilers, furnaces, vehicles, etc.).

Scope 2 emissions: Indirect greenhouse gas emissions associated with the purchase of electricity, steam, heat, or cooling. Although Scope 2 emissions physically occur at the facility where they are generated, they are accounted for in an organization's GHG inventory because they are the result of the organization's energy use.

Scope 3 emissions: Indirect emissions from activities or assets not owned or controlled by the reporting organization, but that the organization indirectly affects in its value chain. Scope 3 emissions include all sources not within an organization's scope 1 and 2 boundary. The scope 3 emissions for one organization are the scope 1 and 2 emissions of another organization.

Vehicle miles traveled: A measure of the total distance traveled by all vehicles within a given geographic area or period of time.⁹

A.2 Acronyms

ADA: Americans with Disabilities Act

BAP: Business as Planned

BAU: Business as Usual

BPA: Bonneville Power Administration

CBPS: Clean Building Performance Standard

CBR: Conservation Voltage Regulation

CCA: Climate Commitment Act

CETA: Clean Energy Transformation Act

CH₄: Methane

CNG: Compressed Natural Gas

CO₂: Carbon Dioxide

DER: Distributed Energy Resources

DVR: Demand Voltage Regulation

EPA: Environmental Protection Agency

EV: Electric Vehicle

GHG: Greenhouse Gas

HVAC: Heating, Ventilation, and Air Conditioning

IPCC: Intergovernmental Panel on Climate Change

IRA: Inflation Reduction Act

kW: Kilowatt

LAB: League of American Bicyclists

LEED: Leadership in Energy and Environmental Design

MTCO_{2e}: Metric Tons of Carbon Dioxide Equivalent

MW: Megawatt

N₂O: Nitrous Oxide

REC: Renewable Energy Credit

RNG: Renewable Compressed Natural Gas

TOD: Transit-Oriented Development

VMT: Vehicle Miles Traveled

ZEV: Zero-Emission Vehicle

APPENDIX B: EMISSIONS INVENTORY AND FORECASTING METHODOLOGY

B.1 Background

This Appendix section documents the baseline Greenhouse Gas (GHG) emission inventory and future forecasting data source, methodologies, key assumptions, selected calculation tools, emission factors, and improvement opportunities for the City of Ellensburg.

The City's GHG emissions were tracked and quantified in two separate inventories:

1) Municipal (city operations) GHG inventory

2) Community level GHG inventory

According to the United States Environmental Protection Agency (EPA) and GHG Protocol, GHG emissions are typically categorized into 3 scopes.

Scope 1 emissions are direct greenhouse (GHG) emissions that occur from sources that are controlled or owned by an organization (e.g., emissions associated with fuel combustion in boilers, furnaces, vehicles).

Scope 2 emissions are indirect GHG emissions associated with the purchase of electricity, steam, heat, or cooling. Although scope 2 emissions physically occur at the facility where they are generated, they are accounted for in an organization's GHG inventory because they are a result of the organization's energy use.¹⁰

Scope 3 emissions are the result of activities from assets not owned or controlled by the reporting organization, but that the organization indirectly affects in its value chain. Scope 3 emissions include all sources not within an organization's scope 1 and 2 boundary. The scope 3 emissions for one organization are the scope 1 and 2 emissions of another organization¹¹.

The baseline GHG inventory for the City of Ellensburg covers Scope 1 and Scope 2 emissions only. The selected baseline timeframe is the 12 months from November 2021 – December 2022.

B.2 GHG Calculation Tool

The U.S. EPA's Local Greenhouse Gas Inventory Tool was used to calculate the City of Ellensburg's baseline GHG emissions. This free, open-source tool was developed to help communities across the United States evaluate the greenhouse gas emissions from their entire

¹⁰ US EPA, [Scope 1 and Scope 2 Inventory Guidance](#)

¹¹ US EPA, [Scope 3 Inventory Guidance](#)

community and for local government operations in particular. There are two modules available in this tool: **1). Government Operations Module** and **2). Community Module**. Each module provides a customizable excel based workbook covering all typical emission sources. The Government Operations Module was used for the City of Ellensburg's municipal operation emission calculation. The Community Module was used for the community emission calculation.

B.3 GHG Inventory Data Sources

This section provides detail on the data sources utilized to develop the City's baseline GHG inventory, including any assumptions and estimations.

Municipal GHG Inventory

Primary Data

1) Stationary Energy and Purchased Electricity Consumption:

- a. Utility consumption data for both electricity and natural gas consumption at the City department level.

2) Mobile Fuel Consumption:

- a. Vehicle level fuel consumption data from Central Transit vehicles.
- b. Vehicle level fuel consumption data from municipal/city owned vehicles.

3) Wastewater treatment data:

- a. System Biochemical Oxygen Demand (BOD₅) input (kg BOD₅/day).
- b. Percentage of BOD₅ removed in primary treatment.
- c. Average Total Nitrogen Discharged (kg N/day).
- d. Percentage of CH₄ in biogas - using EPA default value of 35%.
- e. Digester Biogas Produced Daily (ft³/day).

Estimated Data

The annual vehicle miles traveled (VMT) for Central Transit and municipal owned vehicles were estimated using the actual fuel consumption per vehicle and the average mile per gallon fuel economy estimate for each vehicle class, as provided by EPA in the "**Mobile-Entry**" tab in the **Government Operations Module** workbook. Annual VMT is a necessary data point for calculating the CH₄ and N₂O emissions associated with vehicle fuel consumption.

Community GHG Inventory

Primary Data

1) Stationary Energy Consumption:

- a. Utility consumption data for both electricity and natural gas consumption at the sector level – residential, commercial, industrial.

Estimated Data

- 1) **Community Vehicle Miles Traveled (VMT) Data:** Community daily VMT data was provided by Fehr & Peers. Cumming obtained the VMT mode split % data for Kittitas County from [Washington State DOT](#) and then calculated the annual VMT for each travel/vehicle mode by breaking down the total VMT data by multiplying the mode split % from [Washington State DOT](#). Please see the detailed VMT Estimation Methodology under Estimation Methodologies section.

B.4 GHG Inventory Assumptions

Municipal GHG Inventory

- Emissions from municipal employee commuting is being excluded for now due to the data availability and scope boundaries.
- Please see additional assumptions made by the EPA in the calculation process for wastewater in the wastewater section in the **Government Operations Module**.

B.5 Emission Factors

- Emission factors from EPA were applied for the stationary energy related emission calculation.
- The location-based emission factor from EPA eGRID (2020) for NWPP eGRID subregion was applied in the location-based electricity emission calculation.
- The City of Ellensburg utility supplier specific emission factor was applied in the market-based electricity emission calculation.
- **Supplier Specific Emission Factor:**
- No **CO₂, CH₄, and N₂O emission factors were separately** available; in order to fill out the EPA Calculation tool, Cumming estimated the emission factors based on the CO₂e factor in [Fuel Mix Disclosure page from Washington State Department of Commerce](#) and the EPA eGRID factors for CO₂, CH₄, N₂O for NWPP eGRID subregion.

B.6 Data Aggregation and Quality Assurance

To ensure the data quality and accuracy, a data quality assurance/quality control (QA/QC) and aggregation process was performed before the data was uploaded to the EPA GHG calculation tools for both the municipal and community GHG inventories. The data quality assurance criteria include, but are not limited to a year-by-year data comparison, unit of measure check, data boundary check, reporting data timeframe check, etc.

Cumming's data consolidation process includes the following steps:

- 1) Extract data from source files to Excel format if the raw data is not in Excel format.
- 2) Validate correct understanding of data units, source, boundaries, use, completeness, etc.
- 3) Aggregate monthly/daily data in Excel to produce an annual total aligning with the selected baseline period.
- 4) QA/QC of aggregated data values to confirm accuracy and completeness.

Following completion of the aggregated raw data totals, Cumming customized the EPA tools to match the scope of the City's inventory and completed the following steps to produce the City's draft inventory:

- 5) Customize the EPA tools by populating set-up tabs in accordance with the raw data and inventory scope, and to incorporate custom emission factors.
- 6) Populate the EPA tool with all raw data and produce draft inventory totals.
- 7) Conduct independent QA/QC of results to confirm accuracy of data inputs, categorization, calculations, etc.

B.7 GHG Inventory Improvement Opportunities

Cumming identified the following opportunities to improve the data quality, availability, and/or methodologies used to develop the City's GHG inventory. These opportunities should be considered during future reporting cycles.

Municipal GHG Inventory

- Track the annual VMT of municipal fleet vehicles.
- Track the fuel consumptions from other fuel types, like diesel, propane, etc. consumed by the municipal government owned facilities, generators, and equipment.
- Collect employee commuting data (commuting distance, method, etc.) and start tracking the emissions from the employee commuting process.

Community GHG Inventory

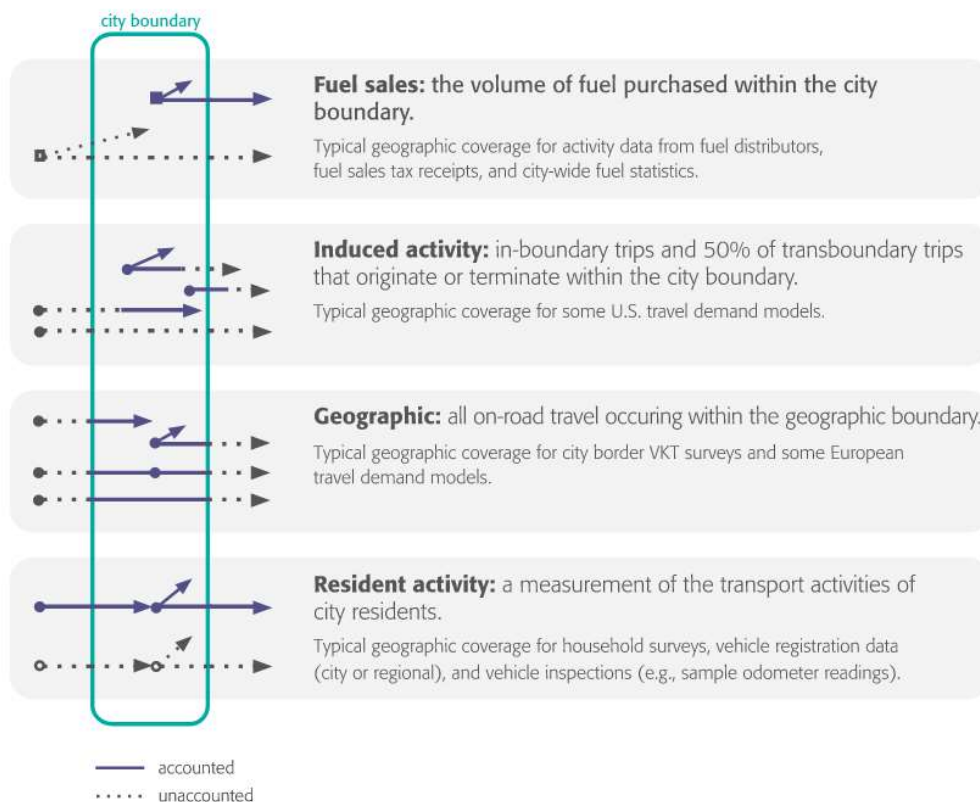
- Conduct a city-based VMT and road count study to confirm and fine tune annual community VMT.
- Develop a methodology for estimating the fuel consumption for other fuel types, like diesel, propane, etc. consumed in the community.
- Evaluate and identify any other sources of scope 1 and 2 emissions within the community.

B.8 VMT Accounting Methodologies

GHG Protocol methodology was applied in the GHG accounting process. Specifically, for the transportation related emission in community GHG inventory, geographic based method was referenced to account for the daily VMT data. Please see below the graph from GHG Protocol - Global Protocol for Community-Scale Greenhouse Gas Inventories¹².

Figure B-1. An Accounting and Reporting Standard for Cities, Version 1.1

Figure 7.3 Methodology system boundaries



¹² [GHG Protocol - Global Protocol for Community-Scale Greenhouse Gas Inventories.](#)

B.9 GHG Inventory Estimation Methodologies

VMT Estimation Methodologies

Cumming used the share of different vehicle types on the road to estimate VMT by mode. To simplify the estimation, Cumming assumed that each mode travels an equally relative proportion of miles. The estimation process is as follows:

- 1) Fehr & Peers provided an estimated daily VMT value for City of Ellensburg: 633,000
- 2) Cumming calculated the annual VMT data: $633,000 * 365 = 231,045,000$
- 3) Cumming obtained the daily VMT mode split % data for Kittitas County from [Washington State DOT](#)

Table B-1. 2021 Travel Activity by Vehicle Type and Functional Class

2021 TRAVEL ACTIVITY BY VEHICLE TYPE AND FUNCTIONAL CLASS							
for Washington State as reported in the FHWA Highway Performance Monitoring System							
PERCENT OF TRAVEL							
FUNCTIONAL CLASS	PERCENT MOTORCYCLES	PERCENT CARS	PERCENT PICK UP TRUCKS	PERCENT BUSES	PERCENT SINGLE UNIT TRUCKS	PERCENT COMBINATION TRUCKS	PERCENT TOTAL VEHICLES
Rural Interstate	0.15	51.56	28.82	0.31	3.90	15.26	100
Rural Other Arterial	0.25	50.28	35.89	0.27	5.49	7.82	100
Other Rural	0.27	51.74	37.05	0.30	5.70	4.94	100
Urban Interstate	0.14	62.07	28.73	0.25	3.07	5.74	100
Urban Other Arterial	0.21	61.34	31.96	0.21	3.56	2.72	100
Other Urban	0.24	57.57	34.44	0.26	4.53	2.96	100
Statewide	0.19	57.89	31.26	0.25	3.85	6.56	100
	0.19%	57.89%	31.26%	0.25%	3.85%	6.56%	100.00%

Source: [Washington State DOT](#)

Table B-2. Vehicle Miles Traveled Mode Split Percentage

Vehicle or vehicle group description	VMT % Split
Residential Vehicles-MOTORCYCLES	0.19%
Residential Vehicles-PASSENGER CARS	57.89%
Residential Vehicles-PICK UP TRUCKS	31.26%
Commercial/Institutional Vehicles-Buses	0.25%
Commercial/Institutional Vehicles-SINGLE UNIT TRUCKS	3.85%
Commercial/Institutional Vehicles-COMBINATION TRUCKS	6.56%

- 4) Cumming broke down the VMT data based on the percentage share information from Washington DOT as described in bullet #3 above and excluded 6% of EV related VMT provided by Lighthouse Energy Consulting.

Table B-3. VMT by Mode and Sector

Vehicle or vehicle group description	VMT (Minus EV VMT of 6%)
Residential Vehicles-MOTORCYCLES	412,646
Residential Vehicles-PASSENGER CARS	125,726,833
Residential Vehicles-PICK UP TRUCKS	67,891,187
Commercial/Institutional Vehicles-Buses	542,956
Commercial/Institutional Vehicles-SINGLE UNIT TRUCKS	8,361,519
Commercial/Institutional Vehicles-COMBINATION TRUCKS	14,247,159

Other Estimation Methodologies

Other default estimation methodologies applied in the EPA GHG tools can be found in the "**Introduction**" and "**Read Me**" tabs in the calculation files.

B.10 GHG Emission Forecasting Methodology

Ellensburg's emission forecasting model for both municipal GHG and community GHG inventory was created using an excel based emission scenario and forecasting tool.

Forecast Scenarios

Both business as usual (BAU) and business as planned (BAP) scenarios were modeled. Relevant assumptions were made and documented for each scenario based on best available public sources.

Definitions:

Business as Usual (BAU): The normal execution of currently existing functional operations within the organization. GHG emissions under the BAU scenario will be impacted by external factors outside Ellensburg's control, such as California grid cleaning impact due to state level carbon neutrality target by 2045, population growth, etc.

Business as Planned (BAP): The execution of planned activities, including future functional operations, within the organization. GHG emissions under the BAP scenario will be impacted

by the Ellensburg's own projects, such as ZEV transition plan, Washington state level energy and low carbon vehicle policy, and facility retrofitting, etc.

Source Data

The emission forecasting model for both municipal GHG inventory and community GHG inventory is based on the Scope 1, 2, 3 emissions' data for baseline year (2022) calculated in the Ellensburg Municipal GHG Emission Baseline Inventory tool and Community GHG Emission Baseline Inventory tool respectively as introduced in the GHG Calculation Tool section.

Assumptions

Municipal GHG Inventory Forecasting

Assumption for BAU Scenario:

1. Local electricity grid cleaning impact: Carbon-neutral electricity supply by 2030; entirely eliminate fossil fuels from electricity generation by 2045.¹³
2. Population Growth Forecast for Ellensburg: Ellensburg Comprehensive Plan forecasts Ellensburg population to be 32,540 by 2037.¹⁴ Calculated the population data for each year from 2022 to 2037 by assuming it's linear growth.

Assumption for BAP Scenario:

1. The Clean Fuel Standard law requires fuel suppliers to gradually reduce the carbon intensity of transportation fuels to 20% below 2017 levels by 2034.¹⁵
2. USDOT Announces New Vehicle Fuel Economy Standards for Model Year 2024-2026: The new standards will increase fuel efficiency 8% annually for model years 2024-2025 and 10% annually for model year 2026. They will also increase the estimated fleetwide average by nearly 10 miles per gallon for model year 2026, relative to model year 2021. Increasing vehicle efficiency and reducing fuel use will save American families and consumers money at the pump. Americans purchasing new vehicles in 2026 will get 33% more miles per gallon as compared to 2021 vehicles. This means new car drivers in 2026 will only have to fill up their tanks three times as compared to every four times that new car drivers today do for the same trips.¹⁶
3. State of Washington Plan for transition to zero-emission vehicles: Washington Department of Ecology updated its Clean Vehicles Program to require that all new, light-duty vehicles sold in Washington meet zero-emission vehicle (ZEV) standards by 2035.¹⁷

¹³ [Washington Clean Energy Transformation Act standards](#)

¹⁴ [Ellensburg Comprehensive Plan](#)

¹⁵ [WA Clean Fuel Standard](#)

¹⁶ [USDOT Announces New Vehicle Fuel Economy Standards for Model Year 2024-2026](#)

¹⁷ State of Washington, [Washington adopts plan for transition to zero-emission vehicles](#)

4. List of WA State Mandated Actions for stationary emissions: The emissions cap is set at 93% of 2015-2019 emissions, and then reduces by 7% each year through 2030, with smaller reductions from 2031-2049.
5. Assume 10% Gas Cars/Internal combustion engines (ICE) remaining in 2050;
6. Assume EV use phase emission would become zero starting from 2030 due to the zero-emission intensity from the grid.
7. Ignore the potential surge of electricity emissions between 2022 and 2030 due to EV transition and non-zero grid emission intensity due to the extreme low grid electricity emission factor in Ellensburg and relatively low EV penetration rate during this period.
8. EV penetration forecast data provided by Ted (2021-2045).

Community GHG Inventory Forecasting

The same assumptions from Municipal GHG inventory also apply to community GHG inventory. In addition, a refrigerated warehouse is planned to come online in 2024, consuming 33,000 MWh of electricity per year. This was modeled under the BAP scenario for community GHG inventory.

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Figure E-5. Community-wide Emissions 2050 Forecast

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Figure 3-1. How to Read this Roadmap

Figure B-1: An Accounting and Reporting Standard for Cities, Version 1.1

APPENDIX D: CONSERVATION POTENTIAL ASSESSMENT RESULTS



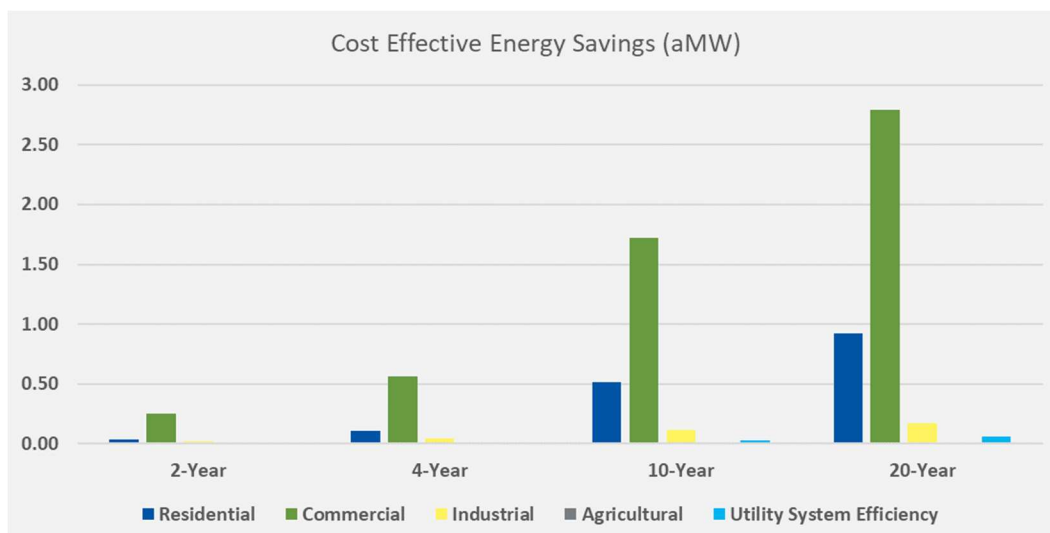
TO: Buddy Stanavich, City of Ellensburg
 FROM: Ted Light, Lighthouse Energy Consulting
 SUBJECT: Utility Potential Calculator Results
 DATE: March 8, 2023

This memo documents the inputs and results of the Conservation Potential Assessment performed by Lighthouse Energy Consulting (Lighthouse) for the City of Ellensburg (City) using the Utility Potential Calculator developed by the Bonneville Power Administration. This assessment can be used as part of the City's updated Clean Energy Implementation Plan (CEIP) required by Washington's Clean Energy Transformation Act (CETA).

The memo discussed the high-level results and then discusses the inputs and results of each sector subsequently. The breakdown of savings potential by sector and timespan are detailed in the table below.

Overall Results

The analysis identified 0.72 aMW of cost-effective energy efficiency potential over the four-year period covering 2022-2025. Consistent with the City's loads, most of the savings potential was in the commercial sector.



Cost Effective Energy Savings by Sector (aMW)				
Sector	2-Year	4-Year	10-Year	20-Year
Residential	0.04	0.11	0.51	0.92
Commercial	0.25	0.56	1.72	2.79
Industrial	0.02	0.04	0.11	0.17
Agricultural	0.00	0.00	0.00	0.00
Utility System Efficiency	0.00	0.00	0.03	0.06
Total	0.31	0.72	2.37	3.95

The calculator was set to use the measures identified as cost effective by the Northwest Power and Conservation Council's 2021 Power Plan. While reducing the number of measures that are cost effective, this setting ensures compliance with the CETA requirement to use values for the social cost of carbon, as the Council used those values in the 2021 Power Plan.

The 4-year potential amount identified in this assessment is a slight increase above the 0.69 aMW identified in the City's initial CEIP. To achieve this new amount, the City would need to achieve an average of 0.18 aMW per year over the 2022-2025 timeframe. According to the Regional Technical Forum's Regional Conservation Progress Report, over the 2018-2021 timer period, the City achieved an average of 0.10 aMW. In addition to these savings, the City can also count the results of market transformation from the Northwest Energy Efficiency Alliance (NEEA). In 2021, NEEA's work contributed approximately 0.09 aMW of savings in the City's service territory. Based on the forecast for NEEA in BPA's draft Energy Efficiency Action Plan, the City might expect a similar amount of savings from NEEA that could be counted toward their CEIP over the 2022-2025 time period.

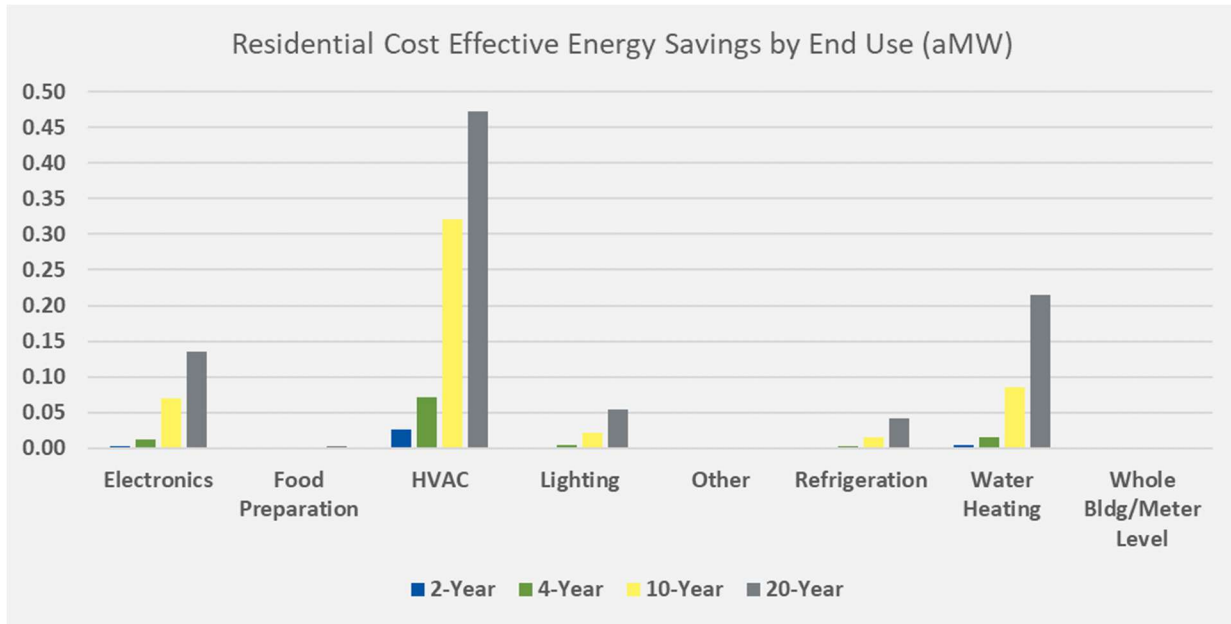
Sector Results

Lighthouse worked with the City to gather the necessary inputs for the Calculator and made several customizations to have the tool better reflect the City's customers. Each of these are discussed below.

Residential

In the residential sector, Lighthouse used data provided by the City to estimate the number of homes in the City's service territory. The Calculator's default values for HVAC system and appliance saturations were adjusted slightly to align with data from the American Community Survey for the City. In addition, Lighthouse removed the potential for showerheads and aerators, as these are covered by state product standards.

The resulting potential for the residential sector is shown below. Most of the potential is in the HVAC and water heating end uses.



Residential Cost Effective Energy Savings by End Use (aMW)				
End Use	2-Year	4-Year	10-Year	20-Year
Electronics	0.00	0.01	0.07	0.13
Food Preparation	0.00	0.00	0.00	0.00
HVAC	0.03	0.07	0.32	0.47
Lighting	0.00	0.00	0.02	0.05
Other	0.00	0.00	0.00	0.00
Refrigeration	0.00	0.00	0.02	0.04
Water Heating	0.00	0.02	0.09	0.21
Whole Bldg/Meter Level	0.00	0.00	0.00	0.00
Total	0.04	0.11	0.51	0.92

The top measures in the residential sector over the initial four-year period include smart thermostats, clothes washers, duct sealing, and clothes dryers. The top ten measures are shown in the table below.

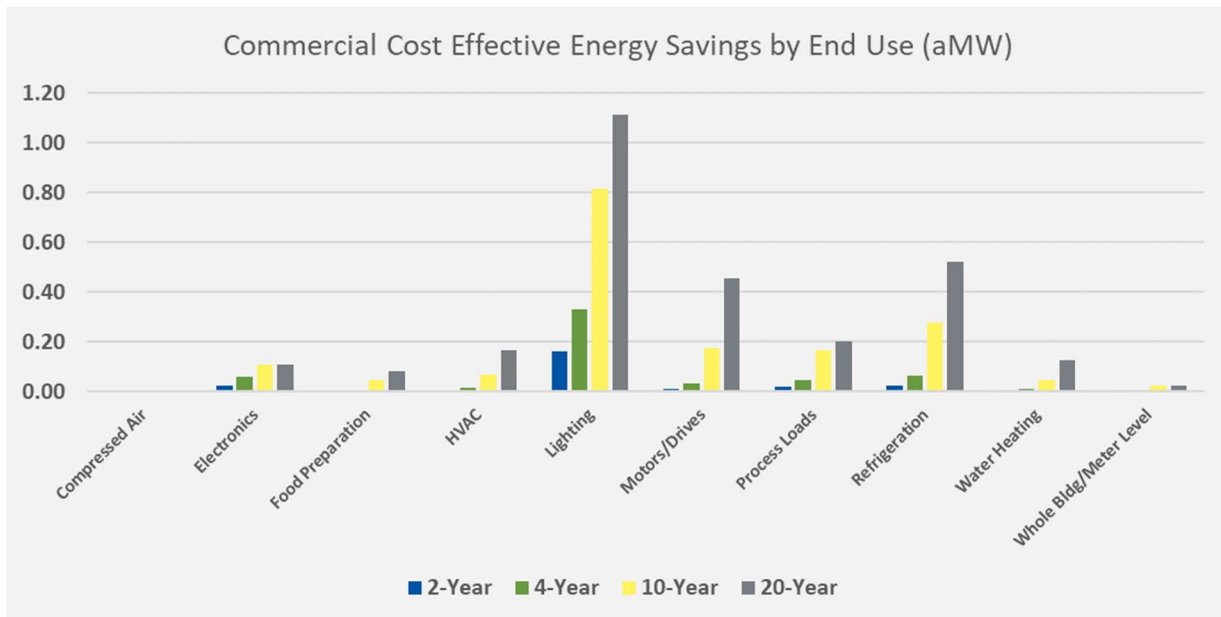
Measure Index Rank	Cost Effective Savings - aMW	Measure Category
1	0.062	Smart Thermostats
2	0.014	Clothes Washer
3	0.008	Duct Sealing
4	0.005	Clothes Dryer

5	0.005	UHD TV
6	0.004	Lighting
7	0.003	Refrigerator
8	0.002	Computer
9	0.002	TSRV
10	0.001	Weatherization

Commercial

In the commercial sector, Lighthouse used load data provided by the City for its largest load categories to estimate the floor area for those specific categories. The remaining load and floor area was distributed across the remaining commercial building types. This adjustment was done in order to reflect the distribution of building types in the City's service territory.

The potential by end use for the commercial sector is shown in the figure and table below. Most of the potential is in the lighting end use, with additional potential in the refrigeration and motors/drives end uses.



Commercial Cost Effective Energy Savings by End Use (aMW)				
End Use	2-Year	4-Year	10-Year	20-Year
Compressed Air	0.00	0.00	0.00	0.00
Electronics	0.02	0.06	0.11	0.11
Food Preparation	0.00	0.01	0.05	0.08
HVAC	0.01	0.02	0.07	0.17

Lighting	0.16	0.33	0.82	1.11
Motors/Drives	0.01	0.03	0.17	0.46
Process Loads	0.02	0.04	0.17	0.20
Refrigeration	0.02	0.06	0.28	0.52
Water Heating	0.00	0.01	0.05	0.12
Whole Bldg/Meter Level	0.00	0.00	0.02	0.02
Total	0.25	0.56	1.72	2.79

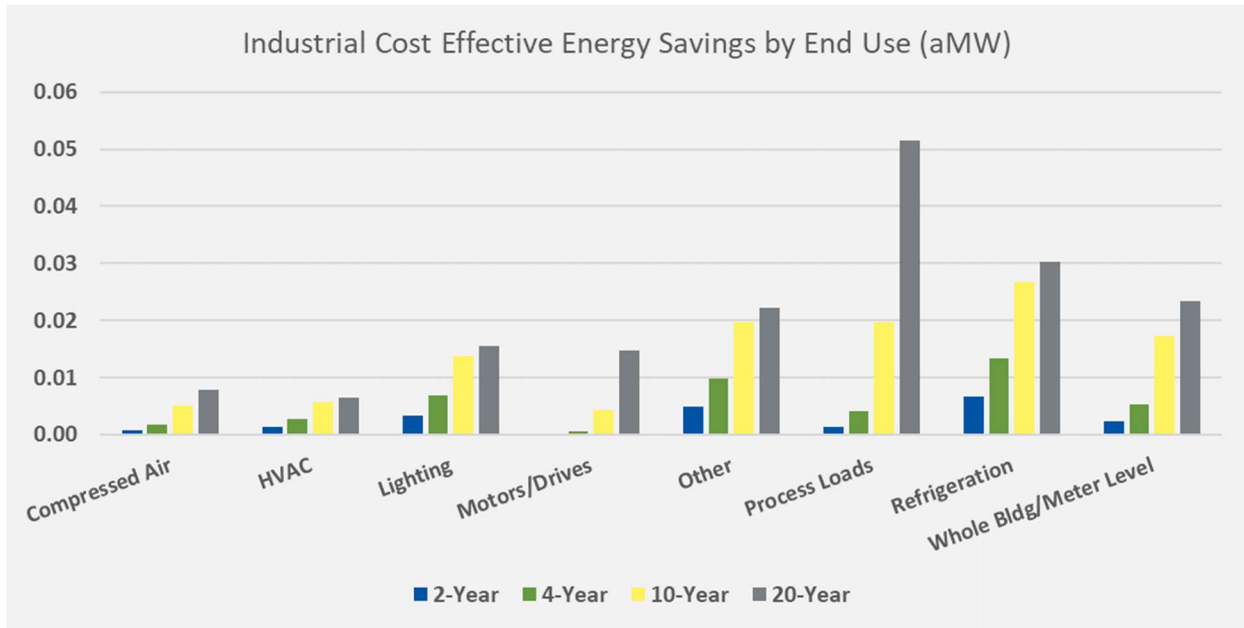
The top measures in the commercial sector over the initial four years are shown below and include lighting, commercial server and power supply equipment, and grocery refrigeration measures.

Measure Index Rank	Cost Effective Savings - aMW	Measure Category
1	0.24	Lighting
2	0.06	Servers and Power Supplies
3	0.06	Grocery Refrigeration Bundle
4	0.04	Block Heater
5	0.04	Exterior Building Lighting
6	0.04	Street and Roadway Lighting
7	0.02	Pumps
8	0.02	LEC Exit Sign
9	0.01	Fans
10	0.01	Cooking Equipment

Industrial

The City's industrial sector is comprised of one frozen food producer as well as facilities treating water and wastewater. Annual loads for these facilities were provided by the City. While the City also expects a new cold storage facility to begin operating in 2023, the load from this facility was excluded from the assessment. Since it is a brand-new facility, it will likely be built with energy efficient equipment. The City can revisit this decision when the facility is completed and operational.

The figure and table below detail the cost-effective energy savings potential for the industrial sector. The key end uses include process loads and refrigeration.



Industrial Cost Effective Energy Savings by End Use (aMW)				
End Use	2-Year	4-Year	10-Year	20-Year
Compressed Air	0.00	0.00	0.01	0.01
HVAC	0.00	0.00	0.01	0.01
Lighting	0.00	0.01	0.01	0.02
Motors/Drives	0.00	0.00	0.00	0.01
Other	0.00	0.01	0.02	0.02
Process Loads	0.00	0.00	0.02	0.05
Refrigeration	0.01	0.01	0.03	0.03
Whole Bldg/Meter Level	0.00	0.01	0.02	0.02
Total	0.02	0.04	0.11	0.17

The table below shows the top measure categories in the industrial sector over the initial four years.

Measure Index Rank	Cost Effective Savings - aMW	Measure Category
1	0.013	Refrigeration Retrofit
2	0.010	Water/Wastewater
3	0.007	Lighting
4	0.005	Energy Management

5	0.003	HVAC
6	0.002	Pumps
7	0.002	Compressed Air
8	0.002	Fans
9	0.001	Motors

Utility Distribution System

Energy savings in the utility distribution system is possible through conservation voltage reduction, where voltages are kept within acceptable but lower levels. The Calculator estimates the following potential for the City for this measure.

Utility System Cost Effective Energy Savings by Measure (aMW)				
End Use	2-Year	4-Year	10-Year	20-Year
Conservation Voltage Reduction	0.00	0.00	0.03	0.06
Total	0.00	0.00	0.03	0.06

APPENDIX E: DEMAND RESPONSE POTENTIAL ASSESSMENT



TO: Buddy Stanavich, City of Ellensburg
FROM: Ted Light, Lighthouse Energy Consulting
SUBJECT: Demand Response Potential Assessment Results
DATE: March 15, 2023

This memo documents the results of the Demand Response Potential Assessment performed by Lighthouse Energy Consulting (Lighthouse) for the City of Ellensburg (City). The assessment generally followed the methodology used by the Northwest Power and Conservation Council (Council) in the draft 2021 Power Plan and included many of the same demand response products. The products included are applicable to the residential, commercial, and industrial sectors, as well as the utility distribution system. The products impact both summer and winter seasons and utilize a range of strategies including direct load control, customer-initiated demand curtailment, and time-varying prices to effect reductions in peak demand.

Note that the potential from the utility distribution system included in this assessment would be achieved through demand voltage regulation (DVR), where voltage is regulated to be at lower but acceptable levels during periods of peak demands. The City does not currently have the ability to implement this practice, therefore the results should be interpreted as indicative of what would be possible if the City were to develop that capability.

The results of this assessment can be used as part of the City's updated Clean Energy Implementation Plan (CEIP) required by Washington's Clean Energy Transformation Act (CETA).

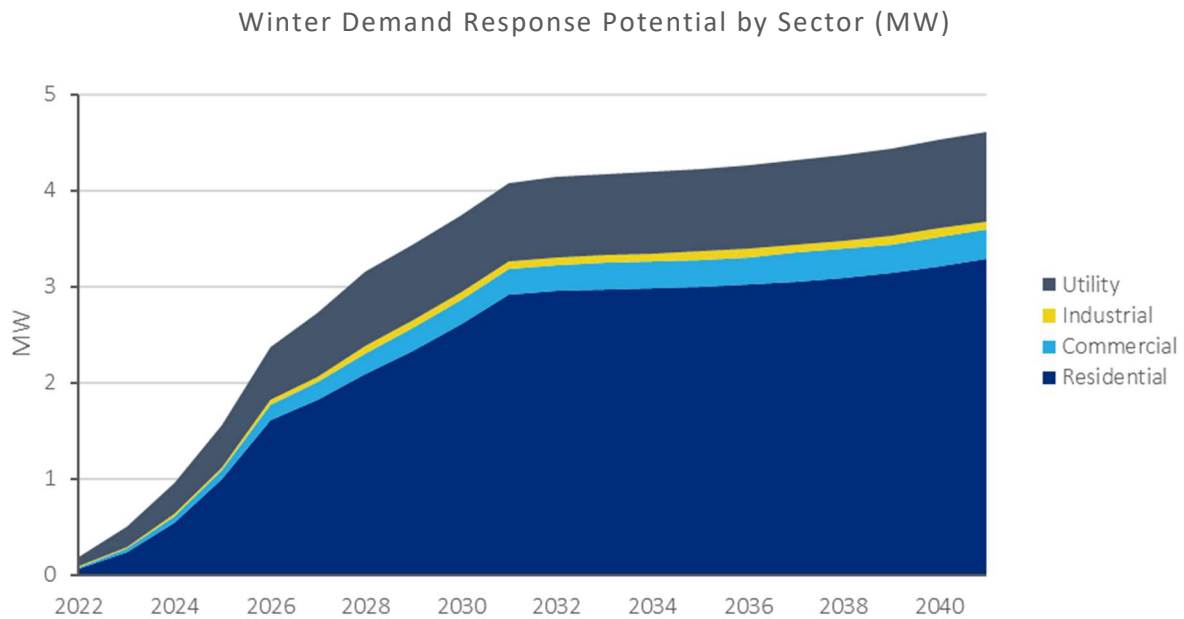
Results

This section documents the results of the DRPA. It begins with a discussion of the winter and summer achievable potential available to the City. The achievable potential is the potential that is available at any cost and has not been screened for cost-effectiveness. Subsequent sections cover the costs and results of the economic screening used to identify the cost-effective DR potential.

Winter Achievable Potential

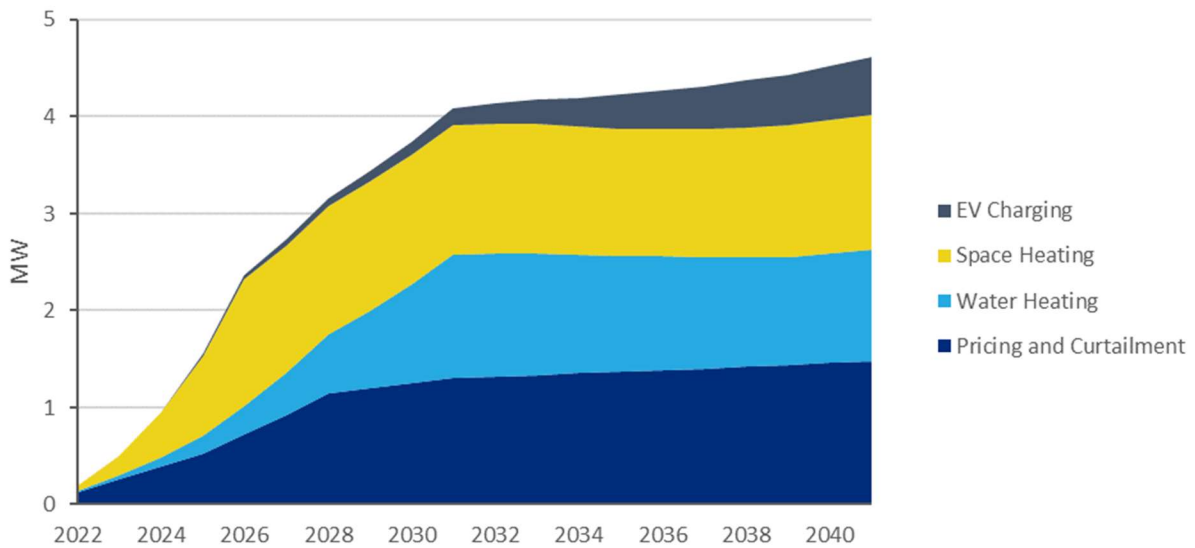
The estimated achievable winter DR potential is summarized by sector and year in the figure below. The total winter potential is 4.6 MW, which is approximately 9.6% of the City's estimated 2041 winter peak

demand. Most of the potential is in the residential sector, which totals 3.3 MW in the last year of the study period. The remaining potential is primarily in the utility distribution and commercial sectors. Limited potential is available from the City's industrial sector.



The figure below shows how the winter potential breaks down by end use. The potential is roughly equally divided between the space heating, water heating, and pricing and curtailment end uses, the last of which includes pricing and curtailment strategies that impact all end uses.

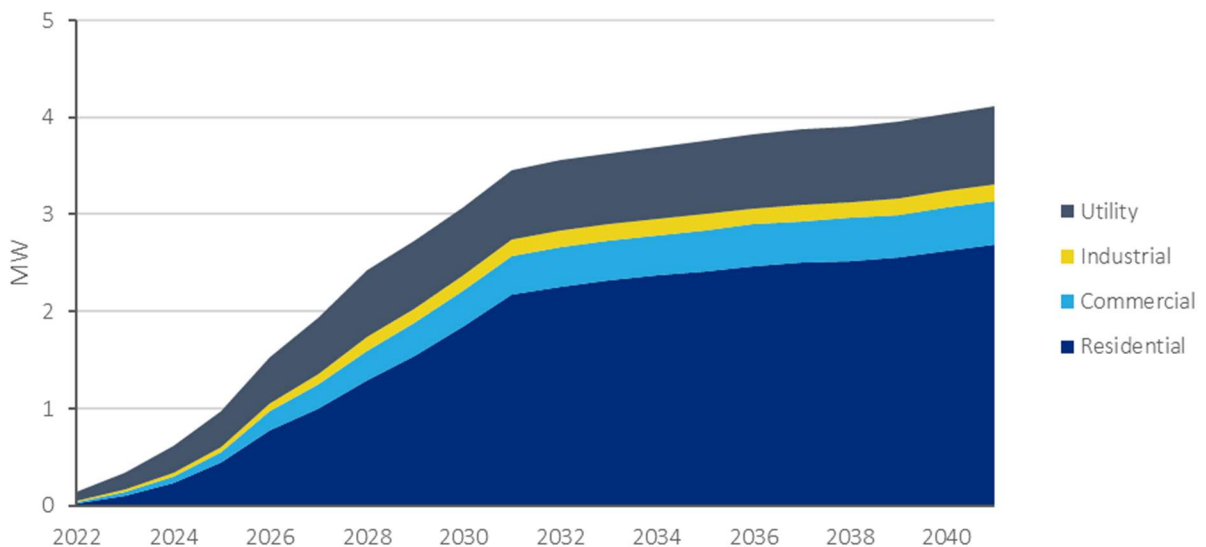
Winter Demand Response Potential by End Use (MW)



Summer Achievable Potential

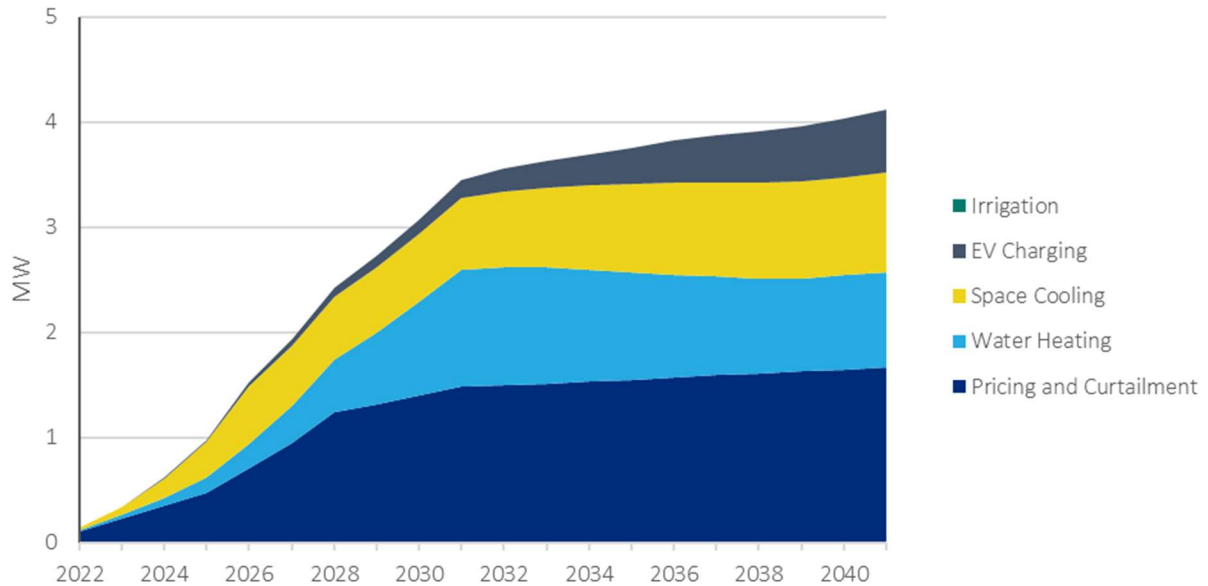
In the summer, the City has 4.1 MW of achievable demand response available. The figure below shows the annual achievable summer potential by sector. The distribution of summer potential across sectors is similar to the winter potential, with slightly more potential available in the commercial and industrial sectors due to higher air conditioning loads.

Summer Demand Response Potential by Sector (MW)



As shown below, space cooling makes up a large share of summer potential, along with the pricing and curtailment end use. The potential associated with EV charging grows over time due to the assumed adoption of electric vehicles due to the Advanced Clean Cars II rules recently adopted by Washington.

Summer Demand Response Potential by End Use (MW)

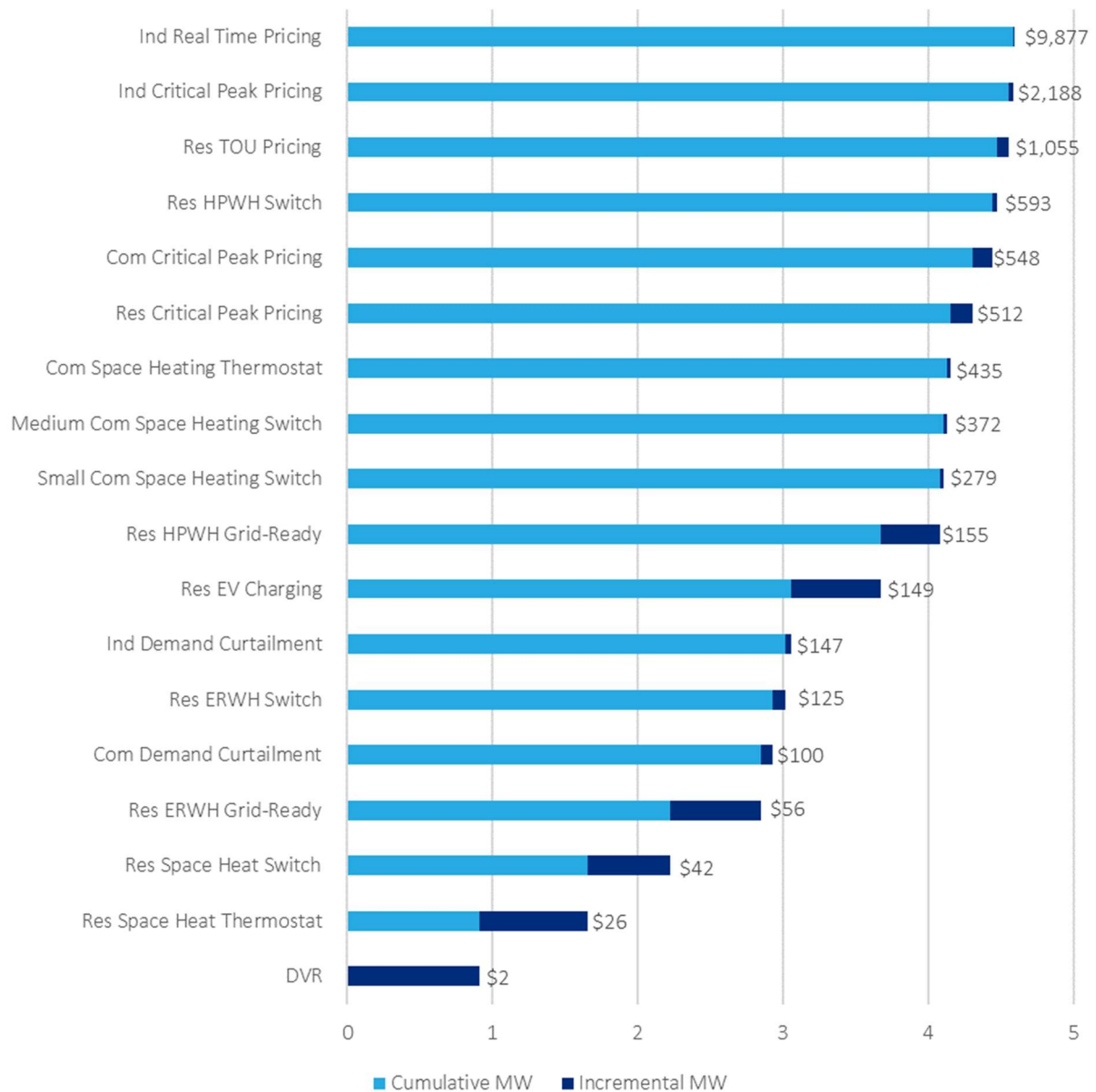


Costs

A supply curve detailing the quantity of capacity available and cost for each winter DR product is shown below. The products are ranked by levelized cost in \$/kW-year, with the lowest cost product at the bottom. As you move up the supply curve, the incremental DR potential for each product is shown in dark blue, with the cumulative potential from all previous products shown in light blue. The horizontal axis reflects the demand response capacity available and the value at the end of each bar shows the levelized cost of each product. The levelized cost calculations include the credits for deferred distribution system capacity costs.

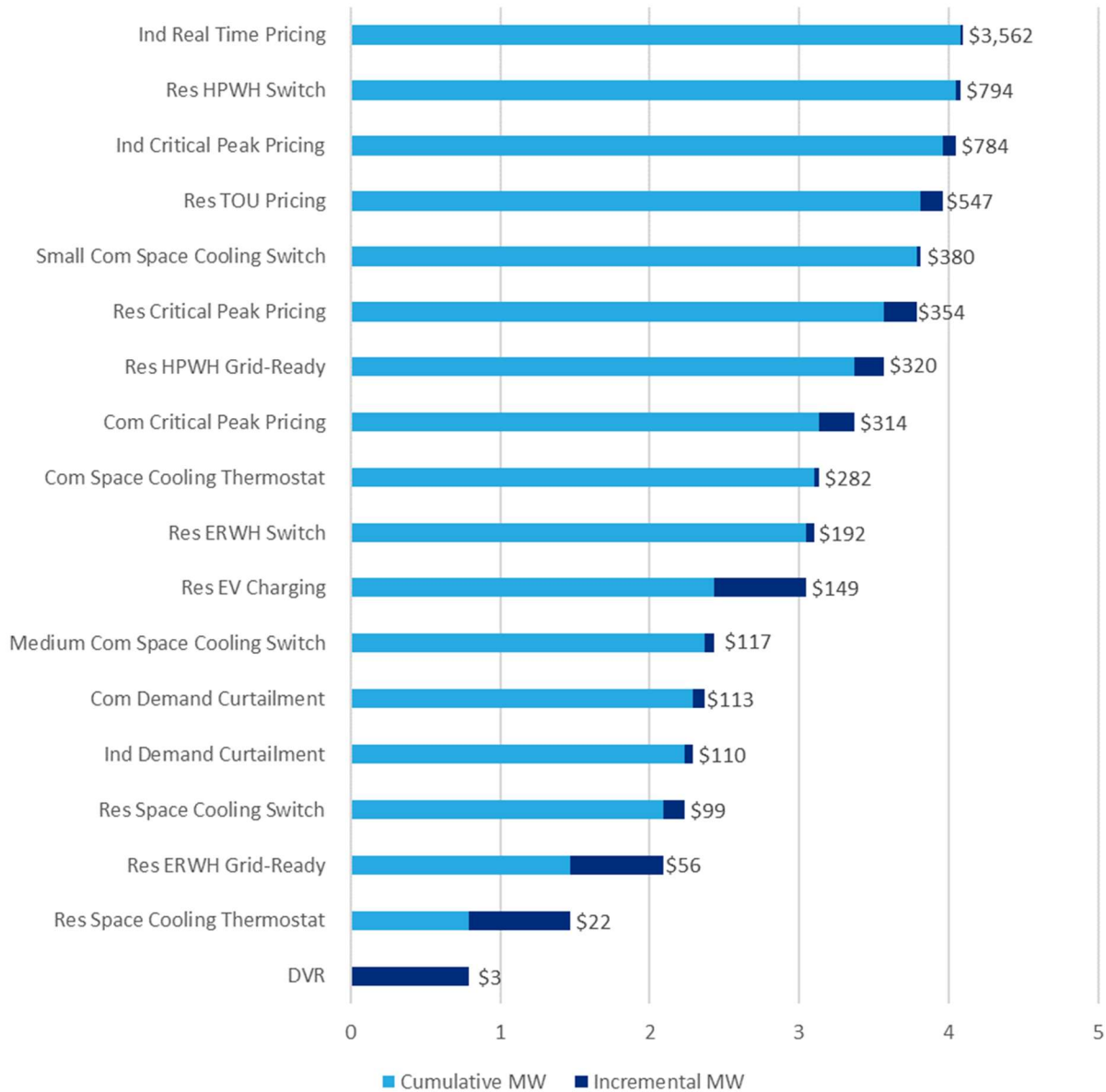
The figure shows that the individual products with the lowest costs include DVR, smart thermostats, and residential space heating switches. Demand response products associated with electric resistance and heat pump water heaters (ERWH and HPWH, respectively) as well as electric vehicles have higher amounts of potential, but at higher costs.

