

CITY COUNCIL AGENDA

May 6, 2024



Ellensburg City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at ectv2.com or on YouTube at ECTV Ellensburg. Members of the public may attend City Council meetings either in person in the City Council Chambers, 501 N Anderson Street, Ellensburg, WA 98926 or by registering to attend remotely via video conference.

To attend the city council meeting virtually register here:

https://us02web.zoom.us/webinar/register/WN_yn4gzwgrSwGM0GJclPYjeQ

The 6 p.m. Study Session will take place in the City Council Chambers, 501 N Anderson Street, Ellensburg, WA 98926. No public comment will be accepted. The meeting is available to livestream on YouTube at ECTV Ellensburg.

Closed Captioning is available to Zoom viewers. To enable closed captioning, you will need to click on the "CC" button at the bottom of your Zoom screen and then select either "Show Subtitle" or "View Full Transcript."

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAcordinator@ellensburgwa.gov.

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/channel/UCvYUwYUwYUwYUwYUwYUwYUwY). 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
Monday, May 6, 2024
6:00 PM – Study Session
7:00 PM - Regular Meeting**

Study Session (No Public Comment)

A Communications/Engagement Tools - Part 2 6

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

2.A Asian American/Native Hawaiian and Pacific Islander Heritage Month 85

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 April 15, 2024 Regular Meeting 86

5.B Approve Minutes of April 27, 2024 City Council Special Meeting 91

5.C Acknowledge Minutes of Boards and Commissions 92

5.D Accept the resignation of Aaron Peterson from the Environmental Commission 108

5.E Accept the resignation of Courtney Blackstock from the Arts Commission 109

5.F Approve University Way Banner Request for CWU Commencement - June 4-10, 2024 110

5.G Interlocal Agreement between Kittitas County Flood Control Zone District and the City of Ellensburg 111

5.H	Award Bid Call 2024-10 – Brick Road Improvements Project	116
5.I	Award Bid Call No. 2024-03 - 2024 Residential Sidewalk Repair Program	119
5.J	Award Bid Call 2024-13 - City Wide Crosswalk Striping	121
5.K	Resolution 2024-12 Mallard Meadows Final Plat Phase II Approval - P24-028	123
5.L	Brookhouse Professional Services (BPS) - Change Order #5	139
5.M	Taxicab Service Rate Approval for Ellensburg Taxi Service and Rodeo Town Taxi	144
5.N	Approve Quote for NTIA Fiber Construction Project	147
5.O	Approve Voucher Listing for May 6, 2024	151
6.	Petitions, Protests, and Communications	
6.A	Reappointment of Andrienna Delgado to the Library Board	152
7.	Citizen Comment on Non-agenda Issues	
8.	Business Requiring Public Hearings	
8.A	Public Hearing to Consider Annexation of Ten Parcels and Second Reading of Ordinance 4941 Approving the Annexation (Public Comment Opportunity)	156
9.	Introduction and Adoption of Ordinances and Resolutions	
9.A	First Reading of Ordinance 4942, Repealing Ellensburg City Code Section 9.30.100(B) “Electric Rates.” and Amending Section 9.91.100(P) “Primary Service City-Owned Transformer E-204” (Public Comment Opportunity)	193
9.B	Resolution 2024-10 to Accept Bequests from Estate of Nancy Allen fka Nancy Jurenka (Public Comment Opportunity)	215
9.C	Resolution 2024-11 Amending the City Council Rules of Procedure (Public Comment Opportunity)	217
10.	Unfinished Business	
11.	New Business	
12.	Miscellaneous	
12.A	Manager's Report	291
12.B	Councilmembers' Reports	
13.	Executive Session	
14.	Adjournment	

Communication/Engagement Tools and How We Use Them Part II

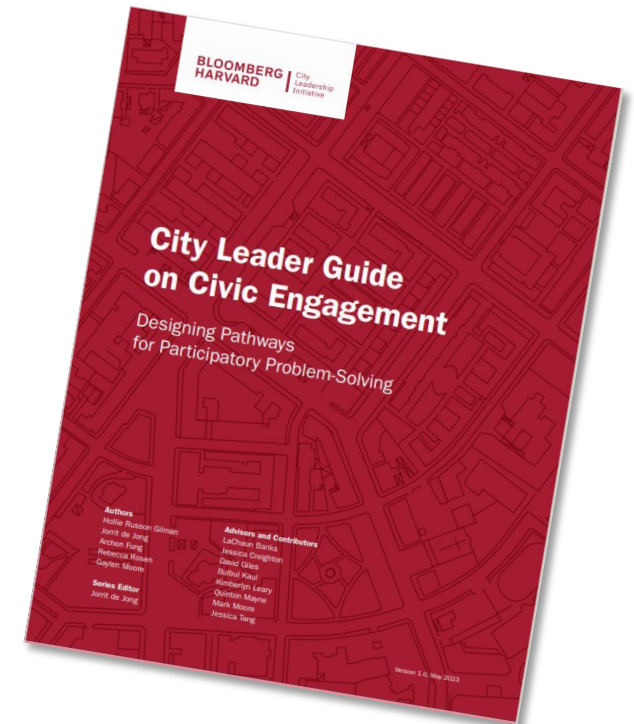
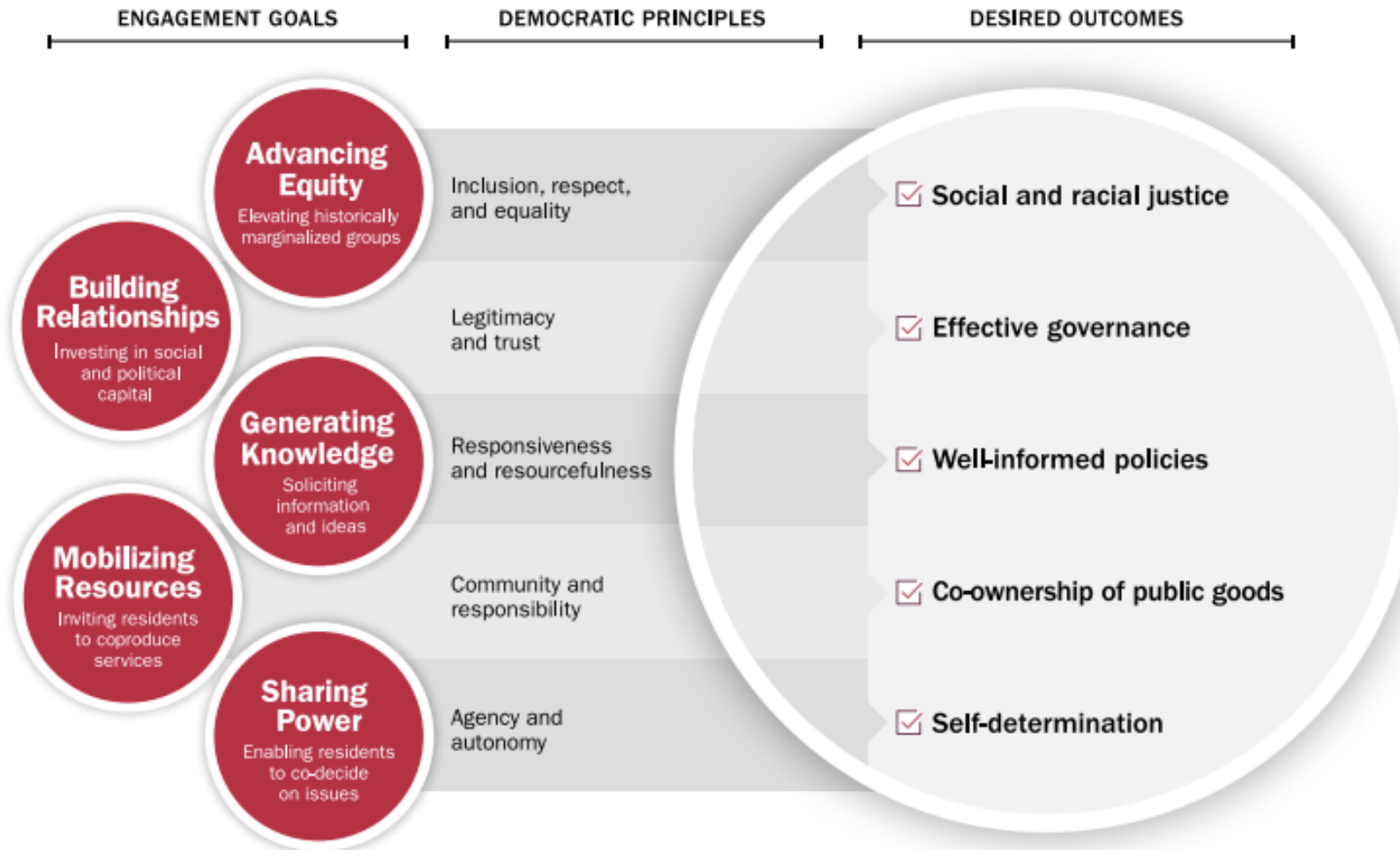
Dr. Eliann Carr, EPD Analyst

Dan Carlson, Community Development Director

Heidi Behrends Cerniwey, City Manager

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Goals of Civic Engagement



[City Leader Guide on Civic Engagement: Designing Pathways for Participatory Problem-Solving \(harvard.edu\)](https://www.harvard.edu/city-leadership-initiative/publications/city-leader-guide-on-civic-engagement/)

Five Democratic Goals of Civic Engagement, p. 7

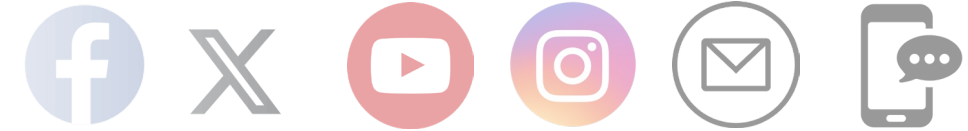
Public Participation Design

- **Begin with Goals & Objectives (Why)**
 - Inform
 - Consult
 - Involve
 - Collaborate
 - Empower
- **Subject (What)**
- **Consider Audiences (Who)**
- **Communication & Outreach Tools (How)**
- **Resources (How)**
- **Timeline – emergent or long-term (How)**



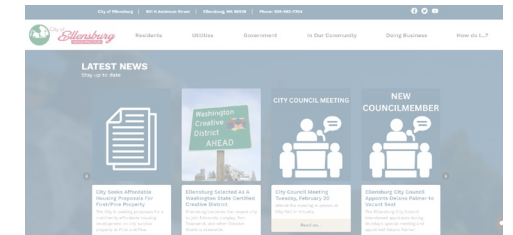
[City Leader Guide on Civic Engagement: Designing Pathways for Participatory Problem-Solving \(harvard.edu\)](#)
Four Essential Design Questions, p. 11

Communication Tools



• Written Materials

- Handouts, flyers, etc. accessible on the City's website and shared public meetings and public places, with interested parties, city departments, etc. Translated for non-English speakers.



• Interested Party List (mailing list)

- Lists managed by staff to notify interested parties about activities, events, and written materials.

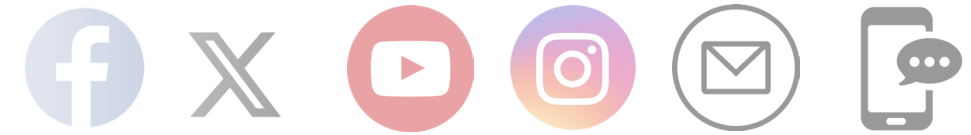


• Online Engagement Tools

- Crowd-source information - used as a mechanism for community members to share their ideas and input. These may be in the form of polls and surveys used during public meetings or during a limited timeframe.

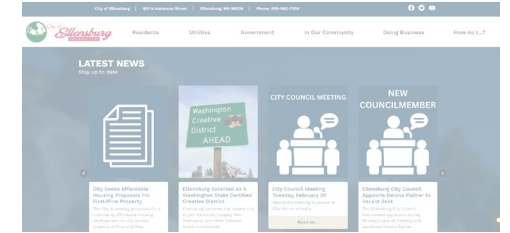


Communication Tools



• Web Page

- webpage will include access to all written materials and information about community activities, events, meetings, and other relevant resources.



• Social Media

- City will use existing social media sites, including Facebook and Twitter, to notify the community of activities, events, public meetings, and hearings.



• Media Releases, noticing & paid advertising

- City will provide legal notices as required by Ellensburg City Code and will use newspaper advertisements at key points during the process. Radio and newspaper.



Outreach Tools & Methods

- **Public Open Houses & Meetings**

- Can include background and educational presentations, roundtable discussions, design charrette, prioritizing activities, etc. Open houses encourage attendee participation and feedback loops to shape resulting plans, policies, programs and projects.

- **Community Events & Activities**

- Taking engagement activities to where people are—community events and activities that are already happening in the community, such as: farmers market, parades, and church socials.

- **Focus Groups and Stakeholder Groups**

- Small scale focus groups with targeted members of the community will be conducted with the following types of groups: school groups, businesses, neighborhood centers, and community organizations.

Outreach Tools & Methods

- **Interviews**

- Online, in person, virtual, and paper interviews are used to collect community member stories, ideas, and opinions on topics. Members can be randomly selected or chosen as representatives of specific groups or interests.

- **Public Comments**

- Comment forms can be used online, offered at public meetings, community events, and activities. Public comments can also be collected through written messages, online portals, email messages; provided verbally in person or virtually during designated meetings.

- **Polls and Surveys**

- Purpose, procedure, reliability/validity, generalizability varies, based on methodology. See primer.

- **Public Hearings**

- Formal hearings conducted by an official body (legislative or quasi-judicial). Written and oral testimony are accepted at public hearings. Some are “closed” record hearings— meaning only persons that participated during a previous “open” hearing can testify.

Surveys – A Primer

- **Purpose Drives Process**

- Tools
- Methodology

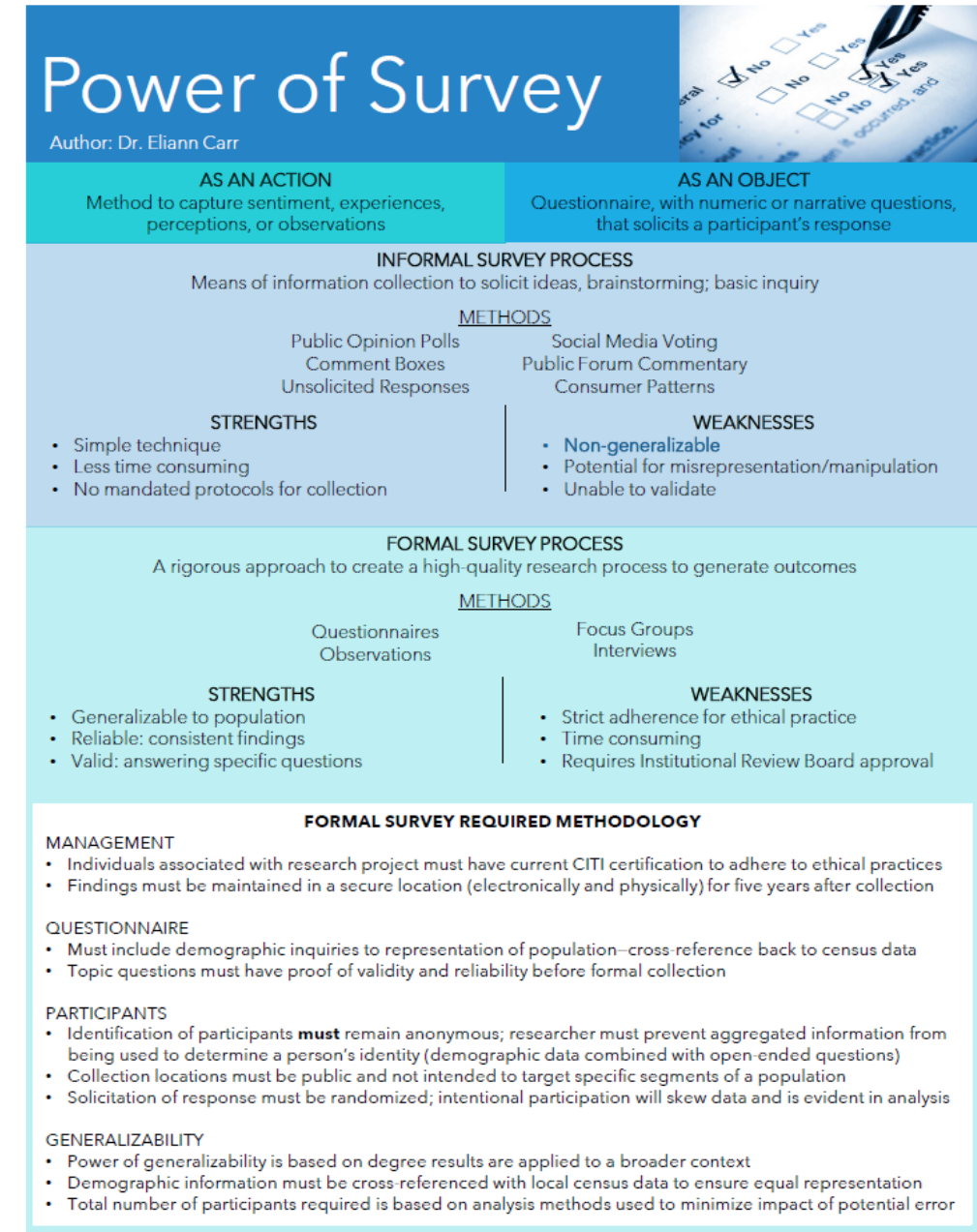
- **Procedures**

- Informal
- Formal

- **Results**

- Validity
- Reliability

- **Generalizability**



Public Notices & Public Hearings

Project	Decision Maker
Binding Site Plan	City Council
Conditional Use Permit	Hearing Examiner
Variance	Hearing Examiner
Preliminary Plat	Council (Hearing Examiner Recommendation)
Plat Alteration/Vacation	City Council
Site Specific Rezone	Council (Hearing Examiner Recommendation)
Annexations	City Council (Planning Commission Recommendation)
Comprehensive Plan Amendment	City Council (Planning Commission Recommendation)
Rezone (Not Site Specific)	City Council (Planning Commission Recommendation)
Landmark Certificate of Appropriateness (COA)	Landmarks and Design Commission

Public Notices & Public Hearings

- **ECC 15.220.040 Public Notice of Application**

- Written Notice within 14 days of Completeness Determination
- Notice Contents, includes:
 - Location and Description of Project
 - Date, Time, & Place of Public Hearing
 - 21-Day Deadline for Public Comments
 - Statement of Right to Comment and Participate in Public Hearing
- Public Notification Methods
 - Mail (Property Owners Within 300 Feet of Subject Property)
 - Site Posting
 - Newspaper



COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg WA 98926
Land Use Permitting (509) 962-7231 Construction Permitting (509) 962-7239
comdev@ci.ellensburg.wa.us permits@ci.ellensburg.wa.us

CITY OF ELLENSBURG
PERMIT # P23-111
CONDITIONAL USE PERMIT NOTICE OF APPLICATION

NOTICE IS HEREBY GIVEN that the City of Ellensburg has received a Conditional Use Permit application (P23-111) on October 5, 2023 and deemed complete on November 2, 2023. The application was submitted by Patti Stacey, Kittitas County Facilities and Waste Operations Director, for the following project that may be of interest to you. The applicant requests a Conditional Use Permit to expand a benign nonconforming parking lot at 205 W 6th Ave., Parcel #536933, in accordance with ECC 15.240.040(B), which states a benign nonconformity may be expanded, enlarged, extended, etc. when authorized by a conditional use permit. This request will be reviewed in accordance with the conditional use permit procedures set forth in ECC 15.250.040. Additional required permits: SEPA (P23-087), Site Development Permit (P23-088), and Departure Request (P23-105).

The submitted application and file documents may be examined by the public by visiting the City of Ellensburg Community Development Department webpage at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects>. Written comments from interested persons can be mailed to Community Development Department, 501 N Anderson St., Ellensburg, WA 98926 or emailed to the project planner, Laura Wilson, wilsonl@ci.ellensburg.wa.us. 509-962-7231.

Notice of Application is Thursday, November 16, 2023, and comments will be accepted until 5:00 p.m., Thursday, December 7, 2023, in order to be included in the staff report in advance of the open record public hearing. Any comments received after this date will be provided to the decision maker at the hearing itself. However, all interested persons may appear at the public hearing and be heard for or against this matter. **The open record public hearing will be scheduled and noticed at a later date in accordance with ECC 15.230.020.**

Public Notices & Public Hearings

- **ECC 15.220.050 Notice Board Requirements**
 - One Notice Board Required to be Posted per Site (Additional May Be Required)
 - Must be Visible and Readable
 - Midpoint of Site's Street Frontage
 - Five Feet Inside Property Line
 - Top of Notice Board 7-9 Feet Above Grade
 - Must be Maintained in Good Condition
 - Must be in Place 21 Days Prior to Hearing



Public Notices & Public Hearings

- **ECC 15.220.040(C)(3) Newspaper Notification**
 - Published in Daily Record
 - Project Location and Description
 - Type of Permits Required
 - Comment Period Dates
 - Staff Contact Information
 - Location Where Complete Application May Be Reviewed

NOTICE OF AN OPEN RECORD PUBLIC HEARING FOR CONDITIONAL USE PERMIT APPLICATION P23-111

NOTICE IS HEREBY GIVEN that the Hearing Examiner for the City of Ellensburg will hold an open record public hearing on **Tuesday, January 23, 2024 at 11:00 am**, held both in person in the Council Chambers AND virtually via Zoom, to consider Application P23-111, a Conditional Use application submitted by Patti Stacey, Kittitas County Facilities and Waste Operations Director. The applicant requests a Conditional Use Permit to expand a benign nonconforming parking lot in the Central Commercial zone (CC) at 205 W 6th Ave., Parcel #536933, in accordance with ECC 15.240.040(B), which states a benign nonconformity may be expanded, enlarged, extended, etc. when authorized by a conditional use permit.

Project Location: This proposal is located at 205 W 6th Ave., on Kittitas County Parcel ID#536933.

Materials Available for Review: The submitted application and file documents may be examined by the public by visiting the **City of Ellensburg Community Development Department webpage** at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects>

The Notice of Application was published November 16, 2023, with the comment due date on December 7, 2023. All comments submitted during the Notice of Application comment period will be included in the Staff Report to the Hearing Examiner. **Written Comments** from interested persons received after December 7, 2023 will be provided to the Hearing Examiner at the hearing itself. Comments may be submitted by email by sending them to wilsonl@ellensburgwa.gov, sent via USPS prior to the open record public hearing, or in person Community Development in City Hall.

Mailing Address: Community Development Dept., 501 N. Anderson St., Ellensburg, WA 98926.

Staff contact: Laura Wilson, Planner. Email: wilsonl@ellensburgwa.gov

NOTICE IS FURTHER GIVEN that all persons interested in this matter may participate in the REMOTE meeting by contacting Staff no later than 5:00 pm on **Monday, January 22, 2024**. An email link, text link, or phone number will be provided which will allow for electronic participation in the public hearing.

The City of Ellensburg strives to make our meetings and activities readily accessible by individuals with disabilities. Please furnish your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAcoordinator@ci.ellensburg.wa.us.

PUBLISH: Daily Record, January 4, 2024 /
LEGAL # 464739

Public Notices & Public Hearings

• ECC 15.220.080 Public Notice of Decision

- Mailed to Parties of Record
- Posted on Subject Property
- Published in Daily Record



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926
Land Use Permitting (509) 962-7231 Construction Permitting (509) 962-7239
comdev@ci.ellensburg.wa.us permits@ci.ellensburg.wa.us

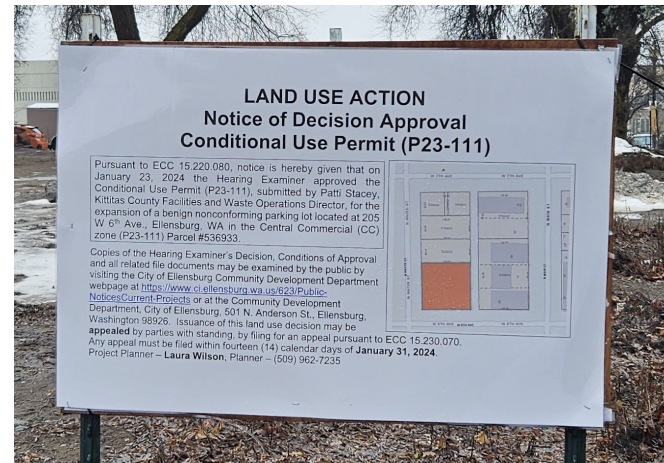
Notice of Decision Kittitas County Benign Non-Conforming Parking Lot Expansion Conditional Use Permit P23-111

Pursuant to ECC 15.220.080, notice is hereby given that on January 23, 2024 the Hearing Examiner approved the Conditional Use Permit (P23-111), for the expansion of a benign nonconforming parking lot located at 205 W 6th Ave., Ellensburg, WA in the Central Commercial (CC) zone (P23-111) Parcel #536933.

Copies of the Hearing Examiner's Decision, Conditions of Approval and all related file documents may be examined by the public by visiting the City of Ellensburg Community Development Department webpage at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects> or at the Community Development Department, City of Ellensburg, 501 N. Anderson St., Ellensburg, Washington 98926 during regular business hours.

Issuance of this land use decision may be appealed by parties with standing, by filing for an appeal pursuant to ECC 15.230.070. Any appeal must be filed within fourteen (14) calendar days from the publication date of this notice.

PUBLISH IN LEGAL: January 31, 2024
City of Ellensburg
Department of Community Development
Laura Wilson (509) 962-7235



January 25, 2023

Kittitas County
Attn: Patti Stacey, Facilities & Waste Operations Director
25 Industrial Way
Ellensburg, WA 98926

RE: Notice of Decision – Hearing Examiner, Conditional Use Permit P23-111 for the expansion of a benign non-conforming parking lot

Project Location: 205 W 6th Ave, Ellensburg, WA, Parcel Number: 536933

Dear Ms. Stacey:

The City of Ellensburg Hearing Examiner held a public hearing to consider your conditional use permit request in order to expand a benign non-conforming parking lot located at 205 W 6th Ave. on parcel# 536933 in the Central Commercial (C-C) zone.

The approval of the conditional use application runs with the land and if ownership should change the conditional use permit remains valid as approved. As you know, the proposed project still

Equity Lens

- A systematic examination of how different groups (such as race, gender, ability, income, age, etc.) will likely be affected by a proposed action or decision, much like an environmental impact assessment.
- Used to eliminate and prevent adverse consequences and policy, program, project, and planning inequities.



Using an Equity Lens

ASK:

- How and when was an equity lens applied to this recommendation or decision?
- At what point was community engaged in the process? How?
- What were the outcomes of the equity lens process?
- What strategies were put in place to mitigate unintended outcomes?



Considerations

- Goals
- Cost/Budget
 - Staff resources vs. Consultant
 - Data on demographics for equity analysis
- Timeliness – it takes longer
 - Commission reviews
 - Institutional Review Board (IRBs)
- Methodology Matters
- Regulations

Project Communication Plan Template

Project Name:

This is a sample text.

Start Date:

This is a sample text.

Completion Date:

This is a sample text.

Project Objectives:

This is a sample text. You simply add your own text and description here. This text is fully edita

Communication goals	Communication method	Audience	Freo
You simply add your own text here.	You simply add your own text here.	You simply add your own text here.	You simpl own text h
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CC-BY 2022 with attribution link to <https://www.getguru.com/templates/project-communication-plan-template/>

Challenges

- Social media algorithms
- Competition for users' attention
- Archive requirements and software limitations
- Telling our own story in a timely manner
- Getting people to listen
- Resources are limited (tools, money, people, time...)
- Getting the facts out in public (addressing misinformation)

Lessons: How can we do better?

- Public Participation Plans – tendency to evolve
- Use the right tool for the right job – ask the right questions...who does this impact?
- Provide a formal public response to items presented to Council to close loop
- Exercise equity principles in policies, projects, programs, and planning...
- Continue to inform through different channels
- Improve tools and practice emergency communications
- Post survey & public participation results in a timely manner
- Platforms are City speech
- Protect integrity of results through education: surveys are not votes and methodology matters



[City Leader Guide on Civic Engagement: Designing Pathways for Participatory Problem-Solving \(harvard.edu\)](https://www.harvard.edu/leadership/civic-engagement/)
Four Essential Design Questions, p. 11

Stay Informed

Subscribe To The Monthly E-Newsletter



To get regular messages from the City of Ellensburg, subscribe to the monthly e-newsletter, Ellensburg Insider.

Stay Connected



ellensburgwa.gov/subscribe



The Ellensburg Police Department
Presents
2021 CITIZEN'S ACADEMY

About the Academy
The Officer's Academy is a six-week program with the Ellensburg Police Department. This is an insightful look at the job of an Ellensburg Police Officer. The dates of the academy are October 12, 19, 26, and November 2, 9, 16. The program is open to residents of the Ellensburg community that have an interest in law enforcement. A variety of topics will be covered, including patrol operations, domestic violence, narcotics and special investigations, as well as the use of force and vehicle operations. Participants will also have the opportunity to participate in activities such as patrol driving, firearms, traffic stops and law enforcement. Due to Covid restrictions we are still working on scheduling monthly academy sessions. Space is limited. Don't miss out on this GREAT opportunity!

Contact Corporal Jason Brink at 509-962-7280 or email at jbrink@ellensburgwa.gov

Application may be obtained at the Ellensburg Police Department at 100 N Pearl St. or online at <http://www.ellensburgwa.gov/CitizenAcademy>

Ellensburg Police Department
509-962-7280

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

This report includes 2021 accomplishments and outlines projects to be completed in 2022.

Ellensburg INSIDER

City Annual Report 2021

Safe and Inclusive Community

- Ellensburg Police Department (EPD) added resources to police investigations and administration to address strategic public safety needs. EPD produced an annual report available online.

Working Toward A Strategic Vision

In the fall of 2021, the Ellensburg City Council developed a shared vision for the future built on strategic priorities. The City Council's Strategic Vision 2022-2027 represents the most important issues facing the City of Ellensburg and establishes precedence for expenditure of staff and other City resources. In addition to providing essential public services, the vision includes:

- Sustainable Energy
- Sustainable Infrastructure
- Economic Development
- Affordable Housing
- Safe and Inclusive Community

These priorities were further refined in 2022. To learn more, visit the City website at ellensburgwa.gov/strategicvision

Sustainable Energy

- The City's electric utility maintained 95% carbon-free energy supply purchase.
- Including the renewable energy park, in 2021, the City had 1,833 kW of distributed generation (DG) capacity installed on the system, producing approximately 2 million kWh annually. The City provided incentives to increase solar installations for low income housing and energy conservation measures.

Sustainable Infrastructure

- An Interlocal Agreement was adopted for coordinated planning and development in the urban growth area which will require consistent urban development standards and impact fees to support future growth of City infrastructure.
- Funds from the Federal American Rescue Plan Act (ARPA) were allocated to projects that directly benefit the community. Lively Park design and construction, Anderson Road Sewer Extension, a construction project manager, and gateway signage to improve the first impression entering the City.
- Adopted FEMA flood regulations to retain compliance with the National Flood Insurance Program.
- Perkins partnership grants funded West Ellensburg Park field improvements, Ellensburg Explorer/Exploradores de Ellensburg nature day camp (KEEN), and Reservoir Creek floodplain interpretive signs.

Affordable Housing

The City adopted a Housing Action Plan in 2021 with strategies to create more housing, different types of housing, and more affordable housing stock. The City was awarded an additional \$75,000 Department of Commerce grant to implement the priority strategies in 2022.

Above: A house and accessory dwelling on Brentwood Street.

Housing affordability is a statewide problem. Ellensburg has taken several actions to help improve housing options. In 2017, voters approved a 0.1% (one-tenth of one percent) sales tax for affordable housing. These funds, along with City property are being used to develop affordable housing for members of our community. In 2021 there were three main projects: nearly 80 new units of long-term affordable housing.

Significant Projects Completed:

- Main Street Signalization
- Central Business District Alley (2nd & 4th, Main to Water) reconstruction
- Bridge Load Ratings Update
- North Campus Signal at 4th Avenue and Wilcox Way

Safe and Inclusive Community

Left: Nina Vichayapal, fabric collage, "Community Quilt". Right: George Dial, watercolor, "Yester".

Economic Development

- To facilitate recovery efforts, the City partnered with Kittitas County to create a County-wide economic development strategic plan with some specific actions for Ellensburg. Industry centered groups (real estate, agriculture, small business, transportation, manufacturing, technology, etc.) have been included in planning to identify priorities to enhance quality of life and a robust local economy as the community grows. Funding was provided by the sale of City business incubator earlier in the year.
- The Arts Commission (from the City's arts fund) distributed \$15,700 in public grants, purchased five pieces for the City's collection, commissioned one social equity piece, revitalized First Friday Art Walk, and funded the Art Walk audio tour.
- Logging Tax grants to support community events totaled \$48,800.

Public Safety Building

The Public Safety Building remodel was completed in 2021, allowing police to fully occupy and utilize the increased space, and the new training room and indoor range were immediately put to use by hosting regional training including the state-mandated 1940 Patrol Tactics/On-scene training. Ellensburg Police Department also initiated new organizational policies and body-worn cameras to increase officer safety, accountability, and transparency with the community.

Upcoming Projects

Major infrastructure projects scheduled for 2022:

- Two trail sections to create better connectivity: Palouse to Cascades (PTC) reconnection from Dean Nicholson Blvd. to University Way and a shared use path along Planning Road from Third Ave. to the PTC Trail.
- Improvements along Helena Ave. from Water St. to Airport Road are nearly complete and include new sidewalks, fire hydrants, Central Transit bus shelter, and bicycle lanes.
- Unity Park master planning is underway with construction in 2023.
- City entryway upgrades at Gateway I and II projects proceed along University Way and Vantage Highway to enhance the image, filter stormwater runoff, and add sidewalks and street trees.
- University Avenue/Reservoir Creek and Fifth Avenue Railroad will get new signals.
- Installation of field lights at Rotary Park youth baseball/softball complex.

Budget & Administration

- Business Licenses: 1,757 active
- New Business Licenses: 510
- Ordinances: 15
- Public Records Requests: 148
- Budget: \$122 million
- Employees: 196.27 FTEs
- Payroll checks processed: 5,416
- Survey responses: 2,808
- Financial Audit: 0 findings
- Grant expenditures: \$3,340,408

Coffee With City Council

Friday, August 19
9-11 a.m.
at Dakota Cafe

Stop by for a cup and conversation.

BeHeardEburg.com

YOUR VOICE MATTERS.

1 Levy to be collected by the City. The levy rate is \$1.00 per \$100 of taxable value. The levy is used for the following purposes:

- Police Department: 509-962-7231 non-emergency
- Police Department: 509-962-7280 non-emergency
- General Information: 509-962-7254
- City Manager: 509-962-7221
- Building Permits: 509-962-7231
- Holmes: 509-962-7240
- Library: 509-962-7250
- Natural Gas Division: 509-962-7124
- Perkins & Recreation: 509-925-8638
- Public Works & Utilities: 509-962-7230
- Utility Billing: 509-962-7201

City Council

City Council meets at 7 p.m., on Monday in the City of Ellensburg

City Council Members:

- Nancy Lilquist Mayor
- Rich Elliott
- Nancy Goodlow
- David Miller
- Marissa Miller
- Bruce Tabb
- Adam Winn

Resources



Sign Up For City Text/Email Alerts

www.ellensburgwa.gov/subscribe

Subscribe to Monthly E-Newsletter

www.ellensburgwa.gov/EllensburgInsider



Power of Survey

Author: Dr. Eliann Carr



AS AN ACTION

Method to capture sentiment, experiences, perceptions, or observations

AS AN OBJECT

Questionnaire, with numeric or narrative questions, that solicits a participant's response

INFORMAL SURVEY PROCESS

Means of information collection to solicit ideas, brainstorming; basic inquiry

METHODS

Public Opinion Polls
Comment Boxes
Unsolicited Responses

Social Media Voting
Public Forum Commentary
Consumer Patterns

STRENGTHS

- Simple technique
- Less time consuming
- No mandated protocols for collection

WEAKNESSES

- **Non-generalizable**
- Potential for misrepresentation/manipulation
- Unable to validate

FORMAL SURVEY PROCESS

A rigorous approach to create a high-quality research process to generate outcomes

METHODS

Questionnaires
Observations

Focus Groups
Interviews

STRENGTHS

- Generalizable to population
- Reliable: consistent findings
- Valid: answering specific questions

WEAKNESSES

- Strict adherence for ethical practice
- Time consuming
- Requires Institutional Review Board approval

FORMAL SURVEY REQUIRED METHODOLOGY

MANAGEMENT

- Individuals associated with research project must have current CITI certification to adhere to ethical practices
- Findings must be maintained in a secure location (electronically and physically) for five years after collection

QUESTIONNAIRE

- Must include demographic inquiries to representation of population—cross-reference back to census data
- Topic questions must have proof of validity and reliability before formal collection

PARTICIPANTS

- Identification of participants **must** remain anonymous; researcher must prevent aggregated information from being used to determine a person's identity (demographic data combined with open-ended questions)
- Collection locations must be public and not intended to target specific segments of a population
- Solicitation of response must be randomized; intentional participation will skew data and is evident in analysis

GENERALIZABILITY

- Power of generalizability is based on degree results are applied to a broader context
- Demographic information must be cross-referenced with local census data to ensure equal representation
- Total number of participants required is based on analysis methods used to minimize impact of potential error

City Leader Guide on Civic Engagement

Designing Pathways
for Participatory Problem-Solving

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Bloomberg Harvard City Leader Guides

City Leader Guides offer:

- Analytic tools to diagnose and remedy a particular problem by asking the right questions, looking at the right data, making the right process decisions, and considering the right strategic alternatives.
- An overview of promising practices in other cities.
- Relevant insights from the academic and practitioner literature integrated with desk research and interviews.
- Approaches to assessing organizational readiness, avoiding failed adaptation of practices, and navigating stakeholder engagement and implementation challenges.
- Supporting materials to aid in further exploration, deliberation, and decision-making.

A City Leader Guide is not:

- An academic paper that answers a research question by presenting evidence.
- A policy paper that prescribes solutions or advocates for a specific set of practices.
- An endorsement of a particular set of “best practices.”

The Bloomberg Harvard City Leadership Initiative produces City Leader Guides to:

- Improve the problem-solving capabilities of cities; we aim to equip city leaders and their staff with tools, frameworks, and knowledge to address challenges.
- Facilitate the diffusion of innovative practices and exchange of experiences in the global community of city leaders.
- Fill a gap between the academic literature (typically heavy on analysis and light on actionable advice) and “best practices” databases (typically heavy on practical examples, light on analysis).
- Support city staff, technical assistance providers, and students working with cities on complex policy challenges by offering a structure for diagnosis and planning.

The intended users of a City Leader Guide are:

- **Mayors and city managers:** an executive-level summary of the guide helps them decide if they want to commit to the work and provides questions that they can ask to prompt and gauge progress.
- **Senior officials** (e.g., department heads, chiefs of staff, senior advisors): the executive summary, diagnostic framework, and promising practices presented help them understand the approach and supervise staff, students, or technical assistance providers.
- **Staff, students, and others providing technical assistance to cities:** the full guide serves as a resource to structure their work.

To access other guides published through the Bloomberg Harvard City Leader Guide Series, please visit <https://www.cityleadership.harvard.edu/research-and-resources>.

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This is the first version of this City Leader Guide. The authors welcome feedback and will continue to improve and update the guide as they work closely with city practitioners and monitor emerging “promising practices” in cities. Please send your comments to cityleadership@harvard.edu.

Executive Summary

This guide provides analytic tools, insights from theory and practice, and step-by-step process support for city leaders and staff hoping to engage residents in public problem-solving. Rather than endorse a set of “best practices” or prescribe solutions, we take civic engagement as an iterative practice that presents many possible entry points and design choices on the path toward participatory public problem-solving.

The demand for better forms and forums for engagement between city leaders and residents is growing on both sides as the complex, interwoven challenges and crises of the twenty-first century—from housing and public health to climate-related catastrophes and legacies of discrimination—continue to unfold. There are no easy answers to these problems or failsafe methods for working with community members and partners to resolve or respond to them. As with most critical leadership skills, the work of effective engagement is as easy and as hard as committing oneself to ongoing practice and learning in a spirit of inquiry and humility. The guidance offered here, grounded in theory and practical frameworks, grew out of dozens of conversations, workshops, and consultations with mayors, city leaders, and expert facilitators and practitioners who have seen engagement efforts fail many times over—and learned what it takes to succeed.

This guide can support city leaders, community partners, staff, students, and others providing technical assistance in creating civic participation processes that help address the critical challenges cities face today. Specifically, we provide the following:

- 1 A “**participation pathways**” framework to help city leaders and their partners evaluate their civic engagement efforts and design opportunities for exchanges and collaborations that produce desired outcomes for and with the public.
- 2 A **self-assessment tool** to help city leaders understand the historical context for their civic engagement efforts and assess the efficacy of previous and current endeavors.
- 3 Examples of **promising practices** from cities around the world—i.e., well-designed engagement efforts that align with the desired outcomes.
- 4 Guidance on **how to design, implement, evaluate, and improve** civic engagement programs.
- 5 An **accompanying workbook** to help you work through and evaluate your engagement processes.

The universe of civic engagement resources, examples, and methods is growing rapidly, and it is easy to get lost in the weeds or grab hold of the nearest shiny object. The guidance provided here is intended to help you ground your practices in the essential goals of engagement and the fundamental design questions relevant to every engagement effort.

The Participation Pathways Framework: People-Powered Problem-Solving

The art and practice of civic engagement is an essential function of democratic governance. Our working definition of civic engagement, while not exhaustive, encompasses a wide range of ways in which city leaders can engage residents in the work of public problem-solving:

Civic engagement in cities is the process of including the voices, ideas, and capacity of residents in the work of democratic governance. This includes opportunities for co-governance between public officials and residents beyond what the law requires.

In 1969, Sherry Arnstein’s seminal [framework](#) on engagement, the “Ladder of Citizen Participation,” challenged government leaders to examine existing efforts to engage communities: do residents truly get a chance to participate in the work of political decision-making, or are engagement practices a form of tokenism, or worse, manipulation? These questions are still relevant today. Extreme inequality, low trust in government, and high expectations regarding services make civic engagement a moral, political, and practical imperative for city leaders.

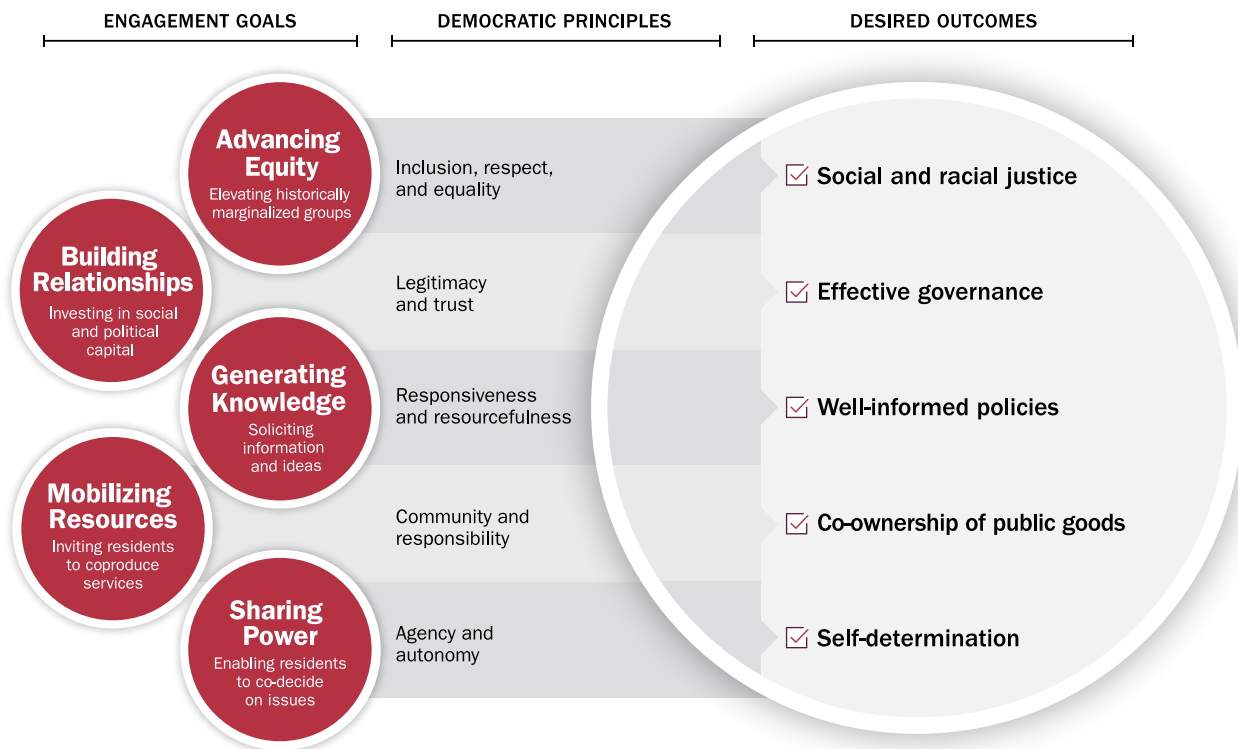
This guide builds on Arnstein’s insights by offering a framework for analyzing and fostering different kinds of constructive civic engagement and public participation. There are many possible pathways to improved public problem-solving with residents and other local stakeholders. Being clear about why you are engaging them and how much power or influence you are willing to share is critical in designing engagement efforts. It is not just the right thing to do; it is the smart thing to do. Poorly designed engagement efforts can be worse than no engagement at all because they often backfire, resulting in disappointment for all parties involved. Well-designed civic engagement efforts are clear about the goals of engaging residents and structured to accomplish those goals.

Based on a synthesis of the literature on participatory democracy and an assessment of the challenges facing city leaders in the 2020s, we examine common engagement pitfalls, offer practical guidance, and share insights from efforts in five cities on three continents.

The Democratic Goals of Civic Engagement

We begin by clarifying the objectives of engagement. The framework below distinguishes five goals that may motivate city leaders to engage the public, each rooted in distinct democratic principles and connected to particular desired outcomes as shown in figure 1.

Figure 1
Five Democratic Goals of Civic Engagement



Advancing Equity

Including and elevating historically marginalized groups in pursuit of social justice

Engagement efforts may focus on establishing and promoting equity, not only by expanding the diversity of representation, but also by ensuring equitable treatment and procedural justice, reducing inequality in material conditions, building underrepresented residents' civic power, and affirming their dignity and autonomy through inclusion in decision-making processes.

Building Relationships

Investing in social and political capital to enable effective governance

The goal may be to move beyond transactional relationships with residents and local stakeholders and forge meaningful connections with individuals and across sectors to instill a sense of community, build trust, shore up civic infrastructure, and engender public support for local government and policies.

Generating Knowledge

Soliciting information and ideas to create better policies

City leaders may seek to utilize the personal experience and expertise of individual residents and local stakeholders to inform and contribute to policymaking—for example, using survey feedback to improve services, crowdsourcing solutions to specific problems, and learning about the lived experiences of residents to create more just social conditions.

Mobilizing Resources

Inviting service coproduction to boost public spirit and shared responsibility

City governments may ask residents to contribute their skills and time to help produce public goods and services as a way to support the implementation capacity of resource-constrained city halls, instill a sense of ownership and community in neighborhoods, and help city service delivery better fit local needs.

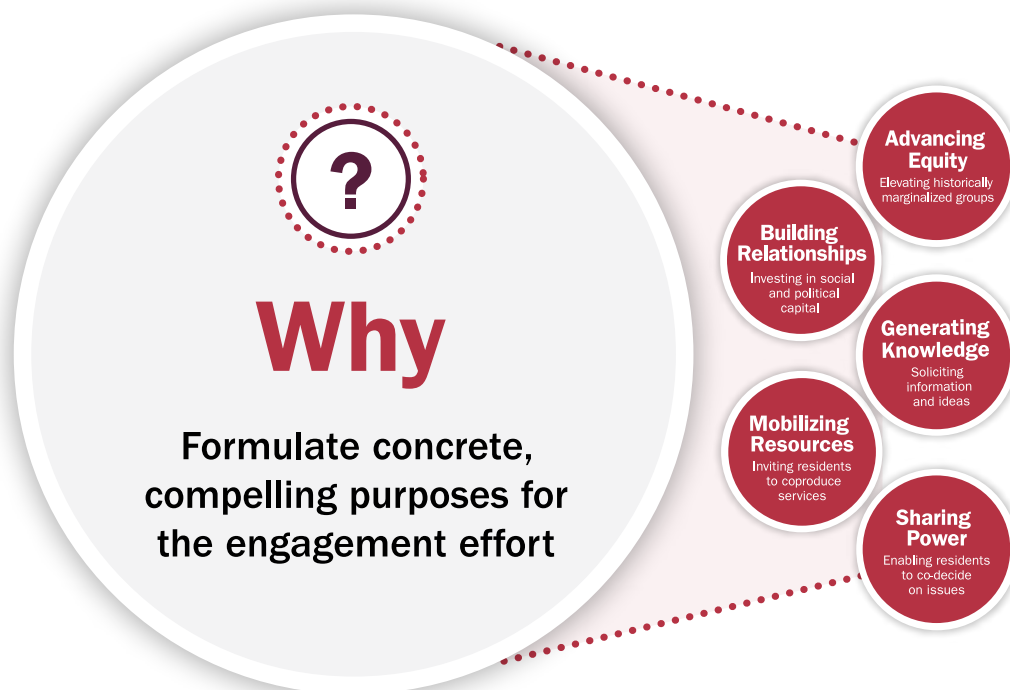
Sharing Power

Enabling residents to co-decide on issues to express respect and promote agency

City leaders can create opportunities for residents to co-decide on matters of local public policy. Sharing decision-making power with residents and giving them an opportunity to see their choices translate into concrete results can help build civic power and a sense of self-determination.

These goals are not mutually exclusive; often there are several goals associated with an engagement effort. Being clear about the priority goals, the underlying values, and the logic connecting them to desired outcomes allows city leaders to design engagement processes more intentionally and communicate the goals of engagement more clearly. If leaders are asking the public to participate in achieving shared objectives, they must be able to articulate a compelling and coherent reason *why*. (See figure 2.)

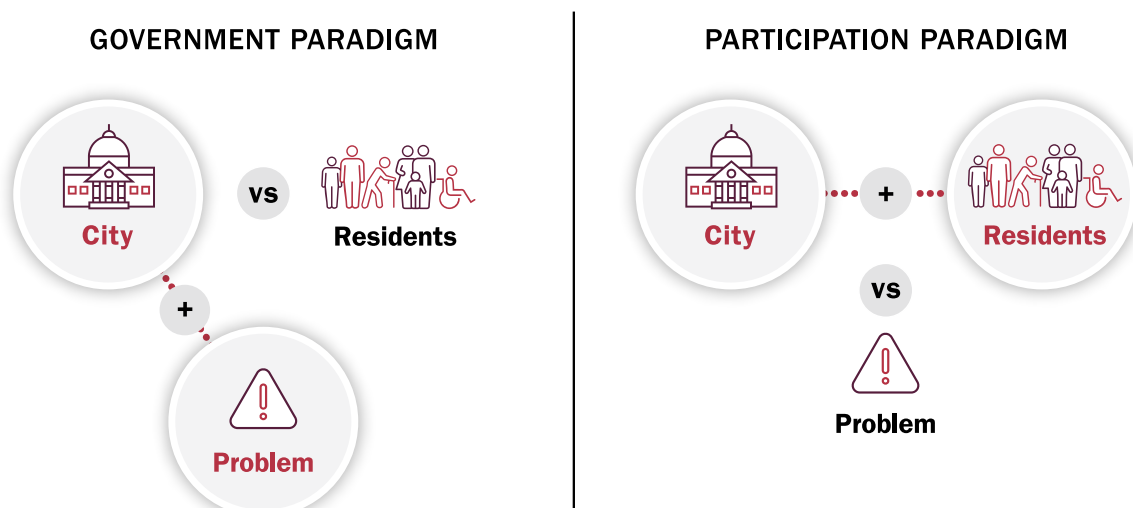
Figure 2
Understanding "WHY"



Avoiding Common Pitfalls: Four Questions

While there are some technical problems that city government may be well equipped to address without extensive engagement, there are precious few public problems that city government can solve all on its own. The conventional government paradigm, in which cities set and enforce policy with limited public input, tends to pit city against residents, us vs. them. Residents complain about the quality of the services their governments provide or resent the burdens they impose; they refuse to comply; they protest existing policy and resist change. City officials are indifferent, bureaucratic, and inflexible; they have no understanding of residents' experiences, expertise, and needs. Or so the usual story goes. An orientation to public problem-solving that centers city government as the decision-maker and positions residents as obstacles rather than thought partners and coproducers leads to poorly designed engagements. Interacting with citizens as collaborators rather than adversaries can lead to more mutually satisfying and productive engagement. (See figure 3.)

Figure 3
Two Paradigms of Public Problem-Solving



Most city leaders have no trouble coming up with examples of efforts to engage residents that did not produce the desired results: a big forum to discuss the future of the city where nobody showed up, a town hall meeting about new parking policies that devolved into a shouting match, an online event where public officials spoke at length without hearing from community members, or a neighborhood meeting that surfaced some great ideas nobody took the initiative to implement.

There is no simple recipe for success in civic engagement, but getting clarity on purposes and key design considerations can help city leaders avoid pitfalls and disappointing outcomes. When engagement efforts fail, it is often because the engagement itself was not designed to align stakeholder input with desired outcomes. Arnstein's [participation ladder](#) highlighted the importance of being clear about the amount and form of power leaders are willing to give to or share with residents, but this is just one of several critical design questions. Many efforts fail or disappoint because city leaders go into the engagement with incomplete answers to four critical questions.



Asking “Why”: Aligning and Identifying Problems and Solutions

Why are we asking residents to participate? Broadly speaking, is the goal to build relationships, generate public knowledge, share decision-making authority, mobilize resources, advance democratic equity, or some combination of these five?

Clarity and transparency about the problem the engagement is trying to solve and the desired outcome are critical. Articulating the problem and defining what success in addressing it might look like will inform the design of the engagement initiative and can help motivate participation from both city government and residents.



Asking “What”: Understanding Residents’ Role

What is the subject of the engagement? Is it an open-ended topic like envisioning the future of the city? A technical issue like planning new traffic patterns? A policy change that affects families, like altering school hours or closing a school? A justice-oriented goal like eliminating police brutality? What is the problem you are asking residents to think, talk, or do something about?

Clearly defining the scope of the topic being discussed and the role that residents will play is crucial. It is important to frame the subject in a way that matches participants’ local expertise.



Asking “Who”: Including Essential Voices

Who will be asked to participate? Are you aiming to engage a broad cross-section of the community or (more often) a focused subset of residents, such as people in a particular neighborhood, parents of schoolchildren, etc.? Do your goals for the engagement suggest you should involve particular civic or community organizations, and, if so, which organizations and what actors within those organizations do you want to engage (their presidents and directors, their staff and frontline workers, or the individual community members they serve)? How will you make the process accessible for those you wish to engage?

Bear in mind that successful engagement builds *with*—not *for*—the community. Without understanding and including those who will experience the effects of the policies under consideration, civic engagement efforts may create unintended consequences. City leaders must strive to involve all stakeholders and affected parties, understand barriers to participation, and work to overcome them. Too often, it is the “usual suspects”—the most interested, advantaged, and engaged residents—who show up to participate. What have you done to overcome the “usual suspects” pattern?



Asking “How”: Choosing the Right Tools and Methods

How will participation be organized and sustained? What measures will you take to ensure legitimate and informed decision-making? How will you set and meet reasonable expectations? What process considerations and follow-up efforts will be necessary to maintain trust and achieve desired outcomes? What are you asking residents to contribute to the process: what type of input, how much time, what kind of actions?

Local leaders have a wide range of mechanisms to choose from, including but by no means limited to citizen assemblies, participatory budgeting, and e-democracy. (For links to online inventories of engagement methods and tools, see “[Determine Your How](#)” in Part III of this guide.) Public officials should be able to articulate how and when the public will be involved and design effective processes to meet the stated goals. These processes should be transparent, produce concrete results, and make efficient use of the public’s time.

Figure 4
Four Essential Design Questions



The four questions described in figure 4, like the five goals outlined above, are interrelated and overlapping. While each may be difficult to answer completely in isolation, failing to consider any one of them—and their implications for the others—can create major challenges for civic engagement efforts.

The Imperative for Equitable Civic Engagement

The 2020s began with a pandemic, a recession, and a renewed cry for racial and social justice in cities across the United States and the world. Residents are asking their local governments to address bigger problems with fewer resources, expecting them to innovate and adapt to ever-changing circumstances. City leaders need to maintain legitimacy and build trust in an era of political polarization, rampant misinformation, and growing public anxiety. They need to mobilize communities to support, augment, and coproduce city services. And in everything they say and do, they must prioritize the inclusion of historically marginalized groups in the community and work in partnership to counteract deepening social, economic, and health disparities.

Thoughtful, well-designed processes and mechanisms for civic engagement can help make our cities more responsive, inclusive, adaptive, and better prepared to meet these daunting challenges. They can also save city government time and money—and, most importantly, improve social outcomes.¹ While these benefits are nice to have in the best of times, they can be crucial in the worst. During a crisis, a resilient civic infrastructure enables faster and better emergency response, policy execution, and inventories of conditions on the ground.

Building this infrastructure means placing equity considerations in the foreground of every engagement process and coming to the table with humility, empathy, and a commitment to listening. America's legacy of systemic racism in particular—the deliberate exclusion of Black, indigenous, and immigrant communities from political and economic power—requires city governments to make concerted efforts to include people of color in civic processes and decision-making as a matter of racial justice. (For definitions of racial equity, racial justice, and related terms, see [Race Forward](#).)

While civic engagement can lead to more equitable and just outcomes, poorly designed engagement can have the opposite effect, worsening inequities and further eroding public trust. Often, for disenfranchised and marginalized communities, civic engagement efforts occur within institutions associated with centuries of systematic mistreatment. Furthermore, many traditional civic engagement models, whether by accident or design, are less effective at realizing democratic ideals than consolidating and maintaining the power of the privileged.

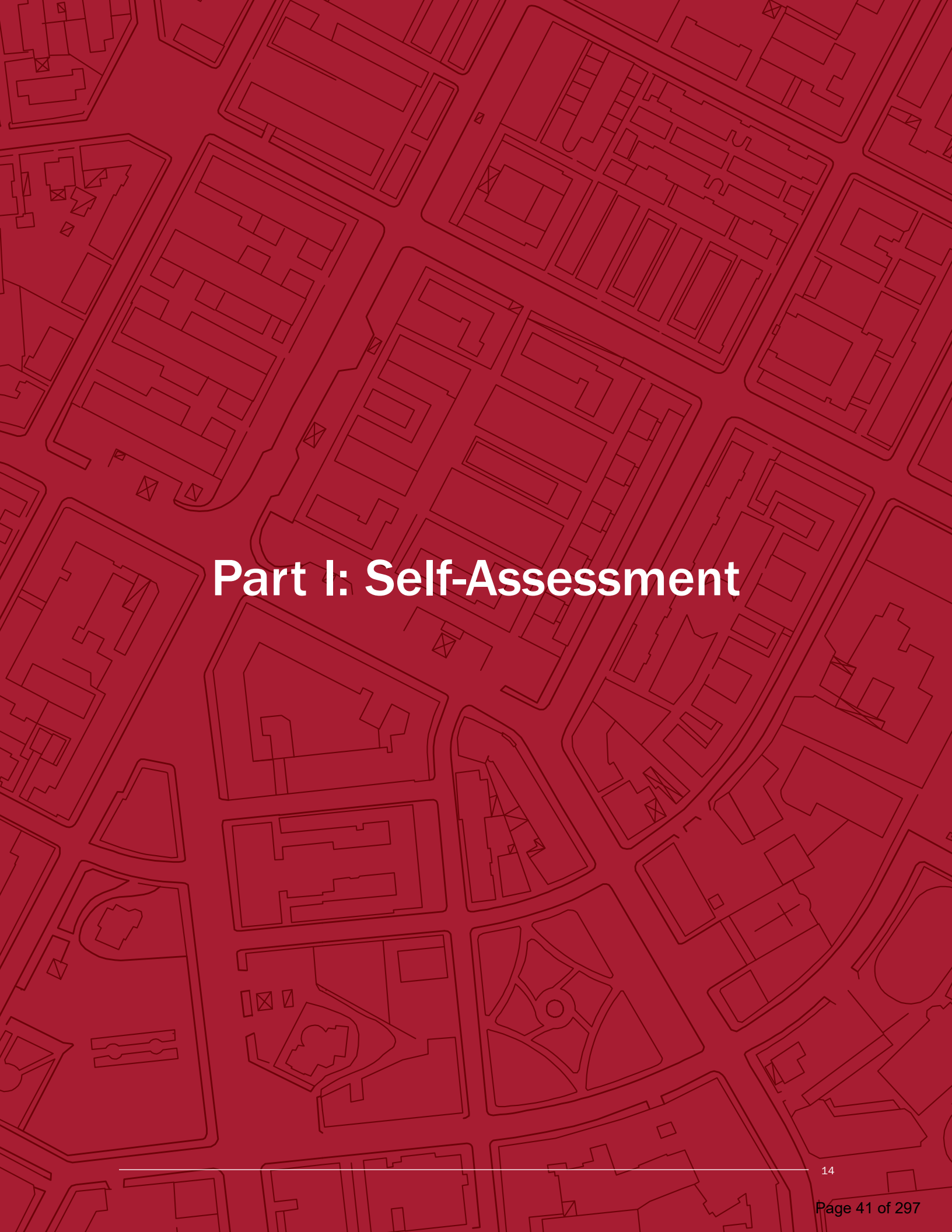
The guidance offered here can help city leaders design more mutually satisfying and equitable engagement processes that acknowledge power differentials among participants, accommodate intersecting marginalized identities, and value knowledge and expertise of all kinds.² For more on designing for equity and inclusion, we recommend [The Principles for Equitable and Inclusive Civic Engagement: A Guide to Transformative Change](#) by Kip Holley of the Kirwan Institute for the Study of Race and Ethnicity. (An overview of Holley's six principles appears on page [44](#) of this guide.)