Supply Curve of Winter Demand Response Potential by Product (MW & \$/kW-year)



The supply curve for the summer DR products is shown below. The overall characteristics of the summer supply curve are similar to the winter supply curve discussed above. DVR and smart thermostats offer significant amounts of potential at low costs while water heaters and EV chargers offers additional potential at higher costs. Numerous other products offer smaller amounts of potential at a range of costs.

Supply Curve of Summer Demand Response Potential by Product (MW & \$/kW-year)



Cost Effectiveness

Lighthouse screened each demand response product for cost-effectiveness. The costs of each product were compared against the benefits provided, namely the reduction in capacity costs. In this case, the City's capacity costs come in the form of demand charges from the Bonneville Power Administration. For each product, Lighthouse estimated the number of months in which a product could result in reduced demand charges and applied the demand reductions in those months against the corresponding demand charges. The table below shows the result of the cost-effectiveness screening for each winter DR product. Products are ranked in descending order by benefit-cost ratio. A benefit-cost ratio greater than one means that the lifetime benefits exceed the lifetime costs. The 20-year potential for each product is also

shown. DVR was the only product identified as cost effective while residential smart thermostats scored just below the threshold to be considered cost-effective.

Winter Benefit-Cost Ratio and Potential (MW) by Product

Product Name	Benefit-Cost Ratio	Cumulative MW
DVR	3.0	0.9
Res Space Heat Thermostat	0.9	0.7
Res ERWH Grid-Ready	0.7	0.6
Res Space Heat Switch	0.7	0.6
Res ERWH Switch	0.3	0.1
Com Demand Curtailment	0.3	0.1
Res HPWH Grid-Ready	0.3	0.4
Ind Demand Curtailment	0.2	0.0
Res EV Charging	0.2	0.6
Small Com Space Heating Switch	0.1	0.0
Medium Com Space Heating Switch	0.1	0.0
Com Space Heating Thermostat	0.1	0.0
Res HPWH Switch	0.1	0.0
Res Critical Peak Pricing	0.1	0.2
Com Critical Peak Pricing	0.1	0.1
Res TOU Pricing	0.0	0.1
Ind Critical Peak Pricing	0.0	0.0
Ind Real Time Pricing	0.0	0.0

The equivalent results for the summer season are shown below. DVR was again identified as cost-effective while smart thermostats were marginally above the threshold for cost-effectiveness.

Product Name	Benefit-Cost Ratio	Cumulative MW
DVR	2.7	0.8
Res Space Cooling Thermostat	1.05	0.7
Res ERWH Grid-Ready	0.5	0.6
Res Space Cooling Switch	0.3	0.1
Ind Demand Curtailment	0.3	0.1
Com Demand Curtailment	0.3	0.1
Medium Com Space Cooling Switch	0.3	0.1
Res EV Charging	0.2	0.6
Res ERWH Switch	0.2	0.1
Com Space Cooling Thermostat	0.1	0.0
Com Critical Peak Pricing	0.1	0.2
Res HPWH Grid-Ready	0.1	0.2
Res Critical Peak Pricing	0.1	0.2
Small Com Space Cooling Switch	0.1	0.0
Res TOU Pricing	0.1	0.1
Ind Critical Peak Pricing	0.0	0.1
Res HPWH Switch	0.0	0.0

Summary

This memo summarizes the results of the Demand Response Potential Assessment conducted for the City. The products included and the methodology used were based on those used by the Council in the 2021 Power Plan, customized to the City's service territory. The assessment included products applicable to the winter and summer seasons across the residential, commercial, and industrial sectors, as well as the utility distribution system. The products cover a variety of strategies including direct load control, demand curtailment, and price-based strategies and target a variety of end uses.

Overall, the assessment quantified 4.6 MW of achievable winter demand response potential and 4.1 MW in the summer. Most of the potential identified is in the residential sector, which is consistent with the makeup of the City's customer base. Utility DVR and smart thermostats used to control residential space heating and cooling equipment were the products with the lowest costs and highest potential across both seasons. While DVR is not currently feasible on the City's system, it could be a cost-effective option should the City develop the capability to implement it in the future. Smart thermostats were just above and below the threshold for cost effectiveness in the summer and winter, respectively. Depending on the actual costs to implement a thermostat demand response program, it may or may not be cost effective.

Based on discussions with City staff, the City wishes to establish a target for demand response based on the smart thermostat program while continuing to evaluate the program for cost-effectiveness. Lighthouse estimates that the City could achieve approximately 0.07 MW of demand response potential over a four-year period and approximately 0.7 MW over a twenty-year period.

APPENDIX F: CLIMATE COMMITMENT ACT COMPLIANCE ANALYSIS



TO: Buddy Stanavich, City of Ellensburg
FROM: Ted Light, Lighthouse Energy Consulting
SUBJECT: Climate Commitment Act Compliance Analysis
DATE: August 14, 2023

Overview

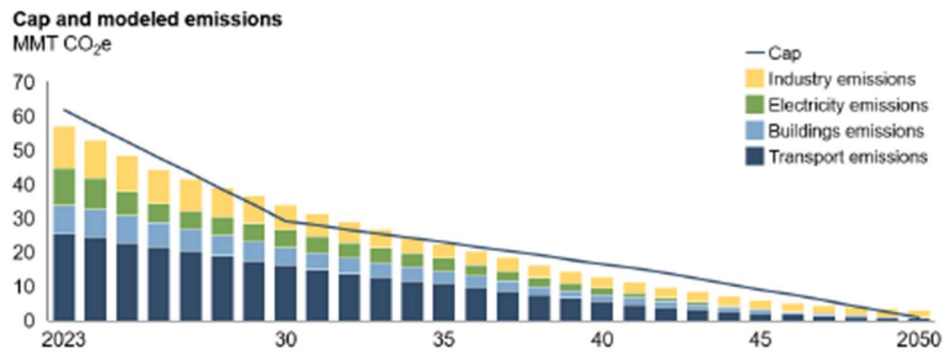
This memo describes the results of an analysis completed by Lighthouse Energy Consulting for the City of Ellensburg to examine the types of actions that the City would need to take in order to reduce emissions commensurate with the lowering cap on emissions implemented in Washington State's Climate Commitment Act (CCA). It also examines the resulting impact on the City's electric system.

The CCA is a cap and invest program that requires allowances for certain covered emissions. The number of available emissions is reduced over time, requiring covered entities to either reduce their emissions and/or purchase allowances to cover their emissions in an increasingly limited supply.

Figure 1 below shows the emissions cap over time and expected emissions under one scenario in an analysis conducted for the Washington Department of Ecology.¹⁸ The statewide cap on emissions decreases by 7% of the baseline each year from 2023 through 2030. In 2031 through 2042, the annual reductions in the emissions cap decreases to a reduction of 1.8% each year, before increasing to 2.6% in 2043.

¹⁸ *Washington State Climate Commitment Act: Summary of Market Modeling and Analysis of the Proposed Cap and Invest Program*. Vivid Economics for the Washington State Department of Ecology. June 2022.

Figure 1 - Cap Trajectory and Modeled CCA Emissions



The City's natural gas service falls under the emissions covered by the CCA. In order to reduce emissions in line with the cap, the City will need to encourage electrification among its natural gas customers. This will place additional demand on the City's electric utility, requiring both additional energy throughout the year as well as additional capacity in the winter months as much of the current demand for natural gas is used for space heating. This analysis examines the City's existing natural gas loads, estimates the end uses for those loads, identifies likely electric substitute equipment, and estimates the quantity and timing of the resulting additional demands for electricity.

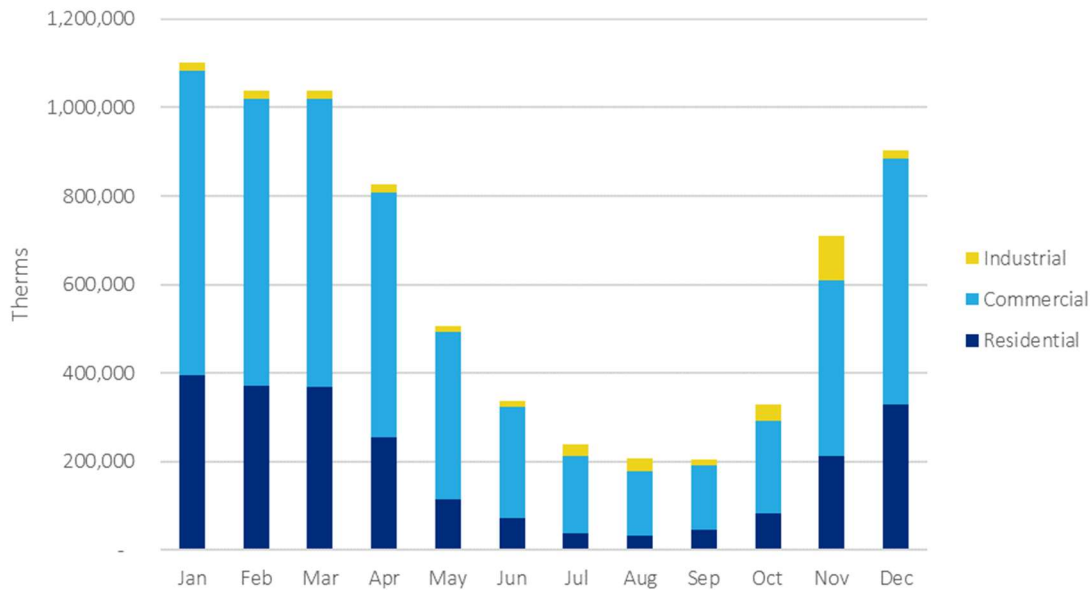
Current Natural Gas Consumption

This section discusses the City's current natural gas consumption. It begins with a discussion of the City's overall natural gas demand and then examines the likely end use consumption by each sector. Estimating the end use consumption is necessary to estimate the likely turnover of natural gas-fired equipment as well as the potential future loads, and their timing, on the City's electric system.

Overall Consumption

Over the 2019-2021 time period, the City's average annual natural gas consumption was 7,746,096 therms, which would result in approximately 41,000 metric tons of CO₂. Figure 2 shows the monthly natural gas consumption for 2021 by sector. Nearly two-thirds of the consumption is in the commercial sector, approximately half of which is from Central Washington University (CWU). As would be expected, consumption is largely concentrated in the heating season, with the consumption in January through April as well as November and December making up more than 75% of the total consumption. Note that this historical consumption does not include the demands from a new industrial customer that is expected to begin service in 2024. This customer will increase demand for natural gas in the industrial sector by 50%, but the overall level of demand from the industrial sector will remain a small part of the City's natural gas service.

Figure 2 - 2021 Monthly Gas Consumption by Sector



Residential End Use Consumption Modeling

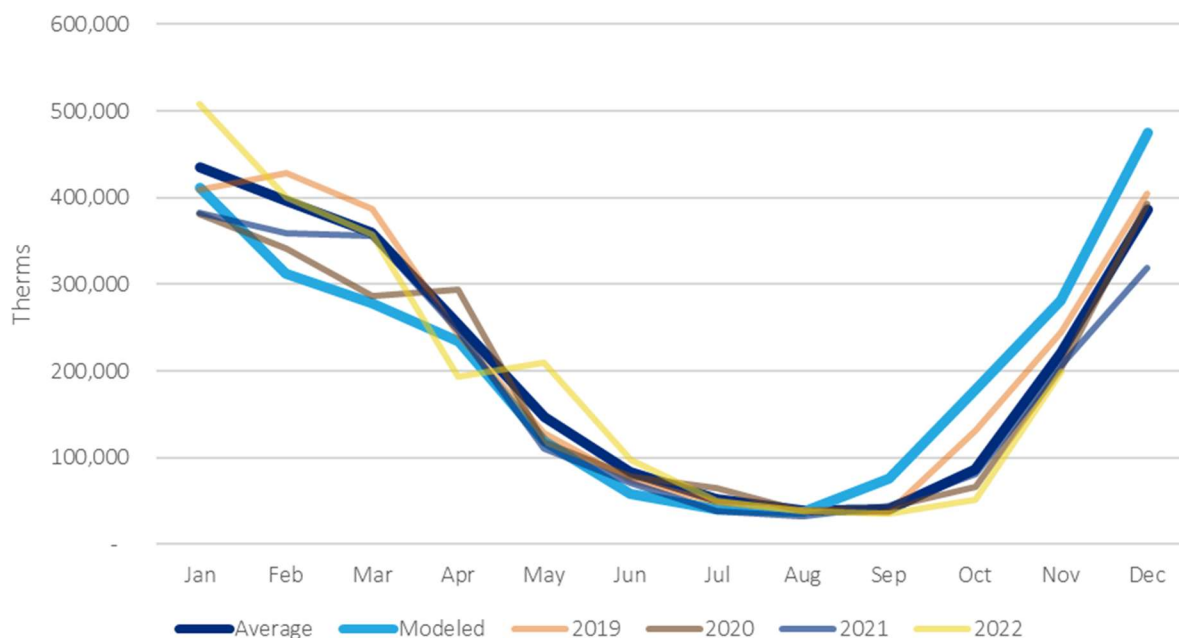
To estimate the end use consumption within the residential sector, Lighthouse first developed estimates of the City's residential building and equipment stock. The building stock estimates include the number and type of home, including single family, multifamily, and manufactured homes. The equipment stock is the number and type of equipment in those homes and is informed by the split of electric versus gas-powered equipment and the saturation of different types of equipment, such as gas-fired storage and tankless water heaters. Lighthouse developed many of this information as part of the conservation and demand response potential assessments prepared for the City. The numbers of building and equipment stock were then combined with estimated consumption levels for gas-fired equipment. Lighthouse also used load profiles developed by the Northwest Power and Conservation Council (Council) to estimate how the annual consumption would be split across months. The resulting end use consumption estimate was then calibrated against the historical consumption of the City's residential customers. The data and sources used for this end use consumption model are summarized below.

Table 1 - Residential End Use Consumption Estimate Data And Sources

Data Element	Source
Number of customers	Ellensburg Utility Data
Share of homes by type (i.e., Single family, Multifamily, Manufactured)	American Community Survey (ACS) 5-Year Data (2017-2021)
End use equipment saturations	Northwest Energy Efficiency Alliance's 2016 Residential Building Stock Assessment (RBSA) and ACS data
End use consumption of gas-fired and substitute electrically powered equipment	RBSA End Use Metering Study and Regional Technical Forum (RTF)
Load Profiles	Northwest Power & Conservation Council

The results of this estimation and calibration process are shown in Figure 3 below, with the dark blue line representing the average of historical years and the light blue line representing the modeled end use consumption, based on the process described above.

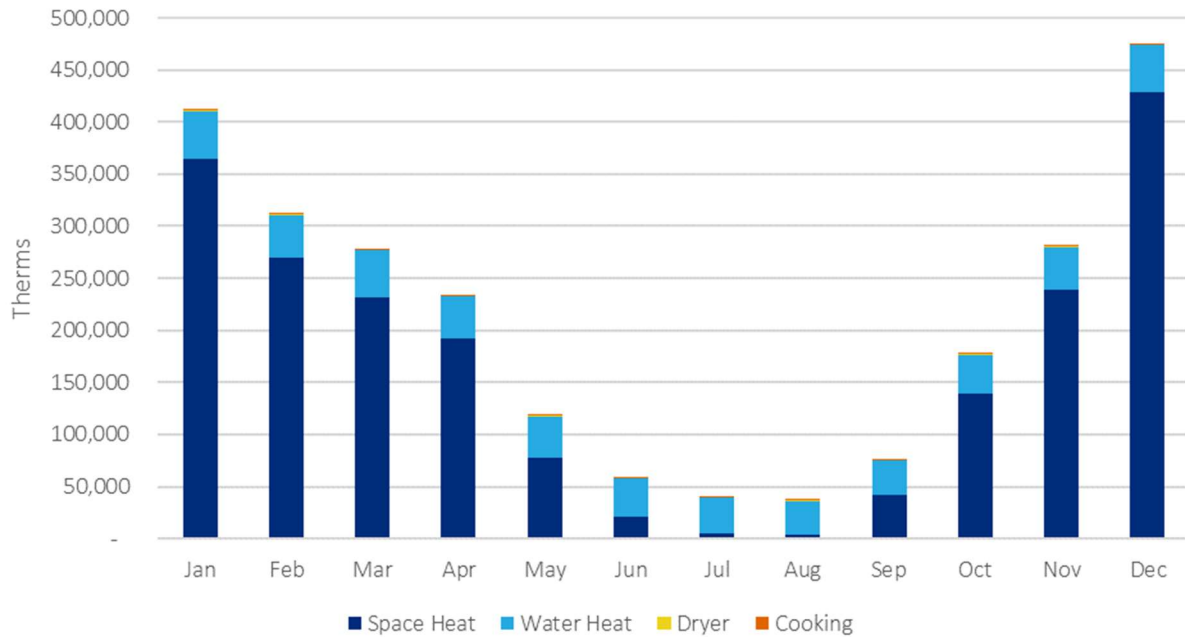
Figure 3 - Modeled and Historical Residential Natural Gas Consumption



The goal of the calibration process is to match the level of annual gas consumption exactly while roughly aligning with the monthly consumption. There may be differences between the actual monthly consumption and the monthly consumption estimated by the load shapes due to the underlying weather. For example, the usage used to develop the Council's load profiles may be based on years with warmer temperatures in the early months and colder temperatures in the later months. This would contribute to the small seasonal differences between the average and modeled usage shown above. Lighthouse applied calibration factors to the annual consumption to ensure that the estimated level of gas consumption exactly matched the average historical consumption. The same calibration factors were subsequently applied to the estimated annual additions in electric load later in the analysis and the monthly shape of those loads was determined by the electric load shapes for each end use technology.

The monthly breakdown of gas consumption by end use is shown in Figure 4 below. Space heating makes up more than 80% of the total consumption while water heating makes up most of the remaining consumption. Gas dryers and cooking appliances comprise 0.4% of the total, an almost imperceptible amount.

Figure 4 - Estimated Monthly Residential Gas Consumption by End Use



Commercial End Use Consumption Modeling

For the commercial sector, Lighthouse developed end use estimates by following an approach similar to what was done for the residential sector, described above. Lighthouse began with estimates of the City's commercial floor area by building type. These were combined with energy use intensity values, which translate the floor area into consumption of natural gas, and end use breakdowns, which split the overall consumption into specific end uses, such as space heating, water heating, and cooking. With these variables, as well as load shapes from the Council, Lighthouse was able to estimate the monthly natural gas consumption by end use for the City's commercial customers.

The data and sources used for the commercial end use consumption model are summarized in Table 2.

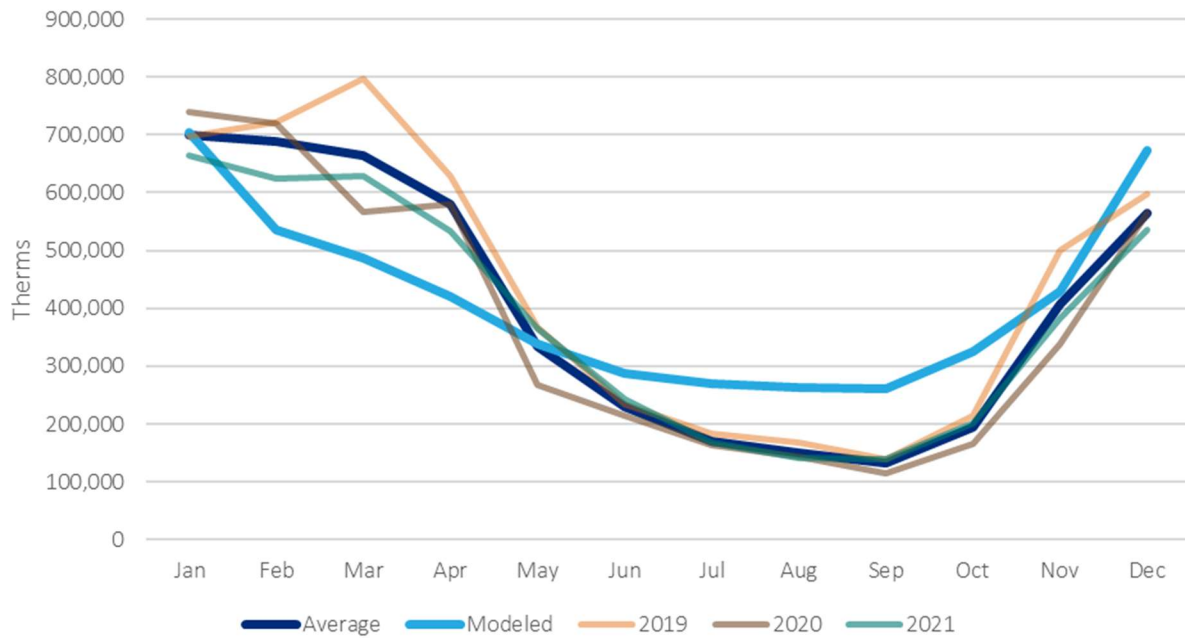
Table 2 - Commercial End Use Consumption Estimate Data And Sources

Data Element	Source
Commercial Floor Area	Ellensburg utility data, 2021 Power Plan, BPA Utility Potential Calculator
Energy Use Intensities	NEEA 2019 Commercial Building Stock Assessment
End Use Consumption Shares	US Energy Information Administration Commercial Building Energy Consumption Survey
Load Profiles	Northwest Power & Conservation Council

The results of the modeling and calibration process for the commercial sector are shown below Figure 5. Similar to the residential sector, the modeled consumption was slightly below the actual consumption in

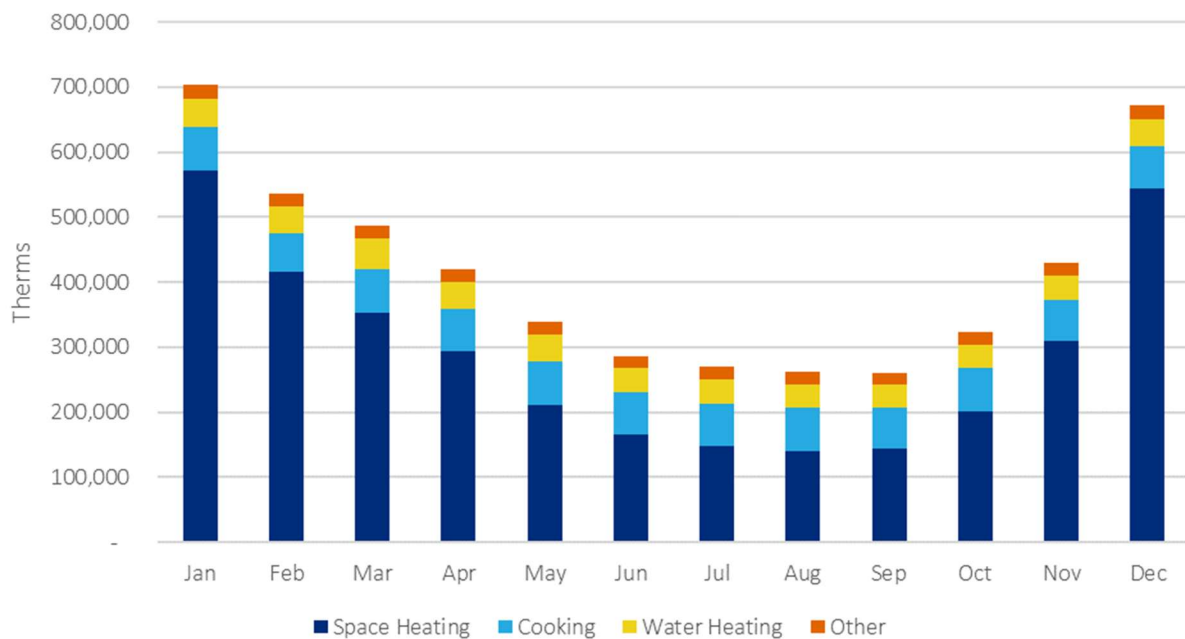
some of the early months of the year, but slightly higher in the later months. Across the year, however, the annual consumption was matched exactly to the average annual consumption through the calibration process.

Figure 5 - Modeled and Historical Commercial Natural Gas Consumption



The resulting monthly breakdown of commercial gas consumption by end use is shown in Figure 6 below.

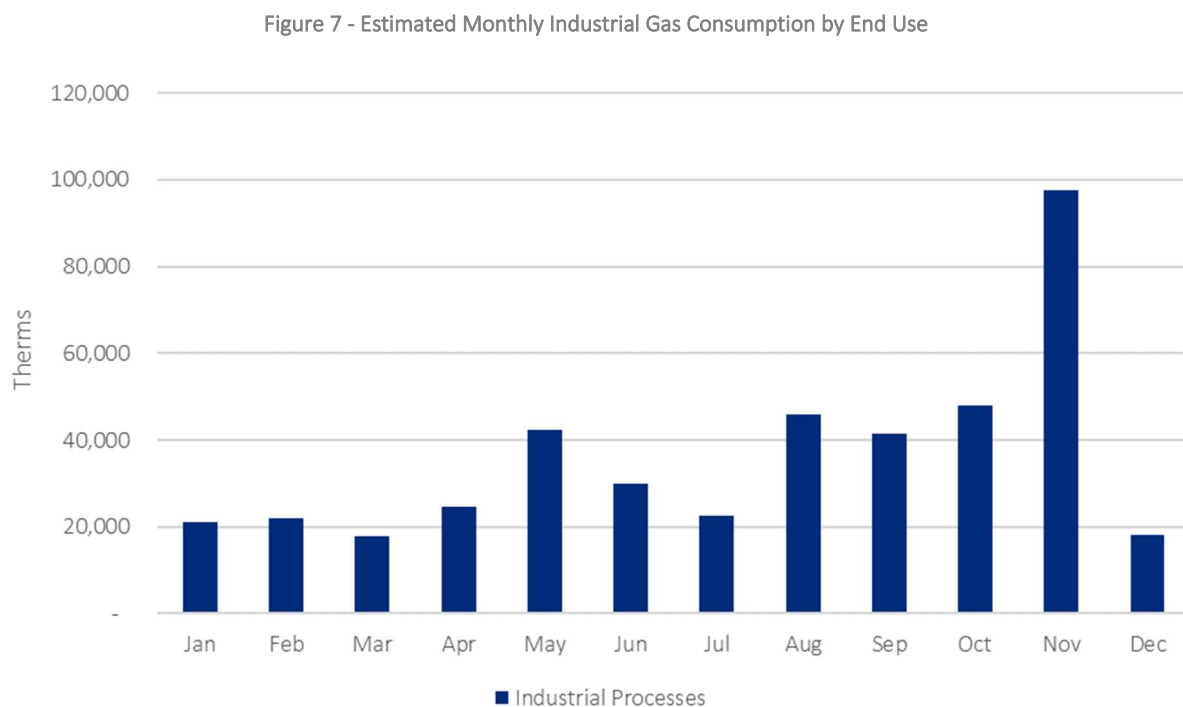
Figure 6 - Estimated Monthly Commercial Gas Consumption by End Use



Space heating makes up approximately 70% of the total consumption while cooking and water heating comprise 16% and 10%, respectively. The Council's load profiles for commercial heating show that heating use continues through the summer. As a result of this, a small level commercial heating consumption is maintained through the summer months, while the residential space heating consumption drops to nearly zero in those same months.

Industrial End Use Consumption Modeling

For the industrial sector, natural gas is primarily consumed for process-related needs and the timing of consumption is driven by production schedules. For the industrial sector, the consumption did not need to be broken out into individual end uses, so Lighthouse directly used the monthly consumption in the usage data provided by the City. The monthly usage patterns for the City's current and anticipated industrial customers is shown in Figure 7.



The pattern of monthly industrial consumption shows the dependency on seasonal processes, as opposed to heating-driven end uses in the residential and commercial sectors.

Climate Commitment Act Compliance

This section discusses how the City can achieve compliance with the CCA by substituting electric equipment for gas-fired equipment. While the City is not necessarily required to reduce emissions in line with the exact timing of the CCA's emissions cap, taking no action would result in the need to purchase more and more emissions allowances while the number of available emissions allowances is reduced. Eventually, the overall cap on emissions will be low enough that the City will need to take some action. For simplicity, Lighthouse assumed that the City's goal is to reduce natural gas consumption and emissions in line with the CCA. Lighthouse estimated an Ellensburg-specific cap on natural gas

consumption based on the CCA's defined statewide baseline period and schedule of annual reductions and allocated these across the City's customer sectors based on the share of gas consumption in the baseline period.

To estimate the future gas consumption, Lighthouse took the estimated equipment stock discussed above and assumed that some portion of the equipment would convert to an electrically powered substitute at the end of its effective useful life. Converting equipment from gas to electricity when it is at the end of its life is likely the most cost-effective time to encourage fuel switching. Customers are otherwise unlikely to replace working equipment without significant incentives. When customers are faced with an equipment replacement decision where there is a need to make a purchase of some type, they have the opportunity to switch to electrical equipment at a smaller or even negative incremental cost relative to replacing their previous gas-fired equipment with a similar gas-fired replacement.

Another proposed approach to electrification involves switching entire neighborhoods to electricity to avoid replacing natural gas distribution infrastructure. In this approach, instead of replacing a distribution line, the utility would electrify all end-uses of natural gas served by the line instead of replacing the infrastructure. Here, the avoided cost of replacing the line could make the electrification more cost-effective. However, absent the detailed information about the City's natural gas infrastructure and the geographic variation of end use equipment, Lighthouse assumed that the City would take the previously described approach of encouraging electrification at the time of equipment replacement.

Lighthouse assumed that the City would begin encouraging end use fuel switching in 2024. Lighthouse then made assumptions about the share of gas-fired equipment turning over in each year that would be converted to electricity and compared the resulting end-use natural gas consumption against the allocated cap, and adjusted the assumptions about the share of end-use equipment needing to convert in order to comply with the allocated cap.

The expected life of natural gas fired equipment varies by the type of equipment but can last between 12 and 13 years for gas clothes dryers and water heaters to more than 20 years for furnaces. Assuming that the vintages of equipment as well-mixed, Lighthouse assumed that the share of equipment turning over in a given year would be equal to the inverse of the expected life. For example, if the expected life of a piece of equipment was 10 years, then one-tenth or 10% of that equipment would turnover each year. For a gas furnace lasting more than 20 years, fewer than 5% of the units would turnover in a given year and it would take more than 20 years to replace the current equipment stock.

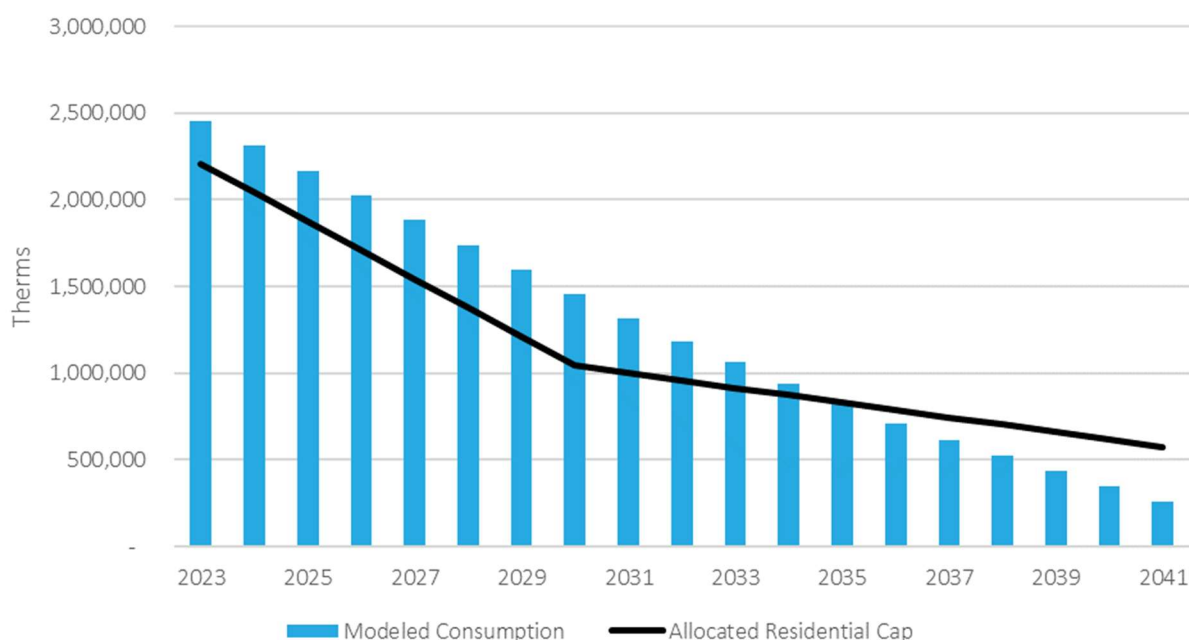
The CCA's cap on emissions lowers by 7% for each of the first eight years, 2023-2030. Accordingly, the cap on emissions in 2024 is 14% lower than the baseline period and lowers an additional 7% each year through 2030. By beginning in 2024, the City would need to replace more than 7% of the natural gas equipment in 2024 and each subsequent year in order to catch up with the timing of the CCA's cap. However, because many types of natural gas appliances have expected lives longer than 14 years (the inverse of 7%), Lighthouse found that even assuming that the City successfully encouraged 100% of the equipment turning over in a given year to convert to electricity and assuming that all new construction and major renovations resulted in no demand for gas was not sufficient to catch up with CCA's annual reduction of 7% per year. The City would need to encourage all new and end of life equipment to be

electric and encourage fuel switching beyond this equipment turnover to comply with the CCA's timeline in the near term. In the longer term, the slowing of annual reductions in the cap after 2030 allows the City to catch up.

The figures below show the estimated CCA cap on natural gas consumption based on the City's 2015-2019 demand for natural gas and how the cap was allocated across individual sectors. The estimated natural gas consumption is shown as well, based on modeling that assumed the City converted 100% of equipment at the end of its useful life.

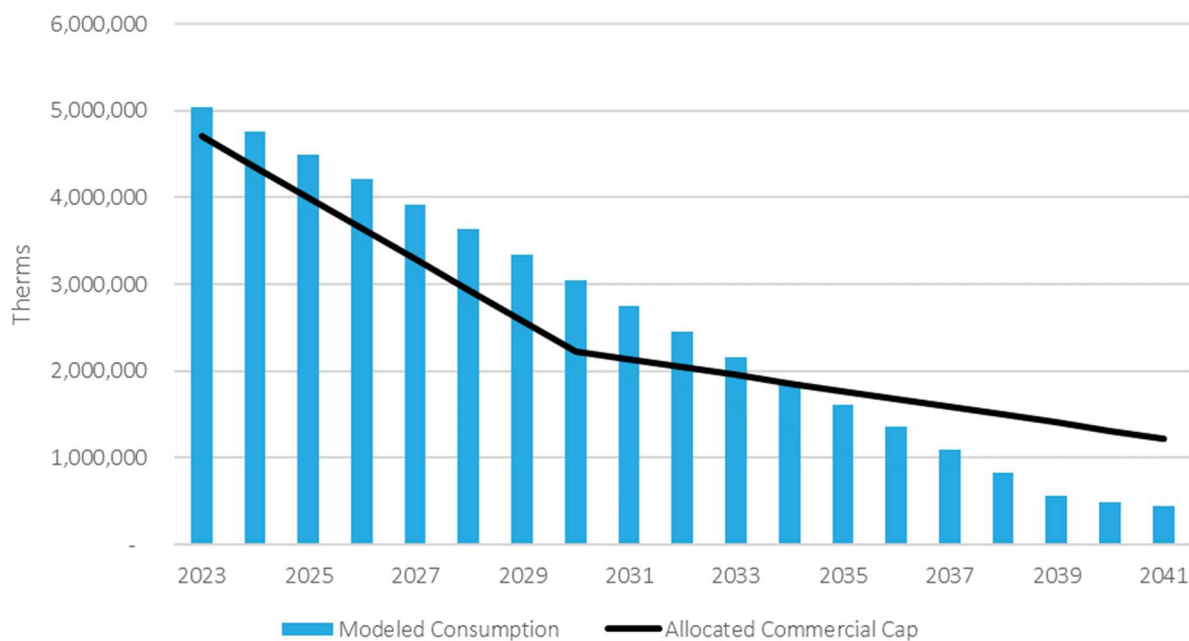
As described above, in both the residential and commercial sectors, Lighthouse found that relying solely on equipment replacement cycles was not sufficient to reduce natural gas consumption below the estimated cap until roughly 2034, several years after the annual reductions in the emissions cap shift from 7% per year to 1.8% per year.

Figure 8 - Modeled Residential Natural Gas Consumption and Estimated Consumption Cap



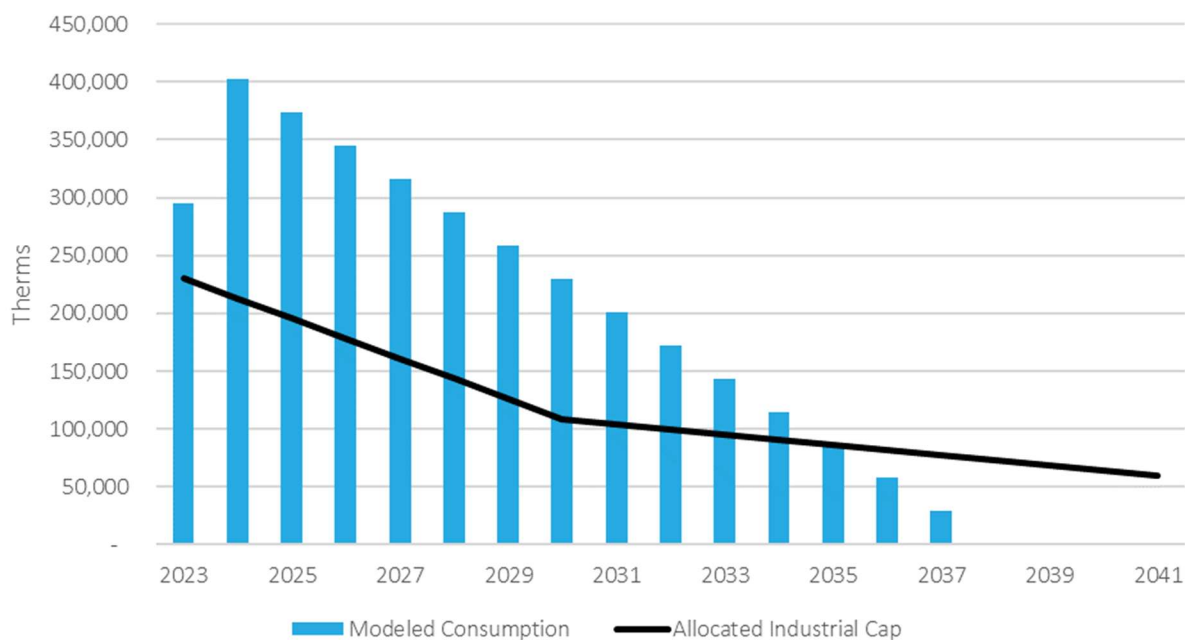
As discussed above, approximately half of the commercial sector's consumption is from CWU, most of which is associated with a large central boiler. Lighthouse modeled the demand from this boiler changing gradually over time, but the exact timing and pace of changes to the operation of this boiler will impact the timing of the City's transition from natural gas. A faster transition would help the City keep below its allocation of allowances, while a slower transition would drive the City to purchase more allowances for a longer period of time.

Figure 9 - Modeled Commercial Natural Gas Consumption and Estimated Cap



In the industrial sector, the addition of new gas demand in 2024 from a new customer makes compliance with the allocated industrial cap in the near term more difficult. Similar to the commercial sector and discussion of CWU above, fuel switching was modeled to occur gradually and linearly, but in reality, the timing of the replacement of large process equipment may make this transition lumpy, with large changes in some years and little to no changes in other years.

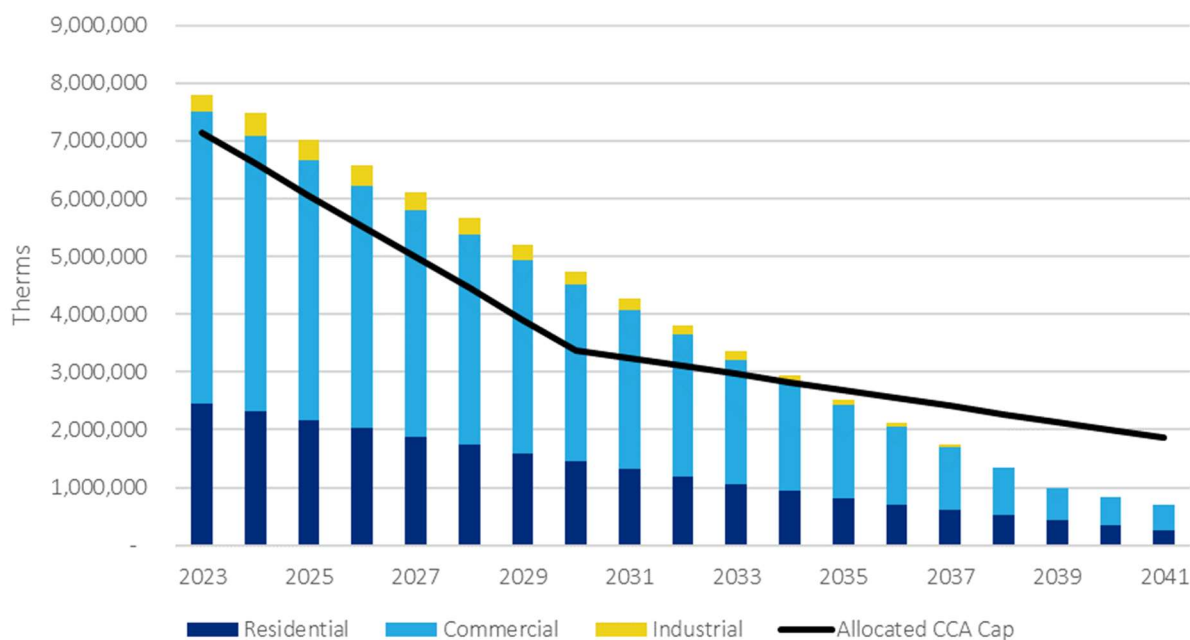
Figure 10 - Modeled Industrial Natural Gas Consumption and Estimated Cap



Note the change in scale between Figure 10 and the residential and industrial figures above.

Figure 11 shows the modeled natural gas consumption across all sectors based on the modeling and assumptions discussed above and the allocated City-wide cap. The City does not reduce demand for natural gas below its allocated cap until 2035.

Figure 11 - Modeled Total Natural Gas Consumption and Estimated Cap



Incremental Electrical Loads

After modeling the timing and pace of fuel switching from natural gas described above, Lighthouse then estimated how those reductions in natural gas consumption would translate into additional loads for the City's electric utility.

For the residential sector, Lighthouse used assumptions about the annual consumption of electric appliances, assuming that the fuel switching would switch to efficient appliances (e.g., heat pumps and heat pump water heaters). In the commercial and industrial sectors, Lighthouse made assumptions about the relative efficiency of electric and gas equipment to convert the natural gas consumption into equivalent amounts of electricity. The annual amounts of electricity were distributed across the year by applying electric load shapes from the Council. This allowed for the examination of how the City's incremental electric loads from electrification over different time scales, which are examined below.

Figure 12 shows how the monthly energy consumption will grow over time as natural gas end uses are switched to electricity. Because much of the demand for natural gas is related to space heating, much of the additional demand for electricity happens during the heating season months. The City may see its monthly demand grow from over 20 GWh in the coldest months to more than 40 GWh per month.

Figure 12 – Incremental Monthly Loads from Electrification (MWh)

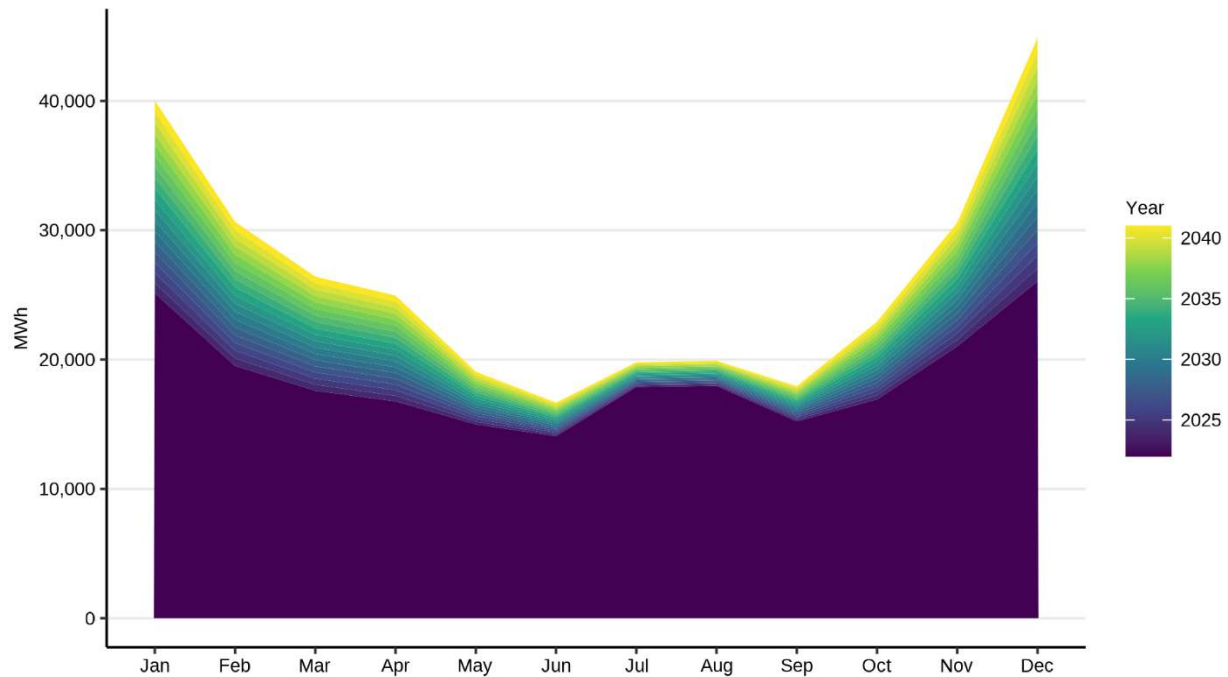
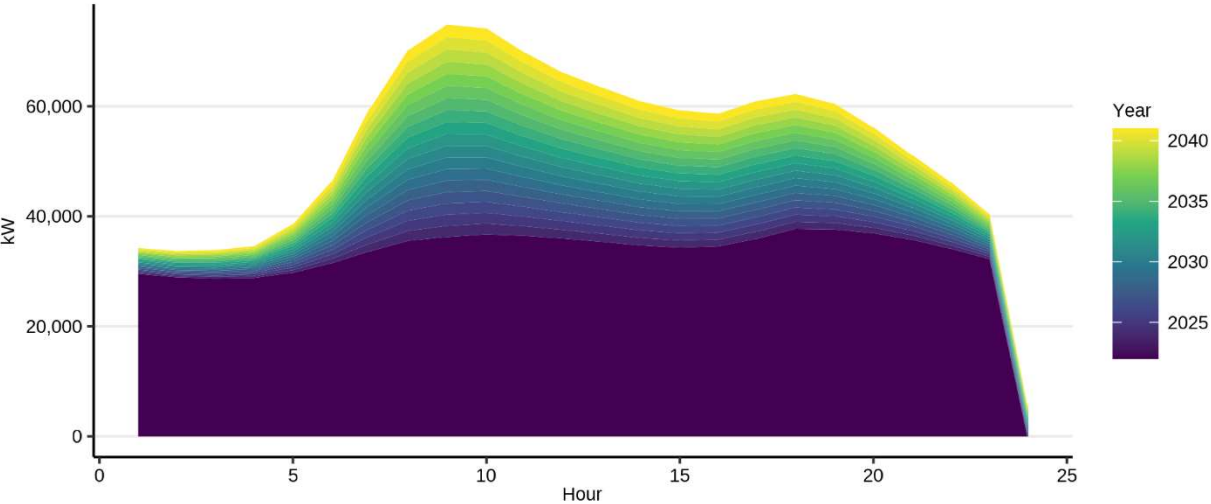


Figure 12 shows monthly demands increasing to the highest levels in December, but this is a consequence of the assumptions on timing of demand in the load profiles used in the analysis. The actual timing of the City's highest demands would vary depending on the weather in a given year.

In Figure 13 the evolution of hourly demand for electricity on an average January day is shown as electrification occurs over time. The evolution shows how demands on the system will grow, but also feature more dramatic peaks as heating loads are added to the electric system. Figure 13 shows slightly higher demand in the evening in the near term but higher morning demand in the long term. This is another consequence of the assumptions and actual usage built into the load profiles applied to the new electrical demand. The timing of the actual daily peak demand would vary based on the weather and other factors. Figure 13 shows hourly demand nearly doubling from just under 40 MW in the near term to over 70 MW by 2041.

Figure 13 - Incremental Hourly Loads from Electrification on a January Day



APPENDIX G: COMMUNITY ONLINE SURVEY RESULTS

CRITICAL DATA STRATEGIES, LLC

Community Online Survey Findings and Conclusions for City of Ellensburg

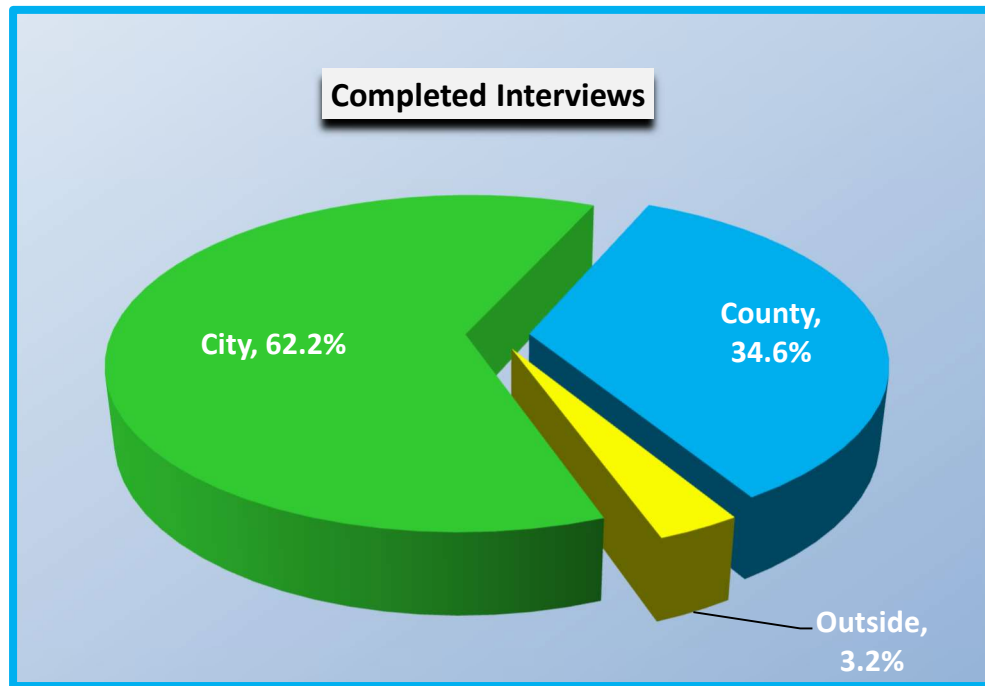
July – August 2023



Critical Data Strategies, LLC
620 South Washington Street
Spokane, Washington 99204
CRITICAL-DATA.COM

Findings and Conclusions

- Of the 312 respondents completing this survey, 62.2% reside within the City of Ellensburg, 34.6% live within Kittitas County but outside of the City of Ellensburg, and 3.2% reside outside of Kittitas County.



- Nearly all respondents completing the survey are individuals. (96.2%). Only 3.8% completed the survey as businesses.