Civic engagement is no panacea for the challenges of twenty-first century governance, and it is hard to get right. But it is more essential than ever for city leaders to strengthen the relationship between government and residents, to tap into the expertise and creativity in their communities, to mobilize the capacity needed, and to live up to one of the fundamental values of democracy: equitable participation.

Using this Guide

This guide's intended audience is city leaders and staff seeking to build more equitable and effective civic engagement efforts in their cities. You can use the guide in pieces or its full sequence. It is structured as follows:

Section Title	Process	Framing Questions
Part I: Self-Assessment	Understanding Your Context: Historical self-assessment	What have our civic engagement efforts looked like in the past? Why have some of our city's past civic engagement efforts been unsuccessful?
	Identifying Strengths and Areas for Improvement: Development rubric	What does our civic engagement look like today? What are our goals, motivations, and rationales for engaging? Where should we focus our efforts in order to improve?
Part II: Promising Practices	Exploring the Framework: Examples of civic engagement efforts	What does successful engagement look like? What practices have other cities successfully implemented and what informed their design choices?
Part III: Designing Your Civic Engagement	Using the Framework: Planning and aligning your design	How can my city apply this design framework to build a custom engagement plan? How can we increase the likelihood that the design achieves the desired outcomes, including equitable representation?
Part IV: Implementation and Evaluation	Implementing Your Design: Understanding challenges, iterating, and learning	How can we overcome common roadblocks and challenges? What tools and tactics will advance our goals? What can we do to harness digital technology, counter misinformation, and build and maintain trust internally and externally? How can we track progress and measure success?



Part I: Self-Assessment

Part I: Self-Assessment

Phase one of this assessment will help you to understand the historical context of civic engagement activities in your city. Phase two provides a rubric to assess where your engagement efforts stand today. Rather than suggesting a comprehensive investigation of all past and current examples, we offer this exercise as a scaffold to support internal and external discussions during planning, implementation, and evaluation.

Historical Context

Each city is unique, with its own historical and ongoing political, economic, and social realities that will affect civic engagement activities and outcomes. Understanding this context will allow you to identify opportunities and anticipate challenges for civic engagement efforts and design accordingly. This section will help you reflect on the historical context of civic engagement in your city. You can use these questions (or variations on them) for surveys, interviews, and conversations with residents and community stakeholders, and for meetings and exercises with your team. You may use the accompanying workbook to respond to the questions or adapt them and create your own worksheets.



In the past, have residents had power to participate in public problem-solving?

1. If not, why not?
2. If so, how frequently has the city engaged residents?
3. How satisfied have city officials been with civic engagement efforts?
4. How satisfied have residents been with city hall's engagement efforts?
5. What do the most satisfying engagement efforts have in common?
6. What do the least satisfying engagement efforts have in common?
7. What differences have you observed in how different residents tend to engage?
8. Who has shown up and who has not?
9. Who has had voice and who has not?



Why has the city engaged residents and community stakeholders in the past?

1. What motivated the engagement effort?
2. How did the city define successful engagement?
3. How did residents and stakeholders define successful engagement?
4. What did the city want to accomplish that it could not accomplish without civic engagement?
5. What kind of assistance did the city seek from residents (e.g., time, input, resources, expertise, etc.)?



What have been subjects of civic engagement in the past?

1. What subjects, policies, or political decisions has civic engagement focused on in the past?
2. Who has typically nominated and defined the subject for civic engagement?
3. How broad or narrow have the topics of engagement been?
4. In what areas of politics, policy, or decision-making have residents *not* had input?
5. Were the subjects of civic engagement efforts relatable to participants and aligned with their expertise?
6. Did residents have access to accurate data, information, and context to participate in an informed way?



Who has been engaged in the past? Who has not?

1. In city-led engagement efforts, has the city reached out to residents in general, to specific groups of people, or to organizations representing specific groups?
2. How does the demographic makeup of those engaging with city government compare to the demographic makeup of the city in terms of race, gender, age, income, education, geographic location, immigration status, and other variables?
3. Which community leaders, business associations, voluntary sector organizations, or activists have traditionally been most frequently engaged, and how representative are they of the city as a whole?
4. What constraints, limitations, or barriers has the city encountered in efforts to engage particular audiences or groups?
5. During these engagement opportunities, who represented city government? Were the decision makers present?
6. Did residents have power to design any part of the engagement?



How has the city engaged residents in the past?

1. What tools has your city used to engage residents in the past?
2. How have residents responded to those tools?
3. Were the engagements managed and moderated by city officials or outside facilitators?
4. What worked or did not work about the moderation?
5. Did residents or community groups have a role in managing or facilitating events?
6. In what ways did the city respond to residents' feedback, concerns, and ideas during and after these various efforts?
7. How were actions and outcomes communicated back to the public?
8. What types of channels did the city use to communicate, invite, and alert residents and/or partners to engagement opportunities (e.g., social media channels, in person, websites, press releases, etc.)?
9. How did the city make this information accessible to various audiences (e.g., translations, digital, paper, etc.)?
10. Were events accessible to all residents?
11. What measures were taken to ensure accessibility?



Have residents engaged the city in the past?

1. What mechanisms and structures have been available for residents to initiate engagement with the city (e.g., citizen initiatives, petitions, demonstrations, complaints procedures, etc.)?
2. Have residents engaged with city hall or expressed preferences, concerns, support or dissatisfaction through non-established mechanisms in the past?
3. If so, which residents and community stakeholders engaged the city and on what topics?
4. Were their motivations and demands clear to city government?
5. What were the results of the engagement?
6. How (dis)satisfied were residents and city officials after the engagement?
7. What has the city learned from moments when residents engaged the city?

We encourage including a diverse group of stakeholders in the work of assessing past and current civic engagement, identifying areas for growth, and monitoring new efforts for continued learning.³ This process can be an investment in civic engagement and civic infrastructure building in and of itself.⁴ In addition to generating feedback on your efforts so far, it can help you better understand your city's existing social capital and civic infrastructure; identify entry points for cross-departmental and cross-sector collaborations; and serve as a forum for practicing listening, facilitation, "difficult conversations," and mutual accountability.

Development Rubric

This tool can help assess the state of civic engagement in your city. It can also be adapted to assess particular projects and engagement efforts within specific policy areas.

Who should use this rubric?

This rubric is designed for city leaders and their staff to assess strengths as well as areas for growth. Conversations with residents, partners, and internal stakeholders around some of these questions can generate helpful input or feedback. When completed, the rubric can serve as a baseline to anchor efforts to improve and expand engagement.

What do the terms nascent, intermediate, and mature mean?

The questions in the rubric are not designed to generate precise, objective answers: different people will have different evaluations based on their experience and perspective. The terms nascent, intermediate, and mature aim to capture cities' progression along a continuum of increasingly inclusive, collaborative, and integrated practices of engaging with residents. Your city will likely find it has strengths in some areas and weaknesses in others along the continuum. The rubric will help you see where you have room to grow and deepen engagement.

Nascent: City officials rarely think or talk about civic engagement beyond the legal requirements and consider public problem-solving a task of government employees.

Intermediate: City officials regularly think and talk about civic engagement, but often struggle to design and manage efforts in a way that residents and government entities alike perceive as effective.

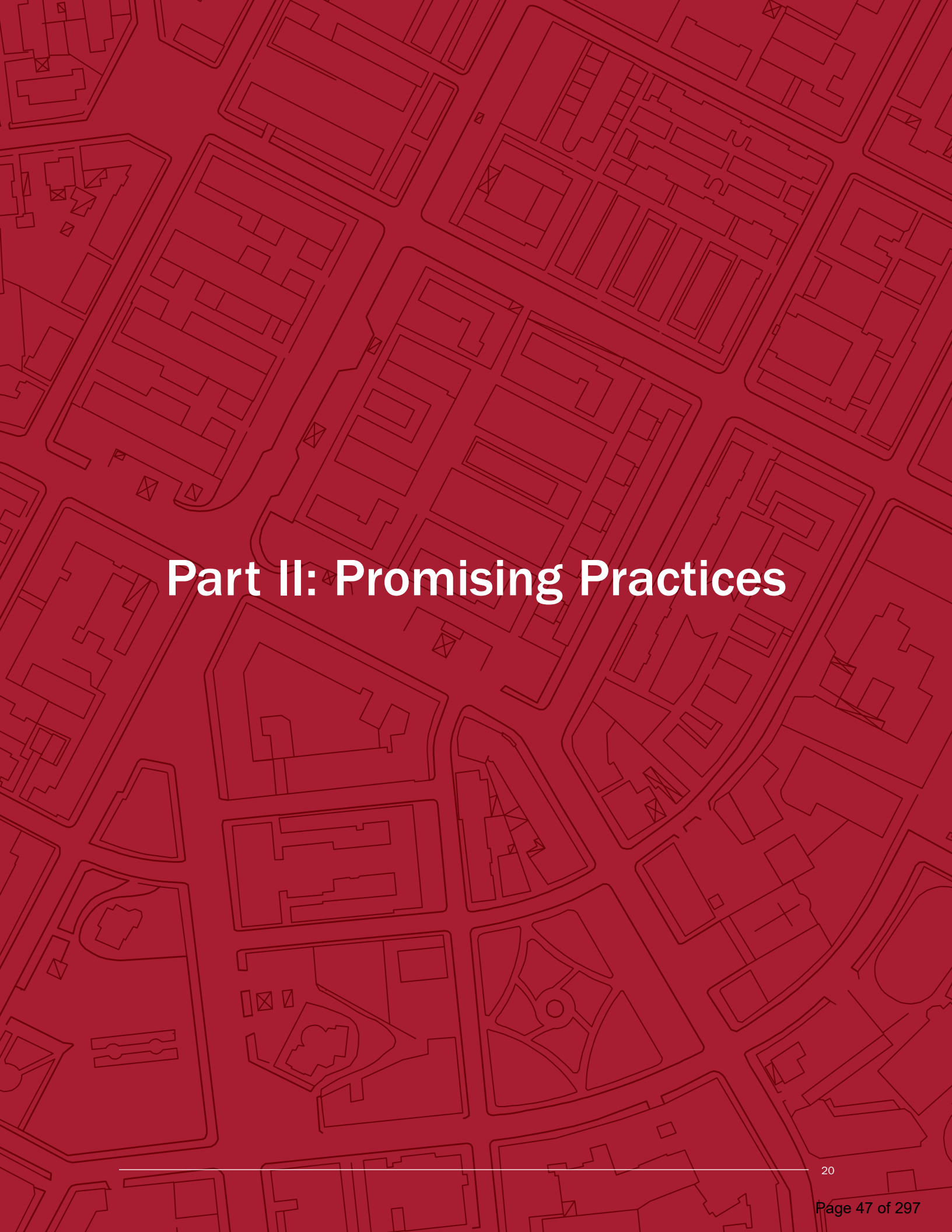
Mature: City officials consistently think and talk about civic engagement, design engagements with intentionality, and consistently monitor and evaluate engagement efforts in order to learn and improve. Many residents feel that city government is their partner in making the city work, and vice-versa.

QUESTIONS	Nascent	Intermediate	Mature
 WHY?			
How does city hall define and measure success for civic engagement efforts?	The city is checking boxes and makes an effort only when it is obligated or expected to do so.	There are goals, but they are not clearly defined; the desired impact is vague and there are no metrics.	There are clear, realistic goals and metrics to measure success. There are mechanisms for ongoing learning and improvement.
How do the engagement goals align with city hall's priorities?	It is not clear how goals align with city hall priorities.	In a few areas, engagement goals align with city priorities.	There are engagement goals for all city hall priorities and mechanisms in place to incorporate feedback from engagement in decision-making.
To what extent do residents' concerns and ideas inform engagement efforts?	City hall initiates engagement efforts based on internal priorities and assumptions about resident interests.	City hall initiates engagement efforts in response to resident demand. Residents' concerns, interests, and ideas help shape engagements.	There is deep partnership and ongoing dialogue with residents and organizations representing the full range of stakeholders affected. Resident concerns routinely drive engagement, and both city officials and residents agree on the democratic goals of the effort.
How clear are the city's goals to residents?	City hall asks residents to participate but fails to articulate why it is doing so.	City hall explains why residents' participation is important but often fails to show how engagement results are incorporated.	City hall asks residents to participate, clearly articulates shared goals, and consistently shows how engagements with residents have shaped decisions.

QUESTIONS	Nascent	Intermediate	Mature
 WHAT?			
How much information about the subjects of engagement is available to residents?	Relevant information about the subjects and/or priorities of engagements is unavailable, obscure, or deliberately concealed.	City hall makes some information, data, and priorities available and transparent, but leaves out some relevant information.	City hall makes all the relevant information in its possession available and easily accessible. The city seeks to provide information that residents want, and residents use it. The city incorporates new information discovered through the engagement process.
Who is involved in nominating, defining, and refining the subjects for engagement?	City hall nominates and defines the subjects for engagement with little or no community input.	City hall seeks some community input in nominating, defining, or refining the subjects for engagement.	City hall actively works with the community to choose and refine the subjects of engagement efforts through ongoing partnership and dialogue.
Does the information provided make it easier for residents to contribute meaningfully?	The information provided is not easily accessible or understandable to all residents.	The information provided is accessible and understandable for most residents.	The information provided is easily accessible and understandable to all residents, including non-English speakers, people with impaired hearing or vision, and residents with low levels of education.
 WHO?			
Who is being engaged?	People who voluntarily seek out opportunities for civic engagement.	People who voluntarily seek out opportunities for civic engagement plus some people from underrepresented groups contacted through city hall outreach.	Residents who have learned of opportunities for civic engagement through active outreach from city hall and strong partnerships between city government and community-based organizations.
How diverse and representative is the group of residents participating in engagement efforts?	City hall engages mostly with a fairly homogeneous group of individuals.	City hall engages with a somewhat diverse group of individuals.	City hall engages with a very diverse and representative group of individuals in terms of race, gender, age, ability, educational attainment, income, LGBTQ+ identity, geographic location, immigration status, and organizational affiliations.
Do voluntary civic organizations participate in engagement efforts and work with the city to improve them?	Yes, but only occasionally and with mixed results.	Yes, regularly and with mixed results.	Yes, consistently and (despite occasional friction) with a shared goal to engage more residents in meaningful interactions.
Who represents the city in civic engagement opportunities?	City hall delegates civic engagement efforts to lower-level officials and/or third parties.	Civic engagement efforts are the responsibility of higher-level officials who actively participate.	Civic engagement efforts are a priority for city leaders: they consistently attend events and engage actively with residents.

QUESTIONS	Nascent	Intermediate	Mature
 HOW?			
How large is the city's toolbox? How varied are the ways in which the city engages residents?	City officials use only one or two tools to engage residents.	City hall has a handful of civic engagement tools that may or may not complement each other or align with engagement goals.	City hall experiments with a variety of tools and examines processes and outcomes to learn how they complement one another and align with engagement goals.
How does city hall deal with engagement efforts that are initiated by residents or grassroots organizations?	City hall largely ignores these efforts and does not feel bound to do anything with the input.	City hall pays attention but often struggles to engage in a constructive way with these efforts.	City hall appreciates these efforts and actively engages to learn from and harness the ideas and energy of residents.
How does the city incorporate accessibility tools and accommodations to make civic engagement inclusive?	City hall has not effectively or consistently considered accessibility.	City hall makes some provisions for accessibility to make civic engagement efforts more inclusive.	City hall provides robust language services, digital access, and disability access to make civic engagement efforts more inclusive. The city actively works to remove barriers to participation.
Are invitations clear and specific as to what is being requested of residents?	Invitations are vague about topics, goals, and expectations.	Invitations provide limited information about topics, goals, and expectations.	Invitations specify topics, goals, and expectations, including time requirements, available accommodations, and what knowledge, skills, or resources participants should be prepared to offer.
Does city hall support and align engagement efforts across departments?	Engagement efforts across departments are underfunded and uncoordinated.	Engagement efforts across departments are somewhat aligned and there is some dedicated funding.	Engagement efforts are funded and aligned across departments and strengthened through this coordination.
Does city hall incorporate engagement throughout decision-making processes?	Engagement is typically limited to one point in the decision-making process.	Engagement is incorporated in several parts of the decision-making process.	Engagement is consistently and thoughtfully incorporated throughout the decision-making process.
How many channels does city hall use to communicate civic engagement opportunities to residents?	City hall uses only one or two channels to communicate.	City hall relies on a handful of digital and print channels or methods.	City hall employs a wide variety of print, digital, and word-of-mouth channels.
How does city hall handle feedback and communicate outcomes back to residents?	The city does not communicate the outcomes of civic engagement efforts to the public or solicit feedback.	The city communicates outcomes through formal mechanisms like press releases and does not have formal mechanisms for capturing or responding to feedback on process or outcomes.	Residents participate in the ongoing evaluation of engagement efforts and help communicate outcomes back out to communities.

This assessment is a starting point. The accompanying workbook will help you use the rubric to get a baseline understanding of where your city's strengths lie, which common pitfalls have tripped you up in the past, and where to focus efforts to improve engagement in the future. While particular engagements might be time-limited or narrowly defined, civic engagement is an ongoing, iterative process between cities and residents, and continuous learning and improvement are essential for building trust and resilience.



Part II: Promising Practices

Part II: Promising Practices

In this section, you will find five examples of intentionally designed civic engagement efforts—from complex, large-scale efforts to create new, participatory models for public decision-making, to narrower, technology-driven efforts to generate critical information. Each city started out with one or two goals in mind and made design decisions and adaptations that helped align the what, who, and how with those goals. These examples also help demonstrate the interconnectedness of the democratic goals of engagement and the ways in which pursuing one goal often simultaneously advances the others. We have highlighted two goals for each example, but you may notice others as you read through.

Civic Bridge in San Francisco, California *Mobilizing Resources and Building Relationships*



Why?

In 2012, the late Mayor Edwin M. Lee established an [Office of Civic Innovation](#) (OCI) with the goal of making city government “more collaborative, inventive, and responsive for San Franciscans.”⁵ The Civic Bridge program, launched in 2015, established a basis for ongoing cooperation and coproduction between city hall and private-sector companies and their employees.¹ Civic Bridge aimed to offer meaningful opportunities for companies and their employees to give back without adding unsustainable burdens to city staff.⁶ Through partnerships with corporations and nonprofit organizations, Civic Bridge created volunteer engagement opportunities for local employees with specialized skills. While the program sought to add volunteer capacity to public problem-solving, OCI staff also took care to build lasting relationships between private-sector volunteers and city hall and to demonstrate the potential for external partners to serve the public and enhance city governance.



What?

In collaboration with OCI, city departments identified problems and proposed projects. Local companies formed volunteer teams to work with city staff to address a wide range of policy problems including, for example, streamlining affordable housing applications, improving communication about homelessness services, managing 911 call surges, and establishing equitable support for small businesses during COVID-19.⁷



Who?

Through the OCI (which eventually moved from the mayor’s office to the city’s technology department), Civic Bridge brought together city staff from various departments and skilled volunteer teams from companies and organizations including Google, Accenture, Fuse Corps, Harvard Business School Alumni, and Adobe.⁸ While some smaller local companies and organizations also participated, transnational companies in particular had the resources to pay employees during their volunteer stints and a large employee base from which to recruit volunteers. This allowed the Office of Civic Innovation to focus on building relationships with companies, rather than on recruiting hundreds of individual volunteers. Where relevant, the Civic Bridge projects also incorporated user research with residents who utilized the services that volunteers sought to improve.⁹



How?

Civic Bridge enabled its volunteers to contribute to city projects within a clearly structured program that matched their skills to a real need in a city department. The structure helped volunteers understand the problem and propose custom solutions. Volunteers typically dedicated eight to ten hours of their time each week over a sixteen-week period.¹⁰ In most cases, volunteers did not build new technology or solutions, but rather set the direction and established project plans for the city to use within the context of broader, longer-term efforts to improve services and address public problems.

¹ Civic Bridge built on similar models out of Chicago and San Jose.

To ensure a good match, partner organizations were invited to choose their top three projects and explain what they could offer. OCI staff then worked with department staff to match volunteers and form project teams; launch the program with a kickoff event; support teams through the discovery, design, and delivery phases of the project; organize an event for teams to share their recommendations; and, finally, follow up on implementation status and communicate impact.¹¹ It typically took about six months of preparation and project design, including running plans through an internal review committee, for Civic Bridge to have a well-scoped assignment for volunteers.¹² OCI acted as project manager and intermediary, facilitating interaction between the volunteers and city departments throughout the project timeline.

Outcomes

Between 2015 and 2022, 861 volunteers from twenty-eight partner organizations had worked more than fifty-two thousand hours on eighty projects across thirty-four city departments, amounting to an estimated \$7.85 million in pro bono work.¹³

Among other noteworthy projects, volunteers with the Civic Bridge team helped facilitate the development of DAHLIA, a web portal that simplified a confusing multi-step affordable housing application process. Today, approximately 85 percent of affordable housing applications are submitted through DAHLIA. Each application takes about fifteen minutes to complete, and over 650,000 applications have been submitted. (The city is able to place fifty households each month.) According to at least one applicant, the new system made the application process less arduous and anxiety-inducing and provided a much more dignified experience.¹⁴

During the COVID-19 era, the relationships built through Civic Bridge paid dividends as corporate volunteers helped city staff transition to remote work, learn new skills, and launch new programs. In a time of decreased municipal revenue and budget cuts, demand for Civic Bridge volunteers increased, and the program expanded dramatically. In 2019, Civic Bridge facilitated five to six projects; in 2021, fourteen projects were completed. The city documented a number of its completed projects in [Civic Bridge case studies](#). The program maintained a relatively high retention rate, with about 60-70 percent of partners returning each cycle.¹⁵

Design Insights

Civic Bridge was designed to engage private-sector and nonprofit partners in more than a one-off relationship. By investing in the design of Civic Bridge and ensuring volunteers were engaged in meaningful work, the process strengthened relationships between city hall and external actors at both the individual and organizational level.

A core design insight along the way was recognizing the need to respect the time and expertise of both volunteers and city workers. At its inception, Civic Bridge's project proposals came from the mayor's office. While this ensured alignment with the administration's priorities, it did not guarantee buy-in from city departments. As the program evolved, OCI embraced its role as intermediary and began to work more directly with city staff to define problems and projects.¹⁶ It also developed standards for choosing and designing projects and implemented a cross-city, cross-departmental peer review process for approving applications. Selection criteria included a clear challenge or problem to solve, potential for impact on the lives of residents, and alignment with the mayor's policy priorities. Building political capital internally in this way before engaging external actors set projects up for success. When designing projects, the OCI considered department leadership's commitment,

whether the project was well-scaled for the sixteen-week engagement period, and the department's capacity to implement volunteers' proposed solutions.¹⁷ The office learned that a successful project requires clear procedural owners and leadership from within the relevant city department.

OCI also built strong relationships by empowering volunteers. OCI workers coached departments not to prescribe a set solution but instead to focus on describing the problem and pain points so that volunteers could develop solutions with fresh perspectives.¹⁸ During implementation, volunteers worked closely with city staff. This helped to ensure that volunteers had the necessary support and information to carry out the project and got timely responses to obstacles that arose.¹⁹

To avoid conflicts of interest and ensure the legitimacy of the process, program policies stipulated that volunteers contribute work that differed from their company's core product. This was especially important because many of the companies involved were also vendors for the city and partners in other respects. In coordinating these projects, Civic Bridge partnered with social impact or employee engagement teams, rather than production departments.²⁰

Important motivations to start the program were the opportunity build better relationships with the private sector and mobilize private sector capacity to help solve public problems. Carefully selecting which problems to work on and with whom, being respectful of the time and expertise of volunteers, and following a consistent process helped achieve these goals. When COVID-19 hit, companies offered help and expertise to city hall at a time when local governments everywhere were struggling to navigate an unprecedented crisis. Cities of Service at Johns Hopkins University has made the lessons learned from Civic Bridge available online, [with step-by-step guidance](#) for other cities.

Flint Property Portal in Flint, Michigan

Generating Knowledge and Mobilizing Resources



Why?

City officials in Flint, Michigan, were struggling to keep track of a large and growing number of distressed properties. Like many “rust belt” cities, Flint’s population had been declining since the 1970s due to deindustrialization and “white flight.” By the mid-2010s, 30 percent of properties stood vacant. A state-appointed emergency manager’s cost-cutting decision had contaminated the city’s water supply, creating a public health crisis that shattered public trust and raised concerns that more residents would leave.ⁱⁱ With so many unoccupied homes across the city, public officials struggled to establish and share up-to-date information about property status and neighborhood conditions.²¹

Amid these challenges, the city approved [Imagine Flint](#), a twenty-year master plan for land use with a focus on neighborhood revitalization. Resident input during the planning process confirmed that the community recognized addressing distressed properties as a top priority.²² To implement these plans effectively, however, city officials needed more insight into neighborhoods and properties, and they needed residents’ help.²³

The [Flint Property Portal](#), launched as a mobile app and website in 2017, allowed residents and community groups to share detailed information on property status that the city could use to realize the goals of Imagine Flint through data-driven decisions and informed policy choices.

ⁱⁱ In 2013, the city began piping inadequately treated water from the Flint River into homes and businesses, causing widespread lead exposure and possibly triggering an outbreak of Legionnaire’s disease.



What?

In 2014, the city planning department released “Beyond Blight,” a framework for addressing distressed properties that estimated the cost of remediating vacant and neglected properties at \$108 million.²⁴ Following a recommendation in “Beyond Blight,” the city established the Property Portal. For the first time, community members could easily report property condition changes from their phones or computers, providing vital information for local government workers, boards, and community organizations. They could also use the Portal to view information pertaining to plans and opportunities for improving properties, such as volunteer clean-ups; demolition status; lot adoptions, leases, or sales; and future land-use designations from Imagine Flint.²⁵

This new tool brought in information from people who previously would not have known how to report or get information about distressed homes. Officials encouraged residents to fill gaps in data about property status and use the portal as a tool to take action in their own neighborhoods. In the process, they hoped to strengthen engagement, transparency, and trust between residents and local government.²⁶



Who?

The Genesee County Land Bank—a county authority with a board and a citizens’ advisory council that accepted properties after tax foreclosure and made decisions about the management, improvement, demolition, and sale of thousands of vacant and abandoned properties—partnered with the city to develop the Portal.²⁷ Four local grant-making organizations provided funding for the development of the Portal.²⁸ Residents (as well as city and Land Bank workers) provided information on properties in their neighborhoods by sending messages through the Portal to update property status and track maintenance activities.²⁹ The Land Bank shared information on the actions planned or taken on properties, including designation and schedule for demolition or the sale, adoption, or leasing of properties held by the Land Bank.



How?

During outreach meetings to share and solicit community feedback on the Flint Planning Commission’s blight elimination framework, residents asked for a more transparent system for viewing information on property ownership and status and gathering and sharing property condition data. Based on their suggestions, the Genesee County Land Bank and the city launched the [Flint Property Portal](#), enabling residents, city and Land Bank staff, and community organizations to look up and contribute to user-generated information about properties and view data held by both the city and the Land Bank.³⁰ The city and the Land Bank used data collected through the Portal to inform planning and decision-making.³¹

The Portal was built on data from an existing project called the Flint Neighborhood Inventory as well as other city and county data systems. The beta version was launched in early 2017 and presented for testing to institutional partners, community group leaders, and residents. After the Portal’s official launch, the city and Land Bank held trainings for residents. For each property, users could access forty data points, including information on property ownership, building condition, occupancy status, zoning district, demolition status, and more. They could also view photos and send updates on up to twenty property-specific data points as well as upload their own photographs and maintenance reports. The database was searchable by map or parcel ID number. Users of the Portal could view pre-made color-coded maps with frequently requested data (e.g., properties for sale, demolition status, property condition, etc.) or create their own maps targeting specific neighborhoods or types of data. Local organizations played an active role in using and promoting the Portal, and city and Land Bank representatives shared user guides and hands-on support and demonstrations at community and neighborhood events.³² The city and the Land Bank used data collected through the Portal to carry out their day-to-day work as well as to inform planning and decision-making.³³

Outcomes

Less than two years after the launch of the beta version, residents had sent nearly 120,000 messages through the Portal, with city staff adding another seventy thousand, filling in previously missing data on the status of all fifty-six thousand properties across Flint.³⁴ The Land Bank and city departments used the Portal to inform water service line repair, review permit applications, plan for demolition and renovation, and retrieve data on property conditions.³⁵ Flint leveraged these short-term benefits into longer-term engagement and positive change for Flint neighborhoods. In a 2021 survey of residents, more than half of the respondents had participated in some kind of distressed property remediation. The Land Bank's Clean & Green program engaged community members and youth in more than thirty thousand mowings of neighboring yards annually.³⁶ The reliable geographic data from the Portal also allowed the city and the Land Bank to implement more strategic blight elimination and helped them secure new funding from outside agencies. In partnership with the Charles Stewart Mott Foundation, the Community Foundation of Greater Flint, the Neighborhood Engagement Hub, Huntington National Bank, and others (including the Land Bank), the city established the Flint Home Improvement Fund in 2021, offering local homeowners low- or no-interest loans for home repairs.³⁷

Design Insights

Through the Property Portal, the Land Bank and the city were able to obtain essential, actionable information from residents, but the Portal was just one feature of a broader effort to engage the community in the work of addressing distressed properties. The city relied on residents to provide information that would help government staff and officials make decisions about actions to take on properties. Valuing residents' opinions and expertise on conditions and land use in their neighborhoods helped create trust between residents and decision makers. Resident-generated information formed the basis for a more equitable and inclusive planning process.

The Flint city government, Genesee County Land Bank, and other partner organizations emphasized the need for frequent engagement with residents to mitigate suspicion and make clear that the city and the Land Bank prioritized resident input and involvement in land use decisions and activities. Iterating as they went along, the partners created both formal and informal modes of engagement, from information sessions to orient residents to the Property Portal and its uses to providing parcel surveyors with identifying signage designed to spark conversation and awareness among onlookers.³⁸

Another key design insight was that implementing a set of standards for parcel surveys not only simplified and streamlined the process of gathering and tracking property data, but also established greater transparency and accountability. These standards helped demystify condition ratings and other property data points, making it easier for the city and Land Bank to ensure consistency and perform quality control reviews of property data.³⁹

From the outset, the process was designed to demonstrate that collected data translates into action.⁴⁰ This turned out to be pivotal for sustaining engagement with residents. Residents' use of the Portal helped create a positive feedback loop: residents could access key information about properties so they could take action themselves and report information about conditions, the city and the Land Bank sought funding using residents' input, funders could see how the Land Bank and city's plans and actions were informed by residents' input, and the city and Land Bank were better able to address issues the residents highlighted.⁴¹

Participatory Budgeting in Porto Alegre, Brazil

Sharing Power and Advancing Equity



Why?

In 1989, following the collapse of a twenty-year military dictatorship, leaders from the socialist Workers Party (Partido dos Trabalhadores, or PT) in Porto Alegre, Brazil, pioneered participatory budgeting (PB) as a way to empower residents, reduce disparities in service and access to policy-making, and enhance the legitimacy of democratic governance against the backdrop of decades of corrupt governance. Working closely with civil society organizations, the PT expanded PB across Brazil. The practice has since been adopted and adapted by cities around the world.

Porto Alegre faced extreme disparities in income and quality of life. Participatory budgeting put all residents who wanted to participate, regardless of socio-economic status, at the center of important governing decisions and engaged them in complex policy decisions with direct effects on their lives and living conditions.



What?

Participatory budgeting empowered residents to make binding, rather than merely advisory, recommendations on public spending. Specifically, the program gave residents control over the infrastructure portion of the city's budget. City government, in deep collaboration with civil society organizations, asked residents to participate in a process of co-developing ideas for local improvements, prioritizing and voting on these ideas, and creating oversight for implementation.

Residents were invited to identify the subjects of discussion or concern—from sanitation to education—and then work with elected officials to craft budget proposals. Residents then voted on these proposals to determine where and how to spend public money.⁴² Beyond Brazil, PB processes have been used to address a range of difficult issues including land use, racial and social inequity, and public safety.



Who?

At the height of PB in Porto Alegre, the World Bank found that more than fifty thousand people a year participated in assemblies across the city.⁴³ Community-based partners facilitated many aspects of the process. Traditionally marginalized groups were able to engage and have direct influence over budget allocation. Residents who had long been overlooked by city government—including women and those with little income or education—embraced participatory budgeting as an opportunity to redirect funds for critical services to their neighborhoods.



How?

The first phase of Porto Alegre's PB process involved a series of neighborhood assemblies in sixteen regions of the city. There were assemblies of two types: public works and thematic. In the public works forum, citizens came together, discussed, debated, deliberated, voted on local budget priorities, and elected delegates to move on to the next phase of the process. In the thematic assemblies, citizens discussed policy areas that extended beyond the municipality—for example, transportation, health, and education.

The next phase of the process brought elected delegates together for regional budget forums, during which they consolidated the priorities from the neighborhood assemblies and mapped out priorities for their regions.⁴⁴ There was a parallel process for thematic budget forums. Delegates from these forums elected councilors to represent the residents' priorities as members of the Municipal Budget Council (COP). Residents were invited to attend these forums as observers.

In the third phase, the Municipal Budget Council (COP) made decisions about the distribution of funds throughout the city.⁴⁵ Meetings of the COP were open to all residents to observe the process. The COP

also deliberated and debated to determine the distributive rules that would govern the following year's PB process. The COP voted on resident-nominated public works projects and submitted the budget to the mayor's office and the city legislature. The COP also monitored the implementation of projects, making it a mechanism for maintaining both transparency and direct accountability to residents.

Outcomes

PB quickly became popular in Brazil, with 4.3 percent of large Brazilian cities launching their own PB programs within the first three years following the launch of Porto Alegre's program, and that share roughly doubling every three years through 2004.⁴⁶ In many of these cities, PB led to decreased corruption; improvement on health indicators such as infant mortality; and increased public spending on healthcare, education, and sanitation.⁴⁷ One study in Brazil found that municipalities that implemented PB were able to collect nearly 40 percent more local taxes on average than similar municipalities without PB.⁴⁸ At the height of Porto Alegre's PB utilization, in the late 1990s and early 2000s, residents could vote on spending priorities for the entire share of the city's investment resources, making the city exceptional in terms of funds per capita allocated through PB.⁴⁹

PB also had a redistributive effect, with lower-income neighborhoods receiving more spending per capita than wealthier areas, although census data tracking over ten years of PB in Brazil showed that redistribution of public funds only became visible several years after the implementation of PB.⁵⁰ The power of PB dissipated in Porto Alegre after 2005 following a change in leadership. With the PT suffering electoral defeat across the country following the impeachment of President Dilma Rousseff, city leaders suspended the practice in Porto Alegre in 2017.

Design Insights

After decades of public disenfranchisement, the new leaders in Porto Alegre's government made sharing power in public decision-making a top priority, creating a sense of autonomy and agency that many residents had never experienced before. To bypass a historically corrupt and dysfunctional representative democracy at the local level, the creators of PB designed a new municipal representative structure. The purpose of the assemblies and the election of budget delegates was to devolve decision-making power to residents and enable them to co-create public policy. The structure of the process, with three concrete phases, created opportunities for residents to co-decide on key policy issues that affected their lives, and its design created multi-layered mechanisms for engagement, legitimacy, and self-determination. The layered design also established entry points for engagement for different segments of the population. For example, participants in the local and regional public works assemblies had relatively high participation from lower-income residents, while thematic assemblies attracted more middle-class professionals and technocrats.⁵¹

Although sharing power with residents and establishing more equitable processes of public decision-making were key motivations for the leaders in Porto Alegre, PB also tapped into resident's knowledge and strengthened relationships, lending legitimacy and support to city leaders. Establishing multiple phases of deliberation, prioritization, and voting both served the purposes and fit the particular context of a corrupt political culture and low trust in government.

The design of the process, with its emphasis on transparency and accountability, also enabled ongoing engagement of residents in decision-making and created a structure for social movements and civil society leaders to exert political pressure for implementation. In other contexts, participatory budgeting has been used with different primary objectives, and designs have reflected those differences. PB is a practice, not a cookie-cutter solution.

Participatory Budgeting Around the World

Participatory budgeting (PB) in Porto Alegre helped establish a growing number of civil society organizations across the globe, including the [Participatory Budgeting Project](#).⁵² By 2013, the practices pioneered in Porto Alegre had spread to more than 2,700 municipalities worldwide. In the US and Canada, more than \$386 million public dollars were allocated through PB between 2009 and 2022, and close to 740,000 residents had participated in PB processes.⁵³ Portugal launched the world's first nationwide PB process in 2018. Starting in 2014, Paris began earmarking nearly 25 percent of the city's budget for PB, the largest sum of public money ever allocated for participatory budgeting.

In cities that have adopted PB, the practice can serve as a catalyst for incorporating digital tools in governance to support increased resident participation as well as enabling young people to participate in the allocation of public funds.⁵⁴ New York City, Boston, and Seattle have launched youth-driven PB programs. Residents' proposals and participation in public decision-making have led to improvements in services, more cooperation between administrative departments, and increased operational efficiency and government responsiveness.⁵⁵ In Menlo Park, California, a PB process helped clarify and protect residents' priorities during a budget crisis. (See "[Leading Civic Engagement: Three Cases](#).")

PB in the US has typically not included a process for electing budget representatives. The focus has been more on deliberation among volunteers who design and submit proposals which, in turn, are put back to the larger community for a vote. The primary goal of PB in the US has often been strengthening relationships between residents and their local elected officials by putting decisions about discretionary spending directly in residents' hands.

Whatever the aims of engagement, it is critical to pay close attention to the question of "who" participates and ensure processes are designed to advance equity rather than re-affirm the status quo. PB has often been designed and implemented in close collaboration with local grassroots organizations and/or expert technical assistance providers like the Participatory Budgeting Project. In 2020, New York City became the first municipality in the country to host a youth-driven participatory budgeting process on [Decidim](#), an open-source civic tech platform used in cities worldwide to promote direct democracy. In this process, young people ages nine to twenty-four, regardless of citizenship status, could participate and decide how to allocate \$100,000.⁵⁶ This pilot was designed to create opportunities for historically marginalized constituencies to participate, including young people, noncitizens, and communities of color.

Like all engagement efforts, PB works best when the democratic goals of those leading it are thoughtfully aligned with the content of the budgeting choices, the participating individuals and organizations, and the practical design decisions that guide the process.

Infrastructure for Civic Engagement in Bologna, Italy

Building Relationships and Mobilizing Resources



Why?

In the years following the economic crisis in 2008, Italy struggled to stabilize its economy. City-owned properties, parks, gardens, and squares were in need of better care, and residents were increasingly disengaged from collective life.⁵⁷ Citizens who wanted to step up and contribute to the revitalization of public spaces or to utilize public assets in service of their communities found themselves stymied by inefficient procedures and red tape. The municipal government built a multi-pronged approach to removing barriers and creating new opportunities for residents to coproduce services, rehabilitate spaces, and collaborate to improve community life, creating and expanding innovative models of civic engagement with an ongoing commitment to learning and experimentation.⁵⁸ The city established two new institutional bases to streamline this work: an Office of Active Citizenship within city hall and the Urban Innovation Foundation, created in partnership with the University of Bologna. The city's collaborative approach centered proximity and the principle of subsidiarity—centering neighborhoods as the institutions closest to citizens. The idea was to build the city's collective capacity for “civic imagination.”



What?

The city fostered new relationships with communities and citizens by inviting residents to take initiative to revitalize and imagine new uses for public and community spaces and assets. To reduce barriers, the city passed a new regulation that permitted any resident or organization to enter into a “collaboration pact” with the city. Through this and other tools and initiatives, including a participatory budgeting process and working with the community to develop a new Urban Planning, Mobility, Health, and Education plan, the Office of Active Citizenship and the Urban Innovation Foundation's “Civic Imagination Office” supported residents both in making practical improvements in their communities and in thinking and working together to maximize their enjoyment of and benefit from publicly owned spaces.



Who?

Any resident could apply for a collaboration pact, and all residents over age sixteen were eligible to vote for PB proposals, regardless of citizenship status. The Civic Imagination Office hosted public “labs” and meetings in every neighborhood, with special attention to the most fragile zones. Through social media, students and young residents received and shared messages about participation opportunities, and residents in all six districts helped spread the word about opportunities to participate.

In addition to workers from the city and university, each lab had a community manager or “proximity agent” to lead outreach and act as the primary point of contact for residents in their respective districts.



How?

When city districts were reorganized in 2015, the Office of Active Citizenship established satellite offices in each of the new districts, ensuring that anyone who wanted to improve or utilize public spaces near their home would not have to travel to city hall to get support for their project from the city. To deepen the city's ability to engage equitably and strategically, the Civic Imagination Office complemented these efforts by establishing six district “labs” to actively facilitate connections and lead community planning around an annual participatory budget process.

The Civic Imagination Office's district labs worked directly with communities, particularly those that had been historically underserved, to understand, refine, and implement residents' ideas for improving the quality of life in their neighborhoods and to help residents understand the mechanisms available

for collaboration with the city on topics of their choosing. To increase accessibility and participation, the labs provided childcare during informational meetings.

Through the district labs and/or the Office of Active Citizenship, residents with ideas that required space, authorization, and/or facilitation from the city could enter into collaboration pacts. Residents and community groups with larger-scale plans for initiatives to improve Bologna's neighborhoods and quality of life could submit proposals for the participatory budgeting process and let their neighbors vote on them. The city did not rely solely on residents encountering their local labs, but also prominently featured participation opportunities like the pacts and the PB process on the city's popular web portal, called Iperbole. It also established "Neighborhood Schools" to provide community empowerment education for residents and "Neighborhood Houses" as local sites to promote cultural welfare and activities.

The deputy mayor who helped establish the Civic Imagination Office went on to become mayor of the metropolitan city government of Bologna. In this role, he established a practice of moving his offices, staff, executive board, and counselors to one of the city's six districts for one week out of each month on a rotating basis.

Outcomes

Bologna created multiple opportunities for residents to engage in their community, both in person and through digital platforms, which enabled high levels of participation. By 2020, sixty thousand residents had explored participation opportunities online using Iperbole, and residents had entered into four hundred collaboration pacts with the city. The city had received 225 participatory budgeting proposals, and over fifty thousand people had voted on PB projects. Resident-led projects involved community members in improvements to thirty-five public buildings, fifteen thousand square meters of city, forty green areas, and twenty schools. As of October 2021, more than fifteen thousand people had participated in activities organized by the district labs in over 550 meetings designed around eighteen activities—from participatory budgeting and sustainable mobility planning to neighborhood walks. Every district in the city had dozens of active or completed projects initiated through the district labs.

When COVID-19 hit Bologna, the Civic Imagination Office, utilizing both online tools and phone calls, surveyed three hundred associations to understand conditions on the ground, connected residents and grassroots organizations to resources, provided engagement online, and offered support, such as delivery services and opportunities to maintain social relationships despite social distancing.

Coming out of the pandemic, the city returned to its proximity-based approach to governance and took additional steps to build relationships between government and residents, including reorganizing services like policing and sanitation to ensure that local units served local communities.

Design Insights

Bologna designed its civic engagement infrastructure to mobilize civic resources of all kinds. To ensure participation throughout the city, Bologna's strategy emphasized proximity—meeting people where they were physically located through the district labs. While residents may not have trusted higher levels of government and bureaucratic institutions, many were ready to engage in their own neighborhoods.

The City of Bologna invested much time and effort in designing its engagement infrastructure and worked closely with both residents and city departments to create the conditions for success. To create a sense of shared responsibility for the “urban commons,” the city made it easier for residents to take initiative in cleaning and beautifying public spaces and contributing to community life. Before launching the collaboration pacts, the head of the Office of Active Citizenship met with department heads across city government to orient them to the regulation and ensure they would be prepared to support resident proposals as needed. While the Office of Active Citizenship helped residents navigate bureaucracy and logistics, the Civic Imagination Office worked with residents in each district to help them think strategically about their needs and interests, allowing for maximum community-centered initiative and ownership. Baking flexibility into its engagement strategy was key. Instead of offering pre-made solutions or creating public relations campaigns, the city focused on including residents in decisions and making personal connections. Not all projects or conversations were strictly local or place-based. The Civic Imagination Office facilitated the creation of ad hoc teams to collaborate on projects and proposals based on their particular topic and geographical area of interest. Residents’ interest in collaboration provided openings for city staff to communicate plans, priorities, and activities, as well as learn about residents’ needs. While resident-led projects were selected on the ability of the city and residents to achieve results in relatively short time frames, the two-way communication allowed for alignment with longer-term planning processes. In general, implementing projects involving public streets or squares took longer due to bureaucratic hurdles, while projects focused on sports, culture, or education advanced more quickly.

The Civic Imagination Office allowed the city to harness capacity at the university to deepen engagement and reach residents who wanted to contribute in more collaborative and strategic ways. As with most engagement efforts, those who were already likely to engage were the most actively engaged, but the labs provided a forum for them to connect with one another and opportunities to bring their friends and neighbors into the fold. When COVID-19 hit Bologna in March 2020, the city was able to build off of its well-designed engagement infrastructure to stay in close contact with residents while adapting to new realities.

People’s Assemblies in Jackson, Mississippi

Advancing Equity and Building Relationships



Why?

Since the 1990s, Jackson has been a majority Black city in a state with a centuries-long history of anti-Black violence and oppression. In the mid-2000s, organizers with the Malcolm X Grassroots Movement (MXGM) launched the [Jackson People’s Assembly](#) (JPA) as a forum for building the political and economic power of Black and other oppressed and underrepresented people. Its ambition was to build a “mass base with the political clarity, organizational capacity, and material self-sufficiency to advance” self-determination and establish “a broad-based solidarity economy.”⁵⁹

By the time of the 2020 census, more than 80 percent of Jackson residents were of African descent, but Black-owned businesses still represented only a tiny fraction of private industry wealth in Jackson, and the annual income of over a third of Black residents fell below the federal poverty line. Deteriorating infrastructure, spotty service delivery, and violent crime were driving residents out of the city. While the JPA had demonstrated its political power in getting its own nominees to the top of city

hall (Mayor Chokwe Lumumba and, later, his son, Mayor Chokwe Antar Lumumba), city leaders, working within the procedural and budgetary constraints of city government, had to collaborate with the JPA on their shared goals without co-opting it.



What?

The JPA gathered community members to discuss and deliberate on the issues that mattered to them, allowing participants to set the agenda. Through consensus building and skillful facilitation, assembly members identified priorities and took action based on their shared goals, forming coalitions and initiatives to tackle problems. The Assembly established subcommittees to advocate and organize residents on a range of policy issues, including economic development, education, youth services, matters affecting LGBTQ and gender nonconforming people, elders/senior supports, housing, public safety, and health and well-being.

Assembly organizers worked with city hall to help participants connect their priorities to items on the city council's agenda and to larger, longer-term visions for the city and the community. As much as possible, the JPA sought to work with rather than in opposition to city government, but at times Assembly leaders organized civic action to protest policy decisions that did not align with its goals, vision, and priorities.



Who?

Supported by a core set of organizational partners including the Malcolm X Grassroots Movement, the People's Advocacy Institute, Working Together Jackson, One Voice MS, and others, the JPA welcomed all residents, regardless of citizenship, age, former incarceration, or racial/ethnic background. Hundreds attended regularly, and a smaller subset of active Assembly members engaged in committee work.

City officials attended and sometimes initiated assemblies to stay aligned with residents' concerns, policy preferences, and proposals, promising not to take a "design and defend" approach to governing. Assembly organizers invited city staff whose work related to topics on the agenda to come to the assembly to provide information and answer questions. All city government officials and workers were welcome to attend as citizens.



How?

The JPA provided a forum for civic exchange and policy conversation outside of the formal, rigid processes and power structures of city hall. For city government, participating in the assemblies was a way to share information and learn about the needs of residents, gaps in city services, and the impact of existing policies. Anyone, from the mayor to a community member, could propose an assembly. The JPA typically met several times a year at various locations, sometimes focused on a specific policy area with broad community interest (e.g., interrupting cycles of violence) and sometimes not. City officials attended as participants, bound by the same set of norms and agreements as other attendees. Facilitators often broke attendees into small groups for discussion and brainstorming with the goal of sharing information and creating community-based programs and initiatives to respond to needs as well as vetting policy proposals and offering guidance on city officials' policy decisions.

To encourage participation, assemblies took place in accessible community locations and offered childcare, transportation, and food. Organizers prioritized strong facilitation and timeliness, ensuring respectful and focused conversations through the JPA's "Community Agreements," a values-based document that organizers reviewed and asked all participants to follow at every meeting. JPA representatives presented the Assembly's consensus-based decisions during city council meetings. When the city's actions on priority issues were out of step with the Assembly's recommendations, organizers strategized with regular attendees to determine how to respond.

Outcomes

Engagement between the city and the JPA gave Jackson residents a new degree of agency: they could see their concerns and priorities reflected in the city's budget and policies. After he was elected as a city council member in 2009, Chokwe Lumumba used assemblies in his ward as the basis for his decision-making, embracing accountability to his constituents and ensuring that his policy choices were transparent. Lumumba's election as mayor of Jackson in 2013 helped demonstrate that a grassroots process could generate real political power without relying on traditional political party support. During his time in office, Lumumba worked with the JPA, holding meetings in each of the city's wards, to pass a one-percent sales tax to fund much-needed infrastructure improvements.

Translating Black political power into Black economic power and equal treatment under the law remained a challenge. Factions in city government sometimes thwarted progress on priorities set by the JPA. A supermajority of state legislators partial to maintaining the status quo were proactive about restricting municipal autonomy when Jackson's vision for itself did not align with their preferences. (For example, the state legislature passed a law prohibiting any municipality from establishing its own minimum wage when Jackson workers organized around a proposed minimum wage of fifteen dollars per hour in the city.)

After Chokwe Antar Lumumba was elected with the Assembly's support in 2017, the JPA hosted learning opportunities with the city's chief administrative officer to explain budget allocation processes to participants as part of a new participatory budgeting initiative. Relationships and partnerships established through the JPA provided critical support during a series of crises, including COVID-19 and an arctic blast that wreaked havoc on an already unreliable water system, mobilizing aid to community members in need of support. An organizer from JPA noted that those who received help often wanted to offer help in return, and observed that the mutual aid coordinated through JPA partners had resulted in vulnerable community members becoming more engaged and invested in the Assembly's work.

While major challenges rooted in structural racism remained, the JPA provided a strong base for building both political power and collective supports for disenfranchised and historically marginalized Jackson residents, and city leaders were able to utilize assemblies for ongoing dialogue about priorities and needs, practical support for advancing community goals through the JPA's autonomous initiatives, and advocacy on policy issues.

Design Insights

The JPA was intentional in its choices about when and where assemblies were held. To show that they valued participants' time, organizers prized efficient and transparent time-keeping. Leadership in city hall coordinated with the JPA for timely community input on policy questions. The Assembly's [Community Agreements](#) (see breakout box), honed over time, offered clear guiding principles and values for all participants, supported effective facilitation, and promoted an inclusive and respectful process.

Another key design consideration for ensuring inclusiveness and showing respect for residents was meeting them where they were—choosing locations thoughtfully and strategically in each ward and offering supports like childcare, food, and transportation to reduce barriers to participation. The city's chief administrative officer devised a game to teach participants how the municipal budget works, making a dry and complex subject fun and interactive. City leaders also worked with the JPA to organize informal, family-friendly community-building events like the Jackson Love Fest.

Assembly leaders continually honed their facilitation skills and grappled with the challenge of striking an appropriate balance between partnering with city government to advance equity, and mobilizing to put extra pressure on the government. Debating these issues in the context of the People's Assembly helped residents understand how to connect day-to-day governance concerns (e.g., improving roads or planting trees) to larger conversations and visions (e.g., infrastructure and environmental justice). Conversely, to workers and officials in attendance, it was sometimes eye-opening to hear how their work and choices affected city residents. As organizers and long-time activists moved into executive and legislative positions in city government, they continued to learn about when to press for progress and stand on principle and when to make strategic compromises.

When climate disasters, failing infrastructure, and COVID-19 tested the city, the JPA's efforts to support the community broadened the base of residents engaged with the Assembly and heightened residents' awareness of systemic failures and inequity, as well as their own individual and collective agency to push for more equity and accountability. For city leaders, working with engaged residents determined to work together to lift one another up through the JPA was both good governance and good politics.

Setting Norms: The Jackson People's Assembly's Community Agreements

- Respect the rights of others to hold opinions and beliefs that differ from your own. When you disagree, challenge/critique the idea, not the person.
- Practice intentional listening. Let your comments, requests for clarification, critiques, etc., reflect that you have paid attention to the comments made by the person who spoke before you.
- Step up and step back. Share responsibility. If you have much to say, try to hold back a bit; if you are hesitant to speak, look for opportunities to contribute to the discussion.
- Recognize that we are still learning. Be willing to change your perspective and make space for others to do the same.
- Create a safe space for sharing. Keep personal stories that people share, personal.
- Always be guided by and offer contributions that are rooted in and come from our desire to improve our beloved community of Jackson. Collective gain is our goal.



Part III: Designing Your Civic Engagement

Part III: Designing Your Civic Engagement

Once you have understood your city's past engagement efforts, identified areas for growth, and gotten familiar with how to apply the four key design questions to specific engagement practices, you should be ready to use the questions to design your city's engagement efforts with renewed focus and intentionality. You may use the accompanying workbook to support these efforts. Figure 4 appears again for your reference.

Figure 4
Four Essential Design Questions



As you work through these essential questions, check your answers continually for alignment with your intentions—the democratic goals, principles, and outcomes you are pursuing. There are many possible answers to these questions, and there is no perfect formula. The best course of action is simply to be as intentional as possible about the design of the engagement, learn fast by engaging stakeholders in continuous reflection, and iterate. The more thoughtfully designed and well-adapted the effort, the less likely it is to fail or backfire.

Determine Your Why

Formulate concrete, compelling purposes for the engagement effort

Set transparent goals that help residents understand why you want to engage them. The five possible goals of engagement outlined in the framework are not mutually exclusive; they often overlap. Each goal can build toward and reinforce the others. At the same time, it is helpful to be very clear about the primary goal so

people know what motivates you to engage them. Once the primary “why” is clear, incorporating additional goals can help guide and deepen engagement efforts. For example, prioritizing equity throughout the process, regardless of the primary goal, can enhance legitimacy, build trust, and ensure more equitable policy outcomes. For more on the goals of engagement, please refer back to figure 1 and the introduction of the Democratic Goals of Civic Engagement on page 6.

?	WHY?
Goal	Formulate concrete, compelling purposes for the engagement effort <i>Set transparent goals that help residents understand why you want to engage them.</i>
Questions to Ask	Why are you asking residents to participate? Is your primary goal to: 1. Advance equity 2. Build relationships 3. Generate knowledge 4. Mobilize resources 5. Share power 6. Some combination of these five? How will you know if you are achieving your goal(s)? How will you communicate your goal(s) to residents?

Determine Your What

Be clear about the subject of the engagement effort and frame it carefully

Define the topic concretely and make it clear what you are asking residents to think, talk, or do something about. Be precise about what is—and is not—in the scope of the effort. This means “scoping” the subject appropriately and finding the right balance between broad, abstract subjects (e.g., priorities for “the future of the city”) and narrow, concrete topics (e.g., “signage at the intersection of Elm street and Church street”). If a subject is framed too narrowly, residents may feel frustrated that city government is failing to understand or provide an opportunity to discuss the broader context of the issue. If a subject is framed too broadly, conversations may lack focus and become unwieldy. Here are a few considerations to keep in mind when determining the scope and framing the subject of an engagement effort:

- How do different parties see the issue? For example, city hall may see a development project as an opportunity while some residents see it as a problem, or vice versa.
- What is the history of the issue and how does the way it has (not) been addressed in the past inform the way it could be discussed in the present?
- What boundaries apply regarding time, budget, authority, and capacity?
- Are you providing enough relevant, unbiased background detail for participants to offer an informed opinion? (If it is impossible to provide sufficient information in a digestible format, you probably need to reframe the subject of the engagement.)
- If you are asking residents to take some action, make sure you are extremely clear about the steps involved and the support the city will provide. If the city cannot articulate the steps or scaffold the action, it is unlikely residents will do what you are asking them to do.

Finally, if residents do not understand why they should care about the topic on which you are asking them to engage, the effort is unlikely to succeed—especially if they are looking for something entirely different from city government. Make sure that the subject of engagement speaks directly to residents’ priorities and addresses their struggles. If residents do not feel respected for putting in the time and effort you are asking them, they are unlikely to engage again.

 WHAT?	
Goal	Be clear about the subject of the engagement effort and frame it carefully <i>Explain what you are asking residents to think, talk, or do something about and be clear what is and what is not within the scope of the effort.</i>
Questions to Ask	How important is this subject of engagement (e.g., a dangerous intersection, the future of the riverfront, etc.) to residents and why? How important is the subject to city officials and why? How has the engagement subject been discussed and resolved (or not) in the past? Do you hope to change the terms of the debate? If so, how will you frame the subject to accomplish that? What role have residents had in defining, redefining, and/or refining the subject? What background information might participants need in order to understand the topic? What are you asking residents to do (e.g., give time, input, resources, expertise, etc.)? What are your expectations? What can residents expect to receive from you in return?

Determine Your Who

Identify the right groups of residents and pay attention to marginalized voices

Ensure equitable community representation and meaningful city hall representation. Getting clear about who you will engage is essential. Including new voices will help you tap into the deep well of insight, experience, and knowledge that resides in your city. It will also broaden legitimacy and support for policies and decisions. “Who” is not just a question of engagement across demographics and neighborhoods but also an opportunity to think through cross-departmental initiatives and cross-sector partnerships with your city’s nonprofits, community and faith-based organizations, small businesses, schools, and universities.

Once you have a set of participants in mind, it is equally important to ask who is *not* on that list. Look at your “what” and your “why” and ask yourself and your partners if everyone with a stake in the “what” and the “why” of your participation is represented. Excluding stakeholders often leads to unintended consequences and can cause an engagement effort to backfire.

Partnerships can be vital for keeping engagement efforts alive. All of the examples offered in Part II involved key partnerships: with private industry in San Francisco, the university in Bologna, a county government office in Flint, a grassroots organization in Jackson, and civil society organizations in Porto Alegre. In most cases, these entities were already working to address the same problems that the city wanted to solve and could help city government address them more efficiently and effectively. Partners can help with outreach, build pipelines for talent, augment operational capacity, provide technical assistance, gather on-the-ground information, or otherwise offer resources and bridge gaps in services and expertise.⁶⁰ Sustainable partnerships require strong collaboration, trust, explicit commitments and role differentiation, and clarity about the outcomes sought by all partners.

 WHO?	
Goal	Identify the right groups of residents and pay attention to marginalized voices <i>Ensure equitable community representation and meaningful city hall representation.</i>
Questions to Ask	Are you hoping to engage a broad cross-section of the community or a focused subset of residents relevant to the engagement subject? Who has been engaged on this subject in the past? Should they continue to be? Why? Who has not been engaged but should? Why? Who should be consulted early in the process of deciding who should be engaged? How much latitude will these actors have to determine who participates and how? What are the demographics of the target group, including average age and digital literacy? Have you asked potential participants how to make the engagement more accessible and/or inclusive? Are there specific community leaders, business associations, voluntary civic organizations, or activists being engaged? Are there particular dynamics between those invited to participate (both in general and in relationship to the specific topic of engagement) you should anticipate? Is there trust or relationship building that needs to occur before moving forward with some participants? Who will represent city hall? Who will facilitate? How will the style, position, and decision-making power of the people running the engagement and/or representing city hall affect the engagement?

Determine Your How

Select a mix of tools and methods that engage residents

Optimize for functionality, accessibility, and inclusiveness. Choose methods, platforms, and channels that are conducive to the type of work you want to do with residents. Think about group size (one big plenary session versus smaller break-out groups), type of venue (city hall, a community center, a church, online, etc.), and format and interaction design (Q&A, brainstorm, voting on priorities, online consultation, clean-your-park event, hackathon, an ideas competition, a budgeting exercise, etc.). Given your why, what, and who, what form of engagement will most likely produce the desired result? There are hundreds of different methods, formats, tools, and techniques to choose among, and your selections must depend on the alignment with the other variables. You can find a wide range of crowdsourced [examples of engagement tools and methods](#) at Participedia. The Bloomberg Center for Public Innovation at Johns Hopkins University and the Cities of Service Coalition also detail [some useful techniques and approaches](#) as well as [examples and resources](#) on topics ranging from crowdfunding to citizen science to spark your imagination.

Whatever method, platform, channel, and format you choose, make sure you test functionality, attend to accessibility, and optimize for inclusiveness. This work may require more creativity, flexibility, and innovation than expected. The logistics of implementing your civic engagement plan have a huge effect on the quality and effectiveness of the engagement. Location, timing, outreach, and accessibility have major implications for whether participants from various communities or backgrounds can or are willing to participate. Understanding and addressing barriers to participation must be central to planning processes. Make time for brainstorming and experimentation to learn what works. Some efforts will fail; ensure that hard lessons learned do not go to waste.

 HOW?	
Goal	Select a mix of tools and methods that engage residents <i>Optimize for functionality, accessibility, and inclusiveness.</i>
Questions to Ask	Will you engage participants individually (e.g., surveys, interviews), in small groups (e.g., focus groups, working groups), or as a whole group (e.g., town hall meeting, online event, metaverse meetup, etc.)? What type(s) of interaction (e.g., listening, collaborative inquiry, brainstorming, debating, voting on priorities and preferences, digital forum or discussion, game, etc.) will help you accomplish your engagement goals? What <i>mix</i> of engagement opportunities (e.g., an open town hall forum and a Zoom event; a deliberative poll and a neighborhood listening session; a crowdfunding campaign, a digital anti-litter campaign, and an in-person clean-up-your-block rally, etc.) maximizes inclusiveness and equity as well as effectiveness and efficiency? What kind of outreach will you do? How will you monitor enrollment, participation, and ongoing engagement? How formal or informal will the terms of the engagement be? How formal or informal will the setting for the engagement be? How long will the engagement last? What are the key steps at each stage? Who holds authority over decision-making processes? How much power or authority over public policy and decision-making is vested in the engagement process? How will the results inform city hall actions, decisions, or policies? What should participants expect or not expect as a result of their engagement? How will the city communicate decisions and outcomes back to participants and the public?

Using social media

Approximately half of Americans have engaged in some form of political or civic-minded activity on social media in the past year and believe it is an important way to get elected officials to pay attention or to sustain social movements. Utilizing social media platforms must be part of your engagement and communication strategy. Moreover, social media can help you share information and gather data through surveys and polls. Social media channels can provide a mix of qualitative and quantitative data, and they are free, quick, and easy to use, making them a fertile environment for creativity and experimentation on the part of city government.

Platforms have different functionalities and different audiences, and audiences vary by location. Knowing who you will reach within each platform is essential to ensuring you are reaching a diverse and representative audience. (The Pew Research Center offers up-to-date [research and data on social media use and perceptions](#).) For more, see the “[Technology](#)” section in Part IV of this guide.

Keep in mind, also, the limitations of social media platforms, including inequitably distributed internet access and digital literacy, the prevalence of online harassment and threats (“trolling”), and concerns about privacy and appropriate uses of data.

Alignment

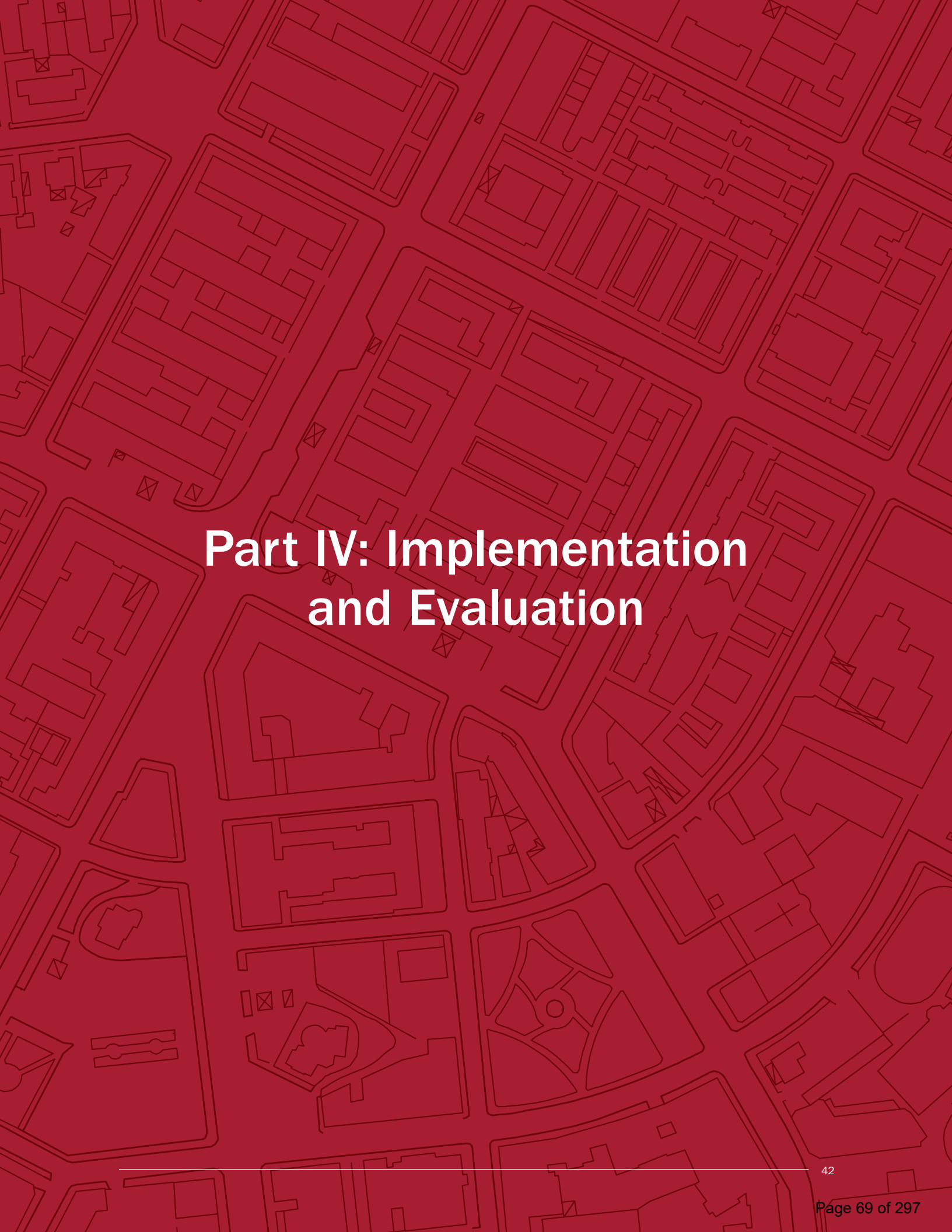
Effective civic engagement efforts begin by carefully considering how city hall can design an engagement that does justice to residents and their concerns, ideas, and aspirations. A design that aligns the why, what, who, and how of engagement is more likely to meet residents where they are—literally and figuratively—and less likely to result in disappointment on either side.

Answering the four key questions in the design phase will result in a first version of the effort, but there will be opportunities to iterate, tweak the approach, and recalibrate for alignment throughout the process. Continually checking for alignment allows you to steer around the usual pitfalls of civic engagement: misaligned expectations about the goals, misunderstandings about residents' role, exclusion of critical stakeholders, and choosing tools and methods that do not support meaningful engagement.

Additional resources to help you design effective engagement efforts and strategies include the [Strengthening and Sustaining Public Engagement planning guide](#) and the [Keeping People Connected toolkit](#) from Public Agenda, a nonpartisan research and public engagement organization dedicated to strengthening democracy. Cities of Service also offers a [checklist](#) to support well-aligned engagement designs.

“Long-underserved populations want to be recognized, not as problems to be fixed or statistics to be studied, but as real people who have aspirations for themselves and their families.”

DAVID LANHAM & AMY LUI, BROOKINGS INSTITUTE⁶¹



Part IV: Implementation and Evaluation

Part IV: Implementation and Evaluation

Designing an engagement plan is one thing; implementing the design is a challenge in its own right. There are various common challenges worth anticipating, including building trust, dealing with misinformation, using technology, managing logistics, and coordinating within city hall.

This section offers tools and guidance to help you plan, adjust, and adapt as you implement a civic engagement strategy. Civic engagement is not linear. Expect to circle back, rethink, and revise plans as you go. Build in time and capacity to solicit and learn from participant feedback in an ongoing way through formal and informal methods.

The workbook provides further questions and prompts to help you think through your individual challenges.

Trust Building

City leaders should anticipate that their calls for engagement may be misunderstood or viewed with suspicion. It is not uncommon for city-initiated engagement efforts to be met with skepticism, distrust, and even hostility. People may question city leaders' intentions, doubt their competence, or simply feel their participation will not actually lead to anything. A lack of trust may be the result of disappointment with civic engagement efforts in the past. For historically marginalized communities, it can be hard to believe that city government—an institution that in many places has created, reinforced, and upheld systemic exclusion and oppression—is now interested in their concerns and ideas and wants to include them in building a better, more equitable future.

While civic engagement can help rebuild trust between residents and government, existing mistrust will continue to affect the process, which is why it is important to ensure that engagement is appropriately representative, inclusive, and sensitive to the particulars of your city's history and demographics.

Suggestions to start building trust

- Promote conversations internally with staff to discuss the city's history and how city services, programs, or staff may still be perceived (accurately or inaccurately) as hostile or harmful to historically marginalized groups.
- Seek to build relationships and establish bridges with leaders in faith-based organizations, community centers, the arts and culture scene, minority-owned businesses, nonprofit and community-service organizations, community foundations, advocacy groups, and youth work. Check in at regular intervals to understand needs. Follow up.
- Go directly into the neighborhoods where people are struggling. Demonstrate a commitment to serving by participating in neighborhood cleanups or helping out at food pantries (without inviting press). Small acts of kindness and care for communities build trust far more reliably than words. Invest in new infrastructure for engagement and outreach. Consult with advocates for excluded communities to explore how space and language can be made more accessible and convey a sense of belonging.
- Be actively transparent. Don't depend on residents to ask what data you have or how you are using it. Volunteer that information. Share your data with partners and residents—even if it makes you look bad. If you feel you are not doing enough, say so. Ask what is needed, and if you need help, ask for it.
- Whenever possible, compensate those helping the city with outreach and accessibility for their time and assistance.
- Consider the full range of ways in which residents contribute to civic life and find ways to acknowledge and show appreciation for a broader set of abilities and efforts than those that usually get recognized and rewarded.

For more on these topics, see [*The Principles for Equitable and Inclusive Civic Engagement: A Guide to Transformative Change*](#) by Kip Holley and the [*Public Participation Resource Guide*](#) from the City of Madison's Racial Equity and Social Justice Initiative.

Six Principles for Equitable and Inclusive Civic Engagement in Cities (adapted from Kip Holley)

1 Embracing the Gifts of Diversity

Communities include many different people with diverse gifts who take on leadership roles at various times. Engagement environments that connect these people and their talents effectively build bridging social capital and community resourcefulness by connecting local concerns to city-wide issues.

2 Realizing the Role of Race, Power, and Injustice

Acknowledging power imbalances and harm caused by systemic racism, class bias, and abuses of power validates the experiences of those who have felt shut out of decisions and creates space to challenge and change power dynamics (but be prepared for strong resistance from those who benefit from the status quo).

3 Radical Hospitality

Many of the residents whom city leaders need to learn from and include face high barriers to engagement. City leaders must “decide that these voices are integral to the conversation” and invite “difficult conversations.” Offering radical hospitality means meeting people where they are, listening deeply, speaking to shared values, and fostering a sense of belonging that puts people from all walks of life on equal footing. (For more on difficult conversations, see “[Difficult Conversations: Practical Tools for Navigating Charged Conversations](#)” with Rob Wilkinson.)

4 Trust Building and Commitment

To build trust, establish pathways for shared leadership and shared accountability through complete and honest communication and mutual learning. Create opportunities for people to demonstrate their skills and abilities, and resist efforts to cast blame or establish punitive approaches to accountability. Make sure that community members can see how programs and initiatives they have helped to build are creating positive change.

5 Honoring Dissent and Embracing Protest

Avoiding controversial issues is more likely to amplify dissent than prevent it. Challenges and opposition from community members can be a strong starting point for productive engagement, clarifying the values at stake and articulating alternatives that may not have been understood previously. City leaders’ willingness to engage in long-term dialogue on difficult issues can create an effective container for legitimate protest.

6 Adaptability to Community Change

Change is inevitable and continuous. City government’s approach to engagement must have the flexibility to change with circumstances in the city and its communities. Making the values and principles above, rather than any set of tools or tactics, the foundation for your city’s engagement environment will help community members adapt to change, accept what is true, and engage in conversation about the appropriate uses of civic power.

Technology

Digital and technological tools are essential components of many civic engagement efforts, but there are digital divides both in who has access to online applications and how those with access to online applications use them. Roughly one in five adults living in US cities do not have home broadband services or a personal computer.⁶² About 85 percent of adults, however, have a smartphone from which to access the internet and download apps. Adults over sixty-five, those with no post-secondary education, and people experiencing poverty are least likely to have a smartphone and most likely to struggle with digital literacy. More data on digital access and internet usage for different purposes across different demographics is available from [Pew Research](#).ⁱⁱⁱ Given the access gaps, it is essential to identify alternative means to include those less likely to engage online, utilizing tools like chatbots, creating hybrid opportunities that combine in person and online options, and ensuring language accessibility.

Approximately half of Americans reported having engaged in some form of political or social-minded activity on social media in the past year and believe it is an important way to get elected officials' attention or sustain social movements.⁶³ Online movements to demand social change (e.g., #metoo, #blacklivesmatter) have helped amplify the voices of historically marginalized groups and raised awareness about injustice.⁶⁴ About two thirds of Americans think social media helps give a voice to underrepresented groups (though some note that it can distract from the real work of making social change).⁶⁵

For many residents, digital tools are not only a convenience but also an expectation. At their full potential, well-designed and widely used digital tools can be a powerful means of coproduction, allowing city government to function less as a service provider and more as a platform for residents to help themselves and others.⁶⁶

To account for the digital divide, the best and most effective tools have several uses to allow for various levels of comfort, access, literacy, and experience with digital tools. For example, when COVID-19 hit, the City of Boston's New Urban Mechanics partnered with the City of Boston Food Access to develop an SMS-based chat bot to provide information about benefits, delivery services, and food banks. The chat bot, available 24/7, did not require internet connectivity and chatted in eight different languages.

Cities can also engage residents in testing civic technology. For example, the Smart Chicago Collaborative established a [Civic User Testing group \(CUTgroup\)](#) to engage residents in both learning and testing emerging technology. Participants receive gift cards in exchange for providing feedback on product design to public, private, and social sector partners.

Below are some points to keep in mind while thinking through the uses of digital tools in civic engagement.

Ensure a user-centered design and approach

As with all civic engagement tools, digital tools should be responsive to residents' needs. If the tool is not supporting an articulated need for the community, it is unlikely to get much traction. Consultation and user research in the design phase should help drive adoption.⁶⁷ Gathering data on how residents use the tools (and which residents do and do not use them) can help cities understand residents' needs and behaviors—and use that information to create and refine portfolios of digital engagement tools.⁶⁸

Prioritize simplicity and interactivity while addressing privacy

Tools should be simple to use. A needlessly complicated process will frustrate even the most tech-savvy user. Present information concisely, and, whenever possible, leverage existing platforms or media that residents are already using to access information.⁶⁹ Residents may be concerned about their data privacy, so be transparent about privacy policies and intended uses of data. If you are asking residents to share information or take action, establish tools or practices for responding to residents' input and activities, and create feedback loops as you would with any other engagement practice.⁷⁰

ⁱⁱⁱ A 2020 study by researchers from Arizona State and the University of Iowa explored digital participation at the county level and its impact on economic opportunity.

Monitor accessibility and trust to ensure equity

Digital tools can collect data detailing what groups are engaging with the tool, how often, on what kind of devices, and to what effect. Residents can share this information through in-app features and user feedback surveys. Particular attention should be paid to those groups who use the tools least, who are often the same residents or communities who have been historically excluded from civic participation. Using digital tools to monitor and publish progress towards equity goals can help engagement efforts stay on track and hold agencies accountable for both improving access to tools and broadening participation.⁷¹ Note that creating a platform that is not mobile-friendly excludes residents who rely on phones for internet connectivity, and creating a phone-only app excludes those who rely on personal computers or find mobile interfaces less accessible.⁷²

Design for diversity, inclusion, and respect

Like all tools and practices designed to engage residents in decision-making and governance, effective digital tools should be accessible and inclusive of all residents and strive to meet them where they are and as they are. Ensure that tools are accessible for people with disabilities and can be used in multiple languages. The best and most effective digital engagement tools are multi-modal, allowing for information sharing across digital platforms and supplemented with low-technology forms of engagement.⁷³

Given the multitude and ever-growing number of tech and digital tools, remember to ask yourself some key questions as you are making decisions on implementation.

Questions to Consider	
 WHY	Have you articulated your purpose in using this tool with the public? Are you using it to share information, gather data, or both? How is it serving the primary engagement goal?
 WHAT	Is it clear what the information is about or how the data will be used in decision-making? Have you shared back the information you received and the actions taken or decisions made as a result?
 WHO	Who is your target audience? Did you reach an audience representative of your target group? Who engaged and who did not? Are there partners, educational institutions, or community organizations that could help you reach your target community?
 HOW	How are you using these specific tools to reach specific audiences? How are you activating additional tools to garner feedback from those who do not use these technologies?

Misinformation

As city leaders know well, the rapid spread of both misinformation and disinformation can stymie efforts to communicate effectively with residents. In this section, we focus on misinformation—content shared by people who do not realize it is false or misleading.⁷⁴

Misinformation is a complex concern with multiple causes.⁷⁵ While it is by no means a new problem, misinformation now travels with astonishing speed and efficacy thanks to social media and the algorithms and human biases that drive it.⁷⁶ Misinformation can create negative feedback loops, becoming both a result and a driver of declining trust in political institutions, public leaders, experts, and traditional media.⁷⁷

Local leaders still enjoy a higher degree of trust than their national counterparts on average, however, and this means that you have opportunities to interrupt these loops. Below are recommendations and considerations for leaders as they work to counter misinformation and the spread of disinformation in their communities.

Direct residents to the experts and amplify fact-based information using multiple channels⁷⁸

Warn residents that they may hear or have heard misinformation and highlight the work of experts (especially local experts). Monitor the situation continuously and repeat the messages as often as it takes to continue to debunk false claims.⁷⁹

Partner with civic associations and encourage residents to get involved

Resident participation in civic associations is associated with increased political trust.⁸⁰ Partnering with volunteer-run organizations and helping them reach both volunteers and clients will help you meet residents where they are, share information, and clarify questions through trusted community groups.

Focus on the messengers

Make sure local news is sharing accurate and timely information. (Americans still believe that, on average, local reporters are more caring, trustworthy, and unbiased than their national counterparts.⁸¹) Some city employees, such as librarians, parks and recreation leaders, and first responders, enjoy a high degree of public trust, making them potentially effective messengers.⁸² Faith leaders, neighborhood associations, and those who work with seniors, youth, and refugee and immigrant communities are all potentially valuable to city leaders as misinformation busters. Just as some cities have created “[chief storyteller](#)” roles, there may be a role for a “chief debunker” who can keep an ear to the ground and act to counter misinformation early through campaigns and strategically deployed messaging.

Many of the resources developed during the pandemic offer good general guidance for handling misinformation and disinformation:

- [COVID-19 Vaccine Toolkit for Mayors](#)
- [Winning Public Trust in the Age of COVID-19](#)
- Handout from the Bloomberg Harvard City Leadership’s session on [COVID-19 in the Post-Truth Era](#)

The Shorenstein Center on Media, Politics, and Public Policy at Harvard Kennedy School also publishes up-to-date, interdisciplinary peer-reviewed research on misinformation in the [Misinformation Review](#).

Logistics

Even the most thoughtfully designed engagement efforts can be undermined by failures on the logistical side. Ensure that your choices about venue, vendors, music, food, and format for events communicate the city’s values, priorities, and respect for residents. While this guide cannot anticipate every logistical need, we offer below some guidance and key questions on logistical questions that arise frequently in planning for civic engagement. Paying close attention to these matters will help ensure that you reach your target audience and align with participants on expectations.

Timing

Choosing a time for an engagement event or the public launch of an initiative is a strategic calculation. Select a time that helps you maximize attention and attendance.

Key Questions:

- Are members of your target audience likely to be working or otherwise unavailable during this time?
- Have you checked for conflicts with cultural and religious holidays or observances?
- Have you checked for conflicts with other public events that might be of interest to your target audience?
- Have you aligned on timing with community partners and other stakeholders in city government?
- Are there recent, current, or anticipated news stories related to the subject of the engagement that you can leverage or should be prepared to respond to?

Location

City hall is a convenient location for those who work there, but it is often preferable to host events in community locations, especially those frequented by your target audience. Choose venues that are welcoming and conveniently located for the community members you want to reach.

Key Questions:

- Is a central location preferable or is there a neighborhood venue that aligns with your subject and/or audience? Do you need multiple events in multiple neighborhoods?
- How is the space set up? Will you need to modify the setup in any way?
- What are your audio/visual and tech needs, and can the venue provide/accommodate these, or do you need outside vendors/volunteers?
- Do you need to incorporate assistive technologies for accessibility?
- Who owns the space? Will the city be paying to use it?
- Is the space named after someone? If so, how do participants feel about this person in this particular community?
- Who will greet and orient participants?
- Does the location have a separate space where childcare can be provided?
- Is there security present? How will the presence or absence of security affect participants' comfort?
- Is this location accessible by public transit?
- Is this location accessible for people with physical disabilities?

Outreach and collaboration

Think strategically and creatively about the content of the invitations as well as who delivers it and how it gets disseminated. Communicate early and often with community partners to ensure messaging and expectations are aligned and clear.

Key Questions:

- What form(s) of communication will help you reach your participants?
- What is the informational content of the invitation? Are the goals and subject of the engagement clear? Are the time and place (including any virtual participation options) easy to find?
- Is it clear how to participate and whether there are virtual options for those who cannot attend an event in person?
- Is there superfluous information you could eliminate from the invitation?
- If you have partnered with community organizations, how are you acknowledging their participation? Have you sought permission to use partner organizations' materials (logos, text, photos)?
- How are you utilizing your partners and their networks to disseminate the invitation and relevant information? Have you checked for alignment in messaging?
- Is there a way for potential participants to contact you and/or partner organizations with questions?
- Are the graphics and language motivating and accessible to your target audience?^{iv}
- Who will deliver this invitation, and through what channels?
- Are you asking people to RSVP? Is the RSVP process clear and simple?
- Is there a chance the event will be rescheduled (due to weather, for example)? If so, does the invitation provide an alternate date and time, or a way to check the status of the event beforehand?
- Are digital invitations accessible across devices and communication methods (e.g., email, mobile, SMS)?
- Are invitations available in multiple languages (and if so, is it clear whether or not will you be providing interpretation at the event)?

^{iv} Recent [preliminary research](#) by Elizabeth Linos, Jessica Lasky-Fink, Chris Larkin, Lindsay Moore, and Elspeth Kirkman documents a "formality effect" where, contrary to common assumptions, more formal written communications from government are more likely to prompt a response from recipients than communications that are less formal in wording and/or appearance.

Format

Choose a format that encourages interaction and participation opportunities for all attendees. Take extra care to make sure your plans do not end up excluding participants with disabilities or language/literacy challenges.

Key Questions:

- Is there a skilled moderator who is respectful, inclusive, and addresses conflict appropriately?
- How will you mix presentation and discussion/deliberation?
- Are there elected representatives or city officials present?
- Will there be group discussion/work? If so, will you let participants self-select, or will you assign randomly or based on certain criteria? Will there be assigned facilitators in each group? Will you need to include other assigned roles (timekeeper, notetaker, reporter, etc.)?
- Are there guiding norms you want participants to agree to? Is there an opportunity for participation in forming norms?
- How will you ensure equitable participation among attendees?
- Are there refreshments? If so, who provides them and how are they served?

Cost to participants

Real and perceived costs of participation (e.g., childcare, transportation, lost wages) affect residents' willingness to attend. Taking steps to mitigate costs or compensate people for their time demonstrates respect for participants' contributions.

Key Questions:

- Can you provide transportation support and/or on-site childcare?
- Can you offer stipends, gift cards, or other kinds of compensation for participants' work and time?
- Are there other ways to honor participants' contributions?

Communication

How you communicate is as important as what you communicate. Finding the right balance between providing enough information for informed participation and keeping it short and simple out of respect for participants' time is critical. Keep in mind that you may need to adapt modes and styles of communication to your target audience. For guidance on effective written communications, see this [overview and checklist from Todd Rogers](#).^v

Key Questions:

- Are the details of the event clear, including how to attend/participate? Is there a written agenda?
- Are there opportunities to provide and receive information in multiple forms (written, digital, verbal)?
- Is there live interpretation for non-English speakers?
- Who is leading the discussion? Are they from the community? If not, have you and your community partners communicated important local context to them?
- Who is speaking and who and what do they represent? Who is not speaking and what message does that send?
- What language are you using to describe and address individuals? Would it be helpful to provide stickers or other ways for participants to signal their preferred pronouns?
- Does the process allow for dialogue?
- Is the relevant information presented in an accessible way, using simple language?
- How will you accommodate residents of different physical abilities, including blind, deaf, and hard-of-hearing community members?

^v The working paper cited in the previous footnote distinguishes formality from complexity, emphasizing that simple language and formality can coexist.

Digital tools

Use digital tools and platforms strategically to reach and engage participants. Have a plan for assisting residents who need support to use digital tools.

Key Questions:

- What platforms are you using to reach participants?
- How are you using digital platforms and tools? For sharing information? Collecting data? Both? Are the tools interactive?
- Is it a privately owned platform? Do you understand its privacy policy?
- Is the city transparent about how it intends to use data and protect residents' privacy?
- Is the tool familiar to users? If not, have you tested it to ensure it is easy to use?
- Will the city or partners provide instruction on using the tool for small groups or individuals? If so, who will provide this support and how/where will they offer it?

Follow-up

Whether the engagement is sustained or a one-off event, it is essential to report back to residents any findings, deliverables, and/or plans related to their input and activities.

Key Questions:

- Is the follow-up information you share straightforward and accessible?
- Are you sharing information through multiple channels and media?
- Is there an opportunity to simplify the presentation of the data?
- If you would like community members to use/interact with the data in some way, is that clear? Is it easy for them to do?
- Does the information provided make it clear how residents' feedback has been incorporated?
- Is the city the best messenger for the information you want to share? Is there an opportunity for a partner to share the information?

Internal Organization

Understanding the unique political circumstances and organizational dynamics within city hall will be critical to laying a strong foundation for civic engagement efforts. Make sure departments and individual colleagues with a stake or role in engagement activities are on board with the plan and clear about the why, what, who, and how. Internal capacity as well as budgetary and procedural constraints within city departments can make or break engagement efforts, so it is important to be very clear about the parameters of the project. Below are some ideas for how to work within city government to support community and resident engagement efforts.

Don't wait to build internal support

As you engage and build partnerships with outside organizations, do the same internally. Invite internal partners to meetings with outside groups, provide spaces for them to hear from the community, and make them a part of managing and setting priorities for engagement to ensure buy-in. This will also help you prevent or respond quickly to misunderstandings or disagreements. Hearing directly from residents and feeling mutually accountable for addressing their concerns can support more honest and transparent internal dialogue.

Clarify objectives with your colleagues

Explain the specific goals of engagement as they relate to the engagement subject and the broader democratic goals the engagement might advance. You could also point out that engagement can have many benefits for participants including improved psychological, physical, and behavioral health and well-being. It can also save money for the government by ensuring better communication with residents before issues become real problems.

Start small

Department heads and staff will have varying attitudes about and experience with civic engagement. If you are encountering fear or skepticism from city staff already grappling with budget constraints and other challenges, start small or begin with a pilot process to demonstrate the merits of civic engagement and build relationships. Are you having a meeting with outside organizations where you could include internal partners? Is there a promising project underway that could include more internal colleagues? Do you hold office hours for residents where you could invite your internal colleagues?

Build civic engagement efforts into existing priorities

City budgets are tight, and city leaders do not often have the luxury of building additional programs or hiring staff to manage civic engagement. Integrating thoughtful civic engagement practices into high-priority work can facilitate city government's work in key areas of concern.

Below are some questions to help you anticipate and manage some of the internal challenges that tend to arise.

Key Questions:

- How does this engagement effort inform and advance city hall's priorities? Can those priorities act as a unifying vision for collaboration between different departments?
- Which actors in city government outside of the mayor's office need to be involved in managing and setting priorities for the engagement to be effective?
- Are there opportunities to embed engagement strategies, tactics, tools, and objectives into other work across councils, commissions, and boards?
- Which internal allies could you partner with to expand your reach?
- Who are the internal experts on the engagement subject (the "what") and how can you leverage their expertise for better information and outcomes?
- How, when, and where does this specific engagement plan integrate with ongoing processes of city government?
- Who from city government is leading this initiative and whom do they report to? Is this position time-bound? What training or background does that individual have in the community and with civic engagement?
- Is there budget available to advance your civic engagement goals? Do you have the necessary staff and resources to support the engagement and follow up?

Evaluation

Evaluating your civic engagement effort is important for two reasons: First, it helps you learn about what works and what doesn't so you can adapt accordingly. Second, it can help build trust with community members by demonstrating your commitment to getting better results. Being transparent about the process even if—or particularly *when*—it is less than successful can boost the city's credibility with partners and residents.

Whether your engagement project is short-term or ongoing, have a plan to measure progress against clearly stated goals using agreed-upon indicators, to share your findings, and to include residents in a review process that allows for joint learning, future planning, and process improvement. Take care to explain how residents' views, feedback, and input have been integrated throughout the process.

Measuring and understanding who *does not* participate and why is as important as measuring who does participate and what they contribute to and gain from the experience. When collected, organized, and shared responsibly, this kind of data can help cities and residents see, understand, and work to reduce inequities. Wherever possible, disaggregate data based on demographics with enough granularity to see and understand

impacts on different groups (while protecting privacy). Your framework for evaluation should pay special attention to groups that risk being underrepresented through traditional data collection. (For guidance on equity in data, see the [Data Equity Framework from We All Count](#).)

The metrics you choose for evaluation will largely depend on the specifics of each individual project, but in every case should be closely tied to the theory of change outlined in your answers to the four questions: *If we engage (who) to work on (what) by doing (how), the outcome will be (why)*. Ensure that you are collecting sufficient data to provide insights and fill gaps in your knowledge and understanding for each variable in the equation. Keeping the four key design questions in mind can help you maintain focus as you identify metrics and indicators, track progress, and improve upon your civic engagement efforts. Use your energy, time, and resources for evaluation strategically, be realistic about what can be measured, and be clear and transparent about the purpose of the evaluation.

The questions you answered in the self-assessment portion of this guide—mapping out the historical context for engagement and locating your city’s stage of development (nascent, intermediate, or mature) with regard to civic engagement processes—can serve as a baseline to track progress over time. These level-setting questions and the self-assessment rubric can also be repurposed for the evaluation of newly designed and implemented efforts.

Working towards increasingly inclusive, collaborative, and integrated engagement practices takes time and practice. Evaluation may be a long-term process requiring both quantitative and qualitative data, over repeated and sustained time intervals. Setting realistic benchmark indicators aligned with the four design questions over time intervals will help you continue to refine efforts.

Conclusion

The crises of the early 2020s have underscored both the need to work actively with residents to address public problems and the challenges of orchestrating meaningful engagement opportunities. To understand what is on people's minds, generate solutions to problems, mobilize capacity to coproduce desired social outcomes, and make our cities more equitable and just, city leaders need to be thoughtful and strategic in designing their efforts and creating conditions for meaningful and inclusive participation. The health of local democracy depends on city leaders' ability to design and manage engagement with intentionality. Avoiding the misalignment between process design and goals is a critical first step.

This guide distinguished five high-level goals and four key design questions to help city leaders align civic engagement processes and desired outcomes. Every city is unique in its mix of people, problems, and priorities, but this framework for examining engagement practices and identifying pathways for improvement and innovation can help all cities become more democratic and finely attuned to the needs of their people. The examples provided offer inspiration and demonstrate how the framework can be used to understand the logic behind engagement efforts and ask the right questions.

Large numbers of people are engaging in civic life. In many parts of the US, voter turnout is approaching levels not seen since the 1960s, especially among young people.⁸³ Many cities have seen a rise in protests and demonstrations. Bringing people together to imagine a safer, more just, and sustainable civic life together is an urgent matter for city leaders. If leaders do not engage the public thoughtfully and meaningfully, the credibility and legitimacy of city government and its relationship with residents will continue to erode. To repair and rebuild a healthy, functioning democratic polity for a new era, city leaders need engagement tools in their hands. We hope this guide helps to serve that function, and that the coming years bring you and your communities productive engagements, innovative solutions, and strong partnerships.

Endnotes

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PROCLAMATION

Asian American/Native Hawaiian and Pacific Islander (AANHPI) Heritage Month 2024

Whereas, May is a celebration of Asian American/Native Hawaiian and Pacific Islander cultures, languages, and religions and a recognition that these peoples, as individuals and groups, have enriched the United States' culture and society and strengthened its global connection; and

Whereas, these AANHPI communities have contributed significantly to make our Nation more vibrant through their diversity of cultures, languages, and religions; and

Whereas, we acknowledge the AANHPI communities continue to experience exclusion, racism, discrimination, physical attackers, incarceration, and deportation and a lack equity in this country; and

Whereas, the American story as we know it would be impossible without the strength, contributions, and legacies of AANHPIs who have helped build and unite this country in each successive generation. From laying railroad tracks, tilling fields, and starting businesses, to caring for our loved ones and honorably serving the country in uniform, AANHPI communities are deeply rooted in the history of the United States; and,

Whereas, the City of Ellensburg recognizes and honors many other Asian American, Native Hawaiians, and Pacific Islanders residing herein who contribute each day to the strength and vibrancy of our community.

Now, Therefore, the City Council of the City of Ellensburg does hereby proclaim May 2024 as Asian American/Native Hawaiian and Pacific Islander Heritage Month in Ellensburg and encourages all citizens to join in this observance by building bridges of understanding and friendship with our Asian American/Native Hawaiian and Pacific Islander neighbors.

Signed this 6th day of May 2024.

Attest:
City Clerk

A blue ink signature of the City Clerk, written over a horizontal line.

Rich Elliott, Mayor

A blue ink signature of the Mayor, written over a horizontal line.



CITY OF ELLENSBURG

Minutes of City Council, Regular Meeting

Date of Meeting

April 15, 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 Lillquist

1. Call to Order and Roll Call

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

Others present in person: City Manager Behrends Cerniwey, Assistant City Attorney Reiman, City Clerk Leader, Police Chief Wade, Crime & Intelligence Analyst Carr, Senior Planner Henderson, Public Works & Utilities Director Lyyski, Arts & Economic Development Manager Vandenberg, Budget Analyst Lanphere, Assistant Finance Director Bassett, Energy Resources Manager Stanavich, Parks & Recreation Director Case and approximately 25 members of the public

Others present remotely via Zoom: two members of the public

2. Proclamations

2.A National Arab American Heritage Month

Layla Taha was present remotely to read the proclamation, but was muted by the Mayor due to not progressing with the reading.

Councilmember Goodloe read the proclamation.

- Al Archer, city resident, spoke regarding the proclamation
- Mariana Frayer, Ellensburg resident, spoke regarding the proclamation
- Landis Hanson, Ellensburg resident, spoke regarding the proclamation
- Ben Hanson, Ellensburg resident, spoke regarding the proclamation
- Birgit Mitchell, Ellensburg resident, spoke regarding the proclamation
- Justin Lamb, spoke regarding the proclamation

2.B 2024 Historic Preservation Month

Stacey Henderson, Senior Planner, read the proclamation

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Lillquist moved to approve the Agenda as presented. **Motion Approved 7-0**

5. Consent Agenda

- 5.A Approve Minutes of April 1, 2024 Regular Meeting
- 5.B Approve Minutes of April 1, 2024 Study Session
- 5.C Acknowledge Minutes of Boards & Commissions
- 5.D Approve University Way Banner Request for Drug Take Back - April 16-22, 2024
- 5.E Bid Award - Bid Call 2024-02 for Piping Irrigation Ditch on City's University Way (formerly Catherine Park) Property
- 5.F Bid Award – Bid Call 2024-06 2024 Cured-In-Place Sewer Line Rehabilitation Project
- 5.G Consultant Agreement Supplement No. 3 - Brick Road Improvements Engineering
- 5.H TIB 2024 Complete Streets Early Opportunity Award - Grant Agreement
- 5.I Amendment 2 to the Interlocal Cooperation Agreement between the City of Ellensburg and the Northwest Open Access Network (NoaNet)
- 5.J Approve Voucher Listing for April 15, 2024

A small change to the April 1, 2024 minutes was included on the dais.

Councilmember Palmer moved to approve the Consent Agenda with the amendment included on the dais. **Motion Approved 7-0**

6. Petitions, Protests, and Communications

- 6.A Recommendation of Appointment to the Public Transit Advisory Committee
Heidi Behrends Cerniwey, City Manager, introduced the item. Deja Blanchard was not present.

Councilmember Miller moved to approve appointment of Deja Blanchard to the Public Transit Advisory Committee. **Motion Approved 7-0**

- 6.B Poetry Month Reading and Update from City of Ellensburg Poet Laureate, Marie Marchand
Marie Marchand, Ellensburg Poet Laureate, read a poem and spoke regarding her involvement with different poetry events.

Alex Eyre spoke regarding Marie serving as Ellensburg's Poet Laureate.

- 6.C Creative District Update
Kelle Vandenberg, Arts and Economic Development Manager, presented

information concerning the City's Creative District designation.

6.D 2024 State Legislative Session Wrap-up

Josh Weiss, with Gordon Thomas Honeywell Government Relations, was present to review information with Council. Council asked questions of Mr. Weiss.

6.E Ellensburg Police Department - 2024 Community Survey Results

Ken Wade, Police Chief, introduced the item and Dr. Eliann Carr, Crime and Intelligence Analyst, presented survey results and answered questions from Council.

7. Citizen Comment on Non-agenda Issues

- Carryn Vande Griend, Puget Sound Energy representative, spoke regarding wildfire season and the future PSE open house for emergency preparedness
- Pat Kelleher, County resident, spoke regarding homelessness

8. Business Requiring Public Hearings

8.A Public Hearing for Adoption of Resolution 2024-08 to Surplus a City-owned Parking Lot at 6th and N. Pearl Street and Approval of Sale by Exchange of Properties with 1102 Parking, LLC (Public Comment Opportunity)

The Mayor opened the public hearing. Heidi Behrends Cerniwey, City Manager, presented information in the staff report.

Steve Townsend, representative for 1102 LLC, spoke in favor of the parking lot exchange with the city.

Pat Kelleher, County resident, spoke in favor of the parking lot exchange and commented regarding Brownsfield grant and ADA parking.

Council asked questions of staff. With no further questions or comments from the public or City Council, the Mayor closed the public hearing.

Councilmember Goodloe moved to adopt Resolution 2024-08 amending to include "in substantially similar form" in the agreement. **Motion Approved 7-0**

9. Introduction and Adoption of Ordinances and Resolutions

9.A Ordinance 4940 (Second Reading) Amending the 2023-2024 Biennial Budget (Public Comment Opportunity)

Gloria Lanphere, Budget Analyst, presented information in the staff report.

Councilmember Miller moved to approve second reading and adoption of Ordinance 4940 amending the 2023-2024 Biennial Budget. **Motion Approved 7-0**

9.B Resolution 2024-09 Authorizing Grant Submittal to the Recreation and Conservation Office (Public Comment Opportunity)

Brad Case, Parks & Recreation Director, presented information in the staff report. Council asked questions of staff.

Pat Kelleher, County resident, spoke regarding the Ellensburg School District tennis program.

Councilmember Lillquist moved to adopt Resolution 2024-09 authorizing the City to apply for the RCO grant. **Motion Approved 7-0**

10. Unfinished Business

10.A Follow-up Items for Council Discussion

Mayor Elliott requested the item be placed on the Agenda and introduced the item for discussion.

Councilmembers discussed town hall meetings and Council interaction with the public.

Pat Kelleher, County resident, spoke regarding Be Heard Eburg webpage and public comment availability.

The Mayor asked if Council wanted to consider naming alleyways at a future meeting. Council consensus was not to pursue the request at this time.

Council discussed the item of utility rates for churches. It was requested the item be brought back for discussion at a future Council meeting.

11. New Business

12. Miscellaneous

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

The City Manager reviewed the report.

Councilmembers Lillquist and Goodloe will attend the Sleep Center Ad Hoc Meeting on April 19th.

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Miller participated in a webinar for American Trails Association.
- Councilmember Palmer attended the I-90 Steering Committee, Affordable Housing Commission, and youth mentoring meetings
- Councilmember Thompson attended the Parks & Recreation Commission and Landmarks & Design Commission meetings
- Councilmember Lillquist reported on the Flags & Banner Committee and Homelessness Ad Hoc Committee, explained that HopeSource is trying to purchase Crestview Terrace in order to maintain as affordable housing, participated in the Civics Bee, the Poetry walk, announced Bike Month events scheduled at the Farmer's Market on May 18th, and

-
- attended Library speaker series and the World Cafe
 - Councilmember Goodloe attended the Homelessness Ad Hoc Committee and DEI Committee meetings
 - Councilmember Beauchamp attended the Library Board and Developmental Disabilities Board meetings
 - Mayor Elliott attended EBDA/CenterFuse meeting, recognized the Kittitas County Medical Program Director who will be retiring, spoke regarding the PSE wildfire open house, and stated the City will need to discuss cost of service and level of service for the Animal Shelter in the near future

13. Executive Session

14. Adjournment

Meeting adjourned at 9:58 pm

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Council Retreat

April 27, 2024

8:00 AM

I.O.O.F Lodge

307 ½ N Pine Street

Ellensburg WA 98926

And audio remote via Zoom

- 1. Welcome – 8:02 a.m.**
- 2. City Council Retreat Activities and Strategic Vision Discussion**
- 3. Adjournment – 3:00 p.m.**

Clerk

Rich Elliott, Mayor



CITY OF ELLENSBURG

Minutes of Arts Commission, Regular Meeting

Date of Meeting

March 14, 2024

Time of Meeting

4:00 PM

Place of Meeting

Council Conference Room, City Hall

1. Call to Order and Roll Call of Members

Chair Eyre, Commissioner Blackstock, Commissioner Oostra, Commissioner Scheffer, Commissioner Dougherty, Commissioner Snedeker Commissioner Kooser, and Council Liaison David Miller. Welcome any guests. (no guest at this meeting)

2. Approval of Agenda

- 2.A Motion to approve March 14, 2024 Arts Commission meeting agenda with change to add Art Treasurer as a talking point under Subcommittee: Public Relations and Advocacy
By: Commissioner Snedeker
Seconded: Commissioner Eyre
In Favor: All
Opposed: None
Abstained: None
Motion Carries

3. Approval of Minutes

3. A Motion to approve February 8, 2024 Arts Commission meeting minutes.
By: Commissioner Snedeker
Seconded: Commissioner Scheffer
In Favor: All
Opposed: None
Abstained: None
Motion Carries

4. Budget/Financial Report

- 4.A Review March 2024 Arts Commission Spending Plan/Budget
Staff updated commission on budget expenditures for February 2024.

5. New Business

- 5.A New Bus Shelter (5th and corner of Water in front of the County Courthouse)

Call for Artist Discussion: Commissioners and staff reviewed the content of the past Call for Artists on the Bus Shelter projects. Commissioners relayed edits to staff. Staff will update and send out via email for Commissioner review and approval.

Action Items:

- Staff will update Call to Artists. Call will include:
Call for Artist | bus shelter schematic | two past examples of completed art/shelter.
- Alex will reach out to Betsy regarding printing specific the campus bus shelter and vendor.
- Staff will send complete call to artist out to commissions via email for review/edits/approval.

5.B Poet Laureate Funding Request: Commission reviewed request as presented in agenda packet:

Motion to approve request from Marie Marchand, Ellensburg Poet Laureate to dedicate \$260.00 of her remaining \$325.00 stipend as an honorarium to support musicians playing at the Poetry Showcase on April 20, 2024 .

By: Commission Eyre

Seconded: Commissioner Snedeker

In Favor: All

Opposed: None

Abstained: None

Motion Carries

5.C Review of Mural Art Submitted by Nuwave Gallery, 2024 Arts Commission Project Grant Awardee

Commissioner Oostra presented the Downtown Mural Project and mural rendering for commissioner review.

Commissioner Snedeker asked if there is any conflict of interest with regards to Commissioner Oostra presenting this design, as an Arts Commissioner. Commissioner Oostra had previously recused herself from voting for the Ellensburg Arts Commission Project grant concerning the Downtown Mural Project and recused herself from voting to approve/reject the mural design.

Commissioner Eyre noted that per City Attorney, there is nothing within the Arts Commission Project Grant contract that would prohibit Art Commissioners from applying for the grant.

Motion to approve the Downtown Mural Design presented by Erin Oostra of Nuwave Gallery.

By: Commissioner Scheffer

Seconded: Commissioner Snedeker

In Favor: All

Opposed: None

Abstained: Commissioner Oostra

Motion Carries

6. Unfinished Business

6.A Creation of Poet Laureate Subcommittee discussion:

Staff requested that a Poet Laureate Subcommittee be created to support the projects and event of the future Poet Laureate. Commissioner Snedeker stated that the commission discussed previously and rejected the idea of a subcommittee.

Staff noted that she will not be able to offer same level of support for Poet Laureate program as currently giving due to the support needed to build the Ellensburg Creative District.

7. Subcommittee Business

7.A

1. Ellensburg Arts & Cultural Alliance: Alex/Jeff
Commissioner Eyre and staff gave update.
2. Funding: Jerry/Jill: Commissioner Scheffer discussed the NEA grant for Artistic Disciplines. Deadlines: First opportunity: Feb. 7, 2024. Second opportunity, July 11, 2024. Commissioner Scheffer and Commissioner Dougherty will review/vet the grant. Possible project: Double funding available for the Project Grant Program.
3. Public Art: Alex/Jerry
Art Treasure Discussion: Timeline discussion. Need to get the call for Art Treasure out. Staff set up meeting with Commissioner Snedeker and Commissioner Eyre to review all existing documentation and outline timeline and plan.
4. Advocacy/Public Relations: Brian/Jeff
5. Art Walk: Courtney/Jill/Erin:
Art Walk Venue Meeting Discussed the Art Walk venue meeting. Recapped some of the venue feedback. General view was that it was good meeting—very positive. October Art Fair in Unity Park the first Saturday vs. the first Friday. Commissioner Scheffer noted that Ciderfest is the first Saturday in October started at 6:30)

7.B Art Walk Shuttle—Erin Oostra presented commission with Little Hopper Shuttle proposal. Perhaps an option for the October Art Walk 25th Anniversary Celebration

8. Citizen Comment

9. Staff Report-No Staff Report given

10. Council Representative Update-No council representative update given

11. Adjournment

Time: 6: 00 pm

Submitted by:

Kelle Vandenberg, Arts & Economic Development Manager
Staff Liaison for the Arts Commission

7. Staff Update/Discussion Items

7.A 2023 Grant Reimburesment Updates

7.B 2024 Grant Award Updates

8. Commission Representative Update

9. Adjournment



CITY OF ELLENSBURG

Minutes of Ad Hoc Committee on Homelessness

Date of Meeting

April 19, 2024

Time of Meeting

3:30 PM

Place of Meeting

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

1. Call to Order and Introductions

Delano Palmer, Nancy Lillquist, Nancy Goodloe, Janine Brodine, Cameron Clasen, LaRee Born, Andrew Polak, Sascha Burckhardt, Doug Fulp, David Sturgell, John Raymond, Susan Grindle, Don Green, Gerald Lael, and Christopher Whitsett. Others present remotely via Zoom: Brett Wachsmith, County Commissioner, Brittany Bouchouari.

Others present in person: City Manager Behrends Cerniwey, Community Development Director Carlson, Housing and Grants Coordinator Frey, GIS Supervisor Bicchieri, City Administrative Assistant LaChappelle-Mathis, Assistant City Attorney Reiman, and approximately 60 members of the public.

2. Site Analysis

2.A Presentation and Overview of Proposed Sites for Sleep Center

Proposed sites were presented to the Committee.

2.B Public Comment

The following citizens made public comments:

Debbie Butler, Logan Denlinger, Elizabeth McCune, Steve Luten, Cheryl Chance, Erin Sinclair, Louise Demetrescu, Melissa Denlinger, Pat Kelleher and Landis Hanson.

2.C Committee Discussion

Committee members rated properties and staff tallied results during a 5-minute break. Feasible and potentially feasible properties were ranked in the following order: Pathways (1200 S Ruby St), Foursquare Church (Mountainview /Rosewood), 701 S Main, Berry Rd & Canyon Rd (SE), Highway 97 (parcel 16644), Helena & Sycamore (SW), and Green Ave. Results were discussed by the committee.

2.D Recommendation

Present ranked properties to City Council for a consideration.

3. Adjournment

The meeting was adjourned at 5:49 p.m.

Attest



CITY OF ELLENSBURG

Minutes of LEOFF 1 Disability Board, Regular Meeting

Date of Meeting

March 27, 2024

Time of Meeting

8:00 AM

Place of Meeting

**Kittitas County Commissioners Conference Room
205 W 5th Avenue
Ellensburg, WA 98926**

1. Call To Order

The meeting was called to order at 8:05 am

Board members present: Nancy Lillquist, Larry Loveless, and Joshua Thompson

Board members absent: Daryl Berge and Wyman Renfrow (both excused)

Others present: Beth Leader, Board Clerk

2. Approval of Minutes

Nancy Lillquist moved to approve the minutes as presented. Motion approved 3-0

3. Citizen Comment

None

4. Unfinished Business

Beth is still working on sending out adopted bylaws to retirees.

5. New Business

One additional claim was received. Members reviewed claims from three retirees. One claim was older than 180 days and there was discussion regarding when the 180-day timeline begins for submittal of reimbursement. The bylaws state it would be from the date of the original billing. After the 180-day period, the board will review on a case by case basis.

Nancy Lillquist moved to approve all claims as submitted. Motion approved 3-0

6. Miscellaneous

The committee can discuss questions at the April meeting for Beth to get clarification on at the training she will attend the first week of May.

5. Adjournment

Meeting adjourned at 8:20 am

Approved: April 24, 2024

**Parks & Recreation Advisory Commission
Meeting Minutes – March 13, 2024**

DATE OF MEETING: March 13, 2024
MEMBERS PRESENT: Nikki Pollock, Frana Milan (remote), Nick Zentner, Casey Fiske (remote), Marion Elliot (remote), Jackie Adams (remote), Council Liaisons Beauchamp and Thompson, AAC Liaison Ledbetter,
OTHERS PRESENT: Parks & Recreation Director Case, approximately 20 members of the public
LOCATION: Meeting was held in the Council Chambers and Remotely

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

MEETING MINUTES – Minutes from the February 14, 2023 meeting were approved as submitted.

CITIZEN COMMENTS ON NON AGENDA ITEMS – A citizen had a concern about the lack of information available to the public about the timing of the Reed Park master plan going in front of Council.

NEW BUSINESS

Craig's Hill Sloughing Concerns- Bob Kibler

Mr. Kibler presented his concerns about the condition of the hillside below Reed Park and asked that the Commission support hiring a geotechnical engineer to perform more in-depth analysis of the slope. The following motion was made by Commissioner Milan, a motion to recommend that Council reconsider the existing Craig's Hill studies and prioritize collaborating with the County to advance progress on exploring Craig's Hill erosion. Motion passed 3-2 with one abstention.

Transgender Restrooms at the City Pool– Postponed to future meeting.

OLD BUSINESS

Unity Park Update – staff provided the Commission with a Unity Park project update. Work on the parks started later February. City staff and contractors are communicating with downtown business owners through the Ellensburg Downtown Association regarding alley closures and the construction schedule. So far we have not received any complaints from the downtown businesses.

Reed Park Master Plan Update – A proposed master plan will be in front of Council at their March 18, 2024. Staff explained that the plan going before Council had two modification from the plan adopted by the Commission at their November 13, 2023 meeting. These changes include removing one of the landscape islands at the overlook and increasing the number of parking stalls south of the American Legion from 15 stalls to 23 stalls.

A number of citizens shared their concerns with the Reed Park master plan, the master planning process, and the condition of the slope below Reed Park.

ITEMS FOR APRIL 10, 2024 MEETING

Fieldhouse Update

STAFF REPORTS

1.The Unity Park groundbreaking ceremony is scheduled for Saturday, March 30th at 10am.

Meeting adjourned at 6:32pm



CITY OF ELLENSBURG

Minutes of Public Transit Advisory Committee, Regular Meeting

Date of Meeting

February 20, 2024

Time of Meeting

3:30 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

1.A Call the February 20, 2024 Meeting to Order.

Chair Miller called the February 20, 2024, PTAC meeting to order at 3:32 pm.

1.B Roll Call of PTAC Members.

The following PTAC members were in attendance:

David Miller, Joey Bryant, Charles Johnson, Amy Spitznas, and Jim Hurson.

Also in attendance were: Betsy Dunbar - COE, Ryan Lyyski - COE, Keiko Walsh - HopeSource, Spencer Klewin - HopeSource.

No members of the public were present in person or via Zoom.

2. Approval of Agenda

2.A Motion to Approve the February 2024 PTAC Agenda.

Committee member Hurson made the motion to approve the February 20, 2024, PTAC Agenda.

The motion carried 5-0.

3. Approval of Meeting Minutes

3.A Motion to approve the January 16, 2024 Meeting Minutes.

Committee member Spitznas made the motion to approve the January 16, 2024, Meeting Minutes.

The motion carried 5-0.

4. Guest Speakers

- 4.A There are no guest speakers.

5. Follow Up Items

- 5.A Follow up items will be discussed in the Transit Updates Section.

6. Ridership Stats

- 6.A January 2024 Ridership Stats.

January 2024 Ridership Stats were shared with the committee.

7. Agenda Items

- 7.A None

8. Transit Marketing Updates

- 8.A None

9. Transit Updates

- 9.A 5th Avenue Sidewalk Project.

An update on the 5th Avenue Sidewalk Project agreement between the City and the County was shared.

- 9.B Fixed Route Brochures.

The final draft received from Keigh Design was received. A meeting has been scheduled to review all the necessary edits.

- 9.C SURC Bus Shelter Artwork.

The artwork was installed at the SURC Bus Shelter, and a picture and an article highlighting the artist was published in the Observer.

- 9.D 2024 Capital Projects

32 Transit Stop Improvements have been designed and will go out to bid in March 2024. The proposed bus shelter at the VERGE has been put on hold for this year due to easement issues.

10. Member Updates

11. Next PTAC Meeting

- 11.A March 19, 2024

12. Adjournment

The February 20th PTAC Meeting was adjourned at 4:24pm.



CITY OF ELLENSBURG

Minutes of Public Transit Advisory Committee, Regular Meeting

Date of Meeting

March 19, 2024

Time of Meeting

3:30 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

1.A Call the March 19, 2024, PTAC Meeting to Order.

Chair Miller called the March 19, 2024, PTAC meeting to order at 3:33 pm.

1.B Roll Call of PTAC Members.

The following PTAC members were in attendance:

David Miller, Joey Bryant, Charles Johnson, Amy Spitznas and Jim Hurson.

Also in attendance were: Betsy Dunbar - COE, Ryan Lyyski - COE, Keiko Walsh - HopeSource, Deja Blanchard - CWDR

No members of the public were present.

2. Approval of Agenda

2.A Motion to Approve the March 19, 2024, PTAC Agenda.

Committee member Hurson made the motion to approve the March 19, 2024 PTAC Agenda.

The Motion carried 5-0.

3. Approval of Meeting Minutes

3.A Motion to Approve the February 2024, PTAC Meeting Minutes.

Committee member Spitznas made the motion to approve the February 20, 2024, Meeting Minutes.

4. Guest Speakers

4.A There are no guest speakers.

5. Follow Up Items

5.A Follow-up Items will be discussed in the Transit Updates section.

6. Ridership Stats

6.A February 2024 Ridership Stats.

February 2024 Ridership Stats were shared with the committee.

7. Agenda Items

7.A None

8. Transit Marketing Updates

8.A Marketing Update.

Staff submitted advertisements for the following publications:

The Daily Record County Almanac Issue and the Observer Student Orientation Issue.

9. Transit Updates

9.A 5th Avenue Sidewalk Project.

The Agreement between the City and the County was approved by the Ellensburg City Council and the design work has begun.

9.B Fixed Route Brochures.

The final brochure is being printed for our final review.

9.C 2024 Capital Projects

Projects have been posted for bid. April 9th is the bid opening and the Council's bid ward will be May 6th with construction to follow.

10. Member Updates

10.A Member Updates as time permits.

11. Next PTAC Meeting

11.A April 16, 2024

12. Adjournment

The March 19th PTAC Meeting was adjourned at 4:29 pm.



CITY OF ELLENSBURG

Minutes of Utility Advisory Committee, Regular Meeting

Date of Meeting

March 28, 2024

Time of Meeting

3:30 PM

Place of Meeting

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

1. Call to Order and Roll Call of Members

Vice Chairperson Lillquist called the meeting to order at 3:33 pm.

Members present: Nancy Lillquist, City Council; Grant Craig, Utility Customer (Zoom); Bryan Clark, KITTCOM (Zoom). Jeff Bousson, CWU; Audrey Huerta, Utility Customer. Absent: Nancy Goodloe (excused).

Nancy Lillquist moved to approve Nancy Goodloe's excused absence. **Motion approved. 5-0**

Also present: Ryan Lyyski, Public Works & Utilities Director; Darin Yusi, Gas Engineer (Zoom); Kim Bowie, Operations Analyst; Buddy Stanavich, Energy Resource Manager; Nicole Baker, Sustainability & Energy Coordinator (Zoom); Ben Faubion, IT (Zoom), Jon Morrow, Stormwater Manager; Paul Meyer, Senior Electrical Engineer.

Two members of the public present remotely via Zoom.

2. Elec Chairperson & Vice Chairperson

Committee member Huerta moved to elect Jeff Bousson as Chair. **Motion approved. 5-0**

Committee member Lillquist moved to elect herself as Vice Chair. **Motion approved. 5-0**

3. Approval of Agenda

Committee member Lillquist moved to approve the agenda as presented. **Motion approved. 5-0**

4. Approval of Minutes

4.A January 18, 2023 regular meeting minutes

Committee member Lillquist moved to approve the regular meeting minutes.

Motion approved. 4-0. Committee member Huerta abstained.

5. Approval of Consent Agenda

5.A Stormwater Asset Data Collection

5.B City of Ellensburg Urban Flooding Analysis FCAAP Grant

Committee member Lillquist moved to approve the consent agenda. **Motion approved. 5-0**

6. Correspondence and Citizen Comments on Non-Agenda Items

No citizen comments, committee member Lillquist acknowledged correspondence received.

7. Telecommunications Utility Discussion Items

Ben Faubion gave a verbal telecom update.

8. Electric, Natural Gas, Water, Wastewater, Stormwater Utility Discussion Items

8.A Sustainability and Energy Roadmap and Implementation Plan

Buddy Stanavich gave an update on the implementation of the Sustainability & Energy Plan and answered committee member's questions.

8.B Revise Electrical Rate "Primary service city-owned transformer E-204" and delete city code section 9.30.100 - Electric rates Paragraph B

Paul Meyer explained the request to revise City code.

Committee member Lillquist moved that staff proceed with creating an ordinance to be presented to City Council revising the electrical rate "Primary service city-owned transformer E-204" to be a legacy rate available only to existing customers currently under that rate, and to delete city code section 9.30.100 - Electric rates Paragraph B. **Motion approved. 4-0.**

9. Staff Informational Items

9.A 2023-2024 Stormwater Management Plan (SWMP) update

Jon Morrow explained the Stormwater Management Plan. The current permit will be expiring and a new one will be issued August 1, 2024.

9.B Electric Capacity Charge Study

Buddy Stanavich explained that the City will be exploring policy-based cost recovery mechanisms for potential large customers and the impacts they would have on the distribution system (feeder/substation) and transmission capacity.

9.C Public Works and Utilities Updates

Staff shared Public Works updates. The Building Official will attend the next UAC meeting to share updates on the newly adopted building code.

10. Commission Representative Update

None

11. Adjournment

Meeting adjourned at 5:02 pm.

From: [Laura Wilson](#)
To:
Cc: [Kathy Boots](#)
Subject: FW: [Ext] Re: April 17, 2024 EC meeting
Date: Wednesday, April 17, 2024 10:31:57 AM
Attachments: [image001.png](#)

From: Aaron Peterson <aaronpeterson@hotmail.com>
Sent: Wednesday, April 17, 2024 10:26 AM
To: Laura Wilson <wilsonl@ci.ellensburg.wa.us>
Subject: [Ext] Re: April 17, 2024 EC meeting

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

Laura,

I can't attend tonight and need to resign from the EC.

I haven't participated in a meaningful way and in my job at Commerce Energy I work on environmental issues all the time --that keeps me from engaging much,
A different person will hopefully serve better. I may look to get on another city commission at some point.