(Findings and Conclusions continued)

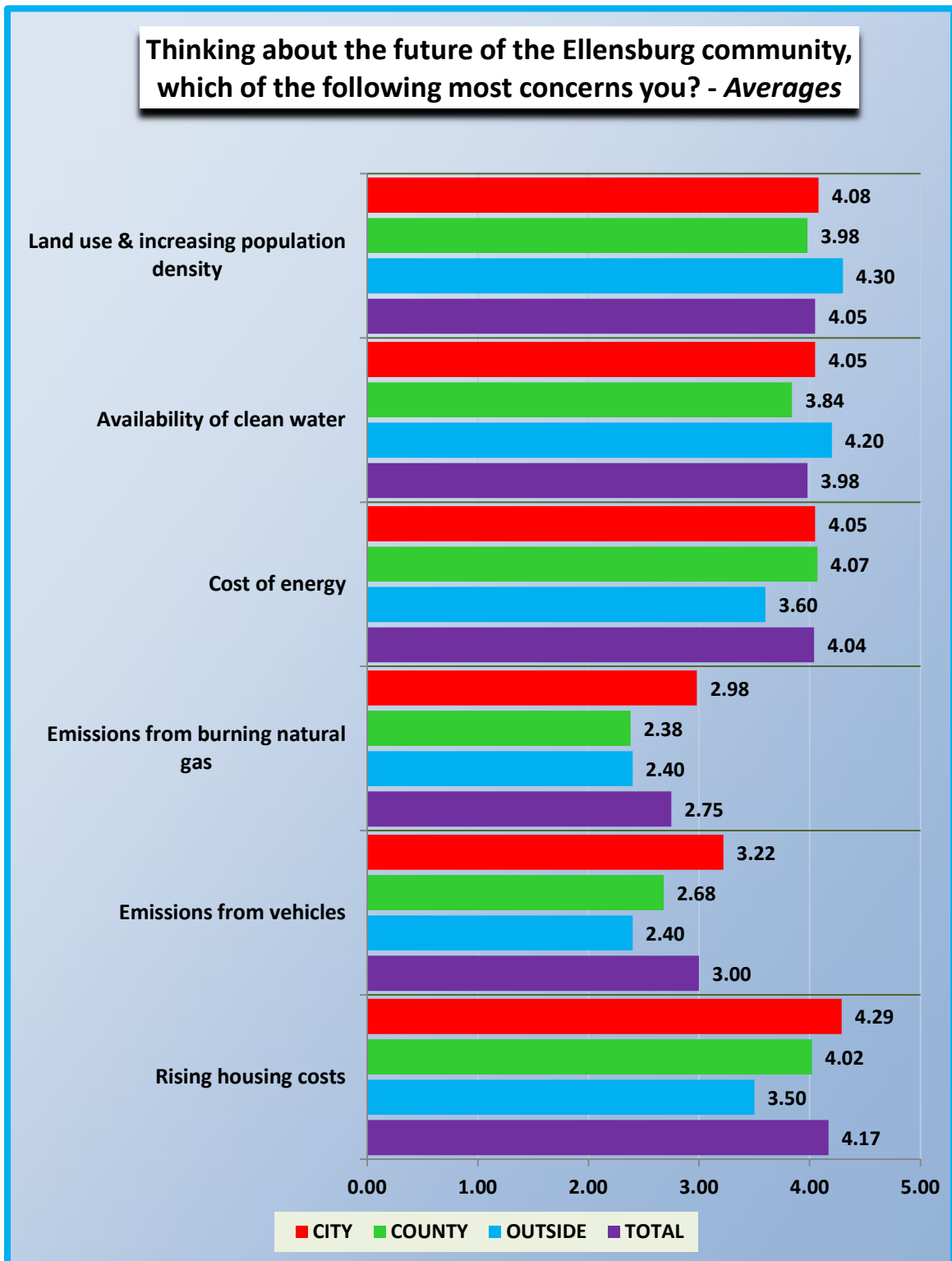
- Survey respondents were asked to rank the importance of each of six concerns they may have relating to the future of the Ellensburg community using a one to five scale with one representing 'no concern' up to five which represents 'extremely concerned'.

TOP CONCERNS	TOTAL RESPONDENTS	CITY RESIDENTS
Rising home costs	4.17	4.29
Land use and increasing population density	4.05	4.08
Cost of energy	4.04	4.05
Availability of clean water	3.98	4.05

- It is worth noting that the top concerns of city residents mirror those of the group as a whole, and in the same ranking of concern.

LOWEST CONCERNS	TOTAL RESPONDENTS	CITY RESIDENTS
Emissions from burning natural gas	2.75	2.98
Emissions from vehicles	3.00	3.22

(Findings and Conclusions continued)



(Findings and Conclusions continued)

- By a slim margin those completing this survey believe that the city should only take actions to comply with state regulations. (53.2%). Those residing within the City of Ellensburg are nearly split on this issue with 50.5% feeling that the city should do more, while 49.5 believe that the city should only comply.

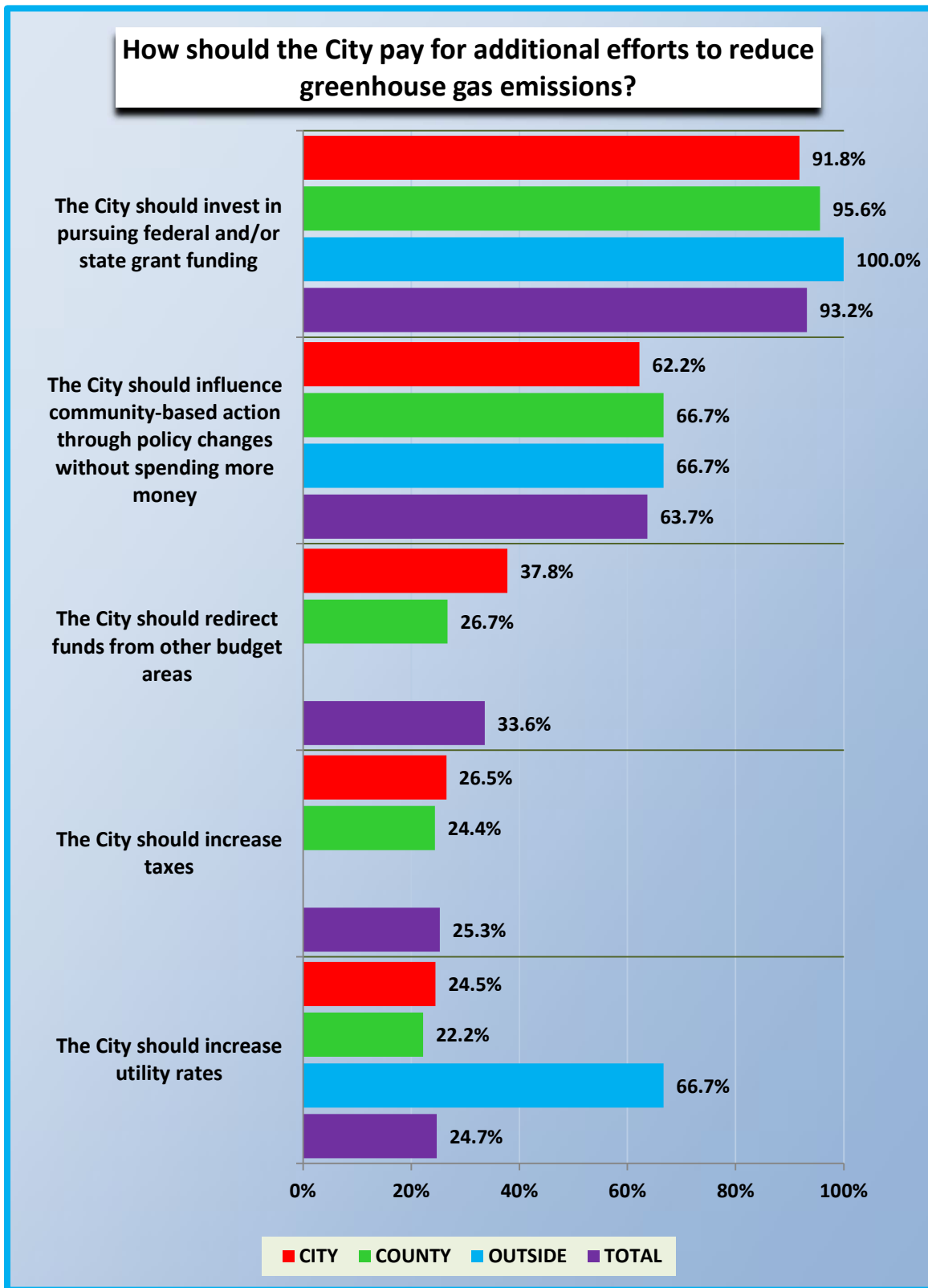
RESPONSE	CITY	COUNTY	OUTSIDE	TOTAL
The City should only take actions to comply with state regulations.	49.5%	58.3%	70.0%	53.2%
The city should do more to reduce greenhouse gas emissions.	50.5%	41.7%	30.0%	46.8%
TOTAL	100%	100%	100%	100%

- Those residents who feel that the City should do more to reduce greenhouse gas emissions than required were asked how the City should pay for these additional reduction efforts. As the findings show, respondents do not favor any increase in taxes or in utility rates, preferring that the City pursue federal and/or state grant funding or by policy changes that do not incur additional costs.

RESPONSE*	CITY	COUNTY	OUTSIDE	TOTAL
The City should invest in pursuing federal and/or state grant funding	91.8%	95.6%	100%	93.2%
The City should influence community-based action through policy changes without spending more money	62.2%	66.7%	66.7%	63.7%
The City should redirect funds from other budget areas	37.8%	26.7%	0.0%	33.6%
The City should increase taxes	26.5%	24.4%	0.0%	25.3%
The City should increase utility rates	24.5%	22.2%	66.7%	24.7%

*146 responded to this question: 98-City, 45-County, and 3-Outside
Question allowed for more than one response
Percentages based on number of respondents

(Findings and Conclusions continued)

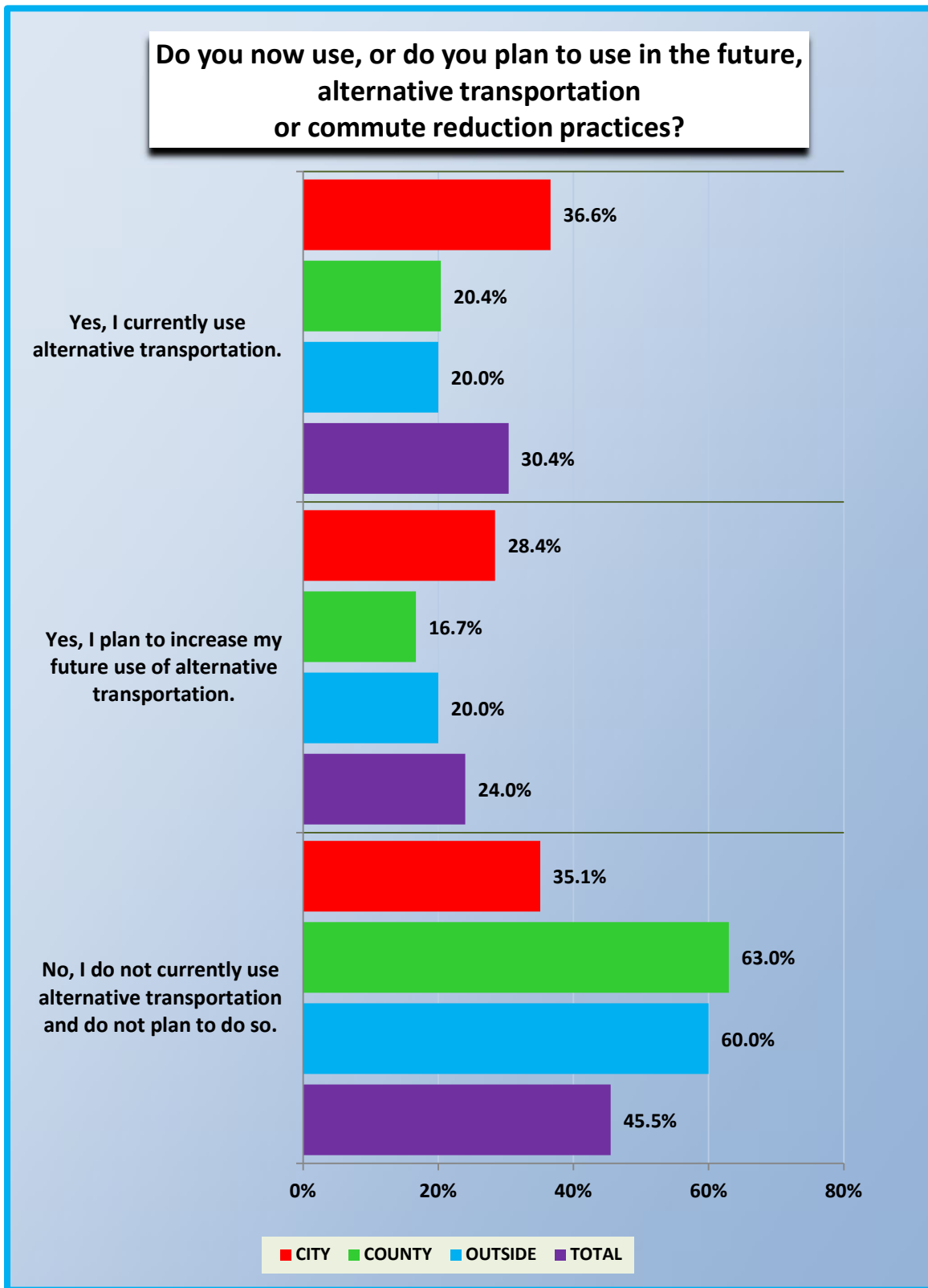


(Findings and Conclusions continued)

- Survey participants were reminded that 68% of Ellensburg's greenhouse gas emissions come from burning gasoline or diesel for transportation, then were asked if they currently use or plan in the future to use alternative transportation practices.
 - 45.5% of those responding do not currently use alternative transportation and do not plan to do so.
 - 30.4% of the total base state that they currently use some forms of alternative transportation, with 36.6% of those residing within the city using alternative forms of transportation.

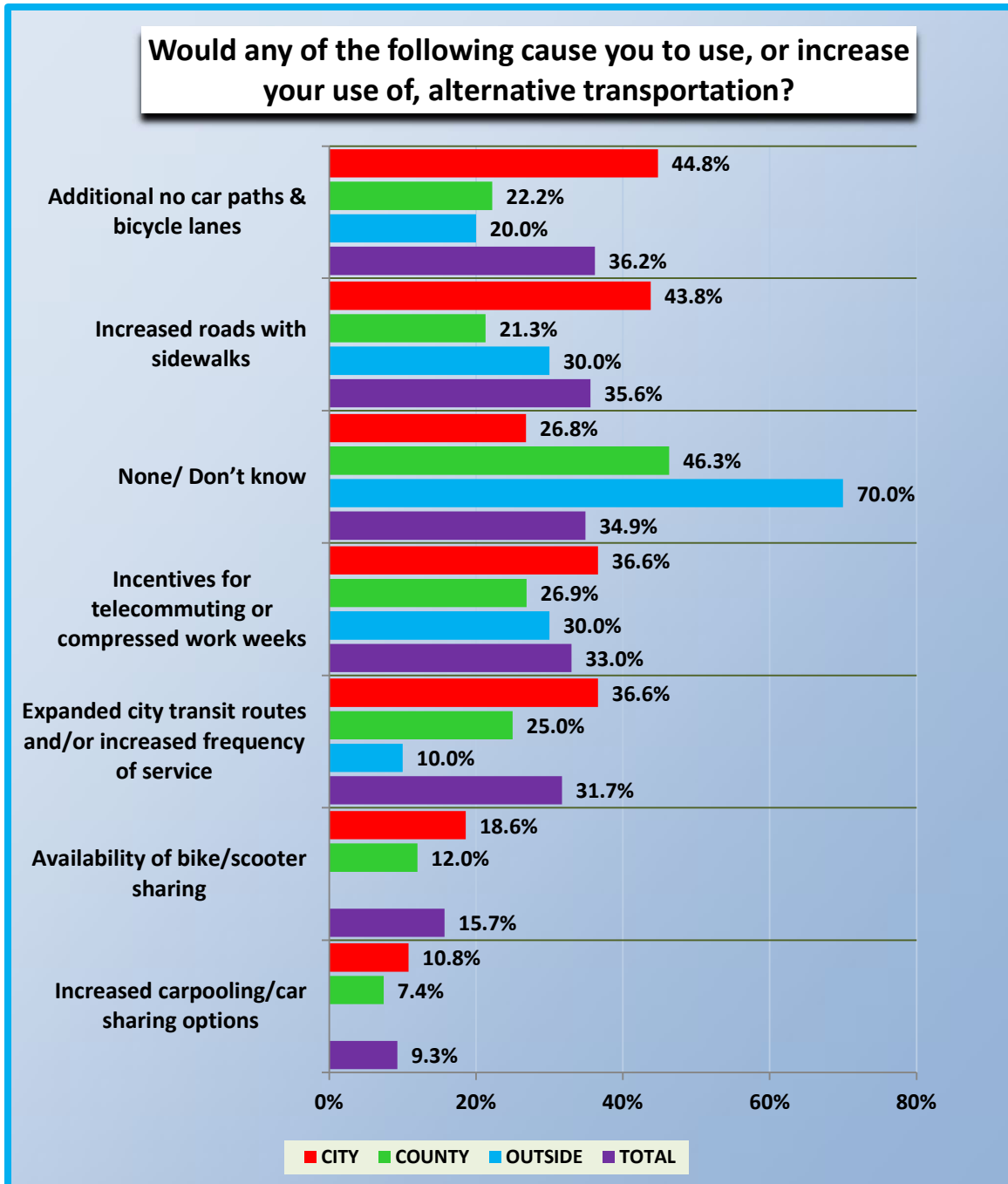
RESPONSE	CITY	COUNTY	OUTSIDE	TOTAL
Yes, I currently use alternative transportation.	36.6%	20.4%	20.0%	30.4%
Yes, I plan to increase my future use of alternative transportation.	28.4%	16.7%	20.0%	24.0%
No, I do not currently use alternative transportation and do not plan to do so.	35.1%	63.0%	60.0%	45.5%
TOTAL	100%	100%	100%	100%

(Findings and Conclusions continued)



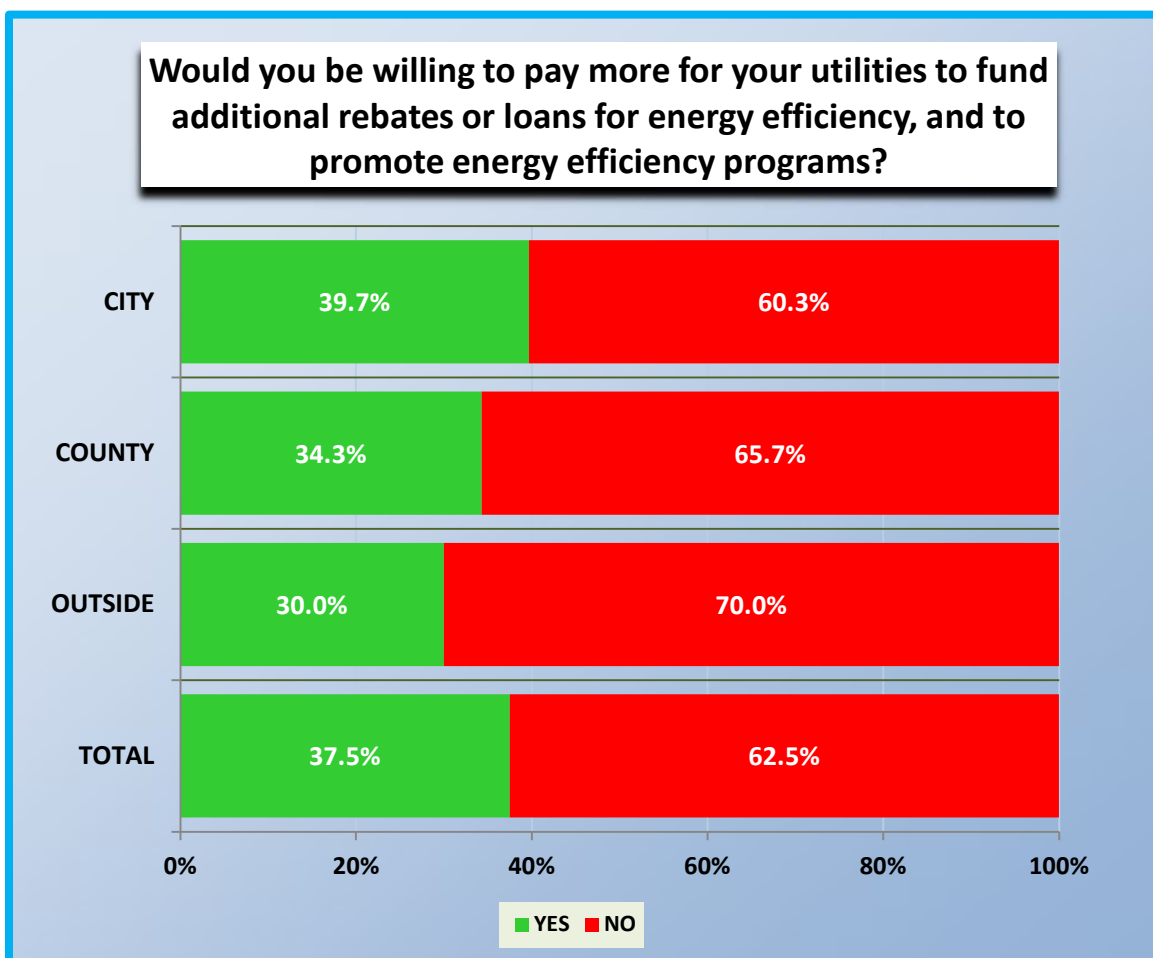
(Findings and Conclusions continued)

- Slightly more than one third of all respondents can be incentivized or motivated to increase their use of alternative transportation with the implementation of four different plans:
 - Additional no car paths and bicycle lanes 36.2%
 - Increased roads with sidewalks 35.6%
 - Incentives for telecommuting or compressed work weeks 33.0%
 - Expanded city transit routes/increased service 31.7%



(Findings and Conclusions continued)

- Two thirds of all respondents (62.5%) are not willing to pay higher utility rates to fund energy efficiency programs.



- Those residents who stated a willingness to pay higher rates were asked how much more they are willing to pay:

RESPONSE	CITY	COUNTY	OUTSIDE	TOTAL
5% more	39.0%	51.4%	0.0%	41.9%
10% more	40.3%	32.4%	0.0%	36.8%
15% more	6.5%	8.1%	66.7%	8.5%
20% more	14.3%	8.1%	33.3%	12.8%
TOTAL	100%	100%	100%	100%

*117 responded to this question: 77-City, 37-County, and 3-Outside
Percentages based on number of respondents

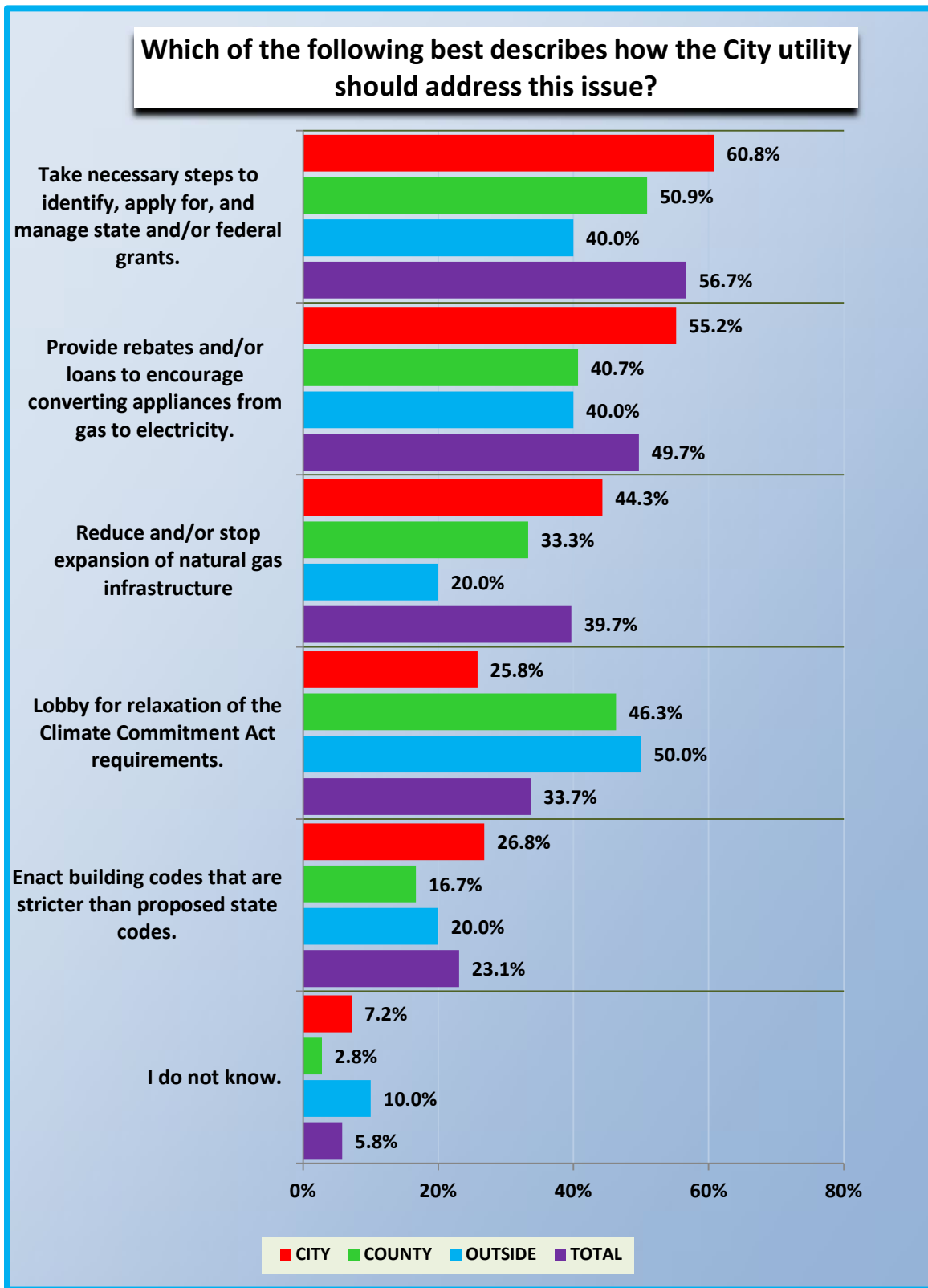
(Findings and Conclusions continued)

- Survey respondents were asked what actions the City should take to achieve a state mandate for the purchase of carbon allowances and reduction of demand by 7% annually through 2030:

RESPONSE	CITY	COUNTY	OUTSIDE	TOTAL
Take necessary steps to identify, apply for, and manage state and/or federal grants.	60.8%	50.9%	40.0%	56.7%
Provide rebates and/or loans to encourage converting appliances from gas to electricity.	55.2%	40.7%	40.0%	49.7%
Reduce and/or stop expansion of natural gas infrastructure	44.3%	33.3%	20.0%	39.7%
Lobby for relaxation of the Climate Commitment Act requirements.	25.8%	46.3%	50.0%	33.7%
Enact building codes that are stricter than proposed state codes.	26.8%	16.7%	20.0%	23.1%
I do not know.	7.2%	2.8%	10.0%	5.8%

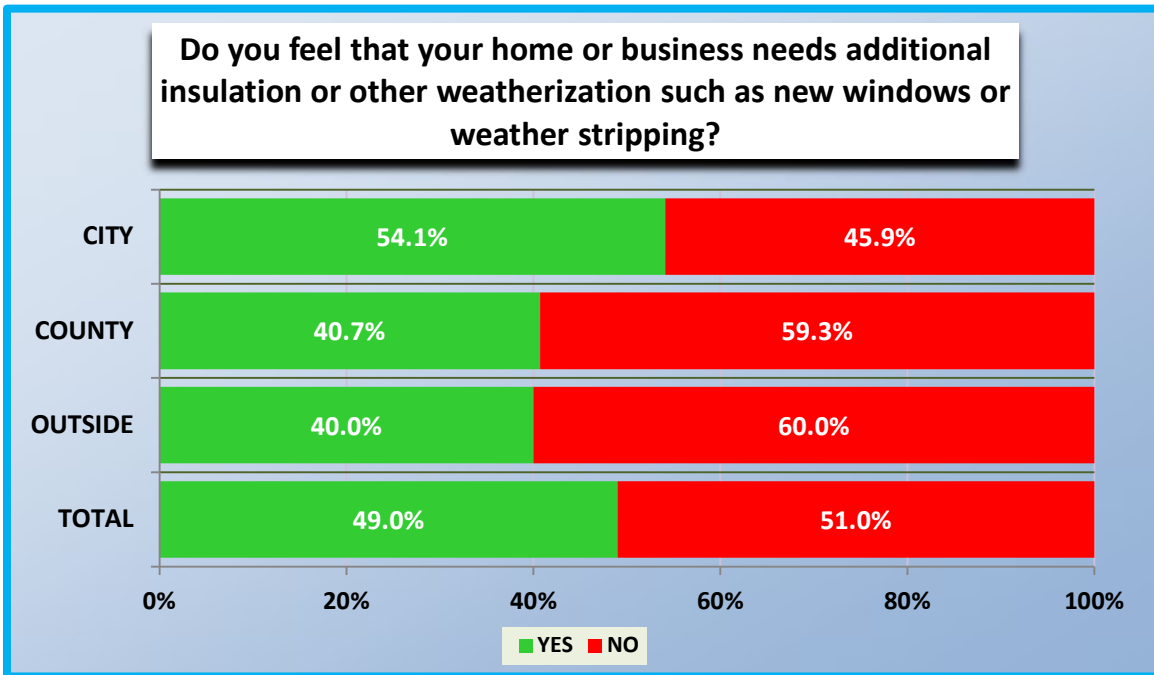
*312 responded to this question: 194-City, 108-County, and 10-Outside
Question allowed for more than one response
Percentages based on number of respondents

(Findings and Conclusions continued)

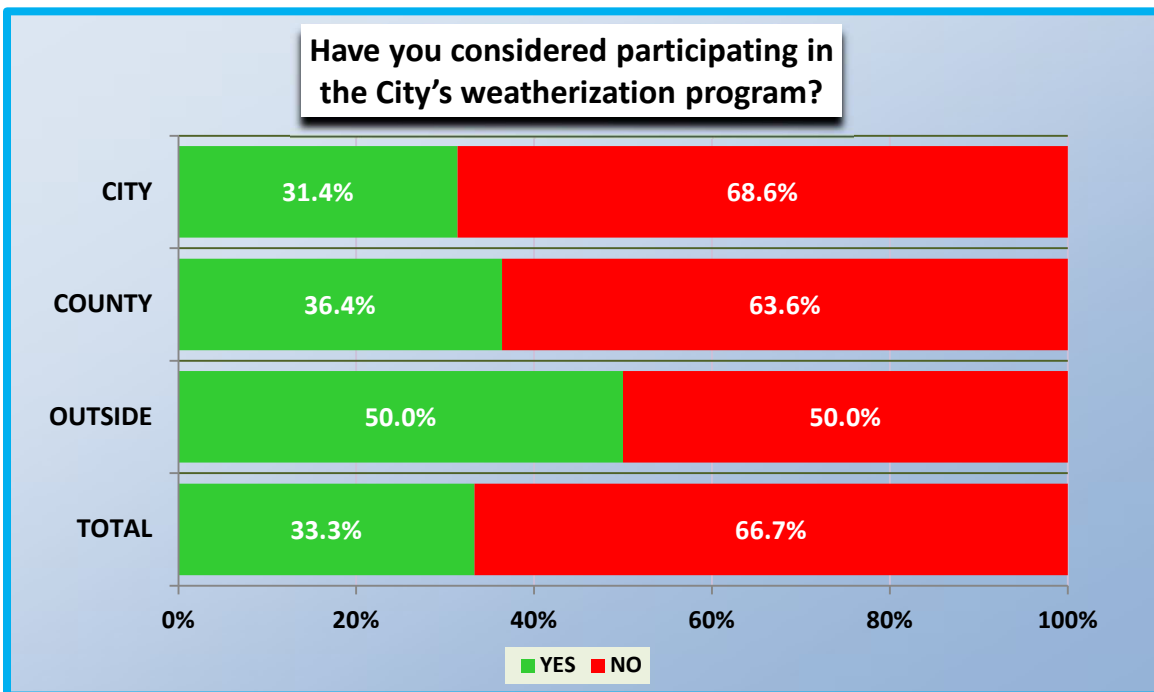


(Findings and Conclusions continued)

- Approximately half of the overall group feels that their homes or business needs additional insulation or weatherization.

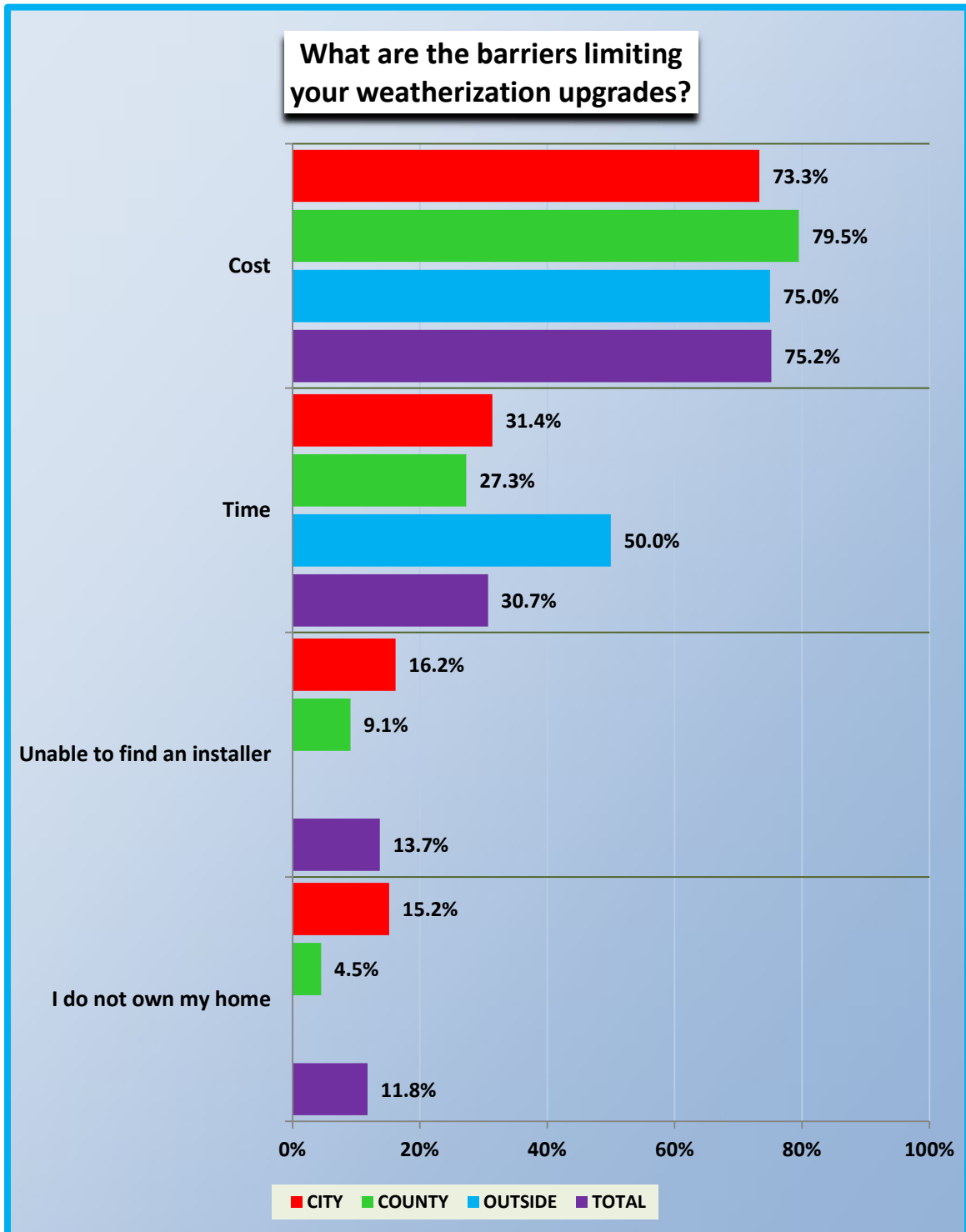


- But more than two thirds (66.7%) have not considered participating in the City's weatherization program.



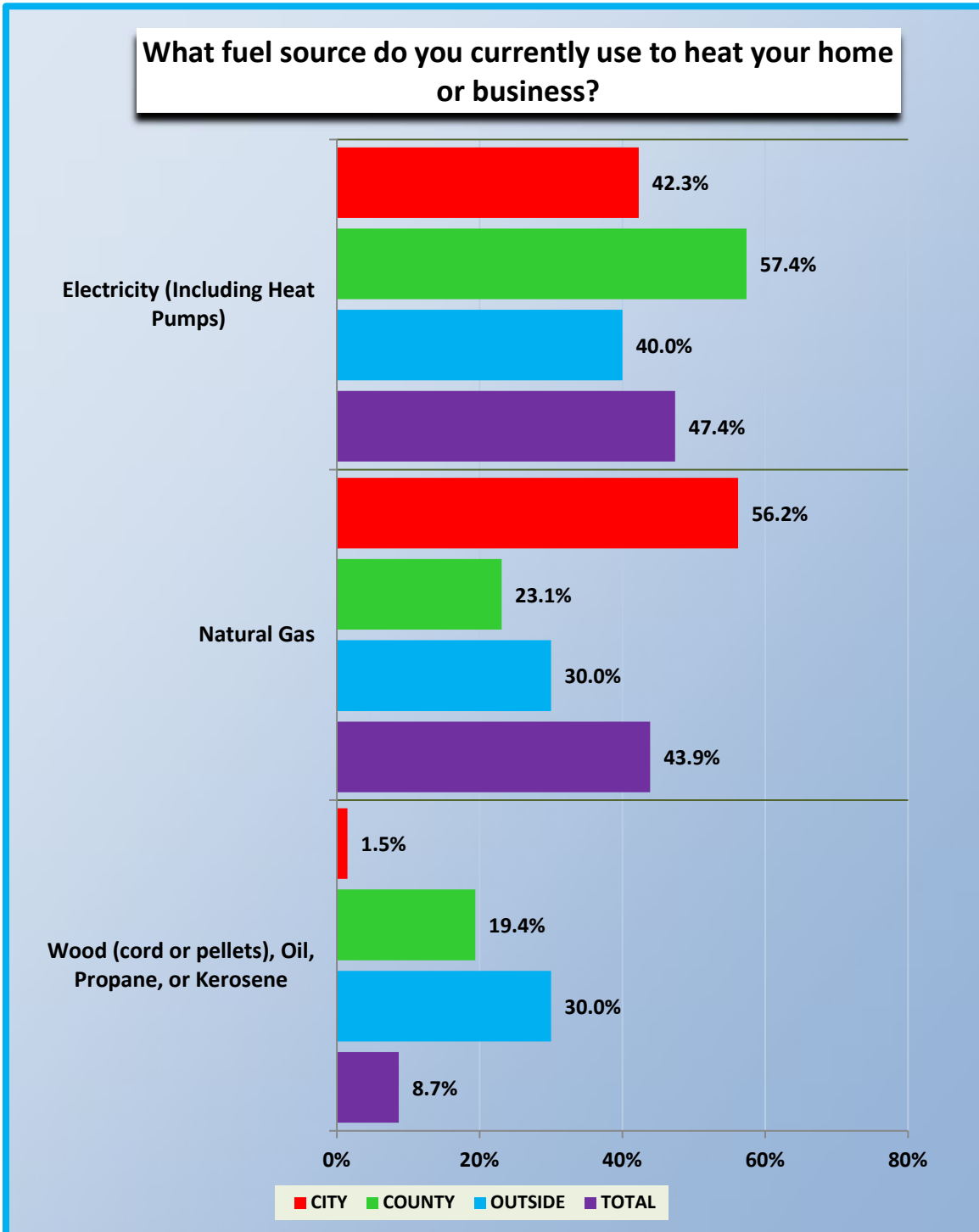
(Findings and Conclusions continued)

- 75% of those who have not considered the weatherization program state that cost is their barrier.



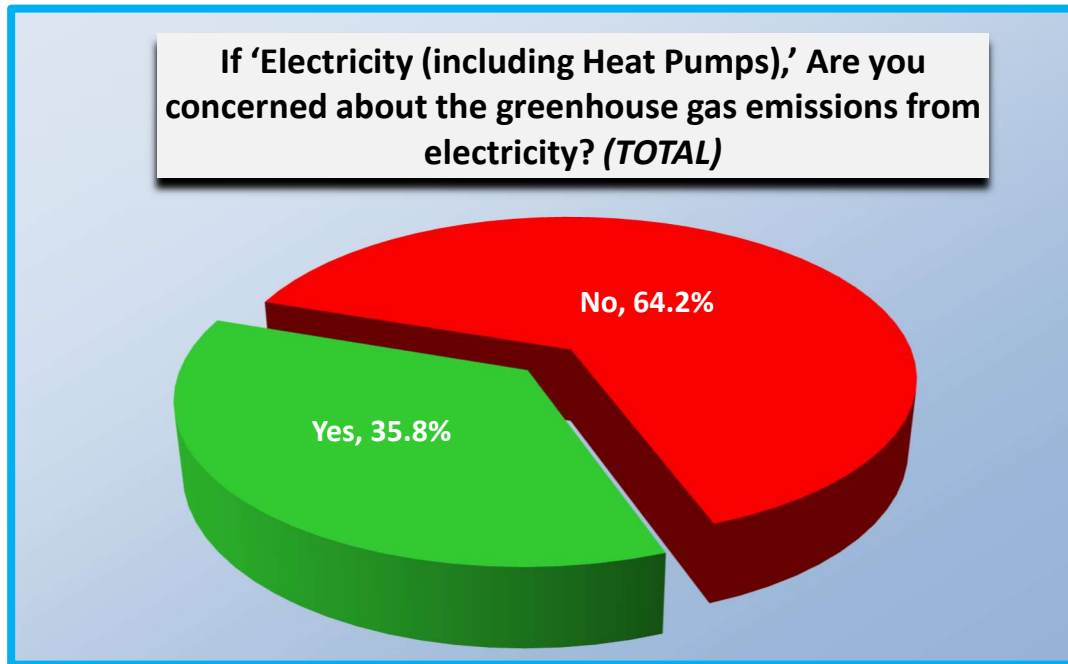
(Findings and Conclusions continued)

- Overall, 47.4% of the respondents use electricity to heat their home or business. 57.4% of respondents residing in the county use electricity, while 56.2% of city residents use natural gas.

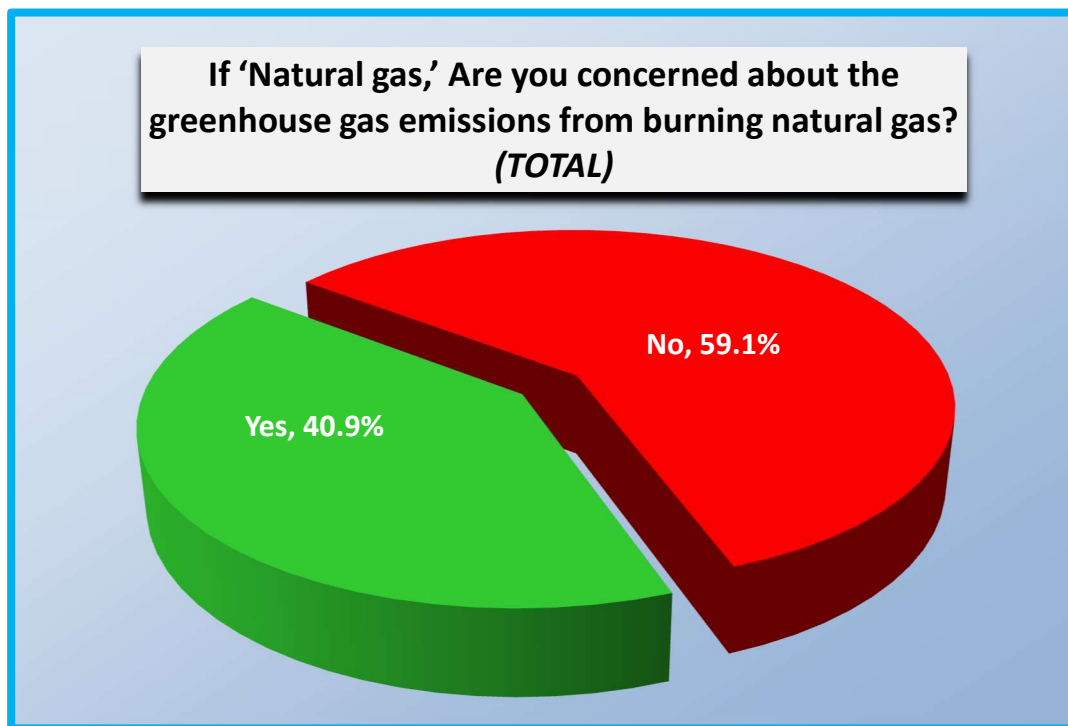


(Findings and Conclusions continued)

- Nearly two thirds (64.2%) of electric users have no concerns about greenhouse gas emissions from electricity.

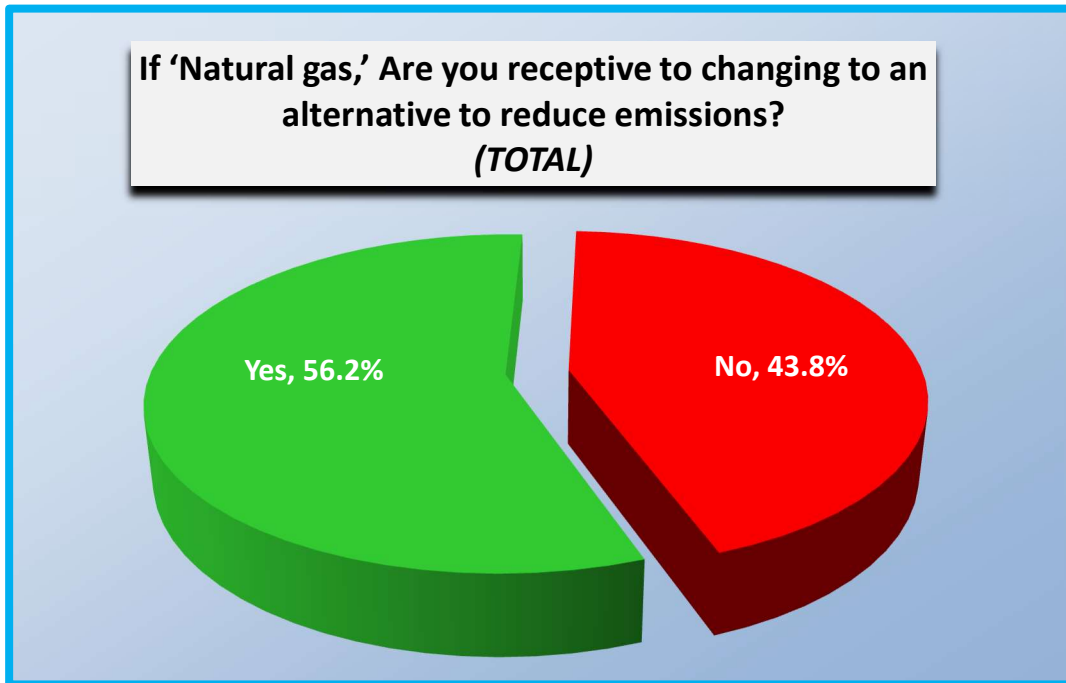


- 59.1% of natural gas users are not concerned about greenhouse gas emissions from burning natural gas.

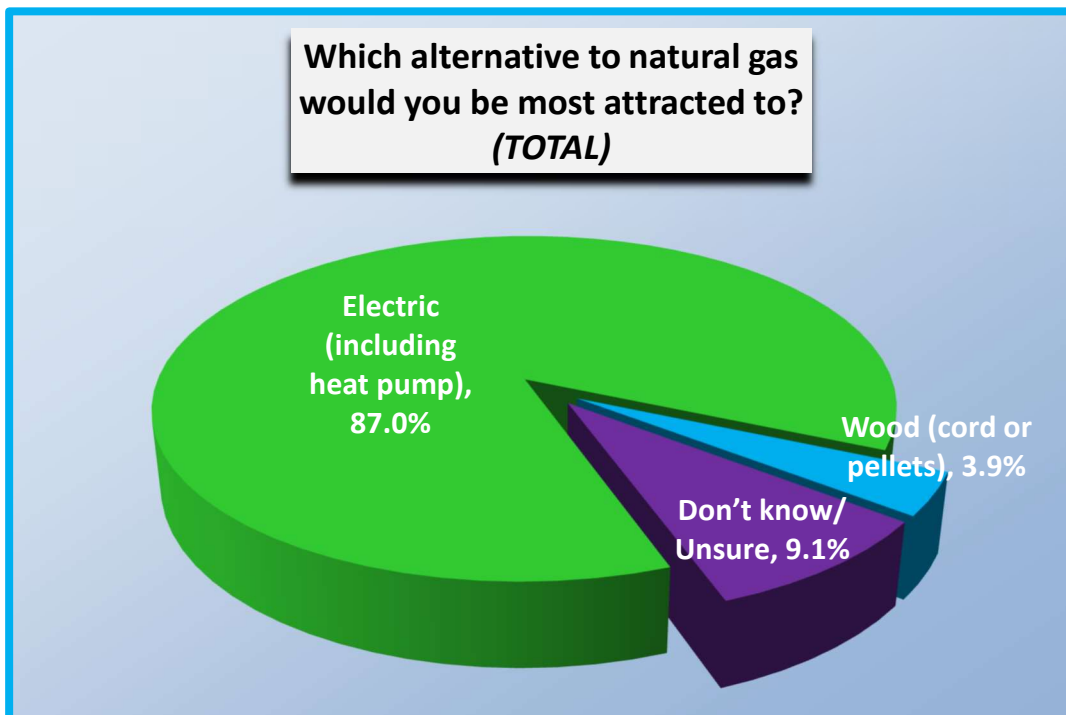


(Findings and Conclusions continued)

- 56.2% of all respondents using natural gas, and 64.2% of those residing within the city are receptive to changing to an alternative to reduce emissions.

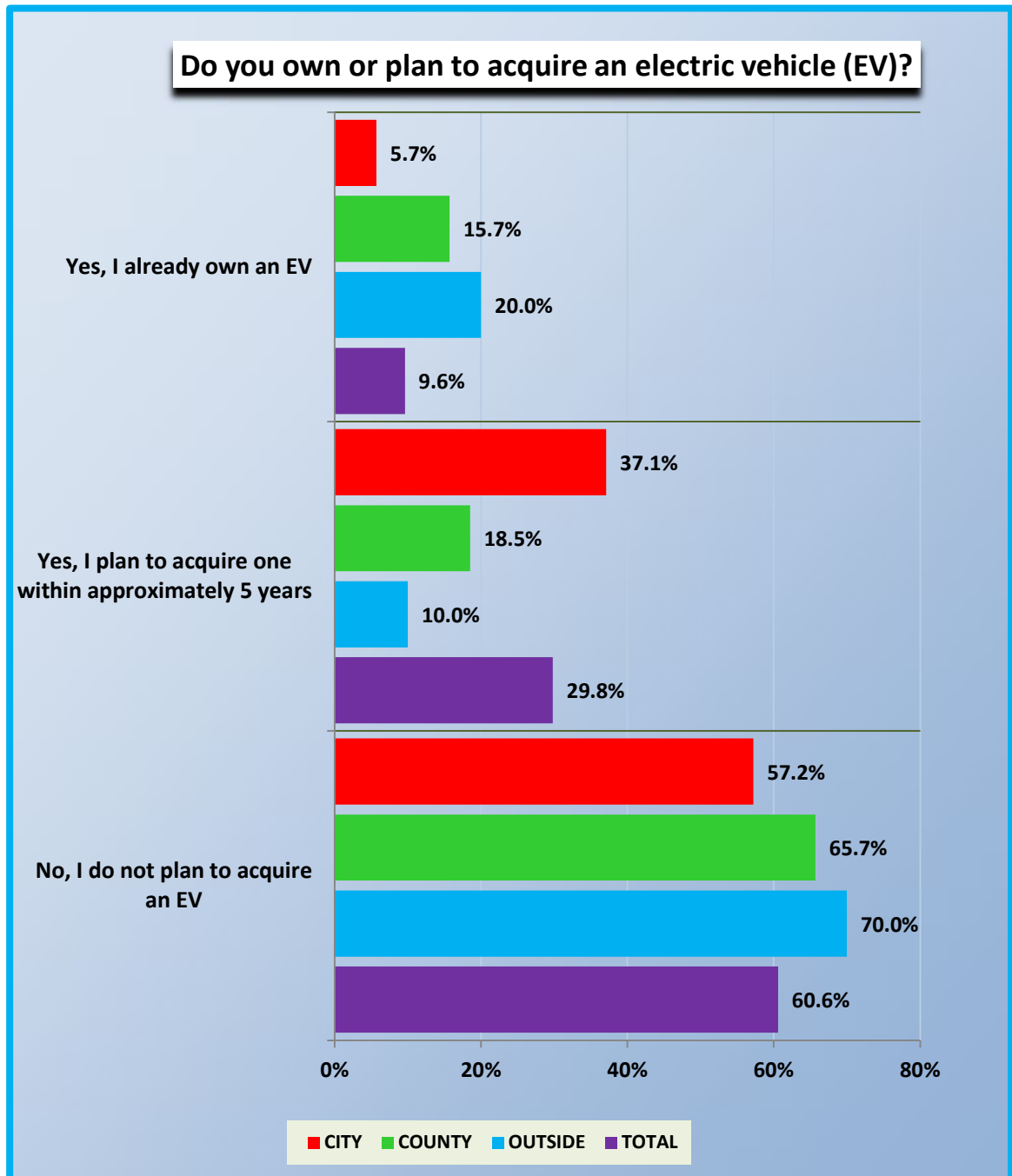


- Overwhelmingly their choice of a change is electricity (87.0%).