If you need me for a quorum before you find my replacement, I can join and vote, etc.

Thanks,
Aaron

Aaron Peterson
206.491.0493
Public Profile <https://www.linkedin.com/in/aaronpetersonmn>
www.linkedin.com/in/aaronpetersonmn

From: Laura Wilson <wilsonl@ci.ellensburg.wa.us>
Sent: Monday, April 15, 2024 9:55 AM

From: [Courtney Blackstock](#)
To: [Alex Eyre](#)
Cc: [Kelle Vandenberg](#)
Subject: Arts Commission Resignation
Date: Monday, April 15, 2024 3:13:22 PM

Hi Alex,

I am writing to you to inform you of my decision to resign from my position on the Ellensburg Art's Commission. It has not been an easy one, but I feel as though the commission deserves someone who has a greater skill set and the time to further help outside of the monthly meetings. It has been an honor to serve on the commission and represent the arts for our community.

I would like to say how thankful I am for the opportunity to be a part of this commission and the knowledge I have gained throughout the past couple of years.

Thank you for your understanding, and I wish the entire commission continued success in their efforts to bring our community together through the arts.

Sincerely,
Courtney Blackstock

Central Washington University

University Way Banner Request Form

Please fill out form and return to Schedule@cwu.edu. The Scheduling Center will submit your form to the City.

Name of Event/Program: CWU Commencement 2024

Contact Person: Lauren Zeutenhorst Phone Number: 509-963-2487

Banner Hang Dates (Tuesday-Monday): June 4-10, 2024

☒ CWU Scheduling Center has reserved the banner dates.
Phone: 509-963-1321, Email: schedule@cwu.edu

- ☒ Banner should be double-sided and a **maximum of 30' x 52"** and a **minimum of 24' x 48"** with **3" turnback at the top and bottom of the banner that will allow steel cable to be strung through it. No grommets.**
- We recommend that wind flaps be cut into the banner to prevent wind damage



* Example of a correctly made banner.

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

Congratulations Graduates! (CWU Cathead Logo with grad cap)

Important Notes:

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

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

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

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

City of Ellensburg approved by: _____ Date: _____

Disapproval/Reasons: _____



Meeting Date: May 6, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Interlocal Agreement between Kittitas County Flood Control Zone District and the City of Ellensburg

Submitted by: Jon Morrow, Stormwater Manager

Department: Public Works & Utilities

Suggested Motion/Action:

Authorize the City Manager to sign the Interlocal Agreement (ILA) with the Flood Control Zone District.

Background/Summary:

This ILA allows the City and County to share resources, agency consultant staff time, match requirements and work together on the upcoming Flood Control Assistance Account Program (FCAAP) stormwater modeling project.

Previous Council Action:

On April 1, 2024, Council approved the agreement between the City and Perteet Consulting to work with the Flood District and their consultant (Watershed Sciences) regarding the FCAAP project. Council approved the agreement between the City and Ecology's Floodplains by Design on July 1, 2023.

Analysis:

The ILA will allow the City and County to work together to meet the grant requirements and deliverables from the Washington State Department of Ecology's Floodplains by Design division.

Financial Impact:

No financial impact. Work performed and documented by the Flood Control Zone District will provide \$100,000 of in-kind match to meet the requirements of the FCAAP grant project.

Budget Adjustment: No

Attachments:

1. 2024 FCAAP County Match ILA (TW edits)_AT edits

INTERLOCAL AGREEMENT BETWEEN KITTITAS COUNTY FLOOD CONTROL ZONE DISTRICT AND CITY OF ELLENSBURG FOR GRANT MATCH

This Interlocal Agreement is made and entered into this 6th day of May, 2024, by and between the City of Ellensburg (hereinafter the “City”) and Kittitas County through the Kittitas County Flood Control Zone District (hereinafter the “District”) for the purpose of establishing the District’s commitment to provide in-kind services for grant matching requirements.

RECITALS

WHEREAS, the Interlocal Cooperation Act, as amended, and codified in Chapter 39.34 of the Revised Code of Washington (“RCW”), provides for public agencies to enter into agreements for joint or cooperative action authorized under that chapter; and

WHEREAS, Kittitas County established a County-Wide Flood Control Zone District (District) pursuant to chapter 86.15 RCW for the purpose of addressing flood management needs within county; and

WHEREAS, RCW 86.15.080(8) provides for flood control zone districts to enter into cooperative agreements with any political subdivision; and

WHEREAS, the City of Ellensburg is undertaking the Shorelands Competitive Planning Flood Assistance project, funded by the Department of Ecology Flood Control Account Assistance Program (“FCAAP”) to provide updated stormwater mapping within the City’s Urban Growth Area (“UGA”); and

WHEREAS, the City of Ellensburg FCAAP project will improve information available about flood risk from Whiskey and Mercer Creeks in the city and identify effective mitigation actions, and

WHEREAS, the FCAAP grant requires a 25% grant match in the amount of \$100,000 during the grant period (July 1, 2023-June 30, 2025), which can be provided through in-kind services valued at an equivalent amount, and the City has requested this match be provided by the District; and

WHEREAS, the District will participate in the City’s project for the purposes of coordinating this effort with District-led floodplain mapping and flood-risk reduction projects; and

WHEREAS, the District will document the \$100,000 in matching in-kind services contributed by District staff time and hydraulic and hydrologic professional services provided by the District’s on-call consultant Watershed Sciences and Engineering;

NOW, THEREFORE, it is hereby agreed as follows:

TERMS

1. **Legal Basis.** This Agreement is entered into pursuant to Chapter 39.34 (the Interlocal Cooperation Act) and Chapter 86.15 RCW (Flood Control Zone Districts).
2. **Purpose.** The purpose of this agreement is to document the value of District services to meet the matching requirement for the Shorelands FCAAP Competitive Planning Grant Funding Agreement (SEAFCAAC-2325-EllePW-00033). The City will model the public storm system along with areas within the Urban Growth Area. Combining both the City and County models will help more accurately map both the rural and urban environments.
3. **Term of Agreement.** The term of this Agreement shall be from its effective date through June 30, 2025, or as otherwise agreed to by the parties as provided in Section 13 or unless terminated as provided in Section 15.
4. **Match Documentation Procedure.** The County will provide the City with quarterly reports documenting all match-eligible expenses. Quarterly reports will be submitted by electronic mail to the City's Grant Administrator identified in Section 5, below.
5. **Contract Management.** The Agreement administrator for each of the parties shall be responsible for and shall be the contact person for all communications and match documentation regarding the performance of this Agreement.

The Agreement administrator for the City of Ellensburg is: Jon Morrow, City of Ellensburg, 501 N Anderson St, Ellensburg, WA 98926. Telephone: 509-952-8619.

The Agreement administrator for the District is: Arden Thomas, Kittitas County, 411 North Ruby, Suite 1, Ellensburg, WA 98926. Telephone: 509-962-7523.

6. **Maintenance of Records.** Each party hereto agrees to maintain books, records and documents using accounting procedures which accurately reflect all direct and indirect costs related to the performance of services described herein. Each party may examine the other party's books and records to verify the accuracy of invoices. Each party's fiscal management system shall include the capability to provide accurate and complete disclosure of all costs invoiced under this Agreement. All books, records, documents and other materials relevant to this agreement will be retained for six years after expiration of the Agreement, and the Office of the State Auditor and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

7. **Indemnification.** Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions, or those of its officers, agents or employees to the fullest extent provided by law, and further agrees to save, indemnify, defend and hold harmless the other party from any and all such liability arising out of the performance of this Agreement. In the case of negligence of more than one party, any damages allowed shall be levied in proportion to the percentage of the negligence attributable to each party. This indemnification paragraph shall survive the termination of this Agreement.

8. **Assignment.** This Agreement cannot be assigned, transferred or any portion subcontracted by either party hereto without the prior written consent of the other party, which consent shall not be unreasonably withheld.

9. **Future Support.** Neither party to this Agreement makes any commitment to future support and assumes no obligation for future support of any activity contracted for herein, except as may be expressly set forth in this Agreement.

10. **Compliance with Laws.** Each party hereto, in its performance of this Agreement, agrees to comply with all applicable local, State, and Federal laws and ordinances.

11. **Relationship of the Parties.** In the performance of the work herein contemplated, the party performing the work is an independent contractor with the authority to control and direct the performance of the details of the work; however, the work contemplated herein shall be subject to the general rights of inspection and review of the party requesting the work be done, to secure the satisfactory completion thereof.

12. **Jurisdiction.** Any legal dispute between the parties to this Agreement shall be governed by the laws of the State of Washington, and any action to enforce this Agreement shall be brought in Kittitas County, Washington.

13. **Modification.** The provisions of this Agreement may be modified or amended only by written mutual written agreement of the parties, executed by personnel authorized to bind each of the parties.

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

15. **Termination.** This Agreement shall remain in full force and effect until terminated on June 30, 2025; by mutual written agreement of the parties; or by written notice of termination given by one party to the other at least thirty (30) days prior to the date of such termination.

16. **Agreement Not for Benefit of Third Parties.** This Agreement is entered into

solely for the benefit of the parties hereto and vests no rights in, or is it enforceable by, any third parties.

17. **Severability.** If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

18. **Filing.** This Agreement shall be filed with the Kittitas County Auditor, or, alternatively, listed by subject on each or either party's web site or other electronically retrievable public source pursuant to Revised Code of Washington 39.34.040.

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

CITY OF ELLENSBURG

KITTITAS COUNTY BOARD OF
COUNTY COMMISSIONERS

Heidi Behrends Cerniwey, City Manager

Brett Wachsmith, Chairman

Laura Osiadacz, Vice-Chairman

Cory Wright, Commissioner

Attest:

Attest:

City Clerk

Clerk of the Board

Approved as to form:

Approved as to form:

City Attorney

Deputy Prosecuting Attorney



Meeting Date: May 6, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Award Bid Call 2024-10 – Brick Road Improvements Project
Submitted by: Josh Mattson, Assistant City Engineer
Department: Public Works & Utilities

Suggested Motion/Action:

Award Bid Call 2024-10 to McCann Trucking, LLC, the lowest responsive and responsible bidder.

Background/Summary:

Bids were received on Tuesday, April 2, 2024 for the above-mentioned project. Bid Call 2024-10 consists of two schedules for the construction of roadway improvements, including a sidewalk on both sides of Brick Road from Radio Road north 0.4 miles to the McElroy Park trail:

Schedule A: Brick Road Street Improvements

Installation of 4,000 feet of curb and gutter, installation of 4,000 feet of 5-foot-wide concrete sidewalk, retaining walls, street trees, and signage. Addition of a paved parking lane on one side of the road. Grind and asphalt overlay of the existing road surface in the project area with new pavement markings.

Schedule B: Stormwater Improvements

Installation of biofiltration swales, buffer strips, and stormwater drainage facilities within the project limits.

Perteet designed and prepared bid specifications for this project, Bid Call 2024-10. Perteet has provided the attached recommendation to award the bid to the lowest responsive and responsible bidder. City staff will provide administration for the above schedule of work associated with this bid call.

Previous Council Action:

February 7, 2022 Regular Council Meeting - Council adopted Resolution 2022-03 amending the Six-Year Transportation Improvement Plan (TIP) for 2022-2027 renaming the Brick Road Improvements project and showing it 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:

McCann Trucking, LLC	\$ 1,491,472.46
----------------------	-----------------

Wheeler Excavation, LLC	\$ 1,523,333.00
Hurst Construction, LLC	\$ 1,609,675.00
Active Construction, Inc.	\$ 1,674,674.00
Belsaas & Smith Construction, Inc.	\$ 1,727,657.00
Granite Construction Co.	\$ 2,104,104.00
<i>Engineer's Estimate</i>	<i>\$ 1,855,826.00</i>

The low bid, submitted by McCann Trucking, LLC, is below the engineer's estimate.

Financial Impact:

The total cost for both Schedules A and B is expected to be \$1,491,472.46. There is approximately \$1,134,000 remaining in the Federal Grant Fund for the project. The remaining City contribution of \$357,472.46 will be funded through the Arterial Street Fund. This expenditure is budgeted. This project will require future maintenance of installed street parking, sidewalk, curb and gutter, stormwater swale, buffer strip, street tree, and street light facilities commensurate with existing improvements in the City.

Budget Adjustment: No

Attachments:

1. Brick_Rd-Rec_to_Award_2024-04-17

April 17, 2024

City of Ellensburg
Department of Public Works
Attention: Josh Mattson, PE
501 N Anderson Street
Ellensburg, WA 98926

Re: Contract Award for City of Ellensburg Bid Call No. 2024-10

Dear Mr. Mattson,

Perteet Inc. has reviewed the submitted bids for the Brick Road Improvements project (Project No. 21-130; Bid Call 2024-10).

The City received six proposals at the time of the bid opening at 3:00 pm on Tuesday, April 2, 2024. Of the six bidders, McCann Trucking LLC of Cle Elum, WA was the apparent low bidder with a bid of \$1,491,472.46. The bid amount includes the totals for both Schedule A and B, and the bid is approximately 20% under the engineer's estimate.

Upon review of the bid item prices and overall costs that were submitted, as well as a list of similar projects submitted, we take no exception to McCann Trucking LLC as the apparent low bidder. Perteet understands that the City of Ellensburg will perform the review of the full bid package for compliance with minimum qualifications of RCW 39.04.350(1), to verify that they are considered a responsible bidder and are qualified to be awarded a public works project.

Sincerely,



Russell Craven, PE
Project Manager
Perteet Inc.
425.322.0281
russell.craven@perteet.com



Meeting Date: May 6, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Award Bid Call No. 2024-03 - 2024 Residential Sidewalk Repair Program
Submitted by: Josh Mattson, Assistant City Engineer
Department: Public Works & Utilities

Suggested Motion/Action:

Move to award Bid Call 2024-01 to Belsaas & Smith Construction, Inc., the lowest responsive and responsible bidder, in the amount of \$318,304.80.

Background/Summary:

Bids were opened on Tuesday, April 9, 2024, for the 2024 Residential Sidewalk Repair Program. Belsaas & Smith Construction, Inc. was the low bidder in the amount of \$318,304.80.

This project has four separate schedules "A" through "D," and Bid Additive #1.

Bid schedule "A" is for general repair of concrete curb ramps and sidewalks in the City, with focus on upgrading existing curb ramps to ADA compliance.

Bid schedule "B" consists of City-wide transit improvements, upgrading existing sites to ADA compliance with improved wheelchair and ambulatory passenger deployment.

Separate bid schedules "C" & "D" are established unit prices for City departments to utilize throughout 2024 for curb and sidewalk repairs required by their respective operations.

Bid Additive #1 is to complete a 1/2 block of sidewalk installation to fill in a walking route gap on Alder Street between 1st and 2nd Avenue.

Previous Council Action:

None

Analysis:

The project was advertised, and the bids were received as follows:

Belsaas & Smith Construction, Inc.	\$318,304.80
McCann Trucking LLC	\$334,954.60
H & H Construction Solutions, LLC	\$443,015.60
Lowell's Cornerstone Construction LLC	\$459,913.88
Engineer's Estimate	\$353,785.90

The low bid is below the engineer's estimate.

Financial Impact:

The bid price from Belsaas & Smith Construction, Inc. for this project consists of the following schedules of work.

Schedule "A" – Wenas St, 2 nd & Sprague, 2 nd & Anderson	\$166,511.00
Schedule "B" – Transit Stop Improvements	\$ 46,285.00
Schedule "C" – Streets On Call Repairs	\$ 27,636.00
Schedule "D" – Utilities On Call Repairs	\$ 42,763.80
Bid Additive #1 – 1/2 block on Alder St	\$ 35,109.00

There is no budget adjustment needed for this project. Each Division (fund) has approved budget for its respective schedule.

Budget Adjustment: No

Attachments:

None



Meeting Date: May 6, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Award Bid Call 2024-13 - City Wide Crosswalk Striping
Submitted by: Grant Maskal, Construction Project Manager
Department: Public Works & Utilities

Suggested Motion/Action:

Move to award bid call 2024-13 to Specialized Pavement Marking, LLC, in the amount of \$132,323.80, the lowest responsive and responsible bidder, authorize necessary budget adjustments, and deem Valley Asphalt, LLC as non-responsive.

Background/Summary:

Bids were received on Thursday, April 25, 2024 for the above-mentioned project. Specialized Pavement Marking, LLC was the lowest responsive and responsible bidder in the amount of \$132,323.80. Council is being requested to award the bid to Specialized Pavement Marking, LLC.

Very limited pavement marking maintenance was performed in 2020 due to the pandemic. In 2021 and 2022, white paint was extremely difficult to procure due to supply chain shortages and extremely high pricing. This project was put out to the public market as a catch-up for maintenance work.

The project includes pavement markings being painted throughout the City, including painted crosswalks and associated stop bars, as well as updating sharrows along Bike Boulevard and from University Way to Mountain View Ave along Walnut St, jogging over at Tacoma Ave and continuing down Chestnut St.

The project was bid with one schedule:

- The Schedule includes painting of stop bars, crosswalk bars, sharrows and traffic control throughout the City.

City staff designed, prepared bid specifications, and will provide construction contract administration for this project.

Previous Council Action:

None

Analysis:

The project was advertised, and bids were received as follows:

Specialized Pavement Marking, LLC:	\$132,323.80
Pavement Surface Control:	\$163,085.53
Valley Asphalt, LLC:	Non-Responsive
<i>Engineer's Estimate:</i>	<i>\$153,334.00</i>

The low bid submitted by Specialized Pavement Marking, LLC. was below the engineer's estimate. Valley Asphalt, LLC was deemed non-responsive for failing to acknowledge the addendum to the project in its bid proposal.

Financial Impact:

The total project is estimated to cost \$132,323.80. Costs are not included in the 2023/2024 Biennial Budget. The street department will fund the project by reducing the ending fund balance by total project cost. Council is being requested to increase the 2024 Street Fund budget by the bid award amount.

Budget Adjustment: Yes

Attachments:

None



Meeting Date: May 6, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Resolution 2024-12 Mallard Meadows Final Plat Phase II Approval - P24-028

Submitted by: Laura Wilson, Planner, Dan Carlson, Community Development Director

Department: Community Development

Suggested Motion/Action:

Move to adopt Resolution 2024-12, approving the final plat of Mallard Meadows Phase II and authorize the Mayor and others to sign the mylars for the final plat.

Background/Summary:

The City has received a final plat application for the Mallard Meadows Subdivision Phase II from Erin Engmann, agent for SSHI LLC, dba D.R. Horton, owner. The property was previously owned by Schuler Deneen Family Ranch, LLC. The Mallard Meadows Plat is located on Kittitas County Assessor Parcel ID #962560 (19.59 acres), located east of Bull Road and north of I-90 in the City of Ellensburg, WA as shown in EXHIBIT 1. As proposed, the second phase will create 92 single-family residential lots, ranging in size from 6,000 to 10,167 square feet. The second phase will also create 15 tracts for landscape, utilities, and open space. The current zoning for Parcel ID #962560 is Residential Suburban (R-S).

Previous Council Action:

A closed record public hearing on the preliminary plat for the Mallard Meadows Subdivision was held before the City Council on February 22, 2022. Based on the evidence and testimony presented at said public hearing, Council conditionally approved (as evidenced in the approved minutes of the February 22, 2022 meeting) the preliminary plat, which was confirmed with the adoption of Council Resolution No. 2021-07 on February 22, 2022. Council approved the Mallard Meadows Preliminary Plat with the following conditions:

- a) The applicant will meet the requirements of the Public Works Department discussed in its memorandum dated October 18, 2021.
- b) The applicant will meet the requirements of the Energy Services - Light Department discussed in its memorandum dated January 11, 2022.
- c) The applicant will meet the requirements of the Energy Services – Gas Department discussed in its memorandum dated July 26, 2021.
- d) The applicant will meet the requirements of the Fire Department for hydrants and access as per Fire Marshal's memorandum dated November 2, 2021.

e) The applicant will meet the requirements of the Community Development Department as per the Planning Department's memorandum dated January 15, 2022.

f) The applicant will meet the requirements of the SEPA Official's issuance of Mitigated Determination of Non-Significance (MDNS) (File # P21-126) dated December 20, 2021.

g) The applicant may be required to obtain an NPDES Construction Storm Water General Permit from the Washington State Department of Ecology, as well as all other permits (site grading permit, SWPPP, etc.) that may be required as a result of plat development. Subdivision and land development activities shall follow the requirements of the Ellensburg City Code, including the Design Standards.

h) All requirements of utility providers, City departments, and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents.

i) No certificates of occupancy shall be issued prior to completion of required public improvements in a manner acceptable to the City in its sole discretion. Issuance of any certificate of occupancy prior to full completion of any of the required improvements shall not be deemed to be a waiver of this section, and such issuance shall not stop the City or impair its ability to demand full completion of required improvements prior to issuance of any further certificates of occupancy.

The owner subsequently submitted the Mallard Meadows Phase I Subdivision final plat application on March 7, 2022. The applicant submitted a bond to ensure all required subdivision improvements would be installed. Mallard Meadows Phase I subdivision final plat was reviewed and approved by City Council in a public meeting held on June 21, 2022.

Analysis:

With the preliminary plat approval granted by City Council on February 22, 2022, the expiration date for finalizing the plat is February 22, 2027. The applicant submitted Mallard Meadows Phase I Subdivision final plat on February 23, 2022 and was granted approval on June 21, 2022. The applicant is now submitting the Mallard Meadows Phase II final subdivision application for review by City Council. The requirements pertaining to final plat approval are found within ECC Sections 15.260.060 through 15.260.100. Specifically, the decision criteria are found in 15.260.100D, which states the following:

D. Decision Criteria. A final subdivision application shall be approved if the subdivision proposed for approval:

1. Conforms to all of the preliminary subdivision terms and conditions of approval; and
2. Meets all other applicable final subdivision requirements as set forth in Chapter 58.17 RCW, other applicable state laws, this chapter, and any other applicable city ordinances which were in effect at the time of preliminary subdivision approval.
3. Approval and Inscription. The city council shall make written findings of fact relating to its decision on the final subdivision application. If the decision is to approve the final subdivision application, a specific written finding of fact shall also be made that:

a. Appropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, natural gas mains and services, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and

b. The public use and interest will be served by the approval of such subdivision and dedication.

4. Upon approval of the final subdivision, the city council shall authorize the mayor to suitably inscribe and execute council's written approval on the face of the final subdivision plat drawing.

E. Effect of Final Subdivision Approval. Any lots in a final subdivision filed for record shall be a valid land use, notwithstanding any change in zoning laws, for a period of five years from the date of filing. A subdivision shall be governed by the terms of approval of the final subdivision, and the statutes, ordinances and regulations in effect at the time of approval under RCW 58.17.150(1) and (3) for a period of five years after final plat approval unless the city council finds that a change in conditions creates a serious threat to the public health or safety in the subdivision.

F. Time Frame for Approval. The final subdivision application, or portion thereof, shall be approved, disapproved, or returned to the applicant by the city within 30 days from the date of the application.

G. Recording. The final subdivision plat, in the form specified in this chapter, shall be recorded by the director with the Kittitas County Auditor within 10 working days after city council approval and shall be recorded in the presence of the applicant and with the cost of recording paid by the applicant. [Ord. 4656 § 1 (Exh. O2), 2013.]

On February 22, 2022, during the preliminary plat review process by City Council, the proposed subdivision was determined to be in conformance with the Land Development Code requirements pertaining to the R-S zoning. During review of the Mallard Meadows Phase II final subdivision application, comments were received by two city departments. Staff has since found the final subdivision application for the Mallard Meadows Phase II Subdivision to be in conformance with the conditions of approval for the preliminary plat, department comments, as well as with all adopted City Codes and other requirements. As required, the civil plans for this plat have been approved by the Public Works Department and the remaining public improvements have been covered by a bond posted by the applicant.

The final plat of the Mallard Meadows Phase II subdivision is ready for City Council action. Staff has provided a Resolution attached to this Agenda Report which incorporates the findings, conclusions, and conditions of the original preliminary plat approval in Resolution 2021-07.

Financial Impact:

None at this time.

Budget Adjustment: No

Attachments:

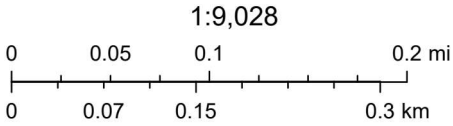
1. Exhibit 1 VICINITY MAP
2. Exhibit 2 Mallard Meadows Phase 2 final survey
3. Exhibit 3 P24-028 Final Plat Application
4. Exhibit 4 Resolution 2024-12 Mallard Meadows Phase II Subdivision Final Plat

P24-028 Mallard Meadows Phase II Final Plat



4/24/2024, 4:34:14 PM

- Override 1
- City Limits
- Road Names
- Urban Growth Area
- County Parcels



COE GIS, Google Maps

MALLARD MEADOWS, PHASE 2
A PORTION OF THE SW 1/4 OF THE NE 1/4 AND A PORTION OF THE SE 1/4
OF SECTION 12, TOWNSHIP 17 N., RANGE 18 E., W.M.,
KITITAS COUNTY, WASHINGTON

FINAL PLAT NUMBER: P24-028

ORIGINAL PLAT NUMBER: P21-125

DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT DO HEREBY DECLARE THIS PLAT AND DEDICATE TO THE PUBLIC FOREVER ALL ROADS AND WAYS HEREON WITH THE RIGHT TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS, AND THE RIGHT TO CONTINUE TO DRAIN SAID ROADS AND WAYS OVER AND ACROSS ANY LOT OR LOTS, WHERE WATER MIGHT TAKE A NATURAL COURSE, IN THE ORIGINAL REASONABLE GRADING OF THE ROADS AND WAYS SHOWN HEREON. FOLLOWING ORIGINAL REASONABLE GRADING OF ROADS AND WAYS HEREON NO DRAINAGE WATER ON ANY LOT OR LOTS SHALL BE DIVERTED OR BLOCKED FROM THEIR NATURAL COURSE SO AS TO DISCHARGE UPON ANY PUBLIC ROAD RIGHTS-OF-WAY, OR TO HAMPER PROPER ROAD DRAINAGE. ANY ENCLOSING OF DRAINAGE WATERS IN CULVERTS OR DRAINS OR REROUTING THEREOF ACROSS ANY LOT AS MAY BE UNDERTAKEN BY OR FOR THE OWNER OF ANY LOT, SHALL BE DONE BY AND AT THE EXPENSE OF SUCH OWNER.

TRACT 967 & TRACT 968 (LANDSCAPE/UTILITIES), TRACT 969 & TRACT 970 (ACCESS/UTILITIES), TRACT 971 & TRACT 972 (OPEN SPACE), TRACT 973, TRACT 974, TRACT 975, TRACT 976 & TRACT 977 (LANDSCAPE/UTILITIES), TRACT 978 (OPEN SPACE), TRACT 979 (LANDSCAPE/UTILITIES), TRACT 993 (UTILITIES), ARE HEREBY GRANTED AND CONVEYED TO THE MALLARD MEADOWS PHASE 2 HOMEOWNERS ASSOCIATION (HOA) UPON RECORDING OF THIS PLAT SUBJECT TO AN EMERGENCY MAINTENANCE EASEMENT GRANTED AND CONVEYED TO CITY OF ELLENSBURG. OWNERSHIP AND MAINTENANCE OF SAID TRACTS CONSISTENT WITH COUNTY CODE SHALL BE THE RESPONSIBILITY OF THE HOA UNLESS AND UNTIL TRACT OWNERSHIP BY ALL LOTS WITHIN THIS SUBDIVISION IS AUTHORIZED PURSUANT TO A FINAL PLAT ALTERATION. USE OF SAID TRACTS IS RESTRICTED TO THAT SPECIFIED IN THE APPROVED FINAL PLAT. THE HOA AND THE OWNERS OF ALL LOTS WITHIN THE SUBDIVISION SHALL COMPLY WITH THOSE COUNTY REGULATIONS AND CONDITIONS OF FINAL SUBDIVISION APPROVAL SPECIFIED ON THE PLAT. THE HOA SHALL REMAIN IN EXISTENCE UNLESS AND UNTIL ALL LOTS WITHIN THIS SUBDIVISION HAVE ASSUMED COMMON OWNERSHIP OF SAID TRACTS. IN THE EVENT THAT THE HOA SHOULD BE DISSOLVED, THEN EACH LOT SHALL HAVE AN EQUAL AND UNDIVIDED OWNERSHIP INTEREST IN THE TRACTS PREVIOUSLY OWNED BY THE HOA AS WELL AS RESPONSIBILITY FOR MAINTAINING THE TRACTS. MEMBERSHIP IN THE HOA AND PAYMENT OF DUES OR OTHER ASSESSMENTS FOR MAINTENANCE PURPOSES SHALL BE A REQUIREMENT OF LOT OWNERSHIP. AND SHALL REMAIN AN APPURTENANCE TO AND INSEPARABLE FROM EACH LOT. THIS COVENANT SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE HOA, THE OWNERS OF ALL LOTS WITHIN THE SUBDIVISION AND ALL OTHERS HAVING ANY INTEREST IN THE TRACTS OR LOTS.

TEAL AVE. IS HEREBY GRANTED AND CONVEYED TO THE CITY OF ELLENSBURG UPON RECORDING OF THIS PLAT. OWNERSHIP AND MAINTENANCE OF SAID TRACT CONSISTENT WITH THE CITY OF ELLENSBURG MUNICIPAL CODE SHALL BE THE RESPONSIBILITY OF THE CITY.

THE UNDERSIGNED OWNER OR OWNERS OF THE INTEREST IN THE REAL ESTATE DESCRIBED HEREIN HEREBY DECLARE THIS MAP AND DEDICATE THE SAME FOR A COMMON INTEREST COMMUNITY NAMED MALLARD MEADOWS PHASE 2, A PLAT COMMUNITY, AS THAT TERM IS DEFINED IN THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT, SOLELY TO MEET THE REQUIREMENTS OF THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT AND NOT FOR ANY PUBLIC PURPOSE. THIS MAP AND ANY PORTION THEREOF IS RESTRICTED BY LAW AND THE DECLARATION FOR MALLARD MEADOWS PHASE 2, RECORDED UNDER KITITAS COUNTY RECORDING NO. _____.

IN WITNESS WHEREOF, WE HAVE HEREUNTO SET OUR HANDS AND SEAL THIS _____ DAY OF _____, A.D., 20 ____.

DECLARANT:

SSHI LLC, A DELAWARE LIMITED LIABILITY COMPANY, D.B.A. D.R. HORTON
BY: SHLR OF WASHINGTON INC, A WASHINGTON CORPORATION, IT'S MANAGER.

BY: _____
ASHLEY JOHNSON, VICE PRESIDENT

ACKNOWLEDGEMENT

STATE OF WASHINGTON)
) SS.
COUNTY OF KITITAS)

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT ASHLEY JOHNSON IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT SHE SIGNED THIS INSTRUMENT, ON OATH STATED THAT SHE WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT AS THE VICE PRESIDENT OF SHLR OF WASHINGTON, INC., THE WASHINGTON CORPORATION THAT IS THE MANAGER OF SSHI LLC, A DELAWARE LIMITED LIABILITY COMPANY, DBA D.R. HORTON, TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

DATED _____
SIGNATURE _____
PRINTED NAME _____
NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON
RESIDING AT _____
MY APPOINTMENT EXPIRES _____

RECORDER'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____ 20 __, AT _____
IN BOOK _____ OF PLATS AT PAGE _____ AT THE REQUEST OF VINCENT JAMES TOWNSEND.

COUNTY AUDITOR

DEPUTY COUNTY AUDITOR

CITY OF ELLENSBURG
PUBLIC WORKS AND UTILITIES DIRECTOR APPROVAL

THIS SUBDIVISION MEETS ALL MINIMUM REQUIREMENTS AND STANDARDS OF THE CITY OF ELLENSBURG SUBDIVISION ORDINANCE. ALL PROCEDURES OF SAID ORDINANCE HAVE BEEN COMPLIED WITH.

EXAMINED AND APPROVED THIS _____ DAY OF _____, 20 ____.

PUBLIC WORKS AND UTILITIES DIRECTOR

CITY OF ELLENSBURG ENGINEER APPROVAL

THIS SUBDIVISION MEETS ALL MINIMUM REQUIREMENTS AND STANDARDS OF THE CITY OF ELLENSBURG SUBDIVISION ORDINANCE. ALL PROCEDURES OF SAID ORDINANCE HAVE BEEN COMPLIED WITH.

EXAMINED AND APPROVED THIS _____ DAY OF _____, 20 ____.

CITY ENGINEER

ELLENSBURG WATER COMPANY APPROVAL

I HEREBY CERTIFY THAT THE PLAT OF HAS BEEN EXAMINED BY ME AND I FIND THE PROPERTY TO BE IN AN ACCEPTABLE CONDITION FOR PLATTING.

EXAMINED AND APPROVED THIS _____ DAY OF _____, 20 ____.

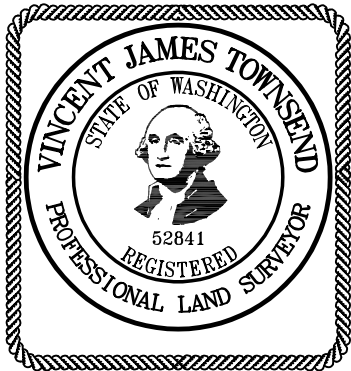
ELLENSBURG WATER COMPANY

REGISTERED LAND SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF SSHI LLC, A DELAWARE LIMITED LIABILITY COMPANY, D.B.A. D.R. HORTON IN AUGUST, 2023. I HEREBY CERTIFY THAT THIS MAP FOR MALLARD MEADOWS, PHASE II IS BASED UPON AN ACTUAL SURVEY OF THE PROPERTY HEREIN DESCRIBED; THAT THE BEARINGS AND DISTANCES ARE CORRECTLY SHOWN; THAT ALL INFORMATION REQUIRED BY THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT IS SUPPLIED HEREIN; AND THAT ALL HORIZONTAL AND VERTICAL BOUNDARIES OF THE UNITS, (1) TO THE EXTENT DETERMINED BY THE WALLS, FLOORS, OR CEILINGS THEREOF, OR OTHER PHYSICAL MONUMENTS, ARE SUBSTANTIALLY COMPLETED IN ACCORDANCE WITH SAID MAP, OR (2) TO THE EXTEND SUCH BOUNDARIES ARE NOT DEFINED BY PHYSICAL MONUMENTS, SUCH BOUNDARIES ARE SHOWN ON THE MAP.

VINCENT JAMES TOWNSEND, PROFESSIONAL LAND SURVEYOR
STATE OF WASHINGTON CERTIFICATE NO. 52841

DATE



CITY OF ELLENSBURG MAYOR CERTIFICATE

THIS SUBDIVISION MEETS ALL MINIMUM REQUIREMENTS AND STANDARDS OF THE CITY OF ELLENSBURG SUBDIVISION ORDINANCE. ALL PROCEDURES OF SAID ORDINANCE HAVE BEEN COMPLIED WITH.

EXAMINED AND APPROVED THIS _____ DAY OF _____, 20 ____.

CITY OF ELLENSBURG MAYOR

CITY OF ELLENSBURG COMMUNITY DEVELOPMENT
DIRECTOR CERTIFICATE

THIS SUBDIVISION MEETS ALL MINIMUM REQUIREMENTS AND STANDARDS OF THE CITY OF ELLENSBURG SUBDIVISION ORDINANCE. ALL PROCEDURES OF SAID ORDINANCE HAVE BEEN COMPLIED WITH.

DATED THIS _____ DAY OF _____, A.D., 20 ____.

CITY OF ELLENSBURG COMMUNITY DEVELOPMENT SERVICES DIRECTOR

KITITAS COUNTY TREASURER CERTIFICATE

I HEREBY CERTIFY THAT THE TAXES AND ASSESSMENTS ARE PAID FOR THE PRECEDING YEARS AND ARE CURRENT AS OF THE DATE OF _____.

DATED THIS _____ DAY OF _____, A.D., 20 ____.

KITITAS COUNTY TREASURER

KITITAS COUNTY RECORDING NUMBER _____

LDC

Surveying
Engineering
Planning

WoodinvilleKent

20210 142nd Avenue NE1851 Central Pl S, #101

Woodinville, WA 98072Kent, WA 98030

T 425.806.1869www.LDCcorp.comF 425.482.2893

MALLARD MEADOWS, PHASE 2

A PORTION OF THE SW 1/4 OF THE NE 1/4 AND A PORTION OF THE SE 1/4 OF SECTION 12, TOWNSHIP 17 N., RANGE 18 E., W.M., KITITAS COUNTY, WASHINGTON

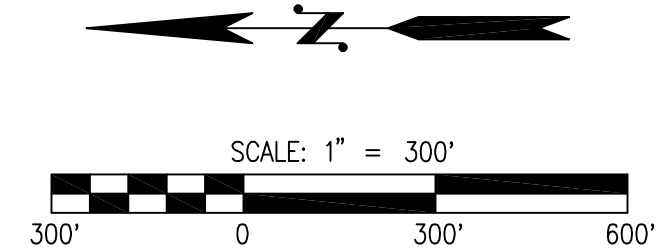
DRAWN BY:	DATE:	DRAWING FILE NAME:	SCALE:	JOB NUMBER:	SHEET:
JMA	3-14-2024	C21-142V-FP	N/A	C21-142	1 OF 7

MALLARD MEADOWS, PHASE 2

A PORTION OF THE SW 1/4 OF THE NE 1/4 AND A PORTION OF THE SE 1/4
OF SECTION 12, TOWNSHIP 17 N., RANGE 18 E., W.M.,
KITITAS COUNTY, WASHINGTON

FINAL PLAT NUMBER: P24-028

ORIGINAL PLAT NUMBER: P21-125



LEGAL DESCRIPTION

CHICAGO TITLE INSURANCE COMPANY
ORDER NO.: 569698AM
GUARANTEE NO.: 72156-48153939
EFFECTIVE DATE: JANUARY 11, 2024 AT 7:30 A.M.

LOT 1, TRACT 993 AND TRACT 999 OF MALLARD MEADOWS, PHASE I, IN THE COUNTY OF KITITAS, STATE OF WASHINGTON, AS PER PLAT THEREOF RECORDED IN BOOK 13 OF PLATS, PAGES 235 THROUGH 239, RECORDS OF SAID COUNTY.

SITE INFORMATION

BASIS OF BEARING

NAD83/11 FROM GPS OBSERVATION
MONUMENTED NORTH-SOUTH MID-SECTION LINE
OF SECTION 12 (BEARING = N 00°07'35" W)

EQUIPMENT & PROCEDURES

METHOD OF SURVEY:
SURVEY PERFORMED BY FIELD TRAVERSE

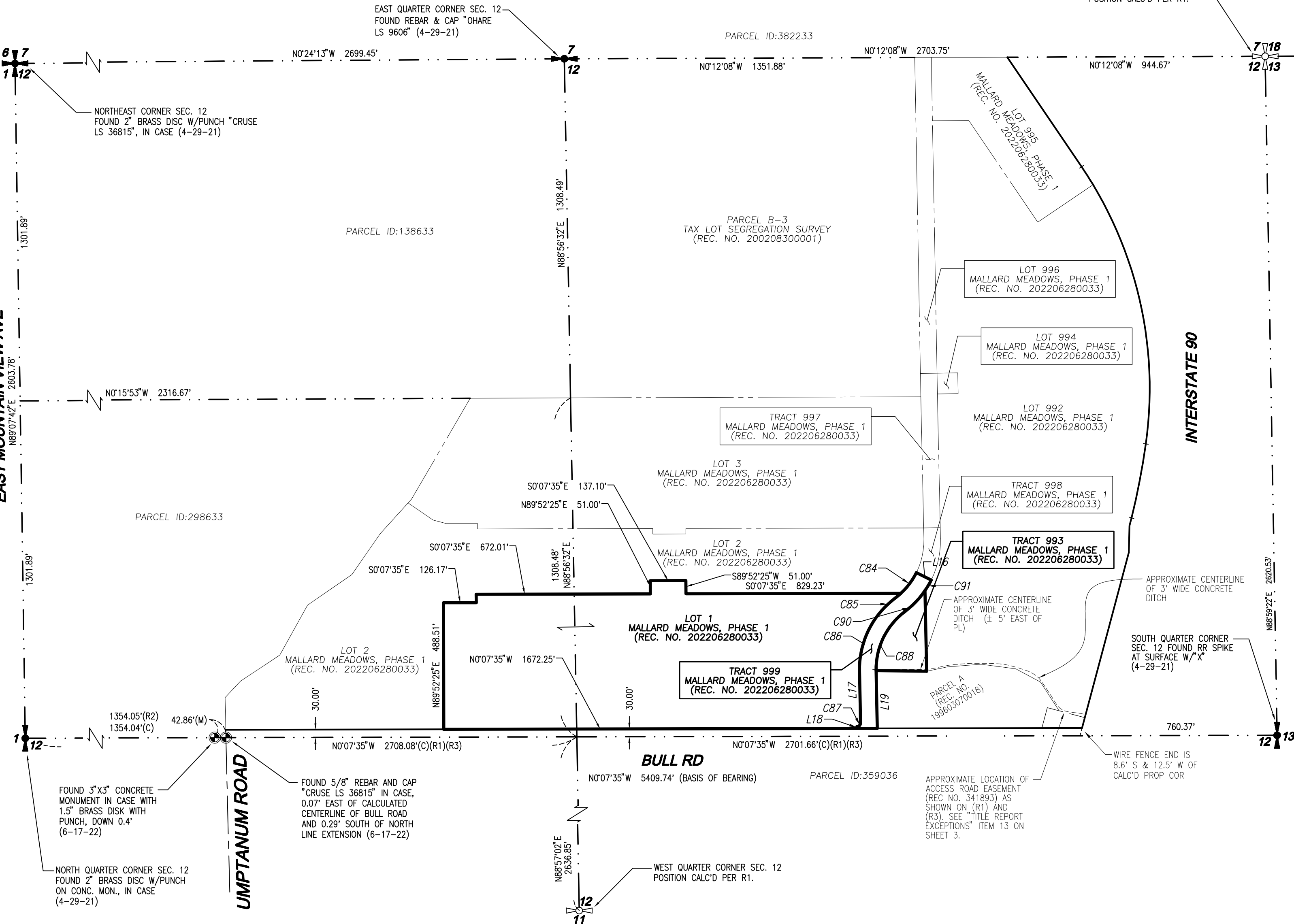
INSTRUMENTATION:
LEICA MS-50 ROBOTIC TOTAL STATION
WITH DATA COLLECTOR AND LEICA GS-14
GPS MAINTAINED IN ADJUSTMENT TO
MANUFACTURES SPECIFICATIONS AS
REQUIRED BY WAC 332-130-100
PRECISION:
MEETS OR EXCEEDS STATE
STANDARDS WAC 332-130-090

SURVEY REFERENCES

- (R1) TAX LOT SEGREGATION SURVEY
(REC. NO. 200208300001)
(R2) ROSEWOOD EASEMENTS RECORD OF
SURVEY (REC. NO. 201706280018)
(R3) RECORD OF SURVEY
(REC. NO. 199603070018)
(R4) MALLARD MEADOWS, PHASE 1
(REC. NO. 202206280033)

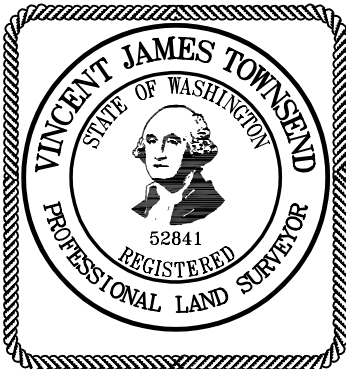
AREAS

LOT 1: (MALLARD MEADOWS, PHASE 1)	19.59 ACRES
TRACT 993: (MALLARD MEADOWS, PHASE 1)	0.97 ACRES
TRACT 999: (MALLARD MEADOWS, PHASE 1)	0.91 ACRES



LEGEND

	SECTION CORNER FOUND AS NOTED HEREON		SUBJECT TRACT BOUNDARY
	SECTION CORNER CALC'D		ADJOINER TRACT BOUNDARY
	SECTION QTR CORNER FOUND AS NOTED HEREON		RIGHT-OF-WAY LINE
	SECTION QTR CORNER CALC'D		CENTERLINE
	FOUND MONUMENT AS NOTED HEREON		EASEMENT LINE
	CALCULATED MONUMENT		FENCE LINE
	FOUND REBAR AND CAP AS NOTED		



LDC

Surveying
Engineering
Planning

Woodinville Kent
20210 142nd Avenue NE 1851 Central Pl S, #101
Woodinville, WA 98072 Kent, WA 98030
T 425.806.1869 www.LDCcorp.com F 425.482.2893

KITITAS COUNTY RECORDING NUMBER _____

MALLARD MEADOWS, PHASE 2

A PORTION OF THE SW 1/4 OF THE NE 1/4 AND A PORTION OF
THE SE 1/4 OF SECTION 12, TOWNSHIP 17 N., RANGE 18 E., W.M.,
KITITAS COUNTY, WASHINGTON

DRAWN BY:	DATE:	DRAWING FILE NAME:	SCALE:	JOB NUMBER:	SHEET:
JMA	3-14-2024	C21-142V-FP	1"=300'	C21-142	2 OF 7

MALLARD MEADOWS, PHASE 2
A PORTION OF THE SW 1/4 OF THE NE 1/4 AND A PORTION OF THE SE 1/4
OF SECTION 12, TOWNSHIP 17 N., RANGE 18 E., W.M., KITTITAS COUNTY, WASHINGTON

FINAL PLAT NUMBER: P24-028

ORIGINAL PLAT NUMBER: P21-125

MATTERS OF RECORD

1. TAXES OR ASSESSMENTS WHICH ARE NOT SHOWN AS EXISTING LIEN BY THE RECORDS OF ANY TAXING AUTHORITY THAT LEVIES TAXES OR ASSESSMENTS ON REAL PROPERTY OR BY THE PUBLIC RECORDS.

SURVEYOR'S NOTE: TITLE EXCEPTION IS NOT PLOTTABLE AND IS LISTED FOR INFORMATIONAL PURPOSES ONLY.

2. UNPATENTED MINING CLAIMS; RESERVATIONS OR EXCEPTIONS IN THE UNITED STATES PATENTS OR IN ACTS AUTHORIZING THE ISSUANCE THEREOF; WATER RIGHTS, CLAIMS OR TITLE TO WATER.

SURVEYOR'S NOTE: TITLE EXCEPTION IS NOT PLOTTABLE AND IS LISTED FOR INFORMATIONAL PURPOSES ONLY.

3. TITLE TO ANY PROPERTY BEYOND THE LINES OF THE REAL PROPERTY EXPRESSLY DESCRIBED HEREIN, OR TITLE TO STREETS, ROADS, AVENUES, LANES, WAYS OR WATERWAYS ON WHICH SUCH REAL PROPERTY ABUTS, OR THE RIGHT TO MAINTAIN THEREIN VAULTS, TUNNELS, RAMPS, OR ANY OTHER STRUCTURE OR IMPROVEMENT; OR ANY RIGHTS OR EASEMENTS THEREIN UNLESS SUCH PROPERTY, RIGHTS OR EASEMENTS ARE EXPRESSLY AND SPECIFICALLY SET FORTH IN SAID DESCRIPTION.

SURVEYOR'S NOTE: TITLE EXCEPTION IS NOT PLOTTABLE AND IS LISTED FOR INFORMATIONAL PURPOSES ONLY.

4. ANY LIEN FOR SERVICE, INSTALLATION, CONNECTION, MAINTENANCE, TAP, CAPACITY OR CONSTRUCTION OR SIMILAR CHARGES FOR SEWER, WATER, ELECTRICITY, NATURAL GAS OR OTHER UTILITIES, OR FOR GARBAGE COLLECTION AND DISPOSAL NOT SHOWN BY THE PUBLIC RECORDS.

SURVEYOR'S NOTE: TITLE EXCEPTION IS NOT PLOTTABLE AND IS LISTED FOR INFORMATIONAL PURPOSES ONLY.

5. INDIAN TRIBAL CODES OR REGULATIONS, INDIAN TREATY OR ABORIGINAL RIGHTS, INCLUDING EASEMENTS OR EQUITABLE SERVITUDES.

SURVEYOR'S NOTE: TITLE EXCEPTION IS NOT PLOTTABLE AND IS LISTED FOR INFORMATIONAL PURPOSES ONLY.

6. TAXES, INCLUDING ANY ASSESSMENTS COLLECTED THEREWITH, FOR THE YEAR 2021 WHICH ARE A LIEN NOT YET DUE AND PAYABLE.
NOTE: TAXES, INCLUDING ANY ASSESSMENTS COLLECTED THEREWITH, FOR THE YEAR SHOWN BELOW ARE PAID:
AMOUNT: \$0.00
YEAR: 2023
PARCEL NO.: 962570
AMOUNT: \$5,197.55
YEAR: 2023
PARCEL NO.: 962560
AMOUNT: \$0.00
YEAR: 2023
PARCEL NO.: 962564

SURVEYOR'S NOTE: TITLE EXCEPTION IS NOT PLOTTABLE AND IS LISTED FOR INFORMATIONAL PURPOSES ONLY.

7. TAXES, INTEREST AND PENALTIES, IF ANY, WHICH MAY RESULT FROM THE LOSS OF THE TAX EXEMPTION FOR WHICH THIS PROPERTY HAS QUALIFIED.

SURVEYOR'S NOTE: TITLE EXCEPTION IS NOT PLOTTABLE AND IS LISTED FOR INFORMATIONAL PURPOSES ONLY.

8. NOTICE OF POSSIBLE (PRESENT AND FUTURE) TAP OR CONNECTION CHARGES LEVIED, OR TO BE LEVIED, BY THE CITY OF ELLENSBURG, NOTICE OF WHICH IS GIVEN BY INSTRUMENT RECORDED FEBRUARY 3, 1978, UNDER KITTITAS COUNTY AUDITOR'S FILE NO. 420037.

SURVEYOR'S NOTE: TITLE EXCEPTION IS NOT PLOTTABLE AND IS LISTED FOR INFORMATIONAL PURPOSES ONLY.

MATTERS OF RECORD (CONTINUED)

9. ANY RIGHTS, INTERESTS, OR CLAIMS WHICH MAY EXIST OR ARISE BY REASON OF THE FOLLOWING MATTERS(S) DISCLOSED BY SURVEY.

RECORDED: MARCH 7, 1996 AND AUGUST 30, 2002 BOOK 21 OF SURVEYS, PAGE 230 AND BOOK 28 OF SURVEYS, PAGE 9
INSTRUMENT NO.: 199603070018 AND 200208300001
MATTERS SHOWN:

- A) CONCRETE DITCH RIGHT-OF-WAY ON THE NORTH BOUNDARY OF PARCEL B-2;
B) DITCH ALONG THE SOUTHWESTERLY BOUNDARY OF PARCELS B-2

SURVEYOR'S NOTE: SHOWN HEREON.

10. ANY RIGHTS, INTERESTS, OR CLAIMS WHICH MAY EXIST OR ARISE BY REASON OF THE FOLLOWING MATTERS(S) DISCLOSED BY MALLARD MEADOWS, PHASE 1,
RECORDED: JUNE 28, 2022
BOOK: 13 OF PLATS, PAGE: 235 THROUGH 239
INSTRUMENT NO.: 202206280033
MATTERS SHOWN:

- A) DEDICATION THEREON

SURVEYOR'S NOTE: SHOWN HEREON.

11. BARGAIN AND SALE MINERAL DEED:
GRANTOR: SSSI LLC, A DELAWARE LIMITED LIABILITY COMPANY
GRANTEE: DRH ENERGY INC., A COLORADO CORPORATION
RECORDED: JULY 14, 2022
AUDITOR'S FILE NO.: 202207140047

SURVEYOR'S NOTE: TITLE EXCEPTION IS NOT PLOTTABLE AND IS LISTED FOR INFORMATIONAL PURPOSES ONLY.

E1 PUBLIC UTILITY EASEMENT PROVISIONS

AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO ALL UTILITIES SERVING SUBJECT PLAT AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, UNDER AND UPON ALL TRACTS AND THE EXTERIOR 10 FEET PARALLEL WITH AND ADJOINING THE STREET FRONTAGE OF ALL LOTS, TRACTS AND COMMON AREAS, AS SHOWN HEREON, IN WHICH TO INSTALL, LAY, CONSTRUCT, RENEW, OPERATE AND MAINTAIN UNDERGROUND CONDUITS, CABLES, PIPE, AND WIRES WITH NECESSARY FACILITIES AND OTHER EQUIPMENT FOR THE PURPOSE OF SERVING THIS SUBDIVISION AND OTHER PROPERTY WITH ELECTRIC, TELEPHONE, GAS, TELEVISION CABLE AND OTHER UTILITY SERVICES TOGETHER WITH THE RIGHT TO ENTER UPON THE LOTS, TRACTS AND COMMON AREAS AT ALL TIMES FOR THE PURPOSES HEREIN STATED.

E2 PUBLIC STORM DRAINAGE EASEMENT PROVISIONS

AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE SOUTH 5.00 FEET OF LOT 5, THE NORTH 5.00 FEET OF LOT 4 AND ALL OF TRACT 969.

DRAINAGE EASEMENTS DESIGNATED ON THE PLAT ARE HEREBY RESERVED FOR AND GRANTED TO CITY OF ELLENSBURG, EXCEPT THOSE DESIGNATED ON THE PLAT AS PRIVATE EASEMENTS, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS AND THE RIGHT TO EXCAVATE, CONSTRUCT, OPERATE, MAINTAIN, REPAIR AND/OR REBUILD AN ENCLOSED OR OPEN CHANNEL STORM WATER CONVEYANCE SYSTEM AND/OR OTHER DRAINAGE FACILITIES, UNDER, UPON OR THROUGH THE DRAINAGE EASEMENT.

E3 PUBLIC WATER & SEWER EASEMENT PROVISIONS

1. A NON-EXCLUSIVE EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF ELLENSBURG UNDER AND UPON THE EXTERIOR 10 FEET LYING PARALLEL WITH AND ADJOINING THE STREET FRONTAGE OF ALL LOTS AND TRACTS IN WHICH TO INSTALL, LAY, CONSTRUCT, OPERATE AND MAINTAIN SEWER AND WATER FACILITIES.
2. THE SANITARY SEWER AND WATER EASEMENT LOCATED ACROSS THE ENTIRETY OF TRACT 970 AND THE WESTERLY 5.00 FEET OF LOT 92, AS SHOWN HEREON, IS HEREBY RESERVED FOR AND GRANTED TO CITY OF ELLENSBURG FOR THE PURPOSE OF CONSTRUCTION, RECONSTRUCTION, OPERATING AND MAINTAINING THE SANITARY SEWER AND WATER SYSTEM, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS FOR SUCH PURPOSES. THIS EASEMENT SHALL BE FREE FROM ALL PERMANENT STRUCTURES OR OTHER STRUCTURES, SUCH AS COVERED PARKING, DECKS, OVERHANGS, SHEDS, ETC., WHICH INTERFERE WITH CITY OF ELLENSBURG MAINTENANCE AND REPAIR RESPONSIBILITIES.

E4 PRIVATE LOT DRAINAGE EASEMENT PROVISIONS

1. A PRIVATE STORM DRAINAGE EASEMENT OVER, UNDER AND ACROSS THE EXTERIOR 10 FEET PARALLEL WITH AND ADJOINING THE STREET FRONTAGE OF ALL LOTS, TRACTS AND COMMON AREAS IS HEREBY GRANTED AND CONVEYED TO THE OWNERS OF ALL LOTS WITHIN THIS PLAT THAT BENEFIT FROM SAID EASEMENT. THE OWNERS OF SAID LOTS SHALL BE EQUALLY RESPONSIBLE FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF THAT PORTION OF THE DRAINAGE FACILITIES THEY BENEFIT FROM, EXCEPT NO OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF THAT PORTION OF THE COMMONLY USED STORM DRAINAGE LOCATED UPSTREAM FROM THE POINT OF CONNECTION OF THAT RESPECTIVE LOT OWNER.
2. THE 5-FOOT WIDE PRIVATE STORM DRAINAGE EASEMENT LOCATED ACROSS TRACT 970 AND LOT 3 AS SHOWN HEREON, IS HEREBY RESERVED FOR AND GRANTED TO LOTS 2 AND 3. THE OWNERS OF SAID LOTS SHALL BE EQUALLY RESPONSIBLE FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF THAT PORTION OF THE DRAINAGE FACILITIES THEY BENEFIT FROM, EXCEPT NO OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF THAT PORTION OF THE COMMONLY USED STORM DRAINAGE LOCATED UPSTREAM FROM THE POINT OF CONNECTION OF THAT RESPECTIVE LOT OWNER.
3. THE 20-FOOT WIDE PRIVATE STORM DRAINAGE EASEMENT LOCATED ACROSS TRACT 969 AS SHOWN HEREON, IS HEREBY RESERVED FOR AND GRANTED TO LOTS 86, 87 AND 88. THE OWNERS OF SAID LOTS SHALL BE EQUALLY RESPONSIBLE FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF THAT PORTION OF THE DRAINAGE FACILITIES THEY BENEFIT FROM, EXCEPT NO OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF THAT PORTION OF THE COMMONLY USED STORM DRAINAGE LOCATED UPSTREAM FROM THE POINT OF CONNECTION OF THAT RESPECTIVE LOT OWNER.

MAINTENANCE OF PRIVATE STORMWATER FACILITIES

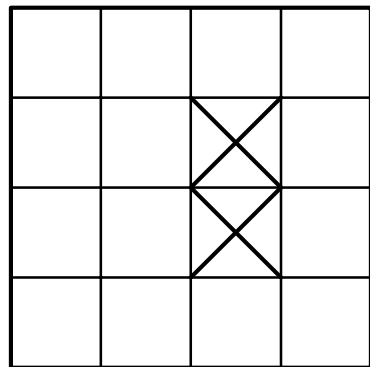
THE STORMWATER FACILITY WITHIN THE MALLARD MEADOWS, PHASE 2 SHALL BE OWNED, OPERATED AND MAINTAINED BY THE OWNERS, HOMEOWNERS ASSOCIATION AND OR LOTS (1 THROUGH 92). THE CITY OF ELLENSBURG SHALL HAVE THE RIGHT TO INGRESS AND EGRESS THE STORMWATER FACILITY FOR THE PURPOSES OF INSPECTION AND OR REQUIRED MAINTENANCE PER S5 B5 OF THE EASTERN WASHINGTON PHASE II MUNICIPAL PERMIT.

IF THE CITY OF ELLENSBURG DETERMINES MAINTENANCE OR REPAIR WORK OF THE STORMWATER FACILITY IS REQUIRED, THE CITY OF ELLENSBURG SHALL GIVE NOTICE TO THE OWNERS, HOMEOWNERS ASSOCIATION AND OR LOT OWNERS IN WRITING. IF THE ABOVE REQUIRED MAINTENANCE OR REPAIR IS NOT COMPLETED WITHIN THE TIME SET BY THE CITY OF ELLENSBURG, THE CITY OF ELLENSBURG MAY PERFORM THE REQUIRED MAINTENANCE, OR CONTRACT WITH A PRIVATE COMPANY CAPABLE OF PERFORMING THE STORMWATER FACILITY MAINTENANCE AND THE OWNERS, HOMEOWNERS ASSOCIATION AND OR LOT OWNERS WILL BE REQUIRED TO REIMBURSE THE CITY FOR ANY SUCH WORK PERFORMED.

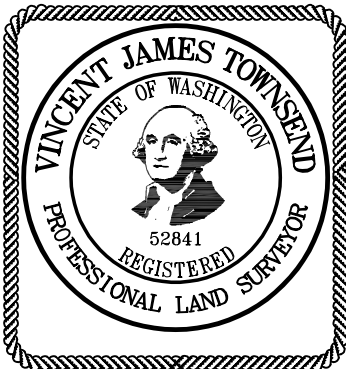
THE OWNERS, HOMEOWNERS ASSOCIATION AND OR LOT OWNERS SHALL NOT REPLACE, ALTER OR MODIFY THE STORM WATER FACILITY WITHOUT FIRST WRITTEN APPROVAL FROM THE CITY OF ELLENSBURG AND A CERTIFIED LETTER FROM A LICENSED ENGINEER APPROVING THE DESIGN CHANGES.

BACKFLOW ASSEMBLY PROVISIONS

IN LIEU OF REQUIRING A BACKFLOW ASSEMBLY AT THE SERVICE ENTRANCE ON LOTS 1 THROUGH 92 OF THE MALLARD MEADOWS PHASE 2 PLAT, THE OWNER AGREES NOT TO INTERCONNECT, IN ANY FASHION, HIS/HER PRIVATE AUXILIARY WATER SYSTEM, AND TO DO NOTHING THAT WOULD LEAD TO OCCURRENCE OF A BACKFLOW EVENT. A CROSS CONNECTION IS A DIRECT LINK BETWEEN DOMESTIC WATER LINES AND A CONTAMINATED SOURCE. DECREASED PRESSURE ON THE PURVEYOR'S SIDE OF THE WATER METER MAY LEAD TO A BACKFLOW PROBLEM, AND THIS IS NOT ALLOWED PER WAC-246-290-490. OWNER FURTHER AGREES TO ACCEPT FULL LEGAL RESPONSIBILITY FOR ALL DAMAGES INCURRED AS A RESULT OF ANY SUCH CROSS CONNECTION, INCLUDING BACKFLOW EVENTS. THE OWNER ACKNOWLEDGES THAT HE/SHE HAS BEEN INFORMED BY THE CITY OF ELLENSBURG OF BACKFLOW PROTECTION REQUIREMENTS AND THE CONSEQUENCES OF A BACKFLOW EVENT.



SEC. 12, TWP 17 N., RGE. 18 E



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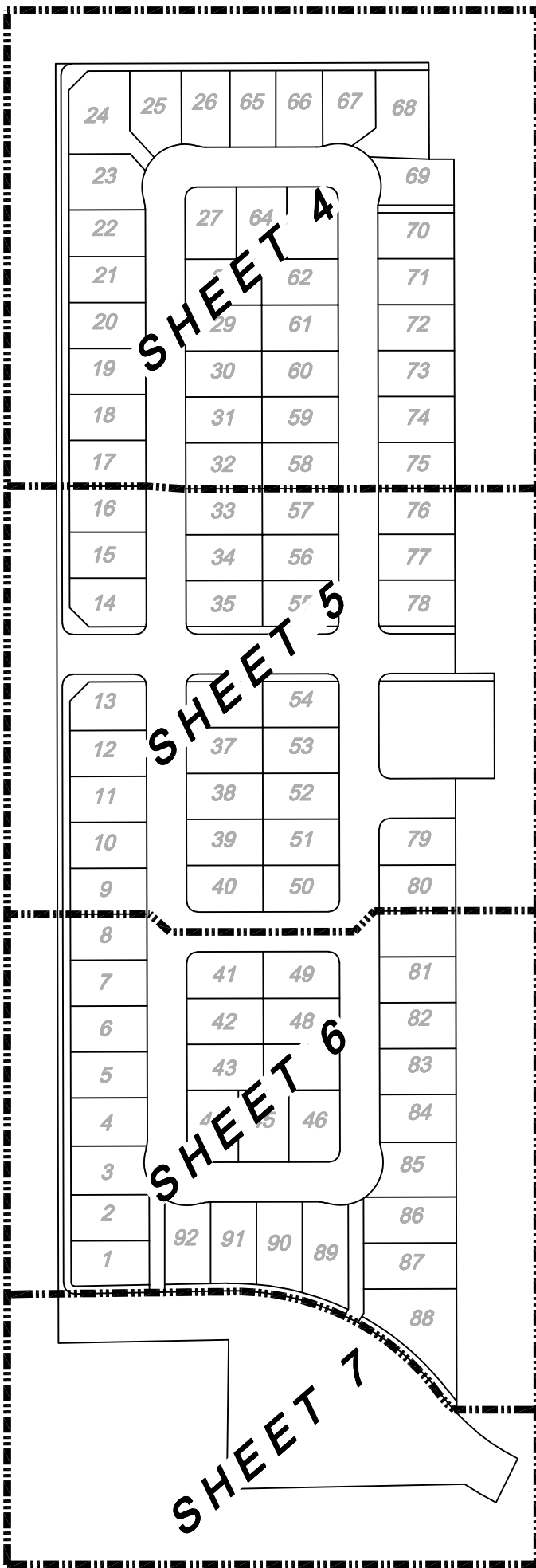
Woodinville Kent
20210 142nd Avenue NE 1851 Central Pl S, #101
Woodinville, WA 98072 Kent, WA 98030
T 425.806.1869 www.LDCcorp.com F 425.482.2893

KITTITAS COUNTY RECORDING NUMBER

MALLARD MEADOWS, PHASE 2

A PORTION OF THE SW 1/4 OF THE NE 1/4 AND A PORTION OF THE SE 1/4 OF SECTION 12, TOWNSHIP 17 N., RANGE 18 E., W.M., KITTITAS COUNTY, WASHINGTON

DRAWN BY:	DATE:	DRAWING FILE NAME:	SCALE:	JOB NUMBER:	SHEET:
JMA	3-14-2024	C21-142V-FP2	N/A	C21-142	3 OF 7



SHEET KEY PLAN

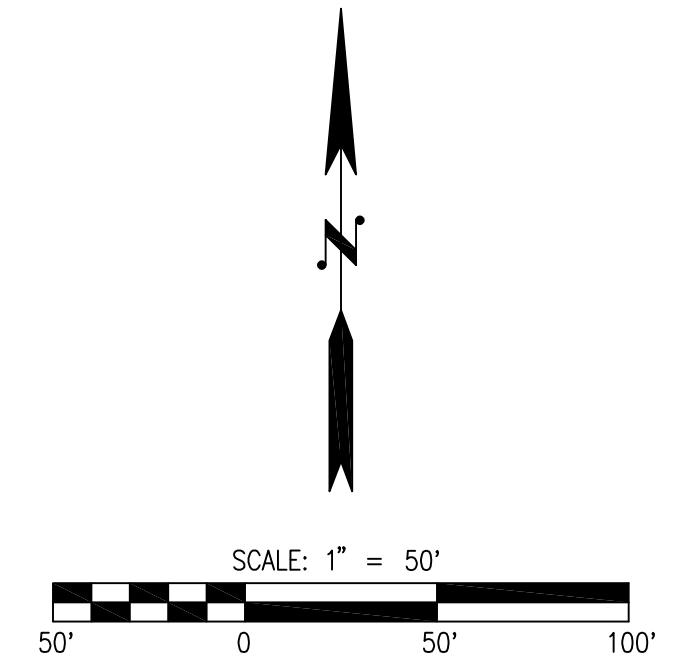
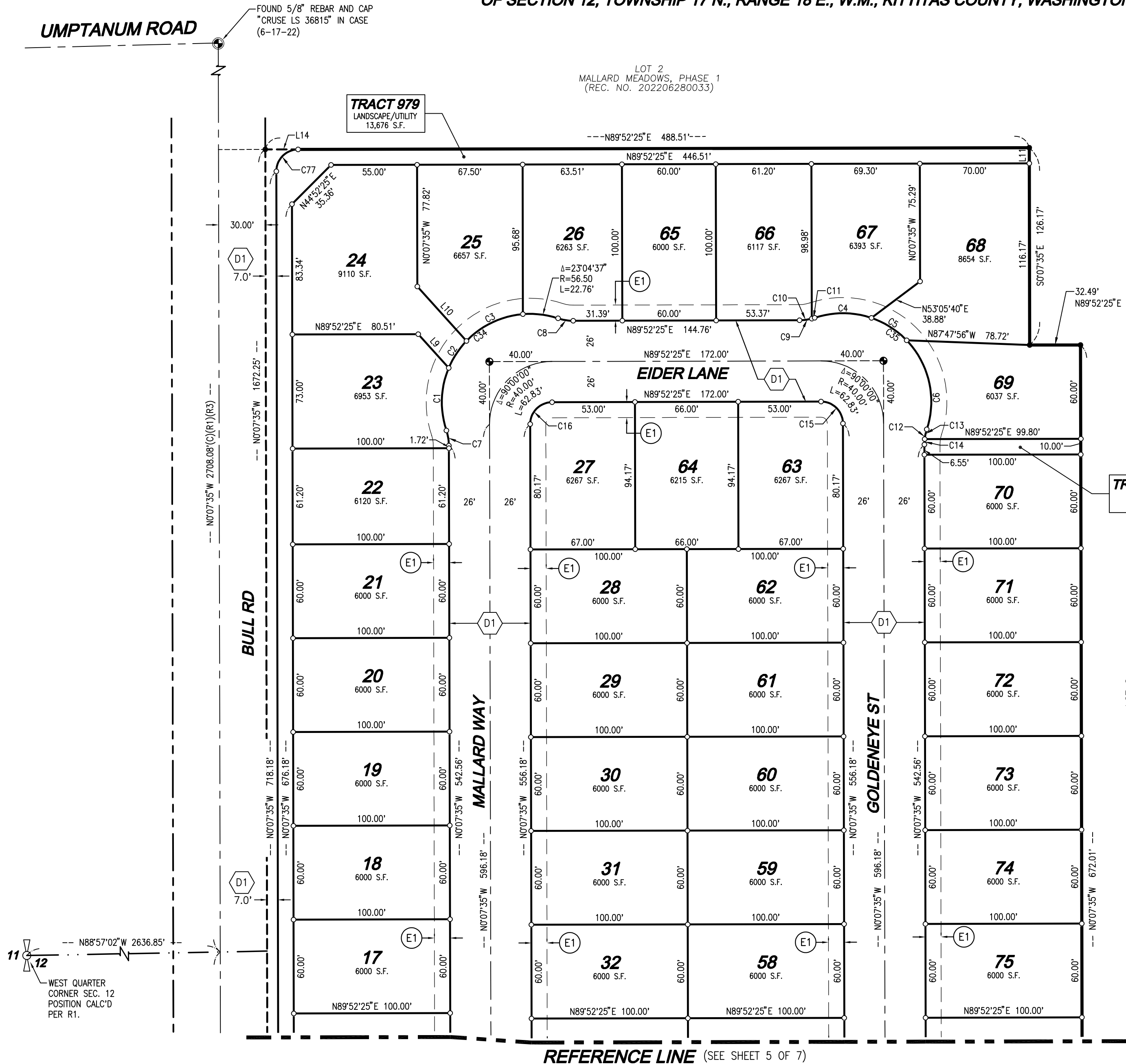
SCALE: 1=200'

MALLARD MEADOWS, PHASE 2

A PORTION OF THE SW 1/4 OF THE NE 1/4 AND A PORTION OF THE SE 1/4
OF SECTION 12, TOWNSHIP 17 N., RANGE 18 E., W.M., KITTITAS COUNTY, WASHINGTON

FINAL PLAT NUMBER: P24-028

ORIGINAL PLAT NUMBER: P21-125



ROAD DEDICATION

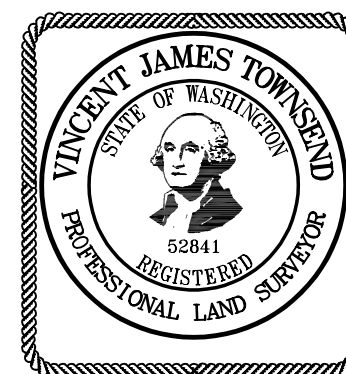
D1 HEREBY DEDICATED TO THE CITY OF ELLENSBURG FOR
ROAD PURPOSES (255,312 SF)

EASEMENTS

E1 10-FOOT WIDE PUBLIC UTILITY EASEMENT (SEE PUBLIC
UTILITY EASEMENT PROVISIONS ON SHEET 3 OF 7)

LEGEND

- SECTION CORNER FOUND AS NOTED HEREON
- SECTION QTR CORNER CALCD
- FOUND MONUMENT AS NOTED HEREON
- FOUND REBAR AND CAP AS NOTED
- SET 5/8" REBAR WITH ORANGE PLASTIC CAP
STAMPED "LDC- LDCORP.COM - PLS 52841/PLS
20109918 - PROPERTY CORNER"
- SUBJECT TRACT BOUNDARY
- ADJOINER TRACT BOUNDARY
- RIGHT-OF-WAY LINE
- CENTERLINE
- EASEMENT LINE
- PUBLIC UTILITY EASEMENT
- PUE



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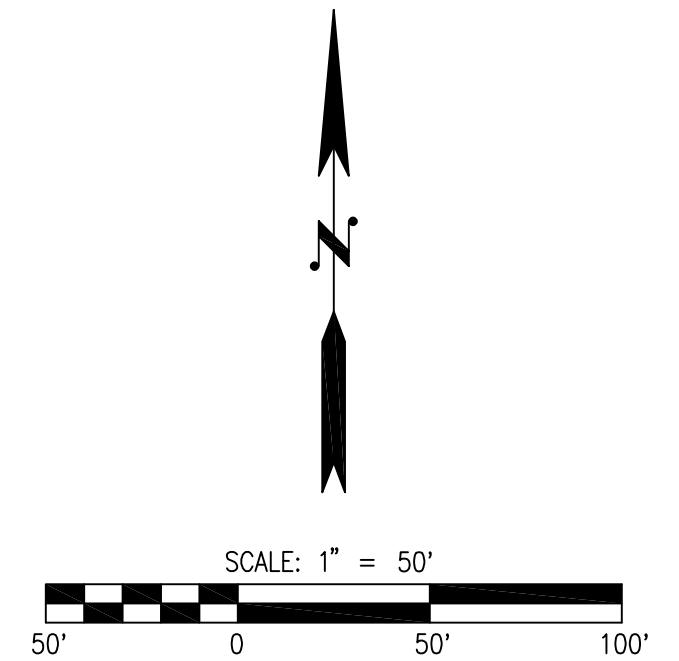
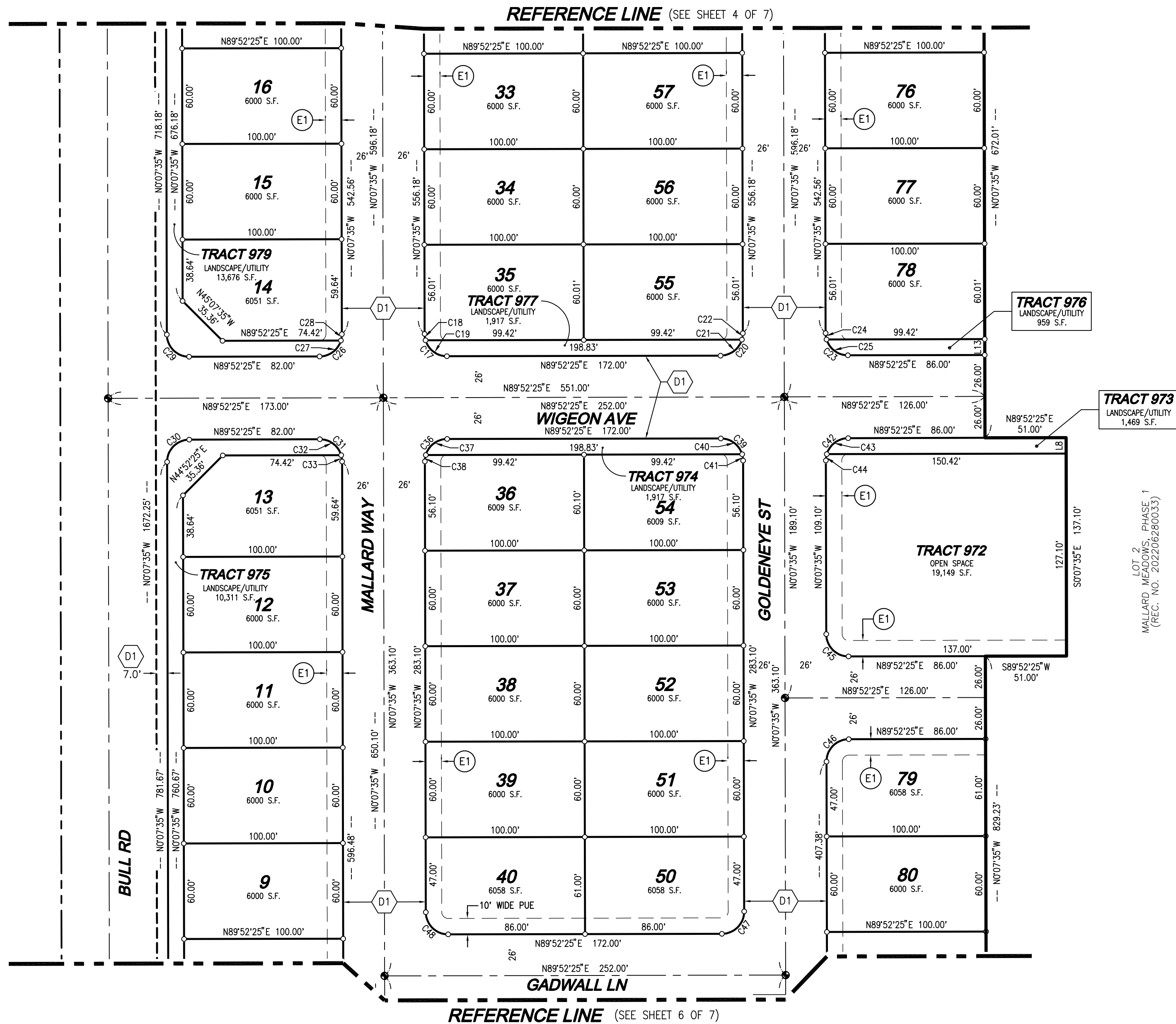
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DRAWN BY:	DATE:	DRAWING FILE NAME:	SCALE:	JOB NUMBER:	SHEET:
JMA	3-14-2024	C21-142V-FP	N/A	C21-142	4 OF 7

MALLARD MEADOWS, PHASE 2
A PORTION OF THE SW 1/4 OF THE NE 1/4 AND A PORTION OF THE SE 1/4
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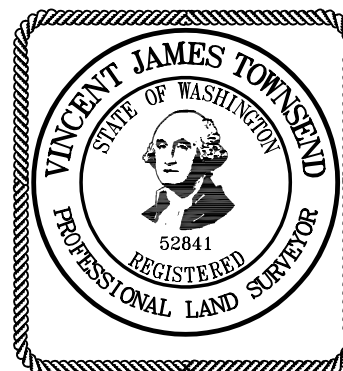
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LEGEND

- | | | | |
|--|---|--|-------------------------|
| | SECTION CORNER FOUND AS NOTED HEREON | | SUBJECT TRACT BOUNDARY |
| | SECTION QTR CORNER CALCD | | ADJOINER TRACT BOUNDARY |
| | FOUND MONUMENT AS NOTED HEREON | | RIGHT-OF-WAY LINE |
| | FOUND REBAR AND CAP AS NOTED | | CENTERLINE |
| | SET 5/8" REBAR WITH ORANGE PLASTIC CAP
STAMPED "LDC- LDCORP.COM - PLS 52841/PLS
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| | | | PUBLIC UTILITY EASEMENT |



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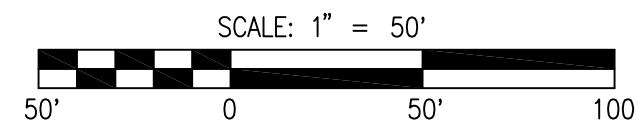
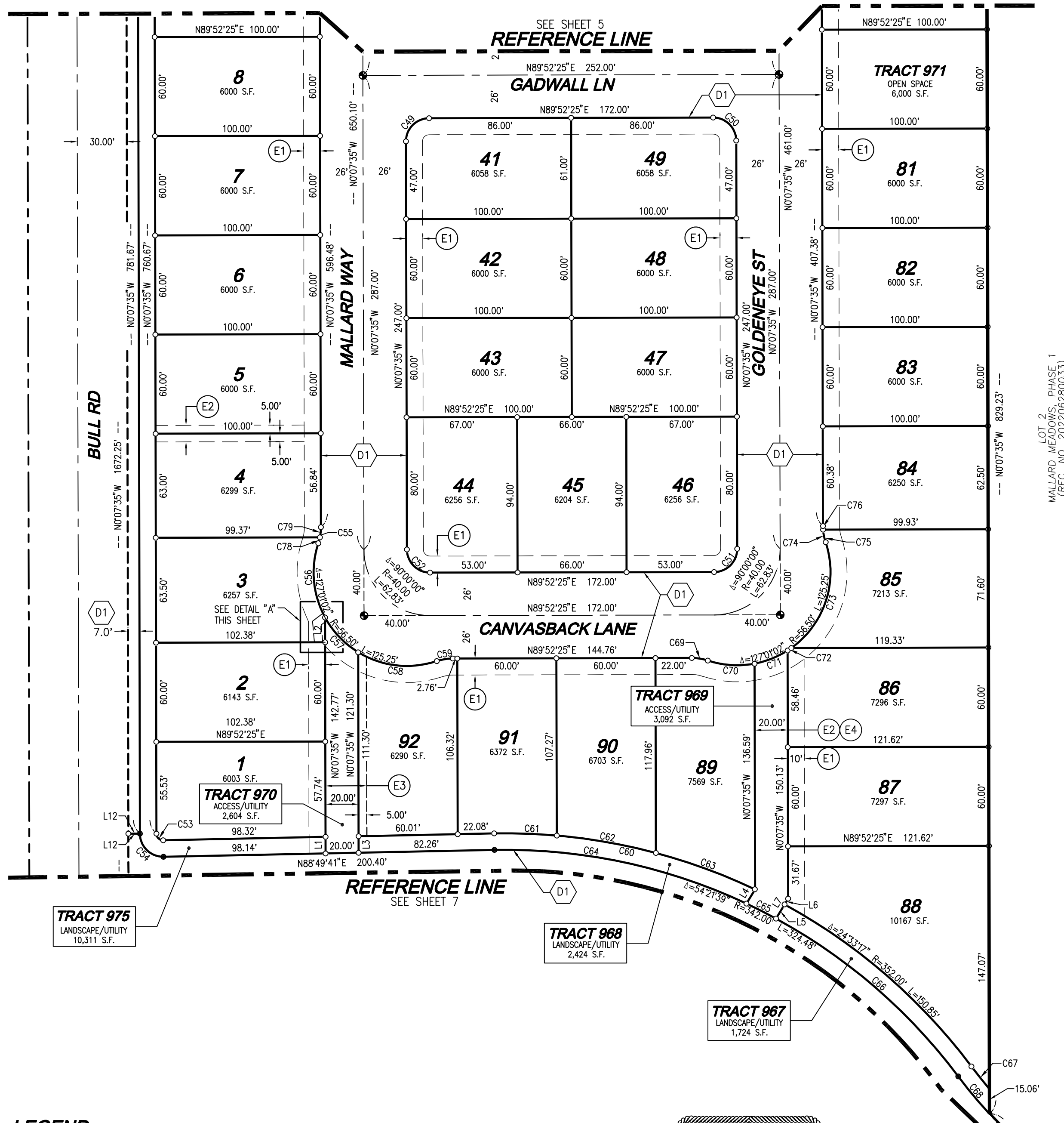
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A PORTION OF THE SW 1/4 OF THE NE 1/4 AND A PORTION OF THE SE 1/4
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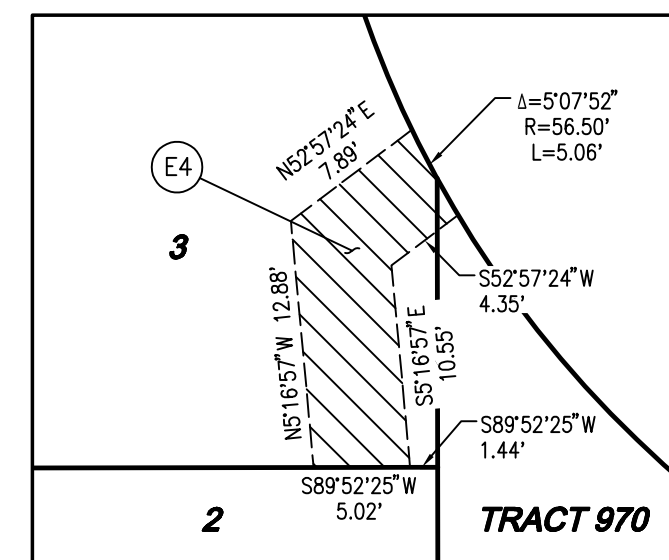


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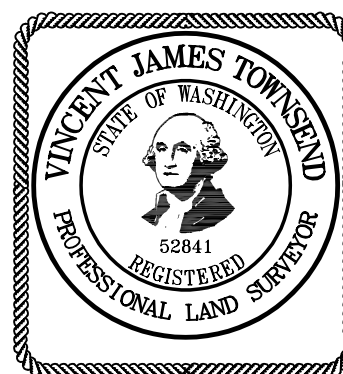
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- E2 PUBLIC STORM DRAINAGE EASEMENT (SEE PUBLIC STORM DRAINAGE EASEMENT PROVISIONS ON SHEET 3 OF 7)
- E3 PUBLIC SEWER/WATER EASEMENT (SEE PUBLIC SEWER/WATER EASEMENT PROVISIONS ON SHEET 3 OF 7)
- E4 PRIVATE LOT DRAINAGE EASEMENT PROVISIONS (SEE PRIVATE LOT DRAINAGE EASEMENT PROVISIONS ON SHEET 3 OF 7)



LEGEND

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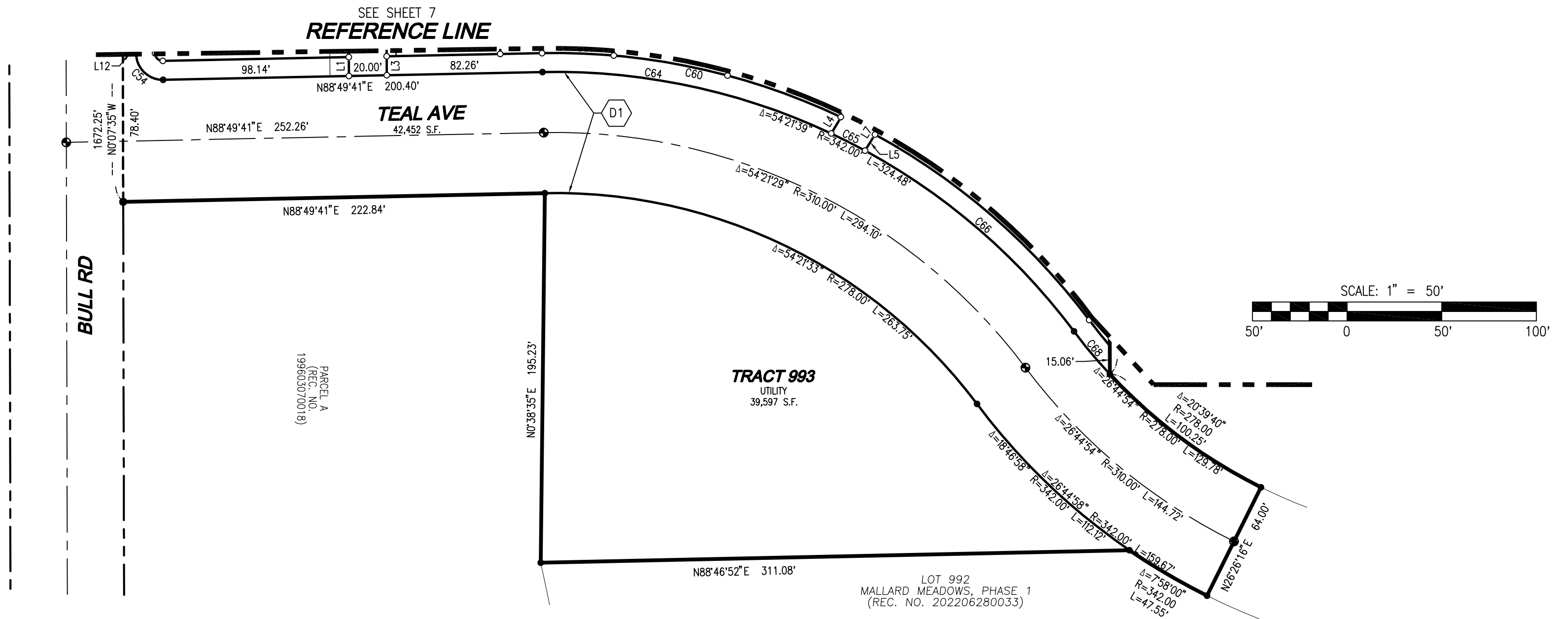
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JMA	3-14-2024	C21-142V-FP	N/A	C21-142	6 OF 7

MALLARD MEADOWS, PHASE 2
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OF SECTION 12, TOWNSHIP 17 N., RANGE 18 E., W.M., KITTITAS COUNTY, WASHINGTON

FINAL PLAT NUMBER: P24-028

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Parcel Line Table		
Line #	Length	Direction
L1	10.00	N0°07'35"W
L2	15.03	N0°07'35"W
L3	10.00	N0°07'35"W
L4	10.06	S31°22'56"W
L5	10.01	N31°22'56"E
L6	4.11	N31°22'56"E
L7	14.12	N31°22'56"E
L8	10.00	N0°07'35"W
L9	29.12	S42°01'41"E
L10	46.94	S42°01'41"E
L11	10.00	N0°07'35"W
L12	7.00	N89°52'25"E
L13	10.00	N0°07'35"W
L14	21.00	N89°52'18"E

Curve Table				
Curve #	Length	Radius	Delta	
C1	40.84	56.50	Δ=41°24'52"	
C2	20.79	56.50	Δ=21°04'56"	
C3	40.87	56.50	Δ=41°26'38"	
C4	36.96	56.50	Δ=37°28'55"	
C5	26.96	56.50	Δ=27°20'19"	
C6	61.33	56.50	Δ=62°11'48"	
C7	9.85	30.50	Δ=18°30'31"	
C8	9.85	30.50	Δ=18°30'31"	
C9	9.85	30.50	Δ=18°30'31"	
C10	7.92	30.50	Δ=14°52'18"	
C11	1.94	30.50	Δ=3°38'13"	
C12	9.85	30.50	Δ=18°30'31"	
C13	6.40	30.50	Δ=12°01'07"	
C14	3.45	30.50	Δ=6°29'24"	
C15	21.99	14.00	Δ=90°00'00"	
C16	21.99	14.00	Δ=90°00'00"	
C17	21.99	14.00	Δ=90°00'00"	
C18	4.06	14.00	Δ=16°36'06"	
C19	17.93	14.00	Δ=73°23'54"	
C20	21.99	14.00	Δ=90°00'00"	

Curve Table				
Curve #	Length	Radius	Delta	
C21	17.93	14.00	Δ=73°23'54"	
C22	4.06	14.00	Δ=16°36'06"	
C23	21.99	14.00	Δ=90°00'00"	
C24	4.06	14.00	Δ=16°36'06"	
C25	17.93	14.00	Δ=73°23'54"	
C26	21.99	14.00	Δ=90°00'00"	
C27	17.93	14.00	Δ=73°23'54"	
C28	4.06	14.00	Δ=16°36'06"	
C29	21.99	14.00	Δ=90°00'00"	
C30	21.99	14.00	Δ=90°00'00"	
C31	21.99	14.00	Δ=90°00'00"	
C32	17.93	14.00	Δ=73°23'54"	
C33	4.06	14.00	Δ=16°36'06"	
C34	125.25	56.50	Δ=127°01'02"	
C35	125.25	56.50	Δ=127°01'02"	
C36	21.99	14.00	Δ=90°00'00"	
C37	17.93	14.00	Δ=73°23'54"	
C38	4.06	14.00	Δ=16°36'06"	
C39	21.99	14.00	Δ=90°00'00"	
C40	17.93	14.00	Δ=73°23'54"	

Curve Table				
Curve #	Length	Radius	Delta	
C41	4.06	14.00	Δ=16°36'06"	
C42	21.99	14.00	Δ=90°00'00"	
C43	17.93	14.00	Δ=73°23'54"	
C44	4.06	14.00	Δ=16°36'06"	
C45	21.99	14.00	Δ=90°00'00"	
C46	21.99	14.00	Δ=90°00'00"	
C47	21.99	14.00	Δ=90°00'00"	
C48	21.99	14.00	Δ=90°00'00"	
C49	21.99	14.00	Δ=90°00'00"	
C50	21.99	14.00	Δ=90°00'00"	
C51	21.99	14.00	Δ=90°00'00"	
C52	21.99	14.00	Δ=90°00'00"	
C53	6.36	4.00	Δ=91°02'44"	
C54	22.25	14.00	Δ=91°02'44"	
C55	9.85	30.50	Δ=18°30'31"	
C56	46.42	56.50	Δ=47°04'14"	
C57	29.40	56.50	Δ=29°48'56"	
C58	49.43	56.50	Δ=50°07'51"	
C59	9.85	30.50	Δ=18°30'31"	
C60	163.04	352.00	Δ=26°32'16"	

Curve Table				
Curve #	Length	Radius	Delta	
C61	37.96	352.00	Δ=6°10'45"	
C62	61.02	352.00	Δ=9°55'57"	
C63	64.05	352.00	Δ=10°25'34"	
C64	157.35	342.01	Δ=26°21'39"	
C65	20.07	342.01	Δ=3°21'41"	
C66	147.05	342.01	Δ=24°38'05"	
C67	17.41	268.00	Δ=3°43'23"	
C68	29.53	278.00	Δ=6°05'14"	
C69	9.85	30.50	Δ=18°30'31"	
C70	28.69	56.50	Δ=29°05'27"	
C71	21.64	56.50	Δ=21°56'24"	
C72	2.76	56.50	Δ=2°47'54"	
C73	72.17	56.50	Δ=73°11'17"	
C74	9.85	30.50	Δ=18°30'31"	
C75	7.73	30.50	Δ=14°31'36"	
C76	2.12	30.50	Δ=3°58'55"	
C77	21.99	14.00	Δ=90°00'00"	
C78	3.65	30.50	Δ=6°51'23"	
C79	6.20	30.50	Δ=11°39'08"	

ROAD DEDICATION

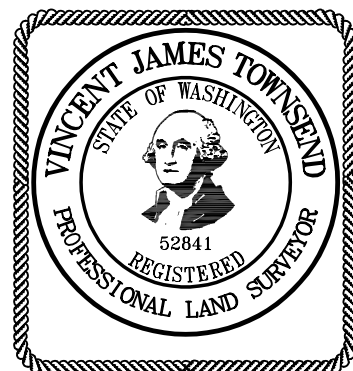
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EASEMENTS

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3 OF 7)
- E2 PUBLIC STORM DRAINAGE EASEMENT (SEE PUBLIC
STORM DRAINAGE EASEMENT PROVISIONS ON SHEET 3
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SEWER/WATER EASEMENT PROVISIONS ON SHEET 3
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LEGEND

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KITTITAS COUNTY, WASHINGTON

DRAWN BY: JMA DATE: 3-14-2024 DRAWING FILE NAME: C21-142V-FP SCALE: N/A JOB NUMBER: C21-142 SHEET: 7 OF 7



Final Subdivision Application

PA-13
APPLICATION

Community Development Department

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

Final Subdivision (long and short plat) applications are subject to the Type I review process as set forth in Chapter 15.210 ECC. The Planning Division will be unable to accept your Final Subdivision Application Form if you fail to provide all the required material. The final subdivision application, or portion thereof, shall be approved, disapproved, or returned to the applicant by the city within 30 days from the date of application.

Application Fee: No application fee

OFFICIAL USE ONLY:

Staff Person:	KB
Date Submitted:	3/28/24
Fee Total:	XXXX
FILE #:	P24-028
Associated Permit File #:	P21-125

PROPERTY OWNER: (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):	SSHI LLC, dba D.R. Horton	Day Phone:	(425) 821-3400
Mailing Address:	11241 Slater Ave NE, Ste. 200, Kirkland, WA 98033		
E-mail:	contact: epengmann@drhorton.com	Cell Phone:	

*APPLICANT:

☒ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:	SSHI LLC, dba D.R. Horton	Day Phone:	(425) 821-3400
Mailing Address:	11241 Slater Ave NE, Ste. 200, Kirkland, WA 98033		
E-mail:	contact: epengmann@drhorton.com	Cell Phone:	

CONTACT PERSON:

☒ Owner ☐ Contractor ☐ Tenant ☐ Other

Name:	Eric Engmann (Project Manager)	Day Phone:	(425) 218-9483
Mailing Address:	11241 Slater Ave NE, Ste. 200, Kirkland, WA 98033		
E-mail:	epengmann@drhorton.com	Cell Phone:	(425) 218-9483

PROJECT INFORMATION:

Parcel Number(s) of Site:	962560
Site Address (if any):	Generally East of Bull Road and North of I-90

(OVER)

APPLICATION REQUIREMENTS:

Ellensburg City Code 15.260.100, Final subdivision applications are subject to the Type I review process and must contain the following application contents:

		Yes	No
1.	Final Subdivision application with signatures of landowners involved in the subdivision.	X	
2.	(3) Copies of final plat drawing, an electronic copy, and one 11x17 copy.	X	
3.	Certification signed by treasurer's office that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid.	X	
4.	Approved engineered design drawings (civil plans) for all required improvements. Drawings shall be approved by city engineer prior to filing of final plat application.	X	
5.	Title report of property to be subdivided IF the final plat application is not submitted within 120 calendar days of preliminary approval.	X	
6.	Subdivision Improvements Agreement (if improvements are not to be installed prior to final plat application and will be bonded for instead). Agreement must include the following: a. List of required subdivision improvements; b. Cost estimate of improvements; c. Phases of development of the subdivision, if phasing was provided for and approved in the preliminary subdivision approval, and completion dates for said phases; d. Provisions for the dedication of park land or payment of fees in lieu of such land if applicable. e. A bond guaranteeing the installation of the public improvements which shall meet the requirements of the Public Works development standards and be approved and accepted by the city engineer. f. In lieu of a bond the applicant may fulfill the public improvements requirement by installing the improvements required in the preliminary subdivision approval under the direction of the city engineer.	X X X N/A X X	
7.	Copy of any deeds, covenants, conditions, or restrictions together with a copy of the documents which establish and govern any HOA.	X	
8.	A matrix listing the preliminary approval conditions individually and how they have been satisfied. This shall include copies of any documents necessary to verify compliance with each condition.	X	

SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:

I, Ashley Johnson, Seattle Division VP and City Manager, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached here within is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner:
(or Authorized Agent)

Date:

RESOLUTION NO. 2024-12

A RESOLUTION approving the Final Plat of the Mallard Meadows Subdivision Phase II (P24-028).

WHEREAS, Eric Engmann, Agent for SSHI LLC, dba D.R. Horton, (hereinafter “Owners”), has submitted an application (P24-028) for a final subdivision plat on one parcel, Kittitas County Assessor’s Parcel ID #962560 (19.59 acres), which is located east of Bull Road and north of I-90, in the City of Ellensburg, County of Kittitas, State of Washington (hereinafter the “Property”); and

WHEREAS, the Owner submitted to the Hearings Examiner a Preliminary Plat for the proposed Mallard Meadows Subdivision for construction of residential dwellings on the above-referenced tracts of land; and

WHEREAS, in accordance with Chapter 15.260 ECC, the Hearings Examiner held a public hearing on January 25, 2022, to review the proposed development, after which the Hearings Examiner forwarded a recommendation of approval with eight conditions to City Council, as evidenced in the adoption of the approved minutes; and

WHEREAS, the Owner submitted the Preliminary Plat to the City for review and consideration by Council at a duly-advertised closed record public hearing held on February 22, 2022; and

WHEREAS, based on the evidence and testimony presented at said public hearing, City Council conditionally approved the subdivision of the property to allow further residential development of said property as evidenced in the approved minutes of the Council meeting of February 22, 2022 and the adoption of Council Resolution No. 2022-07 on February 22, 2022; and

WHEREAS, per RCW 58.17.140, as this preliminary plat was approved after January 1, 2015 and is not subject to the Shoreline Management Act, the applicant has five (5) years to file for final plat approval, or until February 22, 2027; and

WHEREAS, the Owner submitted the Final Plat to the City for review and consideration, and City of Ellensburg staff have found that the conditions of preliminary approval have been satisfied; and

WHEREAS, the applicant has submitted a bond to ensure that all required subdivision improvements will be installed in accordance with the approved improvements plans, and such bond has been approved by the City; and,

WHEREAS, the Final Plat application was reviewed by City Council in a public meeting held on May 6, 2024; and

WHEREAS, the City Council finds that the subdivision conforms to all terms of the City Council's preliminary plat approval, and that the subdivision meets all requirements of chapter 58.17 RCW, other applicable state laws, and all local ordinances adopted under chapter 58.17 RCW that were in effect at the time of preliminary plat approval;

NOW, THEREFORE, the City Council for the City of Ellensburg do resolve 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 Council finds that the conditions of preliminary plat approval for the Mallard Meadows final plat have been met and the requirements for recording the phase II final plat have been satisfied.

Section 3. The final plat for the Mallard Meadows Phase II Subdivision is approved and the Mayor, Community Development Director, Public Works & Utilities Director, and City Engineer are hereby authorized to inscribe and execute this approval on the face of the plat, which will then be recorded with the Kittitas County Auditor's Office.

ADOPTED by the City Council of Ellensburg this 6th day of May, 2024.

Rich Elliott, Mayor

ATTEST:

Beth Leader, City Clerk



Meeting Date: May 6, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Brookhouse Professional Services (BPS) - Change Order #5
Submitted by: Keith Bassett, Assistant Finance Director
Department: Finance

Suggested Motion/Action:

Authorize the City Manager to sign Change Order No. 5 to the Professional Services Agreement with Brookhouse Professional Services LLC (BPS), adding additional project management oversight hours and updating the maximum compensation and approve the necessary budget adjustments.

Background/Summary:

The City entered into an agreement with Brookhouse Professional Services LLC (BPS) effective December 7, 2020, for services in the search for a new Customer Information Systems (CIS) software. The CIS software is used for utility billing and payment recording. The scope of work included a needs discovery, Request for Proposal (RFP) development, RFP management, proposal review and support, solution demonstrations, due diligence, site visits, decision support, and contract review. Change orders were approved to include additional software vendor demos, Dynamics GP Value Added Reseller (VAR) selection, and additional due diligence.

The City selected Origin as the utility billing software vendor and Amendment No.1 was approved for added due diligence and contract review.

Amendment No. 2 contained a new scope of work to allow BPS to continue to support the implementation of a new CIS Software with project management oversight. BPS provided relevant guidance and insight specific to implementation of the Oracle C2M solution based on prior experience and industry knowledge.

The scheduled date for the City's CIS implementation go-live was rescheduled from October 2023 to December 2023. Change orders No. 3 and 4 were approved to accommodate the additional months and estimated hours for post-go-live oversight.

The CIS implementation project oversight continues while several key items are completed by the service provider and customer collection processes are initiated for the first time in the new CIS.

Previous Council Action:

The City Manager approved the original agreement on December 7, 2020. Change orders No. 1 and No. 2 were approved on June 29, 2021, and August 24, 2021. Amendments No.1

and No. 2 were approved on February 7, 2022, and August 15, 2022. Change Order No. 3 was approved September 15, 2023. Change Order No. 4 was approved February 20, 2024.

Analysis:

An additional 40 hours have been added to accommodate the support hours required beyond the original onsite go-live activities and the post-go-live oversight.

Financial Impact:

The original agreement was for \$39,680. Change orders and amendments totaled \$244,140 for a total not to exceed \$283,820. Change Order No. 5 adds an additional \$6,400 for total maximum compensation of \$290,220 which will require an amendment to the 2024 budget. These costs will be allocated between General Fund and the six different utilities' fund balances.

Budget Adjustment: Yes

Attachments:

1. BPS - COE CIS Implementation PM Oversight CO-05



Change Order 05

for

Project Management Oversight



April 18, 2024

April 18, 2024

RE: Change Order 05 – Project Management Oversight

UNDERSTANDING

The City of Ellensburg (“the City”) is requesting a change to the currently executed contract – Project Management Oversight. Hours have been added to accommodate support hours required beyond the existing budget. This addresses the additional assistance requested for the month of April 2024.

FEE SUMMARY

Fees

Item	Est. Hours	Rate	Subtotal
Project Management Oversight	40	\$160	\$6,400
Travel Hours	0	\$80	\$ 0
Total Fees			\$6,400
Estimated Expenses			\$ 00
Total Fees and Expenses			\$6,400

Cost Assumptions

- The remaining budget is not-to-exceed. BPS will invoice for hours worked up to the contract cap. In the event hours exceed the budget, they will be unbillable. Unused hours will not be invoiced.

APPROVAL

BROOKHOUSE PROFESSIONAL SERVICES, LLC

By: _____

Name: _____

Title: _____

CITY OF ELLENSBURG

By: _____

Name: _____

Title: _____



Meeting Date: May 6, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Taxicab Service Rate Approval for Ellensburg Taxi Service and Rodeo Town Taxi

Submitted by: Beth Leader

Department: City Clerk

Suggested Motion/Action:
Approve the updated rates for Ellensburg Taxi Service and Rodeo Town Taxi

Background/Summary:
Under Ellensburg City Code Chapter 6.46, Section 6.46.430, which was updated by Ordinance 3197 in October 1978, taxi services shall have a rate schedule on file with the City Clerk and shall not be changed until it has been approved by the City Council.

Previous Council Action:
None

Analysis:
Most Sections of Ellensburg City Code Chapter 6.46 have not been updated since 1971. It's the intention of city staff to revise this Chapter in the near future to better accommodate the service providers and staff that oversee this public service.

Financial Impact:
No financial impact to the City with this action.

Budget Adjustment: No

- Attachments:**
- 1. Ellensburg Taxi Service Rate Card
 - 2. Rodeo City Taxi Rate Card

Ellensburg



TAXI
service

Rate Schedule

(All fares include a \$2.00 fuel surcharge)

LONG DISTANCE ----- \$2.60 per mile

Local Rate Per Trip: - - - - - \$7.00 + \$2.00 = \$9.00

Additional Passengers:- - - - - \$1.00 each

Extra Stop:- - - - - \$9.00

Wait Time: - - - - - \$1.00 per minute

Additional Passenger Charges Based On Trip Distance:- - - - - \$1.00 - \$20.00 each

Deliveries:- - - - - \$10.00 + \$2.00 = \$12.00

Jump Start Rates: - - - - - \$25.00

Vehicle Lockouts - - - - - \$40.00

A 100.00 cleaning fee will be charged to any passenger who gets sick (vomits) inside the cab during their trip

ALL DEBIT OR CREDIT CARD TRANSACTIONS WILL BE CHARGED A 3% MERCHANT PROCESSING FEE.

RODEO TOWN TAXI SERVICE

LOCAL FARES 5 MILES OR LESS

SENIOR/STUDENT: \$8 + \$1 (FOR EACH ADDITIONAL PASSENGER)

NON-STUDENT : \$9 + \$2 (FOR EACH ADDITIONAL PASSENGER)

OUT OF TOWN PREDETERMINED RATES:

DESTINATION	TOTAL NUMBER OF MILES	TOTAL COST	PRICE PER EXTRA PASSENGER
KITTITAS	8	17 +3 (20)	3
SEATTLE	109	254+35 (289)	10
QUINCY	51	116+20 (136)	5
WENATCHEE	79	190+20 (210)	5
SEATAC	117	275+ 35 (310)	10
SPOKANE	176	420+46 (446)	10
MOSES LAKE	71	169+20 (189)	5
THORP	8	17+ 3 (20)	3
EVERETT	130	310+35 (345)	10
TACOMA	121	286+35 (321)	10
OLYMPIA	148	352+40 (392)	10
YAKIMA	36	81+15 (96)	5
YAKIMA AIRPORT	42	96+15 (111)	5
UNION GAP	39	89+15 (104)	5
CLE ELUM	25	54+12 (66)	5
ROSLYN	28	62+12 (74)	5
RONALD	30	65+15 (80)	5
SUNCADIA	32	70+15 (85)	5
EASTON	38	85+15 (100)	5
EPHRATA	64	150+20 (170)	5
GEORGE	43	99+15 (114)	5
RICHLAND	95	217+35 (252)	10
KENNEWICK	107	249+35 (284)	10
PASCO	109	254+35 (289)	10

ANYTHING NOT ON THE LIST IS 2.65 PER MILE (GAS SURCHARGE WILL BE .27 PER MILE)



Meeting Date: May 6, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Approve Quote for NTIA Fiber Construction Project
Submitted by: Ben Faubion
Department: Information Technology

Suggested Motion/Action:

Authorize the City Manager to sign the NTIA fiber construction project quote.

Background/Summary:

On July 26, 2021, the Department of Commerce Washington Broadband Office (WSBO) selected the City of Ellensburg Telecom Utilities project "City of Ellensburg Fiber Extension and Fixed Wireless Broadband Project" to be included in the WSBO's application for funding through the National Telecommunications and Information Administration (NTIA).

On July 20, 2022, the City of Ellensburg Telecom Utility received an award letter for \$437,573 for a grant from the WSBO. The WSBO's application has been funded through the National Telecommunications and Information Administration (NTIA)-Broadband Infrastructure Program.

On August 19, 2022, the City of Ellensburg Telecom Utility received an additional \$109,393 award from the WSBO's Match Grant Program to cover changes in projected costs to complete the project due to cost increases for materials and construction.

The City of Ellensburg Telecom Utility received an award from the WSBO for \$437,573 and a matching grant amount of \$109,393 for total grant funding in the amount of \$546,966 for the City of Ellensburg Fiber Extension and Fixed Wireless Broadband Project. Engineering work is complete and permit applications have been or will be obtained. The City is now ready to contract with Paramount Communications for installation of the fiber network.

Previous Council Action:

On April 15, 2024, City Council authorized the Mayor to sign Amendment 2 to the Interlocal Cooperation Agreement with Northwest Open Access Network (NoaNet) and approve the necessary budget adjustments. NoaNet is providing engineering, network operations and construction management services for the NTIA fiber connection project.

Analysis:

The terms and conditions of the Paramount NTIA Fiber Project quote are in accordance with Washington State Dept. of Enterprise Services Contract #05620. Paramount will be doing the fiber installation work for the NTIA Fiber project.

Financial Impact:

Per the quote from Paramount, the cost to construct the fiber backbone is \$226,295.21 and will be covered by the NTIA grant. Budget for the NTIA grant revenue and related expenditures was budgeted in 2023. Unspent project expenditures and corresponding revenue will be carried forward to the 2024 budget.

Budget Adjustment: Yes

Attachments:

1. Paramount Communications - Proposal DES COE NTIA Fiber Project



March 21, 2024

Ben Faubion,

IT & Telecom Manager | City of Ellensburg
501 N. Anderson Street | Ellensburg, WA 98926
Office: (509)925-8612 Fax: (509)925-8662

Ben,

Thank you for allowing Paramount Communications, Inc. the opportunity to provide the following quotation for your NTIA Fiber Project. **Terms & conditions of this quotation & subsequent billing will be in accordance with Washington State Dept. of Enterprise Services Contract #05620.**

SCOPE OF WORK:

- Provide labor & materials as detailed in the attached template.

ASSUMPTION OF SCOPE:

- All work will be performed in accordance with standards in effect at the time of the bid and state and local codes.

EXEMPT FROM SCOPE:

- Unforeseen circumstances or conditions not readily apparent

PRICING:

- \$226,295.21 including WSST

ADDITIONAL TERMS:

- This is a Public Works Project
- Paramount intends to provide Payment & Performance Bonds for this project,

Thank you for considering Paramount Communications Inc for your communications needs. If you have any questions, please feel free to contact me at your earliest convenience at 509-736-5477.

Thank you,

Aric H. Ellison

Acceptance of Proposal:

Signature

Date

Print Name / Title

Purchase Order No.

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.

Jerica Pascoe

Digitally signed by Jerica Pascoe
Date: 2024.04.30 10:07:52 -07'00'

AUDITING OFFICER

DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **6TH DAY OF MAY 2024**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund				Total Amounts
Check #'s	165725	TO	165888	\$ 1,030,623.58
EFT #'s	6797	TO	6821	\$ 1,024,166.04
Treasure Cash				Total Amounts
EFT #'S	497	TO	533	\$ 754,178.38
Payroll Fund				Total Amounts
Check #'s	96201	TO	96211	\$ 17,431.46
Direct Deposits	78959	TO	79217	\$ 525,067.50

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



TO: City Council
FROM: Ellensburg Public Library Board
DATE: May 6, 2024 – Council Meeting Date

RE: Recommendation of Reappointment

The Ellensburg Public Library Board had one member with expiring terms that wished to be renewed. Interviews were conducted on April 9, 2024. Interview panel consisted of Josephine Camarillo staff and Mary James, Board Chair. The Board recommends renewing Andrienna Delgado for a second term starting 1/1/2024.

From:
To:
Subject: [Ext] Online Form Submittal: Application for Reappointment
Date: Monday, March 11, 2024 10:48:57 AM

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 Library Board

Current Term Expires December 31 of current year

First Name of Member Andreina

Last Name of Member Delgado

Address 1

Address 2 *Field not completed.*

City Ellensburg

State WA

Zip 98926

Phone Number

Email Address

I am requesting to be considered for reappointment for another ____ year term. 4

Why are you seeking reappointment?

I have enjoyed my time as part of the library board, and I believe I bring a valuable perspective as both a mother who uses the library and an event coordinator at CWU Libraries. My experiences in these roles have given me insights into the needs and interests of library users, and I am eager to continue contributing to the board's efforts in serving our community

effectively.

Type your name as
your electronic
signature

Andreina Delgado

Date

3/11/2024

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

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	4	2	8	5	6	7	5	2	7	6	6	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	0	1	0	1	0	2 1-EHS	0	1	0	0	0	1	1 (Tele)
APPLICANTS													
Andrienna Delgado								Re- appt					



Meeting Date: May 6, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Public Hearing to Consider Annexation of Ten Parcels and Second Reading of Ordinance 4941 Approving the Annexation

Submitted by: Jeremy Johnston, Planning Manager

Department: Community Development

Suggested Motion/Action:

Approve the Calaway annexation proposal through the second reading of Ordinance 4941 annexing parcels 166133, 118133, 118836, 278836, 108836, 288133, 850836, and 278133 with a Light Industrial zoning designation and parcels 939333 and 639333 with a Commercial Highway zoning designation.

Background/Summary:

The original Intention to Annex application only included parcel 166133 and was submitted on December 21, 2023 by Jeff and Valerie Calaway. An amended Intention to Annex application was submitted for parcels 166133, 118133, 118836, 278836, 108836, 288133, 850836, and 278133 on January 24, 2024 (Exhibit 1) following discussion with Community Development staff. Two additional properties, parcel 919333 owned by Kristen Gibson and parcel 639333 owned by Tom Luft, were added to the proposal by City staff to avoid the creation of unincorporated islands.

The initial meeting with Council was held on February 5, 2024, and Council unanimously determined the following: accept the proposed annexation as geographically proposed in the notice of intent; require the simultaneous adoption of Light Industrial (I-L) zoning for the original eight (8) parcel and Commercial Highway (C-H) zoning for the two (2) added parcels (919333 and 639333); and require the proportional assumption of existing City indebtedness by the area.

Following City Council's determination to accept the annexation proposal, a petition for annexation (Exhibit 2) was filed with the Kittitas County Assessor. On February 23, 2024, the Assessor determined the petition for annexation to be sufficient with regard to legal description and corresponding owners of record (Exhibit 6).

On March 14, 2024, the Planning Commission held a public hearing to consider the annexation proposal. The public hearing was advertised in accordance with Chapter 15.220 ECC. The Planning Commission voted 4-0 to recommend approval of the annexation to the City Council. The Planning Commission recommended that parcels 166133, 118133, 118836, 278836, 108836, 288133, 850836, and 278133 be annexed into the City with a Light Industrial zoning designation (I-L). The Planning Commission recommended that parcels 919333 and 639333 be annexed into the City with a zoning designation of Commercial

Highway (C-H).

City Council held a public hearing on April 1, 2024 to consider an annexation petition, submitted by property owners Jeff and Valerie Calaway. The petition included parcels 166133, 118133, 118836, 278836, 108836, 288133, 850836, 278133 and two additional parcels, 919333 and 639333 proposed by staff. The annexation proposal was approved at the conclusion of the hearing and was immediately followed by the first reading of Ordinance 4941.

This City Council public hearing was advertised in accordance with Chapter 15.220 ECC. This notice included posting of the site (Exhibit 10), publication in the Daily Record (Exhibit 9), and notification to property owners within 300 feet of the contiguous property boundaries (Exhibit 8). A decision to approve the annexation is implemented by ordinance, which may be given second reading at the conclusion of the Council's public hearing.

Previous Council Action:

On April 1, 2024, City Council voted to approve the Calaway annexation proposal (P23-130) and performed the first reading of Ordinance 4941.

Analysis:

The ten parcels proposed for annexation rest between I-90 and Dolarway Road with several commercial uses to the west and city-owned property to the east and south. The northern border includes Dolarway Road and various commercial uses. Four of the proposed parcels to be annexed are currently served by City utilities. Upon annexation, further development of the parcels not currently serviced by City utilities will necessitate connections to City utilities.

On April 1, 2024, the City Council selected Light Industrial (I-L) zoning for the eight original parcels (166133, 118133, 118836, 278836, 108836, 288133, 850836, and 278133) proposed to be annexed. These parcels are designated as Light Industrial in the Comprehensive Plan Future Land Use Map (Exhibit 4). The Future Land Use - Zoning conversion table in the Comprehensive Plan prescribes I-L zoning as the only compatible zone (Exhibit 5).

At the same public hearing on April 1, 2024, City Council selected Commercial Highway (C-H) zoning for the two additional parcels (919333, 639333) proposed to be annexed. These parcels are designated in the City of Ellensburg's Future Land Use Map as General Commercial and Services in the Comprehensive Plan (Exhibit 4). All surrounding City parcels within this Future Land Use Designation carry a Commercial Highway Zoning designation. The recommended Commercial Highway designation for parcels 939333 and 639333 would provide continuity with zoning in the area. The Future Land Use - Zoning conversion table in the Comprehensive Plan prescribes C-H zoning as a compatible zone (Exhibit 5).

Financial Impact:

No additional street maintenance is anticipated as no ROW annexation is being proposed. Staff anticipates the annexation will result in approximately \$10,700 additional property tax revenue annually, based on the 2024 Taxable Value for each parcel.

Budget Adjustment: No

Attachments:

1. Exhibit 1 - Amended Notice of Intent to Annex 1-24-2024
2. Exhibit 2 - Petition for Annexation P23-130 Calaway
3. Exhibit 3 - Calaway Annexation Expanded Boundary Map
4. Exhibit 4 - Comprehensive Plan Future Land Use Map
5. Exhibit 5 - Future Land Use - Zoning Conversion Table
6. Exhibit 6 - County Sufficiency Review P23-130 Calaway
7. Exhibit 7 - P23-130 Parcel 969333 and 639333 Request for Annexation Signatures
8. Exhibit 8 - Affidavit of Mailing P23-130 Calaway
9. Exhibit 9 - Affidavit of Publication
10. Exhibit 10 - P23-130 Affid of Posting CC
11. Ordinance 4941

P23-130

	Notice of Intention to Annex	RECEIVED JAN 24 2024	PF-04 FORM
	Community Development Department 501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) permits@ci.ellensburg.wa.us		

NOTICE OF INTENTION TO COMMENCE ANNEXATION TO THE CITY OF ELLENSBURG, WASHINGTON

TO: THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON

The undersigned, representing the ownership of more than ten percent of the acreage of the real property for which annexation is sought, as more particularly described below, hereby gives notice to the City Council of the City of Ellensburg, Washington, of their intent to commence annexation proceedings.

The City Council of the City of Ellensburg is hereby requested to set a date not later than 60 days after the date this NOTICE OF INTENTION is filed with the Community Development Department for a meeting with the initiating party to determine whether the city will accept, reject, or geographically modify the proposed annexation, whether it will require the simultaneous adoption of a proposed zoning regulation, and whether it will require the assumption of all or any portion of existing city indebtedness by the area sought to be annexed.

Information regarding real property for which annexation is sought:

2106 W Dolarway Rd,	Ellensburg, WA 98926
(Street address of property)	(City, State, Zip Code)
Parcel Numbers: 166133 (24.16 acres), 118133 (17.43 acres), 278133 (9.37 acres), 288133 (35.56 acres), 118836 (.91 acres), 278836 (.35 acres), 108836 (.19 acres), & 850836 (.78 acres), all per Kittitas County Assessors Database.	
Total Acreage: 88.75 acres	
(Parcel Number)	(Acreage)

See Attachments for supporting information
(Legal)

Respectfully submitted:

	Jeff & Valerie Calaway & Calaway Trading Inc.
(Signature of Initiator of Annexation)	(Printed Name of Initiator of Annexation)

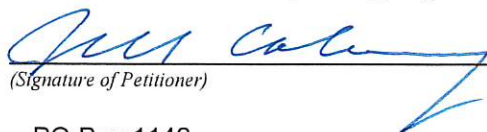
PO Box 1142	Ellensburg, WA 98926
(Petitioner's Address)	(City, State, Zip Code)

509-607-6007 (Jeff Calaway)	1-24-24
(Phone number)	(Date Signed)

Note: amendment to original application to include additional parcels per City of Ellensburgs request.

**** List this same information for all signers representing the ownership of at least 10% of the most recent assessed valuation of the real property for which annexation is sought. Attach additional sheets, as necessary.**

**** Provide a location map identifying the area you are requesting to be annexed.**


(Signature of Petitioner)

Jeff Calaway, Calaway Trading Inc.