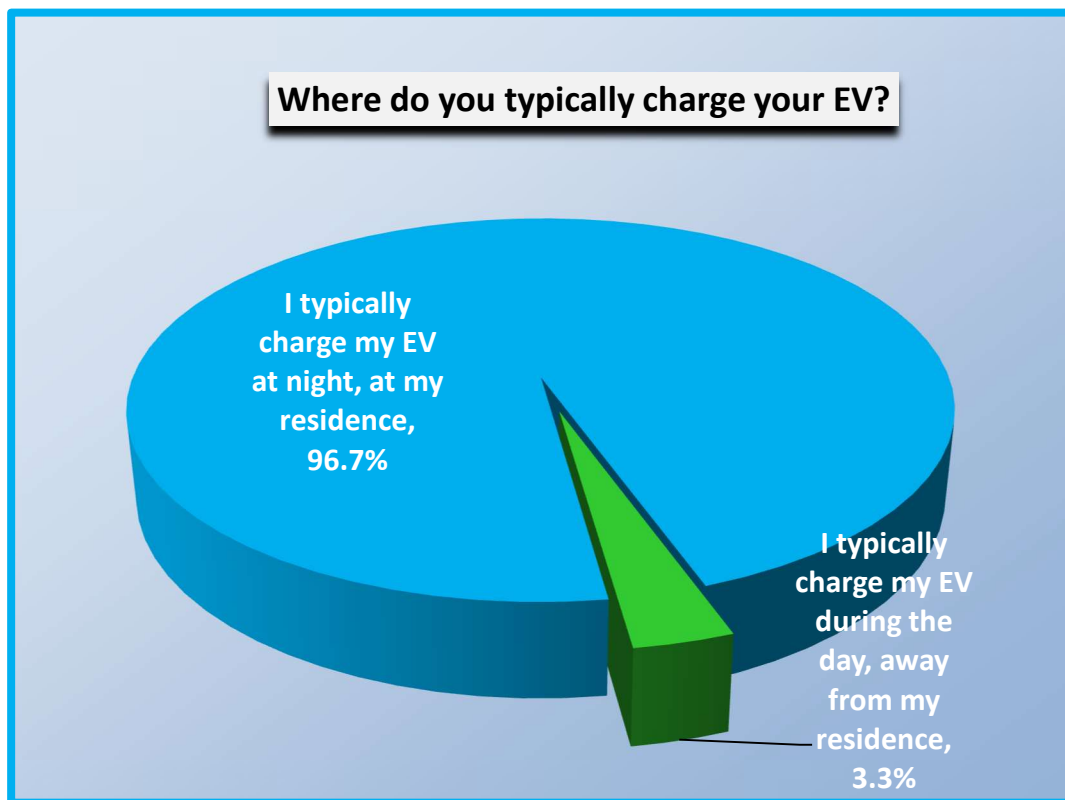
(Findings and Conclusions continued)

- 9.6% of the market completing the survey currently own an electric vehicle, and 29.8% plan to acquire one within five years.
- 60.6% of all respondents do not plan to acquire an electric vehicle.



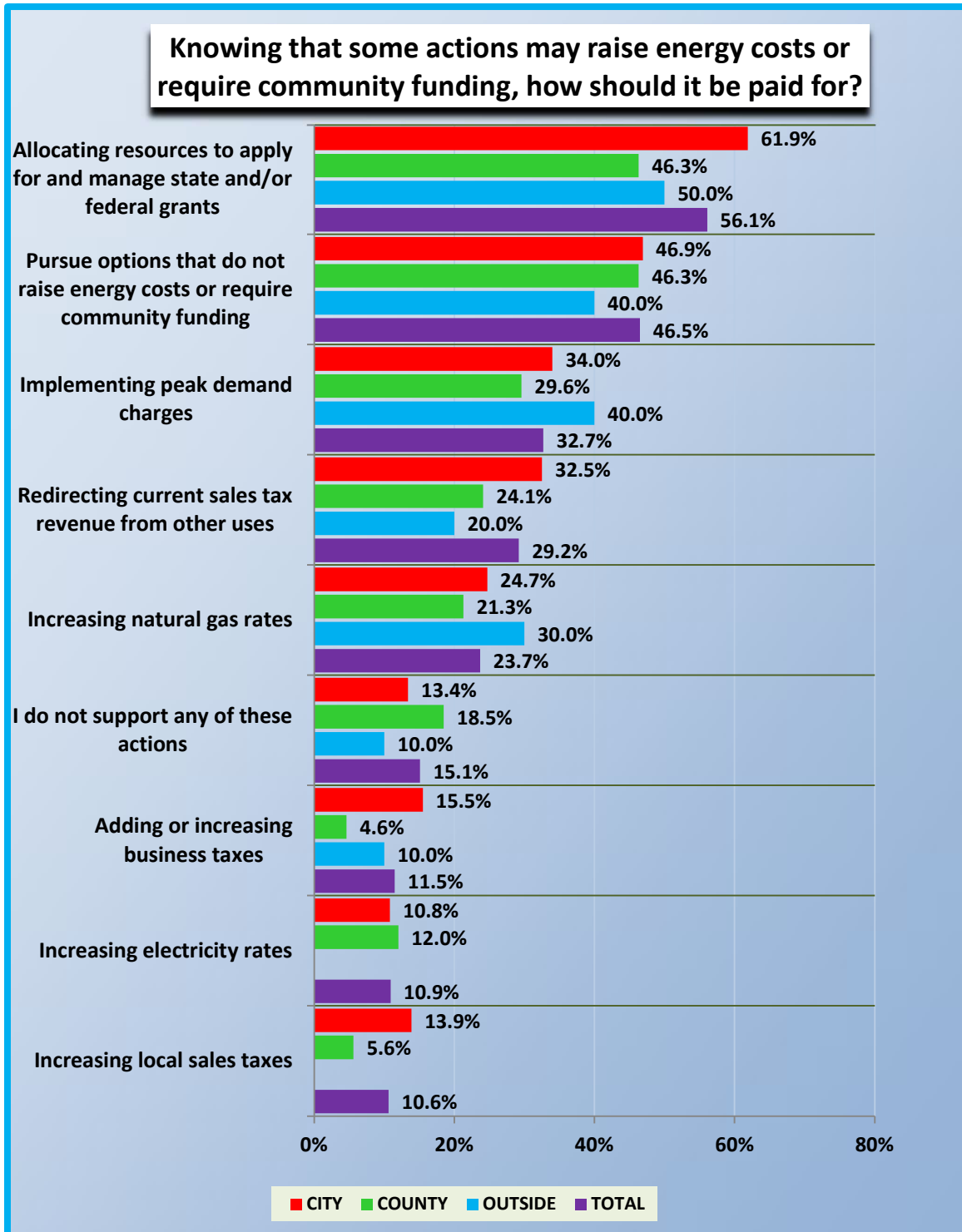
(Findings and Conclusions continued)

- All EV owners except one in this study charge their vehicle at night at their residence.



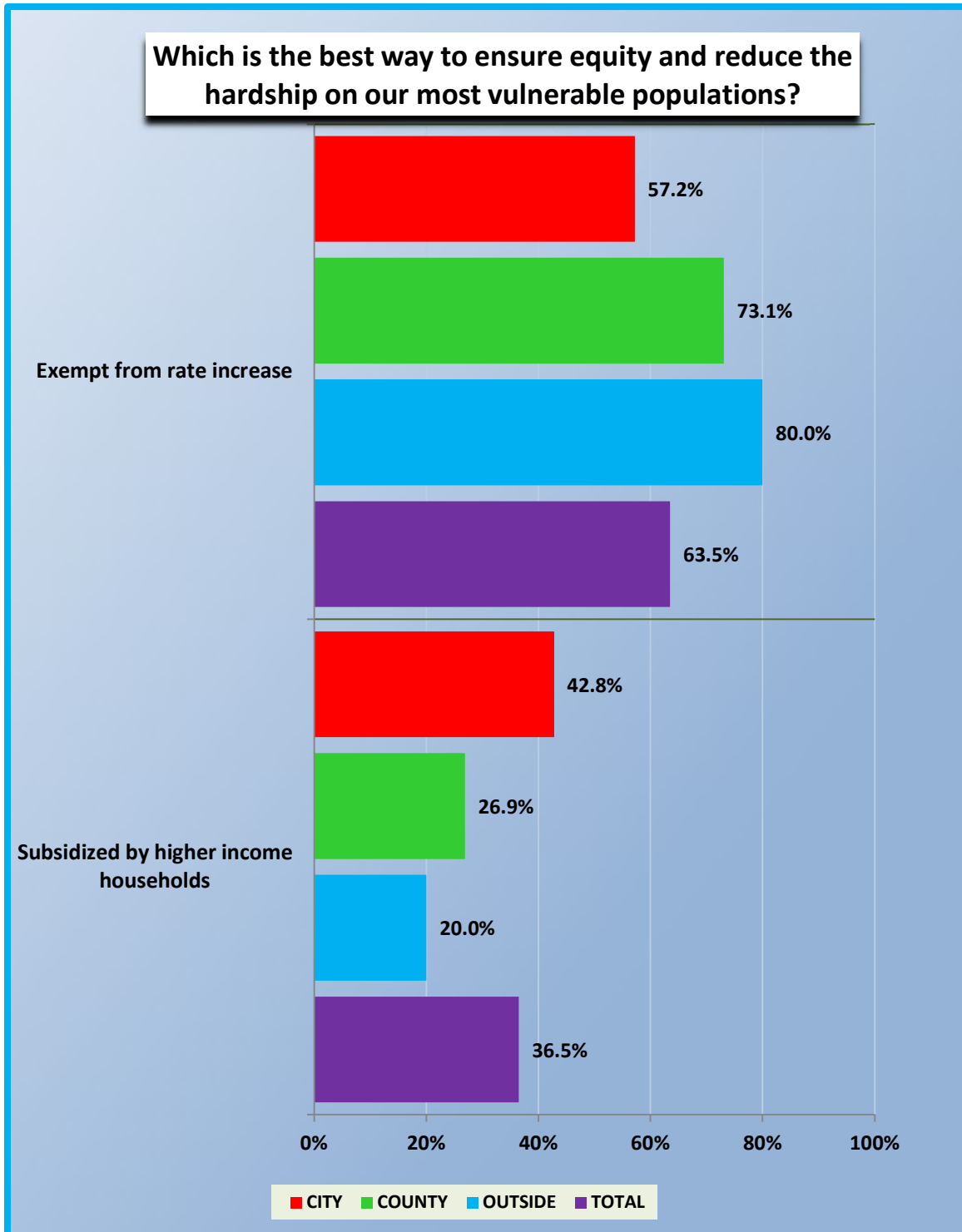
(Findings and Conclusions continued)

- Respondents were asked how rising energy costs due to the actions mentioned in this study should be paid for. A number of suggestions were provided with those most mentioned suggesting applying for state and/or federal grants and options that do not raise energy costs or require community funding.



(Findings and Conclusions continued)

- Survey residents were asked what they feel is the best way to ensure equity and reduce hardship on vulnerable populations that cannot afford utility rate increases. Nearly two out of three responding (63.5%) believe that these vulnerable individuals be exempt from rate increases.



APPENDIX H: EXECUTIVE INTERVIEW SYNOPSIS REPORT



CRITICAL DATA STRATEGIES, LLC

City of Ellensburg

Executive Interview Findings – Top 10 Customers and Community Stakeholders

July – September 2023

- CITY OF ELLENSBURG
- EXECUTIVE INTERVIEW FINDINGS

An integral part of the City of Ellensburg's overall sustainability and energy plan is receiving input from Ellensburg's business and community leaders to a number of current and future energy issues.

Critical Data Strategies LLC, a 37-year-old Spokane, WA based market research and planning firm was selected to conduct qualitative executive-style telephone survey interviews with leaders and decision makers.

A total of **11 respondents** completed interviews with Critical Data as follows:

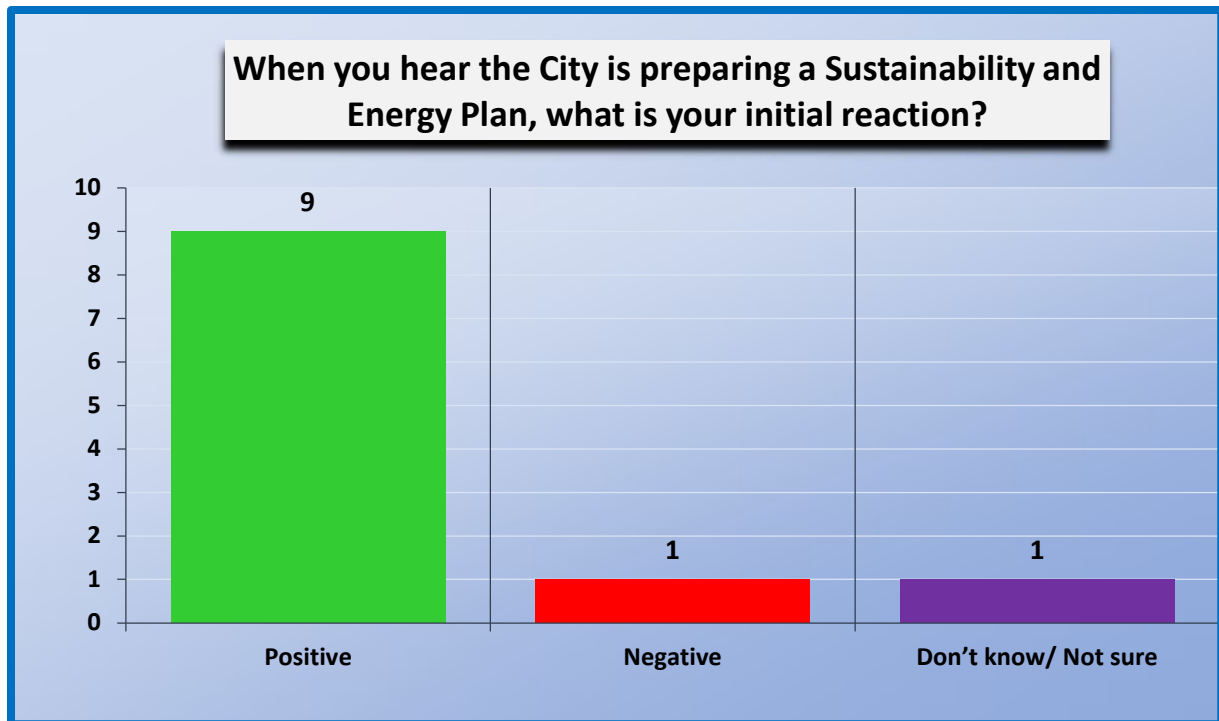
- Central Washington University (2x)
- Top 10 Utility Customers (6x)
- Community Stakeholders/Representatives (3x)

An additional six (6) community stakeholders/representatives and top 10 utility customers were unable to be reached despite multiple attempts.

Based upon these interviews, Critical Data has developed this report summarizing those executive interviews.

1). When you hear the City is preparing a Sustainability and Energy Plan, what is your initial reaction?

RESPONSE	TIMES MENTIONED
Positive	9
Negative	1
Don't know/ Not sure	1
TOTAL	11



(Question 1 continued, “When you hear the City is preparing a Sustainability and Energy Plan, what is your initial reaction?”)

CATEGORIES DEFINED

CATEGORY	RESPONSE
Don't know	I don't know enough of the details, or what it means.
Negative	We do have finite resources and that leads me to wonder if utility prices would increase because of that.
Positive	All I can say is “better late than never.”
Positive	Excitement and recognition to be in partnership with the City. We have already set goals and meetings, taking steps so we can work together, forming alliances to continue the sustainability and decarbonization of our community.
Positive	I hope my power gets cheaper.
Positive	I think it's a good idea, something that helps provide a sort of strategic design so it, which makes sense to me
Positive	I think it's a good project to work on.
Positive	I think they are looking for ways to reduce our carbon footprint and being more efficient.
Positive	It is in line with one of the projects we are working on.
Positive	Outstanding.
Positive	We are shoulder to shoulder with them on this journey, and we are excited to join them and help them meet the goals.

(Question 1 continued, “When you hear the City is preparing a Sustainability and Energy Plan, what is your initial reaction?”)

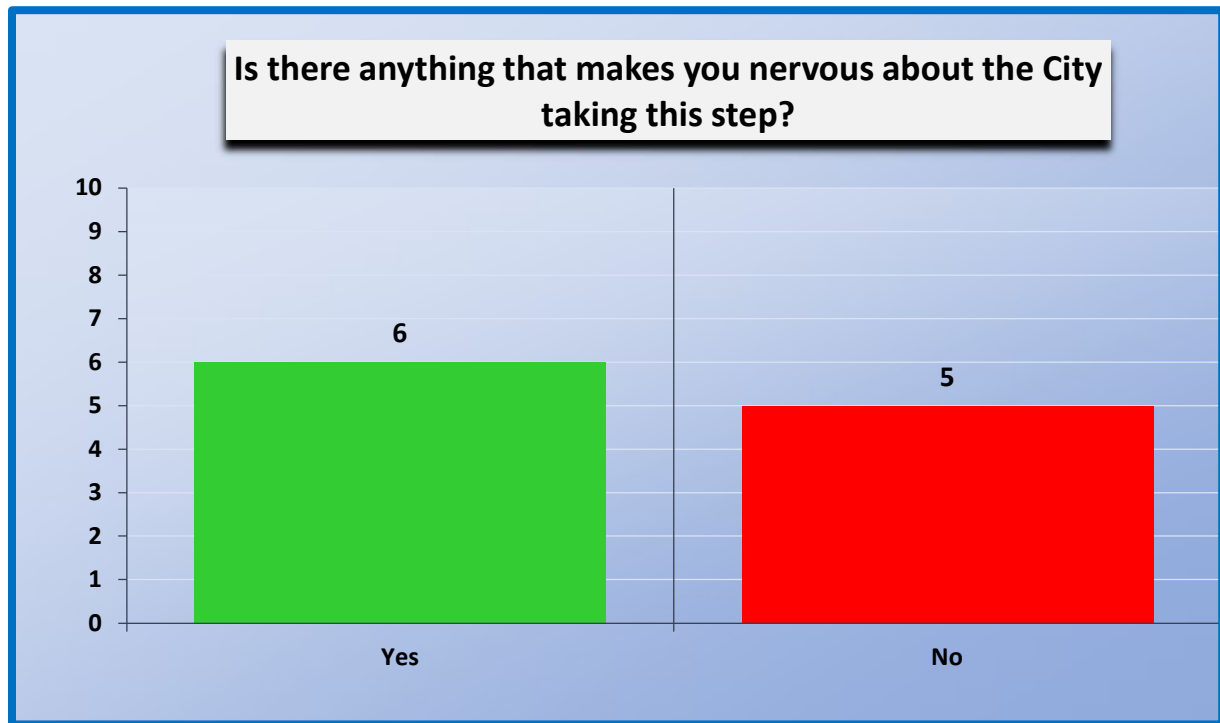
1a). Is there anything that excites you about the City taking this step?

RESPONSE
Everything excites me about this plan. We must take climate change seriously, reduce all we can, and develop innovative ideas to get our climate under control. We have written into our laws.
I think it is a necessary step.
I think it's mostly similar to the way we worked with the City utilities in the past, so it's good.
I think we are definitely going in the right direction.
I'm not quite sure, I know I get my utility bill from Ellensburg, and as a major consumer, I would love to see something more efficient, more or different grants, community-wide work on wind, air, and solar.
Opportunity on a grand scale to contribute to decarbonization and being proactive, while being a model on what decarbonization can do, not only for the State of Washington, but for other cities and states, and to be a model in advancing geothermal as a heating and cooling source. I also think about our role in wind and solar, and I think about the structure of solar and accelerating our pace to decarbonize. I can see our further amplification in this area.
Reducing our carbon footprint is a good idea.
That they are actually doing something and thinking pro-actively.
The fact that they are looking at sustainability, because over time, we will all have to consider ways to sustain energy.
We don't know exactly what the City is doing or planning on doing.
Yes, it definitely does. We live in a rich environment, as far as solar energy and the utilization of it is concerned. We are already doing it, but we could be expanding it. We are surrounded with wind farms, but we could be doing more with solar.

(Question 1 continued, "When you hear the City is preparing a Sustainability and Energy Plan, what is your initial reaction?")

1b). Is there anything that makes you nervous about the City taking this step?

RESPONSE	TIMES MENTIONED
Yes	6
No	5
TOTAL	11



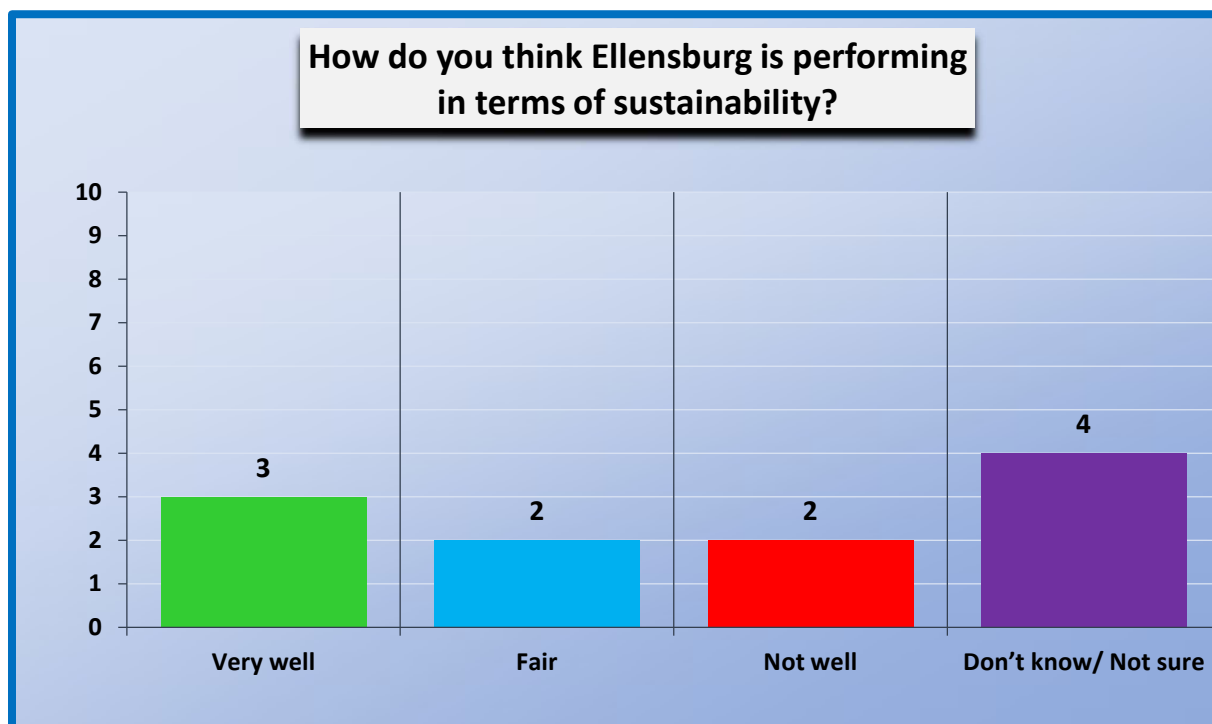
(Question 1b continued, “Is there anything that makes you nervous about the City taking this step?”)

CATEGORIES DEFINED

CATEGORIES	RESPONSE
No	No, nothing I can think of.
No	No.
No	No.
No	No. I think exploring options is the right thing to do.
No	Not at this time.
Yes	All the requirements and red tape that we have to go through.
Yes	Just the specter of over-regulation.
Yes	My concerns lie with the State and what they will fund, because without maximum funding, we will not be able to support the expectations of the City. The state will have to step up to the plate.
Yes	One point is the timeline relative to state legislation and the ability to build to capacity for decarbonization.
Yes	Right now, it's very confusing
Yes	What makes me nervous is what generally happens with government led initiatives, they get watered down or forgotten. They spend a lot of time discussing and planning, and then nothing happens. I would like to see discussion and the measurable progress; make a plan, put it down on paper, and then follow through.

2). How do you think Ellensburg is performing in terms of sustainability?

RESPONSE	TIMES MENTIONED
Very well	3
Fair	2
Not well	2
Don't know/ Not sure	4
TOTAL	11

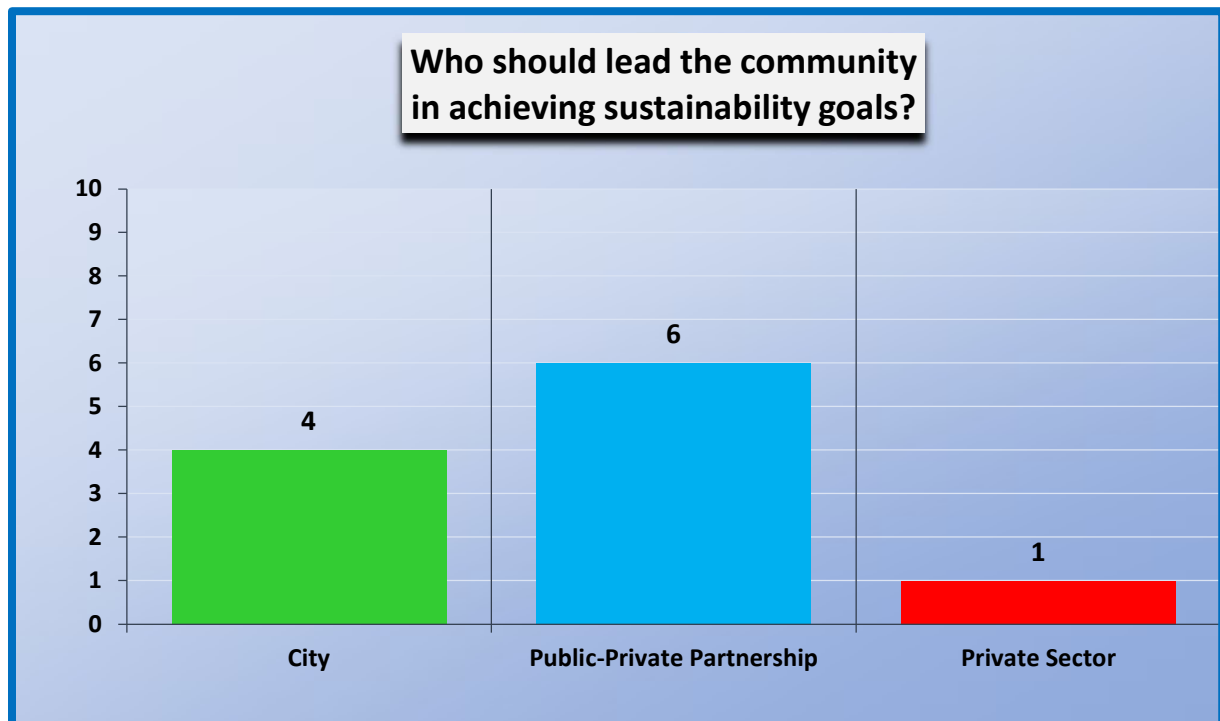


3). What are some sustainability successes you've noticed and where do you think there are opportunities to do more?

RESPONSE
Creating a plan that focuses on sustainability is a good beginning.
Funding is definitely needed. Great plans and ideas are just that, and they must be put together and finalized. However, the biggest opportunity will be tons of grants that are available, like parking lot charging stations, and some of the conversions from certain natural gas to electricity; leverage grant dollars to help with that.
Promoting bicycle riding and promoting central transit systems.
Solar power seems to be doing well, and we have some businesses that are starting to look at solar. I think the public should be educated on all levels of compostables.
The City of Ellensburg has done a great job with solar and wind, and we are building to meet standards.
The City should be thinking about more solar, but the City owns the utility, so every time someone goes solar, the city loses money, and the City goes toward gas instead of moving closer to electric. They must figure out a way to encourage more renewables.
The wind tunnels are a success. I see more potential for wind because there are more open hills that can be used.
There are some businesses in Ellensburg that seem to create a ton of garbage. I think it is okay to charge or penalize businesses who are thoughtless about renewables.
There is a lot of sustainability programing in the community. We have bike friendly paths, a good trail system, and we are working in geothermal and solar areas for improvement. I think we should just deepen and improve what we have in front of us, working to accelerate in all the area.
We've done a lot of energy projects to reduce usage.
Windmills and solar, but, if possible, I think the City should definitely look into geothermal wells.

4). Do you feel the City should lead the community in achieving sustainability goals, or should it be a responsibility of the private sector?

RESPONSE	TIMES MENTIONED
City	4
Public-Private Partnership	6
Private Sector	1
TOTAL	11



(Question 4 continued, “Do you feel the City should lead the community in achieving sustainability goals, or should it be a responsibility of the private sector?”)

CATEGORIES DEFINED

CATEGORY	RESPONSE
City	City is the one in charge of the wind tunnels and the dam, so I think they should lead.
City	City should set an example. When we have our events, we have refill stations for water, but when there are other events in the community, there are no refill stations or recycle bins for empty water bottles or recycle trash. When we do our events, we avoid plastic water bottles. I think the City should partner with waste management to award businesses with a “Golden Dumpster Award” for using the most compostables or having a recycle bin or a refill station. I also think the City and waste management could have community programs to encourage clean energy, recycling and compostables.
City	No, the City is the given utility provider, and the government should lead, providing incentives, and issuing fines and fees for those who misuse.
City	The City should definitely take the lead.
Private Sector	I think it should fall more toward the private sector, just keeping in line with the core concepts of the government.
Public-Private Partnership	I would actually meet somewhere in the middle, public/private combination. It must be a recognized partnership across all parties.
Public-Private Partnership	It should be a partnership between the City and the business community. Yes the City will have to take the lead, and absolutely it will require our business community to step up. We all have to work together because it is that important.
Public-Private Partnership	Partnership is the way to go. The City is the regulatory, and as such, should lead that way, while building a strong partnerships with the businesses as well as with the community.
Public-Private Partnership	The City definitely has a leadership role and should partner with the private sector. The City won’t be able to do it alone.
Public-Private Partnership	The City should lead the community, but a private/public partnership, private by-in, would be a good thing. However, there must be more outreach to educate the population to the changes, simply because most are not aware of any of the changes.
Public-Private Partnership	Well, I see both sides. I think the private side should do their part as much as possible, but I’m not too sure how import it is to the private sector so it should be on the City.

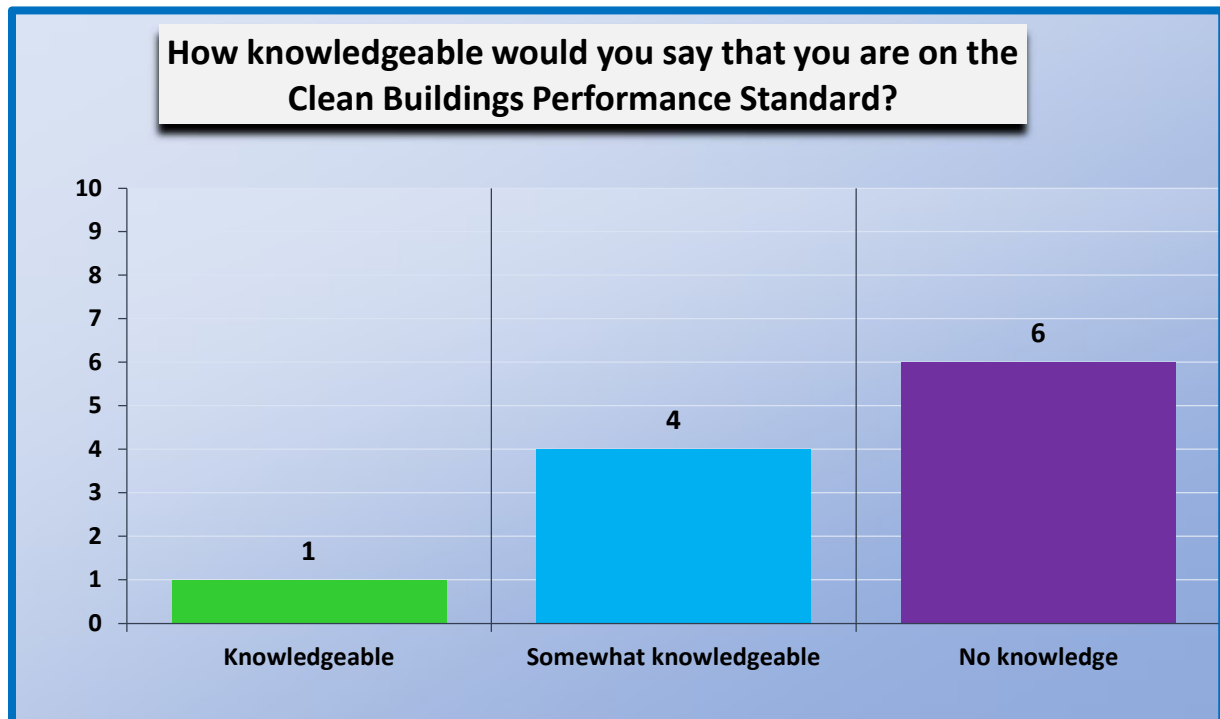
5). Where do you see opportunities for the organization you represent to partner with the City to achieve sustainability and energy goals?

RESPONSE
Continue to reduce our energy usage.
Habitat conversation and education. Promoting conservation and addressing the issues.
I would supply charging stations, partner with grants, and find energy efficiency programs that we can tap into.
Look into possibly installing solar panels on our roof.
Much is already taking place and we continue our meetings and working toward mutual goals. Our central focus is building a master plan that will assure the City will meet its goals.
Simple things as energy efficient window replacement, heating and cooling systems upgraded, and perhaps irrigation, if there is a better way to water your property.
Sustainability both fiscal and otherwise. We have regular meetings with common goals to reduce our energy consumption and our carbon footprint.
We can definitely be supportive in achieving those goals.
We can educate and help promote education and communication. I also think the City and waste management could partner with the big hospital and the college, just to make sure they are as green as they could be.
We need the State to step up.
We will continue to increase partnership when appropriate.

6). How knowledgeable would you say that you are on the breadth of legislation recently passed in WA state impacting energy in general?

a. Clean Buildings Performance Standard

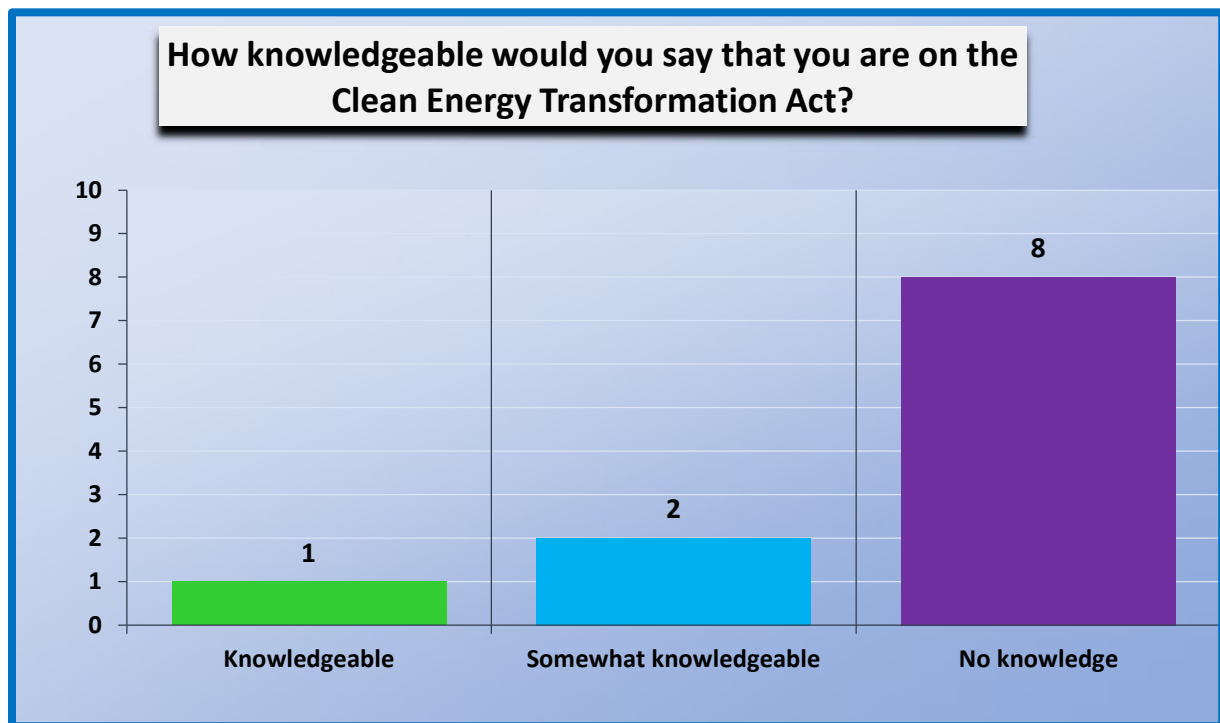
RESPONSE	TIMES MENTIONED
Knowledgeable	1
Somewhat knowledgeable	4
No knowledge	6
TOTAL	11



(Question 6 continued, “How knowledgeable would you say that you are on the breadth of legislation recently passed in WA state impacting energy in general?”)

b. Clean Energy Transformation Act

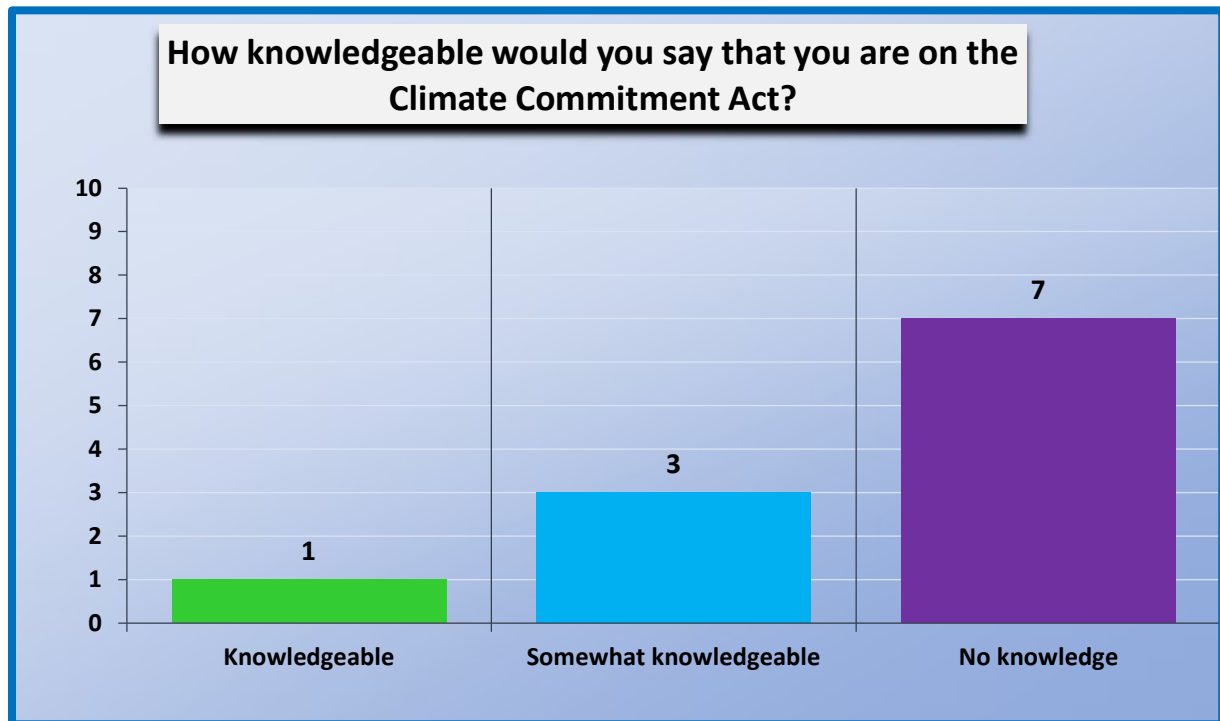
RESPONSE	TIMES MENTIONED
Knowledgeable	1
Somewhat knowledgeable	2
No knowledge	8
TOTAL	11



(Question 6 continued, “How knowledgeable would you say that you are on the breadth of legislation recently passed in WA state impacting energy in general?”)

c. Climate Commitment Act

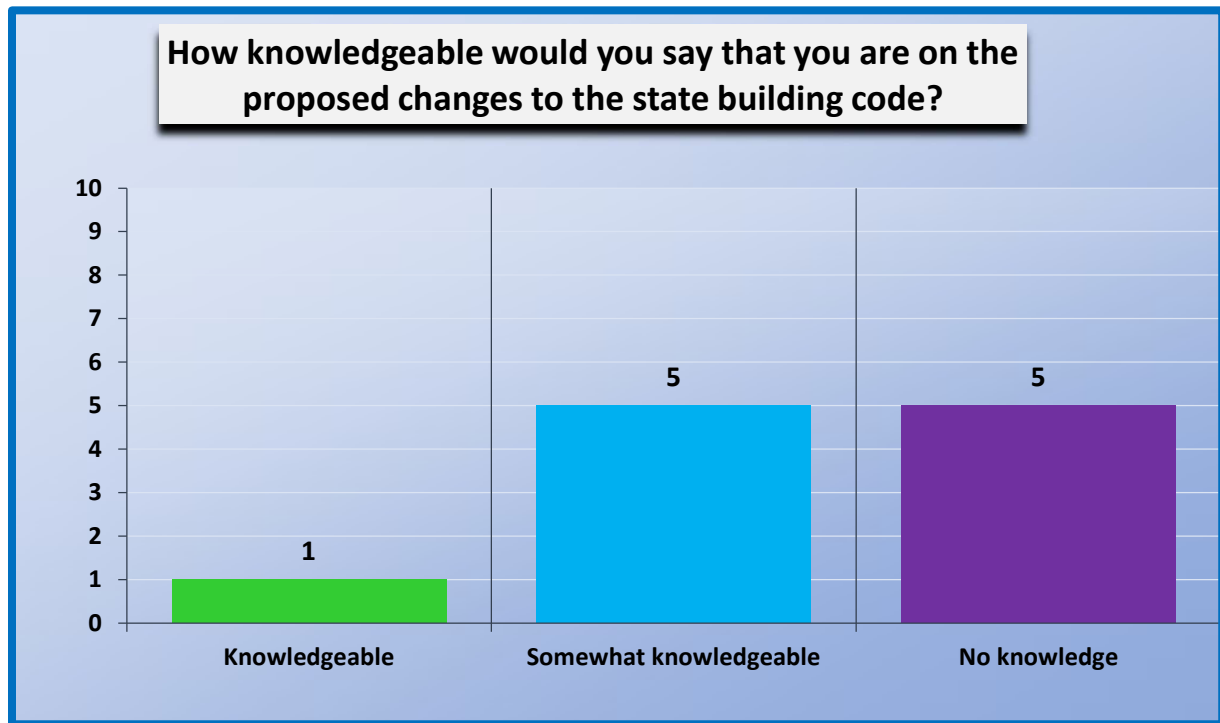
RESPONSE	TIMES MENTIONED
Knowledgeable	1
Somewhat knowledgeable	3
No knowledge	7
TOTAL	11



(Question 6 continued, “How knowledgeable would you say that you are on the breadth of legislation recently passed in WA state impacting energy in general?”)

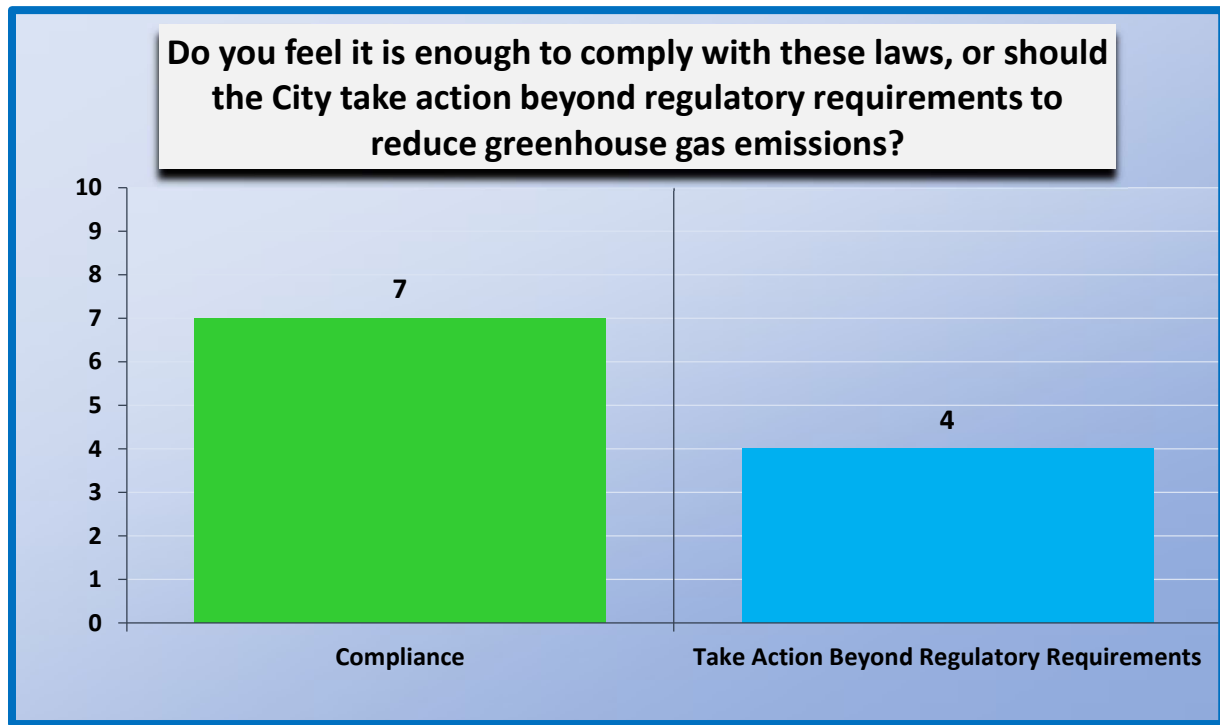
d. Proposed changes to the state building code

RESPONSE	TIMES MENTIONED
Knowledgeable	1
Somewhat knowledgeable	5
No knowledge	5
TOTAL	11



- 7). By complying with the state's new laws and building codes, it is estimated that by 2037 the City's emissions will be half of what they are today. Given this, do you feel it is enough to comply with these laws, or should the City take action beyond regulatory requirements to reduce greenhouse gas emissions?

RESPONSE	TIMES MENTIONED
Compliance	7
Take Action Beyond Regulatory Requirements	4
TOTAL	11



(Question 7 continued, “Do you feel it is enough to comply with these laws, or should the City take action beyond regulatory requirements to reduce greenhouse gas emissions?”)

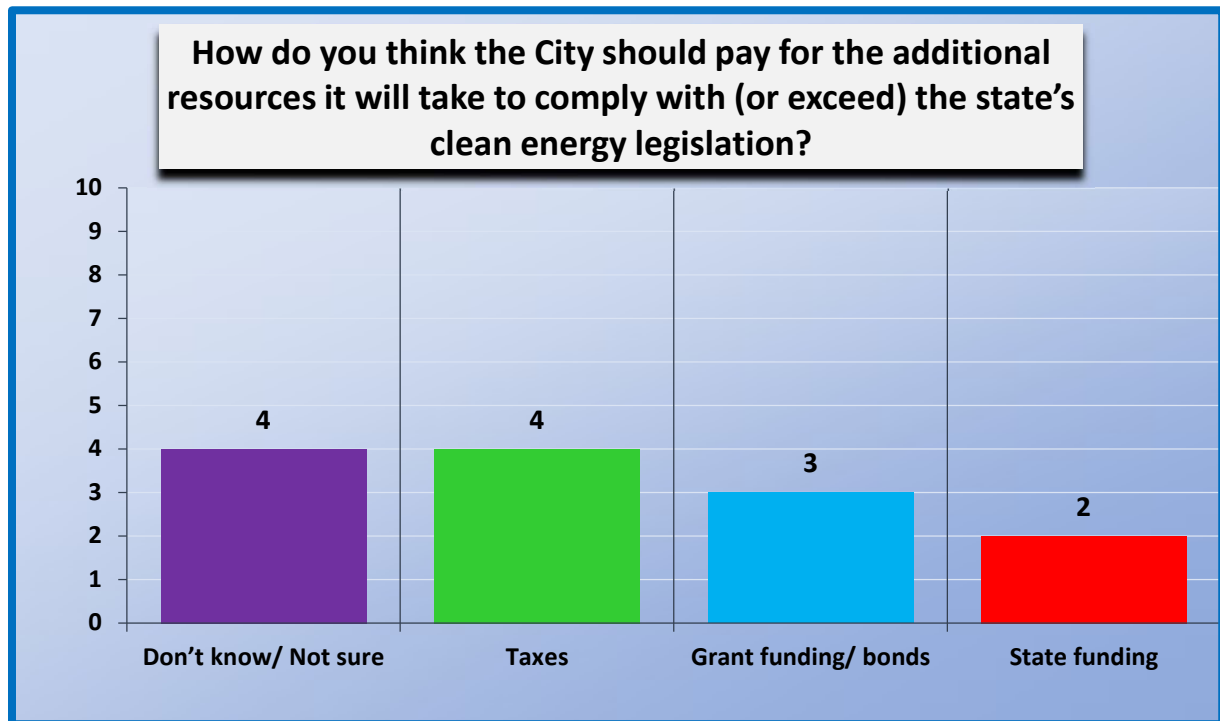
CATEGORIES DEFINED

CATEGORY	RESPONSE
Compliance	I think compliance with these laws is good enough.
Compliance	I think for now, compliance is enough, decreasing by 50% is enough for now. I also believe doing more has hazards.
Compliance	I think it is enough for the City to comply with laws, and I don't think it's needed for them to go beyond. The City compliance is more than enough.
Compliance	I think it will work with commercial businesses, but I don't see that hitting homeowners, nor schools. More education would be needed on that level, both for the homeowner and the student.
Compliance	I think it would be entirely fitting for Ellensburg to use the state standard as a base for water and energy and build on it.
Compliance	I think we should start where we are, build on it, and continue doing better. Just build on what you have already started.
Compliance	I'm not fully familiar with it, so what I would say is just focus on the law.
Take Action Beyond Regulatory Requirements	I think we should all be continually thinking about maximizing decarbonization levels and reducing greenhouse gas emissions.
Take Action Beyond Regulatory Requirements	The City should move beyond just compliance. The thing is, when you try to please everyone, you wind up not pleasing anyone. Take action and let our City be the leader in the state.
Take Action Beyond Regulatory Requirements	To an extent I suppose, since parts of the city has utilities, and I would offer more incentives, beyond what they already do.
Take Action Beyond Regulatory Requirements	We are one of the largest consumers in the City. We should meet and possibly exceed the goals, but what is the State going to do?

8). How do you think the City should pay for the additional resources it will take to comply with (or exceed) the state's clean energy legislation?

RESPONSE	TIMES MENTIONED
Don't know/ Not sure	4
Taxes	4
Grant funding/ bonds	3
State funding	2

**Question allowed for more than one response*



(Question 8 continued, “How do you think the City should pay for the additional resources it will take to comply with (or exceed) the state’s clean energy legislation?”)

CATEGORIES DEFINED

CATEGORY	RESPONSE
Don't know/ Not sure	I don't have a comment on that.
Don't know/ Not sure	I really don't know. This is above my pay grade.
Don't know/ Not sure	It's not fair to impose levies on those who do not consume energy.
Don't know/ Not sure	What I am not is a City finance expert; I don't have any knowledge regarding the City's finance to comment to fully answer the question.
Grant funding/ bonds	The City has been terrible taking advantage of grants. They haven't had a dedicated department to secure resources, and they tend to rely on utility funds which is not working. They need a dedicated staff to find all the resources and grants that are out there, because there are a lot, they just need a staff to keep looking for them.
Grant funding/ bonds & Taxes	Energy surcharges against grants. I think climate change is an existential threat, and I'm willing to pay for it.
Grant funding/ bonds & Taxes	They would have to search out some bonds, or raise taxes, either on items or property. I am not a fan of raising taxes, but is there another way, I don't know – perhaps the City has some other ideas.
State funding	I don't think the City will have to do much if the State takes care of us.
State funding	I would hope the City would search for grant funding from the state or government, and not raising taxes.
Taxes	I don't know, I'm guessing taxes, but I would reach out to the community on that and maybe put it up for a vote.
Taxes	I think it would be great if somehow, they could make money generated from recycling and provide the money necessary for the additional resources. Otherwise, I'm afraid you're looking at taxing.

9). To what extent does your business encourage the use of alternative transportation for your employees?

RESPONSE

Figuring that out is a journey and not a destination. I think exploring micro mobility options would be a good plan.

I walk to work every day, and the company has provided cycles to go between buildings. We are looking to get an electric van for those who commute a distance.

We are designated a walkable and bikeable community. We have a national bike to work day, and I would like to see signage for bike and walk advertising. Maybe a reward to walk or bike to work could be an incentive.

We are doing very little regarding that right now.

We could do a whole lot better in encouraging that.

We do encourage carpool, riding bikes, or walking.

We don't. We encourage saving energy, but not with transportation.

We encourage alternative transportation.

We have programs in place.

We offer free electric charging stations for employees who have electric vehicles, we are trying to purchase electric vehicles, and we encourage walking.

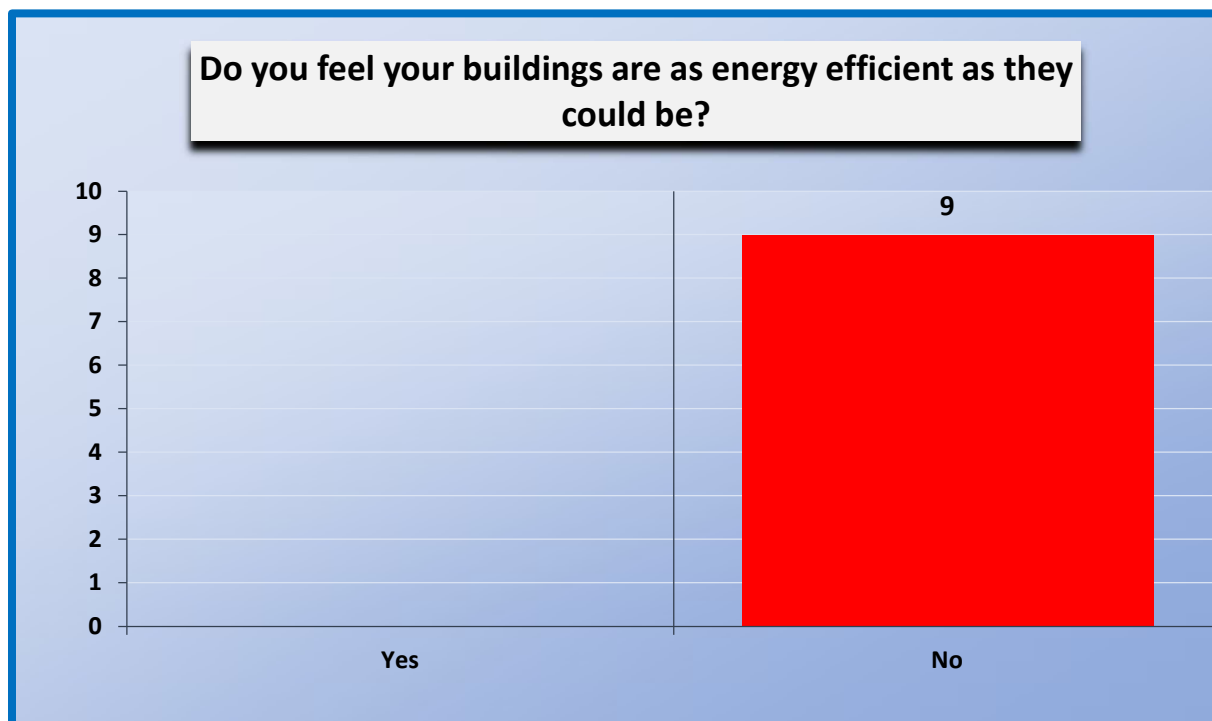
Zero percent for the employees. I just want them to get to work and I don't push them how they do it. We support the carpool program, and we allow them to park in our parking lot, so we support the ride share program.