(Printed Name of Petitioner)

PO Box 1142,
(Petitioner's Address)

Ellensburg, WA 98926

(City, State, Zip Code)

509-607-6007
(Phone number)

1-24-24

(Date Signed)


(Signature of Petitioner)

Jeff Calaway

(Printed Name of Petitioner)

PO Box 1142
(Petitioner's Address)

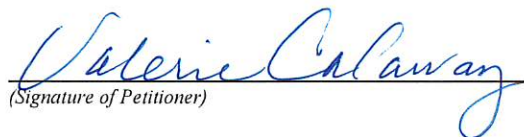
Ellensburg WA 98926

(City, State, Zip Code)

(Phone number)

1-24-24

(Date Signed)


(Signature of Petitioner)

Valerie Calaway

(Printed Name of Petitioner)

PO Box 1142
(Petitioner's Address)

Ellensburg WA 98926

(City, State, Zip Code)

(Phone number)

1-24-24

(Date Signed)

(Signature of Petitioner)

(Printed Name of Petitioner)

(Petitioner's Address)

(City, State, Zip Code)

(Phone number)

(Date Signed)

(Signature of Petitioner)

(Printed Name of Petitioner)

(Petitioner's Address)

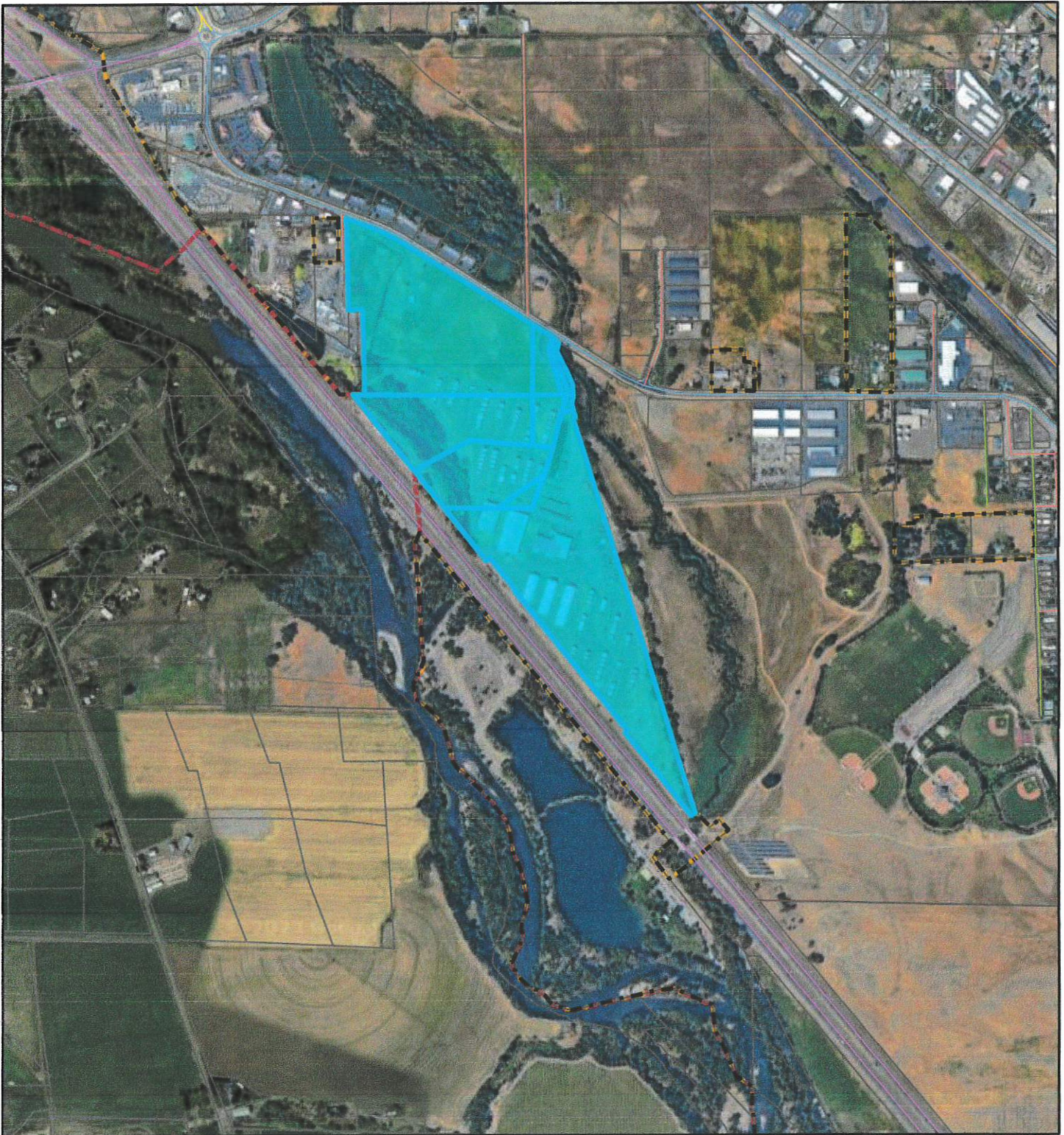
(City, State, Zip Code)

(Phone number)

(Date Signed)

Calaway Annexation

P23-130



12/28/2023, 9:40:15 AM

Road Classifications

- Road
- Major Arterial
- Alley
- US Interstate
- Railroad
- US Highway
- Road Names
- City Limits
- Urban Growth Area

County Parcels

City Limits

Urban Growth Area

Parcels

COE GIS, Google Maps

1:18,056

0 0.1 0.2 0.4 mi

0 0.15 0.3 0.6 km

JAN 24 2024

COMMUNITY DEVELOPMENT

P23-130

RECEIVED

JAN 24 2024

COMMUNITY DEVELOPMENT

Calaway Annexation Legal Description of Parcels

Parcel # 166133

ACRES 24.16; PTN SW1/4 & PTN SE1/4 SEC 34 & PTN NE1/4 SEC 03(TRACT 1, B46/P27-29); SEC 34, TWP 18, RGE 18

Parcel #118133

ACRES 17.43; PTN SW1/4 & NE1/4 SEC 03 & PTN SW1/4 SEC 34 (TRACT 2, B46/P27-29); SEC 03, TWP 17, RGE 18

Parcel # 278133

ACRES 9.37, CD 7947; SEC 3; TWP 17; RGE 18; PTN NW1/4 NW1/4; PTN GOV LOTS 3 & 4; LESS 4.60@ I-90

Parcel # 288133

ACRES 35.56, CD. 7944-A; SEC. 3; TWP. 17; RGE. 18; PTN. NW1/4, PTN. SW1/4;

Parcel # 118836

ACRES 0.91; PTN SE1/4 SEC 34 & PTN NE1/4 SEC 03 (TRACT 3, B46/P27-29); SEC 34, TWP 18, RGE 18

Parcel # 278836

ACRES .35, CD.#8932-1; SEC. 34; TWP. 18; RGE. 18; PTN. SE1/4 SW1/4 (PTN. PARCEL C, SURVEY #513568)

Parcel # 108836

ACRES .19, CD.#7939-1; SEC. 3; TWP. 17; RGE. 18; PTN. NE1/4 NW1/4 (P TN. PARCEL C, SURVEY #513568)

Parcel # 850836

ACRES .78, CD.#7947-1; SEC. 03; TWP. 17; RGE. 18; PTN. NW1/4 (PARCEL B, SURVEY#513568)



Petition For Annexation

PF-02
FORM

Community Development Department

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

PETITION FOR ANNEXATION TO THE CITY OF ELLENSBURG, WASHINGTON

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

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

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

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

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

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

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

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

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

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

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



OWNER'S SIGNATURE

PO Box 1142, Ellensburg WA 98926
ADDRESS

Jeff Calaway (Calaway Trading Inc.)
PRINTED NAME

1-24-24
DATE SIGNED

➤ 

OWNER'S SIGNATURE

PO Box 1142, Ellensburg WA 98926
ADDRESS

Jeff Calaway
PRINTED NAME

1-24-24
DATE SIGNED

➤ 

OWNER'S SIGNATURE

PO Box 1142, Ellensburg WA 98926
ADDRESS

Valerie Calaway
PRINTED NAME

1-24-24
DATE SIGNED

➤

OWNER'S SIGNATURE

ADDRESS

PRINTED NAME

DATE SIGNED

➤

OWNER'S SIGNATURE

ADDRESS

PRINTED NAME

DATE SIGNED

Calaway Annexation Legal Description of Parcels

Parcel # 166133

ACRES 24.16; PTN SW1/4 & PTN SE1/4 SEC 34 & PTN NE1/4 SEC 03(TRACT 1, B46/P27-29); SEC 34, TWP 18, RGE 18

Parcel #118133

ACRES 17.43; PTN SW1/4 & NE1/4 SEC 03 & PTN SW1/4 SEC 34 (TRACT 2, B46/P27-29); SEC 03, TWP 17, RGE 18

Parcel # 278133

ACRES 9.37, CD 7947; SEC 3; TWP 17; RGE 18; PTN NW1/4 NW1/4; PTN GOV LOTS 3 & 4; LESS 4.60@ 1-90

Parcel # 288133

ACRES 35.56, CD. 7944-A; SEC. 3; TWP. 17; RGE. 18; PTN. NW1/4, PTN. SW1/4;

Parcel # 118836

ACRES 0.91; PTN SE1/4 SEC 34 & PTN NE1/4 SEC 03 (TRACT 3, B46/P27-29); SEC 34, TWP 18, RGE 18

Parcel # 278836

ACRES .35, CD.#8932-1; SEC. 34; TWP. 18; RGE. 18; PTN. SE1/4 SW1/4 (PTN. PARCEL C, SURVEY #513568)

Parcel # 108836

ACRES .19, CD.#7939-1; SEC. 3; TWP. 17; RGE. 18; PTN. NE1/4 NW1/4 (P TN. PARCEL C, SURVEY #513568)

Parcel # 850836

ACRES .78, CD.#7947-1; SEC. 03; TWP. 17; RGE. 18; PTN. NW1/4 (PARCEL B, SURVEY#513568)

Additional parcels added to proposal under RCW 35A.14.120

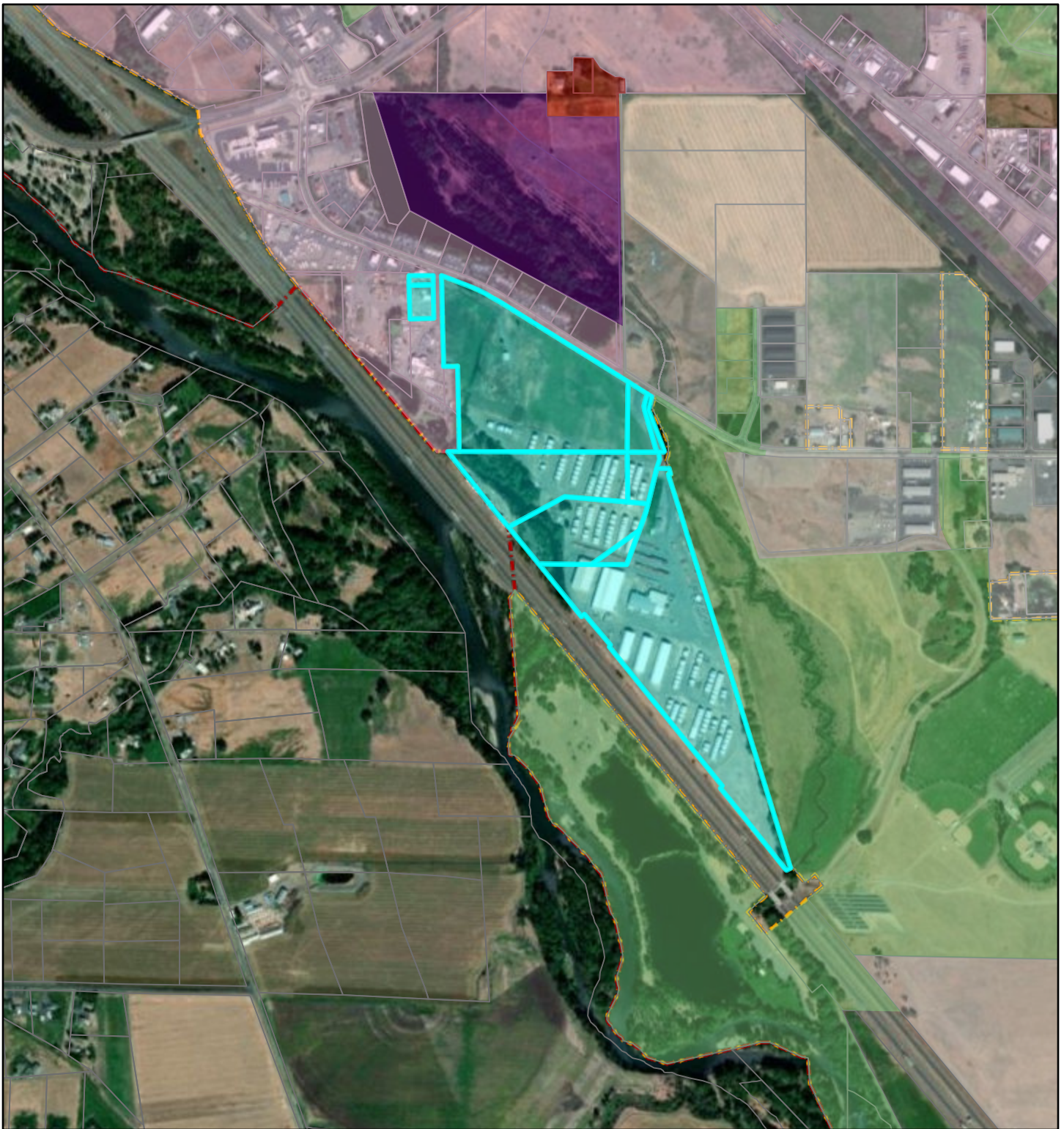
Parcel # 919333

ACRES 1.00, CD. 8894; SEC. 33; TWP. 18; RGE. 18; SE1/4 SE1/4 TAX NO. 21

Parcel # 639333

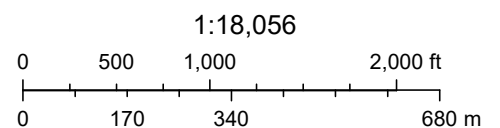
ACRES .24, CD. 8895; SEC. 33; TWP. 18; RGE. 18; SE1/4 SE1/4 TAX NO. 23 & PTN S1/2 VAC CASCADE RD

Annexation Expanded Boundary Map



2/5/2024, 4:02:07 PM

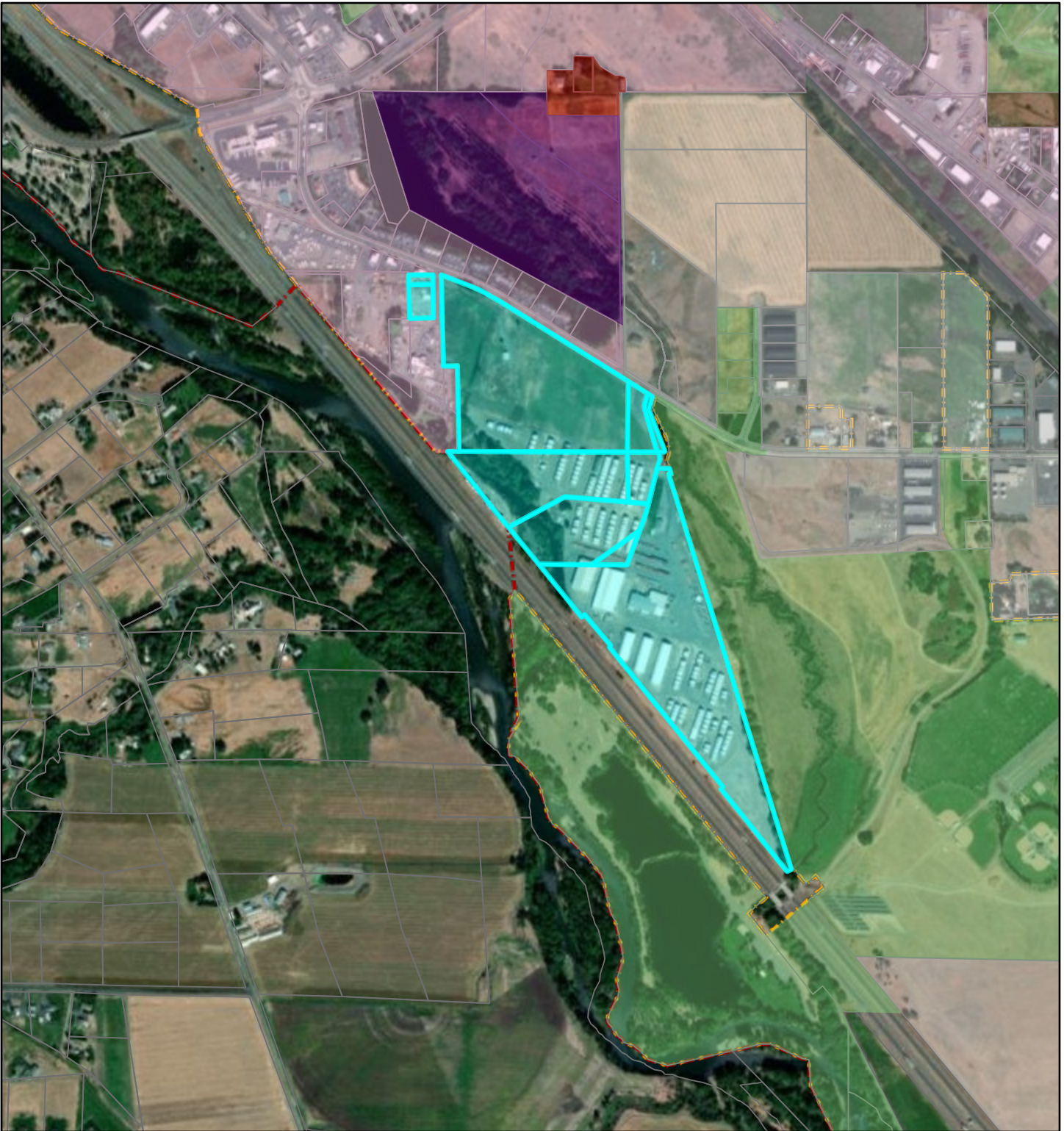
Road Names	CH	U-INC
Zoning	MHP	<all other values>
RS	IL	County Parcels
RM	IH	City Limits
PUD	PR	Urban Growth Area



COE GIS, Maxar

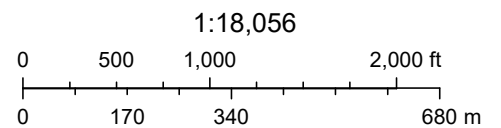
Jeremy Johnston

Annexation Expanded Boundary Map



2/5/2024, 4:02:07 PM

Road Names		CH	U-INC
Zoning		MHP	<all other values>
	RS	IL	County Parcels
	RM	IH	City Limits
	PUD	PR	Urban Growth Area



COE GIS, Maxar

Figure 1. Future Land Use Map

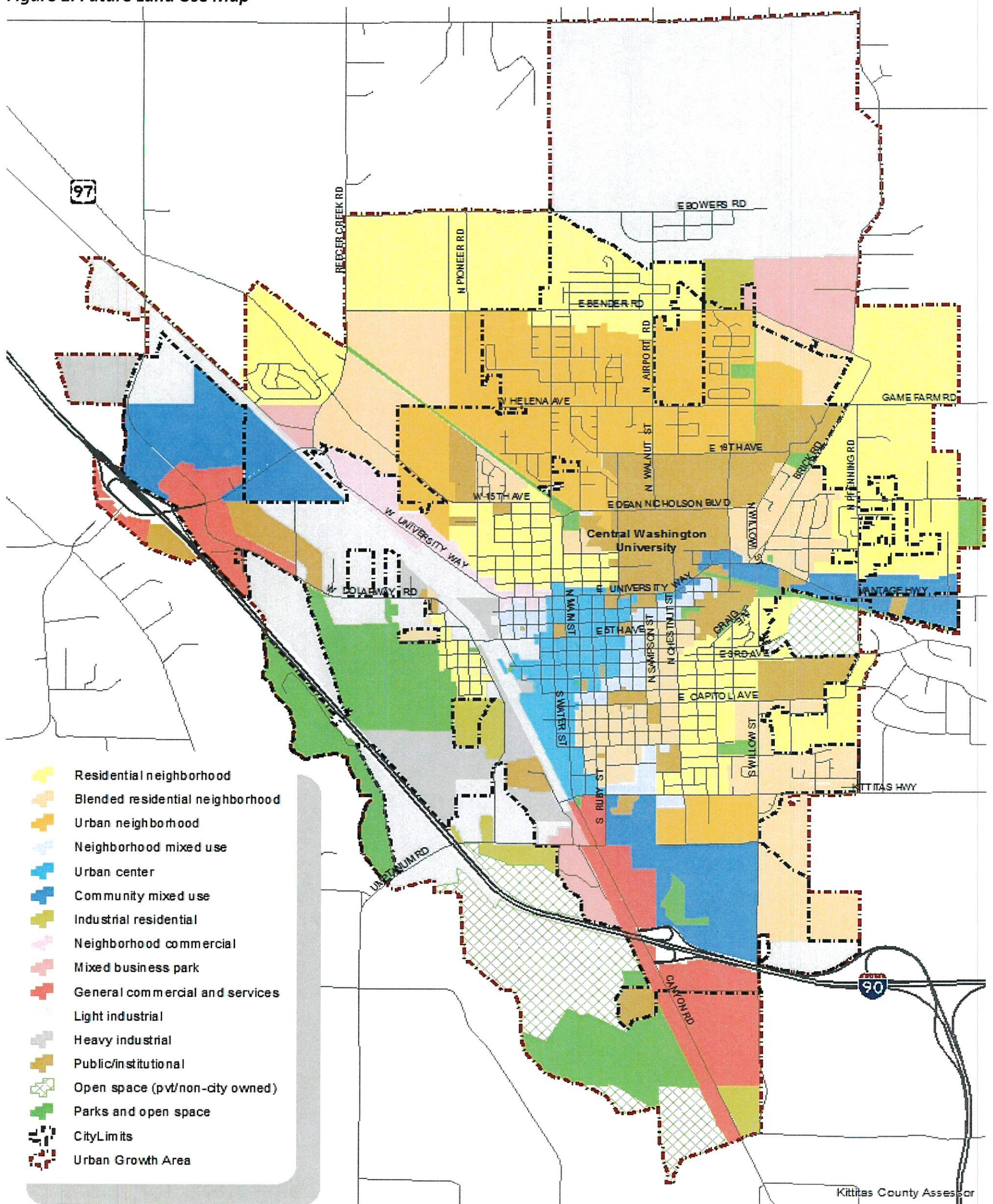
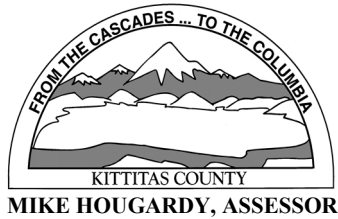


Exhibit 5

Table 7. Future Land Use- Zoning Conversion Table	
Future Land Use	Zoning Options
Residential Neighborhood	Residential Suburban (R-S)
	Residential Low (R-L)
	Residential Medium (R-M)
	Residential High (R-H)
	Residential Office (R-O)
	Commercial Neighborhood (C-N)
Blended Residential Neighborhood	Residential Low (R-L)
	Residential Medium (R-M)
	Residential High (R-H)
	Commercial Neighborhood (C-N)
Urban Neighborhood	Residential High (R-H)
	Residential Office (R-O)
	Commercial Neighborhood (C-N)
Neighborhood Mixed Use	Residential Medium (R-M)
	Residential High (R-H)
	Residential Office (R-O)
	Commercial Neighborhood (C-N)
Community Mixed Use	Residential Medium (R-M)
	Residential High (R-H)
	Residential Office (R-O)
	Neighborhood Center (NCMU)
	Regional Center Mixed Use (RCMU)
	Commercial Highway (C-H)
Neighborhood Commercial	Commercial Neighborhood (C-N)
	Residential Office (R-O)
Mixed Business Park	Industrial Light (I-L)
	Commercial Highway (C-H)
	Regional Center Mixed Use (RCMU)
Urban Center	Central Commercial (C-C)
	Central Commercial II (C-CII)
General Commercial and Services	Commercial Highway (C-H)
Light Industrial	Industrial Light (I-L)
Heavy Industrial	Industrial Heavy (I-H)
Industrial Residential	Industrial Light (I-L)
Public Institutional	Public Reserve (P-R)
Open Space (Private)	Public Reserve (P-R)
Parks and Open Space (Public)	Public Reserve (P-R)



Kittitas County Assessor

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

Phone (509) 962-7501

Upper County Toll-Free 674-2584

www.co.kittitas.wa.us/assessor

February 23, 2024

City of Ellensburg
Community Development Department
Attn: Jeremy Johnston
501 N Anderson St
Ellensburg WA 989256

RE: Proposed Annexation Petition, P23-130 Calaway

Parcels: 166133; 118133; 278133; 288133; 118836; 278836; 108836; 850836; 919333; 639333

To whom it may concern,

I, Mike Hougardy, as Assessor of Kittitas County, Washington, Hereby Certify that the parcels legally described and mapped in the proposed annexation, P23-130 received by this office February 7th, 2024, have been verified regarding legal description and corresponding owner of record.

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

Sincerely,

A handwritten signature in black ink that reads "Mike Hougardy". The signature is written in a cursive, flowing style.

Mike Hougardy
Kittitas County Assessor

Emailed: Jeremy Johnston 2-23-2024

**COMMUNITY DEVELOPMENT DEPARTMENT**

501 N. Anderson St., Ellensburg WA 98926

Land Use Permitting (509) 962-7231 comdev@ci.ellensburg.wa.us
Construction Permitting (509) 962-7239 permits@ci.ellensburg.wa.us**RECEIVED**

FEB 15 2024

COMMUNITY DEVELOPMENT

February 6, 2024

Kristin A Gibson
1221 Thorp Hwy S
Ellensburg, WA 98926

RE: Annexation into City of Ellensburg

Dear Mrs. Gibson:

On January 24, 2024, Jeff and Valerie Calaway, submitted a Notice of Intention to Annex in the city limits of Ellensburg. City Council reviewed the Notice of Intention to Annex at the February 5, 2024, council meeting and approved the suggested boundary that included two additional parcels. Staff suggested the boundaries of the annexation be expanded to include the additional two parcels as a logical extension of the City and to eliminate islands of unincorporated areas within the Urban Growth Area boundaries. A map of the suggested boundary has been enclosed.

Your property (parcel 919333) was among the additional suggested parcels to be annexed. Below is a prepared form you can sign and return to the address or email address in the letterhead if you support the annexation proposal. Please note that under RCW 35A.14.120, the City can choose to pursue annexation of your property without this written consent. There will be public hearings throughout the annexation process that includes the opportunity for public comment. You will receive a Notice of Public Hearing via mail when these hearings have been scheduled.

If you have questions, please do not hesitate to contact me at johnstonj@ci.ellensburg.wa.us or 509-962-7232.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Johnston".

Jeremy Johnston
Planning Manager

Encl (1)

cc: P23-130 Calaway Annexation Expanded Map

Jeremy Johnston
Community Development Department
501 N Anderson Street
Ellensburg, WA 98926



RE: **Petition to Commence Annexation to the City of Ellensburg**

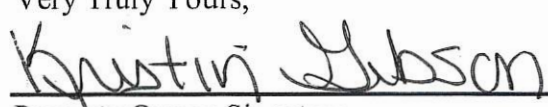
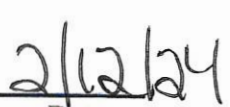
Mr. Johnston:

I own tax parcel number 919333, which is included on the map of the potential annexation area I have received from the City.

My property is currently in the City's designated Urban Growth Area and is eligible for annexation to the City of Ellensburg.

I request that the City commence the process needed to have the Ellensburg City Council consider annexation of my property as referred to above.

Very Truly Yours,

		
Property Owner Signature	Printed Name	Date

Property Owner Signature	Printed Name	Date
--------------------------	--------------	------

P23-130

Jeremy Johnston
Community Development Department
501 N Anderson Street
Ellensburg, WA 98926



RE: **Petition to Commence Annexation to the City of Ellensburg**

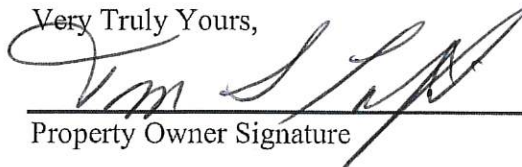
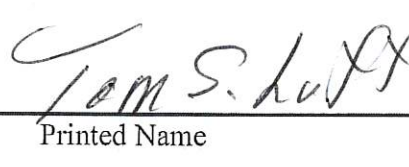
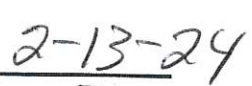
Mr. Johnston:

I own tax parcel number 639333, which is included on the map of the potential annexation area I have received from the City.

My property is currently in the City's designated Urban Growth Area and is eligible for annexation to the City of Ellensburg.

I request that the City commence the process needed to have the Ellensburg City Council consider annexation of my property as referred to above.

Very Truly Yours,

		
Property Owner Signature	Printed Name	Date

Property Owner Signature	Printed Name	Date
--------------------------	--------------	------

EAST RETINA REAL ESTATE LLC
22232 17TH AVE SE SUITE 308
BOTHELL, WA 98021

LUFT TRAILER SALES INC
907 HIBBS RD
ELLENSBURG, WA 98926

CALAWAY TRADING INC
PO BOX 1142
ELLENSBURG, WA 98926-1901

GIBSON, KRISTIN A
1221 THORP HWY S
ELLENSBURG, WA 98926-8010

MJF INVESTMENTS LLC
6280 BADGER POCKET RD
ELLENSBURG, WA 98926-8698

CONFEDERATED TRIBES AND BANDS
PO BOX 1158
TOPPENISH, WA 98948-0137

CALAWAY, JEFF & VALERIE
PO BOX 1142
ELLENSBURG, WA 98926-1901

M&B DOLARWAY LLC
208 W 9TH AVE STE 5
ELLENSBURG, WA 98926-2480

RODEO CITY INVESTMENTS LLC
41 BYNUM RD
ELLENSBURG, WA 98926

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

VALLEY VISION ASSOC
2201 DOLARWAY RD
ELLENSBURG, WA 98926

KITTITAS COUNTY CONSERVATION
DISTRICT
2211 W DOLARWAY RD STE 4
ELLENSBURG, WA 98926-8227

LUFT, TOM ETUX
907 N HIBBS RD
ELLENSBURG, WA 98926

P23-130
CERTIFICATE OF TRANSMITTAL

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

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

Date *3/14/24*

Signed *Wally Boots*



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926

Land Use Permitting (509) 962-7231 comdev@ci.ellensburg.wa.us

Construction Permitting (509) 962-7239 permits@ci.ellensburg.wa.us

March 14, 2024

RE: Notice of two Open Record Public Hearings for Annexation request, case # P23-130, submitted by Jeff and Valerie Calaway.

NOTICE IS HEREBY GIVEN that the City of Ellensburg City Council will hold two open record public hearings on **Monday, April 1, 2024 at 7:00 pm and Monday, May 6, 2024 at 7:00pm** remotely via zoom and in person, to consider an annexation request (P23-130) submitted by Jeff and Valerie Calaway., property owners. The annexation proposal includes parcel numbers 166133, 118133, 118836, 278836, 108836, 288133, 850836, 278133, 919333, and 639333 into the City of Ellensburg. Consistent with Ellensburg City Code and the Ellensburg Comprehensive Plan, upon annexation eight of the parcels will be zoned Light Industrial. The remaining two parcels, 919333 and 639333, will be zoned Commercial Highway. The submitted application and related documents are available for review online at <https://ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects> or at the City of Ellensburg Community Development Department, 501 North Anderson Street, Ellensburg, WA. Anyone wishing to receive a copy of the annexation request is invited to call (509) 962-7232.

Project Location: The parcels are located off of Dolarway Rd, Ellensburg, Washington 98926. Kittitas County Assessor's Parcel Numbers 166133, 118133, 118836, 278836, 108836, 288133, 850836, 278133, 919333, and 639333.

NOTICE IS FURTHER GIVEN that all persons interested in this matter may participate in this remote meeting by contacting staff. An email link, text link, or phone number will be provided which will allow for electronic participation in the public hearing. Written comments may be filed with the Community Development Department, 501 North Anderson Street, or via email at johnstonj@ci.ellensburg.wa.us. **To be considered during the public hearing, written comments must be submitted by 5:00 pm on Monday, April 1, 2024 for the first hearing and by 5:00 pm on Monday, May 6, 2024 for the second hearing.**

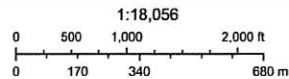
The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. A "Request for Accommodation" form may be obtained from City Clerk Beth Leader (First Floor - City Hall) or by calling 509-925-8614.

Annexation Expanded Boundary Map



2/5/2024, 4:02:07 PM

Road Names	CH	U-INC
Zoning	MHP	<all other values>
RS	IL	County Parcels
RM	IH	City Limits
PUD	PR	Urban Growth Area



COE GIS, Maxar

Jeremy Johnston

Hexagon, WaTech, Kittitas County GIS | Kittitas County Public Works | COE GIS | Kittitas County Auditor | Esri Community Maps Contributors, City Of Ellensburg GIS, City of Yakima, County of

If you have any questions regarding this matter, please contact me at 509-962-7232 or via the e-mail listed above.

Sincerely,

Jeremy Johnston
Planning Manager
johnstonj@ci.ellensburg.wa.us

P23-130

RECEIVED

MAR 19 2024

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 a true copy of

CITY OF ELLENSBURG-CITY CLERK
N/PUBLIC HEARING ANNEXATION REQUEST

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.

03/14/24

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 \$134.24 the rate of \$13.75 per column inch for each insertion.

August Rose Gallo

Subscribed to me this date: 03/14/24



Brittany Gonzales

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

Signed Name



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926

Land Use Permitting (509) 962-7231

comdev@ci.ellensburg.wa.us

Construction Permitting (509) 962-7239

permits@ci.ellensburg.wa.us

AFFIDAVIT OF POSTING

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

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

DATE: March 13, 2024	PLANNER: Jeremy Johnston, Planning Manager
PROJECT NAME: Calaway Annexation	FILE NUMBER: P23-130

PLEASE COMPLETE THE FOLLOWING:

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

Jeff Calaway
Signature

3/13/ 2024
Date

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

Welcome To Ellensburg
Farmers Market
May-October
Every Saturday
www.ellensburgwa.com

LAND USE ACTION

NOTICE OF PUBLIC HEARING FOR AN ANNEXATION REQUEST

NOTICE IS HEREBY GIVEN that the City of Ellensburg City Council will hold open-house public hearings on Monday, April 1, 2024, at 7:30 pm and May 6, 2024 at 7:00 pm in the City Council Chambers, 501 N. Anderson St., to consider an annexation request (P23-130) submitted by property owner Jeff and Valerie Calvey to annex parcel E24 160134, 170132, 170133, 170134, 170135, 170136, 170137, 170138, and 170139 into the City of Ellensburg. City Council includes 2 additional parcels in the proposal (P10133 and E20133). Consistent with Ellensburg City Code and the Ellensburg Comprehensive Plan, upon annexation the 8 original parcels will be zoned Light Industrial (LI) and the 2 additional parcels Commercial Highway (CH). Written Comments: The public is encouraged to review and comment on the proposed project. Written comments must be received via email, or Community Development Office, by 5:00 pm on Monday, April 1, 2024 for the first hearing and by 5:00 pm on Monday, March 5, 2024 for the second hearing.

All interested persons may appear at the public hearing and be heard for or against the matter. Written comments must be received via email landuse@ellensburgwa.com, or Community Development Office, by 5:00 pm on Monday, April 1, 2024 for the first hearing and by 5:00 pm on Monday, March 5, 2024 for the second hearing.

Meeting Address: Community Development Dept., 501 N. Anderson St., Ellensburg, WA 98926.



Luft

SALES
TRAILER

ELLENSBURG, WA

LAND USE ACTION

NOTICE OF PUBLIC HEARING FOR AN ANNEXATION REQUEST

NOTICE IS HEREBY GIVEN that the City of Glenbury City Council will hold open house public hearings on **Monday, April 1, 2024, at 5:00 pm and May 6, 2024 at 7:00 pm** at the City Council Chambers, 321 W. Anderson St., to consider an annexation request (PUD-100) submitted by property owner Jeff and Valerie Coleman to annex parcel 006 100120, 110120, 110020, 210020, 000120, 200120, 000120, and 210120 into the City of Glenbury. City Council requested 2 additional parcels in the proposal (210020 and 000020). Consistent with Glenbury City Code and the Glenbury Comprehensive Plan, upon annexation the 6 original parcels will be zoned "light industrial (L-1)" and the 2 additional parcels Commercial Highway (C-4). **Written Comments:** The public is encouraged to review and comment on the proposed project. Written comments must be received via email, or Community Development Office, by 5:00 pm on **Monday, April 1, 2024, for the first hearing and by 5:00 pm on Monday, May 6, 2024 for the second hearing.**



All interested parties may request a public hearing and be heard for or against the action. Written comments shall be received via email Development@glenbury.org, or Community Development Office, by 5:00 pm on **Monday, April 1, 2024**. To receive the application and the necessary City of Glenbury Community Development Department package, visit glenbury.org/development.
Meeting Address: Community Development Dept., 321 W. Anderson St., Glenbury, NH 03040.



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LAND USE ACTION

NOTICE OF PUBLIC HEARING FOR AN ANNEXATION REQUEST

NOTICE IS HEREBY GIVEN that the City of Ellensburg City Council will hold two public hearings on Monday, April 1, 2024, at 7:00 pm and May 6, 2024, at 7:00 pm in the City Council Chambers, 501 N. Anderson St., to consider an annexation request (P23-130) submitted by property owner Jeff and Valerie Calawa to annex parcel C9R 188133, 118133, 118036, 278036, 108036, 281133, 100036, and 279133 into the City of Ellensburg. City Council included 2 additional parcels in the proposed P18033 and 100036. Consistent with Ellensburg City Code and the Thompson Comprehensive Plan, upon annexation the 8 original parcels will be zoned Light Industrial (LI) and the 2 additional parcels C-Off to use Engineering (C-HE) Written Comments: The public is encouraged to review and comment on the proposed project. Written comments must be received via email, or Community Development Office, by 5:00 pm on Monday, April 1, 2024 for the first hearing and by 5:00 pm on Monday, March 8, 2024 for the second hearing.



All interested persons may appear at the public hearing and be heard for or against the matter. Written comments must be received via email PublicInformation@cityofellensburg.com, or Community Development Office, by 5:00 pm on Monday, April 1, 2024 for the first hearing and by 5:00 pm on Monday, March 8, 2024 for the second hearing. To receive the application and the documents used by the City of Ellensburg's Community Development Department, please call Public Information at 509.928.2200.

Meeting Address: Community Development Dept., 501 N. Anderson St., Ellensburg, WA 98926.

ORDINANCE NO. 4941

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON ANNEXING PARCELS 166133, 118133, 118836, 278836, 108836, 288133, 850836, 278133, 919333, and 639333 TO THE CITY OF ELLENSBURG, WASHINGTON, ASSIGNING COMMERCIAL HIGHWAY ZONING CLASSIFICATION TO PARCELS 919333 AND 639333 AND LIGHT INDUSTRIAL ZONING TO THE REMAINING PACELS, PROVIDING FOR THE PROPORTIONAL ASSUMPTION OF EXISTING CITY INDEBTEDNESS AND FIXING A TIME WHEN THE SAME SHALL BE EFFECTIVE.

WHEREAS, on January 24, 2024, the City of Ellensburg, Washington received a notice of intention to commence annexation proceedings pursuant to the “direct petition” method of RCW 35A.14.120 for parcels 166133, 118133, 118836, 278836, 108836, 288133, 850836, and 278133, as more fully described in Section 1 of this Ordinance and depicted in Exhibit A, attached hereto; and

WHEREAS, to eliminate an adjacent unincorporated island within the City of Ellensburg’s Urban Growth Area, Community Development Staff added two (2) adjacent parcels to the proposal. These parcel numbers include 919333 and 639333; and

WHEREAS, on February 5, 2024, the City Council of the City of Ellensburg, Washington held a public meeting with the annexation initiators pursuant to RCW 35A.14.120 and determined that the initiators could proceed to acquire a 60% petition for annexation pursuant to RCW 35A.14.120; and

WHEREAS, at its February 5, 2024, public meeting, the City Council set the annexation area by adding two (2) additional parcels, 919333 and 639333 to the annexation area to eliminate an adjacent unincorporated island with the City’s Urban Growth Area (UGA); and

WHEREAS, City Council further determined at the February 5, 2024, meeting that the two (2) added parcels, 919333 and 639333, would receive a Commercial Highway zoning designation, the remaining eight (8) parcels subject to annexation would be zoned Light Industrial, and all ten (10) parcels would assume the annexation area’s proportional share of City indebtedness; and

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

WHEREAS, the petition for annexation was certified as sufficient by the Kittitas County Assessor, on February 23, 2024. City staff determined that the petition signatures have a combined total assessed value for general taxation of not less than 60% of the total assessed value for general taxation of all property in the proposed annexation area, in compliance with RCW 35A.01.040; and

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

WHEREAS, on March 14, 2024, pursuant to proper notice given in accordance with RCW 35A.14.130 and ECC 15.220, the Planning Commission conducted a public hearing on the proposed annexation, and following such hearing recommended City Council approve the annexation request as presented by staff; and

WHEREAS, on April 1, 2024 and May 6, 2024, pursuant to proper notice given in accordance with RCW 35A.14.130 and ECC 15.220, the City Council received and reviewed all of the documentation associated with this annexation proposal, conducted public hearings on the proposed annexation in accordance with RCW 35A. 14.140 and RCW 35A.14.330-.340, and following such hearings determined to effect the annexation of the territory described in Section 1 of this ordinance, finding that the petition for annexation met the applicable requirements, and that the best interests of the City of Ellensburg, Washington, will be served by the annexation and that it is appropriate to good government of the City of Ellensburg, Washington, and therefore accepted the petition for annexation pursuant to RCW 35A.14.120 and Chapter 15.360 of the Ellensburg City Code; and

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

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

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

1. Parcel # 166133

That portion of the Southwest Quarter of the Southwest Quarter of Section 34, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington, lying South and West of the County Road running through said Quarter of Quarter Section; EXCEPT a tract of land bounded by a line beginning at the Southwest corner of said Quarter of Quarter Section, and running thence North along the West boundary line of said Quarter of Quarter Section 630 feet; thence East 100 feet; thence South 630 feet to the South boundary line of said Quarter of Quarter Section; and thence West along the South boundary line of said Quarter of Quarter Section 100 feet to the Point of Beginning;

AND EXCEPT beginning at the Southwest corner of said subdivision; thence North 89°54'11" East, along the South line thereof, 100.02 feet to the True Point of Beginning;

thence North 1°19'14" West, parallel with the West line of said subdivision, 75.00 feet; thence North 38°37' East 268.00 feet; thence South 72°15' East 288.00 feet; thence North 86°16'22" East 44.00 feet; thence South 75°59' East 342.00 feet; thence South 73° 12" East 396.44 feet to the South line of said subdivision; thence South 89°54'11" West, along said South line, 1195.07 feet to the True Point of Beginning;

Together with that portion of Government Lots 3 and 4, Section 3, Township 17 North, Range 18 East, W.M., in the County of Kittitas, State of Washington, described as follows: Beginning at the Northwest corner of said Government Lot 4; thence North 89°54'11" East, along the North line of said Government Lot 4, 1295.09 feet to the True Point of Beginning; thence South 73°12' East 93.56 feet; thence South 74°50' East 179.42 feet; thence North 13°27' 31" West 76.50 feet to the North line of said Government Lot 3; thence South 89°54'11" West, along the North lines of said Government Lots 3 and 4, 244.93 feet to the True Point of Beginning;

Together with that portion of the Southeast Quarter of the Southwest Quarter of Section 34, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington, bounded by a line described as follows: Beginning at the Southwest corner of said subdivision; thence N 89°54'11" East, along the South line of said subdivision, 219.32 feet to the Westerly line of Parcel A of that certain Survey as recorded the 8th day of July, 1988, in the Book 15 of Surveys, page 165, under Auditor's File No. 513568, records of Kittitas County, Washington; thence N 13°27'31" West, along said Westerly line, 137.12 feet; thence North 36°03' West 264.03 feet; thence North 12°02' East 129.56 feet, more or less, to the Southerly right of way line of West Dolarway Road; thence Northwesterly along said Southerly right of way line to the West line of said subdivision; thence South along said West subdivision line to the True Point of Beginning.

2. Parcels #118133 and #278133

Area 1:

Tract 2 of that certain Survey as recorded December 12, 2023, in Book 46 of Surveys, pages 27 through 29, under Auditor's File No. 202312120030, records of Kittitas County, Washington; being a portion of the Southwest Quarter of Section 34, Township 18 North, Range 18 East, W.M., and the Northwest Quarter of Section 3, Township 17 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

Area 2:

A tract of land located in Government Lots 3 and 4, Section 3, Township 17 North, Range 18 East, W.M., in the County of Kittitas, State of Washington, described as: Beginning at a point 474.6 feet South and 106.9 feet East of the northwest corner of Government Lot 3, Section 3, Township 17 North, Range 18 East of the Willamette Meridian; thence South 19°26' West, 135 feet; thence South 54°20' West, 437 feet; thence West to the West line of Government Lot 4; thence North on the West line of Government Lot 4, 382.1 feet; thence East to the place of beginning;

EXCEPT that portion of Government Lots 3 and 4 conveyed to the State of Washington for Primary State Highway No. 3 (SR 90), by Warranty Deed dated September 21, 1965,

and recorded October 29, 1965, in Book 120 of Deeds, page 552, under Kittitas County Auditor's File No. 325204.

Area 3:

A tract of land located in Government Lots 3 and 4, Section 3, Township 17 North, Range 18 East, W.M., in the County of Kittitas, State of Washington, described as follows:

Beginning at the Northwest corner of said Government Lot 3, as shown on that certain survey recorded July 8, 1988 in Book 15 of Surveys at page 165, under Auditor's File No. 513568, records of said county; thence East, along the North line of said Government Lot 3, 274.40 feet; thence South 19°26'00" West, 503.40 feet to the Northerly boundary of the parcel described by deed recorded July 11, 2002 under Auditor's File No. 200207110019, records of said county; thence West along said Northerly parcel boundary, 778.65 feet to an existing Southwest-Northeast fence and the true point of beginning for the herein described parcel; thence continuing West along said Northerly parcel boundary, 322.07 feet to the Northeasterly right of way boundary of SR 90; thence South 39°38'55" East, along said SR 90 right of way boundary, 157.34 feet to an existing Nelson pin and cap (LS 18092); thence North 61°20'36" East, along and existing Southwest-Northeast fence, 252.62 feet to the true point of beginning.

EXCEPT that portion, if any, lying within above Areas 1 & 2.

Area 4:

A tract of land located in Government Lots 3 and 4, Section 3, Township 17 North, Range 18 East, W.M., in the County of Kittitas, State of Washington, described as follows:

Beginning at the Northwest corner of said Government Lot 3, as shown on that certain survey recorded July 8, 1988 in Book 15 of Surveys at page 165, under Auditor's File No. 513568, records of said county; thence East, along the North line of said Government Lot 3, 274.40 feet; thence South 19°26'00" West, 439.77 feet to an existing Nelson pin and cap (LS 18092) and the true point of beginning for the herein described parcel; thence continuing South 19°26'00" West, 63.63 feet to the Northerly boundary of the parcel described by deed recorded July 11, 2002 under Auditor's File No. 200207110019, records of said County; thence West along said Northerly parcel boundary, 778.65 feet to an existing Southwest-Northeast fence; thence North 61°20'36" East, along said fence, 224.95 feet to an existing Nelson pin and cap (LS 18092); thence South 85°27'23" East, along an existing East-West fence, 604.32 feet to the true point of beginning.

EXCEPT that portion, if any, lying within above Areas 1 & 2.

3. Parcel # 288133

ACRES 35.56, CD. 7944-A; SEC. 3; TWP. 17; RGE. 18; PTN. NW1/4, PTN. SW1/4;

A portion of Government Lots 3 and 4, and of the South Half of the Northwest Quarter and of the Northeast Quarter of the Southwest Quarter, Section 3, Township 17 North,

Range 18 East, W.M., in the County of Kittitas, State of Washington, which is described as follows:

A tract of land bounded by a line beginning at the Northwest corner of said Government Lot 3; thence East along the North line of said Lot 3, 274.4 feet; thence South 19°26' West, 164.9 feet to a point which is the true point of beginning; thence South 19°26' West 473.50 feet; thence South 54°20' West, 437.00 feet; thence West 393.57 feet to a point on the Northeasterly boundary of the Interstate Highway 90 right of way; thence South 40°42'30" East along said boundary, 2884.95 feet; thence North 17°10' West, 3018.20 feet; thence North 86°59' West, 84.75 feet to the true point of beginning.

EXCEPT:

1. Any portion thereof that lies within that portion acquired by the State of Washington by Decree of Appropriation entered November 25, 1966 in Kittitas County Superior Court Cause No. 16555.
2. That portion of the above described property that is contained in PARCEL B of that certain survey as recorded the 8th day of July, 1988, in Book 15 of Surveys at page 165, under Auditor's File No. 513568, records of Kittitas County, Washington, being a portion of Government Lots 3 and 4, Section 3, Township 17 North, Range 18 East, W.M., Kittitas County, Washington.

4. Parcel # 118836

Parcel A of that certain Survey as recorded the 8th day of July, 1988, in Book 15 of Surveys, page 165, under Auditor's File No. 513568, records of Kittitas County, Washington; being a portion of the Southeast Quarter of the Southwest Quarter of Section 34, Township 18 North, Range 18 East, W.M., and a portion of Government Lot 3, Section 3, Township 17 North, Range 18 East, W.M., all in the County of Kittitas, State of Washington;

Together with that portion of the Southeast Quarter of the Southwest Quarter of Section 34, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington, lying Southerly of the Southerly right of way line of West Dolarway Road, Westerly of the Westerly of said Parcel A and Easterly of a line described as follows: Beginning at the Southwest corner of said subdivision; thence N 89°54'11" East, along the South line of said subdivision, 219.32 feet to the Westerly line of Parcel A of that certain Survey as recorded the 8th day of July, 1988, in the Book 15 of Surveys, page 165, under Auditor's File No. 513568, records of Kittitas County, Washington; thence N 13°27'31" West, along said Westerly line, 137.12 feet to the True Point of Beginning; thence North 36°03' West 264.03 feet; thence North 12°02' East 129.56 feet, more or less, to the Southerly right of way line of West Dolarway Road and the Terminus Point of the herein described line

5. Parcels # 278836 and #108836

Parcel C of that certain survey as recorded July 8th, 1988 in Book 15 of Surveys at page 165 under Auditor's File No. 513568, records of Kittitas County, Washington; being a portion of the Southeast Quarter of the Southwest Quarter of Section 34, Township 18 North, Range 18 East, and a portion of Government Lot 3, Section 3, Township 17 North, Range 18 East, W.M., all in Kittitas County, Washington.

6. Parcel # 850836

Parcel B of that certain survey as recorded July 8th, 1988 in Book 15 of Surveys at page 165 under Auditor's File No. 513568, records of Kittitas County, Washington; being a portion of Government Lots 3 and 4, Section 3, Township 17 North, Range 18 East, W.M., all in Kittitas County, Washington.

7. Parcel # 919333

That portion of the Southeast Quarter of the Southeast Quarter of Section 33, Township 18 North, Range 18 East, W.M., Kittitas County, State of Washington, which is described as follows:

A tract of land beginning at a point 64.2 feet West of a point 980.0 feet North of the Southeast corner of said quarter of quarter section; and running thence West, 177.45 feet; Thence North 0°38' East, 220.01 feet;

Thence East, 177.9 feet; and

Thence South 0°45' West, 220.1 feet to the point of beginning;

Except that portion, if any, lying West of the following described line:

Beginning at a point on the North boundary line of said quarter of quarter section which is 239 feet West of the Northeast corner of said quarter of quarter section; and running Thence South and parallel with and 239 feet distant from the East boundary line of said section 910 feet, more or less, to the low water line of the Yakima River and the terminus of said line;

Except the right of way of roads known as Cascade Road and Hibbs Road.

Kittitas County Assessor's Tax Parcel No. 18-18-33040-0012 (919333).

8. Parcel # 639333

That portion of the Southeast Quarter of the Southeast Quarter of Section 33, Township 18 North, Range 18 East, W.M., Kittitas County, State of Washington, described as follows:

Commencing 61.3 feet West of a point 1,200.1 feet North of the Southeast corner of Section 33, Township 18 North, Range 18 East, W.M., and running West 177.9 feet; Thence North 0°38' East, 25.0 feet;

Thence East 178.0 feet;

Thence South 0° 45' West, 25.0 feet to the place of beginning. Except that portion, if any, lying West of the following described line;

Beginning at a point on the North boundary line of said Quarter of Quarter Section which is 239 feet West of the Northeast corner of said Quarter of Quarter Section; and running; Thence South and parallel with and 239 feet distant from the East boundary line of said Section, 910 feet, more or less, to the low water line of the Yakima River and the terminus of said line.

And Except that portion, if any, lying within Cascade Road, and Hibbs Road.

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

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

Section 4. Land Use Designation and Zoning. All property within the territory so annexed shall be hereby zoned as follows: Kittitas County Assessor Parcel Numbers 166133, 118133, 118836, 278836, 108836, 288133, 850836, and 278133 shall be zoned Light Industrial (I-L). Kittitas County Assessor Parcel Numbers 919333 and 639333 shall be zoned Commercial Highway (C-H).

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

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

Section 7. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance, including but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, sections/subsections numbers and any references thereto.

Section 8. Effective Date. This ordinance shall take effect and be in full force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 6th day of May 2024.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

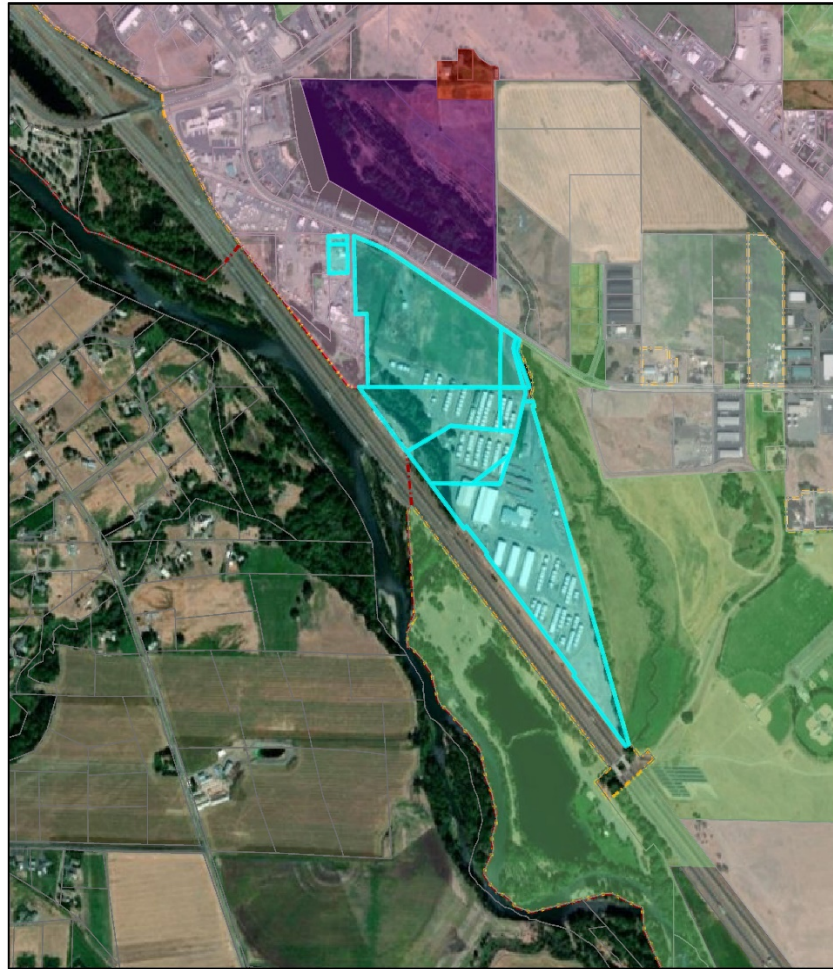
CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4941 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4941 was published as required by law.

Exhibit A: Annexation of Parcels

Annexation Expanded Boundary Map



2/5/2024, 4:02:07 PM

1:18,056

0 500 1,000 2,000 ft
0 170 340 680 m

Road Names	CH	U-INC
Zoning	MHP	<all other values>
RS	IL	County Parcels
RM	IH	City Limits
PUD	PR	Urban Growth Area

COE GIS, Maxar

Jerome Johnston
Hexagon, WriTech, Kittitas County GIS | Kittitas County Public Works | COE GIS | Kittitas County Auditor | Esri Community Maps Contributors, City of Ellensburg GIS, City of Yakima, County of



Meeting Date: May 6, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: First Reading of Ordinance 4942, Repealing Ellensburg City Code Section 9.30.100(B) “Electric Rates.” and Amending Section 9.91.100(P) “Primary Service City-Owned Transformer E-204”

Submitted by: Paul Meyer, Electrical Engineer

Department: Public Works & Utilities

Suggested Motion/Action:
Move to approve first reading of Ordinance No. 4942, repealing Ellensburg City Code Section 9.30.100(B) “Electric Rates.” and amending Section 9.91.100(P) “Primary Service City-Owned Transformer E-204”.

Background/Summary:
The proposed Ordinance 4942 modifies two sections of the City Code by repealing Section 9.30.100(B) “Electric Rates,” and amending Section 9.91.100(P) “Primary Service City-Owned Transformer E-204” as described below.

City Code Section 9.30.100 - Electric Rates Paragraph B, included below, states:

Section 9.30.100 - Electric rates

B. Whenever the eligibility criteria for qualifying for a demand rate changes, existing demand customers shall remain on their respective demand rates until such time as each account can be analyzed. If as a result of a meter audit a customer would be moved to a different rate schedule and their electric charges increase by more than ten percent, the customer shall remain or be returned to the rate schedule they were on prior to the audit and any charges collected in excess of ten percent shall be credited to the customer. After an existing demand customer that remains or is returned to the rate schedule they were on prior to the audit discontinues service, the next customer that receives service shall be moved to the rate schedule identified by the meter audit.

This code section does not allow changes to customer's electrical rates when the qualifications for rate classes are revised or to correct inappropriately applied electrical rates discovered during meter audits when those changes result in an increase in electrical charges by more than 10%. Rates can only be changed when a new customer takes over the account. This code section applies only to the electrical utility and no other city utility has a similar code. This creates a burden for the City for tracking and record keeping of these exempt accounts. It also restricts the City's ability to change customer rate schedules when making changes to electrical rates and enforcing new rate structures. It has also created a condition where rate payers subsidize the reduced electrical costs for those customers.

City Code Section 9.91.100(P), "Primary service city-owned transformer E-204" (shown below), is not a standard electrical utility industry rate and the City only has one customer under this rate (Twin City Foods). This rate does not benefit the electric utility since it requires the electrical utility to operate and maintain large utility transformers that are unique to their specific installation required for the customer. This rate also has limited benefit to the customer as it has higher costs than the General service three phase demand E-201.

City Code Section 9.91.100(P), "Primary service city-owned transformer E-204", is a rate designed for primary services where the metering equipment is located on the high voltage primary (12,470V) side of the utility transformer. For this rate, the point of demarcation where ownership changes from city to customer is located at the low voltage secondary side of the utility transformer, meaning that the city owns the transformer and is responsible for its operation, maintenance and replacement.

An alternative rate E-205 exists and is similar to rate E-204 with the difference being that the point of demarcation is at the meter equipment located on the high voltage primary (12,470V) side of the transformer. This makes the transformer customer owned and the customer is responsible for its operation, maintenance and replacement.

Primary metering rates are attractive to large electrical customers as they receive lower electrical rates than the more typical General Service Three Phase Demand E-201 customers.

General service three phase demand E-201

Consumption charge: All usage at \$0.0534 per kWh

Demand charge: All demand at \$6.43 per kW

Customer charge: \$3.8564 per day

Primary service city-owned transformer E-204

Consumption charge: All usage at \$0.0574 per kWh

Demand charge: All demand at \$6.69 per kW

Customer charge: \$4.2156 per day

Primary service customer-owned transformer E-205

Consumption charge: All usage at \$0.0493 per kWh

Demand charge: All demand at \$5.51 per kW

Customer charge: \$3.9320 per day

Previous Council Action:

None

Analysis:

Section 1 of the attached Ordinance 4942 corrects the issues created by City Code Section 9.30.100 - Electric Rates Paragraph B, by repealing paragraph B in its entirety. Eliminating the restrictions will allow the City to implement and apply electrical rates as they are written within City Code.

Section 2 of the attached Ordinance 4942 amends City Code Section 9.91.100(P) "Primary service city-owned transformer E-204" by making it a legacy rate that is only available to existing electrical utility customers that are currently under this rate.

Staff proposed this ordinance to the Utility Advisory Committee during the March 28th 2024 meeting. The committee recommended that staff proceed with the creation of this ordinance to be presented to City Council.

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. Ordinance 4942 - Delete 9.30.100.B Electric Rates and revise Electrical Rate Primary service city-owned transformer E-204

ORDINANCE NO. 4942

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO UTILITIES, REPEALING SECTION 9.30.100(B) “ELECTRIC RATES.” AND AMENDING SECTION 9.91.100(P) “PRIMARY SERVICE CITY-OWNED TRANSFORMER E-204” OF THE ELLENSBURG CITY CODE.

WHEREAS, the City of Ellensburg has established a variety of electrical utility rates for conducting utility business in Ellensburg City Code (“ECC”) Section 9.30.100 – Electric Rates and Ellensburg City Code Section 9.91 – Electric Utility Rate Schedules; and

WHEREAS, ECC 9.30.100(B) does not allow changes to a customer’s electrical rates when the qualifications for rate classes are revised; and

WHEREAS, ECC 9.30.100(B) does not allow changes to correct inappropriately applied electrical rates discovered during meter audits when those changes result in an increase in electrical charges by more than 10%; and

WHEREAS, ECC 9.30.100(B) applies only to the electrical utility and no other city utility; and

WHEREAS, ECC 9.30.100(B) creates a burden on the City for tracking and record keeping track of these accounts; and

WHEREAS, ECC 9.30.100(B) restricts the City’s ability to change customer rate schedules when making changes to electrical rates and enforcing new rate structures; and

WHEREAS, ECC 9.30.100(B) creates conditions where other electric utility ratepayers subsidize the reduced electrical costs for these customers; and

WHEREAS, ECC 9.91.100(P) - Primary service city-owned transformer E-204, is not a standard utility industry rate and the City only has one customer under this rate; and

WHEREAS, ECC 9.91.100(P) - Primary service city-owned transformer E-204, does not benefit the utility since it requires the electrical utility to operate and maintain large utility transformers that are unique to the specific installation required for the customer; and

WHEREAS, ECC 9.91.100(P) - Primary service city-owned transformer E-204, has limited benefit to the customer as it has higher costs than the General service three phase demand E-201; and

WHEREAS, ECC 9.91.100(P) - Primary service city-owned transformer E-204, can be made a legacy rate that is only available to existing customers currently under this rate; and

WHEREAS, the proposed amendments in this ordinance were discussed by the City's Utility Advisory Committee at its March 28, 2024 meeting, which recommended that staff proceed creating an ordinance with these changes for adoption by the City Council;

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

Section 1. Section 9.30.100.B of the Ellensburg City Code, as last amended by Section 2 of Ordinance 4844, is hereby amended to read as follows:

9.30.100 Electric Rates.

Effective Date: ~~12/05/2019~~ 06/01/24

- A. Separate electric rates shall be established for the following rate classes: residential, low-income senior citizen/low-income disabled citizen, general service, general service demand, nonprofit agency serving the disadvantaged, security lighting, municipal, and large customer/contractual, primary metered and renewable energy.
- ~~B. Whenever the eligibility criteria for qualifying for a demand rate changes, existing demand customers shall remain on their respective demand rates until such time as each account can be analyzed. If as a result of a meter audit a customer would be moved to a different rate schedule and their electric charges increase by more than ten percent, the customer shall remain or be returned to the rate schedule they were on prior to the audit and any charges collected in excess of ten percent shall be credited to the customer. After an existing demand customer that remains or is returned to the rate schedule they were on prior to the audit discontinues service, the next customer that receives service shall be moved to the rate schedule identified by the meter audit.~~
- E. B. The low-income senior citizen/low-income disabled citizen and nonprofit agency serving the disadvantaged rates shall have consumption and customer charges set at 50 percent of the residential rate and general service rate respectively. The rates established by this section will be published by the public works and utilities department on the city's website, and be made available from the city's finance department.
- ~~D.~~ C. Primary metered customers where the city owns and maintains the transformer beyond the 12,470-volt metering point shall receive a one percent discount for transformer losses from the E-201 consumption rate and a one percent discount from the E-220 demand rate.
- ~~E.~~ D. Primary metered customers where the customer owns and maintains the transformer beyond the 12,470-volt metering point shall receive a two percent discount for transformer losses from the E-201 consumption rate and the E-220 demand rate and a two percent discount for transformer investment and maintenance from the E-201 customer charge.

~~F.~~ E. All general service and primary metered customers shall have demand consumption averaged over a 15-minute rolling average time interval.

~~G.~~ F. Renewable energy and renewable energy system contributions are two voluntary rates to enable all city electric customers to participate in renewable energy. Renewable rates revenue will go into a designated cash account established to maintain the community renewable energy park and provide education about renewable energy resources. A direct one-time donation to the designated cash account shall also be allowed; however, if over \$1,000.00, the Ellensburg city council would need to accept the donation per the Ellensburg City Code.

1. The renewable energy rate shall be a voluntary monthly upgrade premium sold in 100 kilowatt hour blocks added incrementally to the consumption charge of the regular electric rate associated with the customers' electric service. The amount of energy available for purchase will be limited to the generation output of the city's community renewable energy park.

2. The renewable energy system contribution is a voluntary fixed monthly contribution to the designated cash account set up to maintain the community renewable energy park and provide education about renewable energy resources.

3. The voluntary rates established in this subsection are month to month and can be started and stopped at the customer's request.

4. On an annual basis (or more often, as circumstances warrant) the director of public works and utilities or designee will report in writing to the Ellensburg city council concerning revenue generated by voluntary rates established in this section, and concerning expenditures from the fund established to manage those revenues. In the interest of public education as envisioned by the ordinance codified in this section, voluntary ratepayers and the general public will be apprised of such revenues and expenditures.

~~H.~~ G. Unmetered services for several small electrical devices include, but are not limited to, municipal emergency management systems, municipal security camera systems, communications systems, irrigation systems, street lighting systems, and other systems that are mounted in the communications zone on utility poles or on streetlighting poles or on other locations that are directly connected to the city's electrical distribution system without a service panel or metering.

Small electrical devices shall comply with the following:

1. At least one service of each small electrical device type with an operating load that is not comparable to any other small electrical device of the customer, as determined by the

public works and utilities director, shall be metered. For the purposes of this subsection only, "not comparable" shall mean the anticipated operating load is not within ten percent of any other small electrical device of the same or substantially similar design.

2. Beginning January 1, 2018, additional services used for small electrical devices including, but not limited to, municipal emergency management systems, municipal security camera systems, communications systems, and other systems as determined by the public works and utilities director with similar operating loads will not be metered. The rates charged for each metered and unmetered system shall include a consumption charge based on the metered consumption of a small electrical device type with a similar operating load and a customer charge as determined by the public works and utilities director. The customer's utility billing shall be revised based on any changes to the number of systems with similar operating loads.

Section 2. Section 9.91.100 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4897, is hereby amended to read as follows:

9.91.100 Electric utility rate schedules.

Effective Date: ~~01/01/23~~ 06/01/24

A. Residential E-100.

1. *Availability.* This electricity service rate schedule is available within the service area of the city to single-family dwellings and multiple-family dwellings through a separate meter for each living unit. This rate schedule is not available for electric energy resale purposes, or where any part of the use is for purposes other than above stated.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC at a nominal potential of 120, 120-208, or 120-240 volts single phase.

3. *Rate.* The rate shall be composed of a consumption charge plus a daily customer charge computed as follows for each meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All usage at \$0.0737 per kWh	All usage at \$0.0737 per kWh	All usage at \$0.0772 per kWh	All usage at \$0.0772 per kWh
Customer charge:	\$0.9205 per day	\$0.9205 per day	\$0.9640 per day	\$0.9640 per day

B. *Residential distributed generation E-115.*

1. *Availability.* This electricity net metering service rate schedule is available within the service area of the city to single-family dwellings and multifamily dwellings through a separate net meter for each generation system. This rate schedule is not available for electric energy resale purposes.

2. *Character of service.* Energy delivered and energy received under this schedule shall be 60-cycle AC at a nominal potential of 120, 120-208, or 120-240 volts single phase.

3. *Energy banking.* If energy received by the utility from the customer exceeds energy delivered by the utility to the customer on a monthly basis, the excess generation shall be accrued in an energy bank to be used in future billing periods. At the end of April each year, any remaining excess energy banked shall be purchased from the customer by the utility at the net wholesale power cost from the customer generator and a new net metering year starts over.

4. *Rate.* The rate shall be composed of a delivered energy charge, plus a received energy credit up to the monthly consumption plus a daily customer charge computed as follows for each net meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All delivered energy at \$0.0737 per kWh	All delivered energy at \$0.0737 per kWh	All delivered energy at \$0.0772 per kWh	All delivered energy at \$0.0772 per kWh
Consumption credits:	All received energy up to the monthly delivered energy at \$0.0737 per kWh	All received energy up to the monthly delivered energy at \$0.0737 per kWh	All received energy up to the monthly delivered energy at \$0.0772 per kWh	All received energy up to the monthly delivered energy at \$0.0772 per kWh
Customer charge:	\$1.1014 per day	\$1.1014 per day	\$1.1535 per day	\$1.1535 per day

C. *Low-income senior citizen/low-income disabled citizen E-130.*

1. *Availability.* This rate is available for residential service to individuals who meet the definition of low-income senior citizen or low-income disabled citizen, who do not reside in federally subsidized housing and who agree to participate in energy conservation programs that

are available at no charge. The rates established by this section will be published by the public works and utilities department on the city's website, and be made available from the city's finance department.

Failure to participate in an available energy conservation program after receipt of a utility discount shall constitute a basis for denial by the city of continued participation in the utility discount program until such conservation measures are installed. The customer may submit a written request, on a form provided by the city, identifying the reasons they should be exempt from participation in available conservation programs, which request is subject to approval or denial by the public works and utilities director.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC at a nominal potential of 120, 120-208, or 120-240 volts single phase.

D. *General service single phase demand E-200.*

1. *Availability.* This electricity service rate is available within the service area of the city to all customers who do not qualify for service under the residential, low-income senior citizen/low-income disabled citizen, municipal, security lighting or large customer/contractual rate schedules and whose electrical panel size is equal to or greater than 600 amps single phase at 120-240 volts or equivalent panel size for other voltages.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 120-240 volts (or other voltage) single phase.

3. *Rate.* The rate shall be composed of a consumption charge plus a monthly demand charge plus a daily customer charge computed as follows for each meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All usage at \$0.0524 per kWh	All usage at \$0.0524 per kWh	All usage at \$0.0534 per kWh	All usage at \$0.0534 per kWh
Demand charge:	All demand at \$6.30 per kW	All demand at \$6.30 per kW	All demand at \$6.43 per kW	All demand at \$6.43 per kW
Customer charge:	\$1.8740 per day	\$1.8740 per day	\$1.9115 per day	\$1.9115 per day

4. *Delivery point.* The above rates are based upon the supply of service to the entire premises through a single delivery and metering point and at one voltage and phase. Separate supply for the same customer at other voltages or phases or at other points of consumption will be separately metered and billed.

5. *Metering.* Based on a customer's anticipated lagging reactive load, metering for power factor may be required. When required by the public works and utilities department, demand charges will be adjusted to correct for average power factors lower than 97 percent by dividing the metered monthly peak demand by the monthly average power factor and then multiplying the quotient by 97 percent.

E. *General service three phase demand E-201.*

1. *Availability.* This electricity service rate is available within the service area of the city to all customers who do not qualify for service under the residential, low-income senior citizen/low-income disabled citizen, municipal, security lighting or large customer/contractual rate schedules and whose electrical panel size is equal to or greater than 400 amps three phase at 120-208 volts or equivalent panel size for other voltages.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 120-240 volts (or other voltage) three phase.

3. *Rate.* The rate shall be composed of a consumption charge plus a monthly demand charge plus a daily customer charge computed as follows for each meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All usage at \$0.0524 per kWh	All usage at \$0.0524 per kWh	All usage at \$0.0534 per kWh	All usage at \$0.0534 per kWh
Demand charge:	All demand at \$6.30 per kW	All demand at \$6.30 per kW	All demand at \$6.43 per kW	All demand at \$6.43 per kW
Customer charge:	\$3.7808 per day	\$3.7808 per day	\$3.8564 per day	\$3.8564 per day

4. *Delivery point.* The above rates are based upon the supply of service to the entire premises through a single delivery and metering point and at one voltage and phase. Separate supply for the same customer at other voltages or phases or at other points of consumption will be separately metered and billed.

5. *Metering.* Based on a customer's anticipated lagging reactive load, metering for power factor may be required. When required by the public works and utilities department, demand charges will be adjusted to correct for average power factors lower than 97 percent by dividing the metered monthly peak demand by the monthly average power factor and then multiplying the quotient by 97 percent.

F. *General service single phase distributed generation E-202.*

1. *Availability.* This net metered electricity rate is available within the service area of the city to all customers who do not qualify for service under the residential, low-income senior citizen/low-income disabled citizen, municipal, security lighting or large customer/contractual rate schedules and whose electrical panel size is equal to or greater than 600 amps single phase at 120-240 volts or equivalent panel size for other voltages.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 120-240 volts (or other voltage) single phase.

3. *Energy banking.* If energy received by the utility from the customer exceeds energy delivered by the utility to the customer on a monthly basis, the excess generation shall be accrued in an energy bank to be used in future billing periods. At the end of April each year, any remaining excess energy banked shall be purchased from the customer by the utility at the net wholesale power cost from the customer generator and a new net metering year starts over.

4. *Rate.* The rate shall be composed of a delivered energy charge, plus a received energy credit up to the monthly consumption, plus a monthly demand charge, plus a daily customer charge computed as follows for each net meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All usage at \$0.0524 per kWh (Delivered energy)	All usage at \$0.0524 per kWh (Delivered energy)	All usage at \$0.0534 per kWh (Delivered energy)	All usage at \$0.0534 per kWh (Delivered energy)
Consumption credits:	All received energy up to the monthly delivered energy at \$0.0524 per kWh	All received energy up to the monthly delivered energy at \$0.0524 per kWh	All received energy up to the monthly delivered energy at \$0.0534 per kWh	All received energy up to the monthly delivered energy at \$0.0534 per kWh
Demand charge:	All demand at \$6.30 per kW	All demand at \$6.30 per kW	All demand at \$6.43 per kW	All demand at \$6.43 per kW
Customer charge:	\$2.5315 per day	\$2.5315 per day	\$2.5821 per day	\$2.5821 per day

5. *Delivery point.* The above rates are based upon the supply of service to the entire premises through a single delivery and metering point and at one voltage and phase. Separate supply for the same customer at other voltages or phases or at other points of consumption will be separately metered and billed.

6. *Metering.* Based on a customer's anticipated lagging reactive load, metering for power factor may be required. When required by the public works and utilities department, demand charges will be adjusted to correct for average power factors lower than 97 percent by dividing the metered monthly peak demand by the monthly average power factor and then multiplying the quotient by 97 percent.

G. *General service three phase distributed generation E-206.*

1. *Availability.* This net metered electricity rate is available within the service area of the city to all customers who do not qualify for service under the residential, low-income senior citizen/low-income disabled citizen, municipal, security lighting or large customer/contractual rate schedules and whose electrical panel size is equal to or greater than 400 amps three phase at 120-240 volts or equivalent panel size for other voltages.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 120-240 volts (or other voltage) three phase.

3. *Energy banking.* If energy received by the utility from the customer exceeds energy delivered by the utility to the customer on a monthly basis, the excess generation shall be accrued in an energy bank to be used in future billing periods. At the end of April each year, any remaining excess energy banked shall be purchased from the customer by the utility at the net wholesale power cost from the customer generator and a new net metering year starts over.

4. *Rate.* The rate shall be composed of a delivered energy charge, plus a received energy credit up to the monthly consumption, plus a monthly demand charge, plus a daily customer charge computed as follows for each net meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All usage at \$0.0524 per kWh (Delivered energy)	All usage at \$0.0524 per kWh (Delivered energy)	All usage at \$0.0534 per kWh (Delivered energy)	All usage at \$0.0534 per kWh (Delivered energy)
Consumption credits:	All received energy up to the monthly delivered energy	All received energy up to the monthly delivered energy	All received energy up to the monthly delivered energy	All received energy up to the monthly delivered energy

	at \$0.0524 per kWh	at \$0.0524 per kWh	at \$0.0534 per kWh	at \$0.0534 per kWh
Demand charge:	All demand at \$6.30 per kW	All demand at \$6.30 per kW	All demand at \$6.43 per kW	All demand at \$6.43 per kW
Customer charge:	\$4.4383 per day	\$4.4383 per day	\$4.5271 per day	\$4.5271 per day

5. *Delivery point.* The above rates are based upon the supply of service to the entire premises through a single delivery and metering point and at one voltage and phase. Separate supply for the same customer at other voltages or phases or at other points of consumption will be separately metered and billed.

6. *Metering.* Based on a customer's anticipated lagging reactive load, metering for power factor may be required. When required by the public works and utilities department, demand charges will be adjusted to correct for average power factors lower than 97 percent by dividing the metered monthly peak demand by the monthly average power factor and then multiplying the quotient by 97 percent.

H. *General service single phase E-210.*

1. *Availability.* This electricity service rate is available within the service area of the city to all customers who do not qualify for service under the residential, low-income senior citizen/low-income disabled citizen, municipal, security lighting or large customer/contractual rate schedules and whose electrical panel size is less than 600 amps at 120-240 volts or equivalent panel size for other voltages.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 120-240 volts (or other voltage) single phase.

3. *Rate.* The rate shall be composed of a consumption charge plus a daily customer charge computed as follows for each meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All usage at \$0.0731 per kWh	All usage at \$0.0731 per kWh	All usage at \$0.0746 per kWh	All usage at \$0.0746 per kWh
Customer charge:	\$0.9863 per day	\$0.9863 per day	\$1.0060 per day	\$1.0060 per day

4. *Delivery point.* The above rates are based upon the supply of service to the entire premises through a single delivery and metering point and at one voltage and phase. Separate supply for the same customer at other voltages or phases or at other points of consumption will be separately metered and billed.

I. *General service three phase E-211.*

1. *Availability.* This electricity service rate is available within the service area of the city to all customers who do not qualify for service under the residential, low-income senior citizen/low-income disabled citizen, municipal, security lighting or large customer/contractual rate schedules and whose electrical panel size is less than 400 amps three phase at 120-208 volts or equivalent panel size for other voltages.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 120-240 volts (or other voltage) three phase.

3. *Rate.* The rate shall be composed of a consumption charge plus a daily customer charge computed as follows for each meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All usage at \$0.0731 per kWh	All usage at \$0.0731 per kWh	All usage at \$0.0746 per kWh	All usage at \$0.0746 per kWh
Customer charge:	\$1.7425 per day	\$1.7425 per day	\$1.7774 per day	\$1.7774 per day

4. *Delivery point.* The above rates are based upon the supply of service to the entire premises through a single delivery and metering point and at one voltage and phase. Separate supply for the same customer at other voltages or phases or at other points of consumption will be separately metered and billed.

J. *General service single phase distributed generation E-212.*

1. *Availability.* This net metered electricity service rate is available within the service area of the city to all customers who do not qualify for service under the residential, low-income senior citizen/low-income disabled citizen, municipal, security lighting or large customer/contractual rate schedules and whose electrical panel size is less than 600 amps single phase at 120-240 volts or equivalent panel size for other voltages.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 120-240 volts (or other voltage) single phase.

3. *Energy banking.* If energy received by the utility from the customer exceeds energy delivered by the utility to the customer on a monthly basis, the excess generation shall be accrued in an energy bank to be used in future billing periods. At the end of April each year, any remaining excess energy banked shall be purchased from the customer by the utility at the net wholesale power cost from the customer generator and a new net metering year starts over.

4. *Rate.* The rate shall be composed of a delivered energy charge, plus a received energy credit up to the monthly consumption, plus a daily customer charge computed as follows for each net meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All usage at \$0.0731 per kWh (Delivered energy)	All usage at \$0.0731 per kWh (Delivered energy)	All usage at \$0.0746 per kWh (Delivered energy)	All usage at \$0.0746 per kWh (Delivered energy)
Consumption credits:	All received energy up to the monthly delivered energy at \$0.0731 per kWh	All received energy up to the monthly delivered energy at \$0.0731 per kWh	All received energy up to the monthly delivered energy at \$0.0746 per kWh	All received energy up to the monthly delivered energy at \$0.0746 per kWh
Customer charge:	\$1.6438 per day	\$1.6438 per day	\$1.6767 per day	\$1.6767 per day

K. *General service three phase distributed generation E-213.*

1. *Availability.* This net metered electricity service rate is available within the service area of the city to all customers who do not qualify for service under the residential, low-income senior citizen/low-income disabled citizen, municipal, security lighting or large customer/contractual rate schedules and whose electrical panel size is less than 400 amps three phase at 120-240 volts or equivalent panel size for other voltages.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 120-240 volts (or other voltage) three phase.

3. *Energy banking.* If energy received by the utility from the customer exceeds energy delivered by the utility to the customer on a monthly basis, the excess generation shall be accrued in an energy bank to be used in future billing periods. At the end of April each year, any remaining excess energy banked shall be purchased from the customer by the utility at the net wholesale power cost from the customer generator and a new net metering year starts over.

4. *Rate.* The rate shall be composed of a delivered energy charge, plus a received energy credit up to the monthly consumption, plus a daily customer charge computed as follows for each net meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All usage at \$0.0731 per kWh (Delivered energy)	All usage at \$0.0731 per kWh (Delivered energy)	All usage at \$0.0746 per kWh (Delivered energy)	All usage at \$0.0746 per kWh (Delivered energy)
Consumption credits:	All received energy up to the monthly delivered energy at \$0.0731 per kWh	All received energy up to the monthly delivered energy at \$0.0731 per kWh	All received energy up to the monthly delivered energy at \$0.0746 per kWh	All received energy up to the monthly delivered energy at \$0.0746 per kWh
Customer charge:	\$2.4000 per day	\$2.4000 per day	\$2.4480 per day	\$2.4480 per day

L. *Security lighting E-300.*

1. *Availability.* This electricity service rate schedule is available for existing security light customers within the service area of the city for photoelectric controlled dusk to dawn external lighting service primarily served by property owned by the customer. No new installations will be made for service under this schedule.

2. *Character of service.* Service shall be unmetered, 60-cycle, 120-240-volt alternating current.

3. *Rate.*

Effective date	2022	2023	2024	2025
Light only:	\$0.7810 per day	\$0.7810 per day	\$0.8122 per day	\$0.8122 per day

Light with pole:	\$0.8525 per day	\$0.8525 per day	\$0.8866 per day	\$0.8866 per day
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4. *General conditions.*

a. The city reserves the right to eliminate service under this schedule or to reduce the wattage of the luminaire.

b. Normal lamp, control replacements and maintenance work shall be made by the city during regular business hours only.

c. It shall be the responsibility of the customer to notify the city of lamp failure. No credits or adjustment of charges will be made during time of such failures, unless the city shall be unable to repair the defects when requested.

d. The city reserves the right to restrict installations of lighting equipment to poles on which suitable space is available and to make such installations only where they will not interfere with any other equipment owned by the city or its customers.

M. *Municipal E-500.*

1. *Availability.* This electricity service rate schedule is available for water pumping, sewage treatment and pumping, municipal buildings and other municipal purposes.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 120-240 volts single phase or other voltage and polyphase service available.

3. *Rate.* The rate shall be composed of a consumption charge plus a daily customer charge computed as follows for each meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All usage at \$0.0696 per kWh	All usage at \$0.0696 per kWh	All usage at \$0.0724 per kWh	All usage at \$0.0724 per kWh
Customer charge:	Single phase— \$2.4658 per day	\$2.4658 per day	\$2.5644 per day	\$2.5644 per day
	Three phase— \$2.4658 per day	\$2.4658 per day	\$2.5644 per day	\$2.5644 per day

N. *Large customer/contractual E-600.*

1. *Availability.* This electric rate is available to large electric customers within the limits of the service area of the city whose requirements exceed or are estimated to exceed 15,000 MWh (megawatt hours) per year. The city will provide firm electric supply under this schedule; provided, that:

- a. Adequate electric supply exists in the city's distribution system;
- b. Adequate capacity exists in the city's distribution system; and
- c. The customer has executed a long-term large customer power sales agreement with the city for service under this schedule.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 12,470 volts, three phase.

3. *Rate.* The rates under this schedule will be covered by individual contract between the city and the customer.

O. *Nonprofit agency serving the disadvantaged E-700.*

1. *Availability.* This electricity service rate is available within the service area of the city to all nonprofit agencies serving the disadvantaged. The rates established by this section will be published by the public works and utilities department on the city's website, and be made available from the city's finance department.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 120-240 volts (or other voltage) single or three phase.

3. Repealed by Ord. 4844.

4. *Delivery point.* The above rates are based upon the supply of service to the entire premises through a single delivery and metering point and at one voltage and phase. Separate supply for the same customer at other voltages or phases or at other points of consumption will be separately metered and billed.

P. *Primary service city-owned transformer E-204.*

1. *Availability.* This electricity service rate schedule is a legacy rate schedule and is not available to new or existing customers. This rate schedule is only available to customers already placed under this rate schedule as of June 1, 2024. This electricity service rate schedule is available within the service area of the city to ~~all~~ customers placed under this rate schedule as of June 1, 2024 who ~~do not qualify for service under the residential, low-income senior citizen/low-income disabled citizen, municipal, security lighting or large customer/contractual rate schedules,~~ and are metered on the primary side of a city-owned secondary transformer. Any

revisions made by the customer or the City to the electrical service can result in a change of the electricity service rate schedule for that service to an appropriate non-legacy rate schedule.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 120-240 volts (or other voltage) three phase.

3. *Rate.* The rate shall be composed of a consumption charge discounted one percent below the E-201 rate plus a monthly demand charge discounted one percent below the E-220 rate plus a daily customer charge computed as follows for each meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All usage at \$0.0515 per kWh	All usage at \$0.0515 per kWh	All usage at \$0.0574 per kWh	All usage at \$0.0574 per kWh
Demand charge:	All demand at \$6.00 per kW	All demand at \$6.00 per kW	All demand at \$6.69 per kW	All demand at \$6.69 per kW
Customer charge:	\$3.7808 per day	\$3.7808 per day	\$4.2156 per day	\$4.2156 per day

4. *Delivery point.* The above rates are based upon the supply of service to the entire premises through a single delivery and metering point and at one voltage and phase. Separate supply for the same customer at other voltages or phases or at other points of consumption will be separately metered and billed. The point of ownership change shall be identified in a one-line drawing of the service installation in accordance with the public works and utilities department records.

5. *Metering.* Based on a customer's anticipated lagging reactive load, metering for power factor may be required. When required by the public works and utilities department, demand charges will be adjusted to correct for average power factors lower than 97 percent by dividing the metered monthly peak demand by the monthly average power factor then multiplying the quotient by 97 percent.

Q. *Primary service customer-owned transformer E-205.*

1. *Availability.* This electricity service rate schedule is available within the service area of the city to all customers who do not qualify for service under the residential, low-income senior citizen/low-income disabled citizen, municipal, security lighting or large customer/contractual rate schedules, and are metered on the primary side of a customer-owned secondary transformer.

2. *Character of service.* Energy delivered under this schedule shall be 60-cycle AC, 12,470 volts three phase.

3. *Rate.* The rate shall be composed of a consumption charge plus a monthly demand charge plus a daily customer charge computed as follows for each meter servicing the premises:

Effective date	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Consumption charge:	All usage at \$0.0474 per kWh	All usage at \$0.0474 per kWh	All usage at \$0.0493 per kWh	All usage at \$0.0493 per kWh
Demand charge:	All demand at \$5.30 per kW	All demand at \$5.30 per kW	All demand at \$5.51 per kW	All demand at \$5.51 per kW
Customer charge:	\$3.7808 per day	\$3.7808 per day	\$3.9320 per day	\$3.9320 per day

4. *Delivery point.* The above rates are based upon the supply of service to the entire premises through a single delivery and metering point and at one voltage and phase. Separate supply for the same customer at other voltages or phases or at other points of consumption will be separately metered and billed. The point of ownership change shall be identified in a one-line drawing of the service installation in accordance with the public works and utilities department records.

5. *Metering.* Based on a customer's anticipated lagging reactive load, metering for power factor may be required. When required by the public works and utilities department, demand charges will be adjusted to correct for average power factors lower than 97 percent by dividing the metered monthly peak demand by the monthly average power factor then multiplying the quotient by 97 percent.

R. *Renewable energy E-800.*

1. *Availability.* This voluntary renewable electricity service rate is available within the service area of the city to all electric customers; provided, however, that the amount of renewable energy available under this rate is limited to the generation output of the city's

community renewable energy park systems. Energy will be sold in 100 kilowatt hours per month blocks. Customers will still pay all charges per their appropriate rate class in addition to the voluntary upgrade charge per 100 kilowatt hours block of renewable energy purchased.

2. *Character of service.* Renewable energy delivered under this schedule shall be the same as the customers' present service and rate class.

3. *Rate.* The rate is a voluntary renewable energy product upgrade charge for consumption in addition to the standard applicable rate class consumption the customer is receiving service under. Charges are computed as follows for each meter receiving this renewable energy product servicing the premises:

Consumption charge: 100 kilowatt hour blocks at \$0.030 per kilowatt hour.

4. *Delivery point.* The above rates are based upon the supply of service to the entire premises through a single delivery and metering point and at one voltage and phase. Separate supply for the same customer at other voltages or phases or at other points of consumption will be separately metered and billed.

S. *Renewable energy system contribution E-801.*

1. *Availability.* This voluntary renewable energy system contribution rate is available within the service area of the city to all customers.

2. *Character of service.* Customers can elect to make fixed contributions of \$3.00 per month per unit. Customers can purchase any number of units of contribution which will be included in their monthly utility billing, and may opt out at any time.

3. *Rate.* The rate is a voluntary renewable energy system contribution only. No renewable energy is delivered by participating in the rate.

Charge: renewable energy system contribution unit at \$3.00 per month.

(Ord. 4897 § 1, 2022; Ord. 4844 § 6, 2019; Ord. 4817 § 1, 2018; Ord. 4804 §§ 1, 2, 5, 2018; Ord. 4787 § 1, 2018; Ord. 4764 § 2, 2017; Ord. 4759 § 1, 2016; Ord. 4733 § 1, 2016; Ord. 4706 §§ 2, 3, 2015; Ord. 4684 § 7, 2014; Ord. 4639 § 2, 2013; Ord. 4633 § 2, 2013; Ord. 4626 § 2, 2012; Ord. 4606 § 1, 2011; Ord. 4555 § 7, 2009; Ord. 4508 § 1, 2007; Ord. 4503 § 2, 2007)

Section 3. 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 4. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance

including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the _____ day of May, 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. 4942 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4942 was published as required by law.

BETH LEADER



Meeting Date: May 6, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Resolution 2024-10 to Accept Bequests from Estate of Nancy Allen fka Nancy Jurenka
Submitted by: Terry Weiner, City Attorney/Assistant City Manager
Department: City Attorney

Suggested Motion/Action:

Approve Resolution 2024-10, accept bequests to the Ellensburg Library and the Ellensburg Animal Shelter from the Estate of Nancy Allen, formerly known as ("fka") Nancy Jurenka

Background/Summary:

Nancy Jurenka was Professor of Education at Central Washington University from 1989 until her retirement in 2007. She was also a published author and supporter of both the Ellensburg Library and Ellensburg Animal Shelter, and several other local charitable organizations. She passed away March 1, 2023 and her will left donations to several organizations, including the "Ellensburg Public Library Children's Programs" and Ellensburg Animal Shelter.

Previous Council Action:

None

Analysis:

Ms. Jurenka's Last Will and Testament bequeathed \$30,782.22, each, to the Ellensburg Public Library Children's Program and the Ellensburg Animal Shelter. It should be noted she also left generous donations to other local organizations, such as FISH, the Ruth Harrington Scholarship Fund, and the Ellensburg Red Cross.

Chapter 2.04 of the Ellensburg City Code (ECC) governs donations to the City. The bequests should be considered "restricted donations" per ECC 2.04.120. Resolution 2024-10 specifies that each bequest shall only be used for the purposes specified in the bequests.

Financial Impact:

The proposed donations will provide additional funding for the Library's Children's Programs and for the animal shelter (now known as the Ellensburg Adoption Center). The Resolution also authorizes the necessary budget adjustments to both funds.

Budget Adjustment: Yes

Attachments:

1. Resolution 2024-10 Jurenka Donations

RESOLUTION NO. 2024-10

A RESOLUTION accepting two monetary donations in the total amount of \$61,564.44 from the estate of Nancy Allen, formerly known as (“fka”) Nancy Jurenka.

WHEREAS, the last will and testament from the estate of Nancy Allen, fka Nancy Jurenka, identifies the Ellensburg Public Library Children’s Programs and the Ellensburg Animal Shelter as each receiving \$30,782.22; and

WHEREAS, both the Library’s Children’s Programs and the Ellensburg Animal Shelter (now known as the Ellensburg Adoption Center) would benefit from the donations; and

WHEREAS, the Ellensburg City Council, pursuant to 2.04.120 of the Ellensburg City Code must accept any restricted monetary donation which exceeds \$1,000; and

NOW THEREFORE, the City Council of the City of Ellensburg, Washington, does resolve as follows:

Section 1. The City Council of the City of Ellensburg hereby authorizes the Library and the City, on behalf of the Ellensburg Adoption Center, to accept the donations from the estate of Nancy Allen fka Nancy Jurenka in the amount of \$30,782.22, each.

Section 2. The City Council authorizes adding the necessary budget adjustments to the Library Trust Fund (Fund 605) to be used by the Library only for the purpose restricted by the bequest.

Section 3. The City Council authorizes adding the necessary budget adjustments to the General Fund (Fund 011) to be assigned a separate cash account number to allocate and track the donation to ensure it is used only for the purpose restricted by the bequest.

Section 4. The Mayor and City Manager are authorized to execute any documents required to accept the bequests from the estate of Nancy Allen fka Nancy Jurenka.

ADOPTED by the City Council of the City Ellensburg 6th day of May, 2024.

Mayor

Attest: _____
City Clerk



Meeting Date: May 6, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Resolution 2024-11 Amending the City Council Rules of Procedure
Submitted by: Terry Weiner, City Attorney/Assistant City Manager, Nicole Klauss, Public Information Officer
Department: City Attorney

Suggested Motion/Action:

Move to approve Resolution 2024-11, amending Rule 7.2 of the City Council Rules of Procedure.

Background/Summary:

The City Council Rules and Procedures were last modified on December 18, 2023, at which time Rule 7.2(b) was amended to limit public comment on non-agenda items only, to those attending meetings in person. Persons attending the meetings remotely may still comment both in-person and remotely on any other agenda items where public comments are allowed. There are also a variety of other methods for persons to provide comment to Council on non-agenda items which are regularly used by other residents. The amendment was adopted by Council to try and prevent "Zoom bombers" who had previously used the time allocated to public comment on non-agenda items to spew racist and antisemitic remarks.

Subsequently, Council decided at its January 6, 2024 to revisit the rule change after a new councilmember was appointed to fill a vacant position. The Diversity, Equity and Inclusion (DEI) Commission then met on April 9 to discuss the issue of commenting remotely on non-agenda items. Their recommendations are included in this agenda packet.

At the April 15 Council meeting, several people commenting on the proclamation declaring April to be National Arab American Heritage Month used their time to comment on the Israeli-Hamas war and to also make what some in the public considered to be antisemitic remarks. That was followed by a small group of protesters chanting from the audience, which resulted in disruption of the meeting requiring their removal from the Council Chambers. The City Attorney was subsequently requested to determine which regularly scheduled agenda items are required to provide for public comment under Washington's Open Public Meeting Act (OPMA), Chapter 42.30 RCW.

Previous Council Action:

Analysis:

The OPMA Requirements for Public Comment

Until 2022, Washington law did not require legislative bodies to allow for public comment at

their meetings, except for public hearings held during such meetings. That changed when the Legislature added RCW 42.30.240 to the OPMA, which provides:

Public comment.

(1) Except in an emergency situation, the governing body of a public agency shall provide an opportunity at or before every regular meeting at which final action is taken for public comment. The public comment required under this section may be taken orally at a public meeting, or by providing an opportunity for written testimony to be submitted before or at the meeting. If the governing body accepts written testimony, this testimony must be distributed to the governing body. The governing body may set a reasonable deadline for the submission of written testimony before the meeting.

(2) Upon the request of any individual who will have difficulty attending a meeting of the governing body of a public agency by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult, the governing body shall, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely if oral comment from other members of the public will be accepted at the meeting.

(3) Nothing in this section prevents a governing body from allowing public comment on items not on the meeting agenda.

(4) Nothing in this section diminishes the authority of governing bodies to deal with interruptions under RCW 42.30.050, limits the ability of the governing body to put limitations on the time available for public comment or on how public comment is accepted, or requires a governing body to accept public comment that renders orderly conduct of the meeting unfeasible.

Thus, under the new law:

1. Public comment must be accepted at any meeting where "final action" is taken. However, there is no requirement that public comment be taken *during consideration of the agenda item*. In other words, Council could provide for a single public comment period for all items on the agenda. Indeed, some city councils do exactly that by providing for a single public comment period either at the beginning or toward the end of the meeting. However, if a council allows for public comments to be made during consideration of individual agenda items (as Ellensburg does), there is still no requirement to provide for public comment for every agenda item, but only those where "final action" is taken. "Final action" is defined in RCW 42.30.020(3) to mean, "a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance." Therefore, public comment is not required for agenda items where final action is not being taken, which would include the reading of proclamations which are ceremonial, only, and signed beforehand at the Mayor's prerogative.

2. Public comment can be allowed, but is not required, for non-agenda items. Ellensburg has, however, traditionally allowed such public comment. Nonetheless, the law doesn't require persons attending remotely to be allowed to comment remotely except where:

Upon the request of any individual who will have difficulty attending a meeting of the governing body of a public agency by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult, the governing body

shall, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely if oral comment from other members of the public will be accepted at the meeting.

As noted in the attached article from MRSC, "When Hate Comes to Town: Addressing Racist and Anti-Semitic Public Comment at Meetings," it would seem reasonable for local governments to request information necessary to verify the identity of an individual making such a request.

3. As the article also makes clear, the City cannot prohibit the use of hate speech.

DEI Commission Recommendation

As mentioned, the Ellensburg City Council experienced two Zoom-bombing events during Fall of 2023. Both events were extremely disruptive and contained what could be classified as "hate speech." After the second event occurred, the Council requested the City DEI Commission discuss the issue and return a recommendation for responding to these issues. At the December 18, 2023 meeting, the Council voted 4-3 to approve Resolution 2023-23 updating the Council Rules to eliminate all virtual public comments on non-agenda items during regularly scheduled Council meetings. Subsequently, at the January 6, 2024 meeting, after discussion about the December 18 vote, Council voted 6-0 to revisit the decision after a new City Council member was appointed to fill the current vacant position. The DEI Commission discussed the topic at multiple meetings and at their April meeting, approved sending the attached memo to the City Council. The DEI Commission recommends bringing back the option for virtual public comments on non-agenda items.

Resolutions

The City Attorney has prepared two different versions of proposed amendments to the Council Rules. Version 1 includes proposed amendment to Rule 7.2(a)(1) specifying that public comment is allowed on agenda items as required by the OPMA (there is also a small change to Rule 9.1 to correct a pre-existing typographic error). Version 2 includes the aforementioned changes to Rule 7.2(a)(1), but also includes the change recommended by the DEI Commission reinstating the right to remotely provide public comment on non-agenda items and requiring remote attendees to state the topic they wish to speak on. If Council agrees with the DEI Commission recommendations, staff also requests Council include an additional requirement that remote attendees complete the meeting registration form by no later than 24 hours prior to the meeting time to allow staff sufficient time to process the registrations for review by the Mayor.

Order of Business and Agenda

Another option, not discussed previously by City Council, is to amend Rule 4, Order of Business and Agenda, to consider all scheduled Council business before hearing public comment on non-agenda items. This could be accomplished by moving Rule 4.8, Citizen comment on non-agenda items, to the end of the regular agenda, following the current Rule 4.12, New Business to allow Council. If Council chose to make this change, after a motion is made to adopt Resolution 2024-11, a councilmember would need to make a motion to amend the Resolution to change Rule 4 in the City Council Rules of Procedure.

Financial Impact:

None at this time.

Budget Adjustment: No

Attachments:

1. DEI Commission Memo to Council
2. MRSC - When Hate Comes to Town_ Addressing Racist and Anti-Semitic Public Comment at Meetings
3. Resolution 2024-11 amending Council Rules of Procedure (Version 1) (05-06-24)
4. Resolution 2024-11 amending Council Rules of Procedure (Version 2) (05-06-24)



MEMORANDUM

To: The Ellensburg City Council

From: The City of Ellensburg Diversity, Equity, and Inclusion Commission

Date: April 9, 2024

Re: Recommendation on City Council's recent vote to eliminate virtual public comment on non-agenda items at City Council meetings

The Ellensburg City Council experienced two zoom-bombing events during the Fall 2023. Both events were extremely disruptive and contained what could be classified as "hate speech." After the second event occurred, the Council requested the City DEI Commission discuss the issue and return a recommendation for how these events might be handled. At the December 18, 2023 meeting, the Council voted 4-3 to approve Resolution 2023-23 updating the Council Rules to eliminate all virtual public comments on non-agenda items during regularly scheduled Council meetings. Subsequently, at the January 6, 2024 meeting, after discussion about the December 18 vote, Council voted 6-0 to revisit the decision after a new City Council member was appointed to fill the current vacant position.

In an effort to bring something constructive to the Council on this request, DEI Commission members entered into extensive discussion over two months on the legal and practical implications of a number of possible responses City Council could have in these unfortunate events. Below are the recommendations the DEI Commission agreed to bring to the Council.

Recommendation 1:

The Commission recommends that the virtual public comment on non-agenda items (VPC) period during regular City Council meetings be restored to the council agenda and that participants be required to pre-register and list their topic of discussion.

Rationale for this recommendation: The Commission's mission is directly related to equity and inclusion/accessibility for all city residents to ensure all voices in our community are heard on matters of importance to them as residents and to this city. The Commission acknowledges that doing so runs the risk of harming some residents of our community when they hear hate speech directed at them. Eliminating VPC to prevent the threat of zoom-bombing hate speech is in direct conflict with city values of equity, inclusion and accessibility for all members of our community. Comments offered in discussion in coming to this recommendation were:

"...any decision to limit people's engagement with the City allows the hateful people to win. There could be legitimate concerns brought up at the meetings."

"It is important to allow community members to bring non-agenda items to Council."

"[I] would rather create a space for voices and disrupt harm by cutting persons off rather than limiting comments."

The Commission talked extensively about having an opportunity for Commission and Council members to create opportunities, such as a community forum, to have conversation with victims but no firm recommendation was developed. Creating this opportunity and space for residents could provide those impacted with a voice, a chance to be affirmed by others in attendance, and also provide those who want to make change a place to get tools/resources.



Recommendation 2:

The Mayor and IT staff should have a process in place to immediately identify these comments as either not relating to the business of the Council or as “hate speech” and an effort to disrupt the City Council meeting. These comments should be cut off as quickly as possible. It should be recognized that the Mayor has full authority to interact with these individuals to the extent needed to ascertain the intent of the individual’s comments and cut them off immediately.

Recommendation 3:

The Mayor should have a prepared statement on the dais to read to meeting participants immediately after these comments have been stopped. This statement should clearly identify the clash of the city’s values with these statements, should affirm the value/importance of a diverse and welcoming community, and an apology to the impacted communities as well as an assurance that they are valued and belong in the City of Ellensburg.

Recommendation 4:

Consider adding a DEI member to the city’s rapid response team that prepares public statements to the community after these events occur. Ensure that the statement includes 1) an acknowledgement of the incident and 2) an action or next step the city will take to support the communities impacted by these events. The DEI Commission could assist city officials with the implementation of an action such as this.

Recommendation 5:

Consider tasking Commission/council leaders to form an ad hoc committee to strategize how together we can organize a city team that could rally around our targeted populations to be allies and who could rally with support and resources when these events occur. This group could also assist with special city events, such as Unity Park opening, Juneteenth celebration, etc.

Submitted this 9th day of April, 2024.

The City of Ellensburg DEI Commission

Nancy Goodloe, Chair

Phil Backlund

Tylene Carnell

Kandee Cleary

Mayra Colazo

Teresa Divine

Amber Hoefer

Alex Mandujano

When Hate Comes to Town: Addressing Racist and Anti-Semitic Public Comment at Meetings

November 6, 2023 by [Oskar Rey](#)

Category: [Inclusive Communities](#), [Legislative Body](#), [Public Participation](#)



In recent months, there has been a disturbing trend in which the public comment period of city council meetings has been used to make antisemitic and racist statements. The comments are typically made by individuals appearing remotely over Zoom who sign up for public comment under assumed names and do not appear on camera. In some cases, it appears the same individual signs up multiple times under different names so that they have additional opportunities to comment.

This is not an isolated phenomenon. It is occurring in multiple states, including numerous cities in California ([San Diego](#) and [San Francisco](#) for example), [Eugene](#), Oregon, and [Iowa City](#), Iowa, to name a few. In recent weeks, this disturbing trend has reached several cities in Washington State. This blog will look at measures Washington local governments can take to minimize the chance that their public meetings are disrupted by hate speech.

Public Comment is a Limited Public Forum Under the First Amendment

When local governments provide an opportunity for public comment at meetings, it is considered a “limited public forum” for free speech purposes. That means the government can regulate the time, place, and manner of speech, provided the regulations are reasonable and content-neutral. For example, some local governments require public comment to be on a matter of agency concern or an item on the meeting agenda. Such a requirement prevents a speaker from commenting on matters that are not relevant to the agency.

Public comment rules should be clear and easy to interpret. In [Acosta v. City of Costa Mesa](#), 718 F.3d 800 (9th Cir. 2013) the Ninth Circuit Court of Appeals struck down a rule that prohibited “insolent” action or speech because it was overbroad. The court found the policy swept “a substantial amount of non-disruptive, protected speech within its prohibiting language.” For more on free speech and public comment rules, see the MRSC’s blog, [When First Amendment Rights and Public Meetings Clash](#).

Until fairly recently, Washington local government agencies were not required to allow public comment at meetings of the governing body, although many did so voluntarily. That changed in 2022, when the legislature [amended the Open Public Meetings Act](#) (OPMA) to require governing bodies to provide oral or written public comment at regular meetings. [RCW 42.30.240\(2\)](#) also contains the following requirement:

Upon the request of any individual who will have difficulty attending a meeting of the governing body of a public agency by reason of disability, limited mobility, or for any other reason that makes physical

attendance at a meeting difficult, the governing body shall, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely if oral comment from other members of the public will be accepted at the meeting.

Options for Addressing Hate Speech

Although the First Amendment and the OPMA place some limitations on local governments, deciding how best to proceed is a policy choice. Public comment plays an important role in allowing constituents to communicate with their elected officials.

On the other hand, hate speech causes harm, and it seems antithetical to the role of local government to allow public meetings to be co-opted by messengers of hate. Governing bodies need to weigh the advantages and disadvantages of restricting public comment for the purpose of minimizing hate speech.

Option 1: Eliminate remote public comment

One option that some cities in other states are pursuing is eliminating remote public comments. Services such as Zoom have made public participation easier, but such tools can be abused by individuals operating anonymously who may be in far-away places. If it is not possible to verify a speaker's true identity and place of residence, then some local governments may decide that remote public comment is not worth it.

Washington local governments will need to comply with [RCW 42.30.240\(2\)](#), which allows an individual for whom physical attendance is difficult to request remote public comment. It would seem a local government could request information necessary to verify the identity of an individual making such a request.

Option 2: Limit public comment to items on the agenda

Another option is requiring that the comments be relevant to an item on the agenda. That requirement provides the presiding officer with the ability to quickly mute or disconnect a speaker that is not speaking to a matter of city concern.

Limiting speakers to topics that are relevant to the agenda or the business of the agency is likely not a content-based regulation. The agency is facilitating communication on topics of interest to the city rather than discriminating against viewpoints that may be expressed on those topics. However, it appears that some speakers engaging in hate speech have referred to agenda items at the beginning of their comments. This puts the presiding officer and governing body in the difficult position of deciding the point at which a speaker's comments are no longer relevant to agency business.

Here are sample policies that limit public comment to items on the meeting agenda:

- [Seattle City Council Rules of Procedure](#), Rule XI.D; Comment must be relevant to item on agenda and comments on other matters are “disruptive.”
- [Tacoma City Council Rules of Procedure](#), Rule 9;
In general, public comment is limited to items on the agenda, and item must be specified in advance.

Option 3: Take steps to verify the identity of speakers commenting remotely

Taking steps to verify the identity of remote public commenters may be an option if technologically feasible. Agencies considering this type of measure should consult with their information technology experts to determine what options may be available. Keep in mind that verification of identity should *only* apply to individuals who wish to speak remotely during public comment: Under [RCW 42.30.040](#), a local government *may not* require a person to identify themselves when they are simply attending a public meeting.

Why Not Prohibit Hate Speech?

It may be tempting to simply prohibit the use of hate speech during the public comment period, but there are a few reasons why this is inadvisable. First, a court would likely view a prohibition on hate speech as a content-based restriction. One of the bedrock principles of free speech is that government may not prohibit the expression of an idea simply because

society finds the idea itself to be offensive. There is not an exception for hate speech under the First Amendment.

Second, hate speech is a difficult concept to define for the purpose of enforcing public comment rules. The problem rests not with the egregious examples of hate speech, but in those areas where there may room for disagreement. Asking a presiding officer and governing body to determine whether a speaker has used hate speech during the public comment portion of a meeting is a fraught undertaking with potential liability to the agency for violation of free speech rights.

Conclusion — Be Prepared!

Now is a good time to review public comment policies and determine whether changes are necessary. A local government should also discuss and plan how best to respond if hate speech is used during public comment. The presiding officer needs to be comfortable with both the rules and the technology platform and should understand when it is appropriate to turn off the microphone of those violating the policy. In addition, any policy that allows a speaker to be cut off should apply equally to in-person and remote speakers.

[King County](#), [Kenmore](#), and [Port Angeles](#) (among others) have issued statements condemning hate speech at public meetings and affirming their commitment to inclusivity, understanding, and respect for one another. The sad truth is that local governments may not be able to guarantee that hate speech will not occur during public comment, but there are measures that can be taken to make it less easy to espouse hate.

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About Oskar Rey

Oskar Rey is an attorney with Ogden Murphy Wallace PLLC. Prior to this he worked as a legal consultant at MRSC from 2016 to 2024. Oskar has practiced municipal law since 1995 and served as Assistant City Attorney for the City of Kirkland from 2005 to 2016, where he worked on a wide range of municipal topics, including land use, public records, and public works.

[VIEW ALL POSTS BY OSKAR REY](#)

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(VERSION 1)

RESOLUTION NO. 2024-11

A RESOLUTION relating to the Ellensburg City Council, replacing the Rules and Procedures for the Ellensburg City Council, and repealing Resolution No. 2023-33.

WHEREAS, Resolution 2023-33 updated the "Rules and Procedures for the Ellensburg City Council" (Council Rules); and

WHEREAS, the City Council has determined the Council Rules should again be updated;

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

Section 1. This Resolution supersedes and replaces City Council Resolution No. 2023-33, which is hereby repealed.

Section 2. The Rules and Procedures for the Ellensburg City Council, attached to this Resolution, are hereby adopted and are effective immediately upon passage of this Resolution.

ADOPTED by the City Council of the City of Ellensburg this 6th day of May, 2024.

Mayor

Attest:

City Clerk

City of Ellensburg
City Council Rules of Procedure
May 6, 2024

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1. General Rules

1.1 Authority. The Ellensburg City Council hereby establishes the following procedures for the conduct of Council meetings, proceedings, and business. These procedures shall be in effect upon adoption by the Council and until such time as they are amended or new procedures are adopted in the manner provided in these rules.

1.2 Meetings to be Public. The meetings of the Council shall be open to the public with the exception of executive or exempt sessions for certain limited topics (as defined in Chapter 42.30 RCW). The Council minute book shall be open to public inspection.

1.3 Quorum. A majority of four councilmembers shall be required to be in attendance to constitute a quorum at any regular or special meeting of the Council. In the absence of a quorum, the Mayor or Mayor pro tempore, at the instance of any three (3) members present, may compel the attendance of absent members.

1.4 Roll Call - Absences. Before proceeding with the business of the Council, the City Clerk or his or her deputy shall call the role of the members, and the names of those present shall be entered in the minutes. A Councilmember may be excused from the meeting by contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend the meeting. If the Councilmember is unable to contact the Mayor, the Councilmember shall contact the Mayor pro tempore, the City Clerk or Deputy City Clerk, who shall convey the message to the Mayor. The Mayor shall inform the Council of the Councilmember's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of Councilmembers present, the absent Councilmember shall be considered excused, and the Clerk will make an appropriate notation in the minutes. If the motion is not passed, the Clerk will note in the minutes that the absence is unexcused.

1.5 Records of Council Proceedings. The City Clerk shall record all business transacted at a Council meeting. In recording Council minutes, the Clerk, in addition to the names of the Councilmembers in attendance, shall record the names of

all city officials or employees in attendance at the Council meeting and all persons who have addressed the Council.

1.6 **Right of Floor.** Any Councilmember desiring to speak shall be recognized by the presiding officer and shall confine his or her remarks to one subject under consideration or to be considered. Minutes of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

1.7 **Remote Attendance.** Councilmembers may appear at a Council meeting via video conferencing or telephone ("remote attendance") when approved by the Mayor or Mayor pro tempore, or if remote attendance is required by reason of legislative or governor's proclamation/order, or other emergency order enacted by Council. Councilmembers attending remotely must keep their video camera turned on during the meeting unless they are unable to do so because of technical infeasibility (e.g., poor or no internet connection, no video camera available, etc.).

1.8 **Rules of Order.** *Robert's Rules of Order Newly Revised* shall be the guideline procedures for the proceedings of the Council. If there is a conflict, these rules shall apply.

2. Types of Meetings

2.1 Regular Meetings. The City Council shall hold regular meetings on the first and third Mondays of each month at 7:00 p.m. and will adjourn no later than 11 p.m. To continue past this time of adjournment, a majority of the Council must concur. If the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday. The Council may reschedule regular meetings to a different date or time by motion. The location of the meetings shall be the Council Chambers at City Hall, 501 N. Anderson Street, unless specified otherwise by a majority vote of the Council, legislative proclamation, governor's proclamation/order, or other emergency order. All regular and special meetings shall be public.

2.2 Special Meetings. The City Clerk, upon request of the Mayor or by a majority of the Council shall call special meetings of the Council for the purpose of conducting official action. Notice shall be given at least 24 hours in advance as required by RCW 42.30.080. Notice may be provided to each member of the Council by telephone, e-mail, regular mail or otherwise, of the special meeting.

2.3 Study Session and Workshops. The Council may meet informally in study sessions and workshops (open to the public), at the call of the Mayor or by a majority of the Council, to review forthcoming programs of the city, receive progress reports on current programs or projects, receive other similar information from city department heads or conduct procedures workshops, provided that all discussions and conclusions thereon shall be informal and do not constitute final action of the Council.

2.4 Emergency Meetings. An emergency meeting is a Special Council meeting called without 24-hour notice. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor as provided by RCW 42.30.070. The Council minutes will indicate the reason

for the emergency.

2.5 Executive Sessions. An executive session is a Council meeting that is closed except to the Council, City Manager, City Attorney and authorized staff members and/or consultants authorized by the Mayor. The public is restricted from attendance. Executive sessions may be held during Regular or Special council meetings and will be announced by the Mayor.

a. Executive Session subjects are limited to matters authorized pursuant to Ch. 42.30 RCW, including but not limited to considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, public employment applications and public employee evaluation, elective office appointments, and attorney-client discussions regarding agency enforcement actions, litigation, or threatened litigation.

b. Before convening in executive session, the Presiding Officer shall publicly announce the purpose for excluding the public from the meeting place, the anticipated time when the executive session will be concluded, and whether any action is anticipated to be taken following the executive session. Should the executive session require more time, a public announcement shall be made extending the meeting for a time certain. Should the executive session end prior to the time specified,¹ Council may reconvene to formally adjourn, if appropriate. If action is required, the Council may not take action until the specified time has lapsed.

c. At the conclusion of the executive session, if appropriate, the public meeting will reconvene to formally adjourn the meeting, for taking action on the item resulting from the executive session if properly noticed, or to continue the meeting.

2.6 Council Contact Outside an Official Meeting. Generally, Councilmembers have the same freedoms of association as any other citizen. Councilmembers must take great care when present at the same social, unofficial functions, or in any public setting to refrain from engaging in any activity which could be interpreted as de facto deliberation or action on a matter of city business.

3. Conduct of Meetings

3.1 **The Mayor - Election.** The Mayor shall act as the presiding officer of the Council and shall be elected biennially at the first meeting of a new Council by the members from their membership, or otherwise when there is a vacancy in the position. The Mayor shall assume the chair immediately after his or her election. In the absence of the Mayor, the Mayor pro tempore shall act as the presiding officer. In the absence of both the Mayor and Mayor pro tempore, the Council shall elect a presiding officer to preside over the meeting or to act for the Mayor in his or her absence.

3.2 **Call to Order.** The presiding officer shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Council to order. In the absence of the Mayor and the Mayor pro tempore, the City Clerk or his or her assistant shall call the Council to order, whereupon a temporary presiding officer shall be elected by the members of the Council present. Upon the arrival of the Mayor or Mayor pro tempore, the temporary presiding officer shall immediately relinquish the chair upon the conclusion of the business immediately before the council.

3.3 **Preservation of Order.** The presiding officer shall preserve strict order and decorum at all regular and special meetings of the Council, as set forth by Rules 6 and 7. The presiding officer may request the Sergeant-at-Arms to enforce actions consistent with this rule pursuant to Rule 7.4.

3.4 **Points of Order.** The presiding officer shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be "Shall the decision of the Presiding Officer be sustained?"

3.5 **Questions to be Stated.** The presiding officer shall state every question coming before the Council, announce the decision of the Council on all subjects and decide all questions of order, subject to, however, an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order. A roll call vote may be taken on any question.

3.6 **Mayor - Powers.** The Mayor shall vote on all questions, his or her name being called last. He or she shall sign all ordinances and resolutions adopted by the Council during his or her presence. In the event of the absence of the Mayor, the Mayor pro tempore or presiding officer shall sign ordinances or resolutions as then adopted.

3.7 **Reading of Minutes.** Unless a reading of the minutes of a Council meeting is requested by a member of the Council, such minutes may be approved without reading if the Clerk has previously furnished each member with a copy of the minutes.

4. Order of Business and the Agenda. All meetings of the Council shall be open to the public. Promptly at the hour specified herein on the date of each regular meeting, the members of the Council, the City Clerk, City Attorney, and City Manager shall be present for the meeting and the business of the Council shall be taken up for consideration and disposition in the following order:

4.1 Flag Salute.

4.2 Call to Order - Roll Call. The presiding officer calls the meeting to order and will announce the attendance of Councilmembers, indicate any Councilmember who is not in attendance and whether the Councilmember has requested an excused absence. Excused absences will be handled as stated in Rule 1.4.

4.3 Proclamations. A proclamation is defined as an official announcement made by the Mayor. It is the policy of the City Council for the Mayor to consider requests to proclaim certain events or causes when such proclamations pertain to a City of Ellensburg event, person, organization, or cause with local implications. The Mayor will consider requests that are timely, have potential relevance to the Ellensburg community, and either forward positive messages and/or call upon the support of the community. The Mayor will choose proclamations to read at a Council meeting subject to the following guidelines. The Mayor may act on requests for proclamations without a vote of the City Council. In addition:

a. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation and submit a copy of the proposed Proclamation to the City Clerk's office at least thirty calendar days before the proclamation is desired.

b. The sponsor must be a city resident.

c. Proclamations must have citywide significance and demonstrate relevancy to Ellensburg.

d. Proclamations should have a positive message and should not promote political, ideological or religious positions.

e. The Mayor shall not recognize groups or individuals who seek economic benefit by endorsement or for-profit commercial events or endeavors.

f. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations. The proclamation shall not exceed one page of text.

g. The Mayor may consult with City Boards, Commissions or other subject matter experts when considering appropriate proclamation language.

h. The Mayor retains the right to limit the number of proclamations at a City Council meeting.

i. The Mayor, in consultation with the City Manager and City Attorney, will determine if the proposed proclamation meets the intent of this policy

4.4 Awards and recognitions.

4.5 Approval of regular agenda.

a. The presiding officer may, with the concurrence of the Councilmembers by majority vote, take agenda items out of order. The agenda may be amended upon majority vote of the Councilmembers.

b. Because adoption of any item on the consent agenda, as provided in Rule 4.6, implies unanimous consent, any member of the Council shall have the right to remove any item from the consent agenda. Therefore, prior to the vote on the motion to adopt the regular agenda, the presiding officer shall inquire if any Councilmember, or any member of the public with concurrence of a Councilmember wishes an item to be withdrawn from the consent agenda. If an item is withdrawn, it shall be placed at an appropriate place on the regular agenda for the current or a future meeting, to be followed by a motion to approve the regular agenda, as amended, by the item's removal from the consent agenda.

4.6 Consent agenda. The consent agenda is designed to contain items which are of a routine and non-controversial nature, including, but not limited to the following: minutes from Council, commission, and committee meetings; excused absence requests from Councilmembers; letters of resignation; approval of appropriations;

resolutions which do not involve significant policy issues; routine contracts; labor agreements; and certain administrative actions, such as consideration of banner requests and such other items as may be requested for inclusion by Council or by the City Manager and approved by Council. Any and all items on the consent agenda are approved by single motion and vote of the City Council.

4.7 **Petitions, protests, and communications.**

4.8 **Citizen comment on non-agenda issues.**

4.9 **Business requiring public hearings.**

4.10 **Introduction and adoption of resolutions and ordinances.**

4.11 **Unfinished business.**

4.12 **New business.**

4.13 **Miscellaneous.**

4.14 **Executive session.**

4.15 **Adjournment.** The presiding officer shall adjourn Council meetings upon the conclusion of the agenda.