10). Is there anything the City could do to increase the use of alternative transportation?

RESPONSE
Bike lanes to make bike travel safer.
Ellensburg is already an alternative friendly city, but it would be nice to create a walkable downtown area, no car access, pedestrian access only.
I think a more comfortable answer in terms of process would be to identify what is working well and areas of improvement.
I think they should try to adequately get the word out, perhaps through advertising.
I'm not aware of anything.
Look at bus service improvements. Perhaps add more routes and easier access.
That is a City's responsibility, and I think the City has done a good job.
The bus system is pretty good, and I've heard it has improved, but we could do more. We have a great bus system that could be expanded.
There are buses traveling around town that should be electric, making the City biking paths as friendly as possible, create more room for walking and bicycling, and along with City buses being electric, provide grants for electric school buses.
We have worked with the City to encourage additional bus stops.
We partner with the City on the central bus system, and we have employees who travel by and use the bus system to/from Yakima. That transit system travels between the two cities. Perhaps the City could partner with other communities to expand the bus systems. I think that would help.

11). Do you feel your buildings are as energy efficient as they could be?*(ANSWERED BY COMMUNITY STAKEHOLDERS AND TOP 10 UTILITY CUSTOMERS ONLY)*

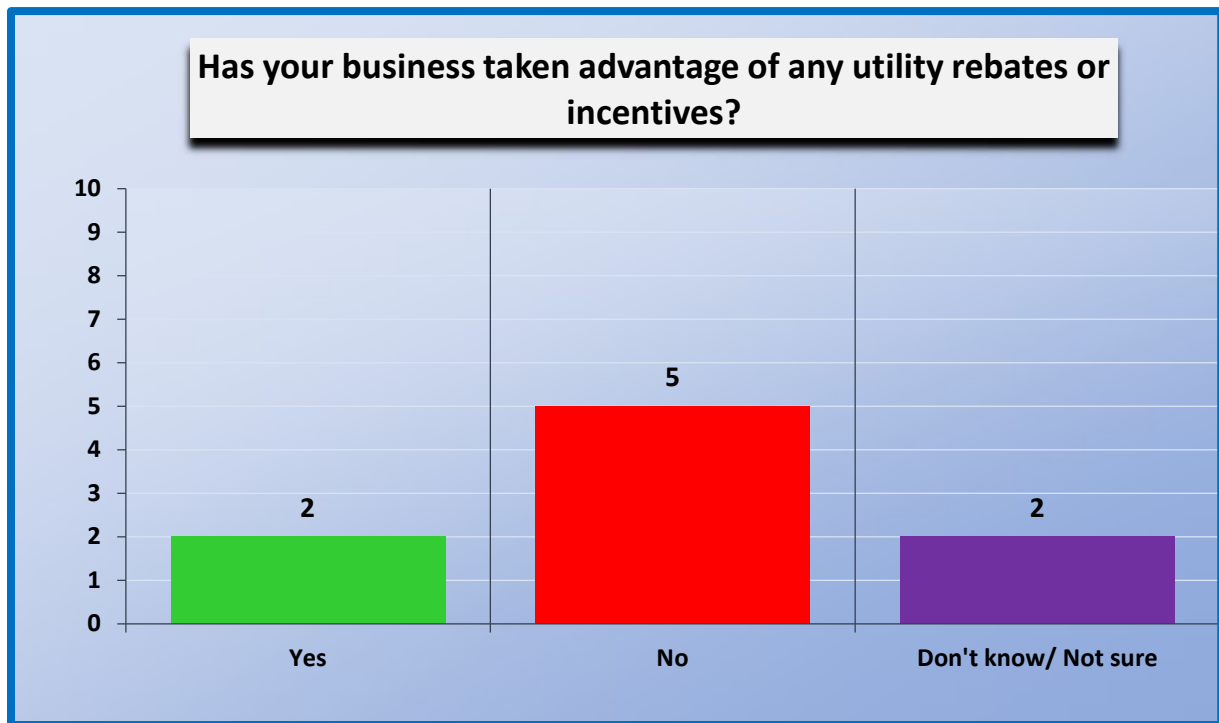
RESPONSE	TIMES MENTIONED
Yes	0
No	9
TOTAL	9



12). Has your business taken advantage of any utility rebates or incentives? Are there any additional incentives would compel you to make additional improvements?

(ANSWERED BY COMMUNITY STAKEHOLDERS AND TOP 10 UTILITY CUSTOMERS ONLY)

RESPONSE	TIMES MENTIONED
Yes	2
No	5
Don't know/ Not sure	2
TOTAL	9



(Question 12 continued, “Has your business taken advantage of any utility rebates or incentives?”)

RESPONSES

Q12 RESPONSE	COMMENT
Yes	We are currently working to upgrade boilers, windows, with more upgrades throughout our entire facility.
Yes	We have used some incentives that seem to help out our strategic energy incentives.
No	I don't know if any of that is available to us.
No	I'm not aware of any rebates we could use.
No	We have not. If there were grants available, we would try to leverage those.
No	We rent our office space. I personally purchased a hybrid water heater and took advantage of the incentive.
No	We rent, and I don't know what the property owner has done in the regard. Perhaps the City could educate property owners and provide them with alternative energy solutions.
Don't know/ Not sure	I don't know, because this is not within my area of control.
Don't know/ Not sure	That is a corporate office question.

13). Washington State now requires natural gas utilities, including the City of Ellensburg, to purchase carbon allowances and reduce their demand by 7% annually through 2030. Proposed changes to the state’s building energy code will promote switching to electricity, but the City utility will not achieve this target without taking additional actions. How do you think the City utility should address this issue?

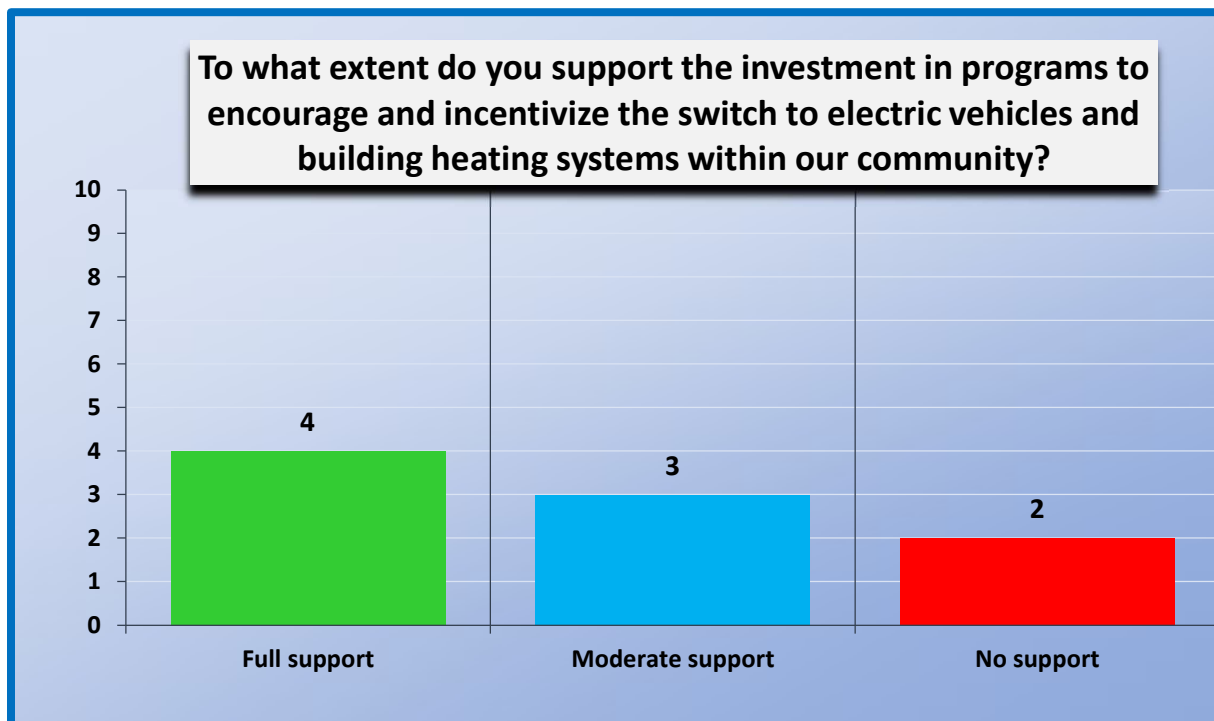
RESPONSE
Buildings that turn everything off by 5pm and solar power options.
Find alternative income sources for the City.
Get in front of property buyers, builders, areas like that, and offer incentives to follow guidelines.
I have no comment.
I have no idea.
I think the City should be working with the large consumers in the City to find ways that they could be more efficient.
I’m not in favor of it, simply because it won’t work and it’s not worth the time and effort.
If the State provides the funds we need, the City will be on target, if the state moves quickly. City taxes have been raised. Why not use that tax to help with what we need?
Lean on the energy experts and City consultants to do that part.
Take additional actions, whatever it takes, raising rate on high users, having a premium on excess, and extreme over usage.
They should try to make it a legislative issue, and it should be a priority because something like that takes a long time. Start with elected officials and work to fix it that way.

13). Is there an established timeline to electrify CWU's fleet? If so, what is that timeline?*(ANSWERED BY CENTRAL WASHINGTON UNIVERSITY RESPONDENTS ONLY)***RESPONSE**

We do not have an established timeline, but we started the process.

14). To what extent do you support the investment in programs to encourage and incentivize the switch to electric vehicles and building heating systems within our community?*(ANSWERED BY COMMUNITY STAKEHOLDERS AND TOP 10 UTILITY CUSTOMERS ONLY)*

RESPONSE	TIMES MENTIONED
Full support	4
Moderate support	3
No support	2
TOTAL	9



(Question 14 continued, “To what extent do you support the investment in programs to encourage and incentivize the switch to electric vehicles and building heating systems within our community?”)

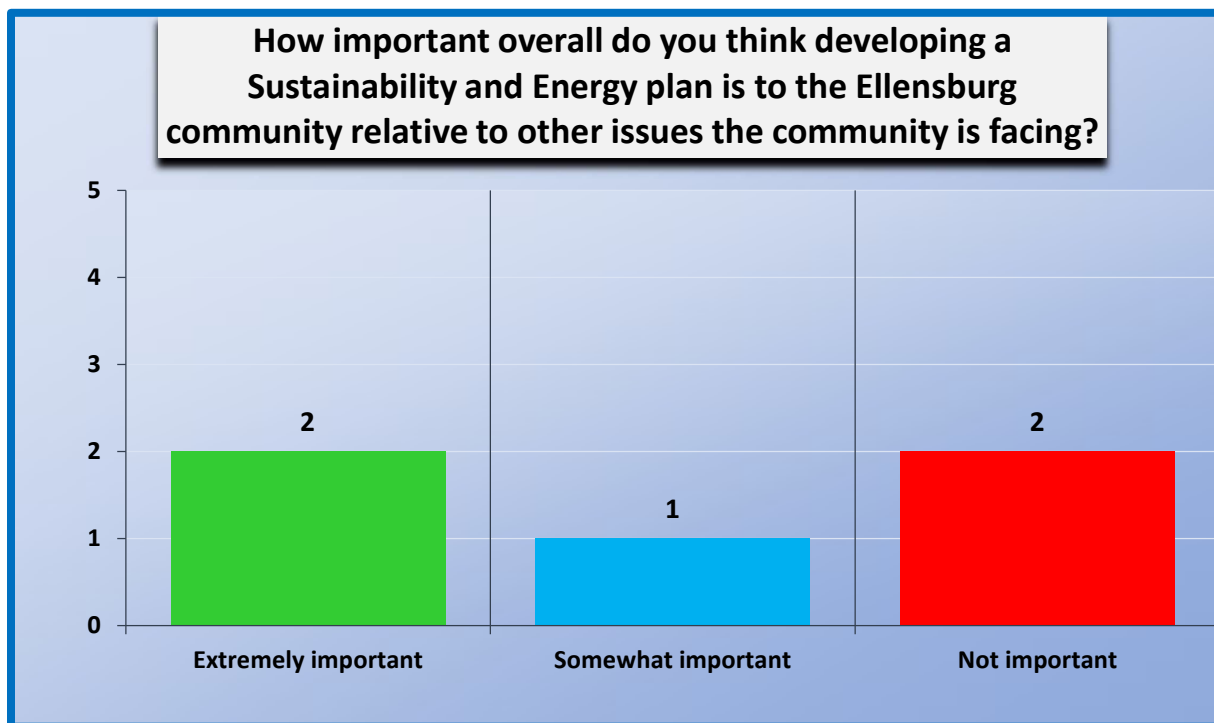
CATEGORIES DEFINED

CATEGORIES	RESPONSE
Full support	Totally.
Full support	We’ve been putting out electric vehicles and adding many charging stations for our vehicles.
Full support	100%, no, 150%.
Full support	90%. I would say 100%, but there should be no such thing as 100%.
Moderate support	I support the need to keep the ball moving forward.
Moderate support	My support of that is moderate, however, my support grows as technology gets better.
Moderate support	The only way you can incentivize those kinds of programs is through tax breaks or cash, the same way it works in other utility programs.
No support	I do not support the switch to electric vehicles. I think encouraging and incentivizing just looks like the government is forcing it on us. It should be a choice.
No support	I have no problem with natural gas, but I have a problem with how much it costs to replace the electric vehicle battery and what it does to the land fill when it's discarded. I think we should invest in different kinds of fuel, like grain, because we are not ready for electric vehicles. We only have two charging stations, and I don't support putting in more charging stations at this time. We are not ready for electric vehicles.

15). How important overall do you think developing a Sustainability and Energy plan is to the Ellensburg community relative to other issues the community is facing?

*(ANSWERED BY CENTRAL WASHINGTON UNIVERSITY
AND COMMUNITY STAKEHOLDERS ONLY)*

RESPONSE	TIMES MENTIONED
Extremely important	2
Somewhat important	1
Not important	2
TOTAL	5



(Question 15 continued, “How important overall do you think developing a Sustainability and Energy plan is to the Ellensburg community relative to other issues the community is facing?”)

CATEGORIES DEFINED

CATEGORIES	RESPONSE
Extremely important	For me, it's #1, it is the most important issue period.
Extremely important	The sustainability and energy plan is one of our top five priorities.
Not important	I don't think general populus sees it as super important.
Not important	We need an infrastructure for internet, and I think more effort should be spent developing that infrastructure for the internet. Solar and natural gas are at the very bottom of my list, and electric cars are even lower. Teaching people how to garden and no till agriculture is more important.
Somewhat important	The challenge is why do we need to rank them? Why can't it all be parallel with poverty, sustainability, green energy, etc.

16). What one thing would you like to ensure the City considers as they plan for a sustainable future for Ellensburg?

*(ANSWERED BY CENTRAL WASHINGTON UNIVERSITY
AND COMMUNITY STAKEHOLDERS ONLY)*

RESPONSE

Education is what my organization does, saving energy, recycling, conservation. We tell people to think of ways to save energy. Adults are a lot harder to teach or change their actions. I love the carrot idea, offering incentives, but the City is to lead and govern, not be passive. The City needs to regulate and educate. Build solar panels over the parking lots – that is a lot of wasted space which could collect energy and keep the cars cooler, an added benefit. We are not looking for City reports that feel good, but progressive and aggressive ways to handle our sustainability and energy plan, progress or not, and also, what to do about land fill and recycle.

Having them know the University is partnered with the City, leveraging technology and decreasing the carbon footprint. The City has access to expert faculty and staff to partner with City experts to accelerate decarbonization.

I would like them to know how incredibly important this work is and how supportive we are for the City of Ellensburg and its future.

No plastic bags in any retail or grocery store, only reusable bags, take away plastic straws, build on using more solar energy, teaching businesses how to divert out of landfill and all take out containers should be compostable. Look into public transportation running at more frequent hours and better routes. I'm the only business that has a recycle bin in the alley next to our building, and there are no others around, and no compost bins either. Who knows if KBH hospital composts and recycles – how green is the hospital.

Years ago, they used to have energy rebates or incentives, like if you upgraded to better, more efficient refrigerator, stove, etc., something along those lines, or a type of tax deductible for items like that, within a reasonable upgrade, not something like a \$10,000 upgrade or above.

APPENDIX I: CETA INTERVIEW FINDINGS



CRITICAL DATA STRATEGIES, LLC

City of Ellensburg

CETA Interview Findings – Community Organizations

July – August 2023

2. CITY OF ELLENSBURG

3. EXECUTIVE INTERVIEW FINDINGS

COMPLETED INTERVIEWS

ORGANIZATION	CONTACT
Allied People Offering Year-Round Outreach (APOYO)	Stefanie Wickstrom
Ellensburg DEI Commission	Nancy Goodloe
Friends in Service to Humanity (FISH)	Peggy Morache
HopeSource	Andrew Lyons
Kittitas County Habitat for Humanity	Stephanie Bohman
Kittitas County Veterans Coalition	Dave Sturgell
Kittitas Early Learning Coalition	Michelle Cawley
WorkSource Kittitas County	Elise Rel

INTERVIEWS NOT COMPLETED

ORGANIZATION	CONTACT
Community Health of Central Washington	Angela Gonzalez

1). Based on your experience with the community members your organization serves, what factors would you say define the most vulnerable populations within the City of Ellensburg?

RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	Off the top of my head, poor housing, inability to pay the bills, also, with the wildfires, people don't have quality filters in their homes which means poor air quality in their homes. Most low-income families have poor heating units and no air conditioning. Communication and linguistic isolation presents difficulties, and they try to pay the full amount of their utility bill while living day to day, because they are not aware of programs that could help them.
Ellensburg DEI Commission	Low-income people, people with disabilities, mental and physical, and within that cross-section, are the Hispanics.
Friends in Service to Humanity (FISH)	Our primary population would be our seniors. The cost of living is incredibly high and many of our seniors are on a fixed income, mostly Social Security, and I have statistics to back it up. We do not have a lot of industry in Ellensburg that would afford retirement income, so it's mostly Social Security that sustains the seniors. There are some families that move from Seattle, selling their home at a high price, then come here, spend half of that income on housing in Ellensburg, and use the rest as a retirement fund, but most of our seniors do not have that option. Rentals have increased 35% and single family increased equally. It is very difficult for a young family, with both parents working, to get ahead, what with the high cost of housing, food and utilities. Ellensburg is the fastest growing community, housing is growing quickly, and prices reflect it.
HopeSource	One of the biggest challenges in our community is affordability in housing. It is difficult to find affordable housing that works and is a functionable place to live. There are other issues of course, like childcare, access to mental health services, access to opportunities like recreation and education. We have some pretty good options for people in our little community, but we are still limited. We have strong public transportation, but given our rural nature, travel to places like Yakima, Spokane or Seattle for things like doctor appointments, could be costly, but there is that option.
Kittitas County Habitat for Humanity	• Low-income families: These families often have one or more working adults, but their wages are not enough to cover the high cost of housing in Ellensburg. • Single-parent families: Single-parent families are particularly vulnerable housing insecurity, as they often have one income to support multiple people. • Renters: Renters are more likely to be housing insecure than homeowners, as they have less control over their housing costs and are more likely to be displaced by rising rents. • People with disabilities: People with disabilities may have difficulty finding and maintaining affordable housing, as they may need accessible housing that is not always available. • People of color: People of color are disproportionately represented among the homeless population in Ellensburg, and they may face additional barriers to accessing affordable housing.

Table Continued

(Question 1 continued, “What factors would you say define the most vulnerable populations within the City of Ellensburg?”)

TABLE CONTINUED

RESPONDENT	RESPONSE
Kittitas County Veterans Coalition	4,000 veterans or 7% of the population is where my interest lies. We have had a large demographic pump, and we have 1200 Vietnam vets that need help with medical appointments, housework, yard work, and even bathing, and additionally, the veterans in our county are significantly lagging behind the rest of the state. This is judged by 2 metrics. The first metric is if they aren't doing or getting wellness checks, they can't and don't succeed, and the second metric is the veteran receiving VA disability in our community is behind nationally and statewide. Our veterans are not being taken care of. Statewide, benefits are around 25% to 27%, but only 20% in Kittitas, Ellensburg only 20% while others 25%. Our vulnerable population is more likely to suffer homelessness, trouble with law, addiction, and 22 veterans commit suicide every day, and the number is not going down. Direct assistance can work, a fund from the county for grocery, gas, and utility bills. Over the last 2 years, the most pressing veteran needs is based on inflation, gas and utility; this is the most needed. Money for utility bills and auto gas is what is needed most.
Kittitas Early Learning Coalition	Income, housing, language, access to health care, transportation is an issue for some, but not the most important, and some mental health care and substance abuse are also issues.
WorkSource Kittitas County	Unemployment, high housing cost, low income, lack of the ability to pay their utilities, and extreme weather.

2). Recognizing that energy conservation helps the entire community, what additional strategies or actions do you think Ellensburg should consider when planning to achieve this target?

RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	None of this, so far as I can see, has anything to do with the community we serve. People could research how to make homes more energy efficient. Communication is needed to instruct people regarding home audits. The district agencies dealing in energy audits should explain how it works, because when they come to homes, people don't understand and are afraid of the men with the "funny machines" and because they don't understand they back out. Communication in other languages is very important. We need more programs like HopeSource that can deal with varied languages. Landlords should be spoken to, especially central housing areas.
Ellensburg DEI Commission	There are struggles with that right now. I'm not sure I have any ideas, and the funding that we pay for the alliances, we get some of that back, and the attorney is looking for ways to use that money. 40% of our population falls in that rate class, and I know at least 30% have not signed up for it. We need a strategy to reach the population that does not apply.
Friends in Service to Humanity (FISH)	Not my area of expertise, just my opinion, about energy conversation; are they talking about changing from natural gas to electric? I had a conversation with a city council member, and I hear that the city is looking at a moratorium on using natural gas, and that would be a huge impact on the electric grid. Maybe there should be some consulting, because they don't have a plan. I do know that auto emissions are very high, which goes back to the county, because they just authorized 900 new housing units, and the auto impact will be outrageous which is a concern in the communities.
HopeSource	There is not a lot of information about conservation education, and that should be the strategy to make changes in living conditions. The building itself is part of the equation and the behavior and education of the people can influence the change as to how people use energy. It is not with just a sign or flyer to educate people, you need more robust, helpful suggestions to help them and show them the different ways to conserve that make sense to them. Included in the list of current strategies, full house weatherization should be a part of continued education and growth.

Table Continued

(Question 2 continued, “What additional strategies or actions do you think Ellensburg should consider when planning to achieve this target??”)

TABLE CONTINUED

RESPONDENT	RESPONSE
Kittitas County Habitat for Humanity	- Promote energy efficiency in new construction. The City of Ellensburg could require new construction to meet specific energy efficiency standards. This would help ensure that new buildings are more energy-efficient and use less energy over their lifetime. - Provide incentives for energy efficiency upgrades. The City of Ellensburg could offer financial incentives to homeowners and businesses that make energy efficiency upgrades to their homes and businesses. This would help to make energy efficiency more affordable and accessible to everyone. - Could you educate the public about energy conservation? The City of Ellensburg could launch a public education campaign to teach residents about the benefits of energy conservation and how they can make changes in their homes and businesses to conserve energy. Include the youth in this initiative by bringing an energy-saving competition to the Middle or High school programs. - Make it easier for residents to get energy-efficient appliances and products. The City of Ellensburg could partner with local retailers to offer energy-efficient appliances and products at a discounted price. This would help to make energy-efficient products more affordable and accessible to everyone. - Invest in renewable energy. The City of Ellensburg could invest in renewable energy projects, such as solar and wind power. This would help to reduce the city’s reliance on fossil fuels and create a more sustainable energy future. These are just a few strategies or actions Ellensburg could consider when planning to achieve its energy conservation goals. By taking these steps, the city can help to reduce energy costs, improve air quality, and protect the environment for future generations. In addition to the above strategies, Ellensburg could also consider the following: - Incentivize the use of public transportation and walking/biking. This would reduce the amount of energy used for transportation. - Develop a plan for managing energy demand during peak times. This would help to avoid blackouts and brownouts.
Kittitas County Veterans Coalition	Here is a crazy idea, it can be expensive, possibly not, I thought to cover parking lot with solar panels, which would protect cars and provide solar energy, and the city could negotiate lower rates. We have a lot of wind in Kittitas and we are lucky, because Kittitas County has numerous wind farms and we are very windy, and we see them everywhere. Back in 2015, there were many times on weekdays, that the fans were idle and they were only turned on in peak times. I see some worth of bringing the towers online more often, since we are richly blessed with wind farms that could be used more effectively and efficiently, especially during peak times.

Table Continued

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(Question 2 continued, “What additional strategies or actions do you think Ellensburg should consider when planning to achieve this target??”)

TABLE CONTINUED

RESPONDENT	RESPONSE
Kittitas Early Learning Coalition	The city should be looking at people who live in low income housing, such as trailers, have window fans/air conditioners, and also people who live in travel parks, which are fire hazards. The windows and doors are not efficient, electric outlets are dangerous, and those places use a lot of energy because of the inefficiency of the trailer. I talked to a checker at a grocery store who left her air conditioner for a cat, because of our high temperatures. Think about giving incentives for better windows or help with insulation. Go to different housing areas and ask people what they think they need to make their apartment or home or trailer more efficient and what help can be offered. Go to people who live alone and help them connect with professionals to help them with new windows or better insulation or show them how they can apply for the incentives that are already being offered.
WorkSource Kittitas County	Affordability, people don't know how they will pay their bills.

3). Is there anything that you would like Ellensburg to focus on as it works to achieve this target?

RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	Incentives for low-income residents, communication and instruction on projects and ways to achieve energy efficiency.
Ellensburg DEI Commission	I know it's not going to happen by just educating people, so we need to have some policies and a sustainability plan that will address that, and we are waiting until we get the information regarding that plan. I wonder if the plan backs the moratorium on gas hookup and is there an incentive program for homeowners to change from gas to electric. There is no money for that right now, but perhaps some incentive, but I'm not sure that will work.
Friends in Service to Humanity (FISH)	Infrastructure. We have a bus system that is not very good. It can take a person 3 hours to get to the point of destination because of the way the bus has to travel. If our buses were more convenient and easier to use, more seniors would use them, because traffic has become a big issue.
HopeSource	Behavior and focus on making necessary changes in the home to conserve energy. I don't see included on the list, solar; that needs to be a component.
Kittitas County Habitat for Humanity	With the information I have provided above, I do not have any one focus I can suggest.
Kittitas County Veterans Coalition	Wind farms and covering parking lots with solar panels. We would not be taking land away, the parking lot is already there, and we would be protecting cars, and everyone can see the panels as an immediate benefit. Also, Ellensburg is lucky to own the utility company, and if the city is serious wanting to give more help for our most vulnerable communities, perhaps lower rates for some of the lower income, based on some criteria.
Kittitas Early Learning Coalition	Talk to people, offer instructions on how to apply to already existing programs. Talk to the Spanish community, get to know them, and instruct them as to how they can save money.
WorkSource Kittitas County	Again, affordability. Low-income families stress to pay utilities.

4). Are there programs that especially benefit the vulnerable populations that were discussed earlier?

RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	HopeSource and Veterans Coalition help and the City must hold instructions and classes for various languages.
Ellensburg DEI Commission	We have Rate classes for our energy, and the low income enroll in the rate class which provide a considerable reduction in their rates. This program has been in place for about 3 years. CAP agency provides help with utility payments for people who help, and we have a network of churches that have a dedicated fund to frequently help with utilities bills. Also, we have made changes to the policy at the city that we won't turn the gas off during the winter, even if they don't pay at all.
Friends in Service to Humanity (FISH)	Our programs provide food every month for 40% of the county. Senior Nutrition, sponsored by the federal government, takes care of our seniors, and through the S.E. WA Aging and Care, we also provide lunch and meals on wheels to others, and free lunch for those who do not qualify for senior benefits. Our main concern is Nutrition, food and security.
HopeSource	Solar, behavior education, and whole house weatherization. Discount prices offered for energy efficient programs.
Kittitas County Habitat for Humanity	In my line of work, we focus on helping families build and maintain homes to create stability in their lives and their community. Other organizations work with the demographic you are seeking that offer a variety of support, but I don't have the specifics of them.
Kittitas County Veterans Coalition	As a veteran advocate relief fund, mandate RCW, #73.08, those funds which are 1 tenth of 1%, additionally the leading social county is called Hope Source, programs EAP through Hope Source which has been very beneficial. As an example: a veteran family of 4 received \$865.00 off their utility bill. PSE(Puget Sound Energy) however could not figure out how to take it off their bill because they did not have system in place to do that. The family was given the dollar amount in a lump sum. That type of help is not just for veterans, but for all. EAP and PSE will come to audit your utility service and give light bulbs and additional items and credits.
Kittitas Early Learning Coalition	There are trailers and low-income housing that no electrician would add additional outlets, mostly because those trailers or bad housing should really be knocked down, or just wait until they burn down. We need more access to housing. Not all people/families can go into low-income housing, lower rent or purchase lower income homes. There is a language barrier mostly because they do not trust government people, so people like us, our organization, can help bridge the gap. I was able to get a family to trust me and I got them smoke detectors installed. Once they learn to trust the fire department more homes get smoke detectors. and once you create that trust, they will listen to ways to help them.
WorkSource Kittitas County	HopeSource, helps people pay utility bills, and TANS also helps.

5). Recognizing that reducing demand during peak times has the potential of reducing energy costs for the entire community, by deferring the cost of adding additional electric capacity, what additional strategies or actions do you think Ellensburg should consider when planning to achieve this target?

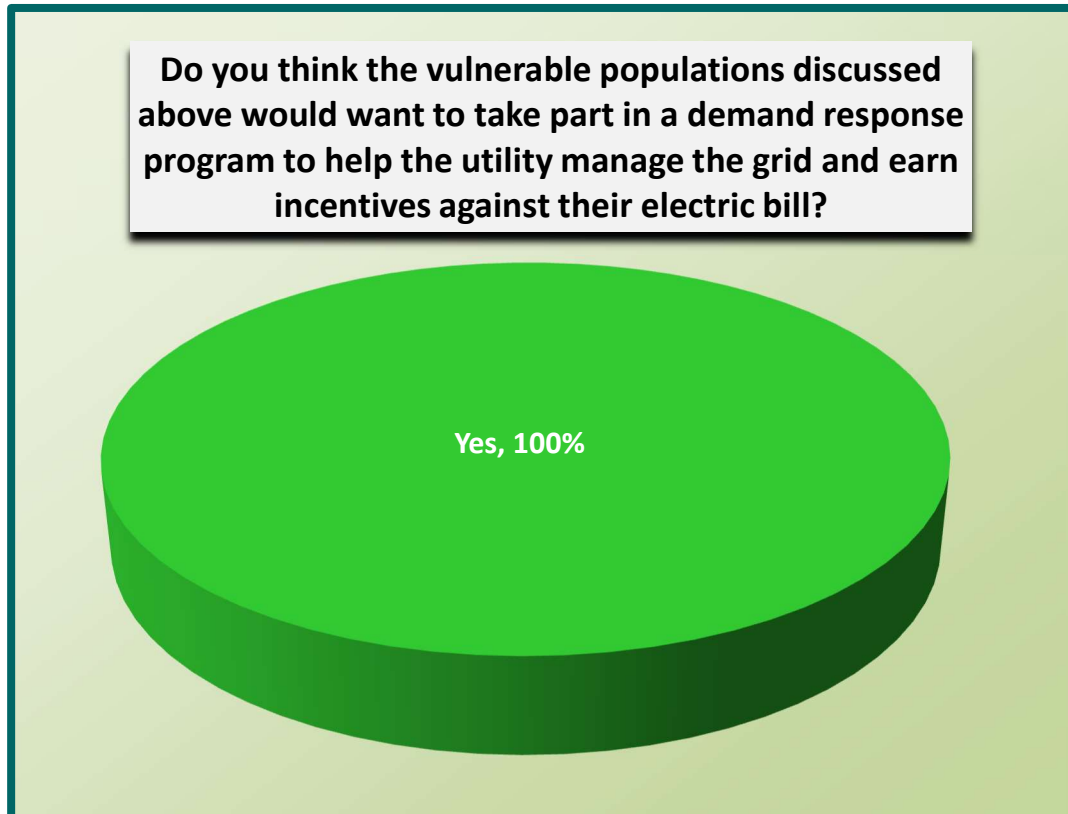
RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	Due to linguistic isolation, many low-income residents do know about the thermostat DR program. Perhaps workers who speak the language could canvas the homes or apartments and explain how it works and give them a free thermostat.
Ellensburg DEI Commission	The smart thermostat is a great idea, if we could get people to understand how to use it. That could help a little bit, but other than that, I have no other clue.
Friends in Service to Humanity (FISH)	This is not my area of expertise. I think that anything they can do to help people to be smarter about the way they use electricity makes sense, but I don't know how to really answer the question.
HopeSource	Smart thermostats are an easy give me, but the benefits are over emphasized. We have already installed several of them, but with limited result, and there is still the need for behavioral education.
Kittitas County Habitat for Humanity	If we can get more people to use pre-set thermostats, that change to different temperatures, and put more of them into people's hands, and then we can defer the cost. I've worked in non-profit, and if we offer workshops on how to use the device and then, have the device go home with instruction, that will help. Putting those devices into spaces, for instance the food bank, Hope Source is another team that offers utility help. Have those people provide the device with simple instructions, or offer instruction to the homeowner, offer a presentation. Meeting people where they are at is the most important piece.
Kittitas County Veterans Coalition	I'm not sure about that, so I don't really have an answer.
Kittitas Early Learning Coalition	Smart thermostats would be great, but you will have to offer instruction in a way that people understand. Most people have phones and with knowledge, they can learn to control their thermostats to turn lights on and off, adjust air conditioning for that cat, just by using their phone to control. We could give things away, like pamphlets to educate as to how things work.
WorkSource Kittitas County	I'm not sure, but one thing the City could do would be to hold classes or programs, that would explain all the things that are available for help and explain to individuals in layman terms what is available and free.

6). Is there anything that you would like Ellensburg to focus on as it works to achieve this target?

RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	Incentives to lower utility bills.
Ellensburg DEI Commission	We already have an advisory committee formed to implement the strategies and the plan, and we understand the city will inform them about the strategies when they get them, as well as city council.
Friends in Service to Humanity (FISH)	Better planning from the city of Ellensburg. I don't see much planning in the way they are bringing in new business, and they don't make demands on the businesses to conserve energy and be more efficient, and maybe if they did, that would help with the environmental status. They should require the businesses to adhere to the gold standard in being energy efficient, within the city and county as well.
HopeSource	There is talk about moving to electric vehicles but thought has to be considered as to when they choose to charge them, when is the best time for conservation, and when the person/family has the time to charge. I believe there will be a big demand for electricity, and response time will be an issue that will have to be considered. Once again behavioral education as to when to choose to charge the vehicle, or even to run a dryer.
Kittitas County Habitat for Humanity	I already answered that – meet the community where they are at, to get desired results.
Kittitas County Veterans Coalition	Ellensburg has absolutely crazy growth right now, and we are concerned about housing. The federal definition of a housing shortage is less than 1/2 of 1% of the actual housing shortage, with seems common, so Ellensburg needs to plan for the explosive growth. In the last 4 years, the population has almost doubled, and a home that cost \$200K a year ago is now \$450K. I could not afford my house today, or afford rent, because Ellensburg is #3 in the nation for rent. Rent for a 1-bedroom apartment has increased 35.7%, the highest in the nation. An internet company has terrific algorithms, Dwellsy. Google it or email Dave Sturgell, and he will provide the link.
Kittitas Early Learning Coalition	Collaborate with other agencies, for example a health network, transparency, are we all talking to each other, and council members could come to meetings, but we don't usually see that.
WorkSource Kittitas County	Teach people all the services that are available to help them and explain how it all works.

- 7). Do you think the vulnerable populations discussed above would want to take part in a demand response program to help the utility manage the grid and earn incentives against their electric bill?

RESPONSE	TIMES MENTIONED	PERCENTAGES
Yes	8	100%
No	0	0.0%
TOTAL	8	100%



(Question 7 continued, “Do you think the vulnerable populations discussed above would want to take part in a demand response program to help the utility manage the grid and earn incentives against their electric bill?”)

RESPONSES

RESPONDENT	RESPONSE	COMMENT
Allied People Offering Year-Round Outreach (APOYO)	Yes	I think they would be interested if they knew the entire process
Ellensburg DEI Commission	Yes	I think a good chance, maybe not the whole community, but a lot would.
Friends in Service to Humanity (FISH)	Yes	---
HopeSource	Yes	In general, with a lot of qualifier. People who could take advantage of the programs have more resources, while working families with a low income, typically have one person working the graveyard shift, another person working days, and they are limited as to when they can do things.
Kittitas County Habitat for Humanity	Yes	If it is earning incentives toward their bill, then I think yes, they will.
Kittitas County Veterans Coalition	Yes	A Veteran, once they are out of the service, are notorious for not trusting the government, and they do not want to be seen going into a building that provide welfare, but baring that in mind, utility bills are so high, that I believe a veteran would participate.
Kittitas Early Learning Coalition	Yes	If they thought they could decrease the bill, it would motivate. However, college kids living together have to have different motivation, as opposed to a family living together. Education is probably the best way to incentivize energy decrease to lower energy bills. Education about better insulation for homes, apartments, trailers; but don't just pick on the trailer park, because a lot of people who should and would comply just need to be educated and ways to get help.
WorkSource Kittitas County	Yes	If they taught what the program really is and help them understand it.

7). Based on the factors you indicated earlier to define the City’s vulnerable populations, what specific risks do you believe these populations face relative to actions the City utility is considering or may take?

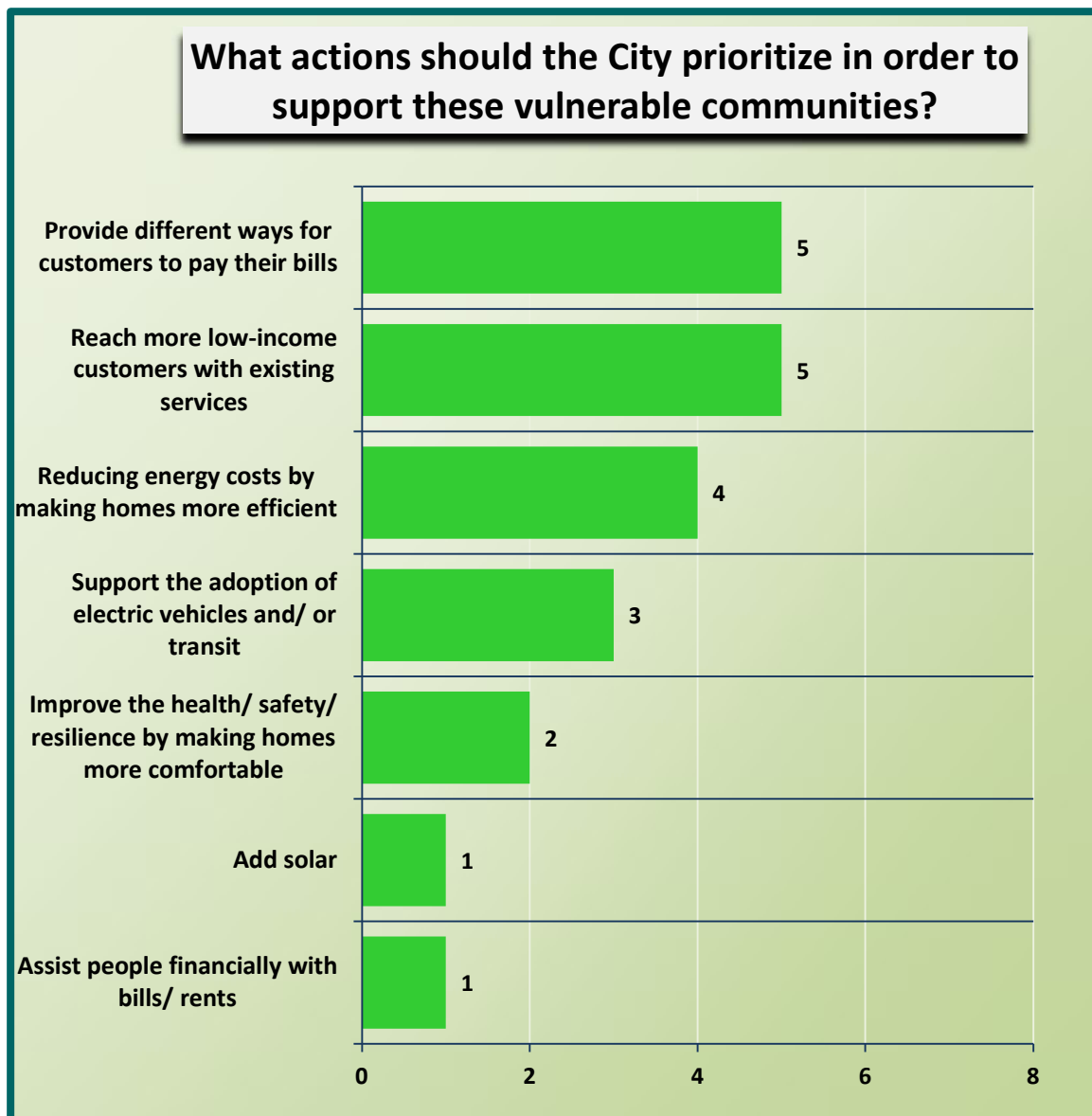
RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	I think education is the key to helping this vulnerable population. HopeSource I think is a major help as well as Kittitas County Veterans Coalition.
Ellensburg DEI Commission	The utility increase is the ultimate risk, along with other factors imposed on this population, to the point that they may have to move. Already burdened, they bear the support of their family, and if you put high utility bills on top of that, they will have to move because they cannot/will not be able to afford it. When we first started talking about this, the way the state laid out our area to identify the low income, they left off the area of where most of the low-income housing and rentals are within the city limit. They started from a position of error tracking in the wrong area which will not provide an accuracy count for low income with the correct numbers to show we have a real issue. They were not getting the majority of the most vulnerable and it was a state mandate.
Friends in Service to Humanity (FISH)	I think that there is a possibility, especially our seniors, that they might enter into something without fully understanding, which could be detrimental for them. They are not good at explaining all the ramifications that could affect them, and I think I would be concerned about how that might affect and impact them.
HopeSource	As I said before, smart thermostats, I think, are an ineffective measure, multiple language information and education is helpful and needed especially with utilities since 99% of our population is either English or Spanish speaking, and that would not be a heavy lift; it would be a good thing.
Kittitas County Habitat for Humanity	I’m not sure what the city action will take, so unless I have content, I would not be able to determine specific risks the population would be taking.
Kittitas County Veterans Coalition	I have directly observed where utility rate increases have led to a financial death spiral with veterans being evicted or even homeless. We have been able to intervene at times, but not nearly enough. I think a demand response program offering low or no-cost thermostats is good, but providing information in multiple languages is not a concern for my populations.
Kittitas Early Learning Coalition	I have no feedback.
WorkSource Kittitas County	I think that is a big risk because a lot of the community does not know what programs exist, how to access them, or how to apply for them, and that will be even harder once the rates are raised.

8). What actions should the City prioritize in order to support these vulnerable communities?

RESPONSE*	TIMES MENTIONED
Provide different ways for customers to pay their bills	5
Reach more low-income customers with existing services	5
Reducing energy costs by making homes more efficient	4
Support the adoption of electric vehicles and/or transit	3
Improve the health/safety/resilience by making homes more comfortable	2
Add solar	1
Assist people financially with bills/rents	1

*8 responded to this question

Question allowed for more than one response



(Question 8 continued, “What actions should the City prioritize in order to support these vulnerable communities?”)

RESPONSES

RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	• Reach more low-income customers with existing services • Provide different ways for customers to pay their bills
Ellensburg DEI Commission	• Reducing energy costs by making homes more efficient <i>The landlords don't want to make home more efficient. Do weather and energy audit and they can fix a lot of the problems with a grant from the city. Emphasize more would be helpful</i> • Support the adoption of electric vehicles and/or transit • Reach more low-income customers with existing services • Provide different ways for customers to pay their bills
Friends in Service to Humanity (FISH)	• Support the adoption of electric vehicles and/or transit • Provide different ways for customers to pay their bills
HopeSource	• Reducing energy costs by making homes more efficient • Improve the health/safety/resilience by making homes more comfortable • Support the adoption of electric vehicles and/or transit • Reach more low-income customers with existing services • Provide different ways for customers to pay their bills • I would also like to add Solar
Kittitas County Habitat for Humanity	• Provide different ways for customers to pay their bills
Kittitas County Veterans Coalition	Perhaps take \$4 million to give to people to help with bills, i.e., immediate assistance toward those who rent, as well as homeowners. Always keep in mind those who rent, not just the homeowner.
Kittitas Early Learning Coalition	• Reducing energy costs by making homes more efficient • Reach more low-income customers with existing services
WorkSource Kittitas County	• Reducing energy costs by making homes more efficient • Improve the health/safety/resilience by making homes more comfortable • Reach more low-income customers with existing services

9). Do you have any feedback on what the City currently does? What is most/least helpful?

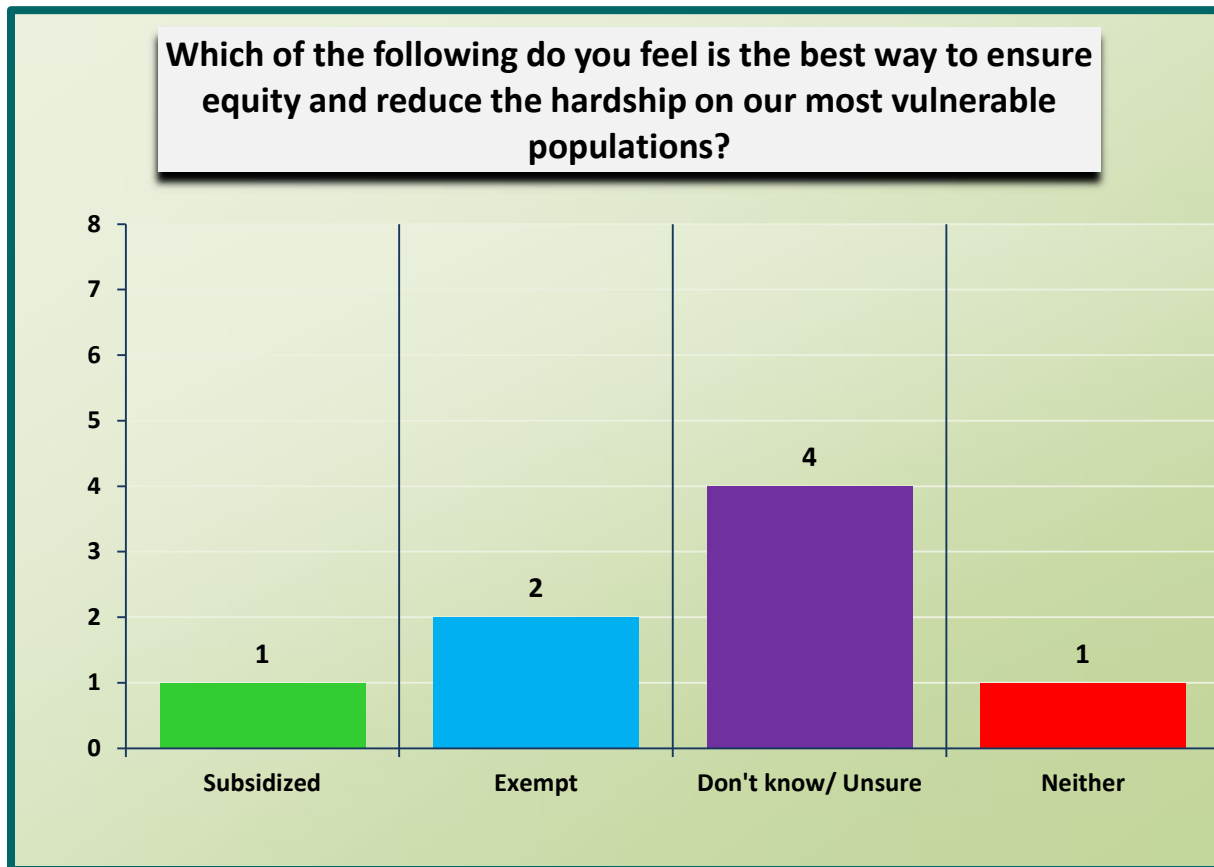
RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	Transportation could be very helpful. The system should be expanded, better hours and better routes.
Ellensburg DEI Commission	Currently rate class that tries to deal with low income, when we talk about equity, that does not necessarily deal with low income. Define parameters of equity.
Friends in Service to Humanity (FISH)	Anything they can do to reduce the cost to seniors.
HopeSource	Contracting with us is very helpful with weatherizing, offer discounted rate programs is very helpful, especially for those who qualify. Also, solar incentives on a multi-family project is extremely helpful.
Kittitas County Habitat for Humanity	Enhance utility billing system is most helpful. Their transit system is least helpful, it really needs an overhaul.
Kittitas County Veterans Coalition	We are a small town, rural, and we are most helpful to each other. I'm the head of the veteran coalition, and it would be great if the city would pay a utility bill for just 1 month. Most organizations are willing to help but PSE won't even talk to us. Offered programs in the state are not available in our small town. Why not? They offer free light bulbs at Home Depot in other areas, but not in Ellensburg. Why not?
Kittitas Early Learning Coalition	I don't know what they are doing. I have no feedback.
WorkSource Kittitas County	Least helpful are the programs to help low income, because you don't advertise them, or make it easy to apply for them.

10). Do you have any feedback on what the City is considering? Which will be most helpful to vulnerable populations?

RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	I have not heard what the City is considering, therefore I can't answer with any pertinent answers.
Ellensburg DEI Commission	Utility advisory committee advisory rate increase for the next 3 months, trying to figure out how to implement that, and what we were planning is not legal. In a couple of weeks meeting to discuss with council and present strategy that is legal.
Friends in Service to Humanity (FISH)	It is concerning to me to hear the council woman explaining how they are thinking about reducing the use of natural gas and the increase toward use of electricity. I think that demanded increase for electricity will certainly increase the fee for electric, and that doesn't make sense.
HopeSource	I think the biggest thing the city can do is looking for ways to expand discount rates for programs, based on income and energy usage. The vulnerable usually has the heavy burden of utility rate usage and the least ability to pay bills. They need big discounts.
Kittitas County Habitat for Humanity	I have no idea, no opinion
Kittitas County Veterans Coalition	Immediate relief on utility cost and bills to prevent homelessness.
Kittitas Early Learning Coalition	Anything that will help decrease the bill, but don't waste money on stuff, like giving away pencils or magnets. Tell the people about the smart thermostat and how, if they install it, it will reduce their bill. Window replacement, these are real things people can do, if there are incentives. I hear companies talking about window replacements, is something that is authorized by the government and are there incentives that go along with that? If so, let the people know, or is this just a company that is advertising and trying to get business?
WorkSource Kittitas County	Increasing the cost of utilities will really hurt the low-income community.

11). Recognizing that some households cannot afford utility rate increases, which of the following do you feel is the best way to ensure equity and reduce the hardship on our most vulnerable populations?

RESPONSE	TIMES MENTIONED
They be exempt from rate increase, thereby reducing the total funds generated and the intended impact of the rate increase	2
They be subsidized by higher income households to maintain the total funds generated and the intended impact of the rate increase	1
Don't know/ Unsure	4
Neither/ do not adjust rates	1
TOTAL	8



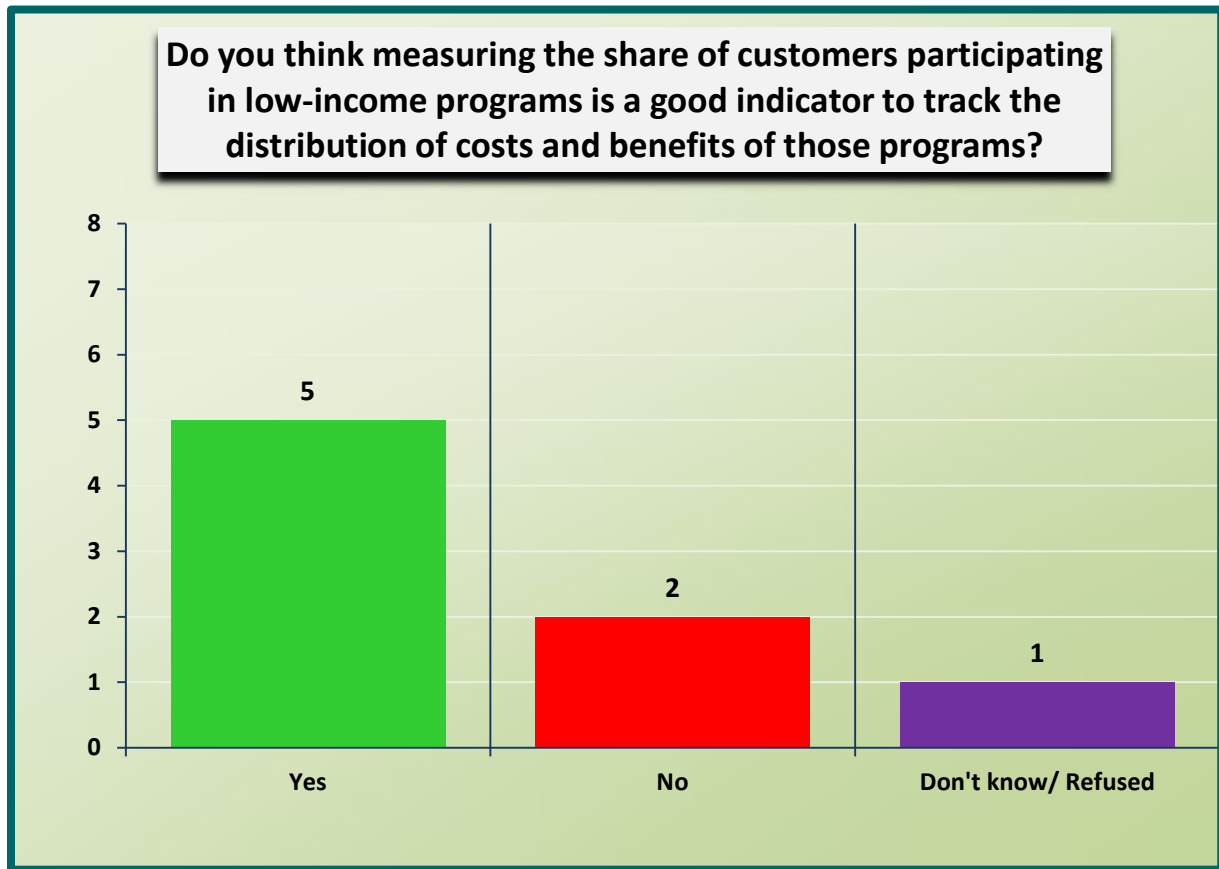
(Question 11 continued, “Which of the following do you feel is the best way to ensure equity and reduce the hardship on our most vulnerable populations?”)

RESPONSES

RESPONDENT	RESPONSE	COMMENT
Allied People Offering Year-Round Outreach (APOYO)	They be exempt from rate increase, thereby reducing the total funds generated and the intended impact of the rate increase	I don't think it will work because of adverse socioeconomic values, but it might be worth a try. I would put it to a vote.
Ellensburg DEI Commission	N/A	This is hard one, just having the rate class, which is already being subsidized, and we have to pay for all the expenses we have, and the only way we do that are the rates, we might end up with subsidizing.
Friends in Service to Humanity (FISH)	N/A	Given those two options only, those who could pay more should, but the city should do more to subsidize these with a hardship. They say they are poor, but nothing seems to justify that statement. The city could do more, we provide groceries for 40% of the seniors, and 20% to the City of Ellensburg, and I think it's a catch 22.
HopeSource	They be subsidized by higher income households	B is my choice. For every rate increase, exclude low income, figure out how much you discount and then figure how to pay.
Kittitas County Habitat for Humanity	They be exempt from rate increase, thereby reducing the total funds generated and the intended impact of the rate increase	I do believe one of the reasons we have a housing problem is most lower income families are being priced out of housing. Make it more equitable. I will go for option A, however at the same time, if we go for lower rate, focus on saving energy.
Kittitas County Veterans Coalition	N/A	I have no feeling either way.
Kittitas Early Learning Coalition	N/A	The city has to get a grant to cover the difference, or the city will have to raise rates for everyone which might become a motivator. The city has to provide the same program for everyone.
WorkSource Kittitas County	Neither	Leave the rates alone.

12). Do you think measuring the share of customers participating in low-income programs is a good indicator to track the distribution of costs and benefits of those programs?

RESPONSE	TIMES MENTIONED
Yes	5
No	2
Don't know/ Refused	1
TOTAL	8



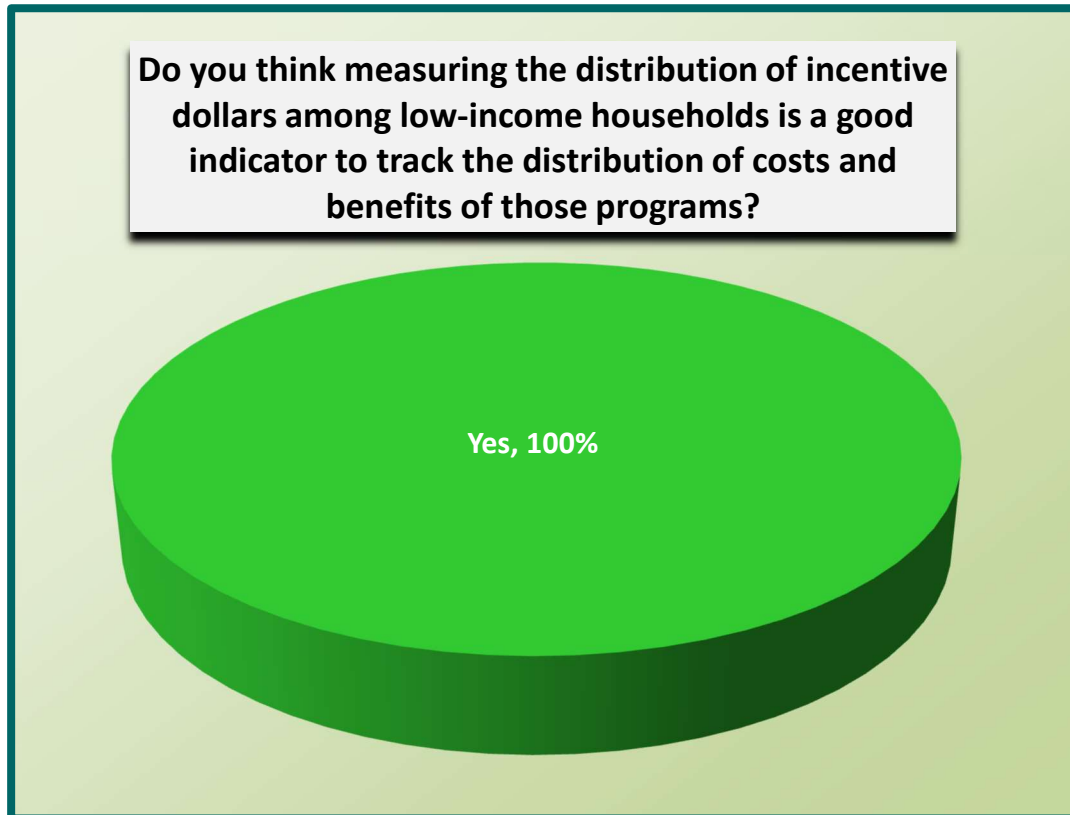
(Question 12 continued, “Do you think measuring the share of customers participating in low-income programs is a good indicator to track the distribution of costs and benefits of those programs?”)

RESPONSES

RESPONDENT	RESPONSE	COMMENT
Allied People Offering Year-Round Outreach (APOYO)	Yes	Maybe.
Ellensburg DEI Commission	Yes	Could be.
Friends in Service to Humanity (FISH)	Yes	---
HopeSource	Yes	---
Kittitas County Habitat for Humanity	No	Tracking all household's energy use in comparison to their efficiency in order to reduce energy is the measure they should be looking at, focus on the whole, I believe, not just one piece of it.
Kittitas County Veterans Coalition	Yes	I think distribution of incentive dollars going to vulnerable populations, such as low-income households would be great for my population and veterans.
Kittitas Early Learning Coalition	Don't know/ Refused	I don't know.
WorkSource Kittitas County	No	Not enough people will know enough about the program to participate.

13). Do you think measuring the distribution of incentive dollars among low-income households is a good indicator to track the distribution of costs and benefits of those programs?

RESPONSE	TIMES MENTIONED	PERCENTAGES
Yes	8	100%
No	0	0.0%
TOTAL	8	100%



(Question 13 continued, “Do you think measuring the distribution of incentive dollars among low-income households is a good indicator to track the distribution of costs and benefits of those programs?”)

RESPONSES

RESPONDENT	RESPONSE	COMMENT
Allied People Offering Year-Round Outreach (APOYO)	Yes	---
Ellensburg DEI Commission	Yes	---
Friends in Service to Humanity (FISH)	Yes	---
HopeSource	Yes	---
Kittitas County Habitat for Humanity	Yes	If your measure of incentive dollars, make sense.
Kittitas County Veterans Coalition	Yes	---
Kittitas Early Learning Coalition	Yes	---
WorkSource Kittitas County	Yes	I think.

14). What other indicators do you think the City should use to measure the equity of its actions?

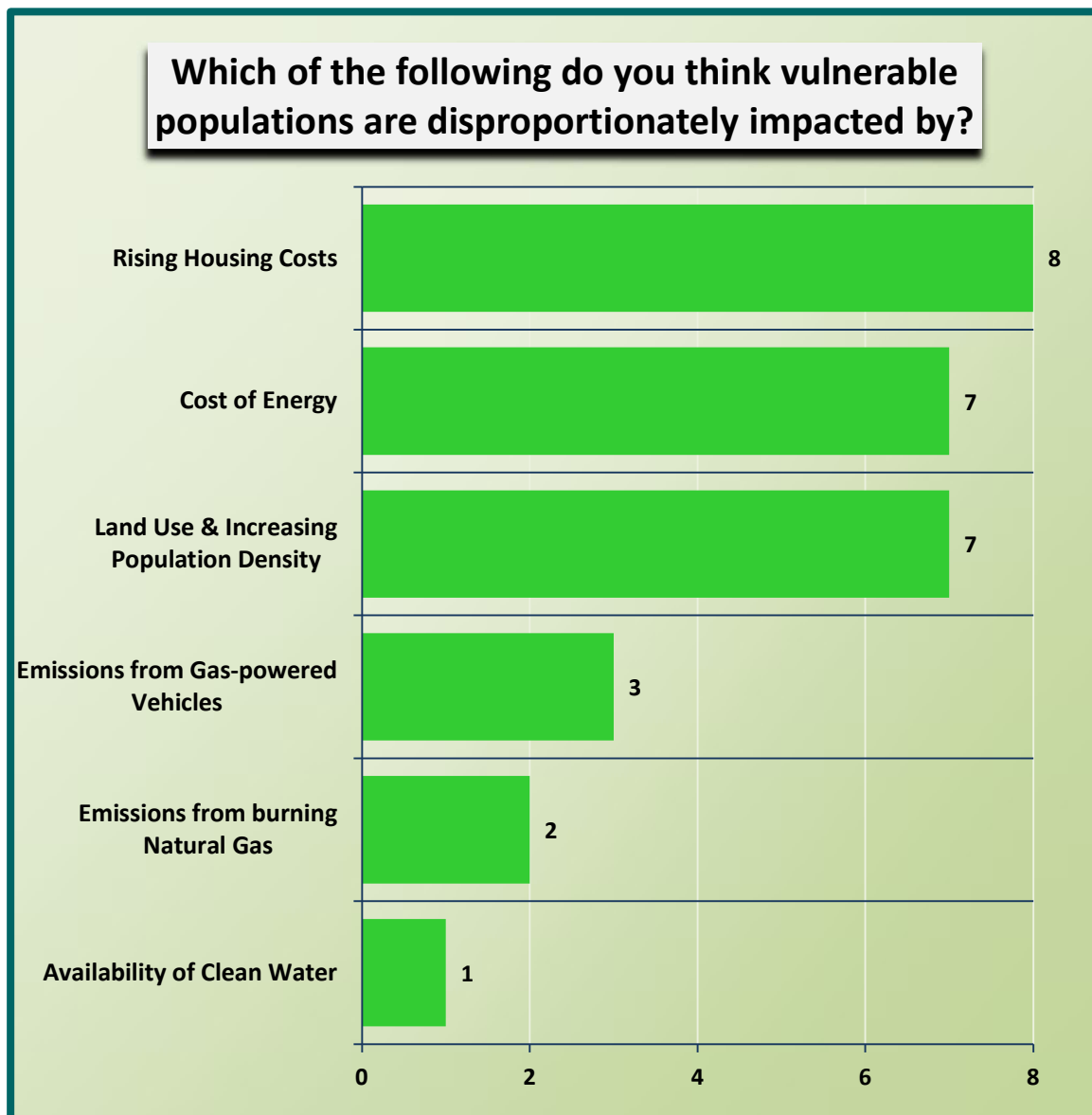
RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	Hire someone to speak Spanish and has contacts in the community and someone who could contact these people with instructions, incentives and education.
Ellensburg DEI Commission	I don't know.
Friends in Service to Humanity (FISH)	I really do not have an opinion.
HopeSource	Rate of participation of population and distribution of dollars and which is the bigger saving overall. Winterizing a home cost about \$20K for one house, does the cost of the upgrade create a bigger savings overall.
Kittitas County Habitat for Humanity	If their goal is to transition to clean, and if their sub goal is to provide income, track all the lower income to reduce energy cost alongside of working on equity.
Kittitas County Veterans Coalition	City should be looking at the insulation and efficiency of various units, making sure they are easy to heat or cool. That should be reflected in the building code, making sure new homes are built with emphasis on needing less cooling or heating and perhaps more insulation. Emphasis should also be on rental properties, making sure the owner of the building is doing he/she can to maximize efficiency.
Kittitas Early Learning Coalition	I don't know. They could do it by address, but that is not always a good indicator, because just because it's a big house, doesn't mean that house has money. I'm not sure what you're asking exactly, or measure by income.
WorkSource Kittitas County	I think the city should talk to other cities, find out about the programs they are offering, programs that offer energy assistance, and see what they offer, what is working for them, in addition to our own.

- 15). Thinking about the vulnerable populations you defined earlier, do you think they are disproportionately impacted by any of the following than the general population, and if so, why?

RESPONSE*	TIMES MENTIONED
Rising Housing Costs	8
Cost of Energy	7
Land Use & Increasing Population Density	7
Emissions from Gas-powered Vehicles	3
Emissions from burning Natural Gas	2
Availability of Clean Water	1

*8 responded to this question

Question allowed for more than one response



(Question 15 continued, “Thinking about the vulnerable populations you defined earlier, do you think they are disproportionately impacted by any of the following than the general population, and if so, why?”)

RESPONSES

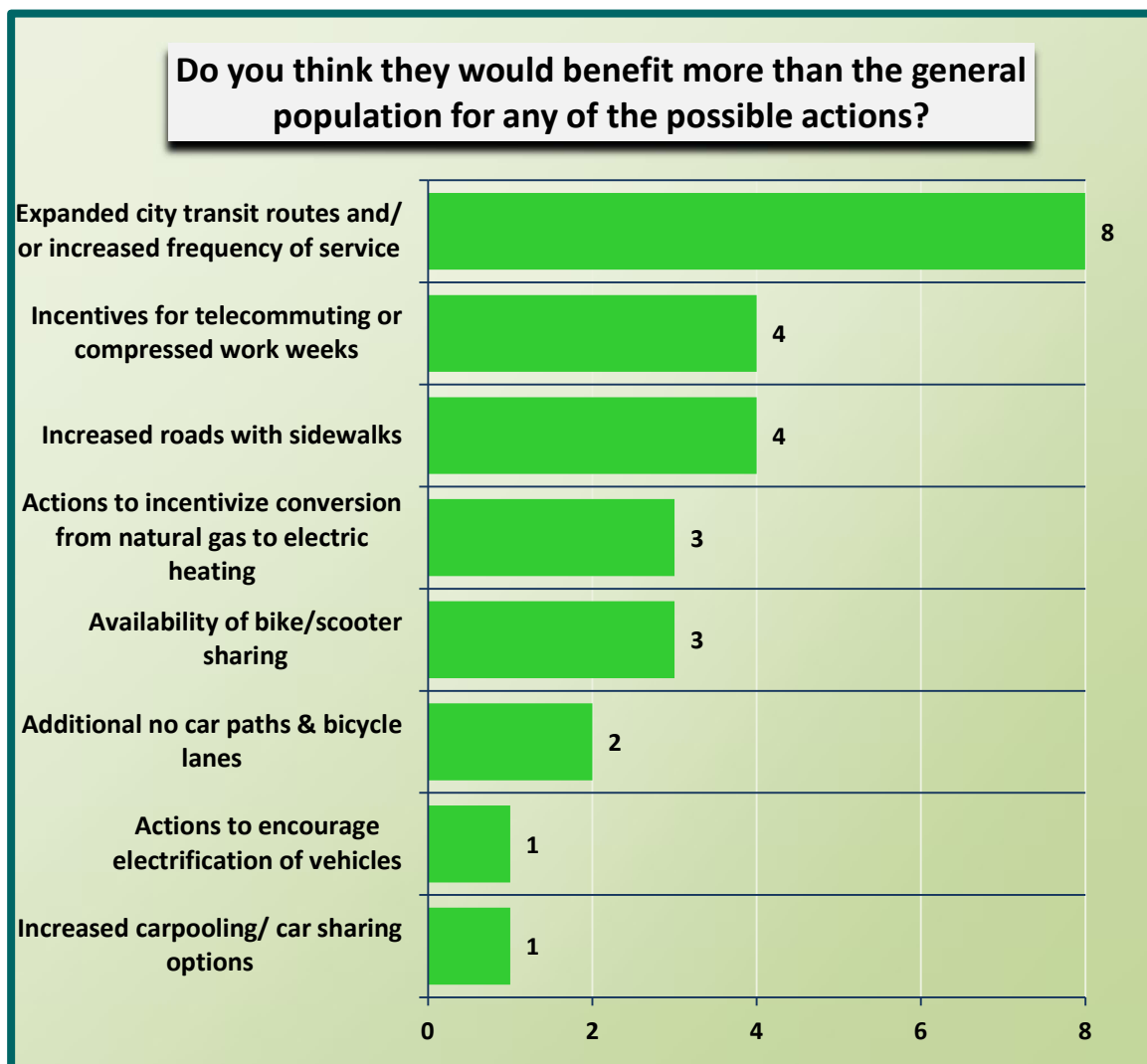
RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	• Land Use & Increasing Population Density • Availability of Clean Water - <i>lower income tastes not clean</i> • Cost of Energy • Emissions from burning Natural Gas • Emissions from Gas-powered Vehicles large trucks • Rising Housing Costs
Ellensburg DEI Commission	• Land Use & Increasing Population Density • Cost of Energy • Emissions from burning Natural Gas • Emissions from Gas-powered Vehicles • Rising Housing Costs
Friends in Service to Humanity (FISH)	• Land Use & Increasing Population Density • Emissions from Gas-powered Vehicles • Rising Housing Costs
HopeSource	• Land Use & Increasing Population Density • Cost of Energy • Rising Housing Costs
Kittitas County Habitat for Humanity	• Cost of Energy • Rising Housing Costs
Kittitas County Veterans Coalition	• Land Use & Increasing Population Density – the more dense the population, the harder it is to find housing a veteran can afford. • Cost of Energy – the veteran is already dealing with the high cost of utilities. • Rising Housing Costs – housing and rentals have doubled because of increased population.
Kittitas Early Learning Coalition	• Land Use & Increasing Population Density • Cost of Energy • Rising Housing Costs
WorkSource Kittitas County	• Land Use & Increasing Population Density • Cost of Energy • Rising Housing Costs

16). Thinking about the vulnerable populations you defined earlier, do you think they would benefit more than the general population for any of the possible actions below, and if so, why?

RESPONSE*	TIMES MENTIONED
Expanded city transit routes and/ or increased frequency of service	8
Incentives for telecommuting or compressed work weeks	4
Increased roads with sidewalks	4
Actions to incentivize conversion from natural gas to electric heating	3
Availability of bike/scooter sharing	3
Additional no car paths & bicycle lanes	2
Actions to encourage electrification of vehicles	1
Increased carpooling/ car sharing options	1

*8 responded to this question

Question allowed for more than one response



(Question 16 continued, “Thinking about the vulnerable populations you defined earlier, do you think they would benefit more than the general population for any of the possible actions below, and if so, why?”)

RESPONSES

RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	- Expanded city transit routes and/or increased frequency of service - Increased roads with sidewalks - Availability of bike/scooter sharing
Ellensburg DEI Commission	- Expanded city transit routes and/or increased frequency of service - Additional no car paths & bicycle lanes - Increased roads with sidewalks - Availability of bike/scooter sharing - Actions to incentivize conversion from natural gas to electric heating - Actions to encourage electrification of vehicles
Friends in Service to Humanity (FISH)	- Expanded city transit routes and/or increased frequency of service - Incentives for telecommuting or compressed work weeks
HopeSource	- Expanded city transit routes and/or increased frequency of service - Additional no car paths & bicycle lanes - Increased roads with sidewalks - Availability of bike/scooter sharing - Incentives for telecommuting or compressed work weeks
Kittitas County Habitat for Humanity	- Expanded city transit routes and/or increased frequency of service - Increased roads with sidewalks - Incentives for telecommuting or compressed work weeks - Actions to incentivize conversion from natural gas to electric heating
Kittitas County Veterans Coalition	Expanded city transit routes and/or increased frequency of service <i>They could spend less on gas for their own vehicle, and still have the ability to move about to appointments.</i>
Kittitas Early Learning Coalition	- Expanded city transit routes and/or increased frequency of service - Increased carpooling/car sharing options - designated parking carpool - Actions to incentivize conversion from natural gas to electric heating
WorkSource Kittitas County	- Expanded city transit routes and/or increased frequency of service - Incentives for telecommuting or compressed work weeks

17). Sustainability presumes that resources are finite and should be used conservatively and wisely. As the City plans mindful actions and investments to minimize negative impacts on our shared resources – both natural and fiscal - what else should the City consider relative to protecting their most vulnerable community members?

RESPONDENT	RESPONSE
Allied People Offering Year-Round Outreach (APOYO)	Reducing energy use, trying to minimize usage, would and should require communication with people in their language. Information through education.
Ellensburg DEI Commission	I'm not sure I could answer that.
Friends in Service to Humanity (FISH)	I don't really have a comment. It is something I am not familiar with, have no expertise in, therefore I cannot comment.
HopeSource	We know that the vulnerable population have a higher energy burden; higher energy usage because of old housing structures which are inefficient, bad windows, no or little insulation. We must continue to take in account that we now need higher income to meet same need which are higher than before. We will need strategies to address that, at state level, moving from gas to electric, which may meet goals to CETA, and depending on the conversion cost, moving from gas to electricity may increase utility bills substantially, and that must be a consideration, even if we pay the whole conversion. There must be different conversations to provide services, verify income for people going on low income and energy audits, there are a variety of many different programs, and Hope Source is a key partner for making that happen.
Kittitas County Habitat for Humanity	They should be considering affordable permanent housing, and looking into a European model where they are smaller, more condensed row housing. They are smaller, more energy efficient, an offer to provide more affordable housing.
Kittitas County Veterans Coalition	Consider using the wind farms more efficiently and effectively and help with the utility bills for the veterans, like lower rates for the veterans.
Kittitas Early Learning Coalition	Do SIMPLE programs, start with smart thermostats, go with that, and don't take on so much, go with one thing at a time.
WorkSource Kittitas County	Modernization isn't always best for the low-income people who can't afford things as they are right now, and changes will just keep putting more pressure on these people and keep raising costs to the city for more benefits. Also, having individuals with a slightly higher income pay more, is only going to push more people into poverty by making them pay more to make up for the others.

APPENDIX J: CLEAN BUILDINGS PERFORMANCE STANDARD ANALYSIS

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For the Life of
Your Building

Facility Benchmarking City of Ellensburg CLEAN BUILDINGS PERFORMANCE STANDARD

ELLENSBURG, WA
JANUARY 9, 2024



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Benchmarking Overview

1. Introduction

Buildings are the most rapidly growing source of greenhouse gas emissions in Washington state. The buildings sector is the state's second-biggest carbon polluter behind transportation. The solution to cutting building emissions lies in energy efficiency – the fastest, cheapest way to cut carbon emissions and other harmful pollution.

In an effort to reduce the climate impacts of greenhouse gas pollution, Washington state has committed to reducing emissions by 95% by 2050. As part of this, Washington State developed the Clean Buildings Performance Standard (CBPS) which was signed into law on May 7, 2019 and kick started on October 13, 2021. This law requires large commercial buildings to meet building-specific energy performance targets, specifically an Energy Use Intensity (EUI) target.

The original standard applies to commercial non-residential building greater than 50,000 square feet in floor area, known as Tier 1 buildings. Buildings will be required to maintain compliance with the EUI target and report again every 5 years. There are some exemptions to the law including but not limited to: sovereign nation owned, manufacturing, and agricultural buildings.

In March 2022 the Expansion Law was signed which requires all commercial buildings that are 20,000 – 50,000 square feet to benchmark their energy performance in ENERGY STAR Portfolio Manager by 2027. The Expansion Law also includes all multi-family residential buildings greater than 20,000 square feet. These buildings are called Tier 2 buildings and they are not required to meet a performance target but must benchmark their energy use and develop both an Energy Management Plan (EMP) and an Operations & Maintenance Plan (O&M).

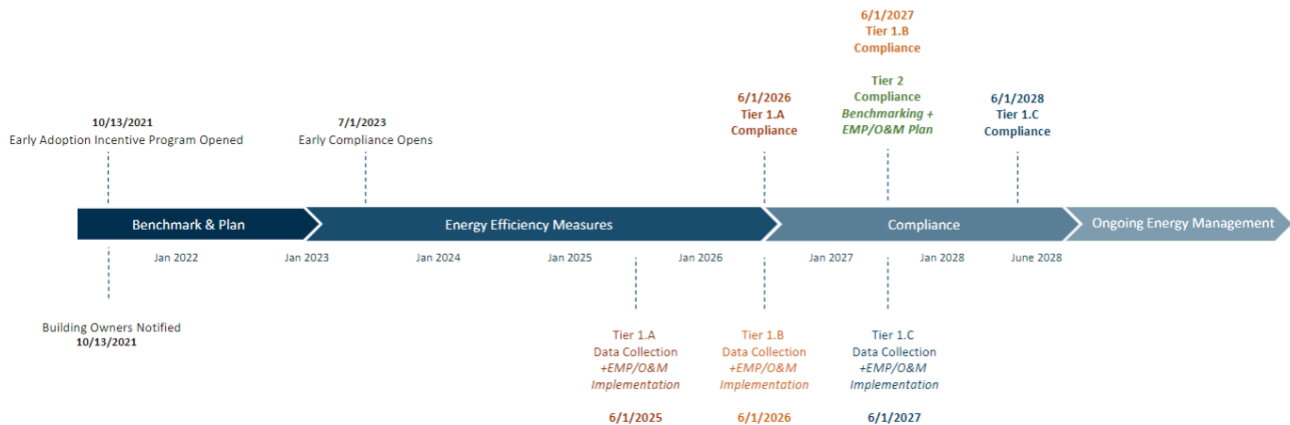
The first mandatory compliance dates based on gross floor area are:

- **Tier 1.A:** June 1, 2026, for all buildings greater than 220,000 SF
- **Tier 1.B:** June 1, 2027, for all buildings between 90,001 – 220,000 SF
- **Tier 1.C:** June 1, 2028, for all buildings between 50,000 – 90,000 SF
- **Tier 2:** June 1, 2027, for all buildings 20,000-50,000 SF (*plus multi-family residential*)
 - **Benchmarking, EMP, and O&M Plan only**

Non-compliance carries a financial penalty that will be administered every compliance cycle. For Tier 1 buildings, the penalty is \$5,000 + \$1/SF/year until compliance is achieved (or 18 months, whichever comes first) per compliance period. The compliance cycle is 5 years. The penalty for non-compliance for Tier 2 buildings is \$0.30/SF.

City of Ellensburg | CBPS Benchmarking Report

1.1. TIMELINE



2. Scope of Work

This project covered the following items for the 13 buildings identified in the project proposal:

- A utility data analysis was performed.
- Space use types were evaluated and reported per HB1257 guidelines.
- Hours of Operation for each space use type were evaluated and documented.
- The building specific EUI target was calculated per CBPS requirements by a Qualified Person i.e., McKinstry (required per WAC 194-50).
- A comprehensive roadmap to compliance was developed and is covered under Next Steps.

City of Ellensburg | CBPS Benchmarking Report

Benchmarking

3. Analysis

3.1. EUI_T CALCULATION

The energy use intensity target (EUI_T) calculations are below:

Space Use Type	Climate Zone	Base EUI _T	Wkly Op Hours	Op Hours Factor	Build Year Factor	Final EUI _T
Swimming Pool						
City Pool	5B Cool Dry	78.0	51 to 167	1.10	1.00	85.8
Office: Government Office						
City Hall	5B Cool Dry	69.0	50 or Less	0.80	1.00	55.2
Public services: Library						
Library/Hal Holmes	5B Cool Dry	59.0	50 or Less	0.60	1.00	35.4
Public services: Other						
Animal Shelter	5B Cool Dry	69.0	168	1.30	1.00	89.7
Public services: Police Station						
Police Department	5B Cool Dry	68.0	168	1.10	1.00	74.8
Public services: Social/Meeting Hall						
Adult Activity Center	5B Cool Dry	52.0	50 or Less	0.60	1.00	31.2
Youth Center	5B Cool Dry	52.0	50 or Less	0.60	1.00	31.2
Services: Vehicle Service						
City Mechanic Shop	5B Cool Dry	64.0	50 or Less	0.80	1.00	51.2
City Shop/Warehouse Buildings	5B Cool Dry	64.0	50 or Less	0.80	1.00	51.2

3.2. BUILDING EUI GAP ANALYSIS

The building energy use intensity (EUI) gap analysis calculations are below:

Building	WN EUI	EUIT	EUIΔ Over Target ¹	Gross Floor Area [ft ²]	Compliance Deadline
Police Department	48.0	74.8	0.0	23,669	Cohort 4: 6/1/28
City Hall	108.0	55.2	52.8	23,700	Cohort 4: 6/1/28
City Shop/Warehouse Buildings	80.0	51.2	28.8	35,761	Cohort 4: 6/1/28
Library/Hal Holmes	50.0	33.8	16.2	27,925	Cohort 4: 6/1/28
Animal Shelter	112.0	89.7	22.3	3,400	N/A
City Pool	323.0	85.8	237.2	17,430	N/A
City Mechanic Shop	98.0	51.2	46.8	3,090	N/A
Adult Activity Center	67.0	31.2	35.8	3,580	N/A
Youth Center	68.0	31.2	36.8	6,120	N/A

1. Tier II buildings are not required to meet EUIT.

City of Ellensburg | CBPS Benchmarking Report

3.3. FUEL SOURCES

The Ellensburg facilities are serviced by:

- City of Ellensburg – Electricity & Natural Gas

3.4. RESULTS

3.4.1. Tier I Buildings

None of the City of Ellensburg facilities included in this report are considered Tier I.

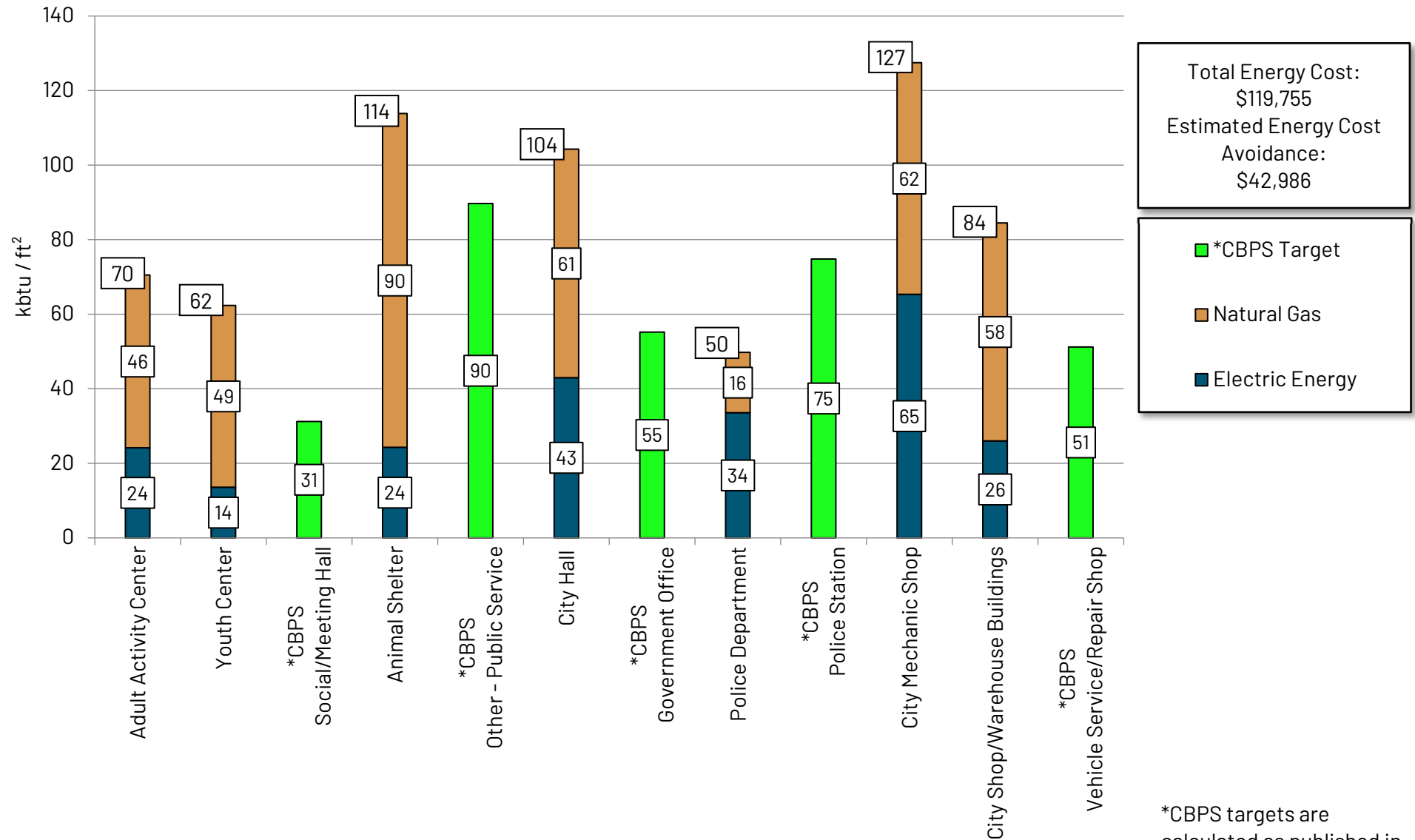
3.4.2. Tier II Buildings

Several City of Ellensburg Tier II facilities exceed the recommended EUI as listed by CBPS. Tier II facilities are not required to meet targets. Of the Tier II facilities, eight exceed recommended targets. These facilities are; the City Hall, City Shops, Library, Hal Holmes, Animal Shelter, City Pool. Only the Police Department is meeting recommended target.



City of Ellensburg Utility Analysis

Base - Annual Energy Use per ft²

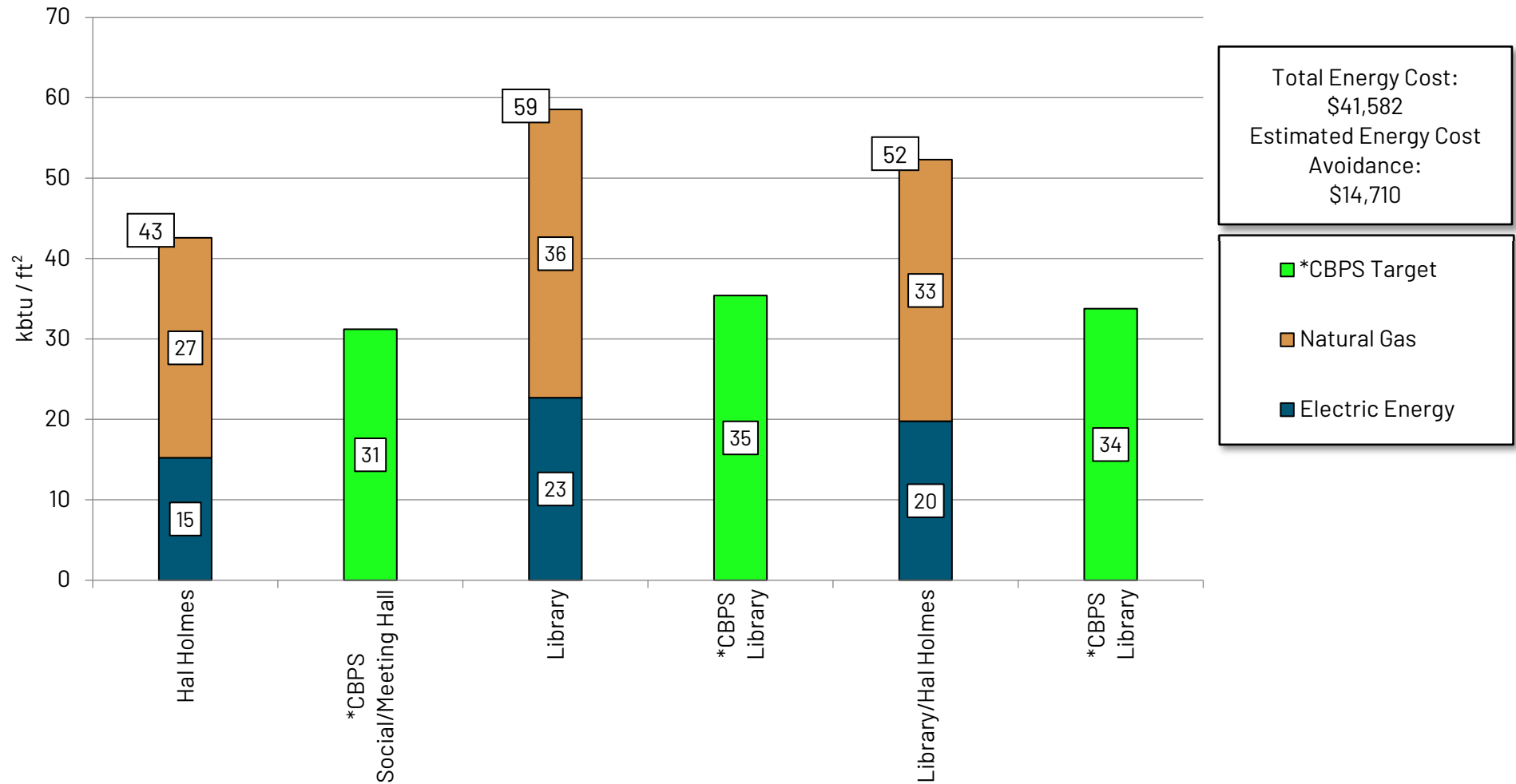


*CBPS targets are calculated as published in CR-103P on 10/30/2020.

The EULs displayed in this chart are based on all utility data received and may not match EULs as shown in building specific UDAs which are based on 36-months of data.



City of Ellensburg Utility Analysis Library - Annual Energy Use per ft²

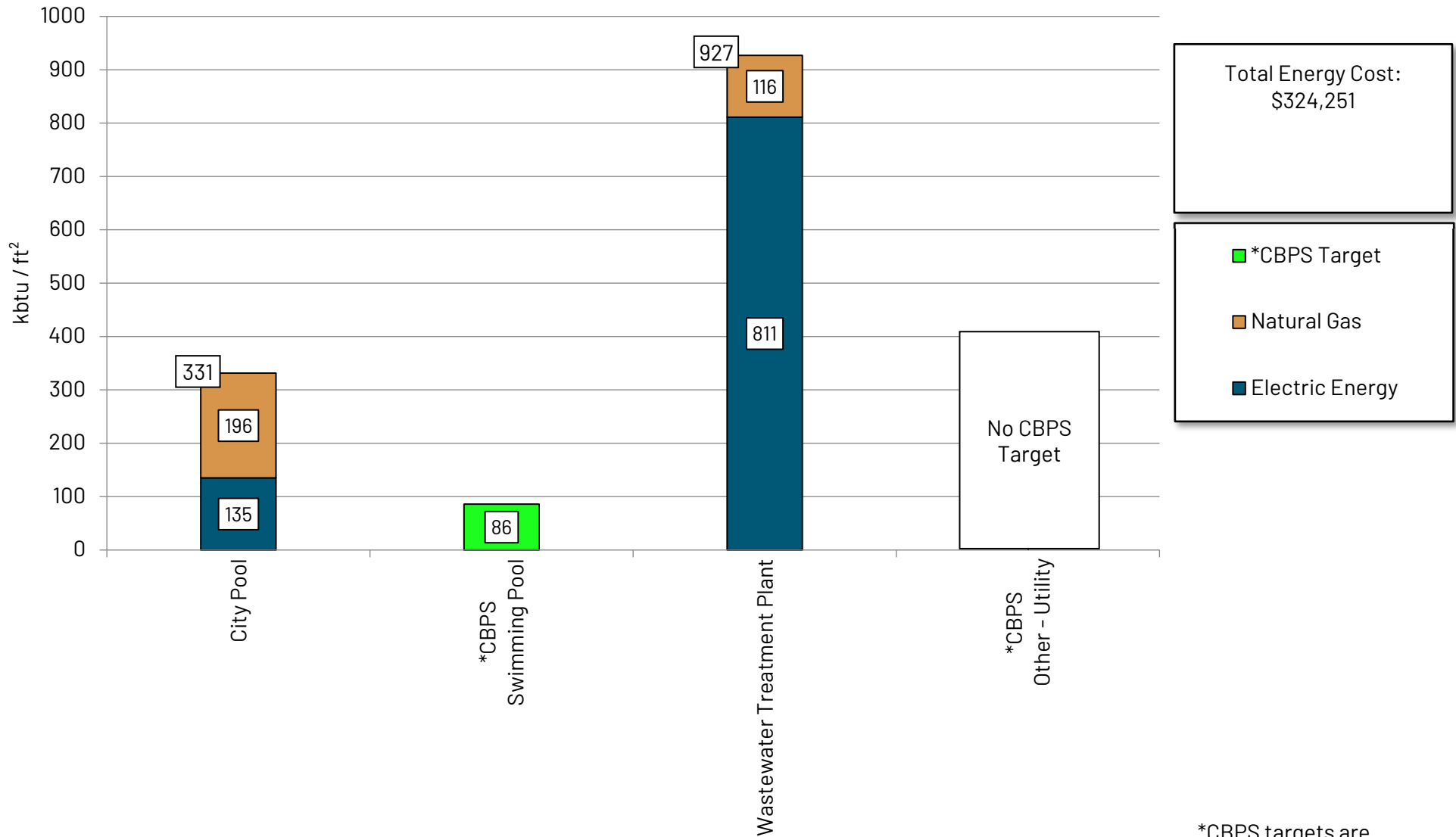


*CBPS targets are calculated as published in CR-103P on 10/30/2020.

The EUIs displayed in this chart are based on all utility data received and may not match EUIs as shown in building specific UDAs which are based on 36-months of data.



City of Ellensburg Utility Analysis High - Annual Energy Use per ft²



*CBPS targets are calculated as published in CR-103P on 10/30/2020.

The EUIs displayed in this chart are based on all utility data received and may not match EUIs as shown in building specific UDAs which are based on 36-months of data.



UTILITY DATA ANALYSIS

CITY OF ELLENSBURG - POLICE DEPARTMENT

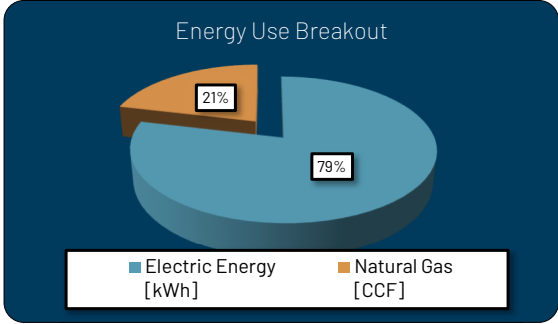
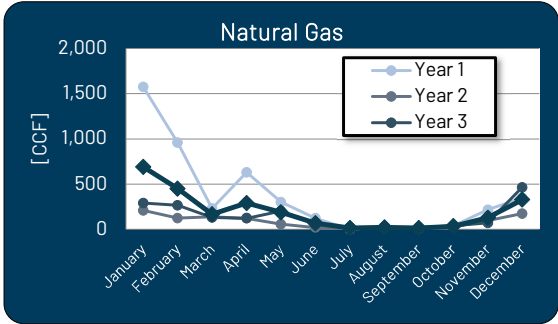
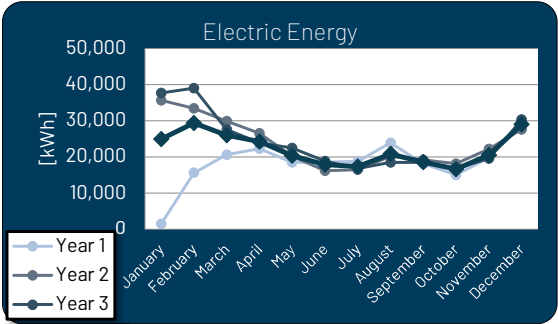
Building Information				Energy Information	
Project	City of Ellensburg	Building Area	23,669 ft ²	Year 1:	January 2020 to December 2020
Building	Police Department			EUI:	51.2 kBtu/ft ² Cost: \$0.89 / ft ²
Service Add.	100 N Pearl St, Ellensburg, WA 98926			Year 2:	January 2021 to December 2021
Primary Space Type	Police Station			EUI:	45.6 kBtu/ft ² Cost: \$0.98 / ft ²
Electric	City of Ellensburg: E30510 E11209			Year 3:	January 2022 to December 2022
Natural Gas	City of Ellensburg: GT4966685 G17352732 G9914457			EUI:	49.1 kBtu/ft ² Cost: \$1.02 / ft ²
				Average:	January 2020 to December 2022
				EUI:	48.6 kBtu/ft ² Cost: \$0.96 / ft ²
				WNEUI:	48 kBtu/ft ² CBPS EUI: 74.8 kBtu/ft ²

Historical Utility Data									
Period	Electric Energy [kWh]	No Demand Metered [kW]	Total Electric Cost [\$\$\$]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [kBtu]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft ²]	Cost Index [\$\$\$ / ft ²]
Jan-20	1,440		\$159.40	1,573	\$1,169.09	166,817	\$1,328.49	7.05	\$0.06
Feb-20	15,600		\$1,164.67	957	\$834.64	151,720	\$1,999.31	6.41	\$0.08
Mar-20	20,640		\$1,505.58	229	\$288.83	93,959	\$1,794.41	3.97	\$0.08
Apr-20	22,320		\$1,642.24	630	\$639.50	140,963	\$2,281.74	5.96	\$0.10
May-20	18,480		\$1,345.39	301	\$274.83	94,063	\$1,620.22	3.97	\$0.07
Jun-20	18,600		\$1,371.00	121	\$206.99	75,956	\$1,577.99	3.21	\$0.07
Jul-20	18,720		\$1,376.88		\$140.87	63,873	\$1,517.75	2.70	\$0.06
Aug-20	23,880		\$1,743.42	23	\$167.20	83,821	\$1,910.62	3.54	\$0.08
Sep-20	18,120		\$1,332.66	7	\$139.98	62,495	\$1,472.64	2.64	\$0.06
Oct-20	15,000		\$1,117.97	34	\$160.09	54,638	\$1,278.06	2.31	\$0.05
Nov-20	19,800		\$1,456.99	215	\$270.88	89,643	\$1,727.87	3.79	\$0.07
Dec-20	29,040		\$2,092.69	347	\$370.31	134,778	\$2,463.00	5.69	\$0.10
Jan-21	35,640		\$2,564.38	207	\$302.30	142,909	\$2,866.68	6.04	\$0.12
Feb-21	33,480		\$2,399.25	124	\$213.52	126,950	\$2,612.77	5.36	\$0.11
Mar-21	29,880		\$2,148.69	136	\$212.19	115,982	\$2,360.88	4.90	\$0.10
Apr-21	26,520		\$1,922.23	121	\$226.34	102,931	\$2,148.57	4.35	\$0.09
May-21	20,160		\$1,482.05	57	\$187.69	74,604	\$1,669.74	3.15	\$0.07
Jun-21	16,200		\$1,199.03	19	\$149.97	57,234	\$1,349.00	2.42	\$0.06
Jul-21	16,440		\$1,218.19	17	\$153.20	57,830	\$1,371.39	2.44	\$0.06
Aug-21	20,160		\$1,482.05	21	\$167.66	70,923	\$1,649.71	3.00	\$0.07
Sep-21	19,200		\$1,410.29	17	\$154.55	67,247	\$1,564.84	2.84	\$0.07
Oct-21	18,120		\$1,335.12	26	\$162.61	64,454	\$1,497.73	2.72	\$0.06
Nov-21	22,200		\$1,621.56	94	\$241.55	85,468	\$1,863.11	3.61	\$0.08
Dec-21	27,600		\$1,994.93	173	\$281.67	111,970	\$2,276.60	4.73	\$0.10
Jan-22	37,680		\$2,703.90	291	\$399.42	158,476	\$3,103.32	6.70	\$0.13
Feb-22	39,000		\$2,788.37	265	\$355.34	160,348	\$3,143.71	6.77	\$0.13
Mar-22	27,600		\$1,987.54	131	\$216.83	107,620	\$2,204.37	4.55	\$0.09
Apr-22	23,880		\$1,738.49	121	\$226.47	93,923	\$1,964.96	3.97	\$0.08
May-22	22,440		\$1,638.26	202	\$322.24	97,390	\$1,960.50	4.11	\$0.08
Jun-22	18,840		\$1,385.23	55	\$186.60	69,944	\$1,571.83	2.96	\$0.07
Jul-22	16,800		\$1,243.25	19	\$157.05	59,281	\$1,400.30	2.50	\$0.06
Aug-22	18,480		\$1,362.65	21	\$167.64	65,191	\$1,530.29	2.75	\$0.06
Sep-22	18,480		\$1,362.65	16	\$161.25	64,657	\$1,523.90	2.73	\$0.06
Oct-22	16,800		\$1,248.19	38	\$193.06	61,243	\$1,441.25	2.59	\$0.06
Nov-22	19,560		\$1,432.89	71	\$203.69	74,052	\$1,636.58	3.13	\$0.07
Dec-22	30,310		\$2,181.14	461	\$591.66	150,887	\$2,772.79	6.37	\$0.12

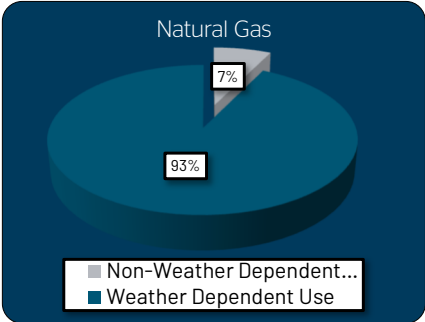
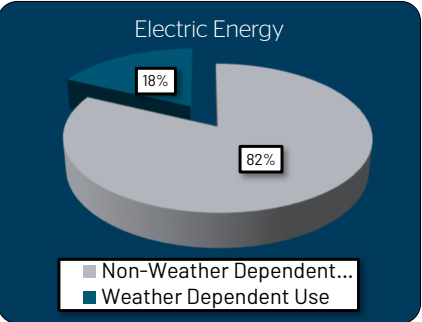
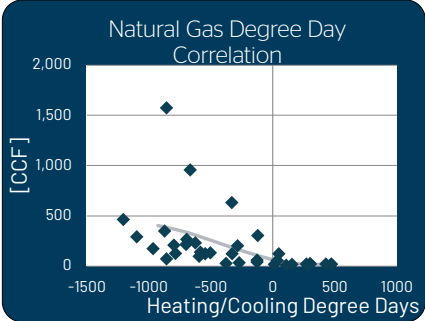
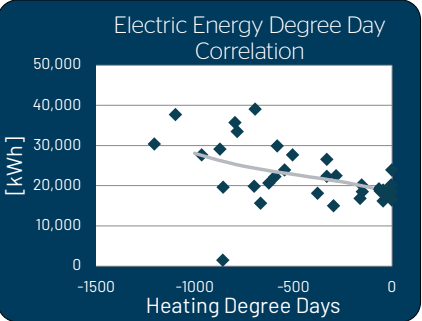
Annual Average Consumption and Cost									
Year	Electric Energy [kWh]	Total Electric Cost [\$\$\$]	Blended Rate [\$\$\$ / kWh]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [MMBTU]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft²]	Cost Index [\$\$\$ / ft²]
Year 1	221,640	\$16,309	\$0.0736	4,436	\$4,663	1,213	\$20,972	51.2	\$0.89
Year 2	285,600	\$20,778	\$0.0728	1,011	\$2,453	1,078	\$23,231	45.6	\$0.98
Year 3	289,870	\$21,073	\$0.0727	1,691	\$3,181	1,163	\$24,254	49.1	\$1.02
Average	265,703	\$19,386	\$0.0730	2,379	\$3,433	1,151	\$22,819	48.6	\$0.96

Average Monthly Utility Cost and Weather Data					
Month	Electric Energy [\$\$\$]	Natural Gas [\$\$\$]	Total [\$\$\$]	Heating Degree Days	Cooling Degree Days
January	\$1,809	\$624	\$2,433	917	0
February	\$2,117	\$468	\$2,585	714	0
March	\$1,881	\$239	\$2,120	569	0
April	\$1,768	\$364	\$2,132	401	1
May	\$1,489	\$262	\$1,750	195	19
June	\$1,318	\$181	\$1,500	49	168
July	\$1,279	\$150	\$1,430	1	398
August	\$1,529	\$168	\$1,697	1	360
September	\$1,369	\$152	\$1,520	35	128
October	\$1,234	\$172	\$1,406	278	20
November	\$1,504	\$239	\$1,743	715	0
December	\$2,090	\$415	\$2,504	1,013	0
Total	\$19,386	\$3,433	\$22,819	4,889	1,093

Pct. of Total	85%	15%
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Weather Dependency Analysis					
Energy Type	Best Fit Strategy	Trendline Formula	Intercept vs. CDD / HDD	R ²	Explanation
Electric Energy [kWh]	3° Polynomial	$y=0.00x^3 + -0.01x^2 + -14.00x + 18,174$	18,179	0.245	R ² < 0.50: Suggest monthly Electric Energy cannot be reasonably predicted based on weather severity, i.e. no correlation between weather and Electric Energy.
Natural Gas [CCF]	3° Polynomial	$y=0.00x^3 + 0.00x^2 + -0.29x + 63$	14	0.237	R ² < 0.50: Suggest monthly Natural Gas cannot be reasonably predicted based on weather severity, i.e. no correlation between weather and Natural Gas.





UTILITY DATA ANALYSIS

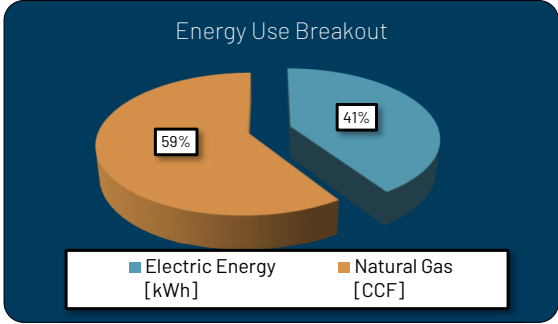
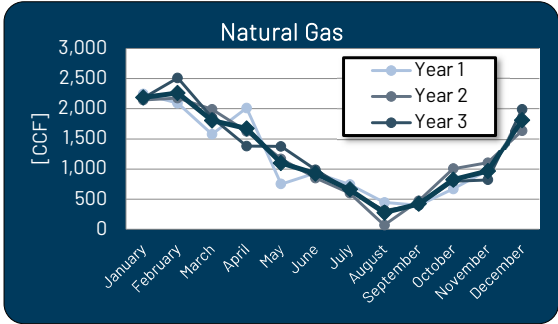
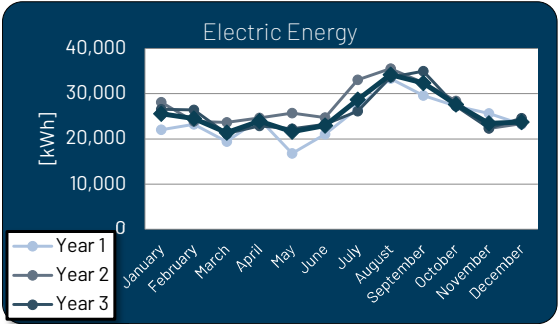
CITY OF ELLENSBURG - CITY HALL

Building Information				Energy Information	
Project	City of Ellensburg	Building Area	23,700 ft ²	Year 1:	January 2020 to December 2020
Building	City Hall			EUI:	105.7 kBtu/ft ² Cost: \$1.35 / ft ²
Service Add.	501 N Anderson St, Ellensburg, WA 98926			Year 2:	January 2021 to December 2021
Primary Space Type	Government Office			EUI:	111.3 kBtu/ft ² Cost: \$1.51 / ft ²
Electric	City of Ellensburg: E10638			Year 3:	January 2022 to December 2022
Natural Gas	City of Ellensburg: G9541708			EUI:	110.9 kBtu/ft ² Cost: \$1.56 / ft ²
				Average:	January 2020 to December 2022
				EUI:	109.3 kBtu/ft ² Cost: \$1.47 / ft ²
				WNEUI:	108 kBtu/ft ² CBPS EUI: 55.2 kBtu/ft ²

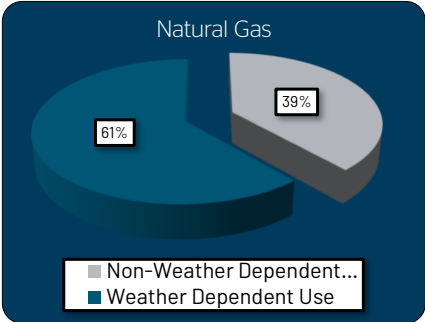
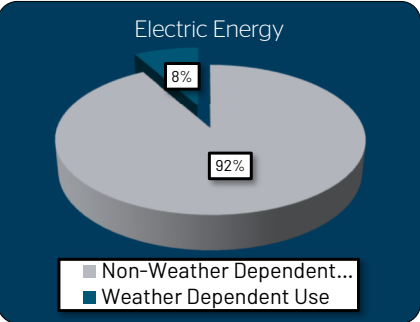
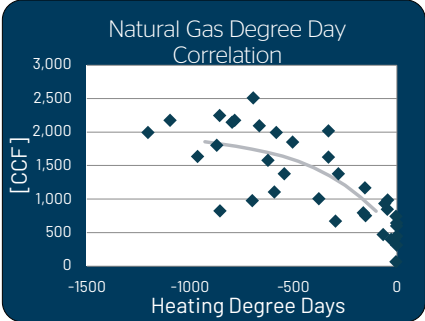
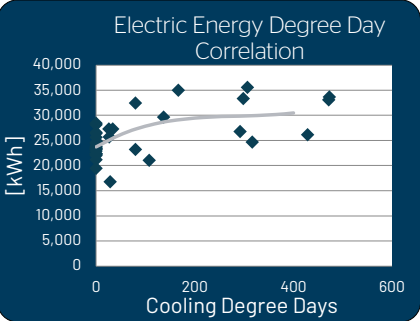
Historical Utility Data									
Period	Electric Energy [kWh]	No Demand Metered [kW]	Total Electric Cost [\$\$\$]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [kBtu]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft ²]	Cost Index [\$\$\$ / ft ²]
Jan-20	22,000		\$1,607.64	2,245	\$1,630.55	306,075	\$3,238.19	12.91	\$0.14
Feb-20	23,240		\$1,696.41	2,094	\$1,610.76	294,767	\$3,307.17	12.44	\$0.14
Mar-20	19,400		\$1,419.28	1,575	\$1,190.29	228,260	\$2,609.57	9.63	\$0.11
Apr-20	24,360		\$1,784.23	2,014	\$1,648.77	290,357	\$3,433.00	12.25	\$0.14
May-20	16,760		\$1,225.68	751	\$486.68	134,463	\$1,712.36	5.67	\$0.07
Jun-20	21,000		\$1,538.04	932	\$581.55	167,555	\$2,119.59	7.07	\$0.09
Jul-20	26,760		\$1,936.47	743	\$516.36	167,760	\$2,452.83	7.08	\$0.10
Aug-20	33,320		\$2,400.44	443	\$354.76	159,273	\$2,755.20	6.72	\$0.12
Sep-20	29,600		\$2,131.67	397	\$340.91	141,847	\$2,472.58	5.99	\$0.10
Oct-20	27,240		\$1,969.87	667	\$502.60	161,577	\$2,472.47	6.82	\$0.10
Nov-20	25,600		\$1,860.67	976	\$661.53	187,778	\$2,522.20	7.92	\$0.11
Dec-20	23,240		\$1,689.01	1,799	\$1,321.82	264,412	\$3,010.83	11.16	\$0.13
Jan-21	28,120		\$2,040.99	2,144	\$1,589.91	316,563	\$3,630.90	13.36	\$0.15
Feb-21	23,840		\$1,728.30	2,174	\$1,558.04	305,047	\$3,286.34	12.87	\$0.14
Mar-21	23,640		\$1,714.38	1,993	\$1,295.28	285,739	\$3,009.66	12.06	\$0.13
Apr-21	24,640		\$1,791.38	1,623	\$1,196.65	251,078	\$2,988.03	10.59	\$0.13
May-21	25,680		\$1,866.24	1,168	\$886.14	207,807	\$2,752.38	8.77	\$0.12
Jun-21	24,680		\$1,789.24	848	\$721.89	171,467	\$2,511.13	7.23	\$0.11
Jul-21	33,080		\$2,376.34	598	\$557.01	174,403	\$2,933.35	7.36	\$0.12
Aug-21	35,560		\$2,553.89	65	\$166.92	128,019	\$2,720.81	5.40	\$0.11
Sep-21	32,440		\$2,331.79	471	\$502.98	159,151	\$2,834.77	6.72	\$0.12
Oct-21	28,400		\$2,050.61	1,005	\$966.61	200,315	\$3,017.22	8.45	\$0.13
Nov-21	22,320		\$1,629.91	1,104	\$1,224.32	189,757	\$2,854.23	8.01	\$0.12
Dec-21	23,360		\$1,699.83	1,635	\$1,482.05	247,946	\$3,181.88	10.46	\$0.13
Jan-22	26,560		\$1,929.95	2,176	\$1,940.75	314,533	\$3,870.70	13.27	\$0.16
Feb-22	26,400		\$1,911.41	2,510	\$2,148.63	348,356	\$4,060.04	14.70	\$0.17
Mar-22	21,120		\$1,536.53	1,851	\$1,412.24	262,529	\$2,948.77	11.08	\$0.12
Apr-22	22,840		\$1,666.10	1,378	\$1,048.34	219,726	\$2,714.44	9.27	\$0.11
May-22	22,240		\$1,624.34	1,376	\$1,300.50	217,473	\$2,924.84	9.18	\$0.12
Jun-22	23,200		\$1,688.69	985	\$930.31	180,515	\$2,619.00	7.62	\$0.11
Jul-22	26,120		\$1,891.92	639	\$665.62	154,875	\$2,557.54	6.53	\$0.11
Aug-22	33,640		\$2,417.78	311	\$437.24	146,782	\$2,855.02	6.19	\$0.12
Sep-22	34,960		\$2,509.66	396	\$524.75	160,032	\$3,034.41	6.75	\$0.13
Oct-22	27,240		\$1,974.81	795	\$1,002.41	174,748	\$2,977.22	7.37	\$0.13
Nov-22	22,360		\$1,627.77	820	\$892.82	160,670	\$2,520.59	6.78	\$0.11
Dec-22	24,581		\$1,782.40	1,991	\$2,074.18	288,707	\$3,856.58	12.18	\$0.16

Annual Average Consumption and Cost									
Year	Electric Energy [kWh]	Total Electric Cost [\$\$\$]	Blended Rate [\$\$\$ / kWh]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [MMBTU]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft²]	Cost Index [\$\$\$ / ft²]
Year 1	292,520	\$21,259	\$0.0727	14,636	\$10,847	2,504	\$32,106	105.7	\$1.35
Year 2	325,760	\$23,573	\$0.0724	14,828	\$12,148	2,637	\$35,721	111.3	\$1.51
Year 3	311,261	\$22,561	\$0.0725	15,228	\$14,378	2,629	\$36,939	110.9	\$1.56
Average	309,847	\$22,465	\$0.0725	14,897	\$12,457	2,590	\$34,922	109.3	\$1.47

Average Monthly Utility Cost and Weather Data					
Month	Electric Energy [\$\$\$]	Natural Gas [\$\$\$]	Total [\$\$\$]	Heating Degree Days	Cooling Degree Days
January	\$1,860	\$1,720	\$3,580	917	0
February	\$1,779	\$1,772	\$3,551	714	0
March	\$1,557	\$1,299	\$2,856	569	0
April	\$1,747	\$1,298	\$3,045	401	1
May	\$1,572	\$891	\$2,463	195	19
June	\$1,672	\$745	\$2,417	49	168
July	\$2,068	\$580	\$2,648	1	398
August	\$2,457	\$320	\$2,777	1	360
September	\$2,324	\$456	\$2,781	35	128
October	\$1,998	\$824	\$2,822	278	20
November	\$1,706	\$926	\$2,632	715	0
December	\$1,724	\$1,626	\$3,350	1,013	0
Total	\$22,465	\$12,457	\$34,922	4,889	1,093
Pct. of Total	64%		36%		



Weather Dependency Analysis					
Energy Type	Best Fit Strategy	Trendline Formula	Intercept vs. CDD / HDD	R ²	Explanation
Electric Energy [kWh]	3° Polynomial	$y=0.00x^3 + -0.19x^2 + 58.46x + 23,704$	23,704	0.404	R ² < 0.50: Suggest monthly Electric Energy cannot be reasonably predicted based on weather severity, i.e. no correlation between weather and Electric Energy.
Natural Gas [CCF]	3° Polynomial	$y=0.00x^3 + 0.00x^2 + -3.78x + 477$	478	0.670	R ² < 0.75: Suggest monthly Natural Gas cannot be significantly be predicted based on weather severity, i.e. low correlation between weather and Natural Gas.





UTILITY DATA ANALYSIS

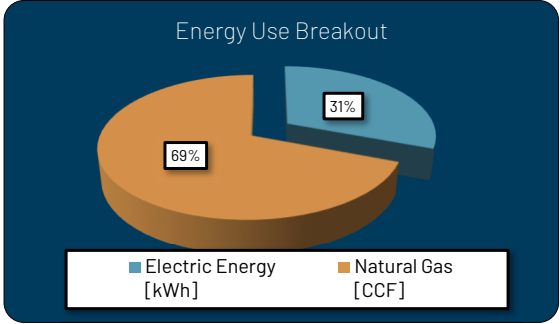
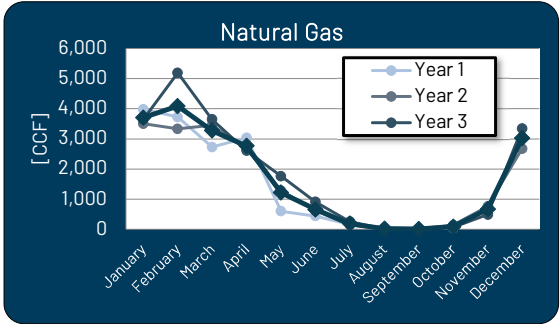
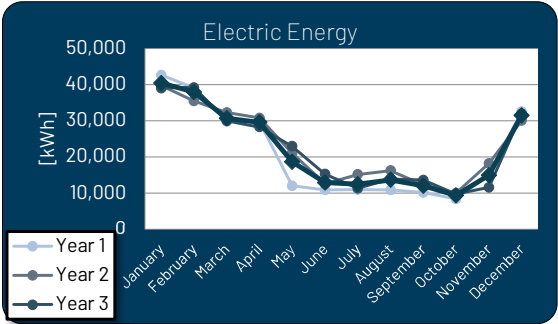
CITY OF ELLENSBURG - CITY SHOP/WAREHOUSE BUILDINGS:

Building Information				Energy Information	
Project	City of Ellensburg	Building Area	35,761 ft ²	Year 1:	January 2020 to December 2020
Building	City Shop/Warehouse Buildings			EUI:	77.5 kBtu/ft ² Cost: \$1.11 / ft ²
Service Add.	607 S Industrial Way, Ellensburg, WA 98926			Year 2:	January 2021 to December 2021
Primary Space Type	Vehicle Service/Repair Shop			EUI:	79.5 kBtu/ft ² Cost: \$1.16 / ft ²
Electric	City of Ellensburg: E27062 E29602 E30713			Year 3:	January 2022 to December 2022
Natural Gas	City of Ellensburg: G15316839 G14993244 G62069			EUI:	88.5 kBtu/ft ² Cost: \$1.29 / ft ²
				Average:	January 2020 to December 2022
				EUI:	81.9 kBtu/ft ² Cost: \$1.19 / ft ²
				WNEUI:	80 kBtu/ft ² CBPS EUI: 51.2 kBtu/ft ²

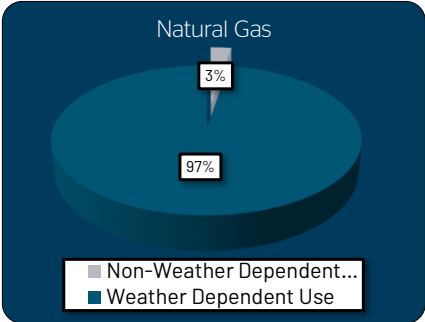
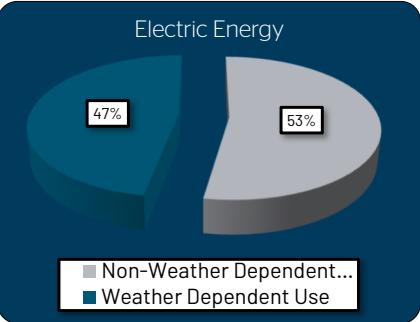
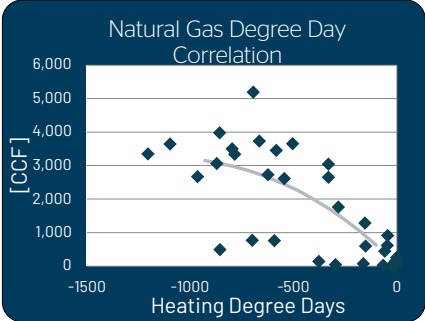
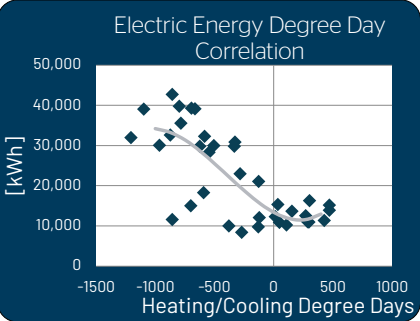
Historical Utility Data									
Period	Electric Energy [kWh]	No Demand Metered [kW]	Total Electric Cost [\$\$\$]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [kBtu]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft ²]	Cost Index [\$\$\$ / ft ²]
Jan-20	42,670		\$3,625.75	3,976	\$2,875.00	554,720	\$6,500.75	15.51	\$0.18
Feb-20	39,116		\$3,338.93	3,731	\$2,857.12	517,384	\$6,196.05	14.47	\$0.17
Mar-20	29,788		\$2,625.56	2,728	\$2,055.33	382,348	\$4,680.89	10.69	\$0.13
Apr-20	29,748		\$2,839.79	3,039	\$2,512.26	414,213	\$5,352.05	11.58	\$0.15
May-20	12,019		\$1,280.37	597	\$459.29	102,440	\$1,739.66	2.86	\$0.05
Jun-20	10,837		\$1,336.20	438	\$404.21	82,046	\$1,740.41	2.29	\$0.05
Jul-20	10,965		\$1,384.57	153	\$281.93	53,156	\$1,666.50	1.49	\$0.05
Aug-20	10,877		\$1,378.42	49	\$221.02	42,154	\$1,599.44	1.18	\$0.04
Sep-20	10,181		\$1,280.68	3	\$183.83	35,046	\$1,464.51	0.98	\$0.04
Oct-20	8,395		\$1,205.70	44	\$226.11	33,171	\$1,431.81	0.93	\$0.04
Nov-20	14,955		\$1,642.51	769	\$620.78	130,157	\$2,263.29	3.64	\$0.06
Dec-20	32,562		\$2,882.80	3,059	\$2,244.12	425,873	\$5,126.92	11.91	\$0.14
Jan-21	39,729		\$3,376.64	3,499	\$2,599.18	495,602	\$5,975.82	13.86	\$0.17
Feb-21	35,521		\$3,054.16	3,336	\$2,406.25	464,472	\$5,460.41	12.99	\$0.15
Mar-21	32,265		\$2,797.98	3,452	\$2,237.08	465,299	\$5,035.06	13.01	\$0.14
Apr-21	30,789		\$2,769.26	2,650	\$1,958.51	377,737	\$4,727.77	10.56	\$0.13
May-21	21,045		\$2,066.37	1,283	\$1,037.95	203,826	\$3,104.32	5.70	\$0.09
Jun-21	12,543		\$1,445.07	616	\$627.32	106,183	\$2,072.39	2.97	\$0.06
Jul-21	15,172		\$1,677.36	148	\$308.98	66,996	\$1,986.34	1.87	\$0.06
Aug-21	16,225		\$1,730.89	3	\$190.86	55,668	\$1,921.75	1.56	\$0.05
Sep-21	12,302		\$1,477.62	19	\$216.34	43,930	\$1,693.96	1.23	\$0.05
Oct-21	9,992		\$1,287.20	132	\$300.51	47,676	\$1,587.71	1.33	\$0.04
Nov-21	18,227		\$1,850.54	752	\$941.81	139,571	\$2,792.35	3.90	\$0.08
Dec-21	30,032		\$2,711.62	2,671	\$2,425.65	377,315	\$5,137.27	10.55	\$0.14
Jan-22	39,002		\$3,321.11	3,645	\$3,250.53	508,145	\$6,571.64	14.21	\$0.18
Feb-22	39,239		\$3,322.81	5,193	\$4,400.52	668,243	\$7,723.33	18.69	\$0.22
Mar-22	29,970		\$2,633.33	3,647	\$2,751.14	477,534	\$5,384.47	13.35	\$0.15
Apr-22	28,263		\$2,608.22	2,606	\$1,955.35	364,591	\$4,563.57	10.20	\$0.13
May-22	22,952		\$2,179.40	1,760	\$1,706.16	259,416	\$3,885.56	7.25	\$0.11
Jun-22	15,255		\$1,638.76	905	\$936.73	145,175	\$2,575.49	4.06	\$0.07
Jul-22	11,305		\$1,423.00	250	\$419.11	64,298	\$1,842.11	1.80	\$0.05
Aug-22	13,893		\$1,548.89	12	\$194.74	48,638	\$1,743.63	1.36	\$0.05
Sep-22	13,618		\$1,588.91	3	\$210.23	46,773	\$1,799.14	1.31	\$0.05
Oct-22	9,694		\$1,276.36	64	\$259.99	39,662	\$1,536.35	1.11	\$0.04
Nov-22	11,577		\$1,377.84	486	\$646.68	89,510	\$2,024.52	2.50	\$0.06
Dec-22	31,966		\$2,826.22	3,348	\$3,487.64	453,619	\$6,313.86	12.68	\$0.18

Annual Average Consumption and Cost									
Year	Electric Energy [kWh]	Total Electric Cost [\$\$\$]	Blended Rate [\$\$\$ / kWh]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [MMBTU]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft²]	Cost Index [\$\$\$ / ft²]
Year 1	252,113	\$24,821	\$0.0985	18,586	\$14,941	2,773	\$39,762	77.5	\$1.11
Year 2	273,842	\$26,245	\$0.0958	18,561	\$15,250	2,844	\$41,495	79.5	\$1.16
Year 3	266,734	\$25,745	\$0.0965	21,919	\$20,219	3,166	\$45,964	88.5	\$1.29
Average	264,230	\$25,604	\$0.0969	19,689	\$16,803	2,928	\$42,407	81.9	\$1.19

Average Monthly Utility Cost and Weather Data					
Month	Electric Energy [\$\$\$]	Natural Gas [\$\$\$]	Total [\$\$\$]	Heating Degree Days	Cooling Degree Days
January	\$3,441	\$2,908	\$6,349	917	0
February	\$3,239	\$3,221	\$6,460	714	0
March	\$2,686	\$2,348	\$5,033	569	0
April	\$2,739	\$2,142	\$4,881	401	1
May	\$1,842	\$1,068	\$2,910	195	19
June	\$1,473	\$656	\$2,129	49	168
July	\$1,495	\$337	\$1,832	1	398
August	\$1,553	\$202	\$1,755	1	360
September	\$1,449	\$203	\$1,653	35	128
October	\$1,256	\$262	\$1,519	278	20
November	\$1,624	\$736	\$2,360	715	0
December	\$2,807	\$2,719	\$5,526	1,013	0
Total	\$25,604	\$16,803	\$42,407	4,889	1,093
Pct. of Total	60%		40%		



Weather Dependency Analysis					
Energy Type	Best Fit Strategy	Trendline Formula	Intercept vs. CDD / HDD	R ²	Explanation
Electric Energy [kWh]	3° Polynomial	$y=0.00x^3 + 0.03x^2 + -16.10x + 13,387$	11,619	0.585	R ² < 0.75: Suggest monthly Electric Energy cannot be significantly be predicted based on weather severity, i.e. low correlation between weather and Electric Energy.
Natural Gas [CCF]	3° Polynomial	$y=0.00x^3 + 0.00x^2 + -6.23x + 41$	43	0.602	R ² < 0.75: Suggest monthly Natural Gas cannot be significantly be predicted based on weather severity, i.e. low correlation between weather and Natural Gas.





UTILITY DATA ANALYSIS

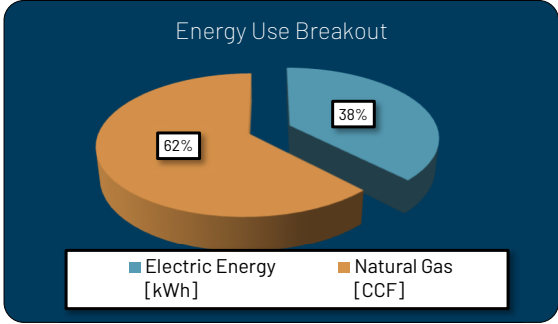
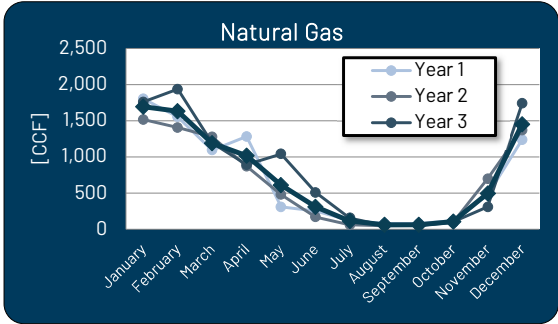
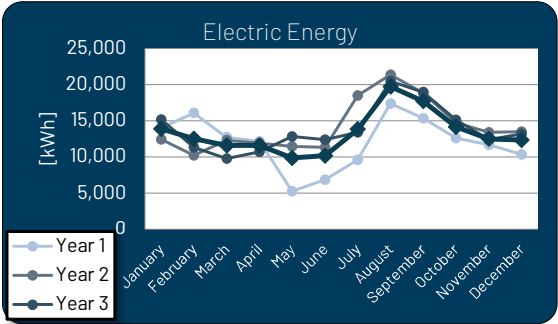
CITY OF ELLENSBURG - LIBRARY/HAL HOLMES

Building Information				Energy Information	
Project	City of Ellensburg	Building Area	27,925 ft ²	Year 1:	January 2020 to December 2020
Building	Library/Hal Holmes			EUI: 48.6 kBtu/ft ²	Cost: \$0.66 / ft ²
Service Add.	209 N Ruby St, Ellensburg, WA 98926			Year 2:	January 2021 to December 2021
Primary Space Type	Library			EUI: 50.4 kBtu/ft ²	Cost: \$0.73 / ft ²
Electric	City of Ellensburg: E30541LHH E10284LHH			Year 3:	January 2022 to December 2022
Natural Gas	City of Ellensburg: G16383647LHH G15286849LHH			EUI: 56.2 kBtu/ft ²	Cost: \$0.81 / ft ²
				Average:	January 2020 to December 2022
				EUI: 51.7 kBtu/ft ²	Cost: \$0.73 / ft ²
				WNEUI: 50 kBtu/ft ²	CBPS EUI: 33.8 kBtu/ft ²

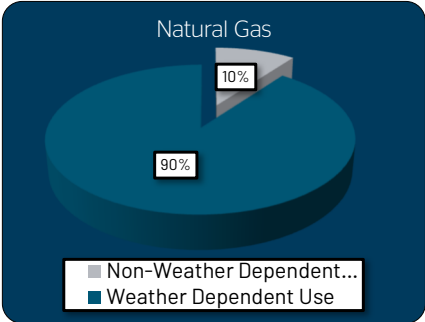
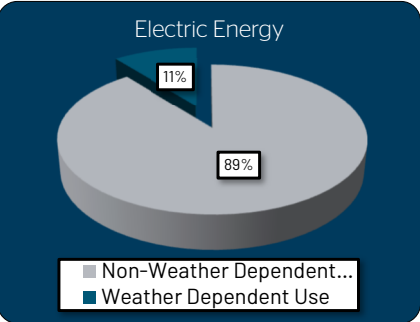
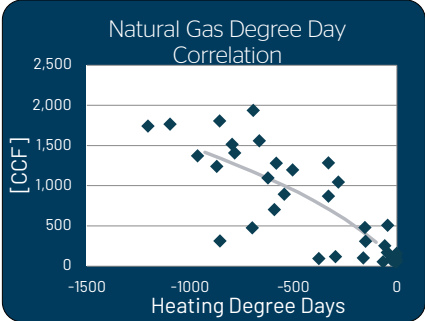
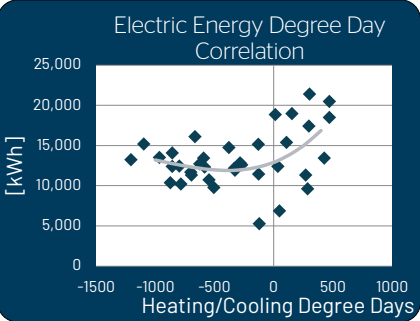
Historical Utility Data									
Period	Electric Energy [kWh]	No Demand Metered [kW]	Total Electric Cost [\$\$\$]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [kBtu]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft ²]	Cost Index [\$\$\$ / ft ²]
Jan-20	14,040		\$1,130.07	1,803	\$1,302.72	233,433	\$2,432.79	8.36	\$0.09
Feb-20	16,080		\$1,276.98	1,555	\$1,196.99	214,874	\$2,473.97	7.69	\$0.09
Mar-20	12,720		\$1,023.39	1,095	\$833.29	156,076	\$1,856.68	5.59	\$0.07
Apr-20	12,160		\$1,023.88	1,284	\$1,068.03	173,614	\$2,091.91	6.22	\$0.07
May-20	5,240		\$483.07	308	\$227.68	49,572	\$710.75	1.78	\$0.03
Jun-20	6,840		\$628.95	252	\$209.47	49,269	\$838.42	1.76	\$0.03
Jul-20	9,600		\$816.10	123	\$155.71	45,412	\$971.81	1.63	\$0.03
Aug-20	17,400		\$1,373.78	80	\$130.36	67,601	\$1,504.14	2.42	\$0.05
Sep-20	15,360		\$1,212.07	80	\$128.43	60,640	\$1,340.50	2.17	\$0.05
Oct-20	12,600		\$1,024.90	117	\$157.20	55,031	\$1,182.10	1.97	\$0.04
Nov-20	11,680		\$970.75	474	\$351.04	88,627	\$1,321.79	3.17	\$0.05
Dec-20	10,360		\$864.08	1,238	\$917.05	162,739	\$1,781.13	5.83	\$0.06
Jan-21	12,440		\$1,033.51	1,515	\$1,128.34	198,339	\$2,161.85	7.10	\$0.08
Feb-21	10,200		\$848.00	1,407	\$1,019.92	179,583	\$1,867.92	6.43	\$0.07
Mar-21	12,320		\$995.56	1,279	\$842.60	173,645	\$1,838.16	6.22	\$0.07
Apr-21	11,920		\$982.51	870	\$667.15	130,194	\$1,649.66	4.66	\$0.06
May-21	11,440		\$954.04	479	\$401.70	88,322	\$1,355.74	3.16	\$0.05
Jun-21	11,320		\$930.89	169	\$203.85	56,014	\$1,134.74	2.01	\$0.04
Jul-21	18,480		\$1,434.15	60	\$133.95	69,228	\$1,568.10	2.48	\$0.06
Aug-21	21,360		\$1,644.48	47	\$123.72	77,717	\$1,768.20	2.78	\$0.06
Sep-21	18,840		\$1,459.20	52	\$132.39	69,633	\$1,591.59	2.49	\$0.06
Oct-21	14,720		\$1,172.45	93	\$163.53	59,794	\$1,335.98	2.14	\$0.05
Nov-21	13,400		\$1,085.52	700	\$788.90	117,751	\$1,874.42	4.22	\$0.07
Dec-21	13,480		\$1,086.15	1,370	\$1,231.26	186,967	\$2,317.41	6.70	\$0.08
Jan-22	15,160		\$1,217.87	1,762	\$1,564.76	233,036	\$2,782.63	8.35	\$0.10
Feb-22	11,320		\$935.81	1,936	\$1,654.85	237,838	\$2,590.66	8.52	\$0.09
Mar-22	9,760		\$812.45	1,196	\$923.42	156,370	\$1,735.87	5.60	\$0.06
Apr-22	10,720		\$898.99	894	\$692.67	128,569	\$1,591.66	4.60	\$0.06
May-22	12,840		\$1,046.54	1,042	\$984.02	151,032	\$2,030.56	5.41	\$0.07
Jun-22	12,400		\$1,010.98	507	\$504.46	94,479	\$1,515.44	3.38	\$0.05
Jul-22	13,400		\$1,080.58	156	\$225.19	61,773	\$1,305.77	2.21	\$0.05
Aug-22	20,480		\$1,580.76	52	\$136.58	75,229	\$1,717.34	2.69	\$0.06
Sep-22	18,960		\$1,470.03	54	\$147.60	70,248	\$1,617.63	2.52	\$0.06
Oct-22	15,120		\$1,210.17	101	\$197.53	61,982	\$1,407.70	2.22	\$0.05
Nov-22	12,400		\$1,006.06	309	\$377.08	74,105	\$1,383.14	2.65	\$0.05
Dec-22	13,200		\$1,061.88	1,741	\$1,799.52	224,184	\$2,861.40	8.03	\$0.10

Annual Average Consumption and Cost									
Year	Electric Energy [kWh]	Total Electric Cost [\$\$\$]	Blended Rate [\$\$\$ / kWh]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [MMBTU]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft²]	Cost Index [\$\$\$ / ft²]
Year 1	144,080	\$11,828	\$0.0821	8,409	\$6,678	1,357	\$18,506	48.6	\$0.66
Year 2	169,920	\$13,626	\$0.0802	8,041	\$6,837	1,407	\$20,464	50.4	\$0.73
Year 3	165,760	\$13,332	\$0.0804	9,750	\$9,208	1,569	\$22,540	56.2	\$0.81
Average	159,920	\$12,929	\$0.0809	8,733	\$7,574	1,444	20,503	51.7	\$0.73

Average Monthly Utility Cost and Weather Data					
Month	Electric Energy [\$\$\$]	Natural Gas [\$\$\$]	Total [\$\$\$]	Heating Degree Days	Cooling Degree Days
January	\$1,127	\$1,332	\$2,459	917	0
February	\$1,020	\$1,291	\$2,311	714	0
March	\$944	\$866	\$1,810	569	0
April	\$968	\$809	\$1,778	401	1
May	\$828	\$538	\$1,366	195	19
June	\$857	\$306	\$1,163	49	168
July	\$1,110	\$172	\$1,282	1	398
August	\$1,533	\$130	\$1,663	1	360
September	\$1,380	\$136	\$1,517	35	128
October	\$1,136	\$173	\$1,309	278	20
November	\$1,021	\$506	\$1,526	715	0
December	\$1,004	\$1,316	\$2,320	1,013	0
Total	\$12,929	\$7,574	\$20,503	4,889	1,093
Pct. of Total	63%		37%		



Weather Dependency Analysis					
Energy Type	Best Fit Strategy	Trendline Formula	Intercept vs. CDD / HDD	R ²	Explanation
Electric Energy [kWh]	3° Polynomial	$y=0.00x^3 + 0.01x^2 + 5.70x + 12,911$	11,911	0.246	$R^2 < 0.50$: Suggest monthly Electric Energy cannot be reasonably predicted based on weather severity, i.e. no correlation between weather and Electric Energy.
Natural Gas [CCF]	3° Polynomial	$y=0.00x^3 + 0.00x^2 + -2.40x + 73$	74	0.688	$R^2 < 0.75$: Suggest monthly Natural Gas cannot be significantly be predicted based on weather severity, i.e. low correlation between weather and Natural Gas.





UTILITY DATA ANALYSIS

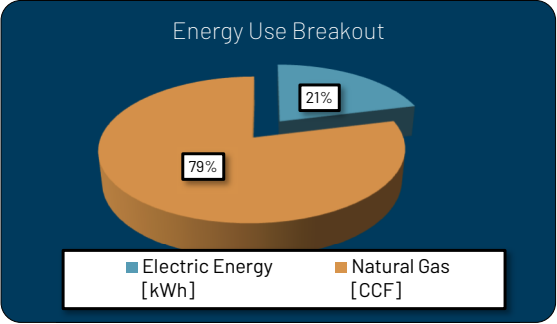
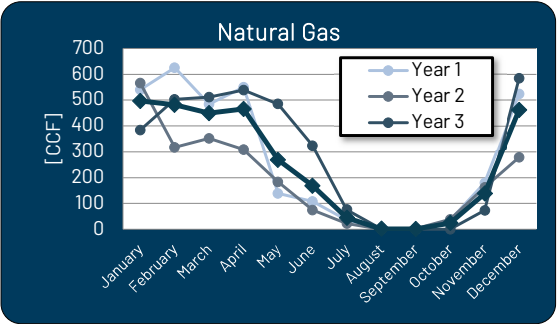
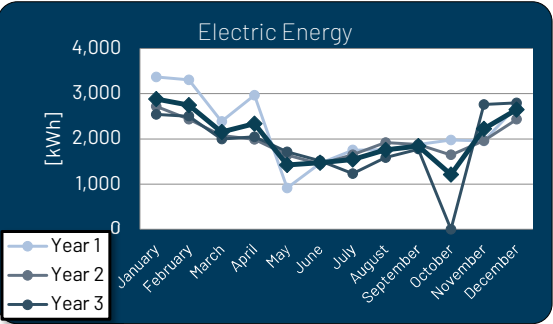
CITY OF ELLENSBURG - ANIMAL SHELTER

Building Information				Energy Information	
Project	City of Ellensburg	Building Area	3,400 ft ²	Year 1:	January 2020 to December 2020
Building	Animal Shelter			EUI:	124.1 kBtu/ft ² Cost: \$1.51 / ft ²
Service Add.	1007 S Industrial Way, Ellensburg, WA 98926			Year 2:	January 2021 to December 2021
Primary Space Type	Other - Public Service			EUI:	93.6 kBtu/ft ² Cost: \$1.29 / ft ²
Electric	City of Ellensburg: E31143			Year 3:	January 2022 to December 2022
Natural Gas	City of Ellensburg: G71524			EUI:	127.9 kBtu/ft ² Cost: \$1.63 / ft ²
				Average:	January 2020 to December 2022
				EUI:	115.2 kBtu/ft ² Cost: \$1.48 / ft ²
				WNEUI:	112 kBtu/ft ² CBPS EUI: 89.7 kBtu/ft ²

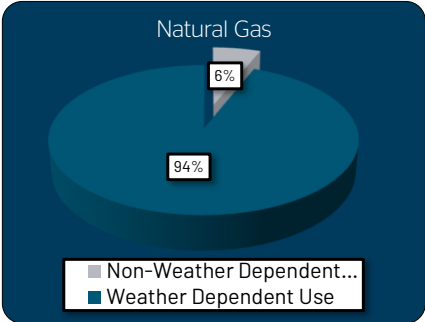
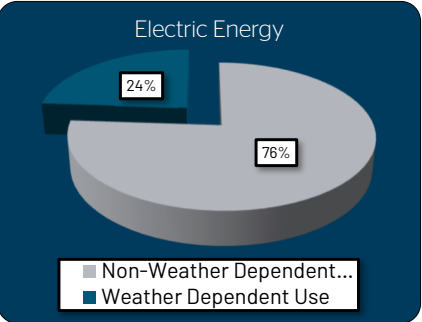
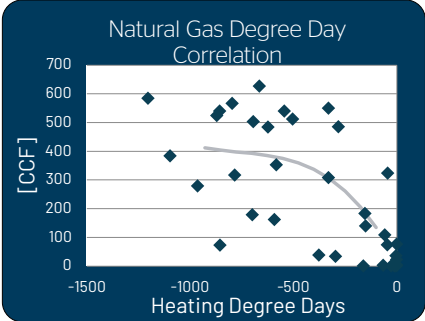
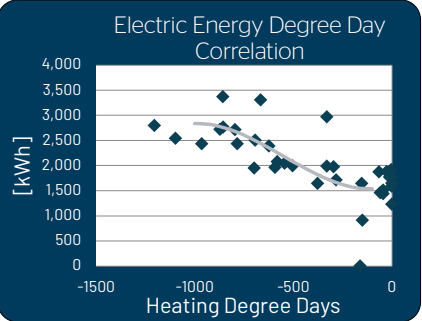
Historical Utility Data									
Period	Electric Energy [kWh]	No Demand Metered [kW]	Total Electric Cost [\$\$\$]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [kBtu]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft ²]	Cost Index [\$\$\$ / ft ²]
Jan-20	3,372		\$318.53	540	\$381.11	67,071	\$699.64	19.73	\$0.21
Feb-20	3,305		\$306.47	626	\$464.61	75,692	\$771.08	22.26	\$0.23
Mar-20	2,388		\$235.24	484	\$349.62	57,951	\$584.86	17.04	\$0.17
Apr-20	2,969		\$305.27	550	\$432.30	66,725	\$737.57	19.63	\$0.22
May-20	910		\$117.59	139	\$87.47	17,408	\$205.06	5.12	\$0.06
Jun-20	1,458		\$172.99	108	\$71.49	16,088	\$244.48	4.73	\$0.07
Jul-20	1,752		\$200.85	36	\$37.66	9,682	\$238.51	2.85	\$0.07
Aug-20	1,766		\$199.35	4	\$20.04	6,437	\$219.39	1.89	\$0.06
Sep-20	1,878		\$202.22		\$16.73	6,408	\$218.95	1.88	\$0.06
Oct-20	1,973		\$216.23	34	\$37.95	10,230	\$254.18	3.01	\$0.07
Nov-20	1,951		\$209.76	179	\$117.96	25,076	\$327.72	7.38	\$0.10
Dec-20	2,722		\$268.36	524	\$368.46	63,207	\$636.82	18.59	\$0.19
Jan-21	2,716		\$263.00	566	\$407.28	67,508	\$670.28	19.86	\$0.20
Feb-21	2,434		\$243.38	317	\$228.06	40,924	\$471.44	12.04	\$0.14
Mar-21	2,075		\$213.46	352	\$226.34	43,301	\$439.80	12.74	\$0.13
Apr-21	1,988		\$217.27	308	\$222.75	38,476	\$440.02	11.32	\$0.13
May-21	1,643		\$188.32	183	\$138.49	24,437	\$326.81	7.19	\$0.10
Jun-21	1,443		\$171.94	74	\$70.22	12,538	\$242.16	3.69	\$0.07
Jul-21	1,648		\$193.61	22	\$34.53	7,887	\$228.14	2.32	\$0.07
Aug-21	1,916		\$207.32		\$17.31	6,537	\$224.63	1.92	\$0.07
Sep-21	1,873		\$209.27	2	\$20.08	6,596	\$229.35	1.94	\$0.07
Oct-21	1,645		\$188.46	38	\$49.60	9,523	\$238.06	2.80	\$0.07
Nov-21	1,961		\$208.00	162	\$180.40	23,361	\$388.40	6.87	\$0.11
Dec-21	2,431		\$248.11	279	\$250.84	37,004	\$498.95	10.88	\$0.15
Jan-22	2,544		\$251.03	384	\$339.91	48,194	\$590.94	14.17	\$0.17
Feb-22	2,502		\$248.11	503	\$425.30	60,296	\$673.41	17.73	\$0.20
Mar-22	1,997		\$208.03	512	\$377.70	59,499	\$585.73	17.50	\$0.17
Apr-22	2,046		\$223.77	539	\$380.61	62,444	\$604.38	18.37	\$0.18
May-22	1,714		\$190.80	485	\$436.72	55,755	\$627.52	16.40	\$0.18
Jun-22	1,513		\$176.81	323	\$286.08	38,399	\$462.89	11.29	\$0.14
Jul-22	1,229		\$166.91	76	\$83.47	12,014	\$250.38	3.53	\$0.07
Aug-22	1,587		\$191.83	1	\$19.89	5,518	\$211.72	1.62	\$0.06
Sep-22	1,773		\$194.91		\$16.73	6,049	\$211.64	1.78	\$0.06
Oct-22									
Nov-22	2,762		\$337.72	73	\$109.88	16,936	\$447.60	4.98	\$0.13
Dec-22	2,798		\$271.08	585	\$592.75	69,693	\$863.84	20.50	\$0.25

Annual Average Consumption and Cost									
Year	Electric Energy [kWh]	Total Electric Cost [\$\$\$]	Blended Rate [\$\$\$ / kWh]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [MMBTU]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft²]	Cost Index [\$\$\$ / ft²]
Year 1	26,444	\$2,753	\$0.1041	3,224	\$2,385	422	\$5,138	124.1	\$1.51
Year 2	23,773	\$2,552	\$0.1074	2,303	\$1,846	318	\$4,398	93.6	\$1.29
Year 3	22,465	\$2,461	\$0.1095	3,481	\$3,069	435	\$5,530	127.9	\$1.63
Average	24,227	\$2,589	\$0.1070	3,003	\$2,433	392	\$5,022	115.2	\$1.48

Average Monthly Utility Cost and Weather Data					
Month	Electric Energy [\$\$\$]	Natural Gas [\$\$\$]	Total [\$\$\$]	Heating Degree Days	Cooling Degree Days
January	\$278	\$376	\$654	917	0
February	\$266	\$373	\$639	714	0
March	\$219	\$318	\$537	569	0
April	\$249	\$345	\$594	401	1
May	\$166	\$221	\$386	195	19
June	\$174	\$143	\$317	49	168
July	\$187	\$52	\$239	1	398
August	\$200	\$19	\$219	1	360
September	\$202	\$18	\$220	35	128
October	\$135	\$29	\$164	278	20
November	\$252	\$136	\$388	715	0
December	\$263	\$404	\$667	1,013	0
Total	\$2,589	\$2,433	\$5,022	4,889	1,093
Pct. of Total	52%		48%		



Weather Dependency Analysis					
Energy Type	Best Fit Strategy	Trendline Formula	Intercept vs. CDD / HDD	R ²	Explanation
Electric Energy [kWh]	3° Polynomial	$y=0.00x^3 + 0.01x^2 + 1.31x + 1,607$	1,536	0.545	R ² < 0.75: Suggest monthly Electric Energy cannot be significantly be predicted based on weather severity, i.e. low correlation between weather and Electric Energy.
Natural Gas [CCF]	3° Polynomial	$y=0.00x^3 + 0.00x^2 + -1.37x + 15$	15	0.540	R ² < 0.75: Suggest monthly Natural Gas cannot be significantly be predicted based on weather severity, i.e. low correlation between weather and Natural Gas.



Utility Analysis by Daniel R. Funke, PE version INW 24.01.03



UTILITY DATA ANALYSIS

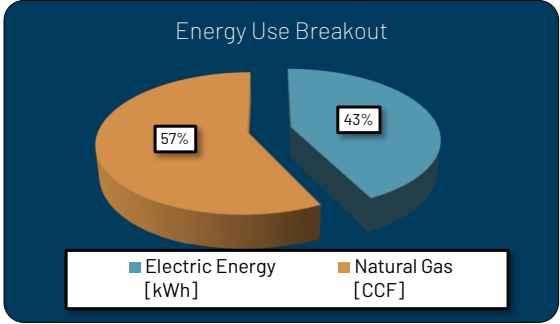
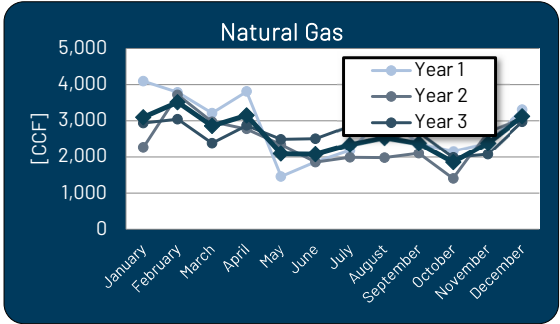
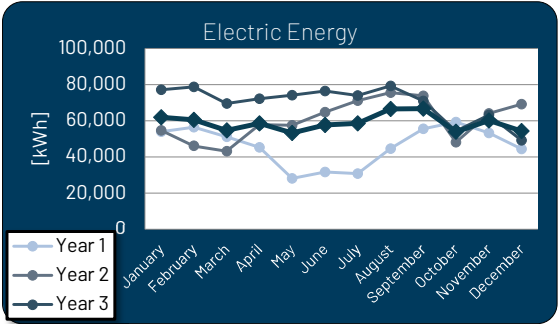
CITY OF ELLENSBURG - CITY POOL

Building Information				Energy Information	
Project	City of Ellensburg	Building Area	17,430 ft ²	Year 1: January 2020 to December 2020	
Building	City Pool			EUI: 308.0 kBtu/ft ² Cost: \$3.59 / ft ²	
Service Add.	815 E 6th Ave, Ellensburg, WA 98926			Year 2: January 2021 to December 2021	
Primary Space Type	Swimming Pool			EUI: 314.3 kBtu/ft ² Cost: \$4.30 / ft ²	
Electric	City of Ellensburg: E11211			Year 3: January 2022 to December 2022	
Natural Gas	City of Ellensburg: G1050863 G16748531 G22697952			EUI: 349.1 kBtu/ft ² Cost: \$5.09 / ft ²	
				Average: January 2020 to December 2022	
				EUI: 323.8 kBtu/ft ² Cost: \$4.33 / ft ²	
				WNEUI: 323 kBtu/ft ² CBPS EUI: 85.8 kBtu/ft ²	

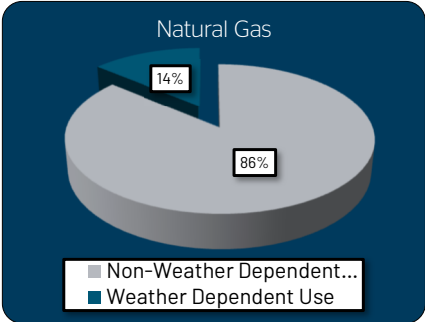
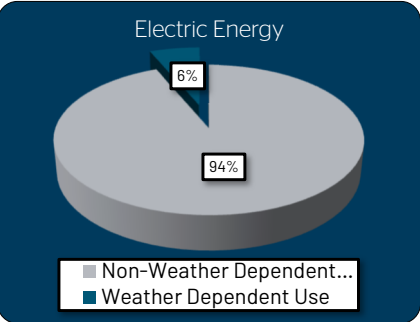
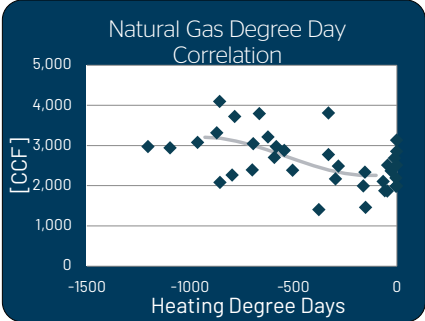
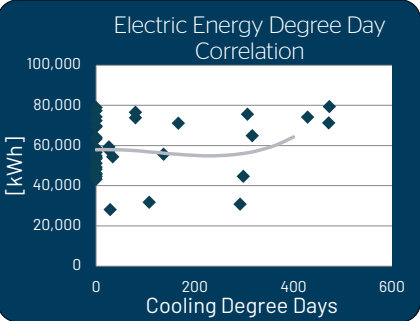
Historical Utility Data									
Period	Electric Energy [kWh]	No Demand Metered [kW]	Total Electric Cost [\$\$\$]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [kBtu]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft ²]	Cost Index [\$\$\$ / ft ²]
Jan-20	54,000		\$3,834.84	4,095	\$2,900.90	605,624	\$6,735.74	34.75	\$0.39
Feb-20	56,480		\$4,009.92	3,791	\$2,850.88	582,804	\$6,860.80	33.44	\$0.39
Mar-20	51,200		\$3,632.56	3,211	\$2,343.74	505,106	\$5,976.30	28.98	\$0.34
Apr-20	45,360		\$3,245.83	3,810	\$3,022.67	546,817	\$6,268.50	31.37	\$0.36
May-20	28,080		\$2,013.55	1,458	\$887.72	245,837	\$2,901.27	14.10	\$0.17
Jun-20	31,680		\$2,281.37	1,868	\$1,083.44	300,309	\$3,364.81	17.23	\$0.19
Jul-20	30,720		\$2,212.08	2,188	\$1,316.87	329,962	\$3,528.95	18.93	\$0.20
Aug-20	44,640		\$3,188.31	3,131	\$1,829.85	474,492	\$5,018.16	27.22	\$0.29
Sep-20	55,520		\$3,935.70	2,368	\$1,519.90	433,101	\$5,455.60	24.85	\$0.31
Oct-20	59,200		\$4,194.29	2,165	\$1,391.48	424,769	\$5,585.77	24.37	\$0.32
Nov-20	53,280		\$3,787.20	2,392	\$1,485.98	427,928	\$5,273.18	24.55	\$0.30
Dec-20	44,400		\$3,161.75	3,313	\$2,363.14	492,401	\$5,524.89	28.25	\$0.32
Jan-21	54,720		\$3,892.35	2,261	\$1,698.70	419,362	\$5,591.05	24.06	\$0.32
Feb-21	46,080		\$3,276.21	3,716	\$2,611.39	539,601	\$5,887.60	30.96	\$0.34
Mar-21	43,120		\$3,070.19	2,974	\$1,907.37	453,150	\$4,977.56	26.00	\$0.29
Apr-21	57,920		\$4,107.67	2,773	\$1,989.46	482,965	\$6,097.13	27.71	\$0.35
May-21	57,520		\$4,082.30	2,334	\$1,686.45	436,427	\$5,768.75	25.04	\$0.33
Jun-21	64,800		\$4,581.59	1,860	\$1,480.63	412,492	\$6,062.22	23.67	\$0.35
Jul-21	71,120		\$5,023.92	1,989	\$1,603.10	447,330	\$6,627.02	25.66	\$0.38
Aug-21	75,520		\$5,335.10	1,982	\$1,794.72	461,622	\$7,129.82	26.48	\$0.41
Sep-21	73,760		\$5,207.67	2,102	\$1,858.53	467,965	\$7,066.20	26.85	\$0.41
Oct-21	48,080		\$3,420.34	1,402	\$1,332.10	308,315	\$4,752.44	17.69	\$0.27
Nov-21	64,000		\$4,530.84	2,701	\$2,865.02	496,301	\$7,395.86	28.47	\$0.42
Dec-21	69,200		\$4,890.29	3,071	\$2,708.21	552,116	\$7,598.50	31.68	\$0.44
Jan-22	77,200		\$5,454.49	2,935	\$2,606.56	565,418	\$8,061.05	32.44	\$0.46
Feb-22	78,800		\$5,558.45	3,041	\$2,607.52	581,785	\$8,165.97	33.38	\$0.47
Mar-22	69,520		\$4,905.17	2,378	\$1,810.69	481,898	\$6,715.86	27.65	\$0.39
Apr-22	72,240		\$5,104.34	2,871	\$2,080.87	541,909	\$7,185.21	31.09	\$0.41
May-22	74,160		\$5,237.98	2,483	\$2,286.36	508,535	\$7,524.34	29.18	\$0.43
Jun-22	76,480		\$5,396.98	2,507	\$2,226.75	518,920	\$7,623.73	29.77	\$0.44
Jul-22	74,000		\$5,224.37	2,850	\$2,570.89	545,753	\$7,795.26	31.31	\$0.45
Aug-22	79,280		\$5,594.33	2,510	\$2,785.86	528,782	\$8,380.19	30.34	\$0.48
Sep-22	70,960		\$5,015.26	2,685	\$2,872.43	518,402	\$7,887.69	29.74	\$0.45
Oct-22	54,320		\$3,859.58	1,993	\$2,371.30	390,420	\$6,230.88	22.40	\$0.36
Nov-22	63,200		\$4,470.23	2,078	\$2,122.67	429,465	\$6,592.90	24.64	\$0.38
Dec-22	49,161		\$3,493.21	2,972	\$3,068.41	473,550	\$6,561.62	27.17	\$0.38

Annual Average Consumption and Cost									
Year	Electric Energy [kWh]	Total Electric Cost [\$\$\$]	Blended Rate [\$\$\$ / kWh]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [MMBTU]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft²]	Cost Index [\$\$\$ / ft²]
Year 1	554,560	\$39,497	\$0.0712	33,790	\$22,997	5,369	\$62,494	308.0	\$3.59
Year 2	725,840	\$51,418	\$0.0708	29,165	\$23,536	5,478	\$74,954	314.3	\$4.30
Year 3	839,321	\$59,314	\$0.0707	31,303	\$29,410	6,085	\$88,725	349.1	\$5.09
Average	706,574	\$50,077	\$0.0709	31,419	\$25,314	5,644	75,391	323.8	\$4.33

Average Monthly Utility Cost and Weather Data					
Month	Electric Energy [\$\$\$]	Natural Gas [\$\$\$]	Total [\$\$\$]	Heating Degree Days	Cooling Degree Days
January	\$4,394	\$2,402	\$6,796	917	0
February	\$4,282	\$2,690	\$6,971	714	0
March	\$3,869	\$2,021	\$5,890	569	0
April	\$4,153	\$2,364	\$6,517	401	1
May	\$3,778	\$1,620	\$5,398	195	19
June	\$4,087	\$1,597	\$5,684	49	168
July	\$4,153	\$1,830	\$5,984	1	398
August	\$4,706	\$2,137	\$6,843	1	360
September	\$4,720	\$2,084	\$6,803	35	128
October	\$3,825	\$1,698	\$5,523	278	20
November	\$4,263	\$2,158	\$6,421	715	0
December	\$3,848	\$2,713	\$6,562	1,013	0
Total	\$50,077	\$25,314	\$75,391	4,889	1,093
Pct. of Total	66%		34%		



Weather Dependency Analysis					
Energy Type	Best Fit Strategy	Trendline Formula	Intercept vs. CDD / HDD	R ²	Explanation
Electric Energy [kWh]	3° Polynomial	$y=0.00x^3 + -0.26x^2 + 11.33x + 57,847$	55,153	0.117	R ² < 0.50: Suggest monthly Electric Energy cannot be reasonably predicted based on weather severity, i.e. no correlation between weather and Electric Energy.
Natural Gas [CCF]	3° Polynomial	$y=0.00x^3 + 0.01x^2 + 1.47x + 2,347$	2,256	0.296	R ² < 0.50: Suggest monthly Natural Gas cannot be reasonably predicted based on weather severity, i.e. no correlation between weather and Natural Gas.





UTILITY DATA ANALYSIS

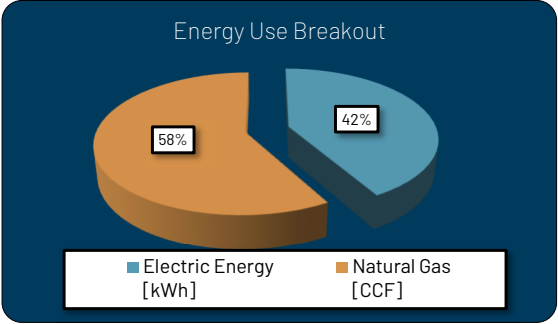
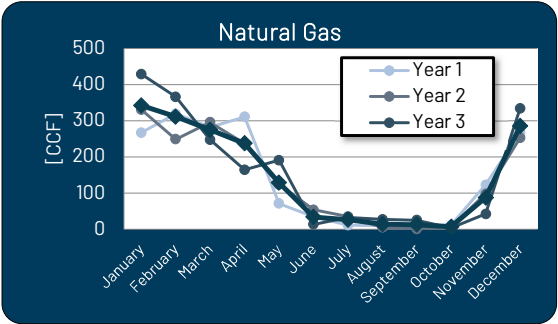
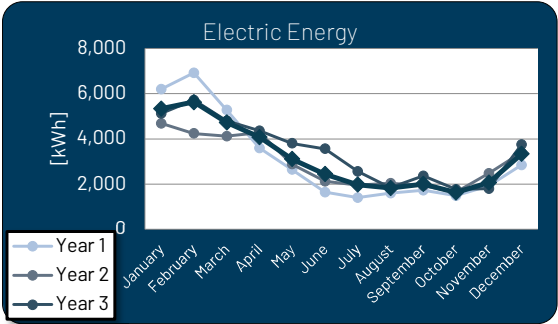
CITY OF ELLENSBURG - CITY MECHANIC SHOP

Building Information				Energy Information	
Project	City of Ellensburg	Building Area	3,090 ft ²	Year 1:	January 2020 to December 2020
Building	City Mechanic Shop			EUI:	98.3 kBtu/ft ² Cost: \$1.62 / ft ²
Service Add.	701 S Industrial Way, Ellensburg, WA 98926			Year 2:	January 2021 to December 2021
Primary Space Type	Vehicle Service/Repair Shop			EUI:	95.7 kBtu/ft ² Cost: \$1.59 / ft ²
Electric	City of Ellensburg: E30502 E11786			Year 3:	January 2022 to December 2022
Natural Gas	City of Ellensburg: G70082 G25369020			EUI:	108.3 kBtu/ft ² Cost: \$1.84 / ft ²
				Average:	January 2020 to December 2022
				EUI:	100.8 kBtu/ft ² Cost: \$1.68 / ft ²
				WNEUI:	98 kBtu/ft ² CBPS EUI: 51.2 kBtu/ft ²

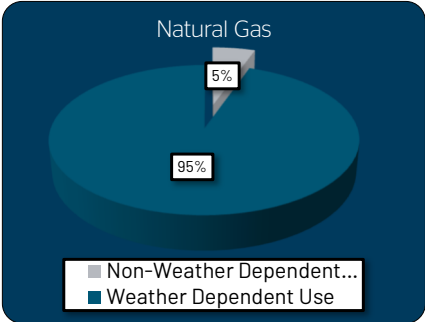
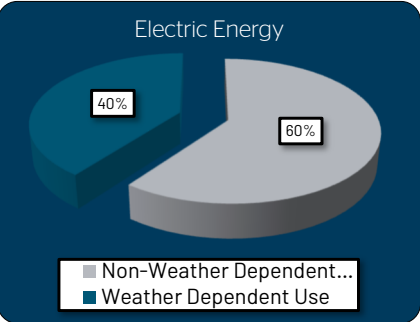
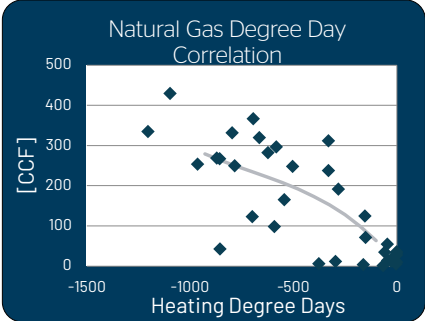
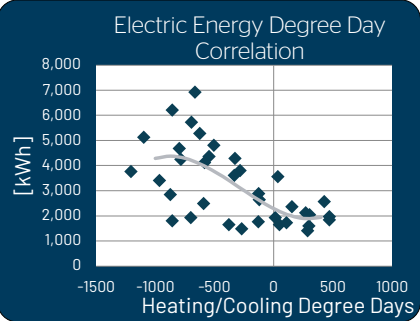
Historical Utility Data									
Period	Electric Energy [kWh]	No Demand Metered [kW]	Total Electric Cost [\$\$\$]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [kBtu]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft ²]	Cost Index [\$\$\$ / ft ²]
Jan-20	6,200		\$507.96	267	\$208.54	48,629	\$716.50	15.74	\$0.23
Feb-20	6,920		\$560.54	319	\$258.15	56,436	\$818.69	18.26	\$0.26
Mar-20	5,280		\$436.53	282	\$220.32	47,033	\$656.85	15.22	\$0.21
Apr-20	3,600		\$339.33	311	\$266.14	44,285	\$605.47	14.33	\$0.20
May-20	2,640		\$242.92	71	\$60.75	16,314	\$303.67	5.28	\$0.10
Jun-20	1,640		\$190.58	34	\$46.32	9,094	\$236.90	2.94	\$0.08
Jul-20	1,400		\$171.41	11	\$34.08	5,909	\$205.49	1.91	\$0.07
Aug-20	1,600		\$192.73	9	\$35.84	6,385	\$228.57	2.07	\$0.07
Sep-20	1,720		\$191.22	12	\$34.27	7,103	\$225.49	2.30	\$0.07
Oct-20	1,480		\$176.98	11	\$34.47	6,182	\$211.45	2.00	\$0.07
Nov-20	1,920		\$212.54	123	\$99.19	19,208	\$311.73	6.22	\$0.10
Dec-20	2,840		\$269.17	268	\$208.14	37,267	\$477.31	12.06	\$0.15
Jan-21	4,680		\$409.57	331	\$260.00	50,028	\$669.57	16.19	\$0.22
Feb-21	4,240		\$364.14	249	\$191.64	40,089	\$555.78	12.97	\$0.18
Mar-21	4,120		\$355.79	296	\$201.53	44,516	\$557.32	14.41	\$0.18
Apr-21	4,280		\$374.33	237	\$187.44	38,991	\$561.77	12.62	\$0.18
May-21	2,880		\$279.36	124	\$112.15	22,586	\$391.51	7.31	\$0.13
Jun-21	2,120		\$219.06	54	\$66.39	12,790	\$285.45	4.14	\$0.09
Jul-21	1,960		\$210.39	35	\$53.77	10,289	\$264.16	3.33	\$0.09
Aug-21	2,040		\$220.89	5	\$34.25	7,475	\$255.14	2.42	\$0.08
Sep-21	1,920		\$207.60	1	\$28.99	6,654	\$236.59	2.15	\$0.08
Oct-21	1,640		\$188.11	6	\$33.29	6,213	\$221.40	2.01	\$0.07
Nov-21	2,480		\$249.05	98	\$128.69	18,546	\$377.74	6.00	\$0.12
Dec-21	3,400		\$310.61	253	\$234.12	37,635	\$544.73	12.18	\$0.18
Jan-22	5,120		\$437.72	429	\$396.52	61,618	\$834.24	19.94	\$0.27
Feb-22	5,720		\$472.08	367	\$329.47	57,249	\$801.55	18.53	\$0.26
Mar-22	4,800		\$400.66	248	\$203.09	41,901	\$603.75	13.56	\$0.20
Apr-22	4,360		\$379.90	165	\$146.10	31,813	\$526.00	10.30	\$0.17
May-22	3,800		\$340.92	191	\$200.14	32,624	\$541.06	10.56	\$0.18
Jun-22	3,560		\$321.75	14	\$15.96	13,545	\$337.71	4.38	\$0.11
Jul-22	2,560		\$252.15	33	\$56.23	12,130	\$308.38	3.93	\$0.10
Aug-22	1,840		\$204.50	27	\$57.82	9,056	\$262.32	2.93	\$0.08
Sep-22	2,360		\$240.70	25	\$54.30	10,625	\$295.00	3.44	\$0.10
Oct-22	1,760		\$201.41	3	\$33.43	6,314	\$234.84	2.04	\$0.08
Nov-22	1,800		\$196.79	42	\$67.14	10,463	\$263.93	3.39	\$0.09
Dec-22	3,755		\$332.92	335	\$357.75	47,266	\$690.68	15.30	\$0.22

Annual Average Consumption and Cost									
Year	Electric Energy [kWh]	Total Electric Cost [\$\$\$]	Blended Rate [\$\$\$ / kWh]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [MMBTU]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft²]	Cost Index [\$\$\$ / ft²]
Year 1	37,240	\$3,492	\$0.0938	1,718	\$1,506	304	\$4,998	98.3	\$1.62
Year 2	35,760	\$3,389	\$0.0948	1,689	\$1,532	296	\$4,921	95.7	\$1.59
Year 3	41,435	\$3,782	\$0.0913	1,878	\$1,918	335	\$5,699	108.3	\$1.84
Average	38,145	\$3,554	\$0.0933	1,762	\$1,652	311	\$5,206	100.8	\$1.68

Average Monthly Utility Cost and Weather Data					
Month	Electric Energy [\$\$\$]	Natural Gas [\$\$\$]	Total [\$\$\$]	Heating Degree Days	Cooling Degree Days
January	\$452	\$288	\$740	917	0
February	\$466	\$260	\$725	714	0
March	\$398	\$208	\$606	569	0
April	\$365	\$200	\$564	401	1
May	\$288	\$124	\$412	195	19
June	\$244	\$43	\$287	49	168
July	\$211	\$48	\$259	1	398
August	\$206	\$43	\$249	1	360
September	\$213	\$39	\$252	35	128
October	\$189	\$34	\$223	278	20
November	\$219	\$98	\$318	715	0
December	\$304	\$267	\$571	1,013	0
Total	\$3,554	\$1,652	\$5,206	4,889	1,093
Pct. of Total	68%		32%		



Weather Dependency Analysis					
Energy Type	Best Fit Strategy	Trendline Formula	Intercept vs. CDD / HDD	R ²	Explanation
Electric Energy [kWh]	3° Polynomial	$y=0.00x^3 + 0.00x^2 + -2.41x + 2,287$	1,914	0.414	R ² < 0.50: Suggest monthly Electric Energy cannot be reasonably predicted based on weather severity, i.e. no correlation between weather and Electric Energy.
Natural Gas [CCF]	3° Polynomial	$y=0.00x^3 + 0.00x^2 + -0.62x + 8$	8	0.643	R ² < 0.75: Suggest monthly Natural Gas cannot be significantly be predicted based on weather severity, i.e. low correlation between weather and Natural Gas.





UTILITY DATA ANALYSIS

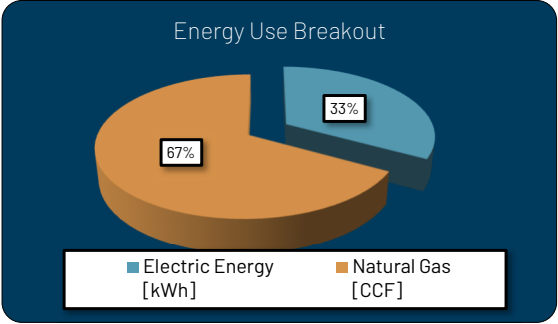
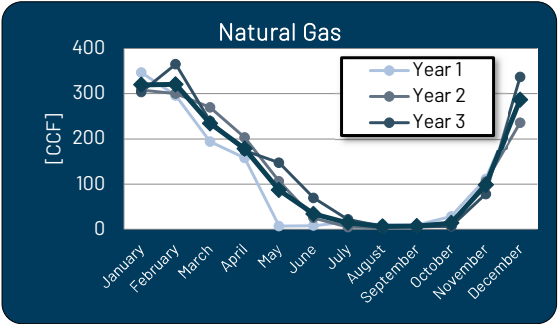
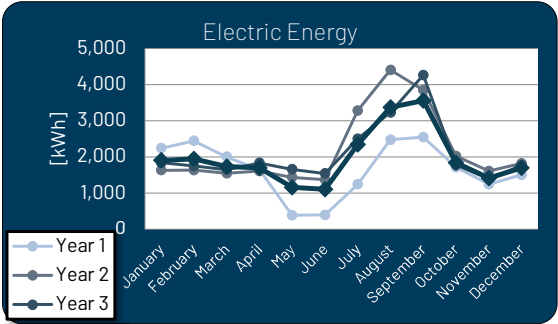
CITY OF ELLENSBURG - ADULT ACTIVITY CENTER

Building Information				Energy Information	
Project	City of Ellensburg	Building Area	3,580 ft ²	Year 1:	January 2020 to December 2020
Building	Adult Activity Center			EUI:	61.2 kBtu/ft ² Cost: \$0.98 / ft ²
Service Add.	506 S Pine St, Ellensburg, WA 98926			Year 2:	January 2021 to December 2021
Primary Space Type	Social/Meeting Hall			EUI:	70.2 kBtu/ft ² Cost: \$1.13 / ft ²
Electric	City of Ellensburg: E30615			Year 3:	January 2022 to December 2022
Natural Gas	City of Ellensburg: G15316823			EUI:	74.4 kBtu/ft ² Cost: \$1.21 / ft ²
				Average:	January 2020 to December 2022
				EUI:	68.6 kBtu/ft ² Cost: \$1.11 / ft ²
				WNEUI:	67 kBtu/ft ² CBPS EUI: 31.2 kBtu/ft ²

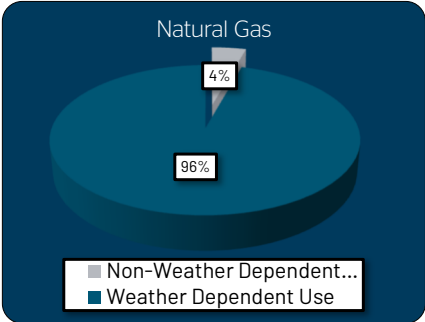
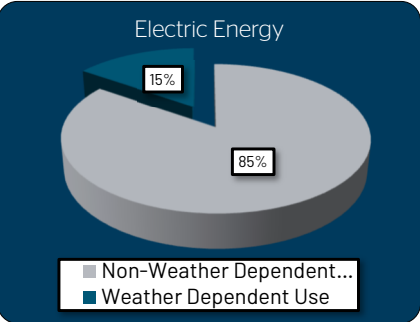
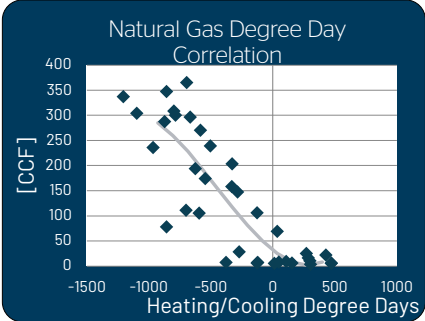
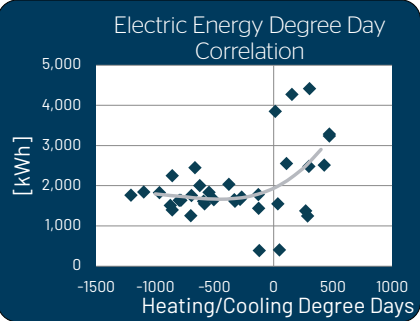
Historical Utility Data									
Period	Electric Energy [kWh]	No Demand Metered [kW]	Total Electric Cost [\$\$\$]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [kBtu]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft ²]	Cost Index [\$\$\$ / ft ²]
Jan-20	2,243		\$239.95	347	\$251.91	43,359	\$491.86	12.11	\$0.14
Feb-20	2,446		\$246.68	296	\$229.12	38,804	\$475.80	10.84	\$0.13
Mar-20	2,003		\$208.45	194	\$149.82	26,797	\$358.27	7.49	\$0.10
Apr-20	1,648		\$213.33	158	\$140.63	21,881	\$353.96	6.11	\$0.10
May-20	383		\$80.91	7	\$16.46	2,027	\$97.37	0.57	\$0.03
Jun-20	399		\$99.28	8	\$20.79	2,185	\$120.07	0.61	\$0.03
Jul-20	1,241		\$165.28	16	\$26.99	5,881	\$192.27	1.64	\$0.05
Aug-20	2,474		\$248.63	10	\$23.27	9,470	\$271.90	2.65	\$0.08
Sep-20	2,547		\$248.78	9	\$21.99	9,616	\$270.77	2.69	\$0.08
Oct-20	1,716		\$198.34	28	\$34.51	8,736	\$232.85	2.44	\$0.07
Nov-20	1,248		\$160.83	111	\$79.73	15,680	\$240.56	4.38	\$0.07
Dec-20	1,506		\$183.73	287	\$210.16	34,671	\$393.89	9.68	\$0.11
Jan-21	1,632		\$187.56	308	\$229.52	37,262	\$417.08	10.41	\$0.12
Feb-21	1,635		\$187.77	300	\$216.76	36,449	\$404.53	10.18	\$0.11
Mar-21	1,547		\$176.71	270	\$177.38	33,061	\$354.09	9.24	\$0.10
Apr-21	1,612		\$191.11	203	\$153.10	26,389	\$344.21	7.37	\$0.10
May-21	1,437		\$173.99	106	\$87.50	15,810	\$261.49	4.42	\$0.07
Jun-21	1,371		\$166.93	25	\$34.80	7,250	\$201.73	2.03	\$0.06
Jul-21	3,284		\$307.48	5	\$22.11	11,720	\$329.59	3.27	\$0.09
Aug-21	4,410		\$380.91	3	\$19.81	15,356	\$400.72	4.29	\$0.11
Sep-21	3,848		\$346.73	5	\$22.52	13,644	\$369.25	3.81	\$0.10
Oct-21	2,027		\$215.05	7	\$23.26	7,636	\$238.31	2.13	\$0.07
Nov-21	1,608		\$183.43	105	\$122.81	16,291	\$306.24	4.55	\$0.09
Dec-21	1,820		\$205.58	236	\$215.03	30,494	\$420.61	8.52	\$0.12
Jan-22	1,841		\$202.10	304	\$272.70	37,563	\$474.80	10.49	\$0.13
Feb-22	1,749		\$195.70	365	\$313.36	43,526	\$509.06	12.16	\$0.14
Mar-22	1,650		\$183.88	239	\$184.93	30,223	\$368.81	8.44	\$0.10
Apr-22	1,835		\$209.09	174	\$135.76	24,166	\$344.85	6.75	\$0.10
May-22	1,659		\$186.98	147	\$144.03	20,787	\$331.01	5.81	\$0.09
Jun-22	1,543		\$178.90	69	\$74.26	12,365	\$253.16	3.45	\$0.07
Jul-22	2,507		\$255.86	22	\$37.69	10,818	\$293.55	3.02	\$0.08
Aug-22	3,233		\$296.53	6	\$23.07	11,648	\$319.60	3.25	\$0.09
Sep-22	4,267		\$378.35	6	\$25.11	15,176	\$403.46	4.24	\$0.11
Oct-22	1,779		\$197.79	6	\$24.02	6,687	\$221.81	1.87	\$0.06
Nov-22	1,394		\$168.53	78	\$91.29	12,783	\$259.82	3.57	\$0.07
Dec-22	1,764		\$199.15	337	\$350.27	40,673	\$549.43	11.36	\$0.15

Annual Average Consumption and Cost									
Year	Electric Energy [kWh]	Total Electric Cost [\$\$\$]	Blended Rate [\$\$\$ / kWh]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [MMBTU]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft²]	Cost Index [\$\$\$ / ft²]
Year 1	19,854	\$2,294	\$0.1156	1,471	\$1,205	219	\$3,500	61.2	\$0.98
Year 2	26,231	\$2,723	\$0.1038	1,573	\$1,325	251	\$4,048	70.2	\$1.13
Year 3	25,221	\$2,653	\$0.1052	1,753	\$1,676	266	\$4,329	74.4	\$1.21
Average	23,769	\$2,557	\$0.1082	1,599	\$1,402	246	\$3,959	68.6	\$1.11

Average Monthly Utility Cost and Weather Data					
Month	Electric Energy [\$\$\$]	Natural Gas [\$\$\$]	Total [\$\$\$]	Heating Degree Days	Cooling Degree Days
January	\$210	\$251	\$461	917	0
February	\$210	\$253	\$463	714	0
March	\$190	\$171	\$360	569	0
April	\$205	\$143	\$348	401	1
May	\$147	\$83	\$230	195	19
June	\$148	\$43	\$192	49	168
July	\$243	\$29	\$272	1	398
August	\$309	\$22	\$331	1	360
September	\$325	\$23	\$348	35	128
October	\$204	\$27	\$231	278	20
November	\$171	\$98	\$269	715	0
December	\$196	\$258	\$455	1,013	0
Total	\$2,557	\$1,402	\$3,959	4,889	1,093
Pct. of Total	65%		35%		



Weather Dependency Analysis					
Energy Type	Best Fit Strategy	Trendline Formula	Intercept vs. CDD / HDD	R ²	Explanation
Electric Energy [kWh]	3° Polynomial	$y=0.00x^3 + 0.00x^2 + 1.40x + 1,939$	1,678	0.247	R ² < 0.50: Suggest monthly Electric Energy cannot be reasonably predicted based on weather severity, i.e. no correlation between weather and Electric Energy.
Natural Gas [CCF]	3° Polynomial	$y=0.00x^3 + 0.00x^2 + -0.20x + 32$	6	0.730	R ² < 0.75: Suggest monthly Natural Gas cannot be significantly be predicted based on weather severity, i.e. low correlation between weather and Natural Gas.





UTILITY DATA ANALYSIS

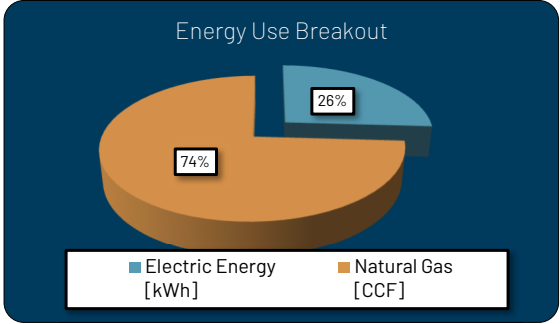
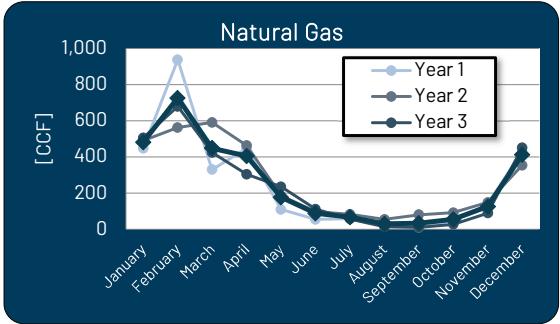
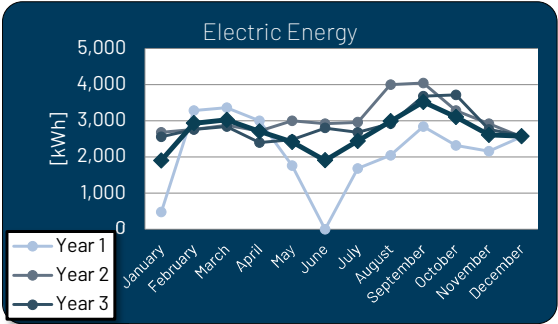
CITY OF ELLENSBURG - YOUTH CENTER

Building Information				Energy Information	
Project	City of Ellensburg	Building Area	6,120 ft ²	Year 1:	January 2020 to December 2020
Building	Youth Center			EUI:	65.1 kBtu/ft ² Cost: \$0.82 / ft ²
Service Add.	406 E Capitol Ave, Ellensburg, WA 98926			Year 2:	January 2021 to December 2021
Primary Space Type	Social/Meeting Hall			EUI:	74.3 kBtu/ft ² Cost: \$0.97 / ft ²
Electric	City of Ellensburg: E003537 E11219			Year 3:	January 2022 to December 2022
Natural Gas	City of Ellensburg: G56841			EUI:	68.0 kBtu/ft ² Cost: \$0.96 / ft ²
				Average:	January 2020 to December 2022
				EUI:	69.1 kBtu/ft ² Cost: \$0.92 / ft ²
				WNEUI:	68 kBtu/ft ² CBPS EUI: 31.2 kBtu/ft ²

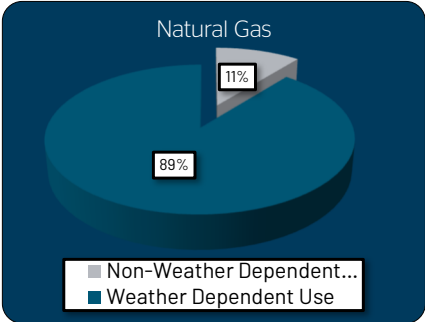
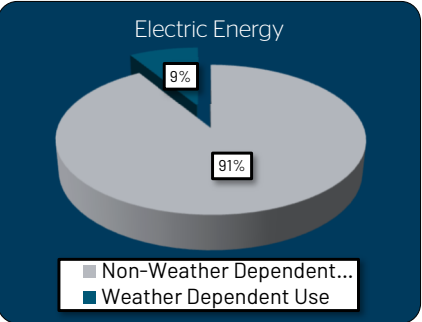
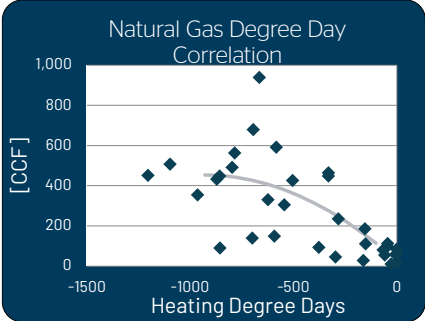
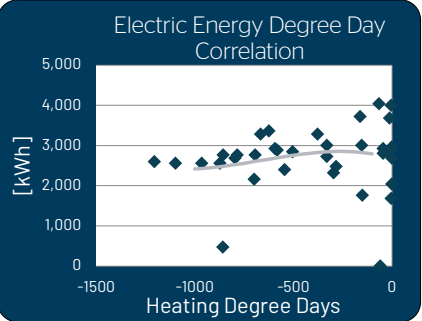
Historical Utility Data									
Period	Electric Energy [kWh]	No Demand Metered [kW]	Total Electric Cost [\$\$\$]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [kBtu]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft ²]	Cost Index [\$\$\$ / ft ²]
Jan-20	472		\$114.22	448	\$319.52	47,710	\$433.74	7.80	\$0.07
Feb-20	3,280		\$381.17	938	\$705.16	107,712	\$1,086.33	17.60	\$0.18
Mar-20	3,360		\$305.37	330	\$243.52	45,421	\$548.89	7.42	\$0.09
Apr-20	3,000		\$307.43	447	\$355.66	56,232	\$663.09	9.19	\$0.11
May-20	1,760		\$176.75	110	\$71.87	17,324	\$248.62	2.83	\$0.04
Jun-20			\$71.51	55	\$44.62	5,660	\$116.13	0.92	\$0.02
Jul-20	1,680		\$195.84	59	\$49.92	11,803	\$245.76	1.93	\$0.04
Aug-20	2,040		\$218.42	17	\$27.03	8,710	\$245.45	1.42	\$0.04
Sep-20	2,840		\$269.17	10	\$22.58	10,719	\$291.75	1.75	\$0.05
Oct-20	2,320		\$240.38	45	\$44.26	12,546	\$284.64	2.05	\$0.05
Nov-20	2,160		\$224.31	138	\$94.91	21,570	\$319.22	3.52	\$0.05
Dec-20	2,560		\$257.09	431	\$306.34	53,085	\$563.43	8.67	\$0.09
Jan-21	2,680		\$260.50	490	\$354.92	59,565	\$615.42	9.73	\$0.10
Feb-21	2,760		\$266.07	562	\$390.95	67,247	\$657.02	10.99	\$0.11
Mar-21	2,880		\$269.49	591	\$369.06	70,640	\$638.55	11.54	\$0.10
Apr-21	2,720		\$265.75	463	\$325.54	56,923	\$591.29	9.30	\$0.10
May-21	3,000		\$285.24	185	\$139.82	29,273	\$425.06	4.78	\$0.07
Jun-21	2,920		\$274.74	97	\$86.84	19,944	\$361.58	3.26	\$0.06
Jul-21	2,960		\$284.93	83	\$79.08	18,640	\$364.01	3.05	\$0.06
Aug-21	4,000		\$352.37	55	\$63.20	19,308	\$415.57	3.15	\$0.07
Sep-21	4,040		\$360.09	80	\$83.48	22,016	\$443.57	3.60	\$0.07
Oct-21	3,280		\$302.26	92	\$95.48	20,658	\$397.74	3.38	\$0.06
Nov-21	2,920		\$274.74	149	\$167.26	25,295	\$442.00	4.13	\$0.07
Dec-21	2,560		\$257.09	354	\$313.32	45,161	\$570.41	7.38	\$0.09
Jan-22	2,560		\$252.15	506	\$442.40	60,802	\$694.55	9.93	\$0.11
Feb-22	2,760		\$266.07	679	\$568.06	79,286	\$834.13	12.96	\$0.14
Mar-22	2,840		\$266.70	425	\$316.27	53,423	\$582.97	8.73	\$0.10
Apr-22	2,400		\$248.41	304	\$222.97	39,470	\$471.38	6.45	\$0.08
May-22	2,480		\$244.12	235	\$220.23	32,643	\$464.35	5.33	\$0.08
Jun-22	2,800		\$266.39	111	\$109.29	20,976	\$375.68	3.43	\$0.06
Jul-22	2,680		\$267.90	57	\$67.36	15,009	\$335.26	2.45	\$0.05
Aug-22	2,920		\$274.74	14	\$31.51	11,404	\$306.25	1.86	\$0.05
Sep-22	3,680		\$337.50	10	\$29.16	13,585	\$366.66	2.22	\$0.06
Oct-22	3,720		\$332.88	27	\$47.53	15,471	\$380.41	2.53	\$0.06
Nov-22	2,760		\$263.61	89	\$101.81	18,575	\$365.42	3.04	\$0.06
Dec-22	2,594		\$256.88	451	\$462.61	55,254	\$719.49	9.03	\$0.12

Annual Average Consumption and Cost									
Year	Electric Energy [kWh]	Total Electric Cost [\$\$\$]	Blended Rate [\$\$\$ / kWh]	Natural Gas [CCF]	Natural Gas Cost [\$\$\$]	Total Energy [MMBTU]	Total Cost [\$\$\$]	Energy Use Index [kBtu / ft²]	Cost Index [\$\$\$ / ft²]
Year 1	25,472	\$2,762	\$0.1084	3,028	\$2,285	398	\$5,047	65.1	\$0.82
Year 2	36,720	\$3,453	\$0.0940	3,201	\$2,469	455	\$5,922	74.3	\$0.97
Year 3	34,194	\$3,277	\$0.0958	2,908	\$2,619	416	\$5,897	68.0	\$0.96
Average	32,129	\$3,164	\$0.0994	3,046	\$2,458	423	\$5,622	69.1	\$0.92

Average Monthly Utility Cost and Weather Data					
Month	Electric Energy [\$\$\$]	Natural Gas [\$\$\$]	Total [\$\$\$]	Heating Degree Days	Cooling Degree Days
January	\$209	\$372	\$581	917	0
February	\$304	\$555	\$859	714	0
March	\$281	\$310	\$590	569	0
April	\$274	\$301	\$575	401	1
May	\$235	\$144	\$379	195	19
June	\$204	\$80	\$284	49	168
July	\$250	\$65	\$315	1	398
August	\$282	\$41	\$322	1	360
September	\$322	\$45	\$367	35	128
October	\$292	\$62	\$354	278	20
November	\$254	\$121	\$376	715	0
December	\$257	\$361	\$618	1,013	0
Total	\$3,164	\$2,458	\$5,622	4,889	1,093
Pct. of Total	56%		44%		



Weather Dependency Analysis					
Energy Type	Best Fit Strategy	Trendline Formula	Intercept vs. CDD / HDD	R ²	Explanation
Electric Energy [kWh]	3° Polynomial	$y=0.00x^3 + 0.00x^2 + -1.42x + 2,684$	2,443	0.027	R ² < 0.50: Suggest monthly Electric Energy cannot be reasonably predicted based on weather severity, i.e. no correlation between weather and Electric Energy.
Natural Gas [CCF]	3° Polynomial	$y=0.00x^3 + 0.00x^2 + -0.91x + 27$	27	0.537	R ² < 0.75: Suggest monthly Natural Gas cannot be significantly be predicted based on weather severity, i.e. low correlation between weather and Natural Gas.



City of Ellensburg | CBPS Benchmarking Report

4. Compliance Roadmap

4.1. CBPS COMPLIANCE REQUIREMENTS

To submit for compliance, **all** covered buildings/campuses will need:

1. A compliant ENERGY STAR Portfolio Manager profile.
2. An Energy Management Plan (EMP) in line with WAC 194-50 and ASHRAE Standard 100.
 - a. Update annually with accounting and relevant activity.
3. An Operations and Maintenance (O&M) Plan in line with WAC 194-50 and ASHRAE Standard 100.
 - a. This program must be active, with documented proof, for a minimum of 12 months prior to submitting for compliance.
4. 12 months of complete utility data to establish a Weather Normalized EUI data below the EUI target taken prior to the compliance date. Only Tier 1 buildings are required to reduce their EUI below their respective targets.

City of Ellensburg | CBPS Benchmarking Report

4.2. RECOMMENDATIONS

1. Development of an Energy Management Plan (EMP)/Operations and Maintenance (O&M) Program for **ALL** buildings.
 - a. An Energy Management Plan should be designed to maximize energy efficient operations while supporting occupant comfort. It should be a tool for energy accounting as well as capital planning and will help preserve the condition of the building systems and their elements while planning a way to maintain CBPS compliance.
 - b. The O&M program should be designed to support the building energy-using systems in achieving their intended energy efficiency throughout their service life. The program should contain an inventory of equipment, building systems and controls to be inspected. This should be supplemented with an equipment maintenance plan.

4.3. CBPS CLIENT COMPLIANCE PATHWAYS

4.3.1. Tier 1 Buildings

City of Ellensburg does not have any Tier 1 buildings at this time. Should they acquire any in the future, the must comply using one of the four paths described below:

1. **Energy target compliance:** implement all energy efficiency measures that will get the facility to perform at or below the EUI_T .
 - a. Due date: EEM implementation would need to be completed no later than the compliance date.
2. **Investment criteria:** Complete an ASHRAE Level 2 Energy Audit with Life Cycle Cost Analysis of measures and implement an optimized bundle of all cost-effective energy efficiency measures ("cost effective" is defined by CBPS as a savings to investment ratio ≥ 1 based on a life cycle cost analysis)
 - a. The EEMs must be installed and commissioned prior to the compliance date, and ongoing reporting is required until measurement and verification is completed.
 - b. Note: this option can be further built out following the completion of an ASHRAE Level II Energy Audit and report
3. **Apply for an exemption** if the facility is pending demolition (demolition permit must be provided)
 - a. Due date: applications for exemption must be submitted 180 days prior to the compliance date.
4. **Pay the penalty** rather than pursue compliance.
 - a. CBPS section Z5.4.1.2 provides an option to pay the required fines rather than comply, which is \$5,000 plus an annual amount equal to \$1/GSF not to exceed a value greater than 18 months of accrued penalty.
 - b. Due date: the earliest fines would be assessed 30 days after compliance is due.
 - c. Note: additional fines can be assessed based on inflation or interest accrual, and other fines may be assessed for any compliance past the due date
 - d. Note: this option is not recommended and should only be used if all other options have been exhausted.

City of Ellensburg | CBPS Benchmarking Report

Compliance path	Application due date	Compliance due date	Cost	Notes
EUI _T	N/A	Tier 1A : 6/1/26 Tier 1B : 6/1/27 Tier 1C : 6/1/28	Costs identified in Investment Grade Audit	Implement FIMs to reach EUI _T
Investment criteria	Tier 1A : 12/3/25 Tier 1B : 12/3/26 Tier 1C : 12/3/27	Tier 1A : 6/1/26 Tier 1B : 6/1/27 Tier 1C : 6/1/28	Simple payback identified in the Investment Grade Audit Supplemental LCCA required	Implement cost-effective FIMs
Demolition exemption	Tier 1A : 12/3/25 Tier 1B : 12/3/26 Tier 1C : 12/3/27	Tier 1A : 6/1/26 Tier 1B : 6/1/27 Tier 1C : 6/1/28	N/A	Demolition permit required
Penalty	N/A	Tier 1A : 7/1/26 Tier 1B : 7/1/27 Tier 1C : 7/1/28	\$5,000 + \$1.00/GSF for up to 18 months of non-compliance every 5 years	

4.3.2. Tier 2 Buildings

Tier 2 buildings are not required to meet an energy performance target. Tier 2 buildings are still required to benchmark their energy use and maintain accurate Energy Star Portfolio Manager profiles. Additionally, Tier 2 buildings must develop and maintain both an Energy Management Plan (EMP) and an Operations & Maintenance Plan (O&M) for CBPS compliance.



Meeting Date: January 16, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Resolution 2024-03 to Reject All Bids for Bid Call 2023-19 Pfenning Road Shared Use Pathway (Public Comment Opportunity)

Submitted by: Josh Mattson, Assistant City Engineer

Department: Public Works & Utilities

Suggested Motion/Action:

Move to adopt Resolution 2024-03 rejecting all bids for Bid call 2023-19, Pfenning Road Shared Use Pathway, due to bid irregularities with the lowest four bids and bid pricing in excess of the engineer's estimate and City's project budget for the remaining bids.

Background/Summary:

Bids were received on Thursday, December 21, 2023 for the above-mentioned project. Bid Call 2023-19 consisted of three schedules for the construction of a shared use pathway on the west side of Pfenning Road from 3rd Ave to the Palouse to Cascades (PTC) trail, water system improvements, and future power distribution system improvements. The project included the installation of irrigation pipe, extension of an existing CMP pipe arch, installation of 1,440 feet of curb and gutter, installation of 1,350 feet of 10-foot-wide paved shared use pathway, retaining walls, buffer strips, fencing, signage, water system infrastructure, electrical distribution infrastructure, traffic control, and other items.

This project is federally funded and a mandatory minimum Disadvantage Business Enterprise (DBE) subcontractor goal of 13% was established by the Washington State Department of Transportation (WSDOT) for the contract. WSDOT assists in the review of DBE subcontractor eligibility and work classification to ensure that the DBE goal will be met with the project. Staff received 11 bids. Upon preliminary review, the four lowest bids were found to have bid irregularities that are material to the bid requirements that would deem them non-responsive if an award was made with this bid call. The pricing for each of the remaining seven bids exceeded the engineer's estimate and the City's available budget for this project.

For the three lowest bids, the construction experience listed with the bid proposals did not meet the project requirements. WSDOT also found that the DBE proposals with the two lowest bids and the fourth bid did not meet the mandatory DBE goal of 13%.

Due to these issues, staff is requesting that City Council reject all the bids and direct staff to re-bid the project with updated construction experience requirements.

Previous Council Action:

June 7, 2021 Regular Council Meeting - Council adopted Resolution 2021-19 amending the

Six-Year Transportation Improvement Plan (TIP) for 2021-2026 showing the project with secured grant funding. Council also authorized the Mayor and staff to execute any and all necessary grant paperwork associated with this project.

Analysis:

The project was advertised, and bids were received as follows:

East Slope Earthworks, LLC:	\$761,824.08
Ascent Foundation and More, LLC:	\$824,923.95
H&H Construction Solutions, LLC:	\$857,428.67
Pro Grade Enterprises, Inc.:	\$864,733.86
Midway Underground, LLC:	\$875,402.62
Wheeler Excavation, LLC:	\$888,888.00
Belsaas and Smith Construction:	\$898,839.92
Granite Construction Company	\$899,838.94
Hurst Construction, LLC:	\$947,594.04
Mass X Construction, LLC:	\$978,359.58
J.M. Pacific Construction, Inc.	\$1,007,143.22
<i>Engineer's Estimate:</i>	<i>\$800,316.80</i>

The lowest four bids had bid irregularities and the remaining bids are significantly higher than the engineer's estimate and the City's budget for the project.

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. 2024-03 Rejecting All Bids for 2023-19 Pfenning Shared Use Pathway

RESOLUTION NO. 2024-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, rejecting all bids for Bid Call 2023-19 Pfenning Road Shared Use Pathway project.

WHEREAS, the City of Ellensburg (“City”) has caused the preparation of certain Bid Documents, entitled City of Ellensburg Bid Call 2023-19 for the PFENNING ROAD SHARED USE PATHWAY project; and

WHEREAS, the City has invited bids from Contractors, has received said bids, analyzed the same; and

WHEREAS, on December 21st, 2023, eleven bids were received and opened by the City; and

WHEREAS, the construction experience listed with the contractor bids for the three lowest bids did not meet the project requirements; and

WHEREAS, the Disadvantaged Business Enterprise (DBE) utilization proposals for the two lowest bids and the fourth bid did not meet the Washington State Department of Transportation mandatory DBE goal of 13% for the project; and

WHEREAS, the remaining seven bids are significantly higher than the engineer’s estimate and the City’s budget for the project; and

WHEREAS, pursuant to RCW 35.23.352(1), the City Council may, by resolution, reject all bids and authorize staff to rebid the project; and

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

Section 1. All bids received for Bid Call 2023-19 Pfenning Road Shared Use Pathway project, are hereby rejected and staff is directed to rebid the project.

ADOPTED by the City Council of the City of Ellensburg this 16th day of January 2024.

Mayor

ATTEST:

City Clerk



MANAGER'S REPORT

DATE: January 16, 2024

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Purchase of Natural Gas

As outlined in the City Code, staff is notifying City Council, as required by Chapter 9.80 of the ECC, that the City recently purchased fixed natural gas contracts, with 1,000/MMBtu per day delivery starting December 2023 through May 2024. The 183,000 MMBtu purchase commitment to Shell Energy North America resulted in a total cost of \$756,113 to the gas utility.

2. Sale of CCA Allowances

Staff completed a sale of greenhouse gas/carbon compliance instruments (CCA Allowances) in December 2023.

3. City Council Position No. 3 Applications Available

The City is accepting applications from persons wishing to be considered to fill a vacancy on the City Council - Position 3. The seat was previously held by Adam Winn who resigned in December 2023. The unexpired term ends December 31, 2025. Applications are available on the City website at www.ci.ellensburg.wa.us/application or at City Hall, 501 North Anderson Street, Ellensburg, Washington 98926. Applications are due by Monday, February 5, 2024, at 5:00 p.m. Interviews will take place at a Special City Council meeting on Monday, February 12, 2024, beginning at 6:00 p.m. For additional information or an application form, contact the City Manager's Office at (509) 962-7221.

4. 2024 Legislative Update

The City's 2024 Legislative Priorities were adopted at the November 6, 2023 meeting. On behalf of the City of Ellensburg, Representatives Ybarra, Dye, Fitzgibbon, and Doglio have sponsored a bill to amend the Open Public Meetings Act in order to comply with the Climate Commitment Act (see HB 2173 and companion SB 6047)

<https://app.leg.wa.gov/billssummary?BillNumber=2173&Chamber=House&Year=2023>

A legislative update will be provided at the February 5 study session.

5. Conference of Governments (COG) Resolution

At their December 20, 2023 meeting, the Kittitas County Conference of Governments (COG) members approved Resolution 2023-001 to express support for regional planning and coordination across the County, including education and junior taxing districts. During future COG meetings, members will explore frameworks and resources to refine and implement regional planning objectives.

KITTITAS COUNTY CONFERENCE OF GOVERNMENTS

RESOLUTION 2023-001

IN SUPPORT OF REGIONAL PLANNING IMPLEMENTATION

WHEREAS, Section 36.70.060, as amended, and sections 36.64.80 through 36.64.110 of the Revised Code of Washington enable the formation of conferences of governments for the purposes of examining regional planning policies and studying regional and governmental problems; and

WHEREAS, the Kittitas County Conference of Governments was enacted under Articles of Association on August 24th, 1995; and

WHEREAS, Article II of these Articles of Association state, “The purpose of the COG shall be to develop and promote communication, understanding, and cooperation among the COG member jurisdictions on matters common to, and affecting the public served by the member jurisdictions to wit, RCW 36.64.080”; and

WHEREAS, the population of Kittitas County, including its cities, has grown 11% since 2010, and over 25% since 2000; and

WHEREAS, the proximity of the Puget Sound metropolitan area, with a population of over 4 million people, has greatly increased visitation and population growth with associated impacts related to transportation, public services, recreation, and tourism over that same period; and

WHEREAS, the next required periodic update cycle under the Growth Management Act to Kittitas County’s countywide and city Comprehensive Plans is due in 2026; and

WHEREAS, the COG has the responsibility of agreeing to and setting upcoming future population growth estimates and agreeing on countywide planning principles; and

WHEREAS, government and non-profit entities throughout Kittitas County critical to planning for future population growth, associated infrastructure, operational and public services necessary to support said population growth and ensuring the generation of revenue necessary to maintain infrastructure and services are not currently part of any formal organizational process; and

WHEREAS, the prosperity, sustainable growth, and maintenance of existing quality of life in of our county depend on coordinated efforts and strategic planning among local governments; and

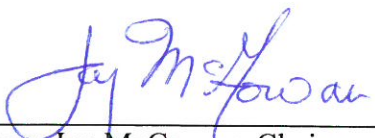
WHEREAS, regional planning across the globe has proven to facilitate efficient resource allocation, infrastructure development, preservation of environmental and historical assets, and foster more resilient and thriving communities which maintain a high quality of life.

NOW THEREFORE, be it resolved that the Kittitas County Conference of Governments supports the implementation of regional date gathering, planning and coordinating initiatives for the purposes of:

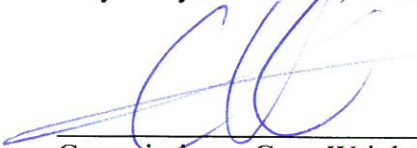
- A. Encouraging collaboration among neighboring municipalities, resolving conflicts, and fostering a unified approach towards addressing common challenges and opportunities.
- B. Promoting the efficient allocation and conservation of resources, including land, environmental resources, transportation networks, and utilities, to enhance economic growth, community well-being and maintain the county's high quality of life.
- C. Enhancing infrastructure through coordination of efforts to plan, fund, and develop robust infrastructure systems, including transportation, utilities, and public facilities, to accommodate population growth and connectivity.
- D. Ensuring equitable development by striving for and accommodating growth that addresses inherent issues relating to affordable housing, family-wage job growth, a quality of life and ensuring access to essential services for all residents.
- E. Engaging stakeholders, including public utility districts and junior taxing districts, previously not part of discussions around population growth and the impacts of it.
- F. Encouraging public participation and engagement from our community in the formation and analysis of interjurisdictional public and private projects to ensure transparency, accountability, and the incorporation of community input in the planning process.
- G. Supporting the realization of public facility construction and financing by advocating for adequate funding, coordinated policy frameworks, cooperative evaluation programs and other mechanisms necessary to support the effective design, implementation, and monitoring of regional planning initiatives.

Be it further resolved that this Conference calls upon all local governments within the region to formally adopt the foregoing objectives and commit sufficient and equitably-shared resources to the implementation of a regional planning organizational framework that can address regional and sub-regional planning for the collective benefit and sustainable population growth of Kittitas County and its incorporated cities.

Resolved by the Kittitas County Conference of Governments this 20th day, of December 2023.



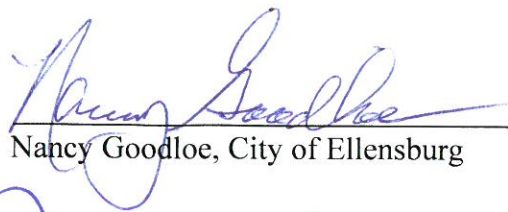
Mayor Jay McGowan, Chairman, City of Cle Elum

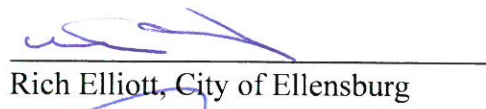


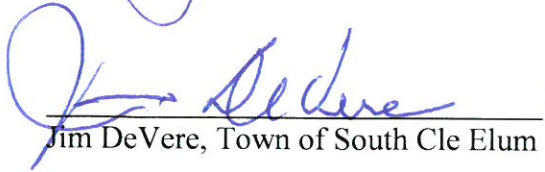
Commissioner Cory Wright, Kittitas County

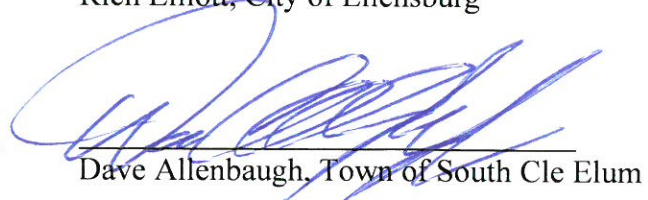


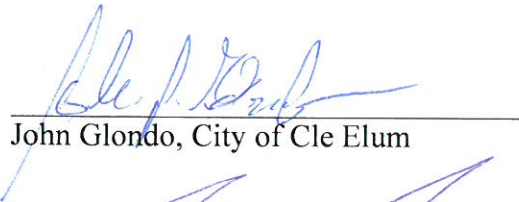
Bryan Elliott, Kittitas County

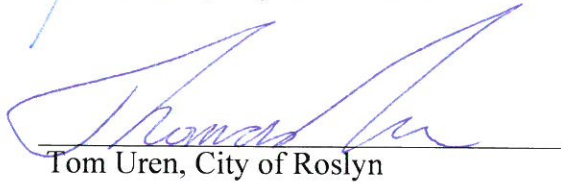

Nancy Goodloe, City of Ellensburg

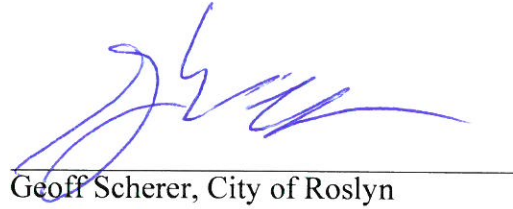

Rich Elliott, City of Ellensburg

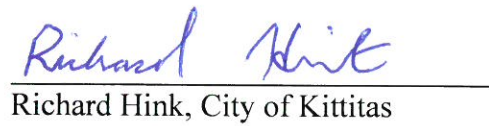

Jim De Vere, Town of South Cle Elum


Dave Allenbaugh, Town of South Cle Elum


John Glondo, City of Cle Elum


Tom Uren, City of Roslyn


Geoff Scherer, City of Roslyn


Richard Hink, City of Kittitas


Nancy Shuda, City of Kittitas