5. Agenda Preparation

5.1 Preparation. The City Clerk will prepare an agenda packet for each Council meeting and work session specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review and approval by the City Manager and Mayor (or Mayor pro tempore when acting in the absence of the Mayor), either of whom may add or delete any proposed agenda item for reasons of ensuring council meeting efficiency or for reasons that are in the best interests of the City.

5.2 Placement of Agenda Items. An item may be placed on a Council meeting agenda by any of the following methods: 1) approval of the City Manager; 2) approval of the Mayor; 3) upon request of any Councilmember prior to preparation of the agenda; or 4) upon request of any Councilmember and approval by majority vote during the Councilmember Reports portion City Council meetings, in which case the item shall be placed on the agenda for the next regular Council meeting.

5.3 Completion. Agenda items will be completed by the appropriate City department staff and submitted to the City Clerk for finalizing by 10 a.m. on the Wednesday prior to the following Council meeting. The “agenda report” form will be used for all items submitted for a meeting agenda of committees, regular or special meetings, and work sessions.

5.4 Availability. An agenda shall be prepared and provided to the Council and available to the public on the Thursday prior to each meeting. Public availability shall include posting on the City website, distribution by email to an established mailing list and copies provided in the City Hall and Ellensburg Public Library lobbies.

5.5 Agenda Retention. The City Manager will prepare and keep current a calendar of agenda items for all Council regular and special meetings, work sessions, and committee meetings.

6. Comments and Debates of the Council

6.1 Rules of Debate. Presiding Officer May Debate and Vote. The Mayor, or such other member of the Council as may be acting as presiding officer, may move, second and debate from the chair, subject only to such limitations of debate imposed by these rules on all members. Neither the Mayor nor any Councilmember shall be deprived of any of the rights and privileges of a Councilmember by reason of his or her acting as the presiding officer.

6.2 Getting the Floor- Improper References to be Avoided. Every Councilmember desiring to speak shall address the presiding officer and, upon recognition, shall confine his or her comments to the question under debate, avoiding all personalities and indecorous language.

6.3 Interruptions. A Councilmember, once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or as herein otherwise provided. If a Councilmember, while speaking, is called to order, he or she shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.

6.4 Courtesy. All staff and Councilmembers during the discussion, comments, or debate of any matter or issue, shall address their remarks to the presiding officer, be courteous in their language and deportment, and shall not discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

6.5 Privilege of Closing Debate. The Councilmember making the motion shall have the privilege of closing the debate.

6.6 Motion to Reconsider. A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. It may be seconded by any member and may be made at

any time and have precedence over all other motions or while a member has the floor and shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council.

6.7 Remarks of Councilmember - When Entered in Minutes.

A Councilmember may request, through the presiding officer, the privilege of having an abstract of his or her statement on any subject under consideration by the Council entered in the minutes. If the Council consents to the request, the statement shall be entered in the minutes.

6.8 Synopsis of Debate - When Entered in Minutes. The Clerk may be directed by the presiding officer, with consent of the Council, to enter a synopsis of the discussion on any question coming before the Council into the minutes.

7. Duties and Privileges of Citizens

7.1 Meeting Participation and Addressing the Council. Members of the public are welcome at all Council meetings and are encouraged to provide comments and testimony on matters including agenda items, non-agenda items, and public hearings prior to the deliberations of the Council. Any person desiring to address the Council shall adhere to the rules below:

a. 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.

b. All remarks shall be addressed to the Council as a body and not to any individual member thereof. No question shall be asked of a Councilmember or staff except through the presiding officer.

c. Council meetings are considered a “limited public forum” which means the time, place and manner of speech can be regulated. At any time, the Presiding Officer, in their sole discretion, may set such reasonable limits, or terminate that individual's comment period, as necessary to prevent disruption or undue delay of other necessary business, or due to the person's violation of the Council's Rules for public participation.

d. Prior to speaking, members of the public shall first obtain recognition by the presiding officer by raising their hand for in-person attendance and “virtual hand” if remotely attending the meeting, and once recognized shall state their name, whether they live in the City of Ellensburg, Kittitas County, or elsewhere, and whether they are speaking as an individual or in a representative capacity. An address may be required when providing public comment for specific instances when needed for staff to contact the speaker, such as public hearings.

e. When addressing the Council, members of the public are urged to speak in an audible and articulate tone of voice for the record.

7.2 Public Comment on Matters Before the Council. Members of the public may address the Council on any matter which concerns the City's business or over which the Council has control during the comment portion of the agenda item subject to the following:

a. Agenda Items.

1. Members of the public may comment on items on the City Council agenda when required under the Washington Open Public Meetings Act, Chapter 42.30 RCW (as indicated on the agenda page), and which are not adjudicatory or administrative in nature. The City Council Agenda page shall state which items allow for public comment.

2. Members of the public shall limit their remarks to three (3) minutes unless additional time is granted by the presiding officer.

b. Non-Agenda Items.

1. Only members of the public attending City Council meetings in person may provide public comment on non-agenda items. Members of the public wishing to speak are requested to sign a register maintained by the City Clerk in advance of the Council.

2. Members of the public may address the Council on any matter not on the agenda which concerns the City's business or over which the Council has control, and must state the topic(s) upon which they wish to speak before addressing the Council if they have not done so in the City Clerk's register. The presiding officer has authority to silence the microphone of any speaker who refuses to clearly identify their comment topic or when the proposed topic(s) does not concern the City's business or is not one over which the Council has control.

3. Members of the public shall limit their remarks to three (3) minutes. Time may not be shared between members of the public in order to speak longer than three (3) minutes each.

4. No action will be taken by the Council at the meeting during

which the subject is introduced.

5. The total time allocated for comments on non-agenda items is thirty (30) minutes for all speakers. The total time may be extended upon vote of the Council.

c. Public Hearings.

1. For legislative hearings, any member of the public may comment or provide testimony.

2. For quasi-judicial or appeal hearings, comments will be limited to persons who participated in the proceedings prior to the City Council public hearing, as established by the record below.

3. Members of the public shall limit their remarks to five (5) minutes unless additional time is granted by the presiding officer.

d. “Out of Order” Comments and Enforcement. Any person engaging in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting, including but not limited to: unduly repetitive or irrelevant remarks; use of intimidating, threatening, or abusive language; disobedience of an order to be seated or to discontinue further comments; and/or engaging in violent behavior, will be deemed out of order and may, at the discretion of the presiding officer or upon a majority vote of the Council, be removed from the Council Chamber and/or have his or her virtual microphone muted.

7.3 Written Communications. Interested parties, or their authorized representatives, may address the Council through written communications, including email, in regard to matters under discussion. Communication should be directed to the City Clerk or to Councilmembers directly.

7.4 Designation of Sergeant-at-Arms. The presiding officer may designate the Chief of Police or such member of members of the Police Department as a Sergeant-at-Arms for the purpose of maintaining order and decorum at Council meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the presiding officer

for the purpose of maintaining order and decorum at the Council meetings.

8. **Council Actions.** The following actions may be considered at Council meetings:

8.1 **Ordinances.** “Ordinances” are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance.

8.2 **Resolutions.** “Resolutions” are adopted to express Council policy or to direct certain types of administrative action. They have the same effect as a motion, but in a written form. A resolution may be changed by adoption of a subsequent resolution.

8.3 **Motions.** “Motions” are official Council actions which do not require prior documentation in writing. They often are the Council authorizing action (e.g., signing an agreement by the Mayor) or to provide direction to staff to prepare an item for future consideration.

8.4 **Protests of Council Action.** Any Councilmember shall have the right to have the reasons for his or her dissent from, or protest against, any action of the Council entered in the minutes.

9. Ordinances, Resolutions and Motions.

9.1 Preparation of Ordinances. All ordinances shall either be prepared by or submitted to the City Attorney ~~or submitted to the him or her~~ for review prior to presentation to the Council.

9.2 Prior Review by Administrative Staff. All ordinances and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney and shall have been reviewed for administration by the City Manager or the Manager's authorized representative, where there are substantive matters of administration involved.

9.3 Introducing for Passage or Approval.

a. Ordinances, resolutions, and other matters or subjects requiring action by the Council must be introduced and sponsored by a member of the Council; provided, however, such items may be presented to the Council by the City Manager or City Attorney, or such City staff as may be designated by the City Manager. Any Councilmember may assume sponsorship of an item of business submitted by the City Manager or City Attorney by moving that it be introduced; otherwise, the item shall not be considered.

b. No ordinance shall be put on its final passage on the same day on which it was introduced unless this rule is waived as provided by Rule 9.7 and not otherwise prohibited by state law from final passage in a single meeting. Where such a motion to waive this Rule 9.3(b), as provided in Rule 9.7, is approved, the ordinance may then be adopted through a single reading followed by a roll call vote.

c. All ordinances shall have two separate readings, each of which readings may be accomplished by a reading of the title paragraph only: provided, however, any or all of the readings may be required to be accomplished by a reading of the full text of the proposed ordinance if the rules are waived as provided by Rule 9.7 to require such readings of the full text. When such a reading of the full text is required, upon a vote of a majority of the Council members present, it shall not be necessary to

read excessive detail set forth in a particular ordinance, including but not limited to legal descriptions of land areas, and in lieu thereof an oral statement summarizing the contents so omitted may be made by the presiding officer, or by the City Clerk or other recording secretary if so directed by the presiding officer.

d. No ordinance shall relate to more than one subject and that subject shall be clearly summarized in its title paragraph. No ordinance or section thereof, or City Code section, shall be amended unless the title paragraph of the amendatory ordinance indicates that the ordinance, or a part thereof, is amendatory.

e. The vote on amendments to a proposed ordinance may occur at any time prior to its final adoption; provided, that in the case of any ordinance which under state law cannot be adopted at the same meeting in which it is introduced, the ordinance as amended shall not be finally voted upon until the next regular council meeting.

f. All ordinances introduced for the purpose of amending, in whole or in part, any existing City Code title, chapter, section, or subsection, shall state the number of such provisions, together with a reference to the ordinance or ordinances and the sections thereof from which the code provisions were most recently codified. Any such amendatory ordinances shall state how the pertinent City Code provisions shall be amended to read thereafter, and any so stated amended language of any such code provisions shall be deemed and shall constitute sufficient compliance with any other statutory or ordinance requirement that all ordinances, or sections or subsections thereof be set forth in full.

9.4 Resolution. A resolution may be approved on the same day it is introduced. While it is not necessary to have the title of a resolution read aloud, Council may invoke the two reading procedures described above to facilitate public understanding and/or comment on the resolution. If Council invokes the two reading procedures, a Councilmember may request that the entire resolution or certain sections be read, and such request shall be granted and the City Clerk shall read as requested.

9.5 **Voting and Motions.**

a. **Consensus Voice Votes.** When a formal motion is not required on a Council action or opinion, a consensus voice vote will be taken except that any Councilmember may require the vote of each Councilmember be recorded. The presiding officer will state the action or opinion. The Council as a group will indicate concurrence or non-concurrence. Silence of a Councilmember during a voice vote shall be recorded as a vote with the prevailing side, except where such a Councilmember abstains because of a stated conflict of interest or appearance of fairness.

b. **Motions.** No motion shall be entertained or debated until duly seconded and announced by the presiding officer. The motion shall be recorded and, if desired by any Councilmember, it shall be read by the Clerk before it is debated and, by the consent of the Council, may be withdrawn at any time before action is taken on the motion.

c. **Votes on Motions.** Each member present shall vote or abstain on all questions put to the Council except on matters in which he or she has a conflict of interest. If a conflict of interest exists for a councilmember, such member shall announce their conflict and abstention from voting prior to any discussion of the matter, and shall be prohibited from participating in discussion of the matter. A roll call vote shall be taken on the adoption of all ordinances and on motions to suspend rules. The order of voting shall be alphabetically according to the surnames of the Council members, except that the presiding officer shall vote last.

d. **Abstention from Vote.** Any Councilmember who abstains from voting will not have his or her abstention counted or tallied with the votes of the Council on the question or matter under consideration, which must pass by a majority of those Councilmembers who voted.

9.6 **Filing with Clerk.** All reports, petitions, ordinances and resolutions shall be filed with the Clerk and entered into the minutes.

9.7 **Waiver of Rules/Effect.** Except as otherwise provided by law, any rule

established by this chapter may be waived upon an affirmative vote of five members of the City Council. No action taken by a Councilmember or by the Council, which is not in compliance with these rules but which is otherwise lawful, shall invalidate such Councilmember's or Council action, or be deemed a violation of the oath of office, misfeasance or malfeasance. These rules do not grant rights or privileges to members of the public or third parties.

10. Creation of Committees, Boards and Commissions.

10.1 Citizen Committees, Boards and Commissions. The Council may create committees, boards and commissions to assist in the conduct of the operation of city government with such duties as the Council may specify consistent with the Ellensburg City Code.

10.2 Types of Committees. There shall be two types of committees in the City of Ellensburg:

a. Standing Committees. Such committees are established to conduct business delegated by the legislative body and may be authorized by either state statute or city ordinance. An example would be the Utility Advisory Committee.

b. Citizen Advisory Committees. Such committees are formed to promote citizen participation on a particular subject and provide guidance on community views on a subject.

c. Special Committees. All special committees shall be appointed by the presiding officer, unless otherwise directed by the Council.

10.3 Membership and Selection. Membership and selection of members shall be as provided by the Council if not specified otherwise in the Ellensburg City Code or state law. The Mayor makes all other appointments, subject to confirmation by the City Council, at an open public meeting. No committee so appointed shall have powers other than advisory to the Council or to the Mayor except as otherwise specified in the Ellensburg City Code or state law. City Council seeks to create diverse and inclusive committees, boards and commissions, and strives to ensure that such committees, boards and commissions are representative of the entire Ellensburg community.

10.4 Attendance.

a. An aggregate of five absences for any committee, board or commission member per calendar year will be permitted. An excess of five unexcused absences may result in the member forfeiting his or her office, subject to the provisions of Rule 10.5.

b. No more than three consecutive member unexcused absences from regularly scheduled meetings will be permitted, with any excess absences resulting in potential forfeiture of office, subject to the provisions of Rule 10.5, unless such consecutive absences are excused by the board or commission in an open public meeting.

10.5 Removal of Members of Committees, Boards and Commissions. A committee, board or commission may, by majority vote, recommend to the city council that an appointed member be removed for reasons stated in Rule 10.4 or any other reasonable grounds that include, but are not limited to inefficiency, neglect of duty, or an unlawful act. Council shall consider the recommendation as provided in ECC 1.12.060.

10.6 Formal Reports of Committee, Boards and Commission. All committees, boards and commissions shall make their formal reports in writing.

10.7 Council Liaisons to Committees, Boards and Commissions.

a. Councilmembers may be assigned as liaisons to City Committees, Boards and Commissions on a voluntary basis.

b. Council liaisons shall serve for the purpose of providing a constructive relationship between the City Council and the advisory body without implying direction, review, or oversight of the activities of the advisory body. In general, liaisons should not participate in committee, board or commission meetings where they serve a liaison, and must exercise particular care when attending quasi-judicial public hearings to avoid an Appearance of Fairness doctrine violation.

c. This Rule shall not limit a Councilmember's full participation as a member of a committee, board or commission that was not created by the City.

10.8 Hybrid Meetings. Unless otherwise prohibited by legislative or governor's proclamation/order, or other emergency order, all committee, board and commission meetings shall be held both in-person at a City-owned facility and hosted remotely through videoconferencing technology. Committee, board and commission members shall be allowed to any meeting remotely as provided in ECC 1.12.100.

Committee, board or commission members attending a meeting remotely must keep their video camera turned on during the meeting unless they are unable to do so because of technical infeasibility (e.g., poor or no internet connection, no video camera available, etc.).

11. Internet & Electronic Resources - Equipment Use.

11.1 Policy. It is the policy of the City Council that Internet and electronic resources equipment use by Councilmembers shall conform to and be consistent with the requirements of City of Ellensburg Personnel Policies Manual Section 9.6, "COMPUTER SYSTEM, INTERNET AND E-MAIL USE POLICIES," adopted hereby and incorporated herein by this reference.

11.2 Use of Electronic Communication and Internet during Council Meetings. Councilmembers will avoid accessing, responding to, or sending any electronic message (text, e-mail, instant message, social media etc.) during Council meetings, whether such communication involves a citizen or other Councilmember. Such communication could be construed as inviting or receiving public comment, or engaging in a non-public discussion, regarding Council business, which should be conducted in an open meeting. Likewise, Councilmembers will avoid any browsing of the Internet of non-City business during Council meetings in order that Council's full attention can be given to the topic at hand.

11.3 Public Records. All letters, memoranda, interactive computer communication or other forms of electronic communication involving City Councilmembers and members of advisory boards and commissions, the subject of which relates to the conduct of government or the performance of any governmental function, with exceptions stated by the Public Records Act (Ch. 42.56 RCW), are public records.

11.4 Open Public Meetings. In most cases, the Washington Open Public Meetings Act (OPMA) applies to electronic communications, which can include e-mail, instant messaging, texting or other methods that allow electronic interaction. Interactive e-mail or text discussions among a quorum of a governing body, whether shared concurrently or serially, regarding a matter which will come to the body for a vote is a "meeting" under the OPMA. The same result would apply to an interactive discussion among a quorum of Councilmembers conducted in any electronic format. Further,

electronic communication should not be used to form a collective decision of the Council.

11.5 Public Records and Open Public Meetings Act Training. All newly elected or appointed Councilmembers shall complete basic training in public records and the Open Public Meetings Act (OPMA) within 90 days of taking the oath of office. Refresher training must be taken no later than every four years thereafter.

11.6 The Appearance of Fairness Doctrine. The Appearance of Fairness Doctrine applies if an electronic communication to or from the Mayor or Councilmembers relates to a quasi-judicial matter that will come before Council for a decision (e.g., appeals from land use hearing examiner decisions). As with any ex parte communication about a quasi-judicial matter, the Mayor or Councilmember who receives the e-mail should:

- a. Advise the sender that on advice of the City Attorney, he or she may not comment outside a public meeting on a pending matter before Council and that the sender's e-mail will be included in the public record on the matter.
- b. Immediately forward the communication to the City Manager for inclusion in the public record of the matter.
- c. Disclose on the record in the public hearing or meeting on the matter that the communication has been received and is in the record.

11.7 Electronic Communications.

a. Electronic communication should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other confidential City business. In general, electronic communication is discoverable in litigation, and even deleted electronic communication is not necessarily removed from the system. Confidential electronic communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

b. As a cautionary note, if an elected public official uses his or her personal home computer to send electronic communications dealing with City business, the electronic communications and electronic records may be subject to discovery demands and public disclosure requests. That possibility amplifies the need for caution in how one uses electronic communication for City business.

(VERSION 2)

RESOLUTION NO. 2024-11

A RESOLUTION relating to the Ellensburg City Council, replacing the Rules and Procedures for the Ellensburg City Council, and repealing Resolution No. 2023-33.

WHEREAS, Resolution 2023-33 updated the "Rules and Procedures for the Ellensburg City Council" (Council Rules); and

WHEREAS, the City Council has determined the Council Rules should again be updated;

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

Section 1. This Resolution supersedes and replaces City Council Resolution No. 2023-33, which is hereby repealed.

Section 2. The Rules and Procedures for the Ellensburg City Council, attached to this Resolution, are hereby adopted and are effective immediately upon passage of this Resolution.

ADOPTED by the City Council of the City of Ellensburg this 6th day of May, 2024.

Mayor

Attest: _____
City Clerk

City of Ellensburg
City Council Rules of Procedure
May 6, 2024

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1. General Rules

1.1 **Authority.** The Ellensburg City Council hereby establishes the following procedures for the conduct of Council meetings, proceedings, and business. These procedures shall be in effect upon adoption by the Council and until such time as they are amended or new procedures are adopted in the manner provided in these rules.

1.2 **Meetings to be Public.** The meetings of the Council shall be open to the public with the exception of executive or exempt sessions for certain limited topics (as defined in Chapter 42.30 RCW). The Council minute book shall be open to public inspection.

1.3 **Quorum.** A majority of four councilmembers shall be required to be in attendance to constitute a quorum at any regular or special meeting of the Council. In the absence of a quorum, the Mayor or Mayor pro tempore, at the instance of any three (3) members present, may compel the attendance of absent members.

1.4 **Roll Call - Absences.** Before proceeding with the business of the Council, the City Clerk or his or her deputy shall call the role of the members, and the names of those present shall be entered in the minutes. A Councilmember may be excused from the meeting by contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend the meeting. If the Councilmember is unable to contact the Mayor, the Councilmember shall contact the Mayor pro tempore, the City Clerk or Deputy City Clerk, who shall convey the message to the Mayor. The Mayor shall inform the Council of the Councilmember's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of Councilmembers present, the absent Councilmember shall be considered excused, and the Clerk will make an appropriate notation in the minutes. If the motion is not passed, the Clerk will note in the minutes that the absence is unexcused.

1.5 **Records of Council Proceedings.** The City Clerk shall record all business transacted at a Council meeting. In recording Council minutes, the Clerk, in addition to the names of the Councilmembers in attendance, shall record the names of

all city officials or employees in attendance at the Council meeting and all persons who have addressed the Council.

1.6 **Right of Floor.** Any Councilmember desiring to speak shall be recognized by the presiding officer and shall confine his or her remarks to one subject under consideration or to be considered. Minutes of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

1.7 **Remote Attendance.** Councilmembers may appear at a Council meeting via video conferencing or telephone ("remote attendance") when approved by the Mayor or Mayor pro tempore, or if remote attendance is required by reason of legislative or governor's proclamation/order, or other emergency order enacted by Council. Councilmembers attending remotely must keep their video camera turned on during the meeting unless they are unable to do so because of technical infeasibility (e.g., poor or no internet connection, no video camera available, etc.).

1.8 **Rules of Order.** *Robert's Rules of Order Newly Revised* shall be the guideline procedures for the proceedings of the Council. If there is a conflict, these rules shall apply.

2. Types of Meetings

2.1 Regular Meetings. The City Council shall hold regular meetings on the first and third Mondays of each month at 7:00 p.m. and will adjourn no later than 11 p.m. To continue past this time of adjournment, a majority of the Council must concur. If the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday. The Council may reschedule regular meetings to a different date or time by motion. The location of the meetings shall be the Council Chambers at City Hall, 501 N. Anderson Street, unless specified otherwise by a majority vote of the Council, legislative proclamation, governor's proclamation/order, or other emergency order. All regular and special meetings shall be public.

2.2 Special Meetings. The City Clerk, upon request of the Mayor or by a majority of the Council shall call special meetings of the Council for the purpose of conducting official action. Notice shall be given at least 24 hours in advance as required by RCW 42.30.080. Notice may be provided to each member of the Council by telephone, e-mail, regular mail or otherwise, of the special meeting.

2.3 Study Session and Workshops. The Council may meet informally in study sessions and workshops (open to the public), at the call of the Mayor or by a majority of the Council, to review forthcoming programs of the city, receive progress reports on current programs or projects, receive other similar information from city department heads or conduct procedures workshops, provided that all discussions and conclusions thereon shall be informal and do not constitute final action of the Council.

2.4 Emergency Meetings. An emergency meeting is a Special Council meeting called without 24-hour notice. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor as provided by RCW 42.30.070. The Council minutes will indicate the reason

for the emergency.

2.5 Executive Sessions. An executive session is a Council meeting that is closed except to the Council, City Manager, City Attorney and authorized staff members and/or consultants authorized by the Mayor. The public is restricted from attendance. Executive sessions may be held during Regular or Special council meetings and will be announced by the Mayor.

a. Executive Session subjects are limited to matters authorized pursuant to Ch. 42.30 RCW, including but not limited to considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, public employment applications and public employee evaluation, elective office appointments, and attorney-client discussions regarding agency enforcement actions, litigation, or threatened litigation.

b. Before convening in executive session, the Presiding Officer shall publicly announce the purpose for excluding the public from the meeting place, the anticipated time when the executive session will be concluded, and whether any action is anticipated to be taken following the executive session. Should the executive session require more time, a public announcement shall be made extending the meeting for a time certain. Should the executive session end prior to the time specified,¹ Council may reconvene to formally adjourn, if appropriate. If action is required, the Council may not take action until the specified time has lapsed.

c. At the conclusion of the executive session, if appropriate, the public meeting will reconvene to formally adjourn the meeting, for taking action on the item resulting from the executive session if properly noticed, or to continue the meeting.

2.6 Council Contact Outside an Official Meeting. Generally, Councilmembers have the same freedoms of association as any other citizen. Councilmembers must take great care when present at the same social, unofficial functions, or in any public setting to refrain from engaging in any activity which could be interpreted as de facto deliberation or action on a matter of city business.

3. Conduct of Meetings

3.1 **The Mayor - Election.** The Mayor shall act as the presiding officer of the Council and shall be elected biennially at the first meeting of a new Council by the members from their membership, or otherwise when there is a vacancy in the position. The Mayor shall assume the chair immediately after his or her election. In the absence of the Mayor, the Mayor pro tempore shall act as the presiding officer. In the absence of both the Mayor and Mayor pro tempore, the Council shall elect a presiding officer to preside over the meeting or to act for the Mayor in his or her absence.

3.2 **Call to Order.** The presiding officer shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Council to order. In the absence of the Mayor and the Mayor pro tempore, the City Clerk or his or her assistant shall call the Council to order, whereupon a temporary presiding officer shall be elected by the members of the Council present. Upon the arrival of the Mayor or Mayor pro tempore, the temporary presiding officer shall immediately relinquish the chair upon the conclusion of the business immediately before the council.

3.3 **Preservation of Order.** The presiding officer shall preserve strict order and decorum at all regular and special meetings of the Council, as set forth by Rules 6 and 7. The presiding officer may request the Sergeant-at-Arms to enforce actions consistent with this rule pursuant to Rule 7.4.

3.4 **Points of Order.** The presiding officer shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be "Shall the decision of the Presiding Officer be sustained?"

3.5 **Questions to be Stated.** The presiding officer shall state every question coming before the Council, announce the decision of the Council on all subjects and decide all questions of order, subject to, however, an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order. A roll call vote may be taken on any question.

3.6 **Mayor - Powers.** The Mayor shall vote on all questions, his or her name being called last. He or she shall sign all ordinances and resolutions adopted by the Council during his or her presence. In the event of the absence of the Mayor, the Mayor pro tempore or presiding officer shall sign ordinances or resolutions as then adopted.

3.7 **Reading of Minutes.** Unless a reading of the minutes of a Council meeting is requested by a member of the Council, such minutes may be approved without reading if the Clerk has previously furnished each member with a copy of the minutes.

4. Order of Business and the Agenda. All meetings of the Council shall be open to the public. Promptly at the hour specified herein on the date of each regular meeting, the members of the Council, the City Clerk, City Attorney, and City Manager shall be present for the meeting and the business of the Council shall be taken up for consideration and disposition in the following order:

4.1 Flag Salute.

4.2 Call to Order - Roll Call. The presiding officer calls the meeting to order and will announce the attendance of Councilmembers, indicate any Councilmember who is not in attendance and whether the Councilmember has requested an excused absence. Excused absences will be handled as stated in Rule 1.4.

4.3 Proclamations. A proclamation is defined as an official announcement made by the Mayor. It is the policy of the City Council for the Mayor to consider requests to proclaim certain events or causes when such proclamations pertain to a City of Ellensburg event, person, organization, or cause with local implications. The Mayor will consider requests that are timely, have potential relevance to the Ellensburg community, and either forward positive messages and/or call upon the support of the community. The Mayor will choose proclamations to read at a Council meeting subject to the following guidelines. The Mayor may act on requests for proclamations without a vote of the City Council. In addition:

a. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation and submit a copy of the proposed Proclamation to the City Clerk's office at least thirty calendar days before the proclamation is desired.

b. The sponsor must be a city resident.

c. Proclamations must have citywide significance and demonstrate relevancy to Ellensburg.

d. Proclamations should have a positive message and should not promote political, ideological or religious positions.

e. The Mayor shall not recognize groups or individuals who seek economic benefit by endorsement or for-profit commercial events or endeavors.

f. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations. The proclamation shall not exceed one page of text.

g. The Mayor may consult with City Boards, Commissions or other subject matter experts when considering appropriate proclamation language.

h. The Mayor retains the right to limit the number of proclamations at a City Council meeting.

i. The Mayor, in consultation with the City Manager and City Attorney, will determine if the proposed proclamation meets the intent of this policy

4.4 Awards and recognitions.

4.5 Approval of regular agenda.

a. The presiding officer may, with the concurrence of the Councilmembers by majority vote, take agenda items out of order. The agenda may be amended upon majority vote of the Councilmembers.

b. Because adoption of any item on the consent agenda, as provided in Rule 4.6, implies unanimous consent, any member of the Council shall have the right to remove any item from the consent agenda. Therefore, prior to the vote on the motion to adopt the regular agenda, the presiding officer shall inquire if any Councilmember, or any member of the public with concurrence of a Councilmember wishes an item to be withdrawn from the consent agenda. If an item is withdrawn, it shall be placed at an appropriate place on the regular agenda for the current or a future meeting, to be followed by a motion to approve the regular agenda, as amended, by the item's removal from the consent agenda.

4.6 Consent agenda. The consent agenda is designed to contain items which are of a routine and non-controversial nature, including, but not limited to the following: minutes from Council, commission, and committee meetings; excused absence requests from Councilmembers; letters of resignation; approval of appropriations;

resolutions which do not involve significant policy issues; routine contracts; labor agreements; and certain administrative actions, such as consideration of banner requests and such other items as may be requested for inclusion by Council or by the City Manager and approved by Council. Any and all items on the consent agenda are approved by single motion and vote of the City Council.

4.7 **Petitions, protests, and communications.**

4.8 **Citizen comment on non-agenda issues.**

4.9 **Business requiring public hearings.**

4.10 **Introduction and adoption of resolutions and ordinances.**

4.11 **Unfinished business.**

4.12 **New business.**

4.13 **Miscellaneous.**

4.14 **Executive session.**

4.15 **Adjournment.** The presiding officer shall adjourn Council meetings upon the conclusion of the agenda.

5. Agenda Preparation

5.1 Preparation. The City Clerk will prepare an agenda packet for each Council meeting and work session specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review and approval by the City Manager and Mayor (or Mayor pro tempore when acting in the absence of the Mayor), either of whom may add or delete any proposed agenda item for reasons of ensuring council meeting efficiency or for reasons that are in the best interests of the City.

5.2 Placement of Agenda Items. An item may be placed on a Council meeting agenda by any of the following methods: 1) approval of the City Manager; 2) approval of the Mayor; 3) upon request of any Councilmember prior to preparation of the agenda; or 4) upon request of any Councilmember and approval by majority vote during the Councilmember Reports portion City Council meetings, in which case the item shall be placed on the agenda for the next regular Council meeting.

5.3 Completion. Agenda items will be completed by the appropriate City department staff and submitted to the City Clerk for finalizing by 10 a.m. on the Wednesday prior to the following Council meeting. The “agenda report” form will be used for all items submitted for a meeting agenda of committees, regular or special meetings, and work sessions.

5.4 Availability. An agenda shall be prepared and provided to the Council and available to the public on the Thursday prior to each meeting. Public availability shall include posting on the City website, distribution by email to an established mailing list and copies provided in the City Hall and Ellensburg Public Library lobbies.

5.5 Agenda Retention. The City Manager will prepare and keep current a calendar of agenda items for all Council regular and special meetings, work sessions, and committee meetings.

6. Comments and Debates of the Council

6.1 Rules of Debate. Presiding Officer May Debate and Vote. The Mayor, or such other member of the Council as may be acting as presiding officer, may move, second and debate from the chair, subject only to such limitations of debate imposed by these rules on all members. Neither the Mayor nor any Councilmember shall be deprived of any of the rights and privileges of a Councilmember by reason of his or her acting as the presiding officer.

6.2 Getting the Floor- Improper References to be Avoided. Every Councilmember desiring to speak shall address the presiding officer and, upon recognition, shall confine his or her comments to the question under debate, avoiding all personalities and indecorous language.

6.3 Interruptions. A Councilmember, once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or as herein otherwise provided. If a Councilmember, while speaking, is called to order, he or she shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.

6.4 Courtesy. All staff and Councilmembers during the discussion, comments, or debate of any matter or issue, shall address their remarks to the presiding officer, be courteous in their language and deportment, and shall not discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

6.5 Privilege of Closing Debate. The Councilmember making the motion shall have the privilege of closing the debate.

6.6 Motion to Reconsider. A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. It may be seconded by any member and may be made at

any time and have precedence over all other motions or while a member has the floor and shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council.

6.7 Remarks of Councilmember - When Entered in Minutes.

A Councilmember may request, through the presiding officer, the privilege of having an abstract of his or her statement on any subject under consideration by the Council entered in the minutes. If the Council consents to the request, the statement shall be entered in the minutes.

6.8 Synopsis of Debate - When Entered in Minutes. The Clerk may be directed by the presiding officer, with consent of the Council, to enter a synopsis of the discussion on any question coming before the Council into the minutes.

7. Duties and Privileges of Citizens

7.1 Meeting Participation and Addressing the Council. Members of the public are welcome at all Council meetings and are encouraged to provide comments and testimony on matters including agenda items, non-agenda items, and public hearings prior to the deliberations of the Council. Any person desiring to address the Council shall adhere to the rules below:

- a. 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.
- b. All remarks shall be addressed to the Council as a body and not to any individual member thereof. No question shall be asked of a Councilmember or staff except through the presiding officer.
- c. Council meetings are considered a “limited public forum” which means the time, place and manner of speech can be regulated. At any time, the Presiding Officer, in their sole discretion, may set such reasonable limits, or terminate that individual's comment period, as necessary to prevent disruption or undue delay of other necessary business, or due to the person's violation of the Council's Rules for public participation.
- d. Prior to speaking, members of the public shall first obtain recognition by the presiding officer by raising their hand for in-person attendance and “virtual hand” if remotely attending the meeting, and once recognized shall state their name, whether they live in the City of Ellensburg, Kittitas County, or elsewhere, and whether they are speaking as an individual or in a representative capacity. An address may be required when providing public comment for specific instances when needed for staff to contact the speaker, such as public hearings.
- e. When addressing the Council, members of the public are urged to speak in an audible and articulate tone of voice for the record.

7.2 Public Comment on Matters Before the Council. Members of the public may address the Council on any matter which concerns the City's business or over which the Council has control during the comment portion of the agenda item subject to the following:

a. Agenda Items.

1. Members of the public may comment on items on the City Council agenda when required under the Washington Open Public Meetings Act, Chapter 42.30 RCW (as indicated on the agenda page), and which are not adjudicatory or administrative in nature. The City Council Agenda page shall state which items allow for public comment.

2. Members of the public shall limit their remarks to three (3) minutes unless additional time is granted by the presiding officer.

b. Non-Agenda Items.

~~1. Only members of the public attending City Council meetings in person may provide public comment on non-agenda items.~~ Members of the public wishing to speak are requested to sign a register maintained by the City Clerk in advance of the Council meeting or raise their "virtual hand," as directed, if attending the meeting remotely. Members of the public wishing to speak using the City's remote meeting platform must: 1) register to attend the meeting remotely by no later than 24 hours prior to the start of the meeting; and 2) provide a description of the topic upon which they wish to speak with sufficient detail to allow the Mayor to determine whether it pertains to City business or a matter over which Council has control.

2. Members of the public may address the Council on any matter not on the agenda which concerns the City's business or over which the Council has control, and must state the topic(s) upon which they wish to speak before addressing the Council if they have not done so in the City Clerk's register. The presiding officer has authority to silence the microphone of any speaker who refuses to clearly identify their comment topic or when the proposed topic(s) does not concern the

City's business or is not one over which the Council has control.

3. Members of the public shall limit their remarks to three (3) minutes. Time may not be shared between members of the public in order to speak longer than three (3) minutes each.

4. No action will be taken by the Council at the meeting during which the subject is introduced.

5. The total time allocated for comments on non-agenda items is thirty (30) minutes for all speakers. The total time may be extended upon vote of the Council.

c. Public Hearings.

1. For legislative hearings, any member of the public may comment or provide testimony.

2. For quasi-judicial or appeal hearings, comments will be limited to persons who participated in the proceedings prior to the City Council public hearing, as established by the record below.

3. Members of the public shall limit their remarks to five (5) minutes unless additional time is granted by the presiding officer.

d. "Out of Order" Comments and Enforcement. Any person engaging in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting, including but not limited to: unduly repetitive or irrelevant remarks; use of intimidating, threatening, or abusive language; disobedience of an order to be seated or to discontinue further comments; and/or engaging in violent behavior, will be deemed out of order and may, at the discretion of the presiding officer or upon a majority vote of the Council, be removed from the Council Chamber and/or have his or her virtual microphone muted.

7.3 Written Communications. Interested parties, or their authorized representatives, may address the Council through written communications, including email, in regard to matters under discussion. Communication should be directed to the

City Clerk or to Councilmembers directly.

7.4 **Designation of Sergeant-at-Arms.** The presiding officer may designate the Chief of Police or such member of members of the Police Department as a Sergeant-at-Arms for the purpose of maintaining order and decorum at Council meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meetings.

8. **Council Actions.** The following actions may be considered at Council meetings:

8.1 **Ordinances.** “Ordinances” are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance.

8.2 **Resolutions.** “Resolutions” are adopted to express Council policy or to direct certain types of administrative action. They have the same effect as a motion, but in a written form. A resolution may be changed by adoption of a subsequent resolution.

8.3 **Motions.** “Motions” are official Council actions which do not require prior documentation in writing. They often are the Council authorizing action (e.g., signing an agreement by the Mayor) or to provide direction to staff to prepare an item for future consideration.

8.4 **Protests of Council Action.** Any Councilmember shall have the right to have the reasons for his or her dissent from, or protest against, any action of the Council entered in the minutes.

9. Ordinances, Resolutions and Motions.

9.1 Preparation of Ordinances. All ordinances shall either be prepared by or submitted to the City Attorney ~~or submitted to the him or her~~ for review prior to presentation to the Council.

9.2 Prior Review by Administrative Staff. All ordinances and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney and shall have been reviewed for administration by the City Manager or the Manager's authorized representative, where there are substantive matters of administration involved.

9.3 Introducing for Passage or Approval.

a. Ordinances, resolutions, and other matters or subjects requiring action by the Council must be introduced and sponsored by a member of the Council; provided, however, such items may be presented to the Council by the City Manager or City Attorney, or such City staff as may be designated by the City Manager. Any Councilmember may assume sponsorship of an item of business submitted by the City Manager or City Attorney by moving that it be introduced; otherwise, the item shall not be considered.

b. No ordinance shall be put on its final passage on the same day on which it was introduced unless this rule is waived as provided by Rule 9.7 and not otherwise prohibited by state law from final passage in a single meeting. Where such a motion to waive this Rule 9.3(b), as provided in Rule 9.7, is approved, the ordinance may then be adopted through a single reading followed by a roll call vote.

c. All ordinances shall have two separate readings, each of which readings may be accomplished by a reading of the title paragraph only: provided, however, any or all of the readings may be required to be accomplished by a reading of the full text of the proposed ordinance if the rules are waived as provided by Rule 9.7 to require such readings of the full text. When such a reading of the full text is required, upon a vote of a majority of the Council members present, it shall not be necessary to

read excessive detail set forth in a particular ordinance, including but not limited to legal descriptions of land areas, and in lieu thereof an oral statement summarizing the contents so omitted may be made by the presiding officer, or by the City Clerk or other recording secretary if so directed by the presiding officer.

d. No ordinance shall relate to more than one subject and that subject shall be clearly summarized in its title paragraph. No ordinance or section thereof, or City Code section, shall be amended unless the title paragraph of the amendatory ordinance indicates that the ordinance, or a part thereof, is amendatory.

e. The vote on amendments to a proposed ordinance may occur at any time prior to its final adoption; provided, that in the case of any ordinance which under state law cannot be adopted at the same meeting in which it is introduced, the ordinance as amended shall not be finally voted upon until the next regular council meeting.

f. All ordinances introduced for the purpose of amending, in whole or in part, any existing City Code title, chapter, section, or subsection, shall state the number of such provisions, together with a reference to the ordinance or ordinances and the sections thereof from which the code provisions were most recently codified. Any such amendatory ordinances shall state how the pertinent City Code provisions shall be amended to read thereafter, and any so stated amended language of any such code provisions shall be deemed and shall constitute sufficient compliance with any other statutory or ordinance requirement that all ordinances, or sections or subsections thereof be set forth in full.

9.4 Resolution. A resolution may be approved on the same day it is introduced. While it is not necessary to have the title of a resolution read aloud, Council may invoke the two reading procedures described above to facilitate public understanding and/or comment on the resolution. If Council invokes the two reading procedures, a Councilmember may request that the entire resolution or certain sections be read, and such request shall be granted and the City Clerk shall read as requested.

9.5 **Voting and Motions.**

a. **Consensus Voice Votes.** When a formal motion is not required on a Council action or opinion, a consensus voice vote will be taken except that any Councilmember may require the vote of each Councilmember be recorded. The presiding officer will state the action or opinion. The Council as a group will indicate concurrence or non-concurrence. Silence of a Councilmember during a voice vote shall be recorded as a vote with the prevailing side, except where such a Councilmember abstains because of a stated conflict of interest or appearance of fairness.

b. **Motions.** No motion shall be entertained or debated until duly seconded and announced by the presiding officer. The motion shall be recorded and, if desired by any Councilmember, it shall be read by the Clerk before it is debated and, by the consent of the Council, may be withdrawn at any time before action is taken on the motion.

c. **Votes on Motions.** Each member present shall vote or abstain on all questions put to the Council except on matters in which he or she has a conflict of interest. If a conflict of interest exists for a councilmember, such member shall announce their conflict and abstention from voting prior to any discussion of the matter, and shall be prohibited from participating in discussion of the matter. A roll call vote shall be taken on the adoption of all ordinances and on motions to suspend rules. The order of voting shall be alphabetically according to the surnames of the Council members, except that the presiding officer shall vote last.

d. **Abstention from Vote.** Any Councilmember who abstains from voting will not have his or her abstention counted or tallied with the votes of the Council on the question or matter under consideration, which must pass by a majority of those Councilmembers who voted.

9.6 **Filing with Clerk.** All reports, petitions, ordinances and resolutions shall be filed with the Clerk and entered into the minutes.

9.7 **Waiver of Rules/Effect.** Except as otherwise provided by law, any rule

established by this chapter may be waived upon an affirmative vote of five members of the City Council. No action taken by a Councilmember or by the Council, which is not in compliance with these rules but which is otherwise lawful, shall invalidate such Councilmember's or Council action, or be deemed a violation of the oath of office, misfeasance or malfeasance. These rules do not grant rights or privileges to members of the public or third parties.

10. Creation of Committees, Boards and Commissions.

10.1 Citizen Committees, Boards and Commissions. The Council may create committees, boards and commissions to assist in the conduct of the operation of city government with such duties as the Council may specify consistent with the Ellensburg City Code.

10.2 Types of Committees. There shall be two types of committees in the City of Ellensburg:

a. Standing Committees. Such committees are established to conduct business delegated by the legislative body and may be authorized by either state statute or city ordinance. An example would be the Utility Advisory Committee.

b. Citizen Advisory Committees. Such committees are formed to promote citizen participation on a particular subject and provide guidance on community views on a subject.

c. Special Committees. All special committees shall be appointed by the presiding officer, unless otherwise directed by the Council.

10.3 Membership and Selection. Membership and selection of members shall be as provided by the Council if not specified otherwise in the Ellensburg City Code or state law. The Mayor makes all other appointments, subject to confirmation by the City Council, at an open public meeting. No committee so appointed shall have powers other than advisory to the Council or to the Mayor except as otherwise specified in the Ellensburg City Code or state law. City Council seeks to create diverse and inclusive committees, boards and commissions, and strives to ensure that such committees, boards and commissions are representative of the entire Ellensburg community.

10.4 Attendance.

a. An aggregate of five absences for any committee, board or commission member per calendar year will be permitted. An excess of five unexcused absences may result in the member forfeiting his or her office, subject to the provisions of Rule 10.5.

b. No more than three consecutive member unexcused absences from regularly scheduled meetings will be permitted, with any excess absences resulting in potential forfeiture of office, subject to the provisions of Rule 10.5, unless such consecutive absences are excused by the board or commission in an open public meeting.

10.5 Removal of Members of Committees, Boards and Commissions. A committee, board or commission may, by majority vote, recommend to the city council that an appointed member be removed for reasons stated in Rule 10.4 or any other reasonable grounds that include, but are not limited to inefficiency, neglect of duty, or an unlawful act. Council shall consider the recommendation as provided in ECC 1.12.060.

10.6 Formal Reports of Committee, Boards and Commission. All committees, boards and commissions shall make their formal reports in writing.

10.7 Council Liaisons to Committees, Boards and Commissions.

a. Councilmembers may be assigned as liaisons to City Committees, Boards and Commissions on a voluntary basis.

b. Council liaisons shall serve for the purpose of providing a constructive relationship between the City Council and the advisory body without implying direction, review, or oversight of the activities of the advisory body. In general, liaisons should not participate in committee, board or commission meetings where they serve a liaison, and must exercise particular care when attending quasi-judicial public hearings to avoid an Appearance of Fairness doctrine violation.

c. This Rule shall not limit a Councilmember's full participation as a member of a committee, board or commission that was not created by the City.

10.8 Hybrid Meetings. Unless otherwise prohibited by legislative or governor's proclamation/order, or other emergency order, all committee, board and commission meetings shall be held both in-person at a City-owned facility and hosted remotely through videoconferencing technology. Committee, board and commission members shall be allowed to any meeting remotely as provided in ECC 1.12.100.

Committee, board or commission members attending a meeting remotely must keep their video camera turned on during the meeting unless they are unable to do so because of technical infeasibility (e.g., poor or no internet connection, no video camera available, etc.).

11. Internet & Electronic Resources - Equipment Use.

11.1 Policy. It is the policy of the City Council that Internet and electronic resources equipment use by Councilmembers shall conform to and be consistent with the requirements of City of Ellensburg Personnel Policies Manual Section 9.6, "COMPUTER SYSTEM, INTERNET AND E-MAIL USE POLICIES," adopted hereby and incorporated herein by this reference.

11.2 Use of Electronic Communication and Internet during Council Meetings. Councilmembers will avoid accessing, responding to, or sending any electronic message (text, e-mail, instant message, social media etc.) during Council meetings, whether such communication involves a citizen or other Councilmember. Such communication could be construed as inviting or receiving public comment, or engaging in a non-public discussion, regarding Council business, which should be conducted in an open meeting. Likewise, Councilmembers will avoid any browsing of the Internet of non-City business during Council meetings in order that Council's full attention can be given to the topic at hand.

11.3 Public Records. All letters, memoranda, interactive computer communication or other forms of electronic communication involving City Councilmembers and members of advisory boards and commissions, the subject of which relates to the conduct of government or the performance of any governmental function, with exceptions stated by the Public Records Act (Ch. 42.56 RCW), are public records.

11.4 Open Public Meetings. In most cases, the Washington Open Public Meetings Act (OPMA) applies to electronic communications, which can include e-mail, instant messaging, texting or other methods that allow electronic interaction. Interactive e-mail or text discussions among a quorum of a governing body, whether shared concurrently or serially, regarding a matter which will come to the body for a vote is a "meeting" under the OPMA. The same result would apply to an interactive discussion among a quorum of Councilmembers conducted in any electronic format. Further,

electronic communication should not be used to form a collective decision of the Council.

11.5 Public Records and Open Public Meetings Act Training. All newly elected or appointed Councilmembers shall complete basic training in public records and the Open Public Meetings Act (OPMA) within 90 days of taking the oath of office. Refresher training must be taken no later than every four years thereafter.

11.6 The Appearance of Fairness Doctrine. The Appearance of Fairness Doctrine applies if an electronic communication to or from the Mayor or Councilmembers relates to a quasi-judicial matter that will come before Council for a decision (e.g., appeals from land use hearing examiner decisions). As with any ex parte communication about a quasi-judicial matter, the Mayor or Councilmember who receives the e-mail should:

- a. Advise the sender that on advice of the City Attorney, he or she may not comment outside a public meeting on a pending matter before Council and that the sender's e-mail will be included in the public record on the matter.
- b. Immediately forward the communication to the City Manager for inclusion in the public record of the matter.
- c. Disclose on the record in the public hearing or meeting on the matter that the communication has been received and is in the record.

11.7 Electronic Communications.

a. Electronic communication should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other confidential City business. In general, electronic communication is discoverable in litigation, and even deleted electronic communication is not necessarily removed from the system. Confidential electronic communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

b. As a cautionary note, if an elected public official uses his or her personal home computer to send electronic communications dealing with City business, the electronic communications and electronic records may be subject to discovery demands and public disclosure requests. That possibility amplifies the need for caution in how one uses electronic communication for City business.



MANAGER'S REPORT

DATE: May 6, 2024

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Ellensburg Delays Sleep Center Conversation, Open House Set for May 22

The City Council's conversation about alternative locations for a proposed sleep center has been delayed to allow for further analysis of suggested sites and the opportunity for a community open house. The City will be holding an open house on Wednesday, May 22, 2024, from 6-8 p.m. in the Council Chambers at Ellensburg City Hall, 501 N. Anderson St., to discuss what a sleep center is and why one is needed in Ellensburg. A presentation from the City-County Joint Ad Hoc Committee on Homelessness will begin at 6:00 p.m., followed by a Q & A session. Space is limited so a remote attendance option will be available for the meeting.

For more than two years, members and staff of the City-County Joint Ad Hoc Committee on Homelessness have been discussing the issue of homelessness in Ellensburg and Kittitas County, and reviewing alternative sites for a Sleep Center, including all publicly owned parcels within the City and Urban Growth Area boundaries. At the March 4, 2024 City Council meeting, the Ellensburg City Council considered a Letter of Understanding (LOU) between the City and HopeSource for negotiating a lease for Sleep Center facilities on the property around the site of the former Nites Inn motel at 1200 S Ruby Street (now Pathways), which is being converted to affordable housing, including some units set aside for people transitioning out of homelessness. After hearing from community members, the City Council requested community members submit additional site ideas for Council consideration.

The Ad Hoc Committee on Homelessness reviewed submitted sites and provided feedback on the sites' accessibility, cost of acquisition and improvements, neighborhood impact, space adequacy and risk of delay in a meeting on April 19, 2024. Additional analysis on the proposed sites and an interactive discussion between Kittitas County and City of Ellensburg decisionmakers will be necessary before moving forward. The Kittitas County Commissioners and the Ellensburg City Council will meet to review site options at a Joint Special meeting on June 13, 2024. More information on the June 13 joint meeting of the Ellensburg City Council and Kittitas County Commissioners will be provided in advance of that date.

2. Take the Safety Survey

Each year, starting in 2007, the City Natural Gas Division conducts a safety survey to measure the effectiveness of its Public Awareness Program. This year's survey began on May 1st and will run through August 11th (National 811 Day). The survey is also available in multiple languages this year. A flyer is attached for the survey event.

3. Last Chance: City Priorities Poll Open Until May 8

Ellensburg Residents & Businesses: Take a [quick poll](https://fs19.formsite.com/ellensburg/citypriorities/index) to share your top priorities for the City of Ellensburg over the next five years. The poll will close at 5 p.m. on May 8, 2024. Results of this poll will provide a general snapshot (non-scientific data point) of public opinion for decision-makers as they develop plans for future projects and programs. The City of Ellensburg Priorities Poll is available at the following address: <https://fs19.formsite.com/ellensburg/citypriorities/index>

4. Fieldhouse PRC Application

On April 22, 2024, the City of Ellensburg submitted their application to the State of Washington Project Review Committee (PRC) for the construction of the Ellensburg Fieldhouse using a progressive design build process. The City will be presenting the project to the PRC on May 23, 2024 and if approved the City will continue the design and construction of the facility using the PDB delivery method. The May 23, 2024, meeting can be attended in person or remotely, meeting information can be found at <https://des.wa.gov/about/committees-groups>.

5. City Submitting Evergreen Community Designation Application

Staff has been participating in the Washington State Department of Natural Resources (DNR) steering committee for the new Evergreen Community recognition program. The program has a two-tiered approach that builds on the Arbor Day Foundation's Tree City USA (TCUSA) requirements. The first tier requires a community to meet all TCUSA criteria and complete, update, or adopt an inventory of their urban forest. The second tier adds the adoption of an urban forestry management plan that incorporates meaningful community engagement from vulnerable populations, so the needs and priorities of these communities inform the implementation of the plan. The Evergreen Community designation may also provide preferred grant funding opportunities and increase occasions to collaborate with the DNR and other Evergreen Communities. The DNR is currently looking for communities to participate in a beta test of the program. This program aligns with the City's strategic vision; thus, City staff will submit an Evergreen Communities application for Ellensburg this month.

6. Kittitas County Pride Parade

The Kittitas County Pride Parade will be taking place Saturday, June 1, 2024 from 11am-1pm. The parade route will result in the following road closures: 5th Ave from Chestnut St to Pearl St; Pearl St from 5th Ave to 3rd Ave, 3rd Ave from Pearl St to Ruby St and Ruby St from 3rd Ave to 5th Ave. Parade organizers will be required to get signatures of support from at least 75% of the business owners along the parade route. Throughout the last 6 months event organizers have been meeting regularly with the Ellensburg Police Department, Public Works & Utilities, and Parks & Recreation planning the parade.

7. Bike Month Events in Ellensburg

This May, the City of Ellensburg and community partners will celebrate National Bike Month with two community rides, open to all ages, on Saturday, May 18. Start your day off by biking to the Ellensburg Farmers Market on Saturday, May 18 for Bike to Market Day. Please park or walk bikes as you pass through the market. Bike Month activities and the starting point for both community rides will be based at the parking lot on the corner

of 4th Avenue and Pine Street (south of The Ridge). There will be free youth helmets and fitting, bike bell and bike light giveaways, and local trail information. The Independent Order of Odd Fellows (IOOF) will be giving away free used reconditioned bikes (sizes vary). Bring old bike tubes for recycling and donate any extra bike parts. Central Washington Disability Resources will have a hand pedal bike and an adult 3-wheel bike available to try. Two community rides will begin from the market.

New this year is an event intended to inspire riders to consider bike adventures, Go By Bike. Hear from four local bicyclists, David Lygre, Lily Frey, Scott Nicolai, and Dave Burfiend as they share stories of epic bike rides. The presentation starts at 6 p.m. on Thursday, May 9 in the Hal Holmes Community Center, 209 N. Ruby St.

8. Special Speaker Meeting on May 8

The Ellensburg City Council has posted a special lunchtime meeting notice for the Council to listen to renowned speaker Ron Holifield sharing challenges facing communities and the importance of governing on Wednesday, May 8, 2024, at 12:00 p.m. The speaker will be hosted in the City Council Chambers, 501 N Anderson St., Ellensburg, WA 98926. No public comment will be taken.

9. University Way Overlay Noise Variance

The Public Works and Utilities Department has requested and was granted a noise variance for the work that is to occur on University Way between Cle Elum Street and the BNSF Overpass just West of the Reecer Creek Intersection. The work that requires the Noise Variance will include grinding the roadway at night between 7pm and 6am the week of May 13th. The following week will involve an asphalt overlay. Finally in mid-June after the asphalt surface has cured, pavement markings will be installed on the new roadway surface. Night shift work will take place with traffic control and flaggers protecting the traveling public and the Contractor.

As a whole, the project will remove and replace curb and gutter that was not a part of the previous contract, mill and overlay the roadway to resurface traveled way and be striped back at its current configuration. The Project will start May 6th for a week of day shift adjusting utilities and replacing curb and gutter, the week of the 13th transitioning to night shift with grinding the roadway. Week of the 20th will involve the asphalt overlay on nights. The following week will adjust utilities to finish grade on day shift. Mid-June will complete the project with the final pavement markings being installed.

Natural Gas Safety Survey



Each year the City of Ellensburg Gas Utility evaluates its Public Awareness and Gas Safety Program with a quick survey.

Complete the survey using the QR Code or by visiting the City's Natural Gas webpage and enter to win some great prizes!

****GRAND PRIZE** - Traeger Pro 34 Pellet Grill**

TWO Secondary Prizes!! - \$100 Kittitas County Chamber Gift Cards

The Gas Division staff would like to thank you in advance for participating in the survey. Safety is our #1 priority and making sure we reach our community with gas safety information is important to us.





GO BY BIKE: FOUR CYCLING JOURNEYS TO INSPIRE YOUR ADVENTURE

May 9, 2024

6:00 PM

Hal Holmes Community Center
209 N. Ruby St., Ellensburg



**DAVID
LYGRE**

SPEAKER

Across Washington on
the Palouse to
Cascades Trail



**LILY
FREY**

SPEAKER

Cycling from Portland
to Santa Fe



**SCOTT
NICOLAI**

SPEAKER

Bicycling slowly from
Ellensburg to Santa
Barbara: 30 days,
30 bakeries



**DAVE
BURFIEND**

SPEAKER

Crossing America:
Washington to Maine

Check out more Bike Month Activities
www.ellensburgwa.gov/bikemonth



CELEBRATE BIKE MONTH



Go By Bike: Four Cycling Journeys To Inspire Your Adventure

May 9th | 6 p.m. | Hal Holmes Community Center, 209 N. Ruby St. | Free

Check out this speaker series featuring four local bicyclists sharing stories of epic bike rides.

Bike To Market Day

May 18th | 9 a.m. to 12 p.m. | Downtown Ellensburg | Free

Ride your bike to the Ellensburg Farmers Market. Park or walk your bike in the downtown.

Bike Month Activities

May 18th | 9 a.m. to 12 p.m. | 4th Ave. & Pine Street parking lot (south of The Ridge) | Free

Giveaways for bikes, helmets, lights, and bike bells. Learn about local trails. Join a community ride (Family Ride or Ride to Kittitas Depot). Free parking at City Hall. Accepting old bike tubes for recycling and spare bicycle parts. Central Washington Disability Resources will have a hand pedal bike and an adult 3-wheel bike available to try.

Family Ride - 5.38 Miles Roundtrip

May 18th | Ride leaves at 10:30 a.m. | Ride leaves from 4th Ave. & Pine Street parking lot (south of The Ridge) | Free

Want a shorter ride? Join a leisurely ride around the paved PTC reconnection trail in Ellensburg. Goes to North Alder Street Park and back to starting location.

Ride To Kittitas Depot - 13 Miles Roundtrip

May 18th | Ride leaves at 11 a.m. | Ride leaves from 4th Ave. & Pine Street parking lot (south of The Ridge) | Free

Join an off-road ride from downtown Ellensburg to the Kittitas Depot via the Palouse to Cascades Trail. Skinny bike tires not recommended.

Kittitas Depot open house from 10 a.m. to 1 p.m. Learn about the Depot's history, the restoration project, and the 7 1/2" Gauge Riding Railroad project by the Kittitas County Railroad History Association. Riders will receive a coupon for a free beverage from the Kittitas Cafe. Explore Kittitas and return at your own pace.

Your Canyon for a Day Bike Ride

May 19th | 9 a.m. to 3 p.m. | More info and registration at yakima.crimestoppersweb.com

The Yakima County Crime Stoppers Program hosts an annual fundraiser ride through the Yakima Canyon.

Bike Rodeo & Touch A Truck

June 18th | 11 a.m. to 2:30 p.m. | Rotary Park, 1200 W. 5th Ave., Ellensburg

Kids can bring their bikes and test their riding skills on the mountain bike skills course.

Brought to you by:



Scan to learn more



www.ellensburgwa.gov/bikemonth



COMMUNITY BIKE RIDES & ACTIVITIES MAY 18

Activities at 4th Ave. & Pine St. parking lot (south of The Ridge) from 9 a.m. to 12 p.m. on May 18

- FREE youth helmets and fitting, bike bell and bike light giveaways, local trails information
- Odd Fellows will be giving away free used reconditioned bikes (sizes vary)
- Central Washington Disability Resources will have a hand pedal bike and an adult 3-wheel bike to try
- Bring old bike tubes for recycling and donate extra bike parts

Family Ride

When: 10:30 a.m. on May 18th

Where: Join a leisurely ride around the paved Palouse to Cascades (PTC) reconnection trail in Ellensburg. Ride leaves from 4th Ave. & Pine Street parking lot (south of The Ridge). Goes to North Alder Street Park and back to starting location.

Cost: Free, open to all ages, parental supervision required for children.

Notes: Helmets are encouraged. Free parking at Ellensburg City Hall.

Length of Ride: 5.38 Miles Roundtrip

More info: www.ellensburgwa.gov/bikemonth



Ride To Kittitas Depot

When: 11 a.m. on May 18th

Where: Ride leaves from 4th Ave. & Pine Street parking lot (south of The Ridge) and travels via the PTC trail.

- Kittitas Depot open house from 10 a.m.-1 p.m. Learn about the Depot's history, the restoration project, and the 7 1/2" Gauge Riding Railroad project by the Kittitas County Railroad History Association.
- Riders will receive a coupon for a free beverage from the Kittitas Cafe. Explore Kittitas and return at your own pace.

Cost: Free, open to all ages, parental supervision required for children.

Notes: Helmets are encouraged. Skinny tires are not recommended for this ride. Free parking at Ellensburg City Hall.

Length of Ride: 13 Miles Roundtrip

Brought to you by:

