

# COUNCIL AGENDA

Tuesday, June 21, 2022



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To attend the city council meeting virtually register here:

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#### **AMERICANS WITH DISABILITIES ACT**

*The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A Request for Accommodation form may be obtained on the first floor of City Hall or by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email [ADACoordinator@ci.ellensburg.wa.us](mailto:ADACoordinator@ci.ellensburg.wa.us).*

## **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](http://www.ectv2.com) or on YouTube at [ECTV Ellensburg](http://ECTV Ellensburg). You may also attend by phone, only, and listen to the meeting by following the registration instructions under “Remote testimony during the meeting,” below. Once you register, you will be sent a meeting invite with a phone number for the meeting.

City Council accepts testimony or comments in person or via remote testimony under Citizen Comment on Non-Agenda Items (Item No. 7) as well as for all 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@ci.ellensburg.wa.us](mailto:cityclerk@ci.ellensburg.wa.us). Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.
- **Comments for public hearings**  
Written comments must be received by the City Clerk by 5 p.m. on the meeting date. Comments can either be mailed to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or sent via email to: [cityclerk@ci.ellensburg.wa.us](mailto:cityclerk@ci.ellensburg.wa.us). Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.

### **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. Register for the meeting at: [https://us02web.zoom.us/webinar/register/WN\\_d3W1noyoQNqAQkxhhC2fhw](https://us02web.zoom.us/webinar/register/WN_d3W1noyoQNqAQkxhhC2fhw)
2. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).
3. 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.
4. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
5. The Mayor will identify the agenda item and ask if anyone wishes to speak on the matter.
6. Any interested person may provide comments: 1) under Item 7 on non-agenda items, or 2) on any listed agenda items. If you wish to speak, you must:
  - a) 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.
  - b) Wait to be called upon by the Mayor using your name, e-mail, or phone number used to log in to the teleconference.
7. Please state your name, address, 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, address, and whether you are representing only yourself or others.
- ◆ Each speaker's comments are to be limited to 3 MINUTES.
- ◆ Submit 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).

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:

- ◆ 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.
- ◆ Please state your name, address, and whether you are representing only yourself or others.
- ◆ Please limit your comments to 5 MINUTES.
- ◆ Submit written comments to the City Clerk.

**CITY OF ELLENSBURG  
COUNCIL AGENDA  
Council Chambers  
501 North Anderson Street  
Ellensburg, WA 98926  
And virtually via Zoom  
Tuesday, June 21, 2022  
7:00 PM - Regular Meeting**

**Pledge of Allegiance**

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

**2. Proclamations**

**3. Awards and Recognitions**

**4. Approval of Agenda [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 June 6, 2022 Regular Meeting<br><a href="#">6-6-22 Minutes</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 7  |
| 5.B Approve Minutes of June 6, 2022 Study Session<br><a href="#">6-6-22 Study Session Minutes</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 12 |
| 5.C <a href="#">Traffic Impact Fee Annual Report</a><br><a href="#">Annual Traffic Impact Fee Report</a><br><a href="#">2021 Traffic Impact Fee Collection for Council in 2022</a>                                                                                                                                                                                                                                                                                                                                                                           | 13 |
| 5.D <a href="#">City of Ellensburg Annual Financial Statement Report</a><br><a href="#">C4 Fund Resources and Uses Arising from Cash Transactions</a><br><a href="#">C5 Fiduciary Fund Resources and Uses Arising from Cash Transactions</a><br><a href="#">Sch 09 Schedule of Liabilities</a><br><a href="#">Schedule 15 State Financial Assistance</a><br><a href="#">Notes to the Schedule 16 of Expenditures of Federal Awards</a><br><a href="#">Schedule 16 of Expenditures of Federal Awards</a><br><a href="#">Notes to the Financial Statements</a> | 20 |

|           |                                                                                                                                                                                                                                                                                                       |     |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 5.E       | Consideration of Approving the Service of Alcohol at the Ellensburg Downtown Association (EDA) sponsored Hoedown in the Downtown Event                                                                                                                                                                | 50  |
| 5.F       | Washington State Opioid Litigation Settlement<br>Opioid Letter to Local Governments<br>Participation Form                                                                                                                                                                                             | 51  |
| 5.G       | Mallard Meadows Phase I Subdivision Final Plat Application and Approval of Resolution.<br>Resolution - Mallard Meadows Final Plat<br>Exhibit 1 Vicinity Map<br>Exhibit 2 Survey Map<br>Exhibit 3 Application Cover Page<br>Exhibit 4 P22-025 - Final Plat Comments - Planning Department              | 58  |
| 5.H       | City of Ellensburg Telecom Utility fiber and internet service contract extension for Central Washington University<br>CWU-City of Ellensburg -internet- 12161 Amendment 2<br>CWU-City of Ellensburg Amendment 1<br>CWU-City of Ellensburg Interlocal Agreement (2015)                                 | 72  |
| 5.I       | Summer Day Camp Agreement with KEEN<br>Attachment A - SEEK Application and Scope of Work<br>Attachment B - Budget Worksheet<br>Attachment C - Subcontractor Reporting<br>Requirements Attachment D - COVID 19<br>Vaccination Certification<br>Grant Agreement Between the City of Ellensburg and KEEN | 127 |
| 5.J       | Approve Voucher Listing for June 21, 2022<br>06-21-2022 Voucher Listing                                                                                                                                                                                                                               | 148 |
| <b>6.</b> | <b>Petitions, Protests, and Communications</b>                                                                                                                                                                                                                                                        |     |
| <b>7.</b> | <b>Citizen Comment on Non-agenda Issues</b>                                                                                                                                                                                                                                                           |     |
| <b>8.</b> | <b>Business Requiring Public Hearings</b>                                                                                                                                                                                                                                                             |     |
| 8.A       | Public Hearing (Legislative) to consider a Resolution adopting the City's Six-Year Transportation Improvement Plan (TIP) 2023-2028 and provide an annual Complete Streets Update [Public Comment Opportunity]<br>Resolution Six Year TIP 2023-2028<br>2023-2028 Six Year TIP Exhibit A                | 149 |
| <b>9.</b> | <b>Introduction and Adoption of Ordinances and Resolutions</b>                                                                                                                                                                                                                                        |     |
| 9.A       | Proposed Ordinance Traffic Code Revisions [Public Comment Opportunity]                                                                                                                                                                                                                                | 155 |

## Chapter 8 Traffic Code Amendments 2022

- 9.B [Resolution Appointing New City Public Records Officer](#) [Public Comment Opportunity] 200  
[Resolution- Appoint Dustin Davison as Public Records Officer](#)
- 9.C [Resolution to Extend Streatery Permits](#) [Public Comment Opportunity] 202  
[Resolution to Extend Streateries](#)

### 10. Unfinished Business

### 11. New Business

- 11.A [Skate Park Mural Approval](#) [Public Comment Opportunity] 206  
[Murals](#)
- 11.B [2022 Arts Commission Mid-Year Review and 2023 Spending Plan](#) [Public Comment Opportunity] 214

### 12. Miscellaneous

- 12.A Manager's Report [No Public Comment] 217  
[6-21-22 Manager's Report](#)
- 12.B Councilmembers' Reports [No Public Comment]

### 13. Executive Session

- 13.A Per RCW 42.30.140(4)(b): that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. Council action may follow the executive session regarding the collective bargaining agreement with one of the City's unions. [Public Comment Opportunity following executive session]

### 14. Adjournment

Next Ord. 4891  
Next Res. 2022-23



**CITY OF ELLENSBURG**

**Date of Meeting**

**Time of Meeting**

**Place of Meeting**

**Minutes of City Council, Regular Meeting**

**June 6, 2022**

**7:00 PM**

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

**Pledge of Allegiance**

The Pledge of Allegiance was led by Councilmember Elliott

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

Roll Call Present: Rich Elliott, Nancy Goodloe, Nancy Lillquist, David Miller, Monica Miller, Bruce Tabb, Adam Winn

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, Executive Assistant Gigstead, HR Director Young, and approximately ten members of the public.

Other present remotely via Zoom: Interim Community Development Director Ayling and approximately three members of the public.

**2. Proclamations**

2.A. Lesbian, Gay, Bisexual, Transgender, and Queer Pride Month  
Sarah Beauchamp and Michelle DenBeste read the proclamation

Councilmember Elliott moved to Approve Mayor's signature on the proclamation. **Motion Approved 7-0.**

**3. Awards and Recognitions**

**4. Approval of Agenda**

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

**5. Consent Agenda**

5.A. Approve Minutes of May 16, 2022 Regular Meeting

5.B. Approve Minutes of May 16, 2022 Study Session

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5.C. Approve Minutes of May 23, 2022 Special Meeting

5.D. Acknowledge Minutes of Boards and Commissions

5.E. Banking Services Agreement Amendment with U.S. Bank National Association

5.F. Project Acceptance - Bid Call No. 2021-06 - 2021 Residential Sidewalk Repair Program

5.G. Bid Award - Bid Call 2022-08 for Mobile Data Collection System & ERT Programmer

5.H. Interlocal agreement between the cities of Ellensburg, Cle Elum and Roslyn for shared Integrated Library System

5.I. Resolution 2022-19 approving Gough Street Tree Removal Request at 309 W 5<sup>th</sup> Avenue

5.J. Resolution 2022-20 approving Crankovich Street Tree Removal Request at 1314 E Radio Road

5.K. Resolution 2022-21 approving Public Works & Utilities Street Tree Removal Request for the 2022 Residential Sidewalk Repair Program

5.L. Contract Amendment No. 2 - Professional Services Agreement Water System Plan and Illinois Well Outfitting Design

5.M. Public Transit Operating Extension Amendment and Agreement Between the City of Ellensburg and HopeSource

5.N. Paratransit Operating Extension and Amendment Agreement

5.O. Approval of Reduced Fee for Ellensburg Area Swim Team (EAST) Members

5.P. Approve June 6, 2022 Voucher Listing

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

## **6. Petitions, Protests, and Communications**

6.A. Juneteenth Memo from the Diversity, Equity and Inclusion (DEI) Commission  
Councilmember Goodloe commented regarding the memo

## **7. Citizen Comment on Non-agenda Issues**

## **8. Business Requiring Public Hearings**

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## **9. Introduction and Adoption of Ordinances and Resolutions**

9. A. Second reading of Ordinance 4889, approving Supplemental P-R Rezone from P-R to I-L, submitted by City of Ellensburg  
Jamey Ayling, Interim Community Development Director, presented information in the staff report

Councilmember Elliott moved to Approve second reading and adoption of Ordinance 4889.  
**Motion Approved 7-0.**

9.B. Second Reading Ordinance 4890 amending portions of Chapter 3.12 of the Ellensburg City Code (Sign Code)  
Jamey Ayling, Interim Community Development Director, presented information in the staff report.

Fennelle Miller, 605 N Anderson St, speaking for herself, spoke regarding Landmarks and Design review.

Councilmember Elliott moved to Approve second reading and adoption of Ordinance 4890.  
**Motion Approved 7-0.**

9.C. Ordinance Adopting New Chapter 4.14A Streateries, Parklets, and Sidewalk Cafes  
Heidi Behrends Cerniwey, City Manager, presented information in the staff report.

Mark Holloway, owner of D&M Coffee, 4th & Pearl St, spoke in favor of streateries & parklets

Randy Wheeler, owner of Ellensburg Pet Center, 412 N Pearl St., spoke against streateries

Sarah Beauchamp, owner of The Mule, 119 E 4<sup>th</sup> Ave., spoke in favor of streateries

Becky Pearson, 115 E 3rd Ave, spoke in favor of streateries and parklets

Fennelle Miller, 605 N Anderson St, spoke regarding streateries in the downtown and permanent structures.

Councilmembers asked questions of staff and discussed concerns with the grandfathering item in the ordinance, parking issues and snow removal.

Councilmember Tabb recommended extending allowance of existing streateries to the end of the year and draft an ordinance for the Landmarks & Design Committee to review.

Mark Holloway, owner of D&M coffee, 4<sup>th</sup> & Pearl St., commented regarding the use of his streateries

Fennelle Miller, 605 N Anderson St., commented regarding allowance of the existing streateries downtown

Daria Wheeler, owner of Ellensburg Pet Center, 412 N Pearl St, commented regarding snow removal, parking issues and sight around the structure on Pearl Street.

Councilmember Elliott moved to Approve first reading of Ordinance 4891. **Motion Died due to Lack of Second.**

Councilmember Tabb moved to Approve requesting staff return to Council with a resolution to allow for continued operation of the streateries until November 1, 2022. Staff was also directed to prepare a revised draft ordinance addressing design and “grandfathering” issues. **Motion Approved 6-1.**

9. D. Resolution Amending Job Title and Wage for the Development Coordinator Position in Public Works & Utilities

Lisa Young, HR Director, presented information in the staff report.

Councilmember Elliott moved to Approve adoption of Resolution 2022-22. **Motion Approved 7-0.**

#### **10. Unfinished Business**

#### **11. New Business**

#### **12. Miscellaneous**

##### **12.A. Manager's Report**

The City Manager reviewed the report.

Councilmember Elliott moved to Approve setting a public hearing for June 21, 2022 for the six-year Transportation Improvement Plan update. **Motion Approved 7-0.**

##### **12.B. Councilmembers' Reports**

- Councilmember Elliott attended a meeting regarding Ellensburg animal shelter services with Kittitas County Friends of Animals, spoke about Kittitas County Emergency Alert System, and requested staff provide enforcement at the old gas station on south Canyon Road.
- Councilmember Goodloe attended the Utility Advisory Committee and Homelessness and Affordable Housing Committee meetings. She requested an excused absence from the June 21, 2022 meeting

Councilmember Elliott moved to Approve an excused absence for Councilmember Goodloe from the June 21, 2022 regular meeting. **Motion Approved 7-0.**

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- Councilmember David Miller requested an excused absence for the June 16, 2022 Study Session

Councilmember Elliott moved to Approve an excused absence for Councilmember David Miller for the June 16, 2022 Study Session. **Motion Approved 7-0.**

- Councilmember Monica Miller reported on the Cultural Arts Plan and announced a Creative District information session will be held June 13, 2022 at 1:00 pm at the Hal Holmes Center
- Councilmember Tabb reported on the Affordable Housing Commission and a proposal received for the Catherine Park property
- Councilmember Winn reported on the Lodging Tax Advisory Committee
- Mayor Lillquist participated in the parking survey and attended a webinar with Jurassic Parliament concerning managing public comment at meetings. She explained Kittitas Valley Fire & Rescue received a letter from Department of Ecology regarding no further action needed for the Brownfields grant at their location. She gave an update on the Airport Advisory Committee.

**13. Executive Session**

**14. Adjournment**

Meeting adjourned at 8:53 pm

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



**CITY OF ELLENSBURG**

**Date of Meeting**

**Time of Meeting**

**Place of Meeting**

**Minutes of City Council, Study Session**

**June 6, 2022**

**6:00 PM**

**Council Chambers 501 North Anderson Street**

**Ellensburg, WA 98926**

**And remotely via Zoom**

**Study Session**

All Councilmembers present

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

**City Role in Food Security**

The City Manager reviewed the presentation concerning Food Security.

Councilmembers commented regarding the Council Grant Funding process and other requests that would possibly be submitted for consideration by Council.

**Update on Ad Hoc Homelessness Committee**

Councilmember Tabb reviewed a presentation and the discussion by the Ad Hoc Committee regarding housing issues countywide. Additional discussion will be with the County Commissioners at the June 16, 2022 study session.

**Adjournment**

Meeting adjourned at 6:54 pm

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

**Item Title/Agenda Subject:** Traffic Impact Fee Annual Report

**Submitted by:** Michelle Dufault Public Works & Utilities

**Recommended Action or Motion:** The traffic impact fee report is for Council's information and there is no action required. Programming of the traffic impact fee funds typically occurs in conjunction with the City's annual six-year transportation improvement program and the biennial budget process.

**Background/Summary:** The City adopted the traffic impact fee ordinance on April 20, 2009. The ordinance requires the Finance Director to annually report on the impact fee fund showing the source and amount of all monies collected, earned, or received, and the system improvements financed in whole or in part by impact fees. The Public Works & Utilities Director is to report on the amount of traffic impact fees not collected as a result of the ordinance provision providing for fee reductions. The ordinance allows a 50% fee reduction for commercial and industrial zoned properties, and a 100% credit for properties located in the Central Commercial (CC) zone.

**Previous Council Action:** April 20, 2009 - Adoption of Traffic Impact Fee Ordinance No. 4534

**Analysis:** Attached for Council's information is a spreadsheet of traffic impact fees billed during 2021. The total of impact fee permits collected in 2021 was \$261,876.26, which is a 5% increase over impact fees collected in 2020. Total fee reductions for commercial and industrial zoned property/projects, as well as projects located within the CC zone, was \$56,047.15 with the sum of these fee reductions from 2009 through 2021 totaling \$1,052,677.31. Staff has been successful in obtaining grant and other funding to offset these exemptions, as confirmed in the 2018 Traffic Impact Fee Update. Staff will continue to pursue additional funding sources as they become available.

The amount of \$30,428.60 was expended in 2021 from the

administrative portion of the fee on a Traffic Impact Fee Update, the Transportation Impact Analysis Guidelines, and the Cora Street Signal Analysis.

The amount of \$235,567.50 was expended in 2021 from the capital improvement component of the fee on the 18th Avenue & Walnut Street Signalization project, and the 5th Avenue & Railroad Avenue Signalization project. A total of \$2,510,792.11 has been expended from the capital improvement component of the fee since inception of the ordinance.

**Financial Impact:**

This report is for informational purposes only.

**Attachments:**

[Annual Traffic Impact fee Report](#)

[2021 Traffic Impact Fee Collection for Council in 2022](#)

## TRAFFIC IMPACT FEE ANNUAL REPORT 2021

- The City has been collecting Traffic Impact Fees TIF's since 2009
- The primary goals of TIF's are to:
  - Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use, or shortly thereafter, without decreasing current service levels below established minimum standards for the city.
  - Establish standards and procedures so that new development pays a proportionate share of costs for new facilities and services and does not pay arbitrary or duplicative fees for the same impact.
- City Code Title 14.04 authorizes the collection and calculation methods for collection of TIF's.
  - TIF's are triggered when an applicant seeks a building permit.
  - Title 14 provides for fee reductions and exemptions. For instance; to encourage redevelopment in the downtown core, TIF's are exempted within the CC Zone. Also, to encourage commercial growth, TIF's are reduced by 50% when the building permit is for a commercial application.
  - As part of the program, the ordinance requires the Finance Director to annually report on the impact fee fund showing the source and amount of all monies collected, earned, or received, and the system improvements financed in whole or in part by impact fees. The Public Works & Utilities Director is to report on the amount of traffic impact fees not collected as a result of the ordinance provision providing for fee reductions. The ordinance allows a 50% fee reduction for commercial and industrial zoned properties, and a 100% credit for properties located in the Central Commercial (CC) zone. The following attachment represents the building permits sought/processed in 2021.
  - Staff has been successful in obtaining grant and other funding to offset these exemptions, as confirmed in the 2018 Traffic Impact Fee Update. Staff will continue to pursue additional funding sources as they become available.

**TRAFFIC IMPACT FEES 2021**

|    | Date Submitted | Site Address                  | Quantity | Units Per   | Total Impact Fee | Impact Fee Billed ** | Administration Fee (5%) | Total      | Date Collected | Comments/Project Spent On                       |
|----|----------------|-------------------------------|----------|-------------|------------------|----------------------|-------------------------|------------|----------------|-------------------------------------------------|
| 1  | 1/11/21        | 205 S Pearl St                | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo SFD & Shed                                 |
| 2  | 1/12/21        | 2008 N Parklane Ave           | 1        | DU          | \$1,017.14       | \$1,017.14           | \$50.86                 | \$1,068.00 | 2/23/2021      | Convert SFD into SFD with attached ADU          |
| 3  | 2/8/21         | 407 N Anderson St             | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo garage & shed                              |
| 4  | 2/8/21         | 609 W 6th Ave                 | 1        | DU          | \$1,017.14       | \$1,017.14           | \$50.86                 | \$1,068.00 | 8/31/2021      | New ADU                                         |
| 5  | 2/8/21         | 407 N Anderson St             | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | New Garage w/ storage loft                      |
| 6  | 2/8/21         | 300 E Chinook Road            | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 2/25/2021      | New SFD                                         |
| 7  | 2/8/21         | 619 W University Way          | 0        | Fuel Island | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | gas station remodel no expansion of fuel island |
| 8  | 2/17/21        | 903 E 1st Ave                 | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo garage                                     |
| 9  | 2/17/21        | 903 E 1st Ave                 | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Build new garage                                |
| 10 | 2/17/21        | 100 & 102 S Main              | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo two houses and shed                        |
| 11 | 2/18/21        | 1101 E Umptanum Rd #506       | 1        | DU          | \$1,072.38       | \$1,072.38           | \$53.62                 | \$1,126.00 | 4/1/2021       | Install MFH and install garage                  |
| 12 | 2/22/21        | 310 W. 14th Ave               | 1        | DU          | \$1,017.14       | \$1,017.14           | \$50.86                 | \$1,068.00 |                | New ADU                                         |
| 13 | 2/22/21        | 1016 N Pfenning Rd            | 1        | DU          | \$1,017.14       | \$1,017.14           | \$50.86                 | \$1,068.00 | 3/4/2021       | New ADU                                         |
| 14 | 2/25/21        | 1507 N Brick Rd               | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 3/25/2021      | New SFD                                         |
| 15 | 3/1/21         | 105 E Stanford Ave            | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 3/9/2021       | New SFD                                         |
| 16 | 3/2/21         | 103 W Helena Ave              | 1        | DU          | \$1,017.14       | \$1,017.14           | \$50.86                 | \$1,068.00 | 3/11/2021      | Existing ADU                                    |
| 17 | 3/2/21         | Rotary Pavilion - 4th & Pearl | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo bank drive thru structure                  |
| 18 | 3/5/21         | 1407 Canterbury Dr            | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Add 24'x14' covered patio                       |
| 19 | 3/5/21         | 214 E Chinook Rd              | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 4/5/2021       | New SFD                                         |
| 20 | 3/5/21         | 210 E Chinook Rd              | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/29/2021      | New SFD                                         |
| 21 | 3/11/21        | 303 E Stanford Ave            | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 5/11/2021      | New SFD                                         |
| 22 | 3/11/21        | 2904 N Yale Ct                | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 6/11/2021      | New SFD                                         |
| 23 | 3/12/21        | 205 N Elliott St              | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 5/6/2021       | New SFD                                         |
| 24 | 3/12/21        | 205 N Elliott St              | 1        | DU          | \$1,017.14       | \$1,017.14           | \$50.86                 | \$1,068.00 | 5/6/2021       | New ADU                                         |
| 25 | 3/15/21        | 1203 E Capitol Ave            | 0        | trips       | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | moving portable from Lincoln to Highschool      |
| 26 | 3/15/21        | 1203 E Capitol Ave            | 0        | trips       | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | moving portable from Lincoln to Highschool      |
| 27 | 3/15/21        | 1203 E Capitol Ave            | 0        | trips       | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | moving portable from Lincoln to Highschool      |
| 28 | 3/17/21        | 204 E Chinook Road            | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 5/11/2021      | New SFD                                         |
| 29 | 3/17/21        | 208 E Chinook Road            | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 6/10/2021      | New SFD                                         |
| 30 | 3/19/21        | 1101 E Umptanum Rd #901       | 1        | DU          | \$1,072.38       | \$1,072.38           | \$53.62                 | \$1,126.00 | 4/16/2021      | Install MFH and install garage                  |
| 31 | 3/23/21        | 505 W 9th Ave                 | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo & Rebuild Shop                             |
| 32 | 3/23/21        | 202 E Chinook Rd              | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 11/24/2021     | New SFD                                         |
| 33 | 3/23/21        | 200 E Chinook Rd              | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 10/25/2021     | New SFD                                         |
| 34 | 3/24/21        | 603 S Chestnut St             | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Interior Remodel                                |
| 35 | X X            |                               | X        | X           | X                | X                    | X                       | X          | X              |                                                 |
| 36 | 3/30/21        | 2215 N Clearview Dr           | 1        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | New SFD                                         |
| 37 | 4/1/21         | 305 E Stanford Ave            | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 2/16/2022      | New SFD                                         |
| 38 | 4/1/21         | 2906 N Yale Ct                | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 1/20/2022      | New SFD                                         |
| 39 | 4/1/21         | 2514 N Benjamin Lane          | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 4/1/2021       | New SFD                                         |
| 40 | 4/1/21         | 2523 N Benjamin Lane          | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 4/1/2021       | New SFD                                         |
| 41 | 4/5/21         | 108 N Sampson St              | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo Garage                                     |
| 42 | 4/5/21         | 604 S Maple St                | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Repair/replace roof & minor interior remodel    |
| 43 | 4/9/21         | 106 E Chinook Rd              | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 3/7/2022       | New SFD                                         |
| 44 | 4/9/21         | 104 E Chinook Rd              | 1        | DU          | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 7/9/2021       | New SFD                                         |
| 45 | 4/12/21        | 905 W Cascade Ct #4           | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo Mobile Home #4                             |
| 46 | 4/19/21        | 905 W Cascade Ct #5, 7 & 11   | 0        | DU          | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Relocate 3 MHs within the parcel                |

**TRAFFIC IMPACT FEES 2021**

|    | Date Submitted | Site Address                       | Quantity | Units Per | Total Impact Fee | Impact Fee Billed ** | Administration Fee (5%) | Total      | Date Collected | Comments/Project Spent On                           |
|----|----------------|------------------------------------|----------|-----------|------------------|----------------------|-------------------------|------------|----------------|-----------------------------------------------------|
| 47 | 4/21/21        | 403 S Ruby St                      | 1        | DU        | \$1,017.14       | \$1,017.14           | \$50.86                 | \$1,068.00 | 5/24/2021      | Garage/Office to ADU Compliance                     |
| 48 | 4/21/21        | 1508 E 3rd Ave                     | 2.17     | Units     | \$3,942.89       | \$3,942.89           | \$197.14                | \$4,140.03 | 5/5/2021       | Move portable from Lincoln to Valley View           |
| 49 | 4/22/21        | 108 N Sampson St                   | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Build new 442 sq. ft. garage in place of old garage |
| 50 | 4/26/21        | 208 S Pearl St #2                  | 1        | DU        | \$1,017.14       | \$1,017.14           | \$50.86                 | \$1,068.00 | 7/6/2021       | New ADU & new garage                                |
| 51 | 4/26/21        | 901 E 7th Ave                      | 0        | KSF       | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo two building at fair grounds                   |
| 52 | 4/29/21        | 505 S Railroad Ave - Bld A         | 2.4      | KSF       | \$777.60         | \$379.32             | \$9.48                  | \$388.80   | 5/5/2021       | 2400sf storage building                             |
| 53 | 4/29/21        | 505 S Railroad Ave - Bld B         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 54 | 4/29/21        | 505 S Railroad Ave - Bld C         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 55 | 4/29/21        | 505 S Railroad Ave - Bld D         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 56 | 4/29/21        | 505 S Railroad Ave - Bld E         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 57 | 4/29/21        | 505 S Railroad Ave - Bld F         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 58 | 4/29/21        | 505 S Railroad Ave - Bld G         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 59 | 4/29/21        | 505 S Railroad Ave - Bld H         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 60 | 4/29/21        | 505 S Railroad Ave - Bld I         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 61 | 4/29/21        | 505 S Railroad Ave - Bld J         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 62 | 4/29/21        | 505 S Railroad Ave - Bld K         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 63 | 4/29/21        | 505 S Railroad Ave - Bld L         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 64 | 4/29/21        | 505 S Railroad Ave - Bld M         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 65 | 4/29/21        | 505 S Railroad Ave - Bld N         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 66 | 4/29/21        | 505 S Railroad Ave - Bld O         | 4.8      | KSF       | \$1,555.20       | \$758.63             | \$18.97                 | \$777.60   | 5/5/2021       | 4800sf storage building                             |
| 67 | 4/29/21        | 505 S Railroad Ave - Bld P         | 2.4      | KSF       | \$777.60         | \$379.32             | \$9.48                  | \$388.80   | 5/5/2021       | 2400sf storage building                             |
| 68 | 4/29/21        | 505 S Railroad Ave - Bld Q         | 2.4      | KSF       | \$777.60         | \$379.32             | \$9.48                  | \$388.80   | 5/5/2021       | 2400sf storage building                             |
| 69 | 4/29/21        | 505 S Railroad Ave - Bld R         | 4        | KSF       | \$1,296.00       | \$632.20             | \$15.80                 | \$648.00   | 5/5/2021       | 4000sf storage building                             |
| 70 | 4/29/21        | 505 S Railroad Ave - Bld S         | 4        | KSF       | \$1,296.00       | \$632.20             | \$15.80                 | \$648.00   | 5/5/2021       | 4000sf storage building                             |
| 71 | 4/29/21        | 505 S Railroad Ave - Bld T         | 4        | KSF       | \$1,296.00       | \$632.20             | \$15.80                 | \$648.00   | 5/5/2021       | 4000sf storage building                             |
| 72 | 4/30/21        | 2512 N Benjamin Lane               | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 5/6/2021       | New SFD                                             |
| 73 | 4/30/21        | 2510 N Benjamin Lane               | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 5/6/2021       | New SFD                                             |
| 74 | 5/5/21         | 401 N Lincoln St                   | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Interior Remodel                                    |
| 75 | 5/5/21         | 317 1/2 N Pearl St.                | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Interior Remodel                                    |
| 76 | 5/10/21        | 416 N Main Street                  | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | New courtyard roof, 20' x 27' metal & wood          |
| 77 | 5/13/21        | 800 N Prospect St                  | 3.35     | trips     | \$6,391.30       | \$3,117.71           | \$77.94                 | \$3,195.65 | 5/18/2021      | warehouse and manufacturing addition                |
| 78 | 5/13/21        | 2506 N Benjamin Ln                 | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 5/21/2021      | New SFD                                             |
| 79 | 5/13/21        | 2508 N Benjamin Ln                 | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 5/21/2021      | New SFD                                             |
| 80 | 5/14/21        | 1621 Vantage Hwy                   | 4.8      | KSF       | \$1,737.60       | \$847.61             | \$21.19                 | \$868.80   |                | warehouse 4,800sf                                   |
| 81 | 5/20/21        | 902 E Capitol Ave                  | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | new deck and windows                                |
| 82 | 5/20/21        | 1301 N Canterbury Dr               | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | new covered patio                                   |
| 83 | 5/20/21        | 206 E Washington Ave               | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Interior Remodel                                    |
| 84 | 6/1/21         | 1215 E Seattle Ave                 | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Inground Pool & Future Pool House                   |
| 85 | 6/1/21         | 1200 East University Way #57       | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo Mobile Home #57                                |
| 86 | 6/1/21         | 1200 East University Way #13,42,43 | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo Mobile Home #13, 42, 43                        |
| 87 | 6/1/21         | 603 E 5th Ave                      | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo SFD & Shed                                     |
| 88 | 6/4/21         | 713 E 7th Ave                      | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | 2 story addition w/ sitting room & master suite     |
| 89 | 6/4/21         | 2309 N Creeksedge Way              | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | 36x36 detached garage w/ bathroom                   |
| 90 | 6/4/21         | 609 N Water Street                 | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo SFD & Garage                                   |
| 91 | 6/15/21        | 104 S Poplar St                    | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | New concrete footings, dormers, re-frame roof       |
| 92 | 6/15/21        | 2521 N Benjamin Ln                 | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 6/22/2021      | New SFD                                             |

**TRAFFIC IMPACT FEES 2021**

|     | Date Submitted | Site Address            | Quantity | Units Per | Total Impact Fee | Impact Fee Billed ** | Administration Fee (5%) | Total      | Date Collected | Comments/Project Spent On                       |
|-----|----------------|-------------------------|----------|-----------|------------------|----------------------|-------------------------|------------|----------------|-------------------------------------------------|
| 93  | 6/15/21        | 2519 N Benjamin Ln      | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 6/22/2021      | New SFD                                         |
| 94  | 6/15/21        | 402 E Windsor Court     | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/1/2021       | New SFD                                         |
| 95  | 6/15/21        | 404 E Windsor Court     | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/1/2021       | New SFD                                         |
| 96  | 6/15/21        | 405 E Windsor Court     | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/1/2021       | New SFD                                         |
| 97  | 6/15/21        | 406 E Windsor Court     | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/1/2021       | New SFD                                         |
| 98  | 6/15/21        | 2301 N Brentwood St     | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 3/29/2022      | New SFD                                         |
| 99  | 6/15/21        | 502 N Main St           | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | New egress corridor                             |
| 100 | 6/15/21        | 1701 N Cora St          | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo old Mt. Stuart School                      |
| 101 | 6/15/21        | 806 E 5th Ave           | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | SFD, previous house demo'd                      |
| 102 | 6/17/21        | 603 S Chestnut St       | 0        | KSF       | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | interior remodel                                |
| 103 | 6/21/21        | 2400 N Cobblefield St   | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 |                | New SFD                                         |
| 104 | 6/21/21        | 100 E Chinook Rd        | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/1/2021       | New SFD                                         |
| 105 | 6/29/21        | 2517 N Benjamin Ln      | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 7/20/2021      | New SFD                                         |
| 106 | 6/29/21        | 2507 N Benjamin Ln      | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/10/2021      | New SFD                                         |
| 107 | 6/29/21        | 2509 N Benjamin Ln      | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/10/2021      | New SFD                                         |
| 108 | 6/29/21        | 2511 N Benjamin Ln      | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/10/2021      | New SFD                                         |
| 109 | 6/29/21        | 2513 N Benjamin Ln      | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/10/2021      | New SFD                                         |
| 110 | 6/29/21        | 2515 N Benjamin Ln      | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 7/20/2021      | New SFD                                         |
| 111 | 6/29/21        | 2403 N Cobblefield St   | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 |                | New SFD                                         |
| 112 | 6/29/21        | 2401 N Cobblefield St   | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 |                | New SFD                                         |
| 113 | 6/30/21        | 1101 E Umptanum Rd #504 | 1        | DU        | \$1,072.38       | \$1,072.38           | \$53.62                 | \$1,126.00 | 7/20/2021      | New Manufactured Home                           |
| 114 | 6/30/21        | 1101 E Umptanum Rd #812 | 1        | DU        | \$1,072.38       | \$1,072.38           | \$53.62                 | \$1,126.00 | 7/20/2021      | New Manufactured Home                           |
| 115 | 6/30/21        | 1603 S Lakeshore Way    | 9        | trips     | \$17,170.65      | \$8,375.93           | \$209.40                | \$8,585.33 | 7/9/2021       | New Equine Hospital                             |
| 116 | 7/1/21         | 604 E Helena Ave #1-10  | 9        | units     | \$9,154.29       | \$9,154.29           | \$457.71                | \$9,612.00 | 7/14/2021      | 10 new units credit for 1 unit                  |
| 117 | 7/2/21         | 703 E Helena Ave        | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo Garage                                     |
| 118 | 7/2/21         | 302 E Chinook Rd        | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 |                | New SFD                                         |
| 119 | 7/2/21         | 304 E Chinook Rd        | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 |                | New SFD                                         |
| 120 | 7/2/21         | 2908 N Yale Ct          | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 |                | New SFD                                         |
| 121 | 7/2/21         | 2902 N Yale Ct          | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 3/30/2022      | New SFD                                         |
| 122 | 7/9/21         | 408 W 11th Ave          | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Build covered porch                             |
| 123 | 7/9/21         | 1710 E Canterbury Dr    | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | new addition: bedroom, bathroom & covered porch |
| 124 | 7/9/21         | 801 E University Way    | 0        | KSF       | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo 2500sf building                            |
| 125 | 7/21/21        | 102 S Pine St           | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Install carport                                 |
| 126 | 7/28/21        | 603 E 5th Ave #1-2      | 2        | DU        | \$234.65         | \$234.65             | \$12.35                 | \$247.00   | 8/19/2021      | New Duplex (\$1889 for demo'd house)            |
| 127 | 8/3/21         | 308 E Bender Road       | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Install RV carport                              |
| 128 | 8/5/21         | 504 S Willow St         | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 2/16/2022      | New SFD                                         |
| 129 | 8/5/21         | 701 N Pine St           | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Install carport                                 |
| 130 | 8/6/21         | 1114 E Seattle Ave      | 1        | DU        | \$1,017.14       | \$1,017.14           | \$50.86                 | \$1,068.00 | 9/9/2021       | New attached ADU                                |
| 131 | 8/12/21        | 203 W Washington Ave    | 0.37     | trips     | \$705.90         | \$344.34             | \$8.61                  | \$352.95   | 8/16/2021      | New 168sf Pet Wash                              |
| 132 | 8/19/21        | 101 N Pine St           | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Demo House and Shed                             |
| 133 | 9/2/21         | 610 Laura Ln            | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/15/2021      | New SFD                                         |
| 134 | 9/2/21         | 1602 E Bonnie Ln        | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | New Garage                                      |
| 135 | 9/7/21         | 2105 N Water St         | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00     | X              | Framing a dormer addition                       |
| 136 | 9/10/21        | 407 E Country Side Ave  | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/28/2021      | New SFD                                         |
| 137 | 9/10/21        | 505 E Country Side Ave  | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/28/2021      | New SFD                                         |
| 138 | 9/10/21        | 501 E Country Side Ave  | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00 | 9/30/2021      | New SFD                                         |

# TRAFFIC IMPACT FEES 2021

|     | Date Submitted | Site Address                | Quantity | Units Per | Total Impact Fee | Impact Fee Billed ** | Administration Fee (5%) | Total        | Date Collected | Comments/Project Spent On                        |
|-----|----------------|-----------------------------|----------|-----------|------------------|----------------------|-------------------------|--------------|----------------|--------------------------------------------------|
| 139 | 9/10/21        | 405 E County Side Ave       | 1        | DU        | \$1,799.00       | \$1,799.00           | \$90.00                 | \$1,889.00   | 9/28/2021      | New SFD                                          |
| 140 | 9/17/021       | 612 Laura Lane              | 1        | DU        | \$2,190.87       | \$2,190.87           | \$109.54                | \$2,300.41   | 10/5/2021      | New SFD                                          |
| 141 | 9/30/21        | 1500 E Spokane Ave          | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00       | X              | Roof addition over existing deck                 |
| 142 | 9/30/21        | 503 E Country Side Ave      | 1        | DU        | \$2,190.87       | \$2,190.87           | \$109.54                | \$2,300.41   | 10/13/2021     | New SFD                                          |
| 143 | 10/12/21       | 608 Laura Lane              | 1        | DU        | \$2,190.87       | \$2,190.87           | \$109.54                | \$2,300.41   | 10/22/2021     | New SFD                                          |
| 144 | 10/13/21       | 1101 E Sanders Road         | 1        | DU        | \$2,190.87       | \$2,190.87           | \$109.54                | \$2,300.41   | 10/15/2021     | New SFD                                          |
| 145 | 10/14/21       | 405 E Windsor Court         | 1        | DU        | \$1,239.28       | \$1,239.28           | \$61.96                 | \$1,301.24   | 12/8/2021      | New ADU                                          |
| 146 | 10/14/21       | 402 E Windsor Court         | 1        | DU        | \$1,239.28       | \$1,239.28           | \$61.96                 | \$1,301.24   |                | New ADU                                          |
| 147 | 10/14/21       | 404 E Windsor Court         | 1        | DU        | \$1,239.28       | \$1,239.28           | \$61.96                 | \$1,301.24   |                | New ADU                                          |
| 148 | 10/14/21       | 406 E Windsor Court         | 1        | DU        | \$1,239.28       | \$1,239.28           | \$61.96                 | \$1,301.24   | 12/8/2021      | New ADU                                          |
| 149 | 10/14/21       | 2301 N Brentwood St         | 1        | DU        | \$1,239.28       | \$1,239.28           | \$61.96                 | \$1,301.24   | 3/29/2022      | New ADU                                          |
| 150 | 10/14/21       | 2400 N Cobblefield St       | 1        | DU        | \$1,239.28       | \$1,239.28           | \$61.96                 | \$1,301.24   |                | New ADU                                          |
| 151 | 10/14/21       | 2401 N Cobblefield St       | 1        | DU        | \$1,239.28       | \$1,239.28           | \$61.96                 | \$1,301.24   |                | New ADU                                          |
| 152 | 10/14/21       | 2403 N Cobblefield St       | 1        | DU        | \$1,239.28       | \$1,239.28           | \$61.96                 | \$1,301.24   |                | New ADU                                          |
| 153 | 10/14/21       | 401 E 7th Ave               | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00       | X              | Install portable carport                         |
| 154 | 10/15/21       | 706 E 4th Ave               | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00       | X              | Demo house and garage                            |
| 155 | 10/20/21       | 210 S Main St               | 0        | bay       | \$0.00           | \$0.00               | \$0.00                  | \$0.00       | X              | extending bay for new equipment                  |
| 156 | 10/20/21       | 1619 Vantage Hwy            | 7.35     | trips     | \$17,083.47      | \$8,333.40           | \$208.34                | \$8,541.74   | 11/2/2021      | Interior Remodel to add drinking space           |
| 157 | 10/20/21       | 1500 W Dolarway Rd - bld #7 | 6.72     | KSF       | \$6,245.97       | \$3,046.81           | \$76.18                 | \$3,122.99   | 3/3/2022       | 6720sf warehouse                                 |
| 158 | 10/22/21       | 1105 E Sanders Rd           | 1        | DU        | \$2,190.87       | \$2,190.87           | \$109.54                | \$2,300.41   | 11/16/2021     | New SFD                                          |
| 159 | 10/22/21       | 1107 E Sanders Rd           | 1        | DU        | \$2,190.87       | \$2,190.87           | \$109.54                | \$2,300.41   | 11/16/2021     | New SFD                                          |
| 160 | 10/25/21       | 101 N Pine St               | 7.73     | trips     | \$16,309.81      | \$0.00               | \$0.00                  | \$0.00       | X              | 19 unit apartment building in CC zone            |
| 161 | 10/28/21       | 603 S Chestnut St           | 0.34     | KSF       | \$752.42         | \$752.42             | \$37.62                 | \$790.04     | 12/2/2021      | cafeteria expansion 340sf                        |
| 162 | 11/10/21       | 1410 W Dolarway #101        | 0.575    | KSF       | \$253.86         | \$123.83             | \$3.10                  | \$126.93     | 12/28/2021     | 575 sqft addition                                |
| 163 | 11/12/21       | 1410 W Dolarway #203        | 0        | KSF       | \$0.00           | \$0.00               | \$0.00                  | \$0.00       | X              | Brew facility - no tasting room or public access |
| 164 | 11/15/21       | 402 S Poplar St             | 0        | DU        | \$0.00           | \$0.00               | \$0.00                  | \$0.00       | X              | Kitchen addition and remodel                     |
| 165 | 11/24/21       | 1010 E 11th Ave #2          | 1        | DU        | \$1,239.28       | \$1,239.28           | \$61.96                 | \$1,301.24   | 2/17/2022      | New detached ADU                                 |
| 166 | 12/8/21        | 715 E Dean Nicholson Blvd   | 49       | trips     | \$108,437.00     | \$108,437.00         | \$5,421.85              | \$113,858.85 | 12/16/2021     | Nicholson Pavilion Expansion 49 new trips        |
| 167 | 12/28/21       | 111 E 9th Ave #2            | 1        | DU        | \$1,239.28       | \$1,239.28           | \$61.96                 | \$1,301.24   | 2/28/2022      | Existing ADU - Code Enforcement                  |

\* Total fees collected after code section 14.04.175 applied

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

X - Represents no invoice of receipt number

|                                             |        |              |                                                                                |             |              |
|---------------------------------------------|--------|--------------|--------------------------------------------------------------------------------|-------------|--------------|
| Land Use Units:                             | Totals | \$343,546.21 | \$287,499.06                                                                   | \$13,431.91 | \$300,930.97 |
| KSF = 1,000 gross square feet building area |        |              |                                                                                |             |              |
| DU = number of dwelling units               |        | \$56,047.15  | Difference of what was not collected as a result of fee reduction - 14.04.175. |             |              |



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

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

**Submitted by:** Holly Conti Finance Department

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

**Background/Summary:** The Office of the Washington State Auditor provides a Cash Basis Financial Review Checklist. This checklist was updated and available for use January 19, 2022. Included in the checklist is question 64, "Have the financial staff reviewed the annual financial statement report with the governing body and sought its approval?". Additionally, the Auditor's Office lists the following as a best practice. "Presentation to the governing body or other means of allowing the board of directors the opportunity to review or accept the financial statements, and notes allows the governing body to carry out its role of overseeing financial reporting."  
The 2021 Annual Financial Statement reports were completed and submitted to the State Auditor's Office prior to the May 20, 2022 deadline.

**Previous Council Action:** None

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

**Financial Impact:** None

**Attachments:**

[C4 Fund Resources and Uses Arising from Cash Transactions](#)

[C5 Fiduciary Fund Resources and Uses Arising from Cash Transactions](#)

[Sch 09 Schedule of Liabilities](#)

[Schedule 15 State Financial Assistance](#)

[Notes to the Schedule 16 of Expenditures of Federal Awards](#)

[Schedule 16 of Expenditures of Federal Awards](#)

[Notes to the Financial Statements](#)

**City of Ellensburg**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

|                                                     |                                | <b>Total for All<br/>Funds<br/>(Memo Only)</b> | <b>001 GENERAL<br/>FUND</b> | <b>120 STREET<br/>FUND</b> | <b>125 TRAFFIC<br/>IMPACT FEES</b> |
|-----------------------------------------------------|--------------------------------|------------------------------------------------|-----------------------------|----------------------------|------------------------------------|
| <b>Beginning Cash and Investments</b>               |                                |                                                |                             |                            |                                    |
| 308                                                 | Beginning Cash and Investments | 57,882,769                                     | 8,155,875                   | 3,343,130                  | 793,183                            |
| 388 / 588                                           | Net Adjustments                | 30,703                                         | 30,703                      | -                          | -                                  |
| <b>Revenues</b>                                     |                                |                                                |                             |                            |                                    |
| 310                                                 | Taxes                          | 18,115,366                                     | 13,363,593                  | -                          | -                                  |
| 320                                                 | Licenses and Permits           | 837,648                                        | 832,103                     | 5,545                      | -                                  |
| 330                                                 | Intergovernmental Revenues     | 6,271,380                                      | 3,748,592                   | 1,764,331                  | -                                  |
| 340                                                 | Charges for Goods and Services | 49,043,144                                     | 1,513,126                   | 568,892                    | 261,876                            |
| 350                                                 | Fines and Penalties            | 67,325                                         | 63,084                      | -                          | -                                  |
| 360                                                 | Miscellaneous Revenues         | 1,252,917                                      | 242,094                     | 96,460                     | 648                                |
| Total Revenues:                                     |                                | 75,587,780                                     | 19,762,592                  | 2,435,228                  | 262,524                            |
| <b>Expenditures</b>                                 |                                |                                                |                             |                            |                                    |
| 510                                                 | General Government             | 6,352,279                                      | 1,669,576                   | 88,346                     | -                                  |
| 520                                                 | Public Safety                  | 6,223,480                                      | 5,038,038                   | -                          | -                                  |
| 530                                                 | Utilities                      | 31,678,242                                     | -                           | -                          | -                                  |
| 540                                                 | Transportation                 | 6,167,717                                      | 948,626                     | 2,229,700                  | 30,429                             |
| 550                                                 | Natural/Economic Environment   | 2,032,759                                      | 1,608,916                   | -                          | -                                  |
| 560                                                 | Social Services                | 171,270                                        | 171,270                     | -                          | -                                  |
| 570                                                 | Culture and Recreation         | 3,602,986                                      | 3,602,986                   | -                          | -                                  |
| Total Expenditures:                                 |                                | 56,228,733                                     | 13,039,412                  | 2,318,046                  | 30,429                             |
| Excess (Deficiency) Revenues over Expenditures:     |                                | 19,359,047                                     | 6,723,180                   | 117,182                    | 232,095                            |
| <b>Other Increases in Fund Resources</b>            |                                |                                                |                             |                            |                                    |
| 391-393, 596                                        | Debt Proceeds                  | 3,758,500                                      | -                           | -                          | -                                  |
| 397                                                 | Transfers-In                   | 3,942,801                                      | -                           | 2,834,080                  | -                                  |
| 385                                                 | Special or Extraordinary Items | -                                              | -                           | -                          | -                                  |
| 381, 382, 389, 395, 398                             | Other Resources                | 5,103,291                                      | 1,620,041                   | 1,157                      | -                                  |
| Total Other Increases in Fund Resources:            |                                | 12,804,592                                     | 1,620,041                   | 2,835,237                  | -                                  |
| <b>Other Decreases in Fund Resources</b>            |                                |                                                |                             |                            |                                    |
| 594-595                                             | Capital Expenditures           | 9,645,453                                      | 6,119                       | 2,241,988                  | -                                  |
| 591-593, 599                                        | Debt Service                   | 4,126,298                                      | 21,908                      | -                          | -                                  |
| 597                                                 | Transfers-Out                  | 3,942,801                                      | 3,707,233                   | -                          | 235,568                            |
| 585                                                 | Special or Extraordinary Items | -                                              | -                           | -                          | -                                  |
| 581, 582, 589                                       | Other Uses                     | 2,705,294                                      | 365,494                     | -                          | -                                  |
| Total Other Decreases in Fund Resources:            |                                | 20,419,846                                     | 4,100,754                   | 2,241,988                  | 235,568                            |
| <b>Increase (Decrease) in Cash and Investments:</b> |                                | <b>11,743,793</b>                              | <b>4,242,467</b>            | <b>710,431</b>             | <b>(3,473)</b>                     |
| <b>Ending Cash and Investments</b>                  |                                |                                                |                             |                            |                                    |
| 50821                                               | Nonspendable                   | -                                              | -                           | -                          | -                                  |
| 50831                                               | Restricted                     | 18,442,110                                     | 2,747,985                   | 392,565                    | 694,147                            |
| 50841                                               | Committed                      | 194,830                                        | 83,061                      | -                          | -                                  |
| 50851                                               | Assigned                       | 42,764,542                                     | 1,342,204                   | 3,660,994                  | 95,564                             |
| 50891                                               | Unassigned                     | 8,255,793                                      | 8,255,793                   | -                          | -                                  |
| <b>Total Ending Cash and Investments</b>            |                                | <b>69,657,275</b>                              | <b>12,429,043</b>           | <b>4,053,559</b>           | <b>789,711</b>                     |

The accompanying notes are an integral part of this statement.

**City of Ellensburg**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

|                                                     |                                | <b>127<br/>TRANSPORTATI<br/>ON BENEFIT</b> | <b>130 CRIMINAL<br/>JUSTICE FUND</b> | <b>137 DRUG<br/>FUND</b> |
|-----------------------------------------------------|--------------------------------|--------------------------------------------|--------------------------------------|--------------------------|
| <b>Beginning Cash and Investments</b>               |                                |                                            |                                      |                          |
| 308                                                 | Beginning Cash and Investments | 2,392,579                                  | 2,241,725                            | 31,899                   |
| 388 / 588                                           | Net Adjustments                | -                                          | -                                    | -                        |
| <b>Revenues</b>                                     |                                |                                            |                                      |                          |
| 310                                                 | Taxes                          | 1,358,736                                  | 1,441,205                            | -                        |
| 320                                                 | Licenses and Permits           | -                                          | -                                    | -                        |
| 330                                                 | Intergovernmental Revenues     | 331,323                                    | -                                    | -                        |
| 340                                                 | Charges for Goods and Services | 75,000                                     | -                                    | -                        |
| 350                                                 | Fines and Penalties            | -                                          | -                                    | 4,241                    |
| 360                                                 | Miscellaneous Revenues         | 11,349                                     | 6,501                                | 30                       |
| Total Revenues:                                     |                                | <u>1,776,408</u>                           | <u>1,447,706</u>                     | <u>4,271</u>             |
| <b>Expenditures</b>                                 |                                |                                            |                                      |                          |
| 510                                                 | General Government             | -                                          | -                                    | -                        |
| 520                                                 | Public Safety                  | -                                          | 1,170,263                            | 4,553                    |
| 530                                                 | Utilities                      | -                                          | -                                    | -                        |
| 540                                                 | Transportation                 | 1,571,801                                  | -                                    | -                        |
| 550                                                 | Natural/Economic Environment   | -                                          | 61,743                               | -                        |
| 560                                                 | Social Services                | -                                          | -                                    | -                        |
| 570                                                 | Culture and Recreation         | -                                          | -                                    | -                        |
| Total Expenditures:                                 |                                | <u>1,571,801</u>                           | <u>1,232,006</u>                     | <u>4,553</u>             |
| Excess (Deficiency) Revenues over Expenditures:     |                                | 204,607                                    | 215,700                              | (282)                    |
| <b>Other Increases in Fund Resources</b>            |                                |                                            |                                      |                          |
| 391-393, 596                                        | Debt Proceeds                  | -                                          | -                                    | -                        |
| 397                                                 | Transfers-In                   | 37,837                                     | -                                    | -                        |
| 385                                                 | Special or Extraordinary Items | -                                          | -                                    | -                        |
| 381, 382, 389, 395, 398                             | Other Resources                | -                                          | -                                    | -                        |
| Total Other Increases in Fund Resources:            |                                | <u>37,837</u>                              | <u>-</u>                             | <u>-</u>                 |
| <b>Other Decreases in Fund Resources</b>            |                                |                                            |                                      |                          |
| 594-595                                             | Capital Expenditures           | 51,892                                     | 37,967                               | -                        |
| 591-593, 599                                        | Debt Service                   | -                                          | -                                    | -                        |
| 597                                                 | Transfers-Out                  | -                                          | -                                    | -                        |
| 585                                                 | Special or Extraordinary Items | -                                          | -                                    | -                        |
| 581, 582, 589                                       | Other Uses                     | -                                          | -                                    | -                        |
| Total Other Decreases in Fund Resources:            |                                | <u>51,892</u>                              | <u>37,967</u>                        | <u>-</u>                 |
| <b>Increase (Decrease) in Cash and Investments:</b> |                                | <u><b>190,552</b></u>                      | <u><b>177,733</b></u>                | <u><b>(282)</b></u>      |
| <b>Ending Cash and Investments</b>                  |                                |                                            |                                      |                          |
| 50821                                               | Nonspendable                   | -                                          | -                                    | -                        |
| 50831                                               | Restricted                     | 2,416,345                                  | 2,339,513                            | 28,780                   |
| 50841                                               | Committed                      | -                                          | -                                    | -                        |
| 50851                                               | Assigned                       | 166,785                                    | 79,947                               | 2,837                    |
| 50891                                               | Unassigned                     | -                                          | -                                    | -                        |
| <b>Total Ending Cash and Investments</b>            |                                | <u><b>2,583,130</b></u>                    | <u><b>2,419,460</b></u>              | <u><b>31,617</b></u>     |

*The accompanying notes are an integral part of this statement.*

**City of Ellensburg**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

|                                                     |                                | <b>150 CATV<br/>OPERATIONS<br/>FUND</b> | <b>160 PARK<br/>ACQUISITION<br/>FUND</b> | <b>165 LODGING<br/>TAX FUND</b> | <b>172 HOUSING<br/>FUND</b> |
|-----------------------------------------------------|--------------------------------|-----------------------------------------|------------------------------------------|---------------------------------|-----------------------------|
| <b>Beginning Cash and Investments</b>               |                                |                                         |                                          |                                 |                             |
| 308                                                 | Beginning Cash and Investments | 115,277                                 | 461,566                                  | 310,751                         | 1,571,051                   |
| 388 / 588                                           | Net Adjustments                | -                                       | -                                        | -                               | -                           |
| <b>Revenues</b>                                     |                                |                                         |                                          |                                 |                             |
| 310                                                 | Taxes                          | 90,952                                  | -                                        | 517,230                         | 769,231                     |
| 320                                                 | Licenses and Permits           | -                                       | -                                        | -                               | -                           |
| 330                                                 | Intergovernmental Revenues     | -                                       | 231,945                                  | -                               | -                           |
| 340                                                 | Charges for Goods and Services | -                                       | 227,420                                  | -                               | -                           |
| 350                                                 | Fines and Penalties            | -                                       | -                                        | -                               | -                           |
| 360                                                 | Miscellaneous Revenues         | 1,247                                   | 1,110                                    | 4,211                           | 1,996                       |
| Total Revenues:                                     |                                | 92,199                                  | 460,475                                  | 521,441                         | 771,227                     |
| <b>Expenditures</b>                                 |                                |                                         |                                          |                                 |                             |
| 510                                                 | General Government             | -                                       | -                                        | -                               | -                           |
| 520                                                 | Public Safety                  | -                                       | -                                        | -                               | -                           |
| 530                                                 | Utilities                      | -                                       | -                                        | -                               | -                           |
| 540                                                 | Transportation                 | -                                       | -                                        | -                               | -                           |
| 550                                                 | Natural/Economic Environment   | 95,707                                  | -                                        | 266,393                         | -                           |
| 560                                                 | Social Services                | -                                       | -                                        | -                               | -                           |
| 570                                                 | Culture and Recreation         | -                                       | -                                        | -                               | -                           |
| Total Expenditures:                                 |                                | 95,707                                  | -                                        | 266,393                         | -                           |
| Excess (Deficiency) Revenues over Expenditures:     |                                | (3,508)                                 | 460,475                                  | 255,048                         | 771,227                     |
| <b>Other Increases in Fund Resources</b>            |                                |                                         |                                          |                                 |                             |
| 391-393, 596                                        | Debt Proceeds                  | -                                       | -                                        | -                               | -                           |
| 397                                                 | Transfers-In                   | -                                       | -                                        | -                               | -                           |
| 385                                                 | Special or Extraordinary Items | -                                       | -                                        | -                               | -                           |
| 381, 382, 389, 395, 398                             | Other Resources                | -                                       | -                                        | -                               | -                           |
| Total Other Increases in Fund Resources:            |                                | -                                       | -                                        | -                               | -                           |
| <b>Other Decreases in Fund Resources</b>            |                                |                                         |                                          |                                 |                             |
| 594-595                                             | Capital Expenditures           | -                                       | 619                                      | -                               | -                           |
| 591-593, 599                                        | Debt Service                   | -                                       | -                                        | -                               | -                           |
| 597                                                 | Transfers-Out                  | -                                       | -                                        | -                               | -                           |
| 585                                                 | Special or Extraordinary Items | -                                       | -                                        | -                               | -                           |
| 581, 582, 589                                       | Other Uses                     | -                                       | -                                        | -                               | -                           |
| Total Other Decreases in Fund Resources:            |                                | -                                       | 619                                      | -                               | -                           |
| <b>Increase (Decrease) in Cash and Investments:</b> |                                | <b>(3,508)</b>                          | <b>459,856</b>                           | <b>255,048</b>                  | <b>771,227</b>              |
| <b>Ending Cash and Investments</b>                  |                                |                                         |                                          |                                 |                             |
| 50821                                               | Nonspendable                   | -                                       | -                                        | -                               | -                           |
| 50831                                               | Restricted                     | -                                       | 872,987                                  | 500,505                         | 2,319,293                   |
| 50841                                               | Committed                      | 111,769                                 | -                                        | -                               | -                           |
| 50851                                               | Assigned                       | -                                       | 48,435                                   | 65,294                          | 22,985                      |
| 50891                                               | Unassigned                     | -                                       | -                                        | -                               | -                           |
| <b>Total Ending Cash and Investments</b>            |                                | <b>111,769</b>                          | <b>921,422</b>                           | <b>565,799</b>                  | <b>2,342,278</b>            |

*The accompanying notes are an integral part of this statement.*

**City of Ellensburg**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

|                                                     |                                | <b>210 DEBT<br/>SERVICE FUND</b> | <b>225 2010 DEBT<br/>SERVICE FUND</b> | <b>230 2003<br/>LIBRARY<br/>CONSTR DEBT</b> |
|-----------------------------------------------------|--------------------------------|----------------------------------|---------------------------------------|---------------------------------------------|
| <b>Beginning Cash and Investments</b>               |                                |                                  |                                       |                                             |
| 308                                                 | Beginning Cash and Investments | 362,378                          | 39,772                                | 95,848                                      |
| 388 / 588                                           | Net Adjustments                | -                                | -                                     | -                                           |
| <b>Revenues</b>                                     |                                |                                  |                                       |                                             |
| 310                                                 | Taxes                          | -                                | -                                     | 175,758                                     |
| 320                                                 | Licenses and Permits           | -                                | -                                     | -                                           |
| 330                                                 | Intergovernmental Revenues     | -                                | -                                     | -                                           |
| 340                                                 | Charges for Goods and Services | -                                | -                                     | -                                           |
| 350                                                 | Fines and Penalties            | -                                | -                                     | -                                           |
| 360                                                 | Miscellaneous Revenues         | -                                | 63                                    | -                                           |
| Total Revenues:                                     |                                | -                                | 63                                    | 175,758                                     |
| <b>Expenditures</b>                                 |                                |                                  |                                       |                                             |
| 510                                                 | General Government             | -                                | -                                     | -                                           |
| 520                                                 | Public Safety                  | -                                | -                                     | -                                           |
| 530                                                 | Utilities                      | -                                | -                                     | -                                           |
| 540                                                 | Transportation                 | -                                | -                                     | -                                           |
| 550                                                 | Natural/Economic Environment   | -                                | -                                     | -                                           |
| 560                                                 | Social Services                | -                                | -                                     | -                                           |
| 570                                                 | Culture and Recreation         | -                                | -                                     | -                                           |
| Total Expenditures:                                 |                                | -                                | -                                     | -                                           |
| Excess (Deficiency) Revenues over Expenditures:     |                                | -                                | 63                                    | 175,758                                     |
| <b>Other Increases in Fund Resources</b>            |                                |                                  |                                       |                                             |
| 391-393, 596                                        | Debt Proceeds                  | -                                | 1,704,300                             | -                                           |
| 397                                                 | Transfers-In                   | 203,184                          | 217,700                               | -                                           |
| 385                                                 | Special or Extraordinary Items | -                                | -                                     | -                                           |
| 381, 382, 389, 395, 398                             | Other Resources                | -                                | -                                     | -                                           |
| Total Other Increases in Fund Resources:            |                                | 203,184                          | 1,922,000                             | -                                           |
| <b>Other Decreases in Fund Resources</b>            |                                |                                  |                                       |                                             |
| 594-595                                             | Capital Expenditures           | -                                | -                                     | -                                           |
| 591-593, 599                                        | Debt Service                   | 203,184                          | 1,901,017                             | 180,800                                     |
| 597                                                 | Transfers-Out                  | -                                | -                                     | -                                           |
| 585                                                 | Special or Extraordinary Items | -                                | -                                     | -                                           |
| 581, 582, 589                                       | Other Uses                     | -                                | -                                     | -                                           |
| Total Other Decreases in Fund Resources:            |                                | 203,184                          | 1,901,017                             | 180,800                                     |
| <b>Increase (Decrease) in Cash and Investments:</b> |                                | -                                | <b>21,046</b>                         | <b>(5,042)</b>                              |
| <b>Ending Cash and Investments</b>                  |                                |                                  |                                       |                                             |
| 50821                                               | Nonspendable                   | -                                | -                                     | -                                           |
| 50831                                               | Restricted                     | -                                | -                                     | 85,433                                      |
| 50841                                               | Committed                      | -                                | -                                     | -                                           |
| 50851                                               | Assigned                       | 362,378                          | 60,818                                | 5,374                                       |
| 50891                                               | Unassigned                     | -                                | -                                     | -                                           |
| <b>Total Ending Cash and Investments</b>            |                                | <b>362,378</b>                   | <b>60,818</b>                         | <b>90,807</b>                               |

The accompanying notes are an integral part of this statement.

**City of Ellensburg**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

|                                                     |                                | <b>340 '17 Facility<br/>Bond Capital<br/>Proj</b> | <b>366 SIDEWALK<br/>FUND</b> | <b>431<br/>STORMWATER<br/>UTILITY FUND</b> | <b>451<br/>TELECOMM.<br/>UTILITY FUND</b> |
|-----------------------------------------------------|--------------------------------|---------------------------------------------------|------------------------------|--------------------------------------------|-------------------------------------------|
| <b>Beginning Cash and Investments</b>               |                                |                                                   |                              |                                            |                                           |
| 308                                                 | Beginning Cash and Investments | 536,090                                           | 736,926                      | 1,262,827                                  | 247,248                                   |
| 388 / 588                                           | Net Adjustments                | -                                                 | -                            | -                                          | -                                         |
| <b>Revenues</b>                                     |                                |                                                   |                              |                                            |                                           |
| 310                                                 | Taxes                          | -                                                 | 398,661                      | -                                          | -                                         |
| 320                                                 | Licenses and Permits           | -                                                 | -                            | -                                          | -                                         |
| 330                                                 | Intergovernmental Revenues     | -                                                 | -                            | 171,011                                    | 4,903                                     |
| 340                                                 | Charges for Goods and Services | -                                                 | -                            | 1,389,793                                  | 391,900                                   |
| 350                                                 | Fines and Penalties            | -                                                 | -                            | -                                          | -                                         |
| 360                                                 | Miscellaneous Revenues         | -                                                 | 3,481                        | 5,114                                      | 2,415                                     |
| Total Revenues:                                     |                                | -                                                 | 402,142                      | 1,565,918                                  | 399,218                                   |
| <b>Expenditures</b>                                 |                                |                                                   |                              |                                            |                                           |
| 510                                                 | General Government             | -                                                 | -                            | -                                          | -                                         |
| 520                                                 | Public Safety                  | 692                                               | -                            | -                                          | -                                         |
| 530                                                 | Utilities                      | -                                                 | -                            | 1,395,495                                  | 197,202                                   |
| 540                                                 | Transportation                 | -                                                 | 151,772                      | -                                          | -                                         |
| 550                                                 | Natural/Economic Environment   | -                                                 | -                            | -                                          | -                                         |
| 560                                                 | Social Services                | -                                                 | -                            | -                                          | -                                         |
| 570                                                 | Culture and Recreation         | -                                                 | -                            | -                                          | -                                         |
| Total Expenditures:                                 |                                | 692                                               | 151,772                      | 1,395,495                                  | 197,202                                   |
| Excess (Deficiency) Revenues over Expenditures:     |                                | (692)                                             | 250,370                      | 170,423                                    | 202,016                                   |
| <b>Other Increases in Fund Resources</b>            |                                |                                                   |                              |                                            |                                           |
| 391-393, 596                                        | Debt Proceeds                  | -                                                 | -                            | 2,000,000                                  | -                                         |
| 397                                                 | Transfers-In                   | -                                                 | -                            | -                                          | -                                         |
| 385                                                 | Special or Extraordinary Items | -                                                 | -                            | -                                          | -                                         |
| 381, 382, 389, 395, 398                             | Other Resources                | -                                                 | -                            | -                                          | -                                         |
| Total Other Increases in Fund Resources:            |                                | -                                                 | -                            | 2,000,000                                  | -                                         |
| <b>Other Decreases in Fund Resources</b>            |                                |                                                   |                              |                                            |                                           |
| 594-595                                             | Capital Expenditures           | 13,764                                            | -                            | 40,733                                     | 181,984                                   |
| 591-593, 599                                        | Debt Service                   | -                                                 | -                            | 87,296                                     | 19,072                                    |
| 597                                                 | Transfers-Out                  | -                                                 | -                            | -                                          | -                                         |
| 585                                                 | Special or Extraordinary Items | -                                                 | -                            | -                                          | -                                         |
| 581, 582, 589                                       | Other Uses                     | -                                                 | -                            | -                                          | -                                         |
| Total Other Decreases in Fund Resources:            |                                | 13,764                                            | -                            | 128,029                                    | 201,056                                   |
| <b>Increase (Decrease) in Cash and Investments:</b> |                                | <b>(14,456)</b>                                   | <b>250,370</b>               | <b>2,042,394</b>                           | <b>960</b>                                |
| <b>Ending Cash and Investments</b>                  |                                |                                                   |                              |                                            |                                           |
| 50821                                               | Nonspendable                   | -                                                 | -                            | -                                          | -                                         |
| 50831                                               | Restricted                     | -                                                 | 892,141                      | 2,534,436                                  | -                                         |
| 50841                                               | Committed                      | -                                                 | -                            | -                                          | -                                         |
| 50851                                               | Assigned                       | 521,635                                           | 95,156                       | 770,785                                    | 248,206                                   |
| 50891                                               | Unassigned                     | -                                                 | -                            | -                                          | -                                         |
| <b>Total Ending Cash and Investments</b>            |                                | <b>521,635</b>                                    | <b>987,297</b>               | <b>3,305,221</b>                           | <b>248,206</b>                            |

*The accompanying notes are an integral part of this statement.*

**City of Ellensburg**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

|                                                     |                                | <b>461 NATURAL<br/>GAS UTILITY<br/>FUND</b> | <b>471 ELECTRIC<br/>UTILITY FUND</b> | <b>481 WATER<br/>UTILITY FUND</b> |
|-----------------------------------------------------|--------------------------------|---------------------------------------------|--------------------------------------|-----------------------------------|
| <b>Beginning Cash and Investments</b>               |                                |                                             |                                      |                                   |
| 308                                                 | Beginning Cash and Investments | 2,645,395                                   | 10,432,958                           | 6,629,958                         |
| 388 / 588                                           | Net Adjustments                | -                                           | -                                    | -                                 |
| <b>Revenues</b>                                     |                                |                                             |                                      |                                   |
| 310                                                 | Taxes                          | -                                           | -                                    | -                                 |
| 320                                                 | Licenses and Permits           | -                                           | -                                    | -                                 |
| 330                                                 | Intergovernmental Revenues     | -                                           | -                                    | 19,275                            |
| 340                                                 | Charges for Goods and Services | 9,389,463                                   | 18,153,317                           | 5,447,702                         |
| 350                                                 | Fines and Penalties            | -                                           | -                                    | -                                 |
| 360                                                 | Miscellaneous Revenues         | 29,719                                      | 120,456                              | 418,835                           |
| Total Revenues:                                     |                                | 9,419,182                                   | 18,273,773                           | 5,885,812                         |
| <b>Expenditures</b>                                 |                                |                                             |                                      |                                   |
| 510                                                 | General Government             | -                                           | -                                    | -                                 |
| 520                                                 | Public Safety                  | -                                           | -                                    | -                                 |
| 530                                                 | Utilities                      | 7,035,631                                   | 14,949,751                           | 4,194,198                         |
| 540                                                 | Transportation                 | -                                           | -                                    | -                                 |
| 550                                                 | Natural/Economic Environment   | -                                           | -                                    | -                                 |
| 560                                                 | Social Services                | -                                           | -                                    | -                                 |
| 570                                                 | Culture and Recreation         | -                                           | -                                    | -                                 |
| Total Expenditures:                                 |                                | 7,035,631                                   | 14,949,751                           | 4,194,198                         |
| Excess (Deficiency) Revenues over Expenditures:     |                                | 2,383,551                                   | 3,324,022                            | 1,691,614                         |
| <b>Other Increases in Fund Resources</b>            |                                |                                             |                                      |                                   |
| 391-393, 596                                        | Debt Proceeds                  | -                                           | -                                    | 29,539                            |
| 397                                                 | Transfers-In                   | -                                           | -                                    | -                                 |
| 385                                                 | Special or Extraordinary Items | -                                           | -                                    | -                                 |
| 381, 382, 389, 395, 398                             | Other Resources                | 423,014                                     | 1,238,070                            | 531,300                           |
| Total Other Increases in Fund Resources:            |                                | 423,014                                     | 1,238,070                            | 560,839                           |
| <b>Other Decreases in Fund Resources</b>            |                                |                                             |                                      |                                   |
| 594-595                                             | Capital Expenditures           | 1,041,846                                   | 1,677,162                            | 1,664,922                         |
| 591-593, 599                                        | Debt Service                   | 52,115                                      | 602,925                              | 666,301                           |
| 597                                                 | Transfers-Out                  | -                                           | -                                    | -                                 |
| 585                                                 | Special or Extraordinary Items | -                                           | -                                    | -                                 |
| 581, 582, 589                                       | Other Uses                     | 410,401                                     | 889,592                              | 515,458                           |
| Total Other Decreases in Fund Resources:            |                                | 1,504,362                                   | 3,169,679                            | 2,846,681                         |
| <b>Increase (Decrease) in Cash and Investments:</b> |                                | <b>1,302,203</b>                            | <b>1,392,413</b>                     | <b>(594,228)</b>                  |
| <b>Ending Cash and Investments</b>                  |                                |                                             |                                      |                                   |
| 50821                                               | Nonspendable                   | -                                           | -                                    | -                                 |
| 50831                                               | Restricted                     | 175,370                                     | 871,693                              | 843,140                           |
| 50841                                               | Committed                      | -                                           | -                                    | -                                 |
| 50851                                               | Assigned                       | 3,772,230                                   | 10,953,678                           | 5,192,592                         |
| 50891                                               | Unassigned                     | -                                           | -                                    | -                                 |
| <b>Total Ending Cash and Investments</b>            |                                | <b>3,947,600</b>                            | <b>11,825,371</b>                    | <b>6,035,732</b>                  |

The accompanying notes are an integral part of this statement.

**City of Ellensburg**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

|                                                     |                                | <b>491 SEWER<br/>UTILITY FUND</b> | <b>531 SHOP<br/>FUND</b> | <b>540<br/>HEALTH/BENEF<br/>ITS FUND</b> | <b>545 RISK<br/>MANAGEMENT<br/>FUND</b> |
|-----------------------------------------------------|--------------------------------|-----------------------------------|--------------------------|------------------------------------------|-----------------------------------------|
| <b>Beginning Cash and Investments</b>               |                                |                                   |                          |                                          |                                         |
| 308                                                 | Beginning Cash and Investments | 3,737,101                         | 8,312,481                | 997,240                                  | 1,201,903                               |
| 388 / 588                                           | Net Adjustments                | -                                 | -                        | -                                        | -                                       |
| <b>Revenues</b>                                     |                                |                                   |                          |                                          |                                         |
| 310                                                 | Taxes                          | -                                 | -                        | -                                        | -                                       |
| 320                                                 | Licenses and Permits           | -                                 | -                        | -                                        | -                                       |
| 330                                                 | Intergovernmental Revenues     | -                                 | -                        | -                                        | -                                       |
| 340                                                 | Charges for Goods and Services | 4,510,645                         | 2,452,291                | 2,032,551                                | 687,191                                 |
| 350                                                 | Fines and Penalties            | -                                 | -                        | -                                        | -                                       |
| 360                                                 | Miscellaneous Revenues         | 202,698                           | 80,245                   | 15,610                                   | 1,667                                   |
| Total Revenues:                                     |                                | 4,713,343                         | 2,532,536                | 2,048,161                                | 688,858                                 |
| <b>Expenditures</b>                                 |                                |                                   |                          |                                          |                                         |
| 510                                                 | General Government             | -                                 | -                        | 2,873,663                                | 712,241                                 |
| 520                                                 | Public Safety                  | -                                 | -                        | -                                        | 9,934                                   |
| 530                                                 | Utilities                      | 3,905,965                         | -                        | -                                        | -                                       |
| 540                                                 | Transportation                 | -                                 | 1,235,389                | -                                        | -                                       |
| 550                                                 | Natural/Economic Environment   | -                                 | -                        | -                                        | -                                       |
| 560                                                 | Social Services                | -                                 | -                        | -                                        | -                                       |
| 570                                                 | Culture and Recreation         | -                                 | -                        | -                                        | -                                       |
| Total Expenditures:                                 |                                | 3,905,965                         | 1,235,389                | 2,873,663                                | 722,175                                 |
| Excess (Deficiency) Revenues over Expenditures:     |                                | 807,378                           | 1,297,147                | (825,502)                                | (33,317)                                |
| <b>Other Increases in Fund Resources</b>            |                                |                                   |                          |                                          |                                         |
| 391-393, 596                                        | Debt Proceeds                  | 24,661                            | -                        | -                                        | -                                       |
| 397                                                 | Transfers-In                   | -                                 | -                        | 650,000                                  | -                                       |
| 385                                                 | Special or Extraordinary Items | -                                 | -                        | -                                        | -                                       |
| 381, 382, 389, 395, 398                             | Other Resources                | 540,465                           | 5,175                    | 494,911                                  | 249,158                                 |
| Total Other Increases in Fund Resources:            |                                | 565,126                           | 5,175                    | 1,144,911                                | 249,158                                 |
| <b>Other Decreases in Fund Resources</b>            |                                |                                   |                          |                                          |                                         |
| 594-595                                             | Capital Expenditures           | 1,770,229                         | 907,177                  | -                                        | -                                       |
| 591-593, 599                                        | Debt Service                   | 391,680                           | -                        | -                                        | -                                       |
| 597                                                 | Transfers-Out                  | -                                 | -                        | -                                        | -                                       |
| 585                                                 | Special or Extraordinary Items | -                                 | -                        | -                                        | -                                       |
| 581, 582, 589                                       | Other Uses                     | 524,349                           | -                        | -                                        | -                                       |
| Total Other Decreases in Fund Resources:            |                                | 2,686,258                         | 907,177                  | -                                        | -                                       |
| <b>Increase (Decrease) in Cash and Investments:</b> |                                | <b>(1,313,754)</b>                | <b>395,145</b>           | <b>319,409</b>                           | <b>215,841</b>                          |
| <b>Ending Cash and Investments</b>                  |                                |                                   |                          |                                          |                                         |
| 50821                                               | Nonspendable                   | -                                 | -                        | -                                        | -                                       |
| 50831                                               | Restricted                     | 727,777                           | -                        | -                                        | -                                       |
| 50841                                               | Committed                      | -                                 | -                        | -                                        | -                                       |
| 50851                                               | Assigned                       | 1,695,573                         | 8,707,627                | 1,316,650                                | 1,417,745                               |
| 50891                                               | Unassigned                     | -                                 | -                        | -                                        | -                                       |
| <b>Total Ending Cash and Investments</b>            |                                | <b>2,423,350</b>                  | <b>8,707,627</b>         | <b>1,316,650</b>                         | <b>1,417,745</b>                        |

*The accompanying notes are an integral part of this statement.*

**City of Ellensburg**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

|                                                     |                                | <b>550 IT FUND</b>     |
|-----------------------------------------------------|--------------------------------|------------------------|
|                                                     |                                | <hr/>                  |
| <b>Beginning Cash and Investments</b>               |                                |                        |
| 308                                                 | Beginning Cash and Investments | 1,227,608              |
| 388 / 588                                           | Net Adjustments                | -                      |
| <b>Revenues</b>                                     |                                |                        |
| 310                                                 | Taxes                          | -                      |
| 320                                                 | Licenses and Permits           | -                      |
| 330                                                 | Intergovernmental Revenues     | -                      |
| 340                                                 | Charges for Goods and Services | 1,941,977              |
| 350                                                 | Fines and Penalties            | -                      |
| 360                                                 | Miscellaneous Revenues         | 6,968                  |
| Total Revenues:                                     |                                | <hr/> 1,948,945        |
| <b>Expenditures</b>                                 |                                |                        |
| 510                                                 | General Government             | 1,008,453              |
| 520                                                 | Public Safety                  | -                      |
| 530                                                 | Utilities                      | -                      |
| 540                                                 | Transportation                 | -                      |
| 550                                                 | Natural/Economic Environment   | -                      |
| 560                                                 | Social Services                | -                      |
| 570                                                 | Culture and Recreation         | -                      |
| Total Expenditures:                                 |                                | <hr/> 1,008,453        |
| Excess (Deficiency) Revenues over Expenditures:     |                                | 940,492                |
| <b>Other Increases in Fund Resources</b>            |                                |                        |
| 391-393, 596                                        | Debt Proceeds                  | -                      |
| 397                                                 | Transfers-In                   | -                      |
| 385                                                 | Special or Extraordinary Items | -                      |
| 381, 382, 389, 395, 398                             | Other Resources                | -                      |
| Total Other Increases in Fund Resources:            |                                | <hr/> -                |
| <b>Other Decreases in Fund Resources</b>            |                                |                        |
| 594-595                                             | Capital Expenditures           | 9,051                  |
| 591-593, 599                                        | Debt Service                   | -                      |
| 597                                                 | Transfers-Out                  | -                      |
| 585                                                 | Special or Extraordinary Items | -                      |
| 581, 582, 589                                       | Other Uses                     | -                      |
| Total Other Decreases in Fund Resources:            |                                | <hr/> 9,051            |
| <b>Increase (Decrease) in Cash and Investments:</b> |                                | <hr/> <b>931,441</b>   |
| <b>Ending Cash and Investments</b>                  |                                |                        |
| 50821                                               | Nonspendable                   | -                      |
| 50831                                               | Restricted                     | -                      |
| 50841                                               | Committed                      | -                      |
| 50851                                               | Assigned                       | 2,159,050              |
| 50891                                               | Unassigned                     | -                      |
| <b>Total Ending Cash and Investments</b>            |                                | <hr/> <b>2,159,050</b> |

*The accompanying notes are an integral part of this statement.*

**City of Ellensburg**  
**Fiduciary Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

|           |                                                  | <u>Custodial</u> |
|-----------|--------------------------------------------------|------------------|
| 308       | Beginning Cash and Investments                   | 1,791            |
| 388 & 588 | Net Adjustments                                  | -                |
| 310-390   | Additions                                        | 71,378           |
| 510-590   | Deductions                                       | <u>56,948</u>    |
|           | Net Increase (Decrease) in Cash and Investments: | 14,430           |
| 508       | Ending Cash and Investments                      | 16,221           |

*The accompanying notes are an integral part of this statement.*

**City of Ellensburg**  
**Schedule of Liabilities**  
**For the Year Ended December 31, 2021**

| <b>ID. No.</b>                                               | <b>Description</b>                   | <b>Due Date</b> | <b>Beginning Balance</b> | <b>Additions</b> | <b>Reductions</b> | <b>Ending Balance</b> |
|--------------------------------------------------------------|--------------------------------------|-----------------|--------------------------|------------------|-------------------|-----------------------|
| <b>General Obligation Debt/Liabilities</b>                   |                                      |                 |                          |                  |                   |                       |
| 251.11                                                       | LTGO Bonds, 2010                     | 12/1/2030       | 1,675,000                | -                | 1,675,000         | -                     |
| 251.11                                                       | 2010 GO Debt Refi                    | 12/1/2030       | -                        | 1,704,300        | 182,294           | 1,522,006             |
| 251.12                                                       | UTGO Bonds, 2014                     | 12/1/2022       | 350,000                  | -                | 170,000           | 180,000               |
| 251.11                                                       | LTGO Bonds, 2017                     | 12/1/2037       | 7,200,000                | -                | -                 | 7,200,000             |
| 251.11                                                       | LTGO Bonds, 2016, issued for Telecom | 12/1/2036       | 244,604                  | -                | 12,309            | 232,295               |
| <b>Total General Obligation Debt/Liabilities:</b>            |                                      |                 | <b>9,469,604</b>         | <b>1,704,300</b> | <b>2,039,603</b>  | <b>9,134,301</b>      |
| <b>Revenue and Other (non G.O.) Debt/Liabilities</b>         |                                      |                 |                          |                  |                   |                       |
| 259.12                                                       | Compensated Absences                 |                 | 2,008,533                | -                | 33,240            | 1,975,293             |
| 264.30                                                       | Net Pension Liability                |                 | 3,740,644                | -                | 2,714,997         | 1,025,647             |
| 252.11                                                       | Water Bond- 2013                     | 12/1/2022       | 466,719                  | -                | 230,092           | 236,627               |
| 252.11                                                       | Electric Refunding Bond - 2014       | 12/1/2025       | 1,790,000                | -                | 335,000           | 1,455,000             |
| 252.11                                                       | Electric Bond - 2014                 | 12/1/2025       | 4,465,000                | -                | 15,000            | 4,450,000             |
| 252.11                                                       | Gas 2016                             | 12/1/2036       | 713,334                  | -                | 38,391            | 674,943               |
| 252.11                                                       | Water Sewer Refunding 2016           | 12/1/2029       | 6,110,000                | -                | 620,000           | 5,490,000             |
| 264.40                                                       | OPEB                                 |                 | 8,799,394                | 43,839           | -                 | 8,843,233             |
| 252.11                                                       | Stormwater 2020 Bond                 | 12/1/2039       | 3,000,000                | 2,000,000        | -                 | 5,000,000             |
| 252.11                                                       | 2021 Waterworks Bond                 | 12/1/2040       | -                        | 54,200           | 54,200            | -                     |
| <b>Total Revenue and Other (non G.O.) Debt/Liabilities:</b>  |                                      |                 | <b>31,093,624</b>        | <b>2,098,039</b> | <b>4,040,920</b>  | <b>29,150,743</b>     |
| <b>Assessment Debt/Liabilities (with commitments)</b>        |                                      |                 |                          |                  |                   |                       |
| 253.43                                                       | LID Warrants with Commitments        | 7/29/2025       | 55,401                   | -                | 16,476            | 38,925                |
| <b>Total Assessment Debt/Liabilities (with commitments):</b> |                                      |                 | <b>55,401</b>            | <b>-</b>         | <b>16,476</b>     | <b>38,925</b>         |
| <b>Total Liabilities:</b>                                    |                                      |                 | <b>40,618,629</b>        | <b>3,802,339</b> | <b>6,096,999</b>  | <b>38,323,969</b>     |

**City of Ellensburg**  
**SCHEDULE OF STATE FINANCIAL ASSISTANCE (unaudited)**  
**For Fiscal Year ended December 31, 2021**

| Grantor                                                 | Program Title                                | Identificaton Number      | Amount                    |
|---------------------------------------------------------|----------------------------------------------|---------------------------|---------------------------|
| State Grant from Transportation Improvement Board (TIB) |                                              |                           |                           |
|                                                         | Transportation Improvement Board             | 8-4-17.5(020)-1           | 113,431                   |
|                                                         |                                              |                           | <b>Sub-total: 113,431</b> |
| State Grant from Department of Ecology                  |                                              |                           |                           |
|                                                         | WSDOE City of Ellensburg Pre-Feasibility ASR | WRYBIP-2123-EllePW-00022  | 20,000                    |
|                                                         | Washington State Department of Ecology       | WQSWCAP-1921-EllePW-00102 | 53,800                    |
|                                                         | Washington State Department of Ecology       | WQC-2019-EllePW-00012     | 40,339                    |
|                                                         | Washington State Department of Ecology       | WQC-20.21-EllePW-00053    | 69,111                    |
|                                                         |                                              |                           | <b>Sub-total: 183,250</b> |
| State Grant from Department of Transportation           |                                              |                           |                           |
|                                                         | Washington State Transportation              | SFY20-21                  | 9,962                     |
|                                                         | Washington State Transportation              | PTD0513                   | 4,001                     |
|                                                         | Washington State Transportation              | PTD0220                   | 10,366                    |
|                                                         |                                              |                           | <b>Sub-total: 24,329</b>  |
| State Grant from Department of Commerce                 |                                              |                           |                           |

| Grantor | Program Title          | Identificaton Number | Amount                      |
|---------|------------------------|----------------------|-----------------------------|
|         | Department of Commerce | BERK PSA 4-1-2(BL)   | 50,000                      |
|         |                        |                      | <b>Sub-total: 50,000</b>    |
|         |                        |                      | <b>Grand total: 371,010</b> |

CITY OF ELLENSBURG, WASHINGTON

Notes to the Schedule of Expenditures of Federal Awards

For the Year Ended December 31, 2021

Note 1 – Basis of Accounting

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

Note 2 – Federal De Minimis Indirect Cost Rate

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

Note 8 – Program Costs

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

**City of Ellensburg**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2021**

| Federal Agency<br>(Pass-Through Agency)                                                                                          | Federal Program                                                 | CFDA<br>Number | Other Award<br>Number    | Expenditures                    |                       |                  | Passed through<br>to<br>Subrecipients | Note |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------|--------------------------|---------------------------------|-----------------------|------------------|---------------------------------------|------|
|                                                                                                                                  |                                                                 |                |                          | From Pass-<br>Through<br>Awards | From Direct<br>Awards | Total            |                                       |      |
| OFFICE OF JUSTICE<br>PROGRAMS, JUSTICE,<br>DEPARTMENT OF                                                                         | Bulletproof Vest<br>Partnership Program                         | 16.607         | NA                       | -                               | 3,676                 | 3,676            | -                                     | 1    |
| <b>Highway Planning and Construction Cluster</b>                                                                                 |                                                                 |                |                          |                                 |                       |                  |                                       |      |
| FEDERAL HIGHWAY<br>ADMINISTRATION,<br>TRANSPORTATION,<br>DEPARTMENT OF (via<br>Washington State Department of<br>Transportation) | Highway Planning and<br>Construction                            | 20.205         | LA-10055                 | 358,484                         | -                     | 358,484          | -                                     | 12   |
| FEDERAL HIGHWAY<br>ADMINISTRATION,<br>TRANSPORTATION,<br>DEPARTMENT OF (via<br>Washington State Department of<br>Transportation) | Highway Planning and<br>Construction                            | 20.205         | LA-10128                 | 2,336                           | -                     | 2,336            | -                                     | 12   |
| FEDERAL HIGHWAY<br>ADMINISTRATION,<br>TRANSPORTATION,<br>DEPARTMENT OF (via<br>Washington State Department of<br>Transportation) | Highway Planning and<br>Construction                            | 20.205         | HSIP 6949(006)<br>LA9733 | 940,622                         | -                     | 940,622          | -                                     | 12   |
| <b>Total Highway Planning and Construction Cluster:</b>                                                                          |                                                                 |                |                          | <b>1,301,442</b>                | <b>-</b>              | <b>1,301,442</b> | <b>-</b>                              |      |
| FEDERAL TRANSIT<br>ADMINISTRATION,<br>TRANSPORTATION,<br>DEPARTMENT OF (via<br>Washington State Department of<br>Transportation) | Formula Grants for<br>Rural Areas and Tribal<br>Transit Program | 20.509         | PTD0307                  | 26,094                          | -                     | 26,094           | -                                     | 12   |

*The accompanying notes are an integral part of this schedule.*

**City of Ellensburg**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2021**

| Federal Agency<br>(Pass-Through Agency)                                                                                                                 | Federal Program                                                               | CFDA<br>Number | Other Award<br>Number | Expenditures                    |                       |                | Passed through<br>to<br>Subrecipients | Note |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------|-----------------------|---------------------------------|-----------------------|----------------|---------------------------------------|------|
|                                                                                                                                                         |                                                                               |                |                       | From Pass-<br>Through<br>Awards | From Direct<br>Awards | Total          |                                       |      |
| FEDERAL TRANSIT<br>ADMINISTRATION,<br>TRANSPORTATION,<br>DEPARTMENT OF (via<br>Washington State Department of<br>Transportation)                        | Formula Grants for<br>Rural Areas and Tribal<br>Transit Program               | 20.509         | PTD0018               | 47,797                          | -                     | 47,797         | -                                     | 12   |
| FEDERAL TRANSIT<br>ADMINISTRATION,<br>TRANSPORTATION,<br>DEPARTMENT OF (via<br>Washington State Department of<br>Transportation)                        | COVID 19 - Formula<br>Grants for Rural Areas<br>and Tribal Transit<br>Program | 20.509         | NA                    | 142,983                         | -                     | 142,983        | -                                     | 12   |
| FEDERAL TRANSIT<br>ADMINISTRATION,<br>TRANSPORTATION,<br>DEPARTMENT OF (via<br>Washington State Department of<br>Transportation)                        | COVID 19 - Formula<br>Grants for Rural Areas<br>and Tribal Transit<br>Program | 20.509         | PTD0227               | 629,644                         | -                     | 629,644        | -                                     | 12   |
| <b>Total CFDA 20.509:</b>                                                                                                                               |                                                                               |                |                       | <b>846,518</b>                  | <b>-</b>              | <b>846,518</b> | <b>-</b>                              |      |
| <b>Highway Safety Cluster</b>                                                                                                                           |                                                                               |                |                       |                                 |                       |                |                                       |      |
| NATIONAL HIGHWAY TRAFFIC<br>SAFETY ADMINISTRATION,<br>TRANSPORTATION,<br>DEPARTMENT OF (via<br>Washington Association of<br>Sheriffs and Police Chiefs) | State and Community<br>Highway Safety                                         | 20.600         | NA                    | 7,451                           | -                     | 7,451          | -                                     | 1    |
| NATIONAL HIGHWAY TRAFFIC<br>SAFETY ADMINISTRATION,<br>TRANSPORTATION,<br>DEPARTMENT OF (via<br>Washington Association of<br>Sheriffs and Police Chiefs) | State and Community<br>Highway Safety                                         | 20.600         | NA                    | 6,685                           | -                     | 6,685          | -                                     | 1    |
| <b>Total Highway Safety Cluster:</b>                                                                                                                    |                                                                               |                |                       | <b>14,136</b>                   | <b>-</b>              | <b>14,136</b>  | <b>-</b>                              |      |

The accompanying notes are an integral part of this schedule.

**City of Ellensburg**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2021**

| Federal Agency<br>(Pass-Through Agency)                                                                                                          | Federal Program                                                                                                  | CFDA<br>Number | Other Award<br>Number | Expenditures                    |                       |                  | Passed through<br>to<br>Subrecipients | Note |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------|-----------------------|---------------------------------|-----------------------|------------------|---------------------------------------|------|
|                                                                                                                                                  |                                                                                                                  |                |                       | From Pass-<br>Through<br>Awards | From Direct<br>Awards | Total            |                                       |      |
| DEPARTMENTAL OFFICES,<br>TREASURY, DEPARTMENT OF<br>THE (via Washington State<br>Department of Commerce)                                         | COVID 19 -<br>CORONAVIRUS STATE<br>AND LOCAL FISCAL<br>RECOVERY FUNDS                                            | 21.027         | 20-6541C-169          | 650,870                         | -                     | 650,870          | -                                     | 1    |
| THE INSTITUTE OF MUSEUM<br>AND LIBRARY SERVICES, THE<br>INSTITUTE OF MUSEUM AND<br>LIBRARY SERVICES (via<br>Washington State Library)            | Grants to States                                                                                                 | 45.310         | NA                    | 6,032                           | -                     | 6,032            | -                                     | 1    |
| <b>Aging Cluster</b>                                                                                                                             |                                                                                                                  |                |                       |                                 |                       |                  |                                       |      |
| ADMINISTRATION FOR<br>COMMUNITY LIVING (ACL),<br>HEALTH AND HUMAN<br>SERVICES, DEPARTMENT OF<br>(via Department of Health and<br>Human Services) | Special Programs for<br>the Aging, Title III, Part<br>B, Grants for Supportive<br>Services and Senior<br>Centers | 93.044         | ALTCPSA 2017<br>-21   | 1,724                           | -                     | 1,724            | -                                     | 1    |
| <b>Total Aging Cluster:</b>                                                                                                                      |                                                                                                                  |                |                       | <b>1,724</b>                    | <b>-</b>              | <b>1,724</b>     | <b>-</b>                              |      |
| Corporation for National and<br>Community Service,<br>CORPORATION FOR NATIONAL<br>AND COMMUNITY SERVICE<br>(via Washington Service Corps)        | AmeriCorps                                                                                                       | 94.006         | K                     | 45,000                          | -                     | 45,000           | -                                     | 1    |
| <b>Total Federal Awards Expended:</b>                                                                                                            |                                                                                                                  |                |                       | <b>2,865,722</b>                | <b>3,676</b>          | <b>2,869,398</b> | <b>-</b>                              |      |

The accompanying notes are an integral part of this schedule.

**City of Ellensburg, Washington**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2021**

**Note 1 - Summary of Significant Accounting Policies**

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

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

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

A. Fund Accounting

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

GOVERNMENTAL FUND TYPES:

General Fund

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

Special Revenue Funds

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

Debt Service Funds

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

Capital Projects Funds

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

## PROPRIETARY FUND TYPES:

### Enterprise Funds

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

### Internal Service Funds

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

## FIDUCIARY FUND TYPES:

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

### Custodial Funds

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

#### B. Basis of Accounting and Measurement Focus

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

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

#### C. Cash and Investments

See Note 2, *Deposits and Investments*.

#### D. Capital Assets

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

#### E. Compensated Absences

Vacation leave may be accumulated up to 30 days, is payable upon separation, retirement, or death. Paid time off (PTO) has a maximum accumulation dependent on years of service. Sick leave may be accumulated indefinitely. Upon separation or retirement, employees do not receive payment for unused sick leave. Payments are recognized as expenditures when paid.

#### F. Long-Term Debt

See Note 6, *Long-term Debt*.

#### G. Restricted and Committed Portion of Ending Cash and Investments

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

Restrictions and commitments of Ending Cash and Investments consist of:

| Fund                          | Amount    | Reason                                                            |
|-------------------------------|-----------|-------------------------------------------------------------------|
| General                       | 2,831,046 | External Restriction/Restrictions by Donors/COVID 19 Grant        |
| Street                        | 392,565   | Unexpended portion of Complete Streets Award Program              |
| Traffic Impact Fees           | 694,147   | Traffic Impact Fees Restricted by law RCW 82.02.050               |
| Transportation Benefit Distri | 2,416,345 | RCW 82.14.045 Voter approved sales tax                            |
| Criminal Justice              | 2,339,513 | Local Criminal Justice Tax RCW 82.14.340(4)-(5)                   |
| Drug Fund                     | 28,780    | RCW 69.50.505                                                     |
| CATV Operations Fund          | 111,769   | Cable TV Utility Tax                                              |
| Park Acquisition              | 872,987   | Gas tax is externally restricted RCW 46.68.110/RCW 47.24.040      |
| Lodging Tax                   | 500,505   | RCW 67.28.180                                                     |
| Housing                       | 2,319,293 | RCW 82.14.045 Voter Approved Sales Tax & State Affordable Housing |
| Debt Service - Library Bond   | 85,433    | Bond Reserve Requirements                                         |
| Capital Fund - Sidewalk Fund  | 892,141   | Capital Projects identified in RCW 82.46.030 and 82.45.180        |
| Enterprise - Stormwater       | 2,534,436 | Bond Reserve Requirements                                         |
| Enterprise - Natural Gas Util | 175,370   | Bond Reserve Requirements                                         |
| Enterprise - Electric Utility | 871,693   | Bond Reserve Requirements                                         |
| Enterprise - Water Utility    | 843,140   | Bond Reserve Requirements                                         |
| Enterprise - Sewer Utility    | 727,777   | Bond Reserve Requirements                                         |

## **Note 2 – Deposits and Investments**

Investments are reported at original cost. Deposits and Investments by type at December 31, 2021, are as follows:

| Type of Investment         | City of Ellensburg's Own Deposits and Investments | Deposits held by City of Ellensburg as custodian for individuals | Total                |
|----------------------------|---------------------------------------------------|------------------------------------------------------------------|----------------------|
| Bank deposits              | \$ 2,800,299                                      | \$ 16,221                                                        | \$ 2,816,520         |
| L.G.I.P.                   | 46,868,103                                        |                                                                  | 46,868,103           |
| U.S. Government securities | 19,988,863                                        |                                                                  | 19,988,863           |
| <b>Total</b>               | <b>\$ 69,657,265</b>                              | <b>\$ 16,221</b>                                                 | <b>\$ 69,673,486</b> |

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

### **Investments in the State Local Government Investment Pool (LGIP)**

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

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

### **Custodial Credit Risk**

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

collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

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

#### Compensating Balances

The amounts previously referred to as bank balance, also includes a compensating balance maintained with U.S. Bank in lieu of payments for services rendered. The average compensating balance maintained during 2021 was approximately \$5,433,709.

### **Note 3 – Budget Compliance**

#### A. Budgets

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

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

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

Table 1- 2021Appropriated Budget and Actual Expenditures Reconciled to Cash BARS Basis

| Fund                                              | 2021Original<br>Budget | 2021Final Budget | 2021Actuals<br>(Budgetary<br>Basis) | Total<br>Reconcile to<br>Cash BARS<br>Basis | 2021Actuals<br>(Cash BARS<br>Basis) | Variance     |
|---------------------------------------------------|------------------------|------------------|-------------------------------------|---------------------------------------------|-------------------------------------|--------------|
| Total Budgeted General Fund                       | \$ 16,567,259          | \$ 17,090,601    | \$ 15,638,167                       | (\$2,404,331)                               | \$ 13,233,836                       | \$ 1,452,434 |
| Managerial Funds of the General Fund              |                        |                  |                                     |                                             |                                     |              |
| Economic Development                              | -                      | 4,000            | 3,151                               | -                                           | 3,151                               | 849          |
| Sales Tax Reserve Fund                            | 4,715,073              | 4,730,073        | 4,715,073                           | (1695,677)                                  | 3,019,396                           | 15,000       |
| Art Acquisition Fund                              | 62,593                 | 92,134           | 78,845                              | -                                           | 78,845                              | 13,288       |
| CARES/ARPA Grants                                 | -                      | 3,243,352        | 947,676                             | (296,806)                                   | 650,870                             | 2,295,676    |
| *LID Guaranty Fund                                | -                      | -                | -                                   | -                                           | -                                   | NA           |
| Library Trust Fund                                | 8,800                  | 8,800            | 175                                 | -                                           | 175                                 | 8,625        |
| Hal Holmes Trust Fund                             | 10,000                 | 10,000           | -                                   | -                                           | -                                   | 10,000       |
| Fire Relief & Pension Trust Fund                  | 127,944                | 147,944          | 134,309                             | -                                           | 134,309                             | 13,635       |
| *LID Debt Service Fund                            | -                      | -                | -                                   | 19,586                                      | 19,586                              | NA           |
| Total Managerial Funds of the General Fund        | 4,924,410              | 8,236,302        | 5,879,229                           | (1972,897)                                  | 3,906,333                           | 2,357,073    |
| Total General Fund for Annual Financial Reporting | \$ 21,491,669          | \$ 25,326,903    | \$ 21,517,396                       | (\$4,377,228)                               | \$ 17,140,168                       |              |
| **Street Fund                                     | \$ 2,865,794           | \$ 2,985,173     | \$ 2,311,160                        | \$ 272                                      | \$ 2,311,431                        | \$ 674,013   |
| **Arterial Street Fund                            | 9,444,000              | 10,976,282       | 2,248,603                           | -                                           | 2,248,603                           | 8,727,679    |
| Traffic Impact Fees Fund                          | 272,400                | 609,376          | 265,996                             | -                                           | 265,996                             | 343,380      |
| Public Transit Fund                               | 1838,862               | 1,933,995        | 1,623,693                           | -                                           | 1,623,693                           | 310,302      |
| Criminal Justice Sales Tax Fund                   | 1232,944               | 1,392,147        | 1,269,972                           | -                                           | 1,269,972                           | 122,175      |
| Drug Fund                                         | 15,000                 | 15,000           | 4,553                               | -                                           | 4,553                               | 10,447       |
| Ellensburg Community TV                           | 104,171                | 104,171          | 95,707                              | -                                           | 95,707                              | 8,464        |
| Parks Acquisition Fund                            | 100,000                | 175,000          | 619                                 | -                                           | 619                                 | 174,381      |
| Lodging Tax Fund                                  | 302,351                | 302,351          | 266,393                             | -                                           | 266,393                             | 35,958       |
| Housing Fund                                      | 1,722,500              | 1,722,500        | -                                   | -                                           | -                                   | 1,722,500    |
| Facilities Improvement Debt Service               | 203,184                | 203,184          | 203,184                             | -                                           | 203,184                             | -            |
| 2010 Maintenance Bond Debt Service                | 217,700                | 1,901,019        | 1,901,017                           | -                                           | 1,901,017                           | 2            |
| Library Bond Debt                                 | 181,100                | 181,100          | 180,800                             | -                                           | 180,800                             | 300          |
| Capital Improvement Bond Projects                 | -                      | 536,090          | 14,456                              | -                                           | 14,456                              | 521,635      |
| General Capital Projects                          | -                      | -                | -                                   | -                                           | -                                   | -            |
| Sidewalk Fund                                     | 413,000                | 430,101          | 151,772                             | -                                           | 151,772                             | 278,330      |
| Stormwater Utility Fund                           | 1,896,311              | 2,035,265        | 1,523,524                           | -                                           | 1,523,524                           | 511,741      |
| Stormwater Bond Fund                              | 1,400,000              | 1,400,000        | -                                   | -                                           | -                                   | 1,400,000    |
| Telecommunications Utility Fund                   | 313,493                | 399,397          | 398,259                             | -                                           | 398,259                             | 1,138        |
| Gas Utility Fund                                  | 8,493,433              | 8,935,306        | 8,069,920                           | 470,072                                     | 8,539,992                           | 865,385      |
| Electric Utility Fund                             | 20,809,350             | 21,089,317       | 17,236,327                          | 883,103                                     | 18,119,430                          | 3,852,991    |
| ***Water Utility Fund                             | 11,451,490             | 11,677,701       | 6,547,514                           | 478,335                                     | 7,025,848                           | 5,130,187    |
| ***Water Construction Fund                        | 3,200,000              | 3,356,877        | 15,031                              | -                                           | 15,031                              | 3,341,846    |
| Sewer Utility Fund                                | 9,340,593              | 9,920,506        | 6,068,605                           | 523,617                                     | 6,592,222                           | 3,851,901    |
| Shop Fund                                         | 3,095,998              | 3,172,638        | 2,141,255                           | 1,310                                       | 2,142,565                           | 1,031,383    |
| Health & Benefits Fund                            | 2,377,608              | 3,053,071        | 2,873,663                           | -                                           | 2,873,663                           | 179,408      |
| Risk Management Fund                              | 543,816                | 740,261          | 722,174                             | -                                           | 722,174                             | 18,087       |
| Information Technology Fund                       | 1,949,522              | 1,958,948        | 1,017,503                           | -                                           | 1,017,503                           | 941,445      |
| All Funds                                         | \$ 105,276,289         | \$ 116,533,679   | \$ 78,669,096                       | \$ (2,020,520)                              | \$ 76,648,576                       |              |

\* Non-Budget-limited Fund

\*\* Combined for Annual Financial Reporting

\*\*\*Combined for Annual Financial Reporting

Table 2 - Budgetary Basis to BARS Cash Basis Reconciliation Detail

| Fund                                              | 2021Admin<br>Reimb. | 2021400/441<br>Reallocation | 2021Intrafund<br>Transfers | 2021Inventory<br>Conversion | 2021Actuals<br>Non-Budget<br>Limited Funds | Total<br>Reconcile to<br>Cash BARS<br>Basis |
|---------------------------------------------------|---------------------|-----------------------------|----------------------------|-----------------------------|--------------------------------------------|---------------------------------------------|
| Total Budgeted General Fund                       | \$ (2,263,250)      | \$ -                        | \$ (141,081)               | \$ -                        | \$ -                                       | \$ (2,404,331)                              |
| Managerial Funds of the General Fund              |                     |                             |                            |                             |                                            |                                             |
| Sales Tax Reserve Fund                            | -                   | -                           | (1,695,677)                | -                           | -                                          | (1,695,677)                                 |
| CARES/ARPA Grants                                 | -                   | -                           | (296,806)                  | -                           | -                                          | (296,806)                                   |
| LID Debt Service Fund                             | -                   | -                           | -                          | -                           | 19,586                                     | 19,586                                      |
| Total Managerial Funds of the General Fund        | -                   | -                           | (1,992,483)                | -                           | 19,586                                     | (1,972,897)                                 |
| Total General Fund for Annual Financial Reporting | (2,263,250)         | -                           | (2,133,564)                | -                           | 19,586                                     | (4,377,228)                                 |
| Street Fund                                       | -                   | -                           | -                          | 272                         | -                                          | 272                                         |
| Gas Utility Fund                                  | -                   | 410,401                     | -                          | 59,671                      | -                                          | 470,072                                     |
| Electric Utility Fund                             | -                   | 889,592                     | -                          | (6,488)                     | -                                          | 883,103                                     |
| Water Utility Fund                                | -                   | 515,458                     | (24,659)                   | (12,464)                    | -                                          | 478,335                                     |
| Sewer Utility Fund                                | -                   | 524,349                     | -                          | (732)                       | -                                          | 523,617                                     |
| Shop Fund                                         | -                   | -                           | -                          | 1,310                       | -                                          | 1,310                                       |
| All Funds                                         | \$ (2,263,250)      | \$ 2,339,799                | \$ (2,158,223)             | \$ 41,568                   | \$ 19,586                                  | \$ (2,020,520)                              |

The City of Ellensburg reported the Utility Deposit Fund (441) as a separate unbudgeted fund until the Office of the State Auditor asserted those funds to be managerial funds of the distinct Utility Funds. Deposits are not collected by the separate funds. The City established a percentage allocation based on revenue. The resulting revenues and expenditures are a result of complying with the allocation of deposits for annual financial reporting purposes only, and not for purposes of enterprise fund budget compliance. The utility funds do not collect this “revenue” or budget for this “expenditure”. Therefore, the reporting of this 400/441 reallocation is for annual financial reporting purposes only. In addition, for financial reporting purposes only, the table includes funds 261 LID Guarantee and 800 LID in order to complete the information included in the General Fund.

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

#### **Note 4 - Property Tax**

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

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

The City’s regular levy for the year 2021-2022 was \$1.628446 per \$1,000 on an assessed valuation of \$2,096,467,949 for a total regular levy of \$3,413,984.85. In addition, the levy for debt service on a voter approved bond issue was \$0.084067 per \$1,000 on an assessed valuation of \$2,081,654,749 for a total of \$174,998.47.

#### **Note 5 - Interfund Loans**

The City had an outstanding interfund loan in the total amount of \$0 at December 31, 2021. This loan was from the Electric Fund to the General Fund to defease the 2001 & 2002 G.O. bonds.

The following table displays interfund loan activity during 2021:

|                |              |            |           |            |            |
|----------------|--------------|------------|-----------|------------|------------|
|                |              | Balance    |           |            | Balance    |
| Borrowing Fund | Lending Fund | 01/01/2021 | Additions | Repayments | 12/31/2021 |
| General Fund   | Light Fund   | 309,657    | -         | 309,657    | -          |
|                |              | 309,657    | -         | 309,657    | -          |

## **Note 6 – Long-Term Debt**

### **Debt Service**

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the City and summarizes the City's debt transactions for year ended December 31, 2021.

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

#### **General Obligation Bonds**

|           | Principal    | Interest     | Total         |
|-----------|--------------|--------------|---------------|
| 2022      | \$ 706,360   | \$ 278,250   | \$ 984,611    |
| 2023      | \$ 538,944   | \$ 257,497   | \$ 796,441    |
| 2024      | \$ 551,853   | \$ 241,301   | \$ 793,154    |
| 2025      | \$ 565,095   | \$ 223,430   | \$ 788,525    |
| 2026      | \$ 573,407   | \$ 204,250   | \$ 777,657    |
| 2027-2031 | \$ 2,882,491 | \$ 707,110   | \$ 3,589,602  |
| 2032-2036 | \$ 2,533,212 | \$ 278,416   | \$ 2,811,629  |
| 2037-2041 | \$ 550,644   | \$ 11,682    | \$ 562,326    |
| Total     | \$ 8,902,006 | \$ 2,201,937 | \$ 11,103,943 |

#### **General Obligation Debt Issued for Business-Type Activities**

|           | Principal  | Interest  | Total      |
|-----------|------------|-----------|------------|
| 2022      | \$ 12,525  | \$ 6,738  | \$ 19,263  |
| 2023      | \$ 12,896  | \$ 6,367  | \$ 19,263  |
| 2024      | \$ 13,278  | \$ 5,985  | \$ 19,263  |
| 2025      | \$ 13,671  | \$ 5,592  | \$ 19,263  |
| 2026      | \$ 14,076  | \$ 5,187  | \$ 19,263  |
| 2027-2031 | \$ 76,884  | \$ 19,430 | \$ 96,314  |
| 2032-2036 | \$ 88,965  | \$ 7,350  | \$ 96,315  |
| Total     | \$ 232,295 | \$ 56,650 | \$ 288,944 |

#### **Revenue Bonds**

|           | Principal     | Interest     | Total         |
|-----------|---------------|--------------|---------------|
| 2022      | \$ 1,483,832  | \$ 531,590   | \$ 2,015,422  |
| 2023      | \$ 1,281,386  | \$ 495,535   | \$ 1,776,922  |
| 2024      | \$ 1,308,288  | \$ 462,520   | \$ 1,770,808  |
| 2025      | \$ 1,351,110  | \$ 424,251   | \$ 1,775,361  |
| 2026      | \$ 1,388,790  | \$ 877,739   | \$ 2,266,528  |
| 2027-2031 | \$ 6,046,608  | \$ 777,895   | \$ 6,824,502  |
| 2032-2036 | \$ 3,423,690  | \$ 298,542   | \$ 3,722,232  |
| 2037-2041 | \$ 1,022,866  | \$ 60,097    | \$ 1,082,963  |
| Total     | \$ 17,306,570 | \$ 3,928,168 | \$ 21,234,738 |

**Assesment Debt/Liabilities (with commitments)**

|       | Principal | Interest | Total     |
|-------|-----------|----------|-----------|
| 2022  | \$ 16,683 | \$ 3,336 | \$ 20,020 |
| 2023  | \$ 7,414  | \$ 1,779 | \$ 9,193  |
| 2024  | \$ 7,414  | \$ 1,335 | \$ 8,748  |
| 2025  | \$ 7,414  | \$ 890   | \$ 8,304  |
| Total | \$ 38,925 | \$ 7,340 | \$ 46,265 |

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

The 2014 Unlimited Tax Obligation Refunding Bonds were sold to provide funds with which to pay costs associated with remodeling, expanding, and equipping the Ellensburg Public Library and Hal Holmes Community Center in the City and making related capital improvements, and to levy those excess property taxes. The bond will mature in 2022.

The 2017 Facilities Capital Bonds were sold to provide funds with which to pay costs associated with remodeling, expanding, and equipping the Ellensburg Police Department and other related capital improvements. The bond will mature in 2037.

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

The 2021 Limited Tax General Obligation Refunding (2010) Bonds were sold to refund certain outstanding limited tax general obligation bonds of the City to achieve a debt service savings and to pay the costs of issuance and sale of the bonds. The bond will mature in 2030.

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

2010 Water/Sewer Ref (99) Bonds for the purpose of paying the cost of carrying out of the system or plan of addition to and betterments and extension of the waterworks utility. The bonds matured in 2021.

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

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

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

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

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

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

2021 Waterworks Bonds for the purpose of funding capital improvements to the Waterworks Utility System as described in the request for proposal. All draws must be completed by November 30, 2022. The bonds will mature in 2040.

#### Significant Debt Agreement Terms

| Debt                                         | Clause                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2014 UTO Refunding Bonds                     | If any Bond is not redeemed when properly presented at maturity or call date, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or call date until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on the bond redemption fund hereinafter created and the Bond has been called for payment by giving notice of that call to the registered owner thereof.                                                                                                                        |
| 2021 LTGO Refunding (2010) Bonds             | If any Bond is not redeemed when properly presented at maturity or call date, the City will pay interest on that Bond at the same rate provided on the Bond from and after its maturity or call date until that Bond is paid in full or until sufficient money for its payment in full is on deposit in a special account created by the City for such purpose.                                                                                                                                                                                                                                                         |
| 2010 Water/Sewer Refunding and Revenue Bonds | If the City fails to make a payment on the Bonds or does not comply with the covenants in the Bond Ordinance, a bond owner has remedies permitted under State law, including without limitation, the remedies provided in RCW 35.67.108 and RCW 35.92.160.                                                                                                                                                                                                                                                                                                                                                              |
| 2016 Gas Bonds                               | If the principal of the Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for the redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Debt Service Account, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner. |
| 2020 Waterworks                              | If the principal of the Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for the redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.                 |

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

Local Improvement District (LIDS) are a means of assisting benefiting properties in financing needed capital improvements through the formation of special assessment districts. All financing was secured through Cashmere Valley Bank, Ellensburg, WA. For the 2021 fiscal year the City had one active LID, Helena Street assigned LID #2004-1 and the improvements were street and utility related.

#### Note 7 – Pension Plans

##### A. State Sponsored Pension Plans

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

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

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

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

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

Also, the DRS ACFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

At June 30, 2021, (the measurement date of the plans), the City's proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

|          | Employer<br>Contributions | Allocation % | Liability (Asset) |
|----------|---------------------------|--------------|-------------------|
| PERS 1   | 504,201                   | 0.067688%    | 826,629           |
| PERS 2/3 | 807,827                   | 0.085279%    | (8,495,161)       |
| LEOFF 1  |                           | 0.040822%    | (1,398,383)       |
| LEOFF 2  | 121,892                   | 0.061147%    | (3,551,671)       |

#### LEOFF Plan 1

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

#### LEOFF Plan 2

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

#### B. Local Government Pension Plans

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

As of December 31, 2021, there were a total of 6 individuals covered by this system. Five of them are retirees and one is a widow of a retiree. The net pension liability as reported on the Schedule of Liabilities was \$199,018.

Firefighters' Pension Fund (RCW 41.16.050) – The State contributes 25% of the taxes on fire insurance premiums to these plans and is considered a non-employer contributing entity. The amount of these contributions received in 2021 was \$141,081. This is not considered a special funding situation.

#### **Note 8 – Risk Management**

## A. Pool Insurance

The City of Ellensburg is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and/or jointly contracting for risk management services. WCIA has a total of 166 members.

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

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

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

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

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

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

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

## B. Partial Self Insurance

As of December 31, 2021, the City is partially self-insured for its employee health and benefits program. The City purchased individual and stop loss insurance to limit its risk exposure. The City will pay up to \$90,000 in claims for an individual employee with an aggregating specific deductible of \$45,000 and up to \$1.9 million or 90% of the first monthly aggregate deductible times 12 for the entire group. Once the maximum amount is exceeded then the insurance companies take over. To cover the 1.9 million, the City has \$2.033 million in operating revenues in 2021. In 2021 the City had \$317,946 in stop loss recoveries. The City has not exceeded the insurance coverage in the first 8 years of the program.

## **Note 9 - Joint Operations with the County**

The City of Ellensburg and Kittitas County entered into a cooperative service enterprise to purchase and operate the

facility previously known as the City/County Community Center (currently known as the Adult Activity Center), effective July 19, 1977. The \$62,500 in initial costs of the facility were split \$46,875 to the City and \$15,625 to the County. The City is responsible for operating and maintaining the facility. The City accounts for the operations of the facility in the Recreation Department of the General Fund. The 2021 operations are as follows:

|                           | <b>Budget</b> | <b>Actual</b> |
|---------------------------|---------------|---------------|
| <b>Kittitas County</b>    | \$51,000      | \$56,179      |
| <b>City of Ellensburg</b> | 91,356        | 82,884        |
| <b>Tour Fees</b>          | 4,000         | 404           |
| <b>Other Revenues</b>     | 27,880        | 17,837        |
| <b>Total Support</b>      | \$174,236     | \$157,304     |

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

#### **Note 10 – Other Post-Employment Benefits (OPEB) Plans**

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

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

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

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

Employer contributions are financed on a pay-as-you-go basis. During 2021, expenditures of \$319,019 were recognized for other post-employment benefits.

The City of Ellensburg's OPEB liability as of December 31, 2021, was \$8,843,233 and was calculated using the Office of the Washington State Actuary alternative measurement method tool.

### **Note 11 – Contingencies and Litigations**

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

### **Note 12 – Significant Commitments**

The City has active projects as of December 31, 2021.  
These projects commitments include:

| <b>Project</b>                                        | <b>Spent to Date</b> | <b>Amount Remaining on Contract</b> |
|-------------------------------------------------------|----------------------|-------------------------------------|
| Bull Road Water, Sewer, Gas & Light Extensions 15-125 | 4,068,842            | 231,544                             |
| Main Street Signal Enhancements 18-073                | 909,990              | 298,511                             |
| Illinois Well Outfitting 19-110                       | -                    | 3,179,239                           |
| Helena Avenue Water Main - Cora to Water 20-071       | -                    | 620,559                             |
| Vantage Highway Gateway II 21-054                     | 80,923               | 969,078                             |

### **Note 13 – COVID-19 Pandemic**

#### **COVID 19**

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of COVID-19. Precautionary measures to slow the spread of the virus continued throughout 2021. These measures included limitations on business operations, public events, gatherings, travel, and in-person interactions.

The City proactively implemented safety measures and operations have continued with some staff working remotely. Management continues to monitor the situation for any operational or financial effects and is ready to respond appropriately as needed. To date, the City has not experienced any direct financial impacts due to the pandemic.

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

### **Note 14 – Subsequent Events**

#### **Council Members**

Nancy Lillquist was sworn in as Mayor in January 2022, she has been a council member since 2001.

Adam Winn Was elected late 2021 and sworn into office January 2022.

Monica Miller replaced Tristen Lamb by appointment after a special meeting January 24, 2022.

#### **Housing Project**

HopeSource has proposed to purchase the 4.8-acre former Nites Inn Hotel and convert it to affordable housing, using some of the City's affordable housing sales tax dollars and the County's Homeless and Affordable Housing funds. The total project is estimated at \$2.4 million. On April 18, 2022, the City Council approved the award of \$750,000 to HopeSource for the project.

On May 3, 2022, the Kittitas County Board of Commissioners voted to award a \$750,000 grant to HopeSource for the project. The project will serve people who face the highest barrier to stable housing, who are earning at or below 60% of area median income.



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

**Item Title/Agenda Subject:** Consideration of Approving the Service of Alcohol at the Ellensburg Downtown Association (EDA) sponsored Hoedown in the Downtown Event

**Submitted by:** Brad Case Parks and Recreation

**Recommended Action or Motion:** Approve the service of alcohol at Unity Park for Hoedown in the Downtown scheduled for August 31, 2022 from 7pm-10pm.

**Background/Summary:** Council is being requested to approve the service of alcohol at Unity Park for the Hoedown in the Downtown event scheduled for August 31, 2022. The event is sponsored by the Ellensburg Downtown Association and includes the service of beer and wine, live music and food vendors.

**Previous Council Action:** N/A.

**Analysis:** Section 6.64.260 of the Ellensburg City Code requires Council approval for any special event at which alcoholic beverages are served on City owned property, subject to compliance with all the requirements set in Chapter 6.60 Special Events. The event organizers have submitted a special events permit application for the event along with the necessary insurance requirements.

**Financial Impact:** There is no financial impact associated with this request.



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

**Item Title/Agenda Subject:** Washington State Opioid Litigation Settlement

**Submitted by:** Terry Weiner City Attorney Department

**Recommended Action or Motion:** Authorize the City Manager to sign Subdivision Settlement Participation Form for the opioid litigation settlement, along with any other documents required to complete participation in the settlement.

**Background/Summary:** As staff reported to Council at its April 18, 2022 meeting, litigation has been pending against the manufacturers and distributors of opioids for several years. The litigation involves over 3,000 local governments, including 33 cities and counties in Washington and the state of Washington. Council approved the City's participation as a non-litigating party in the potential settlement at the April 18 meeting. Since then, the state of Washington's litigation against three opioid distributors has been settled. Per the terms of the settlement agreement, the defendants will pay the state and settling counties and cities a total of \$518 million over 17 years.

The opioid distributor settlement will only be finalized after 100% of litigating Washington local governments and 90% of non-litigating Washington local governments (like Ellensburg) with a population over 10,000 agree to the deal by the deadline of September 23, 2022.

**Previous Council Action:** At its April 18, 2022 meeting, Council authorized the City Manager's signature on the One Washington Memorandum of Understanding (MOU) regarding the allocation of funds for future settlement of state opioid claims.

**Analysis:** Per the attached letter from the Washington State Attorney General's Office, the opioid claims were settled for a total of \$518 million dollars to be paid out over 17 years. Per the One Washington MOU, Ellensburg's share of the settlement, based on a pre-determined formula, will be 0.0955824915% of the settlement, which amounts to

approximately \$495,117.31. If the settlement is approved by all Washington jurisdictions, the first payment will be made by December 1, 2022. The AG's letter, however, does not clarify whether the settlement payments will be in equal annual installments or some other methodology is being used.

Local governments will be able to choose from a broad array of strategies to combat the epidemic. As examples, this includes:

- Supporting individuals in treatment and recovery, including providing comprehensive wrap-around services to individuals with opioid use disorder, including housing, transportation, education, job placement, job training or childcare;
- Addressing the needs of pregnant women and their families, including those with babies with neonatal disorder;
- Preventing opioid misuse, overprescribing and overdoses through, among other strategies, school-based and youth-focused programs, public education campaigns, increased availability and distribution of naloxone and other drugs that treat overdoses, additional training and enhancements to the prescription drug monitoring program; and
- Supporting first responders, among other strategies.

In addition, the state of Washington has a trial scheduled to begin in September 2022 against opioid manufacturer Johnson & Johnson, which may result in additional settlement funds becoming available.

**Financial Impact:**

As reported at the April 18 council meeting, the distribution and use of the settlement funds is restricted and controlled by regional boards and for particular uses. Once more information regarding the settlement becomes available, staff will report back with recommendations as to how the City's share of the settlement should be expended and request the appropriate budget adjustments.

**Attachments:**

[Opioid Letter to Local Governments  
Participation Form](#)



**Bob Ferguson**  
**ATTORNEY GENERAL OF WASHINGTON**  
**1125 Washington Street SE – PO Box 40100 – Olympia, WA 98504-0100**

June 1, 2022

Dear Local Elected Leaders:

After six months of trial, my office recently announced an agreement in principle with the three largest opioid distributors, Cardinal Health, AmerisourceBergen and McKesson.

The resolution will result in these three companies paying approximately \$518 million over 17 years if all conditions are met. If approved, this will also constitute one of the largest settlements in state history.

As detailed in the attached agreement, **you and your colleagues will have discretion to earmark a significant portion of these resources to combat the opioid epidemic in your communities.**

The opioid distributor settlement will only be finalized after 100% of litigating Washington local governments and 90% of non-litigating Washington local governments with a population over 10,000 agree to the deal **by executing and returning the enclosed Participation Form. We have a deadline of September 23, 2022 for local government approval.**

I strongly urge you to agree to the settlement. While no settlement is perfect, this resolution will result in our state receiving significantly more than we would have received if we accepted the national resolution earlier this year. If we do not receive the requisite participation by the local governments, we will not receive the \$518 million to help Washington combat the opioid epidemic.

Additionally, if approved, these resources will start flowing into our communities this year to abate the crisis that continues to devastate families across our state.

Local governments will be able to choose from a broad array of strategies to combat the epidemic. As examples, this includes:

- Supporting individuals in treatment and recovery, including providing comprehensive wrap-around services to individuals with opioid use disorder, including housing, transportation, education, job placement, job training or childcare;
- Addressing the needs of pregnant women and their families, including those with babies with neonatal disorder;
- Preventing opioid misuse, overprescribing and overdoses through, among other strategies, school-based and youth-focused programs, public education campaigns, increased availability and distribution of naloxone and other drugs that treat overdoses, additional training and enhancements to the prescription drug monitoring program; and
- Supporting first responders, among other strategies.

## ATTORNEY GENERAL OF WASHINGTON

Local Elected Leaders

June 1, 2022

Page 2

This structure is similar to the arrangement that 48 other states and local governments have entered into with opioid distributors. Importantly, no group of litigating or non-litigating jurisdictions has decided not to approve the national settlement, and this resolution will bring tens of millions more to our communities.

Since February of last year, our office has recovered a total of more than \$730 million from opioid litigation, including \$183 million in recoveries from Purdue Pharma, more than \$18 million from Mallinckrodt, and \$13.5 million from McKinsey to address harms from the opioid crisis. **This includes \$159 million in additional resources because we rejected national settlements involving Purdue Pharma and the distributors and took those corporations to court.**

Our trial with Johnson & Johnson is scheduled for September 2022.

Sincerely,

A handwritten signature in blue ink that reads "Bob Ferguson". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

BOB FERGUSON  
Attorney General

RWF/jlg

Encl.

**Exhibit F**  
**Subdivision Settlement Participation Form**

|                                                            |                   |
|------------------------------------------------------------|-------------------|
| Governmental Entity: City of Ellensburg                    | State: Washington |
| Authorized Official: Heidi Behrends Cerniwey, City Manager |                   |
| Address 1: 501 N. Anderson Street                          |                   |
| Address 2:                                                 |                   |
| City, State, Zip: Ellensburg, WA 98926                     |                   |
| Phone: 509-962-7221                                        |                   |
| Email: cerniweyh@ci.ellensburg.wa.us                       |                   |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated May 2, 2022 ("*Distributors Washington Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Distributors Washington Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Distributors Washington Settlement, including the Distributor Global Settlement Agreement dated July 21, 2021 ("Global Settlement") attached to the Distributors Washington Settlement as Exhibit H, understands that all terms in this Participation Form have the meanings defined therein, and agrees that by signing this Participation Form, the Governmental Entity elects to participate in the Distributors Washington Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall, within 14 days of October 1, 2022 and prior to the filing of the Consent Judgment, secure the dismissal with prejudice of any Released Claims that it has filed.
4. The Governmental Entity agrees to the terms of the Distributors Washington Settlement pertaining to Subdivisions as defined therein.
5. By agreeing to the terms of the Distributors Washington Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after December 1, 2022.
6. The Governmental Entity agrees to use any monies it receives through the Distributors Washington Settlement solely for the purposes provided therein.
7. The Governmental Entity submits to the jurisdiction of the Washington Consent Judgment Court for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Distributors Washington Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in the Distributors Washington Settlement.

8. The Governmental Entity has the right to enforce the Distributors Washington Settlement as provided therein.
9. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Distributors Washington Settlement, including, but not limited to, all provisions of Section XI of the Global Settlement, and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Distributors Washington Settlement are intended by the Agreement Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Distributors Washington Settlement shall be a complete bar to any Released Claim.
10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Distributors Washington Settlement.
11. In connection with the releases provided for in the Distributors Washington Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

**General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release, and that if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the date the Distributors Washington Settlement becomes effective pursuant to Section II.B of the Distributors Washington Settlement, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Distributors Washington Settlement.

12. Nothing herein is intended to modify in any way the terms of the Distributors Washington Settlement, to which Governmental Entity hereby agrees. To the extent this Participation Form is worded differently from Exhibit F to the Distributors Washington Settlement or interpreted differently from the Distributors Washington Settlement in any respect, the Distributors Washington Settlement controls.

I have all necessary power and authorization to execute this Participation Form on behalf of the Governmental Entity.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

**Item Title/Agenda Subject:** Mallard Meadows Phase I Subdivision Final Plat Application and Approval of Resolution.

**Submitted by:** Jamey Ayling Community Development

**Recommended Action or Motion:**

1. Approve the Mallard Meadows Phase I plat as Final and authorize the Mayor to sign the final plat of Mallard Meadows Phase I.
2. Approve the Resolution in support of Council's approval of the final plat of Mallard Meadows Phase I.

**Background/Summary:** The City has received a final plat application for the Mallard Meadows Subdivision Phase I from Tom Abbott, Agent for Schuler Deneen Family Ranch LLC, and Teanaway Ridge LLC., owners. The Mallard Meadows Plat is located on two parcels, Kittitas County Assessor Parcel ID #17825 (64.14 acres), and Parcel ID #17827 (41.18 acres), which are north of I-90, and East of Bull Road in the City of Ellensburg, WA. As proposed, the plat will create 293 lots, ranging in size from 6,000 to 10,932 square feet, intended for single family-homes. The current zoning on Parcel ID #17825 is Residential Suburban (R-S), and the current zoning on Parcel ID #17827 is Industrial Light (I-L).

**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) 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.

### **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 is now submitting the 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, the proposed subdivision was determined to be in conformance with the Land Development Code requirements pertaining to R-S zoning. During review of the final subdivision application, departments either had no comments, or referred to their previous preliminary plat comments with the exception of the Planning Department, which has been included in this report as Exhibit 4. Staff has since found the final subdivision application for the Mallard Meadows Subdivision to be in conformance with the conditions of approval for the preliminary plat, 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 will be covered by a bond posted by the applicant.

The final plat of the Mallard Meadows Subdivision Phase I 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.

**Financial Impact:** None at this time

**Attachments:**

[Resolution - Mallard Meadows Final Plat](#)

[Exhibit 1 Vicinity Map](#)

[Exhibit 2 Survey Map](#)

[Exhibit 3 Application Cover Page](#)

[Exhibit 4 P22-025 - Final Plat Comments - Planning Department](#)

## **RESOLUTION NO. 2022-\_\_**

**A Resolution** approving the Final Plat of the Mallard Meadows Subdivision Phase I (P22-025).

WHEREAS, Tom Abbott, Agent for Schuler Deneen Family Ranch LLC, and Teanaway Ridge LLC., (hereinafter "Owners"), has submitted an application (P22-025) for a final subdivision plat on two parcels, Kittitas County Assessor's Parcel ID#17825 (64.14 acres), and Parcel ID #17827 (41.18 acres), which are located north of I-90, and East of Bull Road, 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 an open record 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 on February 23, 2022 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 June 21, 2022; 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 I final plat have been satisfied.

**Section 3.** The final plat for the Mallard Meadows Phase I 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 21<sup>st</sup> day of June, 2022.

\_\_\_\_\_  
Nancy Lillquist, Mayor

ATTEST:

\_\_\_\_\_  
Beth Leader, City Clerk

## EXHIBIT 1



Project Location: The property is addressed as Bull Rd, Ellensburg, WA 98926. Kittitas County Assessor's ID#'s 17825 and 17827 as seen in the map above.

# MALLARD MEADOWS

P22-025  
RECEIVED  
05/31/2022  
COMMUNITY  
DEVELOPMENT

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, UNLESS THE ORIGINAL REASONABLE GRADING OF ROADS AND WAYS HEREBY DRAINAGE WATER, LOT OR LOT SITES BE DIVERTED, BIASED, OR 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.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF ELLENSBURG UTILITIES DIRECTOR

I HEREBY CERTIFY THAT THE PLAT OF IS BASED ON ACTUAL SURVEY AND SUBDIVISION OF SECTION 12, TOWNSHIP 17 N. RANGE 18 E. W.M.; THAT THE DISTANCES AND COURSES AND ANGLES ARE SHOWN THEREON CORRECTLY; THAT THE MONUMENTS HAVE BEEN SET AND LOT AND BLOCK CORNERS STAKED ON THE GROUND.



EXAMINED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

CITY OF ELLENSBURG MAYOR

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20 \_\_\_\_.

CITY OF ELLENSBURG COMMUNITY DEVELOPMENT SERVICES DIRECTOR

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\_\_\_\_.

KITTITAS COUNTY TREASURER

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.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_.

KITTITAS COUNTY ASSESSOR

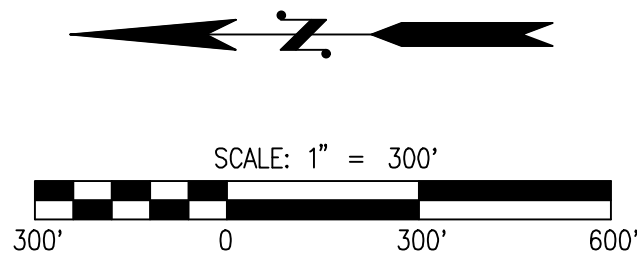
KITTITAS COUNTY RECORDING NUMBER \_\_\_\_\_

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       | 1-4-2022 | C21-142V-FP        | N/A    | C21-142     | 1 OF 5 |

65

MALLARD MEADOWS  
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



LEGAL DESCRIPTION

CHICAGO TITLE INSURANCE COMPANY  
GUARANTEE NO.: 72156-47608016  
EFFECTIVE DATE: APRIL 26, 2021

TRACT 1:  
PARCELS B-2 AND B-3, OF THAT CERTAIN SURVEY  
AS RECORDED AUGUST 30, 2002, IN BOOK 28 OF  
SURVEYS, PAGE 9, UNDER AUDITOR'S FILE NO.  
200208300001, RECORDS OF KITITAS COUNTY,  
WASHINGTON; BEING A PORTION OF THE EAST HALF  
OF SECTION 12, TOWNSHIP 17 NORTH, RANGE 18  
EAST, W.M., IN THE COUNTY OF KITITAS, STATE OF  
WASHINGTON.

TRACT 2:  
PARCEL B-4 OF THAT CERTAIN SURVEY AS  
RECORDED AUGUST 30, 2002, IN BOOK 28 OF  
SURVEYS,  
PAGE 9, UNDER AUDITOR'S FILE NO. 200208300001,  
RECORDS OF KITITAS COUNTY, WASHINGTON;  
BEING A PORTION OF THE EAST HALF OF SECTION  
12, TOWNSHIP 17 NORTH, RANGE 18 EAST, W.M.,  
IN THE COUNTY OF KITITAS, STATE OF WASHINGTON.

SITE INFORMATION

HORIZONTAL DATUM:  
NAD 83/91  
WASHINGTON STATE COORDINATES-SOUTH ZONE

BASIS OF BEARING  
NAD83/91 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)

AREAS

PARCEL B2: 64.14 ACRES  
PARCEL B4: 41.18 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             |  |                         |

KITITAS COUNTY RECORDING NUMBER

**LDC**

Surveying  
Engineering  
Planning

Woodinville  
20210 142nd Avenue NE  
Woodinville, WA 98072  
T 425.806.1869

Kent  
1851 Central Pl S, #101  
Kent, WA 98030  
F 425.482.2893

www.LDCcorp.com

**MALLARD MEADOWS**  
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       | 1-4-2022 | C21-142V-FP        | 1"=300' | C21-142     | 2 OF 5 |

MALLARD MEADOWS
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

TITLE REPORT EXCEPTIONS

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

(SURVEYOR'S NOTE: NOT APPLICABLE / NOTHING TO PLOT HEREON)

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: NOT APPLICABLE / NOTHING TO PLOT HEREON)

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: NOT APPLICABLE / NOTHING TO PLOT HEREON)

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: NOT APPLICABLE / NOTHING TO PLOT HEREON)

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

(SURVEYOR'S NOTE: NOT APPLICABLE / NOTHING TO PLOT HEREON)

6. GENERAL TAXES AND ASSESSMENTS - TOTAL DUE MAY INCLUDE FIRE PATROL ASSESSMENT, WEED LEVY ASSESSMENT AND/OR IRRIGATION ASSESSMENT, IF ANY. TAXES NOTED BELOW DO NOT INCLUDE ANY INTEREST OR PENALTIES WHICH MAY BE DUE AFTER DELINQUENCY.

NOTE: TAX YEAR RUNS JANUARY THROUGH DECEMBER WITH THE FIRST HALF BECOMING DELINQUENT MAY 1ST AND SECOND HALF DELINQUENT NOVEMBER 1ST IF NOT PAID. FOR MOST CURRENT TAX INFORMATION OR TAX PRINTOUTS VISIT: HTTP://TAXSIFTER.CO.KITITAS.WA.US OR CALL THEIR OFFICE AT (509) 962-7535.

TAX YEAR: 2021
TAX TYPE: COUNTY
TOTAL ANNUAL TAX: \$707.24
TAX ID #: 17825
TAXING ENTITY: KITITAS COUNTY TREASURER
FIRST INSTALLMENT: \$353.62
FIRST INSTALLMENT STATUS: DUE
FIRST INSTALLMENT DUE/PAID DATE: APRIL 30, 2021
SECOND INSTALLMENT: \$353.62
SECOND INSTALLMENT STATUS: DUE
SECOND INSTALLMENT DUE/PAID DATE: OCTOBER 31, 2021

(SURVEYOR'S NOTE: NOT APPLICABLE / NOTHING TO PLOT HEREON)

7. TAX YEAR: 2021
TAX TYPE: COUNTY
TOTAL ANNUAL TAX: \$578.76
TAX ID #: 17826
TAXING ENTITY: KITITAS COUNTY TREASURER
FIRST INSTALLMENT: \$289.38
FIRST INSTALLMENT STATUS: DUE
FIRST INSTALLMENT DUE/PAID DATE: APRIL 30, 2021
SECOND INSTALLMENT: \$289.38
SECOND INSTALLMENT STATUS: DUE
SECOND INSTALLMENT DUE/PAID DATE: OCTOBER 31, 2021

(SURVEYOR'S NOTE: NOT APPLICABLE / NOTHING TO PLOT HEREON)

8. TAX YEAR: 2021
TAX TYPE: COUNTY
TOTAL ANNUAL TAX: \$602.05
TAX ID #: 17827
TAXING ENTITY: KITITAS COUNTY TREASURER
FIRST INSTALLMENT: \$301.03
FIRST INSTALLMENT STATUS: DUE
FIRST INSTALLMENT DUE/PAID DATE: APRIL 30, 2021
SECOND INSTALLMENT: \$301.02
SECOND INSTALLMENT STATUS: DUE
SECOND INSTALLMENT DUE/PAID DATE: OCTOBER 31, 2021

(SURVEYOR'S NOTE: NOT APPLICABLE / NOTHING TO PLOT HEREON)

9. THIS PROPERTY IS CURRENTLY CLASSIFIED UNDER THE OPEN SPACE TAXATION STATUTE R.C.W. 84.34. SALE OF THIS PROPERTY WITHOUT NOTICE OF COMPLIANCE TO THE COUNTY ASSESSOR WILL CAUSE A SUPPLEMENTAL ASSESSMENT, INTEREST, AND PENALTY TO BE ASSESSED AGAINST THE SELLER/TRANSFEROR.

NOTE: IF IT IS THE INTENT OF THE BUYER/TRANSFeree IN THIS TRANSACTION TO REQUEST A CONTINUANCE OF THIS CLASSIFICATION, PLEASE CONTACT THE KITITAS COUNTY ASSESSOR'S OFFICE AT (509) 962-7501 FOR THEIR REQUIREMENTS.

(SURVEYOR'S NOTE: NOT APPLICABLE / NOTHING TO PLOT HEREON)

TITLE REPORT EXCEPTIONS (CONTINUED)

10. POSSIBILITY OF UNPAID ASSESSMENTS LEVIED BY THE KITITAS RECLAMATION DISTRICT, NOTICE OF WHICH IS GIVEN BY AN AMENDATORY CONTRACT RECORDED IN BOOK 82 OF DEEDS, PAGE 69, UNDER KITITAS COUNTY AUDITOR'S FILE NO. 208267, NO SEARCH HAVING BEEN MADE THEREFORE.

TO OBTAIN ASSESSMENT INFORMATION, PLEASE CONTACT THE KITITAS RECLAMATION DISTRICT: 509-925-6158.

(SURVEYOR'S NOTE: NOT APPLICABLE / NOTHING TO PLOT HEREON)

11. 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 AND B-3

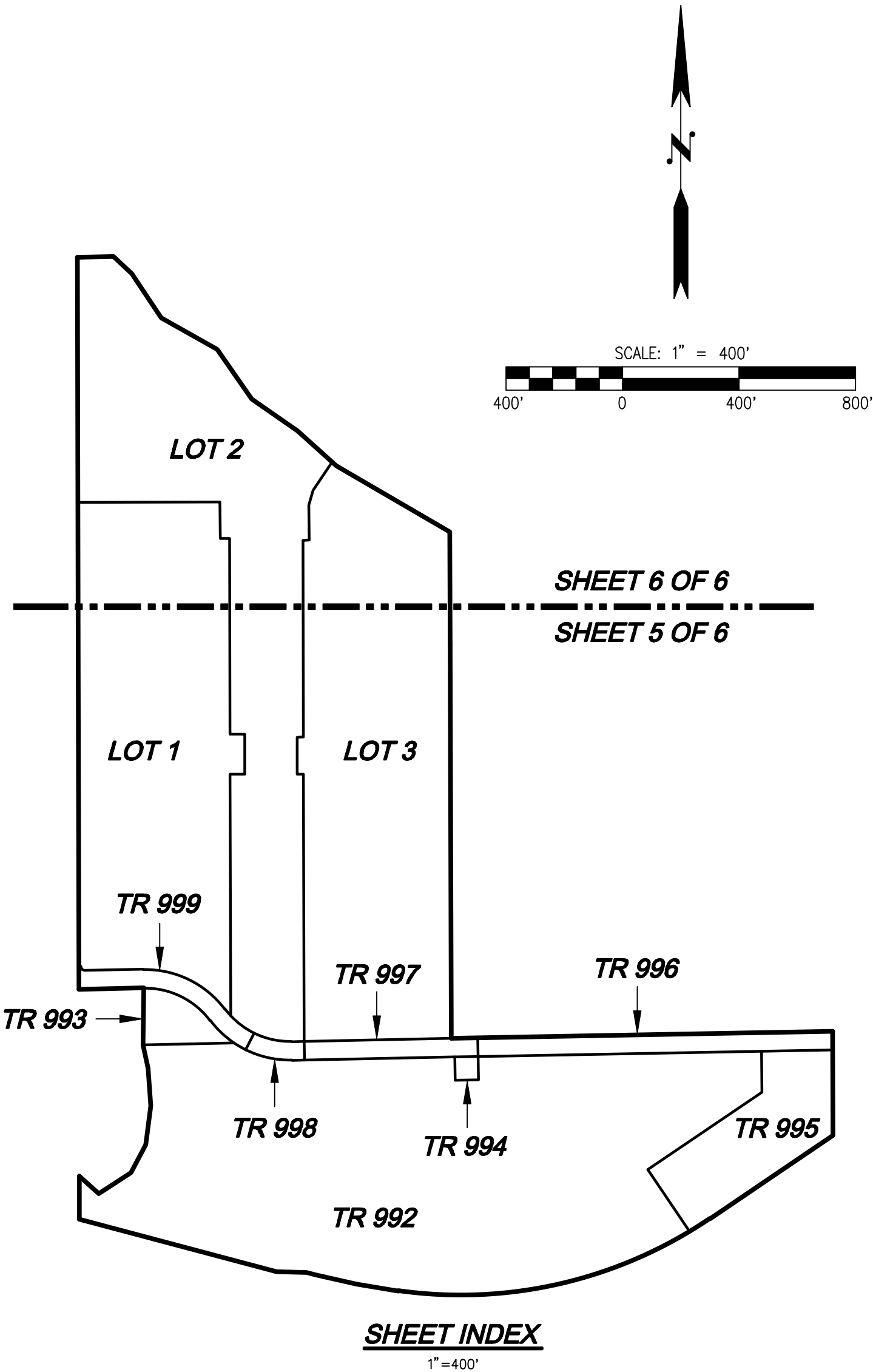
(SURVEYOR'S NOTE: NOT APPLICABLE / NOTHING TO PLOT HEREON)

12. RELINQUISHMENT OF ALL EXISTING, FUTURE OR POTENTIAL EASEMENTS FOR ACCESS, LIGHT, VIEW AND AIR, AND ALL RIGHTS OF INGRESS, EGRESS TO, FROM AND BETWEEN SAID PREMISES AND THE HIGHWAY OR HIGHWAYS TO BE CONSTRUCTED, UNDER TERMS OF DEED
TO : THE STATE OF WASHINGTON
RECORDED : SEPTEMBER 26, 1967
AUDITOR'S FILE NO. : 341892
AFFECTS: TRACT 2

(SURVEYOR'S NOTE: NOT APPLICABLE / NOTHING TO PLOT HEREON)

13. AN EASEMENT INCLUDING THE TERMS AND PROVISIONS THEREOF FOR THE PURPOSE SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS SET FORTH IN INSTRUMENT:
GRANTED TO: STATE OF WASHINGTON
PURPOSE: ACCESS ROAD (FOR TRANSFER)
RECORDED: SEPTEMBER 26, 1967
INSTRUMENT NO.: 341893
AFFECTS: A PORTION OF TRACT 2 AND OTHER LAND

(SURVEYOR'S NOTE: NOT APPLICABLE / NOTHING TO PLOT HEREON)



KITITAS COUNTY RECORDING NUMBER

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

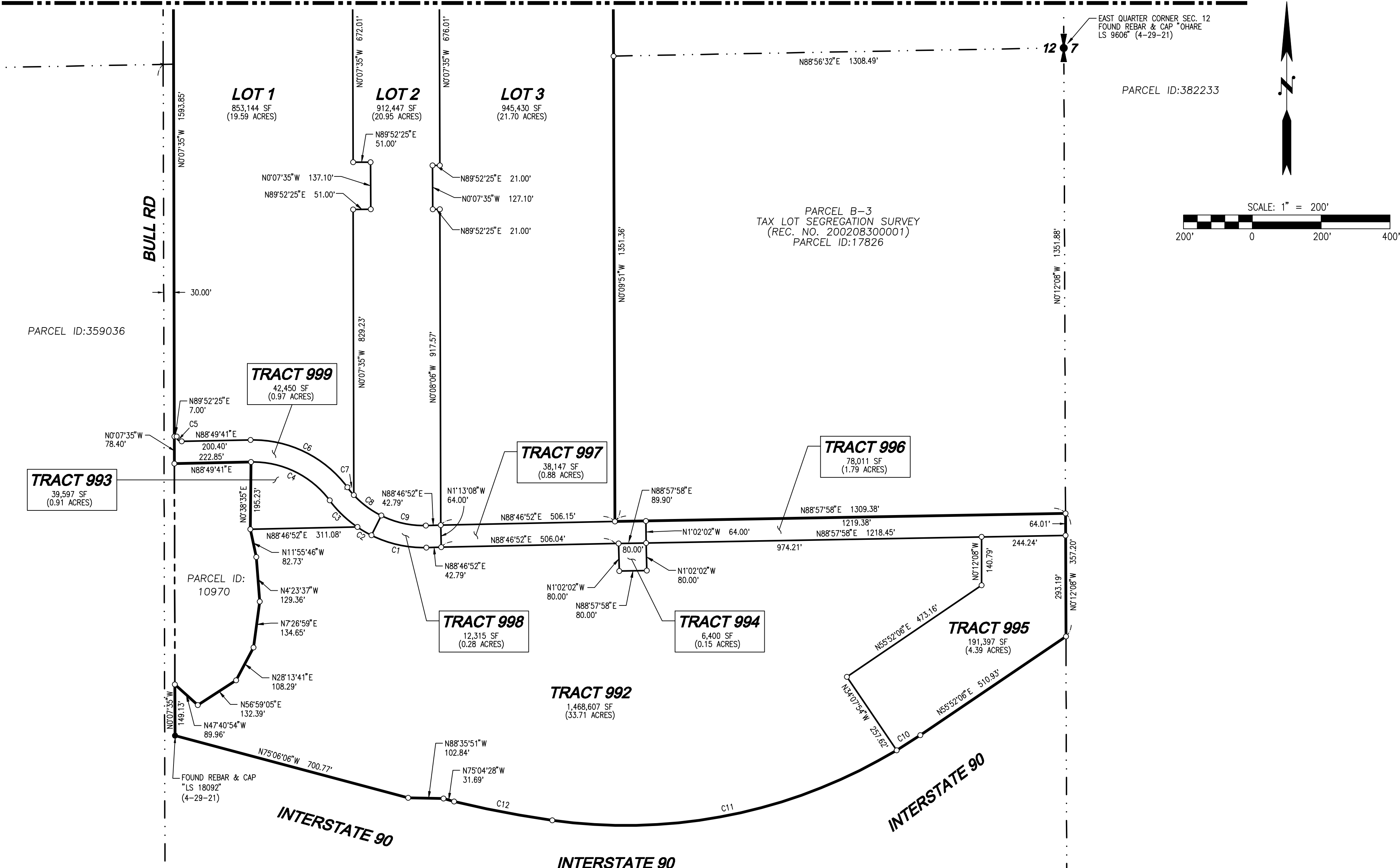
MALLARD MEADOWS
A PORTION OF THE SW 1/4 OF THE NE 1/4 AND A PORTION OF THE SE 1/4 OF SECTION 12, TOWNSHIP 17 N., RANGE 18 E., W.M., KITITAS COUNTY, WASHINGTON
DRAWN BY: JMA DATE: 1-4-2022 DRAWING FILE NAME: C21-142V-FP SCALE: N/A JOB NUMBER: C21-142 SHEET: 3 OF 5

# MALLARD MEADOWS

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

SHEET 5 OF 5

SHEET 5 OF 5



## LEGEND

- |   |                                                                                                                   |           |                         |
|---|-------------------------------------------------------------------------------------------------------------------|-----------|-------------------------|
| ● | FOUND MONUMENT AS NOTED HEREON                                                                                    | —         | SUBJECT TRACT BOUNDARY  |
| ● | FOUND REBAR AND CAP AS NOTED                                                                                      | - - -     | ADJOINER TRACT BOUNDARY |
| ○ | SET 5/8" REBAR WITH ORANGE PLASTIC CAP<br>STAMPED "LDC- LDCORP.COM - PLS 52841/PLS<br>20109918 - PROPERTY CORNER" | - - - - - | RIGHT-OF-WAY LINE       |
|   |                                                                                                                   | - - - - - | CENTERLINE              |
|   |                                                                                                                   | - - - - - | EASEMENT LINE           |

**LDC** | Surveying  
Engineering  
Planning

|                                                                                        |                                                                            |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Woodinville</b><br>20210 142nd Avenue NE<br>Woodinville, WA 98072<br>T 425.806.1869 | <b>Kent</b><br>1851 Central Pl S, #101<br>Kent, WA 98030<br>F 425.482.2893 |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------|

## MALLARD MEADOWS

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       | 1-4-2022 | C21-142V-FP        | 1"=200' | C21-142     | 4 OF 5 |

KITITAS COUNTY RECORDING NUMBER \_\_\_\_\_

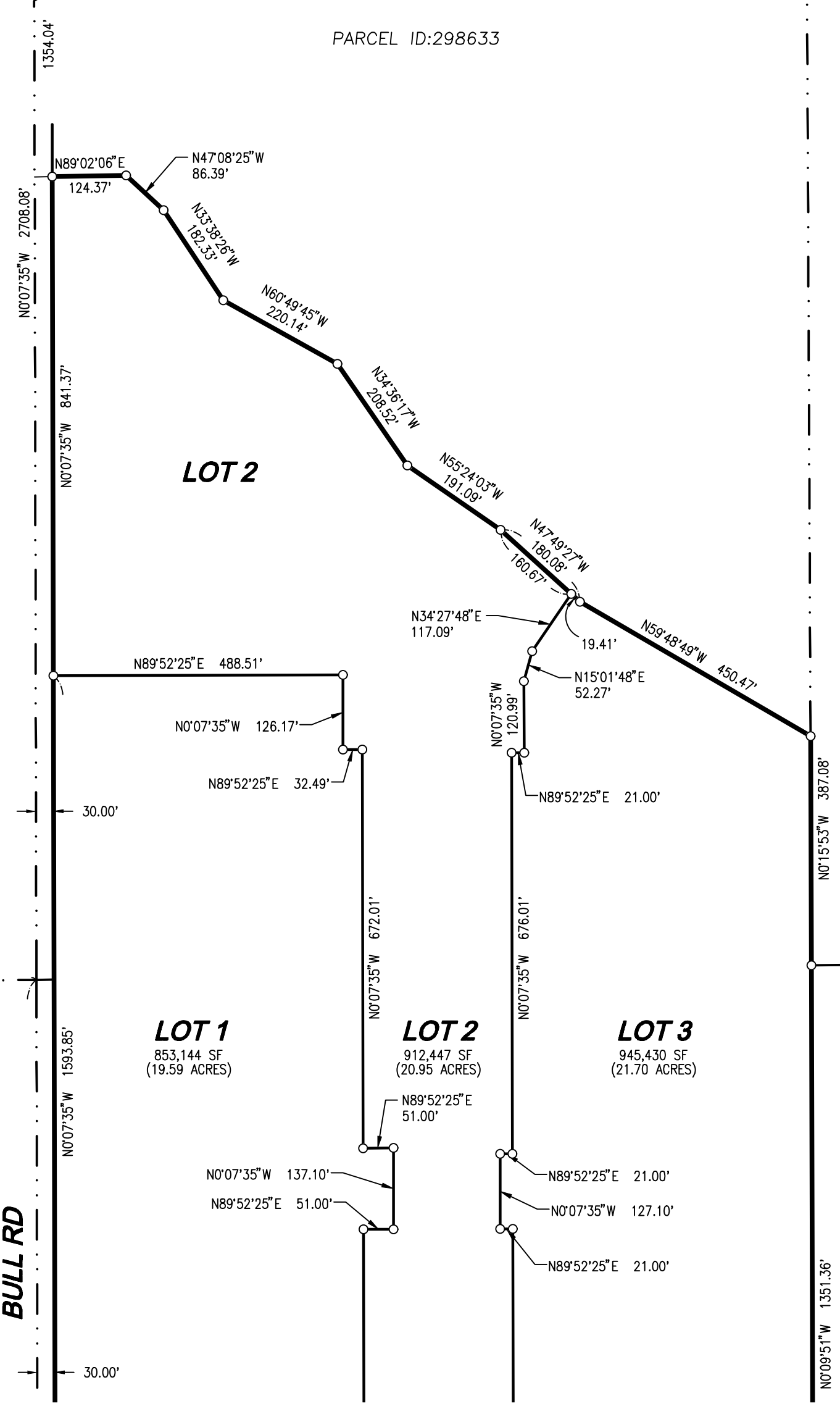
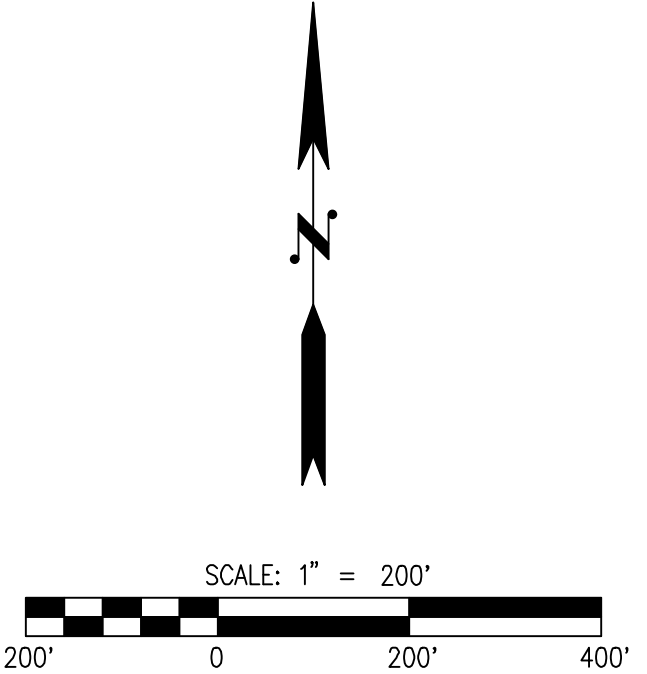
# MALLARD MEADOWS

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

1  
12

NORTH QUARTER CORNER SEC. 12  
FOUND 2" BRASS DISC W/PUNCH ON  
CONC. MON., IN CASE (4-29-21)

PARCEL ID:298633



PARCEL ID:138633

EAST QUARTER CORNER SEC. 12  
FOUND REBAR & CAP "OHARE  
LS 9606" (4-29-21)

PARCEL ID:382233

PARCEL B-3  
TAX LOT SEGREGATION SURVEY  
(REC. NO. 200208300001)  
PARCEL ID:17826

SHEET 4 OF 5

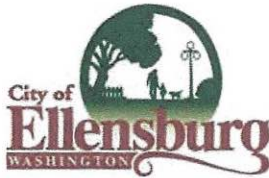
SHEET 4 OF 5

KITITAS COUNTY RECORDING NUMBER \_\_\_\_\_

## LEGEND

- |   |                                                                                                                   |           |                         |
|---|-------------------------------------------------------------------------------------------------------------------|-----------|-------------------------|
| ● | FOUND MONUMENT AS NOTED HEREON                                                                                    | ———       | SUBJECT TRACT BOUNDARY  |
| ● | FOUND REBAR AND CAP AS NOTED                                                                                      | - - - - - | ADJOINER TRACT BOUNDARY |
| ○ | SET 5/8" REBAR WITH ORANGE PLASTIC CAP<br>STAMPED "LDC- LDCORP.COM - PLS 52841/PLS<br>20109918 - PROPERTY CORNER" | ———       | RIGHT-OF-WAY LINE       |
|   |                                                                                                                   | ———       | CENTERLINE              |
|   |                                                                                                                   | - - - - - | EASEMENT LINE           |

|                                                                                                                                                      |          |                                                                     |         |             |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------|---------|-------------|--------|
| <b>LDC</b>                                                                                                                                           |          | Surveying<br>Engineering<br>Planning                                |         |             |        |
| Woodinville<br>20210 142nd Avenue NE<br>Woodinville, WA 98072<br>T 425.806.1869 <a href="http://www.LDCcorp.com">www.LDCcorp.com</a>                 |          | Kent<br>1851 Central Pl S, #101<br>Kent, WA 98030<br>F 425.482.2893 |         |             |        |
| <b>MALLARD MEADOWS</b>                                                                                                                               |          |                                                                     |         |             |        |
| A PORTION OF THE SW 1/4 OF THE NE 1/4 AND A PORTION OF<br>THE SE 1/4 OF SECTION 12, TOWNSHIP 17 N., RANGE 18 E., W.M.,<br>KITITAS COUNTY, WASHINGTON |          |                                                                     |         |             |        |
| DRAWN BY:                                                                                                                                            | DATE:    | DRAWING FILE NAME:                                                  | SCALE:  | JOB NUMBER: | SHEET: |
| JMA                                                                                                                                                  | 1-4-2022 | C21-142V-FP                                                         | 1"=200' | C21-142     | 5 OF 5 |



# EXHIBIT 3

## Land Use Application Cover Sheet

P22-025  
RECEIVED  
03/07/2022  
COMMUNITY  
DEVELOPMENT  
PA-01  
APPLICATION

### Community Development Department

501 N. Anderson, Ellensburg, WA 98926

(509) 962-7239 (Building) permits@ci.ellensburg.wa.us (509) 962-7231 (Planning) comdev@ci.ellensburg.wa.us

#### INSTRUCTIONS – PLEASE READ FIRST AND ANSWER ALL QUESTIONS COMPLETELY.

If you have any questions about this form or the application process, please ask to speak with a planner. All necessary attachments and the filing fee are required upon submittal. Filing fees are not refundable. This application consists of two parts. PART I - GENERAL INFORMATION and PART II, project descriptions and site plan contain additional information specific to your proposal and all required information MUST be attached to this page to complete the application process.

#### PART I – GENERAL INFORMATION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |                                                       |                                                                |                                    |                                           |                                                    |         |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------|----------------------------------------------------------------|------------------------------------|-------------------------------------------|----------------------------------------------------|---------|-----------------|
| 1. Applicant's Information:                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Name:            | Terra Design Group Attn: Chad Bala                    |                                                                |                                    |                                           |                                                    |         |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Mailing Address: | PO Box 686                                            |                                                                |                                    |                                           |                                                    |         |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | City:            | Cle Elum                                              | St:                                                            | WA                                 | Zip:                                      | 98922                                              | Phone : | (509 ) 607-0617 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | E-Mail:          | Bala.ce@gmail.com                                     |                                                                |                                    |                                           |                                                    |         |                 |
| 2. Applicant's Interest in Property:                                                                                                                                                                                                                                                                                                                                                                                                                                                | Check One:       | <input type="checkbox"/> Owner                        | <input checked="" type="checkbox"/> Agent                      | <input type="checkbox"/> Purchaser | <input checked="" type="checkbox"/> Other | Representative                                     |         |                 |
| 3. Property Owner's Information (If other than Applicant):                                                                                                                                                                                                                                                                                                                                                                                                                          | Name:            | Schuler Deneen Family Ranch, LLC & Teanaway Ridge LLC |                                                                |                                    |                                           |                                                    |         |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Mailing Address: | PO Box 808                                            |                                                                |                                    |                                           |                                                    |         |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | City:            | Cle Elum                                              | St:                                                            | WA                                 | Zip:                                      | 98922                                              | Phone : | ( )             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | E-Mail:          | mike@hiseasl.com                                      |                                                                |                                    |                                           |                                                    |         |                 |
| 4. Subject Property's Assessor's Parcel Number(s):<br>17825 & 17827                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |                                                       |                                                                |                                    |                                           |                                                    |         |                 |
| 5. Legal Description of Property. (if lengthy, please attach it on a separate document)<br>See attached Assessor Report                                                                                                                                                                                                                                                                                                                                                             |                  |                                                       |                                                                |                                    |                                           |                                                    |         |                 |
| 6. Property Address: XXXX Bull Road, Ellensburg, WA 98926                                                                                                                                                                                                                                                                                                                                                                                                                           |                  |                                                       |                                                                |                                    |                                           |                                                    |         |                 |
| 7. Property's Existing Zoning:<br><input checked="" type="checkbox"/> RS <input type="checkbox"/> RL <input type="checkbox"/> RM <input type="checkbox"/> RH <input type="checkbox"/> RO <input type="checkbox"/> CN <input type="checkbox"/> CH <input type="checkbox"/> CT <input type="checkbox"/> CC <input type="checkbox"/> CCI <input type="checkbox"/> MHP <input type="checkbox"/> IL <input type="checkbox"/> IH <input type="checkbox"/> PR <input type="checkbox"/> PUD |                  |                                                       |                                                                |                                    |                                           |                                                    |         |                 |
| 8. Type Of Application: (Check All That Apply)                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                                                       |                                                                |                                    |                                           |                                                    |         |                 |
| <input checked="" type="checkbox"/> Final Plat Application                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                                                       | <input type="checkbox"/> Environmental Checklist (SEPA Review) |                                    |                                           | <input type="checkbox"/> Conditional Use Permit    |         |                 |
| <input type="checkbox"/> Type (II) Review                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  |                                                       | <input type="checkbox"/> Landmarks COA                         |                                    |                                           | <input type="checkbox"/> Rezone                    |         |                 |
| <input type="checkbox"/> Boundary Line Adjustment                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                       | <input type="checkbox"/> Landmarks Demolition                  |                                    |                                           | <input type="checkbox"/> Shoreline                 |         |                 |
| <input type="checkbox"/> Short Plat Alteration                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                                                       | <input type="checkbox"/> Commercial Wireless Communication     |                                    |                                           | <input type="checkbox"/> Critical Areas Review     |         |                 |
| <input type="checkbox"/> Preliminary Short Subdivision                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                                                       | <input type="checkbox"/> Appeal to HE / City Council           |                                    |                                           | <input type="checkbox"/> Variance/Admin. Variance  |         |                 |
| <input type="checkbox"/> Preliminary Long Subdivision                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |                                                       | <input type="checkbox"/> Code Interpretation                   |                                    |                                           | <input type="checkbox"/> Temporary Use Permit      |         |                 |
| <input type="checkbox"/> Plat Vacation                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                                                       | <input type="checkbox"/> Regional Retail Master Plan           |                                    |                                           | <input type="checkbox"/> Design Review Major/Minor |         |                 |
| <input type="checkbox"/> Plat Alteration                                                                                                                                                                                                                                                                                                                                                                                                                                            |                  |                                                       | <input type="checkbox"/> Design Review Departure               |                                    |                                           | <input type="checkbox"/> Binding Site Plan         |         |                 |
| <input type="checkbox"/> Master Plan P-R Use                                                                                                                                                                                                                                                                                                                                                                                                                                        |                  |                                                       | <input type="checkbox"/> Comprehensive Plan Amendment          |                                    |                                           | <input type="checkbox"/> Essential Public Facility |         |                 |
| <input type="checkbox"/> Annexation                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |                                                       | <input type="checkbox"/> Development Code Amendment            |                                    |                                           | <input type="checkbox"/> Site Development Permit   |         |                 |
| 9. PART II – PROJECT DESCRIPTION AND SITE PLAN (See attached page)                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |                                                       |                                                                |                                    |                                           |                                                    |         |                 |
| <small>Mallard Meadows Phase I will include subdividing the project site into three large lots and 8 tracts. The purpose of this phase is to prepare the site of Phase II - IV and a potential light industrial project in Tract 992. Also, this phase will allow the property owner to sell the new lots and</small>                                                                                                                                                               |                  |                                                       |                                                                |                                    |                                           |                                                    |         |                 |
| 10. I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.                                                                                                                                                                                                                                                                                                                                               |                  |                                                       |                                                                |                                    |                                           |                                                    |         |                 |
| Property Owner's Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                                                       |                                                                | Date 2-13-22                       |                                           |                                                    |         |                 |
| Applicant's Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |                                                       |                                                                | Date 2-23-22                       |                                           |                                                    |         |                 |
| FILE/APPLICATION(S)#                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |                                                       |                                                                |                                    |                                           |                                                    |         |                 |
| DATE FEE PAID:                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  | RECEIVED BY:                                          |                                                                | AMOUNT PAID:                       |                                           | RECEIPT NO:                                        |         |                 |



**COMMUNITY DEVELOPMENT DEPARTMENT**

501 N. Anderson St., Ellensburg WA 98926

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

Kirsten Sackett, Director

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

---

DATE:            June 6, 2022

FROM:           Shannon Johnson, Senior Planner, Community Development

FILE #:           P22-025

RE:               Mallard Meadows Phase I Final Plat

LOCATION:       Bull Road (Parcel #'s 17825 & 17827)

The following are the Planning Department comments for the application for the Ridgeview Division 3 Final Plat request:

1. Please add Phase I in the title on the face of the plat.
2. Please add the following note as per the preliminary plat application phasing plan: "No building permits for residential structures shall be issued for lots 1 through 3 of Phase I until a final plat is recorded on that lot implementing the proposed phase."
3. Please add the identifying plat number to P22-025 on all pages of the plat in the upper right hand corner.



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

**Item Title/Agenda Subject:** City of Ellensburg Telecom Utility fiber and internet service contract extension for Central Washington University

**Submitted by:** Ben Faubion Information Technology

**Recommended Action or Motion:** Authorize City Manager to sign the Amendment 2 to the agreement between Central Washington University and City of Ellensburg.

**Background/Summary:** In 2015 the City of Ellensburg Telecom Utility responded to Central Washington University's RFP for Internet and Fiber Services. The City was selected and an Interlocal agreement between the City of Ellensburg and Central Washington University was drafted.

The interlocal agreement was from June 16, 2015 through June 30, 2016 and provided for six additional one year periods of renewal thereafter.

On May 1, 2019, Amendment 1 was effective allowing Central Washington University to upgrade to the 10 GB Link Capacity and 5 GB Committed Rate option originally set forth in the 2015 proposal.

The current agreement will expire June 30, 2022.

**Previous Council Action:** In June, 2015 Council approved the Interlocal Agreement between Central Washington University and the City of Ellensburg.

**Analysis:** The City Telecom Utility provides Central Washington University with its need for resilient geographically diverse 10 Gigabit Internet, Last Mile Fiber connectivity to K20, and redundant passive last mile fiber for the Central Washington University Campus.

Amendment 2 will renew the agreement through June 30, 2025 at the current rate.

**Financial Impact:**

The revenue for the Telecom Utility is \$72,000 annually for an additional three year term as per the Amendment 2 to the Agreement Between Central Washington University and City of Ellensburg.

**Attachments:**

[CWU-City of Ellensburg -internet- 12161 Amendment 2](#)

[CWU-City of Ellensburg Amendment 1](#)

[CWU-City of Ellensburg Interlocal Agreement \(2015\)](#)



12161

**AMENDMENT 1  
TO THE AGREEMENT BETWEEN  
CENTRAL WASHINGTON UNIVERSITY  
AND  
CITY OF ELLENSBURG**

Central Washington University ("CWU") and the City of Ellensburg ("Contractor") hereby enter into this Amendment 1 to the Interagency Agreement between CWU and Contractor executed on June 17, 2015 ("Agreement"), under which Contractor agreed to provide a redundant internet connection per CWU's RFP 15-002 and Contractor's Proposal dated June 3, 2015.

1. **Purpose of this Amendment:** Upgrade CWU's redundant internet connection to the 10 GB Link Capacity and 5 GB Committed Rate option originally set forth in Contractor's Proposal.
2. **Modification(s):** The original recurring monthly costs under the Agreement were based on the option, as set forth in Contractor's Proposal, of 2 GB Link Capacity, 2 GB Committed Rate, with a monthly Link Cost of \$700 and a monthly Bandwidth Cost of \$2000. Both parties hereby agree to upgrade to the option of 10 GB Link Capacity, 5 GB Committed Rate, with a monthly Link Cost of \$700 and a monthly Bandwidth Cost of \$5000. The original monthly charge of \$300 for the redundant passive last mile link from CWU to NoaNet PoP (Contractor's Proposal, Cost Scenario B, Table 3) will remain unchanged. This results in a total increase in CWU's monthly costs from \$3000 to \$6000. This change will be effective as of May 1, 2019.
3. **Terms and Conditions:** All other terms and conditions of the Agreement shall continue in full force and effect.

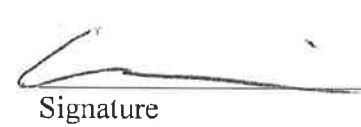
The parties hereby execute and authorize this amendment on the date(s) set forth below.

**CENTRAL WASHINGTON UNIVERSITY**

**CITY OF ELLENSBURG**

61-52-7-H  
KH 7-25-19

 7/26/2019  
Signature Date

 7-29-19  
Signature Date

Joseph G. Deck  
Printed Name

Terry Werhner  
Printed Name

Chief Information Officer  
Title

Asst City Mgr.  
Title

**INTERLOCAL AGREEMENT BETWEEN  
THE STATE OF WASHINGTON  
CENTRAL WASHINGTON UNIVERSITY  
AND  
THE CITY OF ELLENSBURG  
FOR A REDUNDANT INTERNET CONNECTION**

**THIS INTERLOCAL AGREEMENT** is made and entered into on this \_\_\_ day of June, 2015, by and between Central Washington University, a Washington state agency, hereinafter referred to as "University," and the City of Ellensburg, a Washington municipal corporation, hereinafter referred to as "City," pursuant to the authority granted by Chapter 39.34 RCW.

**WHEREAS** on March 5, 2015 the University issued a Request for Proposals 15-002 for a Redundant Internet Connection, and

**WHEREAS** on March 31, 2015 the City submitted a proposal to the University, and

**WHEREAS** based on supplemental information requests from the University the City submitted a revised proposal to the University dated June 3, 2015,

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**A. STATEMENT OF WORK**

The City shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the City providing a Redundant Internet Connection in accordance with CWU RFP 15-002, attached hereto as Exhibit A, and the City's response to the RFP dated June 3, 2015, attached hereto as Exhibit B, both of which are incorporated herein, and summarized as follows:

1. 2 Gb Link Capacity, 2Gb Committed Rate – "Cost Scenario A-Table 1" - \$700/mo. link cost + \$2,000/mo. Bandwidth cost + "Cost Scenario A-Table 2" - \$15,220 one-time.
2. Redundant passive last mile link from CWU to NoaNet PoP – "Cost Scenario B-Table 3" – Additional \$300/mo. + "Cost Scenario A-Table 4" - \$1,200 one-time.
3. Redundant passive link from NoaNet/PUD vault to City's Craig Hill Hut – "Addendum No. 1" – no additional cost.
4. ISP services fed exclusively from Portland/Pittock Building.

## **B. PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Agreement shall be effective from June 16, 2015 through June 30, 2016, and shall thereafter be automatically renewed annually for six (6) additional one (1) year periods, not to exceed a total of seven (7) years, unless written notice of termination is served on the other party not less than thirty (30) days prior to the end of the then current term.

## **C. PAYMENT**

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of providing the service herein is a one time cost of \$16,420.00 and a reoccurring monthly cost of \$3,000.00.

## **D. BILLING PROCEDURE**

The City shall submit one invoice for the one time cost on June 16, 2015 and shall submit monthly invoices for the reoccurring cost. Payment to the City for services provided will be made by check by the University within 30 days of receipt of the invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

## **E. RECORDS MAINTENANCE**

1. The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.
2. Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. 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.

## **F. RIGHTS IN DATA**

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the City. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

#### **G. INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

#### **H. AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS**

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

#### **I. TERMINATION**

Either party may terminate this Agreement for any reason upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

#### **J. TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by deliverance of written notice of the aggrieved party to the other party.

#### **K. DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute.

#### **L. GOVERNANCE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable state and federal statutes and rules; and
2. The City's response to the University's RFP dated June 3, 2015, attached hereto as Exhibit B; and
3. The CWU RFP 15-002, attached hereto as Exhibit A; and
4. Any other provisions of the agreement.

#### **M. ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

#### **N. 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.

#### **O. 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.

#### **P. DISALLOWED COSTS**

The City is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

#### **Q. CONTRACT MANAGEMENT**

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

The Program Manager for Central Washington University is:

*Greg Harvill  
Information Services  
Ellensburg, WA 98926  
(P) (509) 963-2934*

The Program Manager for the City is

*Larry Dunbar  
Energy Services  
Ellensburg, WA 98926  
(P) (509) 962-7226*

**R. ALL WRITINGS CONTAINED HEREIN**

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

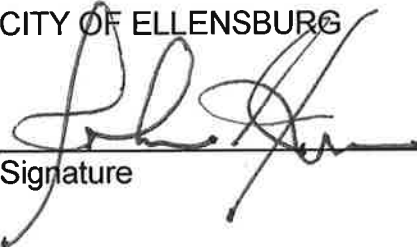
**IN WITNESS WHEREOF**, the parties have executed this Agreement.

STATE OF WASHINGTON  
CENTRAL WASHINGTON UNIVERSITY

  
\_\_\_\_\_  
Signature

VP Ops                      6/17/15  
\_\_\_\_\_  
Title                                      Date

CITY OF ELLENSBURG

  
\_\_\_\_\_  
Signature

CITY MANAGER                      6-16-15  
\_\_\_\_\_  
Title                                      Date

APPROVED AS TO FORM:

ATTORNEY GENERAL'S OFFICE

  
\_\_\_\_\_  
City Attorney



CENTRAL WASHINGTON UNIVERSITY

*Your future is Central.*

# **CENTRAL WASHINGTON UNIVERSITY**

## **REDUNDANT INTERNET CONNECTION**

**RFP 15-002**

**ISSUE DATE: March 5, 2015**

**Letter-of-Intent to Respond Due: March 16, 2015, 3 pm**

**Questions Due: March 16, 2015, 3 pm**

**RESPONSES DUE: March 31, 2015, 3 pm**

**Return all responses in a sealed box or envelope with reference number and opening date marked on the outside of the envelope. RETURN TO:**

**CENTRAL WASHINGTON UNIVERSITY  
PURCHASING OFFICE  
2ND FLOOR MITCHELL HALL  
400 E. UNIVERSITY WAY  
ELLENSBURG, WA 98926-7480**

**Visit our Internet Site: <http://www.cwu.edu/~purchase/rfp.html>**

## OFFEROR'S RFP CHECKLIST

### The 10 Most Critical Things to Keep in Mind When Responding to an RFP for Central Washington University

1. \_\_\_\_\_ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; contract requirements (i.e., contract performance, insurance requirements, performance and/or reporting requirements, etc.).
2. \_\_\_\_\_ **Note the procedures for communication with the University during the RFP process.** All communication during the RFP process must be in writing. Offerors should not contact University personnel outside of the opportunity provided in the document.
3. \_\_\_\_\_ **Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the University of any ambiguities, inconsistencies, or errors in the RFP.
4. \_\_\_\_\_ **Take advantage of the “question and answer” period.** Submit your questions to the Buyer by the due date listed in the “Applicable Dates” sections and view the answers given in the formal “addenda” issued for the RFP. All addenda issued for an RFP are posted on the University’s website and will include all questions asked and answered concerning the RFP.
5. \_\_\_\_\_ **Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. \_\_\_\_\_ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don’t assume the University or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the University. The proposals are evaluated based solely on the information and materials provided in your response.
7. \_\_\_\_\_ **Use the forms provided**, e.g., bidders submittal page, reference forms, attachment forms, etc.
8. \_\_\_\_\_ **Before submitting your response**, check the University’s website at: <http://www.cwu.edu/~purchase/rfp.html> to see whether any addenda were issued for the RFP.
9. \_\_\_\_\_ **Review and read the RFP document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
10. \_\_\_\_\_ **Submit your response on time.** Note all the dates and times listed in the Applicable dates section and be sure to submit all required items on time. Late proposal responses are *never* accepted.

**This checklist is provided for assistance only and should not be submitted with Offeror’s Response.**

## TABLE OF CONTENTS

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| <u>RESPONSE SUBMITTAL SHEET.....</u>                                 | <u>1</u>  |
| <u>GENERAL INFORMATION.....</u>                                      | <u>2</u>  |
| <u>1.1 Purpose and Overview.....</u>                                 | <u>2</u>  |
| <u>1.2 Background.....</u>                                           | <u>2</u>  |
| <u>1.3 Scope of Work.....</u>                                        | <u>3</u>  |
| <u>1.4 Evaluation Process .....</u>                                  | <u>4</u>  |
| <u>1.5 Form of Contract.....</u>                                     | <u>4</u>  |
| <u>1.6 Other Institutions Eligible for Purchase.....</u>             | <u>4</u>  |
| <u>2. GENERAL INSTRUCTIONS.....</u>                                  | <u>5</u>  |
| <u>2.1 Applicable Dates.....</u>                                     | <u>5</u>  |
| <u>2.2 Amendments to Specifications .....</u>                        | <u>5</u>  |
| <u>2.3 Letter of Intent-to-Respond .....</u>                         | <u>5</u>  |
| <u>2.4 Preparation of Responses .....</u>                            | <u>5</u>  |
| <u>2.5 Cost of Preparation .....</u>                                 | <u>5</u>  |
| <u>2.6 Number of Copies.....</u>                                     | <u>5</u>  |
| <u>2.7 Multiple Responses .....</u>                                  | <u>5</u>  |
| <u>2.8 Proprietary Information.....</u>                              | <u>6</u>  |
| <u>2.9 Submitting Responses .....</u>                                | <u>6</u>  |
| <u>2.10 Late Responses .....</u>                                     | <u>6</u>  |
| <u>2.11 Public Reading.....</u>                                      | <u>6</u>  |
| <u>2.12 Questions and Communication via Designated Contact .....</u> | <u>6</u>  |
| <u>2.13 Deadline for Submitting Questions .....</u>                  | <u>7</u>  |
| <u>2.14 Clarification of Responses .....</u>                         | <u>7</u>  |
| <u>2.15 Reserved Rights.....</u>                                     | <u>7</u>  |
| <u>2.16 Minority and Women’s Business Participation.....</u>         | <u>7</u>  |
| <u>2.17 Debriefing Conference and Protest Procedure.....</u>         | <u>7</u>  |
| <u>3. REQUIRED RESPONSES.....</u>                                    | <u>11</u> |
| <u>4. AWARD/EVALUATION CRITERIA.....</u>                             | <u>13</u> |

APPENDIX A: WIPHE

APPENDIX B: FORM OF CONTRACT

APPENDIX C: RECIPROCITY

Campus Map

### RESPONSE SUBMITTAL SHEET

1. A 'Letter-of-Intent-to-Respond' has been submitted on or before March 16, 2015, 3 p.m. PDT, as required in order to qualify for participation. Initial \_\_\_\_\_.
2. Vendors under consideration may be asked to provide current, audited financial statements or the equivalent to include at a minimum: an income statement; statement of cash flows; and a balance sheet. This information is subject to disclosure if it is deemed to be a determining factor in an award decision. Vendor agrees to provide this information upon request of the University. Initial \_\_\_\_\_.
3. Vendor has included four (4) identical complete copies of response (one original and three copies). Initial \_\_\_\_\_.
4. Vendor has responded to all items in the sections titled 'REQUIRED RESPONSES', Initial \_\_\_\_\_.
5. The response to this response has been prepared independently, without consultation, communication or agreement with others for the purpose of restricting competition. Initial \_\_\_\_\_.
6. In preparing this response, vendor has not been assisted by any current or former employee of the State of Washington whose duties relate to this response and who was assisting in other than his or her official capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this project. Initial \_\_\_\_\_.
7. Vendor agrees to make purchases available to other WIPHE members per terms and conditions of Appendix C of this RFP. (Initial yes or no) Yes \_\_\_\_\_ No \_\_\_\_\_

Any official correspondence related to this Request For Proposal solicitation shall be directed to the owner, Central Washington University, Purchasing Office, Attn: Karen Galbraith, 400 E. University Way; Ellensburg, WA 98926-7480; and to the Contractor as noted below:

\_\_\_\_\_  
Name and Title of Signing Officer (print)

\_\_\_\_\_  
Contractor's Name and Address

\_\_\_\_\_  
Contractor's Telephone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Federal Tax ID No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **GENERAL INFORMATION**

*Note: This RFP document and subsequent associated information will be posted on our Internet Site:  
<http://www.cwu.edu/contracts/current-bid-opportunities>*

**1.1 Purpose and Overview:** Central Washington University (CWU, the University, Central) intends to contract for the 3rd Party delivery of a connection to the Internet that is physically diverse from the existing connection and would carry network traffic when a failure to the primary connection occurs. Hereafter referred to as the Redundant Internet Connection (RIC).

**1.2 Background:** Central Washington University is a four-year State university located in the central part of the State of Washington in the city of Ellensburg. There are approximately 9,000 students at the Ellensburg campus, and an additional 2,000 students that attend one of six University Centers located in Des Moines, Lynnwood, Moses Lake, Pierce County, Wenatchee and Yakima. The University is approximately 130 miles east of Seattle, 200 miles west of Spokane, and an hour's drive to Snoqualmie Pass.

CWU, as an institution of Higher Education, is governed by many laws, regulations and policies to protect its students, faculty, staff, guests, and critical technology assets, among other. Any service provided by a 3<sup>rd</sup> party entity would similarly be subject to these regulations to some degree. To that end, this RFP will require a Non-Disclosure Agreement to obtain specific details of CWU's current connections and other technical specifications that are confidential.

The primary Internet connection for Central Washington University and the one for which redundancy is being sought, terminates at the main Ellensburg campus. Each of the extended University Centers has its own Internet connection; these connections are outside the scope of this RFP.

With CWU's increased use of Internet based services and reliance on off-campus data and services, risk to critical operations increases due to the dependency on a single physical connection. As a result, CWU is looking to partner with an entity or entities to establish a second, physically diverse connection to the Internet that at a minimum can carry mission critical bandwidth loads with reasonable performance.

### **1.3 Scope of Work:**

#### **1.3.1 Physical Link:**

1.3.1.1 A separate physical link and path from CWU main campus ("last mile") to the service provider transport/main trunk/on-ramp is required. Link can be overhead, underground and/or share existing trench or path as long as it is separate from the existing Internet connection. Line drawings of existing route and CWU Network in Ellensburg is available with a signed Non-Disclosure Agreement.

1.3.1.2 The proposed transport/main trunk/on-ramp connection to the Internet must be separate and physically independent of the existing transport to fully ensure a

redundant link. Line drawings of existing route and CWU Network in Ellensburg is available with a signed Non-Disclosure Agreement.

Note: CWU currently has a connection to the City of Ellensburg Metropolitan Area Network (MAN) and several leased/owned locations in the greater Ellensburg area.

1.3.1.3 Physical connection between CWU and provider: Regardless of circuit capacity, CWU prefers circuit hand-off on our premises via ten-gigabit 10Gbase-SR (fiber). Hand-off via one or more 1000BASE-TX copper interfaces is also acceptable.

1.3.2 Interface:

1.3.2.1 Link will remain in a “standby, ready state” until needed, carrying service-supporting traffic to maintain readiness for fail-over. Under normal circumstances, the CWU border router will prefer a default route via its existing primary provider and the vendor will work with CWU to minimize traffic returning asymmetrically via the secondary link. If or when the primary Internet connection fails, all Internet traffic will be routed via the secondary provider. (Note: link may be used in the future to carry daily operational load and must be able to be configured accordingly.)

1.3.2.2 Vendor will provide an IPv4 /29 or larger DMZ for network layer connectivity between the vendor’s network and the CWU border router. Vendor will allocate a minimum of two IPv4 addresses in the DMZ for CWU’s use, one for the CWU border router interface and one for testing. Vendor will provide an appropriately sized IPv6 DMZ and address assignments. CWU does not at this time route IPv6 traffic but has plans to do so within the time frame of this contract.

1.3.2.3 BGP peering sessions will be maintained at all times. Vendor router will advertise only the default route to the CWU peer router (not its entire routing table). CWU will only advertise routes for its Ellensburg address space. At no time will traffic be routed through CWU to another AS.

1.3.2.4 Link will provide native IPv4 and IPv6 support with no NAT/PAT or tunneling.

1.3.2.5 No traffic shaping or filtering will be implemented unless approved by CWU.

1.3.3 Service Availability:

1.3.3.1 Link to remain available 99.99% of the time, excluding planned maintenance outages. Planned outages between 6:00 PM PST and 7:00 AM PST are acceptable when the link is in the standby, ready state.

1.3.3.2 Seven calendar days notice will be provided for planned maintenance.

1.3.3.3 Vendor will designate a 24x7 point of contact for resolving service issues and define an escalation procedure. Vendor will respond to reports of circuit problems from CWU within 2 hours when the link is idle and within 10 minutes when the link is carrying Internet traffic.

1.3.3.4 Vendor will monitor the link continuously and respond to alerts from the monitoring system.

1.3.3.5 Bandwidth usage reports will be made available monthly.

1.3.4 Hardware responsibility:

1.3.4.1 Vendor will retain ownership of and maintain equipment and circuit utilized to provide the service up to the point of connection to the CWU border router.

1.3.4.2 CWU will provide rack space, conditioned power and modem connectivity for OOB management for vendor owned CPE.

**1.4 Evaluation Process:** A total of 150 points is possible for the required written responses. Responses will be evaluated by a committee consisting of personnel from the University's Information Services Division (IS).

CWU may request vendor interviews from companies under consideration. Points earned by vendors prior to demonstrations will be adjusted based on the information presented.

**1.5 Form of Contract:** The term of this contract shall be for a period of one year (1) with the options to renew each year for an additional six (6) years, at the agreement of both parties, not to exceed a total of seven (7) years.

**1.6 Other Institutions Eligible for Purchase:**

WASHINGTON INSTITUTIONS OF PUBLIC HIGHER EDUCATION (WIPHE)

This solicitation is being issued by Central Washington University (The Lead Institution) pursuant to the Interlocal Cooperative Act, RCW 39.34, and offers the bidder an opportunity to make any resulting contract available to members of the Washington Institutions of Public Higher Education (WIPHE). Appendix A contains information about the WIPHE cooperative membership and the terms and conditions of such arrangements. There are no WIPHE members committed to participate in this RFP, but potential participants are identified in Appendix C.

## **GENERAL INSTRUCTIONS**

### **2.1 Applicable Dates:**

|                                           |                      |
|-------------------------------------------|----------------------|
| Issue Requests for Proposals              | March 5, 2015        |
| Letter-of-Intent to Respond Due (see 2.3) | March 16, 2015 3 pm. |
| Questions Due                             | March 16, 2015 3 pm  |
| Answers to Questions                      | March 19, 2015       |
| Proposals Due                             | March 31, 2015, 3 pm |

The University reserves the right to revise this schedule.

**2.2 Amendments to Specifications:** Any amendment(s) to or error(s) in the specifications called to the attention of the University will be added to or corrected and furnished to all those holding specifications.

**2.3 Letter of Intent-to-Respond:** Vendors wishing to participate in this RFP process must provide a written Letter-of-Intent-to-Respond. Letters must be received by the date provided in the schedule found in Section 2.1 of this RFP. The letter should state the intent of the vendor to participate in the process, and should also include the name, complete address, phone number, and fax number/email address of a designated individual to whom any correspondence and/or addendums should be sent. **Fax or email the letter to the Purchasing Office at (509) 963-2871, email to galbraithk@cwu.edu.** Failure to provide this will be considered a material irregularity and deemed reason for rejecting proposals.

**2.4 Preparation of Responses:** Responses must be prepared on standard 8.5" x 11" paper and be placed in a binder with tabs separating each of the required elements. The vendor's name must appear on each page. Responses to the 'Required Responses' section must be formatted to correspond numerically to the requirements listed.

**2.5 Cost of Preparation:** The University will not pay vendor costs associated with preparing or presenting any response to this request.

**2.6 Number of Copies:** Four (4) identical, complete copies of the response (one original, three copies) must be submitted prior to the due date stated under 'Applicable Dates'. All materials become the property of the University upon receipt in the Purchasing Office.

**2.7 Multiple Responses:** Vendors who wish to submit more than one proposal may do so, provided that each proposal stands alone and independently complies with the instructions, conditions and specifications of the request. If multiple responses are submitted, the University reserves the right to select the most advantageous proposal to the University.

**2.8 Proprietary Information:** Any information contained in the vendor's response that is proprietary must be clearly designated. Marking of the entire response as proprietary will neither be accepted nor honored. The University cannot guarantee that all such material noted remains proprietary, particularly if it becomes a significant consideration in contract award. Information will only be kept confidential to the extent allowed by Public Disclosure Law.

**2.9 Submitting Responses:** All responses must be sealed in an opaque box or envelope with the name and address of the vendor appearing on the outside of the box or envelope. The outside lower left-hand corner must state the title, reference number, and the opening date.

Vendors must submit the four (4) copies of their response (one original, three copies) to the Central Washington University Purchasing Office. Whether mailed or hand delivered, the response must arrive at the Purchasing Office no later than the date and local Ellensburg time identified in Section 2.1 of these instructions. Late responses will not be reviewed. The method of delivery will be at the discretion of the vendor and will be at the vendor's sole risk to assure delivery at the designated office. (UPS and Federal Express both deliver directly to the Purchasing Office). The University does not take responsibility for any problems in the mail or delivery services, either within or outside the University. Receipt by any other office or mailroom is not equivalent to receipt by the Purchasing Office.

If delivery is by mail the address is:

Central Washington University  
Purchasing Office  
400 E University Way  
Ellensburg WA 98926-7480

If hand-delivered, the physical location is:

Central Washington University  
Purchasing Office  
Mitchell Hall, 2nd Floor  
Ellensburg WA 98926-7480

**2.10 Late Responses:** Any response received after the hour specified will not be reviewed.

**2.11 Public Reading:** A formal bid opening will not be held. Bid information, including price sheets, will not be available for public disclosure until after award of the contract.

**2.12 Questions and Communication via Designated Contact:** All communications and/or questions in regard to this request must be in writing. Vendors are encouraged to either **FAX** questions to the Purchasing Office at (509) 963-2871, or email them to [galbraithk@cwu.edu](mailto:galbraithk@cwu.edu). If mailed, the address is as follows: Central Washington University, Purchasing Department, Attn: Karen Galbraith, 400 E. University Way, Ellensburg WA 98926-7480. In either case, please reference the RFP number on the cover sheet. *Under no circumstances should respondents contact university personnel outside of the opportunity provided herein.*

**2.13 Deadline for Submitting Questions:** Questions must be received no later than the date and local Ellensburg time identified in Section 2.1 of these instructions. No further questions will be answered after that date. The University will provide a copy of all vendors' questions and corresponding University responses to all vendors who have submitted the required 'Letter-of Intent-To-Respond'. VERBAL REQUESTS FOR INFORMATION OR CLARIFICATION WILL NOT BE HONORED.

**2.14 Clarification of Responses:** As part of the evaluation process, vendors may be asked to clarify specific points in their response. However, under no circumstances will vendors be allowed to make any changes to their responses after the deadline for submission.

**2.15 Reserved Rights:**

Subject to the provisions of Chapter 69, Laws of 1996 (SSB 6572), the state reserves the right to: Waive any informality as per WAC 236-48-124.

1. Reject any or all Proposals, or portions thereof. WAC 236-48-094 allows the state to "accept any portion of the items proposed" unless the bidder stipulates all or nothing on the Proposal.
2. Reissue an IFB, RFQ, or RFP, or negotiate under provisions outlined under RCW 43.19.1911.
3. Award on an all or none basis taking into consideration a reduction in administrative costs as well as unit proposal prices.

**2.16 Minority and Women's Business Participation:**

The following voluntary numerical MWBE participation goals have been established for this bid: Minority Business Enterprises (MBE's):10% and Woman's Business Enterprises (WBE's):10%. These goals are voluntary, but achievement of the goals is encouraged. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/proposals, no minimum level of MWBE participation will be required as a condition for receiving an award or completion of the contract work, and bids/proposals will not be rejected or considered non-responsive if they do not include MWBE participation. Bidders may contact OMWBE at 360-753-9693 to obtain information on certified firms for potential subcontracting arrangements.

**2.17 Debriefing Conference and Protest Procedure:**

All vendors who have submitted proposals in accordance with this RFP shall be provided a "Notice of Intent to Award" upon completion of the final evaluations by the University. The following process for protest and debriefing is available to vendors who have submitted a proposal in accordance with this RFP.

**2.17.1 Optional Vendor Debriefing:**

Vendors who have submitted a proposal in accordance with this RFP may request an optional debriefing conference to discuss the evaluation of their response. The request must be made in writing within five business days from receipt of the "Notice of Intent to Award". Requests are to be made to the University contact person as identified on the 'Response Submittal Sheet',

page 1 of this RFP document. Vendors must be available to attend the debriefing conference held in Ellensburg, Washington within 5 days of the request.

The debriefing will not include any comparisons between the vendors response and any other responses submitted; However, the University will attempt to address all questions and concerns in this debriefing.

#### **2.17.2 Protest Procedure:**

### **DEBRIEFING OF UNSUCCESSFUL PROPOSERS**

Any Consultant who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Consultant Notification is e-mailed or faxed to the Consultant. Debriefing requests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Ellensburg, Washington on the third business day following the transmittal of the Unsuccessful Consultant Notification. The debriefing must be held within three (3) business days of the request.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the firm's proposal;
- Critique of the proposal based on the evaluation;
- Review of proposer's final score in comparison with other final scores without identifying the other firms.

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

### **PROTEST PROCEDURE**

Protests may be made only by Consultants who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Consultant is allowed three (3) business days to file a protest of the acquisition with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Ellensburg, Washington on the third business day following the debriefing. Protests submitted electronically with a scanned signature must then be followed by the hard copy of the protest with an original signature. The hard copy of the protest with an original signature is due within five business days of the date the protest was submitted electronically.

Protests may not be transmitted using facsimile transmission.

- Mailing address is: Purchasing Office, Central Washington University, 2<sup>nd</sup> Floor Mitchell Hall, 400 E. University Way, M/S 7480, Ellensburg, Washington, 98926-7480.
- Hand delivery address is: Central Washington University, Purchasing Office, Mitchell Hall, 2<sup>nd</sup> Floor, 400 East University Way, Ellensburg, WA 98926-7480.

Consultants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Consultants under this procurement.

All protests must be in writing, addressed to the RFP Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the RFP number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or University policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) University's assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by the University. The University's Business Services and Contracts Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Consultant that also submitted a proposal, such Consultant will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the University's action; or

- Find only technical or harmless errors in the University's acquisition process and determine the University to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide the University options which may include:
  - Correct the errors and re-evaluate all proposals, and/or
  - Reissue the solicitation document and begin a new process, or
  - Make other findings and determine other courses of action as appropriate.

If the University determines that the protest is without merit, the University will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

## **REQUIRED RESPONSES**

Vendors are required to respond to each of the items detailed in this section. Responses should be formatted to correspond numerically to the items listed. Vendors should have their company name on each page. *Please also include any information that has not been addressed in the questions that may be pertinent to this project.*

**FAILURE TO RESPOND TO THESE REQUIREMENTS WILL BE DEEMED A MATERIAL IRREGULARITY AND WILL BE REASON FOR REJECTION OF THE PROPOSAL.**

### **3.1 Executive Summary:** (10 points possible)

In the executive summary vendors should provide *general* information regarding the company. The summary should include information regarding the financial status and current economic conditions of the company, general staffing and organization structure, general information about the proposed products/services. Indicate the length of time your company has been in the business of providing related services.

### **3.2 Vendor Profile:** (20 points possible)

- A. Approximately how many clients have purchased your product/service?
- B. How many higher education clients have purchased your product?
- C. Provide a list of at least three (3) higher education customers of a size similar to CWU who currently using your company's product/service. For each customer institution, provide the name, address, telephone number, fax number and email address of a contact person(s) who was/is directly involved in the purchase, implementation and ongoing use of the service.

### **3.3 Proposed Solution(s):** (30 points possible)

- A. Provide details of your proposed data link and services which address the scope of work and requirements in Section 1.1, 1.2, 1.3. Discussion should include the following, but should not be limited to these topics.
  - a) Describe how your solution will provide a topologically diverse path and connection to the Internet backbone.
  - b) Describe how to minimize Internet traffic routed via the secondary link during normal operations (i.e. non-failover mode).
  - c) Is QoS honored?
  - d) What BGP community attributes are honored? Is your routing policy documented?
- B. Include a line drawing(s) detailing the physical path of the "last mile" connection.
- C. Include a line drawing(s) detailing the physical path of the transport/main-trunk/on-ramp.

### **3.4 Product/Service Description:** (30 Points)

Describe in detail how your product/service meets the needs of the University (see Section 1.1, 1.2, 1.3). Include information on all features of the product/service. Additionally, indicate if any equipment deemed necessary is provided by the vendor, or needs to be furnished by the University.

### **3.5 Commissioning and Support:** (30 points possible)

- A. From the date of a fully executed contract, what is the estimated start of project management and implementation? What is the estimated length of time for project completion? Provide a typical implementation schedule covering requested services and hardware implementation and configuration. This should include time estimates for both vendor and university participants.
- B. List any items/tasks that would be the responsibility of CWU in regard to the connection.

### **3.7 Costs Scenarios:** (30 points possible)

**Vendors must provide a complete cost scenario for the requested product/service. Failure to provide the information may be deemed a material irregularity and reason for rejecting the proposal.** Supporting details and clarifications should be supplied.

Provide specific cost estimates including all one-time costs and ongoing operational costs based on data link and bandwidth levels noted in Table 1 below.

Also provide costs for any installation/consultation, and any other known implementation costs.

Vendors may submit as many cost scenarios as desired. For each cost scenario, include related assumptions and explanatory comments. Summarize the costs and attach all detail necessary to support the summarized costs. *Note: Costs proposals must be all-inclusive, including any travel or related expenses. No other monies will be paid for items omitted by the vendor.*

(Table 1)

| Recurring Costs |                |           |                                 |                               |
|-----------------|----------------|-----------|---------------------------------|-------------------------------|
| Link Capacity   | Committed Rate | Link Cost | "Standby, Ready" Bandwidth Cost | Committed Rate Bandwidth Cost |
| 1 GB            | 1 GB           |           |                                 |                               |
| 2 GB            | 2 GB           |           |                                 |                               |
| 10 GB           | 5 GB           |           |                                 |                               |

Note: CWU assumes there will be separate Link/Transport cost and a Bandwidth Use cost. Supply pricing that reflects the "standby, ready" cost and the cost when the link is in use during a failure, the Committed Rate cost.

(Table 2)

| One Time Costs |      |
|----------------|------|
| Description    | Cost |
|                |      |
|                |      |
|                |      |

**Notes:** 1) Under ideal conditions, physical pathway will exist that will enable "Last Mile" connectivity to the Service Providers main trunk. If not, list costs. 2) List any other one-time costs to establish the link(s).

## **AWARD/EVALUATION CRITERIA**

Award Criteria: A contract shall be awarded to the most responsible and responsive bidder based upon, but not limited to, the following criteria where applicable and only that which can be reasonably determined as evidenced by required Bid responses:

- The price and the effect of term discounts (not less than thirty calendar days after receipt of goods or correct invoice), whichever is later.
- Local sales and use tax.
- Servicing resources, capability and capacity.
- Uniformity or interchangeability, & upgradeability of parts and accessories.
- Warranty.

In determining the “lowest responsible bidder” as per RCW 43.19.1911, the following items shall also be given consideration:

- The quality of the articles proposed to be supplied, their conformity with specifications, the purposes for which the articles are required and the times of delivery.
- The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- The character, integrity, reputations, judgment, experience, and efficiency of the bidder;
- Whether the bidder can perform the contract within the timeframe specified;
- The quality of performance on previous contracts or services;
- The previous and existing compliance by the bidder with laws relating to the contract or services;

Such other information as may be secured having a bearing on the decision to award the contract such as life cycle costing.

Points will be assigned as follows: A total of 150 points is possible for the required written responses. Cost will be scored using a ‘declining percentage based on low cost’ method: Low cost will receive 30 points; costs other than low will receive the number of points equal to the percentage relationship to low. Responses will be evaluated by a committee consisting of personnel from the IS Division.

# **CENTRAL WASHINGTON UNIVERSITY**

## **REDUNDANT INTERNET CONNECTION**

**RFP 15-002**

### **APPENDIX A**

**Terms and Conditions Specific to Washington Institutions of Public Higher Education  
Cooperative Purchasing**

## **Appendix A: Terms and Conditions Specific to Washington Institutions of Public Higher Education Cooperative Purchasing**

### **1. Definitions:**

WIPHE: Washington Institutions of Public Higher Education who are signatories to the Interlocal Agreement for Cooperative Purchasing.

Lead Institution: The WIPHE member that has volunteered to conduct the solicitation/negotiation process on behalf of the WIPHE members.

Committed Participants: Those WIPHE members who respond affirmatively to the Lead Institution's request for participation, and whose estimated purchase volume will be included in the solicitation/negotiation documents.

Potential Participants: All other WIPHE member institutions who are not Committed Participants. Potential Participants may choose to use any contract awarded, provided the contractor will accept their participation.

2. **No Exclusivity Implied:** This bid provides no exclusive arrangements for obtaining product or services by any WIPHE Institution who has not specifically been identified as committed participants. Potential Participants may purchase any product or services in this bid through their own processes for competitive procurement or via other cooperative purchasing arrangements at their disposal.

3. **Contract Administration:** This contract shall be administered by the Lead Institution, the Committed Participants, and any other Potential Participant who subsequently use a resulting agreement, in the following manner:

- A. The terms and conditions contained in their entirety in any contract which results through the Lead Institution's solicitation may not be altered except as provided herein, or, unless approved in writing by the Lead Agency's Purchasing Manager.
- B. WIPHE Institutions may at their sole option, individually negotiate only operational provisions specific to the needs of their Institution. These would include agreed arrangements for such operational provisions as delivery, installation, service, and invoicing processes. Such negotiated changes shall not be binding on any other Institution. These changes may, however, bind the bidder to providing similar arrangements to the other Institutions pursuant to any Best Customer provisions of a contract.
- C. WIPHE Institutions shall individually be responsible for their obligations to the awarded contractor pursuant to any purchase associated with this agreement. Likewise, the Vendor shall be responsible for their obligations to the WIPHE Institutions pursuant to this agreement. All reasonable efforts will be made by the Vendor and the WIPHE Institutions to satisfy any breach of these obligations, or, disagreements arising between the individual WIPHE Institution and the Vendor. Resolution may take several forms, including cancellation of specific arrangements between the Vendor and the Institution. Resolutions of any nature shall not have a binding effect on any other Institution.  
In the event a breach or disagreement cannot be resolved between the Institution(s) and the Vendor, either party may notify the Lead Institution and request the Lead Institution satisfy the dispute in accordance with this agreement, including any Dispute Resolution process identified within.

- E. The Lead Institution may at any time act on behalf of any WIPHE Institution in resolving breach of contract, or, to settle disputes in accordance with this agreement.

4. **Contract Documents:** The Vendor shall make copies of any contract that results from the Lead Institution's solicitation available in its entirety to any WIPHE Institution expressing an interest in purchasing the product or service. The Lead Institution and the Vendor agree that a summary of this agreement, including a phone number for interested agencies to contact the Vendor, may be placed on a public access electronic home page, bulletin board, fax-on-demand network, or similar form of accessible medium.

5. **Award in Best Interest of WIPHE:** Central Washington University reserves the right to award the contract in whole or in part in a manner that most effectively serves the WIPHE members, to reject any or all bids, and to otherwise proceed with the award as necessary to protect the best interests of WIPHE. After award, members of WIPHE will issue separate purchase orders to the successful vendor(s) if they choose to acquire the items pursuant to this award.

All questions regarding this bid must be directed to Central Washington University as the Lead Institution.

All information relating to this solicitation will be retained by Central Washington University as the official public record.

6. **WIPHE Cooperative Members:**

**Four Year Institutions:**

Central Washington University, Ellensburg

Eastern Washington University, Cheney

The Evergreen State College, Olympia

**Community and Technical Colleges:**

Bates Technical College, Tacoma

Bellevue Community College, Bellevue

Bellingham Technical College, Bellingham

Big Bend Community College, Moses Lake

Cascadia Community College, Bothell

Centralia College, Centralia

Clark College, Vancouver

Clover Park Technical College, Lakewood

Columbia Basin College, Pasco

Edmonds Community College, Edmonds

Everett Community College, Everett

Grays Harbor College, Aberdeen

Green River Community College, Auburn

Highline Community College, Des Moines

Lake Washington Technical Col., Kirkland

Lower Columbia College, Longview

University of Washington, Seattle

Washington State University, Pullman

Western Washington University, Bellingham

Olympic College, Bremerton

Pierce College, Lakewood

Peninsula College, Port Angeles

Renton Technical College, Renton

Seattle Community Colleges, Seattle

Shoreline Community College, Seattle

Skagit Valley College, Mt. Vernon

South Puget Sound Community Col., Olympia

Community Colleges of Spokane, Spokane

Tacoma Community College, Tacoma

Walla Walla Community College, Walla Walla

Wenatchee Valley College, Wenatchee

Whatcom Community College, Bellingham

Yakima Valley Community College, Yakima

State Board for Com & Tech Colleges, Olympia

# **CENTRAL WASHINGTON UNIVERSITY**

## **REDUNDANT INTERNET CONNECTION**

**RFP 15-002**

### **APPENDIX B**

#### **FORM OF CONTRACT**

# **CENTRAL WASHINGTON UNIVERSITY**

## **REDUNDANT INTERNET CONNECTION**

**RFP 15-002**

### **APPENDIX C**

#### **IN-STATE PREFERENCE/RECIPROCITY**

Pursuant to RCW 43.19.704 and WAC 236-48-085, the Department of General Administration Office of State Procurement has established lists of states, which grant a preference to their in-state businesses and the appropriate percentage increase applicable against firms submitting bids from these states for goods and services. Bids in excess of \$43, 900 only are subject to the instate preference reciprocity provisions of RCW 43.19.700.

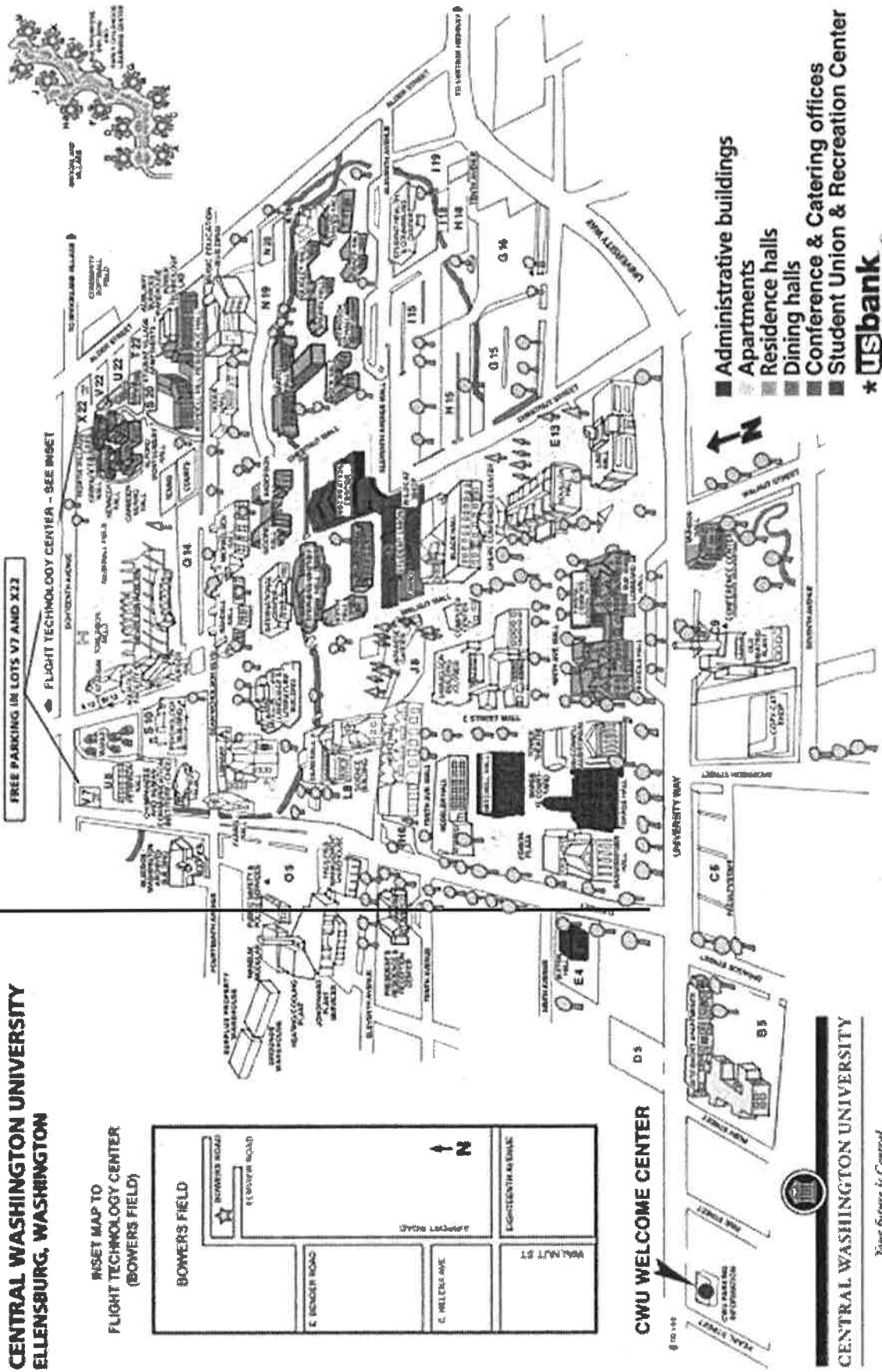
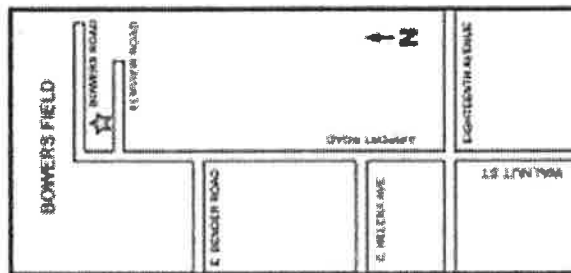
For purpose of evaluating bid prices, the buyer is to add an amount equal to the appropriate percentage to each bid submitted from that state.

See Link below for preferences & conditions listed by state:  
<http://www.ga.wa.gov/PCA/Forms/State-Preferences-Table.doc>

Document will be provided by mail upon receipt of a request faxed to: (509) 963-2871.

# CENTRAL WASHINGTON UNIVERSITY ELLENSBURG, WASHINGTON

INSET MAP TO  
FLIGHT TECHNOLOGY CENTER  
(BOWERS FIELD)



CITY OF ELLENSBURG  
IN COOPERATION WITH  
NORTHWEST OPEN ACCESS NETWORK  
**PROPOSAL**



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CENTRAL WASHINGTON UNIVERSITY

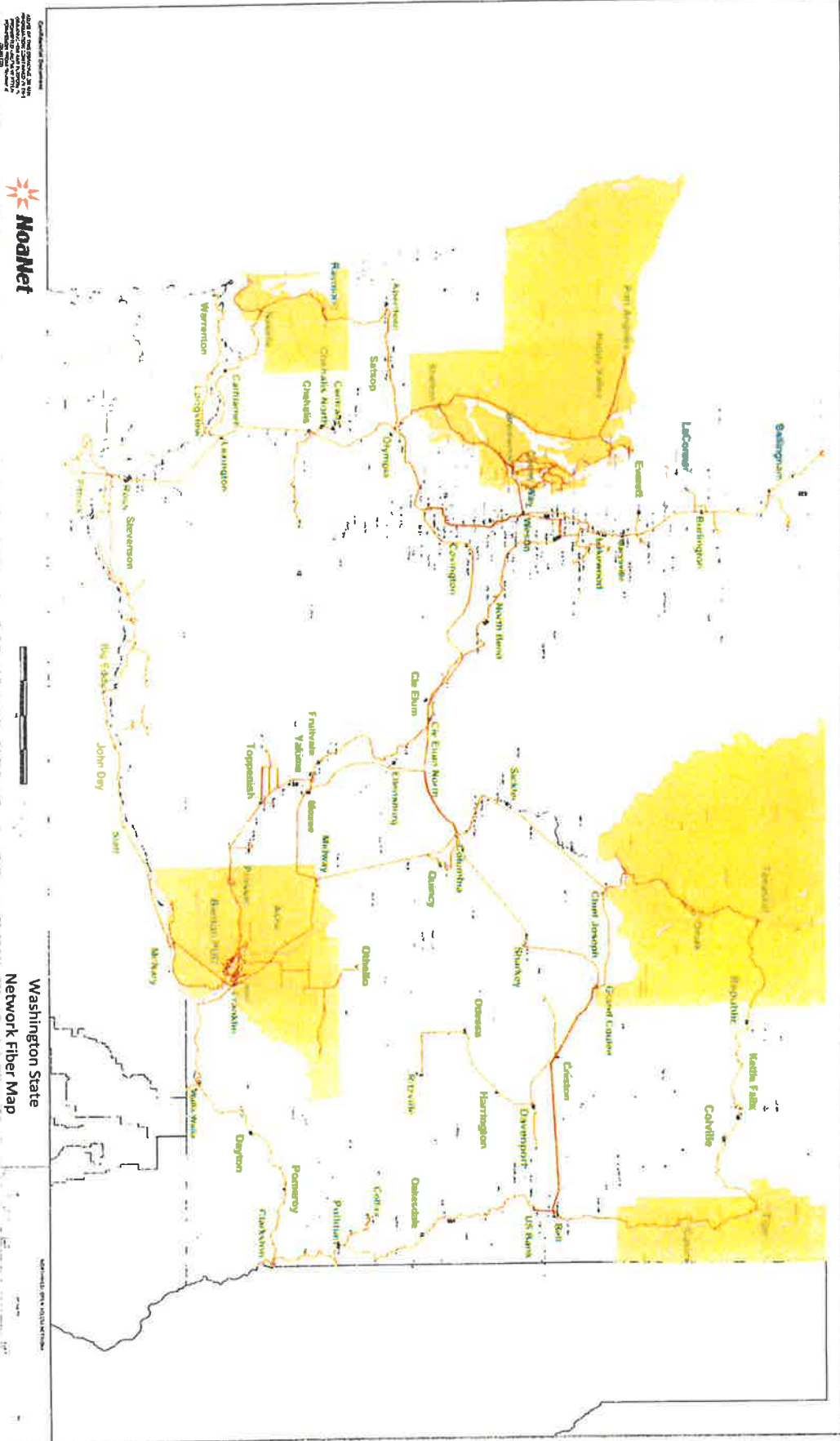
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*Your future is Central.*

REDUNDANT INTERNET CONNECTION

RFP 15-002

June 3, 2015



Washington State  
Network Fiber Map

### 3.1 Executive Summary: (10 points possible)

*In the executive summary vendors should provide general information regarding the company. The summary should include information regarding the financial status and current economic conditions of the company, general staffing and organization structure, general information about the proposed products/services. Indicate the length of time your company has been in the business of providing related services.*

The City of Ellensburg, Washington (City) in cooperation with the Northwest Open Access Network (NoaNet) are pleased to provide CWU an outstanding transport and Internet connectivity proposal that provides a diverse path from its primary service provider. In cooperation with NoaNet the City is also offering a diverse end-to-end circuit from the Ellensburg point-of-presence to both the Seattle Internet Exchange (SIX) and the Portland Internet Exchange (PIX). The City and NoaNet are proposing a diverse path, and the City is also providing CWU an optional cost scenario for a diverse path for the last mile.

Under this proposal the City will be the lead agency and will provide last mile connectivity, and enter into a Master Services Agreement with the Northwest Open Access Network (NoaNet) for an end-to-end circuit that will provide a redundant Internet connection to Central Washington University.

The City is located about 100 miles east of Seattle on Interstate 90. The City is governed by a seven member City Council under the Council/Manager form of government. The City covers about 6.9 square miles and has an approximate population of 18,348. Ellensburg is the County Seat of Kittitas County and provides support services to local business, residences, surrounding agricultural community, Central Washington University and a growing tourism and recreation industry.

Ellensburg is a full-service City providing the following:

- Administrative and Financial Services
- Police and Animal Shelter
- Planning and Development Services
- Information Technology Services supporting the Municipality and Kittitas Valley Fire and Rescue
- City Library, Community Center and Arts Programs
- Electric, Natural Gas, Telecommunications, Water, Storm Water and Sewer Utilities
- Parks and Recreation Services
- Public Works, Street Construction and Maintenance, Vehicle and Equipment Maintenance, and Warehousing

The City operates enterprise funds for natural gas, electric, water, wastewater, stormwater, and telecommunications utilities. Detailed financial information on all funds is available from the City's website at [www.ci.ellensburg.wa.us](http://www.ci.ellensburg.wa.us) under the Finance Department. The City was the first in the state of Washington with its own electric utility, and the telecommunications utility was established in 2014. The City has operated and managed a fiber optic institutional network on behalf of the municipality and public agencies since 1999.

The accounting, billing, meter reading, employee recruitment, directorship (City Manager and Energy Services Director), and legally responsible board (City Council) are shared amount the six utilities and the other city's programs. This creates efficiency and reduced total cost to each utility and other City programs.

The Energy Services Director is responsible for the day-to-day operation of the telecommunications utility which is a part of the Energy Services Department. Telecommunications engineering is completed by the Electrical Engineering Division in cooperation with the Information Technology Division. The Information Technology Division operates and manages the City's fiber optic network, and responds to alerts. The Light Operations Supervisor is responsible for maintaining the overhead and underground fiber optic plant and responds to outages (for example car/utility pole accidents) and after-hours trouble calls (for example, traffic signal failures). The City's light crew, consisting of electrical linemen, construct and maintain the fiber optic network including testing and splicing.

The City is connected via a 15 mile fiber optic network that utilizes Metro Ethernet technology. The Metro Ethernet technology is being transitioned from an institutional network to a City owned fiber optic network. The City owned fiber optic network (also commonly referred to as a Metropolitan Area Network or MAN) connects City buildings and six public agencies at 39 locations. Construction of the City owned fiber optic network was completed in March 2015, and network hardware is being transitioned from the institutional network to the MAN, which will be completed by the end of April 2015. The City assists KITTCOM with managing the 13 Metro Ethernet Switches and 1 management server for the fiber optic network. The core electronics are Metro Ethernet switches using a 10GBps core and 1GBps subscriber connections. The telecommunications utility provides transport services to customers for their respective private networks allowing them to interconnect their facilities.

The City's Energy Services Department has twenty-eight full-time employees. The biographies of key City staff members are as follows:

#### **Larry Dunbar – City Energy Services Director**

Larry joined the City as the Energy Services Director in 2012. He has worked in the utility industry in the Northwest since 1982 in a variety of positions at the Snohomish County Public Utility District, City of Richland, Energy Northwest, and City of Port Angeles and is currently on the Board of Trustee for the Northwest Public Power Association, the board of directors for the American Public Gas Association, and the board of directors for the National Association of Telecommunications Officers and Advisors. He was the Deputy Director of Public Works and Utilities for the City of Port Angeles for the electric, water, wastewater, solid waste collection, solid waste transfer station, stormwater, and telecommunications utilities. Larry graduated from Washington State University with a BA in Business Administration, and holds additional degrees in Energy Management and Industrial Refrigeration. He is a member of the Association of Energy Engineers and the National Association of Telecommunications Officers and Advisors.

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**Ben Faubion – City Information Technology and Telecommunications Manager**

Ben started working for the City in 2006. He brought 8 years of experience to the City ranging from telecommunications to information technology administration. Ben has completed many successful projects and implemented changes to increase network reliability and information technology services. He provides management oversight and technical support for a broad range of critical municipal systems that are used by employees throughout the City, utility customers, and outside agencies such as the Kittitas Valley Fire and Rescue. He brought a unique combination of education and experience to the City geared toward the rapidly evolving information technology world. Ben's formal education is from Central Washington University and is a graduate of Perry Technical Institute. Ben continuously pursues knowledge and education to maintain his professional certifications in the information technology industry. He has many certifications ranging from Microsoft to a globally recognized International Information Systems Security Certifications Consortium (ISC<sup>2</sup>).

**Paul Meyer, P.E. – City Senior Electrical Engineer**

Paul joined the City as Project Engineer in February of 2014 and was promoted to the Interim Senior Electrical Engineer in November of 2014. Prior to that, Paul graduated from Kansas State University in 1996 earning a BS in Architectural Engineering, and his Washington State professional electrical engineering license in 2009. After receiving his degree Paul worked as a consultant in the electrical engineering field from 1996 thru 2014. Paul was the City's project manager in the development of the City's Information Technology 2-year Master Plan and the Telecommunications Utility Strategic Plan. His work for the City also includes completing Electric and Telecommunications Utility work orders and contracts for material purchases, consultant work, and contractor labor and equipment for the distribution systems to the customer's point of service delivery. He is an active member of the Institute of Electrical and Electronics Engineers (IEEE) and Northwest Public Power Association (NWPPA).

**Richard French – City Light Operations Supervisor**

Richard joined the City as the Light Operations Supervisor in April 2004. He started working in the electric utility industry in 1976 at the City of Port Angeles and also spent many years in the private sector with consulting engineers and electrical contractors providing service to various electric utilities, Bonneville Power Administration, the military, and the public. He held several positions at the City of Port Angeles from electrical engineer to engineering & operations manager which included responsibility for line crews, meter/relay shops, electrical engineers, city electrical inspectors, maintenance electricians, safety meeting coordinator, vehicle fleet operations, and electric utility warehousing. He was active in NWPPA seminars in the past and has served as a Northwest Public Power Association Engineering & Operations Committee Chairman. Richard graduated from the University of Washington with a Bachelor of Science in Electrical Engineering degree. Richard was the City's fiber optic network construction project manager.

NoaNet's members include ten public utility districts and a joint operating agency that have served wholesale customers in Washington State since 2000. NoaNet is a mutual non-profit corporation created by public utility districts in rural Washington State and is headquartered in Tacoma, WA. Formed in 2000 with a mission to provide economic development opportunities for rural counties within the Northwest, NoaNet has been providing industry leading services for the last fourteen (14) years. As an example, NoaNet was the first company in the Northwest to deploy regional WAN Ethernet services.

NoaNet deployed the first 10 and 40 Gigabit Ethernet commercial networks in the Northwest and was the first to turn up and offer 100G Wavelengths to rural areas of the state. NoaNet continues to bring new services to all of Washington State, and in 2013 entered into a collaboration to deploy VoIP and video.

Operating on a wholesale-only basis, NoaNet serves a relatively small and select group of telephone and cable companies, carriers and Internet Service Providers (ISPs). Collectively though, about three dozen resellers provide NoaNet with more than \$25-million a year by servicing schools, libraries medical facilities, local governments and business end users throughout Washington. Close to 70% of the K12 schools in Washington have traffic passing over the NoaNet backbone. NoaNet's communication network totals over 3,300 fiber miles and provides rural areas access to broadband services, supporting 61 last-mile providers that serve more than 260,000 customers.

The City will provide permission to the CWU staff to interface directly with NoaNet. Although the relationship between the City of Ellensburg and NoaNet is a retailer and wholesaler respectively, both parties are flexible and if there are any engineering problems or circuit operation issues you may contact either or both parties. On a normal basis, it would be best to start with the City who for your convenience would be your single point of contact. The City would be the party executing the CWU standard agreement so any matters pertaining to the agreement would need to be directed to the City and not NoaNet.

The biographies of key NoaNet staff members are as follows:

#### **Greg L. Marney – NoaNet Chief Executive Officer**

Greg has nearly 40 years of experience in the electric utility and telecommunications industry, including serving as Assistant Manager/Distribution System Superintendent and Acting Treasurer at a north central Washington PUD. Greg was selected as NoaNet's first CEO and helped launch NoaNet in 2000. Since its formation connecting one rural PUD, NoaNet has grown to interconnecting more than 80 telecommunications carriers in Washington to multiple Internet hubs and distribution points. Greg earned a B.S. degree in Business Administration from Central Washington University.

#### **David H. Spencer – NoaNet Chief Operating Officer/Treasurer**

Prior to joining NoaNet, David was founder and Chief Executive Officer of a leading information technology company in Boise, Idaho. His background also includes management and sales for a large consulting engineering firm focusing on information technology and telecommunications. Dave earned a B.S. in Physics from the College of Idaho and a Master's degree in Operations Research from Oregon State University.

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**Rob Kopp – NoaNet Chief Technical Officer**

Rob has extensive experience in telecommunications including designing and implementing large scale telecommunications systems and managing telecommunications planning and engineering projects for rural telecommunications and electric utility companies for the past 20 years. Prior to joining NoaNet, Rob served as a Sales Engineering and Project Manager at the ROLM Corporation and as a Senior Information Technology Consultant at POWER Engineers. Rob earned his degree in Digital Electronics from Boise State University.

**Mike Henson – NoaNet Chief Security Officer**

Mike brings nearly two decades of experience in the telecommunications field working with leading companies such as Oracle and GTE. Following service in the U.S. Navy, Mike attended the University of South Alabama and Southwest Missouri State University.

**Tom Villani – NoaNet Government & Public Services**

Tom Villani joined the NoaNet team within a few months of the activation of its 1800-plus mile fiber optic network in 2001. As a wholesale business development specialist for NoaNet, Tom Villani works with telecommunication companies such as telephone carriers, Internet Service Providers (ISPs), cable companies and others that resell broadband services to enterprise operations. These end users include data centers, multi-location facilities and technology-based firms that require large amounts of data transport capacity. Tom also works with state and local governments to develop unique telecommunications solutions and maximize benefits specifically for public entities despite shrinking budgets. Prior to joining NoaNet, Tom helped grow the first ISP in North Central Washington into a dominant regional operation. He graduated from Willamette University with a degree in Economics and Political Science and maintains a virtual office in Wenatchee, WA.

### 3.2 Vendor Profile: (20 points possible)

*A. Approximately how many clients have purchased your product/service?*

The City is connected via a 15 mile fiber optic metropolitan area network that utilizes Metro Ethernet technology. The Metro Ethernet technology is being transitioned from an institutional network to a City owned fiber optic network. The City owned fiber optic network (also commonly referred to as a Metropolitan Area Network or MAN) connects City buildings and six public agencies at 39 locations. Construction of the City owned fiber optic network was completed in March 2015, and network hardware is being transitioned from the institutional network to the MAN, which will be completed by the end of April 2015. The City assists KITTCOM with managing the 13 Metro Ethernet Switches and 1 management server for the fiber optic network. The core electronics are Metro Ethernet switches using a 10GBps core and 1GBps subscriber connections. The telecommunications utility provides transport services to customers for their respective private networks allowing them to interconnect their facilities.

NoaNet is a non-profit mutual corporation providing wholesale telecommunications transport and is headquartered in Tacoma, Washington. For more than 14 years, it has operated a reliable public open-access broadband communication network totaling over 3,300 fiber miles that provides rural areas access to broadband services, supporting 61 last-mile providers that serve more than 260,000 customers. NoaNet's members are ten public utility districts and a joint operating agency that have served wholesale customers in Washington State since 2000.

*B. How many higher education clients have purchased your product?*

NoaNet currently provides wholesale services to resellers that serve over 300 schools, libraries, Educational Service Districts and other related education facilities. Among these educational institutions throughout the state, there are more than 20 higher education end users served by NoaNet through its resellers.

Close to 70% of the K12 schools in Washington have traffic passing over the NoaNet backbone. NoaNet's communication network totals over 3,300 fiber miles and provides rural areas access to broadband services, supporting 61 last-mile providers that serve more than 260,000 customers.

*C. Provide a list of at least three (3) higher education customers of a size similar to CWU who currently using your company's product/service. For each customer institution, provide the name, address, telephone number, fax number and email address of a contact person(s) who was/is directly involved in the purchase, implementation and ongoing use of the service.*

Other than providing electric, water, sewer and telecommunications services to CWU, the City does not provide telecommunications services to other higher education customers. According to the CWU addenda, NoaNet currently provides telecommunications services under a reseller arrangement through CenturyLink to CWU.

The majority of NoaNet customers have not been asked to be used as a reference, and have not authorized the sharing of contact information for references. Below are 3 customers from NoaNet's list of higher education end users that have authorized sharing their contact information.

When CWU contacts NoaNet clients for references please clearly specify you are inquiring about the service provided on the NoaNet platform/network.

| Client                    | Address                                                  | Telephone Number    | Fax Number          | Email Address                      | Contact Person    |
|---------------------------|----------------------------------------------------------|---------------------|---------------------|------------------------------------|-------------------|
| 1. Goddard College        | 200 Battery Way, Building 298<br>Port Townsend, WA 98368 | <u>360-344-4100</u> | <u>360-344-4115</u> | <u>joyce.gustafson@goddard.edu</u> | Joyce Gustafson   |
| 2. Olympic College        | 1600 Chester Avenue<br>Bremerton, WA 98337-1699          | 360-475-7611        |                     | <u>cmcwhorter@olympic.edu</u>      | Charlie McWhorter |
| 3. Columbia Basin College | 2600 N 20th Avenue, Pasco, WA 99301                      | 509-542-4727        |                     | <u>bdexter@columbiabasin.edu</u>   | Brian Dexter      |

### 3.3 Proposed Solution(s): (30 points possible)

*A. Provide details of your proposed data link and services which address the scope of work and requirements in Section 1.1, 1.2, 1.3. Discussion should include the following, but should not be limited to these topics.*

*a) Describe how your solution will provide a topologically diverse path and connection to the Internet backbone.*

The City and NoaNet understand that CWU's primary path to the Seattle Internet Exchange is provided by NoaNet through a last mile connection from FairPoint Communications. The City's proposal is to provide CWU a diverse path to the Seattle Internet Exchange (SIX) and Portland Internet Exchange (PIX) via NoaNet through a last mile connection from the City. The City's proposal is superior to the existing contract through CenturyLink because it will provide a redundant path-protected route to the SIX and PIX at no additional charge to access different tier one Internet providers in a blended product.

*b) Describe how to minimize Internet traffic routed via the secondary link during normal operations (i.e. non-failover mode).*

The customer, CWU, has the option of limiting the traffic through this alternate path any way they choose on their end, such as using traffic-shaping equipment. Minimizing traffic that egresses the CWU network would be the customer's responsibility and can be achieved by setting route local preferences. The prepending of the service by the City/NoaNet will make the existing primary path more attractive to the CWU router.

*c) Is QoS honored?*

QoS is not currently honored by the City and NoaNet on Internet circuits in a transit scenario.

*d) What BGP community attributes are honored? Is your routing policy documented?*

The City and NoaNet do not currently have standard BGP communities for general customer use. If there are special requirements on route handling by use of community strings, NoaNet engineers will gladly implement them as has been done for other customers. NoaNet provides BGP support at no charge.

*B. Include a line drawing(s) detailing the physical path of the "last mile" connection.*

See attached drawing of the City's last mile facilities, which is considered proprietary and not subject to disclosure for security purposes under RCW 42.56.420(4). This drawing has been marked confidential.

*C. Include a line drawing(s) detailing the physical path of the transport/main-trunk/on-ramp.*

See attached NoaNet drawing.

### 3.4 Product/Service Description: (30 Points)

*Describe in detail how your product/service meets the needs of the University (see Section 1.1, 1.2, 1.3). Include information on all features of the product/service. Additionally, indicate if any equipment deemed necessary is provided by the vendor, or needs to be furnished by the University.*

Under the Master Services Agreement with the City of Ellensburg (City), NoaNet will pull fiber from two diverse paths into the NoaNet customer vault at its Point of Presence (PoP) on Dolarway Road, Ellensburg, WA., splice it, and pull it inside the shelter to terminate at the NoaNet Fiber Distribution Panel (FDP). NoaNet will install, or possibly deliver to City for installation, an Adva XG210 with DC power supply to be collocated in the Central Washington University (CWU) telecom room. NoaNet will light the City dark fiber between its facilities and the CPE placed in the CWU telecom room. Handoff at the CPE will be a 10Gigabit 10Gbase-SR optical.

Link will remain in a “standby, ready state” until needed, carrying service supporting traffic to maintain readiness for fail-over. Under normal circumstances, the CWU border router will prefer a default route via its existing primary provider and the vendor will work with CWU to minimize traffic returning asymmetrically via the secondary link. This may require assistance from NoaNet technical staff to make the primary path preferred, which NoaNet will provide as part of this service. If CWU chooses to use this secondary path in the future to carry daily operational load, NoaNet will configure the link accordingly.

Through the City, NoaNet will provide an IPv4 /29 or larger DMZ for network layer connectivity between the vendor’s network and the CWU border router. A minimum of two IPv4 addresses will be allocated in the DMZ for CWU’s use, one for the CWU border router interface and one for testing. CWU will also receive an appropriately sized IPv6 DMZ and address assignments. NoaNet will require completion of an IP address application form to register the allocated IP addresses.

NoaNet will provide BGP support of the CWU addresses through their primary route and advertise only the default route to the CWU peer router as part of this service. IPv4 and IPv6 support will also be provided with no NAT/PAT or tunneling. This secondary path provided by the City and NoaNet will have no traffic shaping or filtering unless requested by CWU.

#### Upstream Internet and Path:

NoaNet secures Tier 1 Internet content from multiple providers at the Seattle Westin building. In addition, we are connected to the Seattle Internet Exchange (SIX) for direct peering with major content providers like NetFlix, Microsoft and Google. NoaNet also gets Internet backbone content through the Portland Pittock building from providers different from the Seattle Westin ones and none of them have their path through Seattle. In other words, an outage at the Westin will not impact service availability at the Pittock.

Both the Westin and Pittock are on multiple fiber rings on the network back to Ellensburg, which allows multiple paths for optimum connectivity to the various upstream resources. If a primary path to a particular source is suddenly interrupted, the system has automatic failover within 50ms (milliseconds) to an alternate provider or path. This means that an end user at CWU will never know that a service disruption will have occurred and that their content is passing over a different route or through a different Internet source.

A NoaNet fiber backbone map is included to demonstrate the various routes between Seattle Portland and Ellensburg. Note that there are three diverse fiber entrances across the NoaNet backbone into the Seattle Westin from different directions. It is difficult to select in advance exactly which route will become the primary path dedicated to CWU because the system flexibility allows the most ideal path to be selected by the devices. The secondary path will remain available a minimum of 99.99% of the time, excluding planned maintenance outages. Planned outages will occur only between 6:00 PM PST and 7:00 AM PST, with at least seven calendar day's notice except in emergency situations.

The NoaNet Network Operations Center (NOC) will monitor the connection and service all the way into the CWU telecom room 24x7. There will be a Contact/Escalation form to be completed before activation of the connection to provide each party with a point of contact for resolving service issues and establish a defined escalation procedure at CWU as well as within the City and NoaNet. NoaNet will respond to reports of circuit problems from CWU within 2 hours when the link is idle and within 10 minutes when the link is carrying Internet traffic.

Bandwidth usage reports will be made available monthly.

The screenshot to the right is the NoaNet template that will be filled out with the data CWU would provide that's listed above. After we receive this information from CWU, we will send a final screenshot of the completed record for CWU approval.

**Vendor Setup - ESCALATION**

Vendor Setup | Purchasing Default | Vendor Pricing Catalog | **ESCALATION** | Credit Cards | Documents | Menu

**Escalation 1**

First:  Last:   
 Title:  Phone 2:   
 Phone 1:  Phone 3:   
 Email:

**Escalation 2**

First:  Last:   
 Title:  Phone 2:   
 Phone 1:  Phone 3:   
 Email:

**Escalation 3**

First:  Last:   
 Title:  Phone 2:   
 Phone 1:  Phone 3:   
 Email:

**Escalation 4**

First:  Last:   
 Title:  Phone 2:   
 Phone 1:  Phone 3:   
 Email:

**Escalation 5**

First:  Last:   
 Title:  Phone 2:   
 Phone 1:  Phone 3:   
 Email:

**Vendor:**

**Escalation Procedure:**

Escalation 1  
 NOC  
 hrs: 24x7x365  
 800-XXX-XXXX  
 360-XXX-XXXX  
 noc@XXXX.com

Escalation 2  
 Senior Engineer  
 Special Instructions: call out requires email to senior@XXXX.com; manager@XXXX.com simultaneous.  
 hrs: 24x7x365  
 360-XXX-XXXX ofc  
 425-XXX-XXXX mobile  
 senior.engineer@XXXX.com

Escalation 3  
 Operations Mgr  
 Special Instructions: call out requires email to manager@XXXX.com; OPS@XXXX.com simultaneous.  
 hrs: 24x7x365  
 360-XXX-XXXX ofc  
 425-XXX-XXXX mobile  
 manager@XXXX.com

Escalation 4  
 Managing Partner  
 hrs: M-FR and weekend emergencies only  
 360-XXX-XXXX ofc

OK Cancel Help

### 3.5 Commissioning and Support: (30 points possible)

*A. From the date of a fully executed contract, what is the estimated start of project management and implementation? What is the estimated length of time for project completion? Provide a typical implementation schedule covering requested services and hardware implementation and configuration. This should include time estimates for both vendor and university participants.*

As part of being offered a contract, the City of Ellensburg City Council would have to approve the Standard Agreement with CWU and the Master Services Agreement with NoaNet. Execution of a contract would take a month for the City after CWU award. The estimated timeline is provided in the table below.

Since the primary last mile link from CWU to the NoaNet PoP in Ellensburg, WA currently exists, the estimated length of time for completion is minimal. We anticipate that completion and service availability from the date a fully executed contract exists will take less than 3 months. The City and NoaNet would be willing to provide service availability at an earlier date if that is required.

We can begin work almost immediately from receipt of a signed service order from the City. Prior to City and NoaNet commencement CWU would need to pay the City for the one-time costs. Most of the time required to implement service will be consumed by the extension of the last few feet of the fiber from the City's network to the NoaNet customer vault at the PoP. Estimated length of time for project completion will be within eight weeks of receipt of all signed documents.

NoaNet has established an IP Address Allocation Policy that is included in this proposal. CWU will need to complete a 1-page IP Address Application Form after contract award. The policy and application is included for additional information on the following pages.

| Action Item                                                 | Responsibility  | Timeframe                             |
|-------------------------------------------------------------|-----------------|---------------------------------------|
| Contract negotiation, approval, signatures                  | CWU/City/NoaNet | Within 4 weeks of CWU award           |
| Enter NoaNet order into provisioning                        | NoaNet          | Within two days contract execution    |
| CWU completes NoaNet IP Address Application                 | CWU/City/NoaNet | Within 1 week of contract execution   |
| Complete Contact/Escalation form                            | CWU/City        | Within 1 week of contract execution   |
| On-site survey at Ellensburg PoP                            | City/NoaNet     | Within 2 weeks of contract execution  |
| City to trench/bore to NoaNet customer vault                | City            | Within 5 weeks of contract execution  |
| NoaNet to splice City fiber at vault splice case            | NoaNet/vendor   | 2-3 weeks from trench/bore completion |
| Install NoaNet CPE at CWU telecom room and connect to power | NoaNet/City/CWU | Within 2 weeks of splicing completion |
| Test and turn-up                                            | NoaNet          | Within 1 week of CPE installation     |

*B. List any items/tasks that would be the responsibility of CWU in regard to the connection.*

As part of the City's proposal NoaNet would be providing a switch to be located at CWU for network monitoring purposes. CWU would need to provide NoaNet access to their facility, 2 rack units of space, and a suitable power supply.

The fiber optic hand off will be delivered via the existing City owned fiber terminated in the CWU Wildcat shop. All necessary fiber jumpers will be provided to reach the CPE within the CWU Wildcat shop. Preferably the CPE will be located in the same rack as the City owned Calix Metro Ethernet Switch and would utilize the City's currently provided -48 DC power supply. NoaNet will have an engineer work with the City Telecommunications Manager to install the CPE identified in the proposal to be installed within the CWU telecom room. NoaNet strongly prefers to install it to become familiar with the layout. CWU will need to assign space and power for the device. If CWU chooses a different location for the CPE, then CWU may choose to run fiber from the City's fiber termination to the NoaNet CPE. It would be good to have a discussion first regarding the details of access for the install, power, rack size, etc.

CWU will also be requested to provide contact information for the Contact/Escalation form to be recorded at our NOC to facilitate troubleshooting and notifications regarding planned maintenance. Its possible NoaNet would request that CWU physically cycle power at our device during initial test and turn-up. Otherwise, NoaNet will not require much physical involvement of CWU to complete the connection.

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## NoaNet IP Address Allocation Policy and Application

### General Guidelines

The following are the IP allocation guidelines for NoaNet Customers:

Addresses are allocated to ISPs in blocks. It is recommended that those blocks remain intact. Fragmentation of CIDR blocks is discouraged. More specifically, ISPs are encouraged to treat address assignments as loans for the duration of the connectivity provision. At the termination of the Internet connectivity contract, e.g., the customer moves to another service provider, it is recommended the customer return the network addresses currently in use and renumber into the new provider's address space. The ISP should allow sufficient time for the renumbering process to be completed before the IP addresses are reused.

ISPs are required to utilize address space in an efficient manner. To this end, ISPs should have documented justification available for each assignment. NoaNet may, at any time, ask for this information. If the information is not available, future allocations may be impacted. In extreme cases, existing loans may be impacted.

IP addresses are allocated to ISPs using a slow-start procedure. New ISPs will receive a minimal amount based on immediate requirement. Thereafter, allocated blocks may be increased based on utilization verification supplied to NoaNet. Additional address allocations will provide enough address space to enable the ISP to assign addresses for three months without requesting additional address. Please note that projected customer base has little impact on the address allocations made. Initial allocation will not be based on any current or future routing restrictions but on demonstrated requirements.

Due to the requirement to increase the utilization efficiency of IPv4 address space, all assignments are made with the assumption that sites make use of variable length subnet mask (VLSM) and Classless (CIDR) technologies within their network. Any request for address space based on the use of Classfull assumptions will require a detailed justification. The use of technologies for the purposes of administrative convenience is generally insupportable due to the limited availability of free IPv4 address space.

Due to constraints on the available free pool of IPv4 address space, the use of static IP address assignments (e.g., one address per customer) for dial-up, DSL, and Cable Modem users is strongly discouraged. While it is understood that the use of static addressing may ease some aspects of administration, the current rate of consumption of the remaining unassigned IPv4 address space does not permit the assignment of addresses for administrative ease. Organizations considering the use of static IP address assignment are expected to investigate and implement dynamic assignment technologies whenever possible.

Because the number of available IP addresses on the Internet is limited, the utilization rate of address space will be a key factor in network number assignment. Therefore, in the best interest of the Internet as a whole, specific guidelines have been created to govern the assignment of addresses based on utilization rates.

Although topological issues may make exceptions necessary, the basic criteria that should be met to receive network numbers are listed below:

- 30% immediate utilization rate
- 60% utilization -rate within 1 year

The utilization rate above is to be used as a guideline; there may be occasions when the 1-year rate does not fall exactly in this range. Organizations must exhibit a high confidence level in its 1-year utilization rate and supply documentation to justify the level of confidence.

Organizations will be assigned additional address space beyond the initial allocation based on immediate utilization plus 1 year projected utilization. A prefix longer than /24 may be issued if deemed appropriate.

Exceptions to the criteria will not be made based on insufficient equipment without additional detailed justification. Organizations should implement variable length subnet mask (VLSM) internally to maximize the effective utilization of address space. Address assignments will be made under the assumption that VLSM is or will be implemented.

IP addresses are valid as long as these criteria continue to be met. NoaNet reserves the right to invalidate any IP assignments once it is determined that the requirement for the address space no longer exists. In the event of address invalidation, reasonable efforts will be made by the appropriate registry to inform the organization that the addresses have been returned to the free pool of IPv4 address space.

### **Network Engineering Plans**

Before NoaNet makes an assignment, it must examine each address space request in terms of the requesting organization's networking plans. These plans should be documented, and the following information should be included:

- 1) Subnetting plans, including subnet masks and number of hosts on each subnet for at least one year
- 2) A description of the network topology
- 3) A description of the network routing plans, including the routing protocols to be used as well as any limitations.

The subnetting plans should include:

- 1) A tabular listing of all subnets on the network
- 2) Its associated subnet masks

- 3) The estimated number of hosts
- 4) A brief descriptive remark regarding the subnet.

If subnetting is not being used, an explanation why it cannot be implemented is required. Care must be taken to ensure that the host and subnet estimates correspond to realistic requirements and are not based on administrative convenience.

### **Previous Assignment History**

To promote increased usage of address space, NoaNet will require an accounting of address space previously assigned to the enterprise, if any. In the context of address space allocation, an "enterprise" consists of all divisions and/or subsidiaries falling under a common parent organization. The previous assignment history should include all network numbers assigned to the organization, plus the network masks for those networks and the number of hosts on each (sub) network. Sufficient corroborating evidence should be provided to allow NoaNet to be confident that the network descriptions provided are accurate.

### **Network Deployment Plans**

In order to assign an appropriate amount of space in the required time frame, NoaNet may request deployment plans for a network. Deployment plans should include the number of hosts to be deployed per time period, expected network growth during that time period, and changes in the network topology that describe the growth.

### **Expected Utilization Rate**

As stated in the foregoing text, one of the key factors in determining how much address space is appropriate for an organization is the expected utilization rate of the network. The expected utilization rate is the number of hosts connected to the network divided by the total number of hosts possible on the network. In addition, the estimated number of hosts should be projected over a reasonable time frame, i.e., one in which the requesting enterprise has a high level of confidence. The minimal utilization rate is set by the IANA and may be changed at any time. New utilization rates may be enforced by the regional registries, and thus enforced upon and by NoaNet, prior to updating the written policy.

## IP Address Application Form

| Applicants Contact Information          |  |
|-----------------------------------------|--|
| <b>Organization Name:</b>               |  |
| <b>Technical Contact Name:</b>          |  |
| <b>Technical Contact Phone Number:</b>  |  |
| <b>Technical Contact Email Address:</b> |  |
| <b>Street Address:</b>                  |  |
| <b>City, State, ZIP Code:</b>           |  |

| Upstream Configuration                                   |  |
|----------------------------------------------------------|--|
| <b>Maintainer ID:</b> if self SWIP'd, and if known       |  |
| <b>CIDR Block requested:</b> # of class C address blocks |  |
| <b>Primary Name Server:</b>                              |  |
| <b>Primary Server Host Name:</b>                         |  |
| <b>Primary Server Net Address:</b>                       |  |
| <b>Secondary Name Server:</b>                            |  |
| <b>Secondary Server Host Name:</b>                       |  |
| <b>Secondary Server Net Address:</b>                     |  |

| Expected Utilization Rate                                                  |  |
|----------------------------------------------------------------------------|--|
| <b>3-month projection for dial up customers:</b>                           |  |
| <b>3-month projection for leased line customers:</b>                       |  |
| <b>3-month projection for other customers (DHCP, DSL, or Cable Modem):</b> |  |

### Network Engineering Plans

Please include any appropriate/required network diagrams, descriptions or plans per the policy guidelines.

### Previous Assignment History

Please provide documentation on any previous or current IP assignment history.

### 3.7 Costs Scenarios: (30 points possible)

*Vendors must provide a complete cost scenario for the requested product/service. Failure to provide the information may be deemed a material irregularity and reason for rejecting the proposal. Supporting details and clarifications should be supplied.*

*Provide specific cost estimates including all one-time costs and ongoing operational costs based on data link and bandwidth levels noted in Table 1 below.*

*Also provide costs for any installation/consultation, and any other known implementation costs. Vendors may submit as many cost scenarios as desired. For each cost scenario, include related assumptions and explanatory comments. Summarize the costs and attach all detail necessary to support the summarized costs. Note: Costs proposals must be all-inclusive, including any travel or related expenses. No other monies will be paid for items omitted by the vendor.*

#### **Cost Scenario A**

Under Cost Scenario A the City in cooperation with NoaNet will provide the primary last mile link from CWU to the NoaNet PoP in Ellensburg, WA. Note that Cost Scenario A includes a City provided primary last mile link and a NoaNet provided redundant link to the Seattle Internet Exchange (SIX) and the Portland Internet Exchange at no additional charge.

Similar to the City's Electric Utility, a recurring charge applies to customers regardless of usage or energy consumption. The City and NoaNet are unable to offer a lower "standby, ready" charge because costs are being incurred whether the bandwidth is being used or not.

The below costs are based on an initial contract term of 12 months, with CWU having the option to extend the contract and rates for additional 12-month terms. The "standby, ready" costs include bandwidth or utilization costs, whether it is used or not used. If the City's link is utilized during any month to provide bandwidth the "standby, ready" or the "committed rate" costs shall apply. The link and bandwidth costs are recurring monthly charges.

Prior to City and NoaNet commencement of service, CWU would need to pay the City for the one-time costs.

(Table 1)

| Recurring Costs (Monthly)                         |                |           |                                 |                               |
|---------------------------------------------------|----------------|-----------|---------------------------------|-------------------------------|
| Link Capacity                                     | Committed Rate | Link Cost | “Standby, Ready” Bandwidth Cost | Committed Rate Bandwidth Cost |
| 1 GB                                              | 1 GB           |           | \$1,500.00                      | \$1,500.00                    |
|                                                   |                |           |                                 |                               |
| 10 GB                                             | 5 GB           |           | \$5,000.00                      | \$5,000.00                    |
| Plus any applicable local, State or Federal taxes |                |           |                                 |                               |

(Table 2)

| One Time Costs |                    |
|----------------|--------------------|
| Description    | Cost               |
| NoaNet         | \$9,000.00         |
| City           | \$14,620.00        |
| <b>Total</b>   | <b>\$15,220.00</b> |

(Tables 1 &amp; 2 Totals)

| First 12 Months Cost Summary                                | Total Cost  | 3% Discount <sup>1</sup> |
|-------------------------------------------------------------|-------------|--------------------------|
| 1 GB Link Capacity & 1 GB Committed Rate Total (12 Months)  | \$41,620.00 | \$1,248.60               |
| 2 GB Link Capacity & 2 GB Committed Rate Total (12 Months)  | \$47,620.00 | \$1,428.60               |
| 10 GB Link Capacity & 5 GB Committed Rate Total (12 Months) | \$86,620.00 | \$2,598.60               |

<sup>1</sup>The City and NoaNet offer a 3% discount if CWU pays for the first 12 months of service within 60 days of award of the Standard Agreement. The discount only applies to the first 12 months of service and is not available to CWU if the term of the Standard Agreement goes beyond 12 months.

### Cost Scenario B

Under Cost Scenario B the City will provide a redundant passive last mile link from CWU to the NoaNet PoP in Ellensburg, WA, which would require use of CWU owned fiber optic strand from the Facilities Yard to the Computer Center. In the event the City's primary link to the NoaNet PoP fails for any reason the redundant passive link can be patched in within 1 hour of an alert. This last mile link is not currently available, however, will be available by January 1, 2016. The costs provided under Cost Scenario B are incremental recurring costs, which would be in addition to Cost Scenario A.

Prior to City and NoaNet commencement of services, CWU would need to pay the City for the one-time costs.

(Table 3)

| Incremental Recurring Costs                       |                |           |                                 |                               |
|---------------------------------------------------|----------------|-----------|---------------------------------|-------------------------------|
| Link Capacity                                     | Committed Rate | Link Cost | “Standby, Ready” Bandwidth Cost | Committed Rate Bandwidth Cost |
| 1 GB                                              | 1 GB           |           | \$                              | \$0.00                        |
|                                                   |                |           | \$                              | \$0.00                        |
| 10 GB                                             | 5 GB           |           | \$                              | \$0.00                        |
| Plus any applicable local, State or Federal taxes |                |           |                                 |                               |

(Table 4)

| One Time Costs |                   |
|----------------|-------------------|
| Description    | Cost              |
| NoaNet         | \$0.00            |
| City           | \$1,200.00        |
| <b>Total</b>   | <b>\$1,200.00</b> |

(Tables 3 & 4 Totals)

|                   |            |
|-------------------|------------|
| Total (12 Months) | \$4,800.00 |
|-------------------|------------|

### *Cost Scenarios A & B Combined*

(Tables 1, 2, 3 & 4 Totals)

|                                                             |             |
|-------------------------------------------------------------|-------------|
| 1 GB Link Capacity & 1 GB Committed Rate Total (12 Months)  | \$46,420.00 |
| 2 GB Link Capacity & 2 GB Committed Rate Total (12 Months)  | \$52,420.00 |
| 10 GB Link Capacity & 5 GB Committed Rate Total (12 Months) | \$88,420.00 |

Notes: 1) Under ideal conditions, physical pathway will exist that will enable "Last Mile" connectivity to the Service Providers main trunk. If not, list costs. 2) List any other one-time costs to establish the link(s).

### Other Institutions Eligible for Purchase

Since the City may only provide utility facilities and services within the City and its urban growth area, it can't offer the pricing included in this proposal to Washington Institutions of Public Higher Education (WIPHE) outside of its service area. NoaNet pricing included in this proposal is available to members of the WIPHE; however, NoaNet pricing does not include any last mile connection charges and would need to be contracted through another qualified reseller instead of the City of Ellensburg.

#### 4. Supplemental Questions

- A. *At the Ellensburg NoaNet POP on Dolarway, describe service redundancy/diversity with respect to CWU's primary NoaNet connection.*

The City currently has a last mile link to the NoaNet Ellensburg POP. The City will have a redundant last mile link to the NoaNet Ellensburg POP by January 1, 2016 under Cost Scenario B of its original proposal to CWU, including an incremental recurring cost of \$300 per month.

- B. *Would primary/secondary services be homed to the same networking equipment (YES), serviced by the same power source (YES)? If so, are there alternatives available to improve diversity between primary and secondary services?*

The primary/secondary services would be homed to the same networking equipment and serviced by the same source of power. NoaNet leases a large part of its fiber optic network from the Bonneville Power Administration. The NoaNet Ellensburg POP includes use of inbound and outbound BPA fiber optics. Primary power to the PoP is supplied by Kittitas County PUD, which receives its power from BPA. If there is a BPA regional power failure affecting the POP, then the opportunity for power source diversity is limited to the battery backup and generator at the NoaNet Ellensburg POP, which provides a minimum of 8 hours of power from the DC power plant for its core equipment. The NoaNet Ellensburg POP has a backup generator as well which will be activated should the duration of the power outage threaten to exhaust the DC battery plant. Please refer to Addendums 1 & 2 for other available options that CWU can consider.

- C. *Can NoaNet presently sustain either CWU's primary or the proposed secondary service should the NoaNet POP on Dolarway be destroyed by human or natural disaster?*

No, this is not currently feasible unless we also provide connectivity to another NoaNet POP or to another local service provider, which we can't accurately evaluate and price before CWU's Friday, May 8, 2015 noon response deadline. Please refer to Addendums 1 & 2 for other available options that CWU can consider.

- D. *Is a solution possible which provides ISP services exclusively from Portland/Pittock (instead of in a fail-over combination with Seattle/Westin)?*

Yes, NoaNet can feed Internet exclusively from the Pittock Building in Portland. CWU would have to provide their own AS number to enable this to function.

- E. *Do the answers to the questions above change the cost as stated in section 3.7 of the RFP?*

Please see Addendums 1-3 below for proposed incremental costs to our original proposal.

Addendum No. 1 Subject to CWU acceptance of our original proposal cost scenario A or B, the City and NoaNet offer to provide a primary and a redundant passive last mile link from the underground telecommunications vault on the Kittitas County PUD property adjacent to where the NoaNet Ellensburg hut is located to the City's telecommunications hut on Craig Hill (see attached picture). While the redundant last mile link is not currently available, it will be available by January 1, 2016. In the event the NoaNet POP on Dolarway is destroyed by human or natural disaster, the City's passive strands would be

spliced by the City to the NoaNet fibers at the vault on the Kittitas County PUD's property within 24 hours and within another 6 days NoaNet would establish a temporary POP at the City's telecommunications hut. There are no one time or recurring City or NoaNet costs proposed to CWU for Addendum No. 1.

Addendum No. 2 Subject to CWU acceptance of our original proposal cost scenario A or B, the City and NoaNet offer to provide a primary and a redundant last mile link from the underground telecommunications vault on the Kittitas County PUD property adjacent to where the NoaNet Ellensburg hut is located to the City's telecommunications hut on Craig Hill. While the redundant last mile link is not currently available, it will be available by January 1, 2016. NoaNet will procure and install the necessary hardware at the City's telecommunications hut at Craig Hill. In the event the NoaNet POP on Dolarway is destroyed by human or natural disaster, the City's last mile primary and redundant links would be spliced by the City to the NoaNet fibers at the underground vault on the Kittitas County PUD's property within 24 hours and NoaNet would establish a temporary POP at the City's telecommunications hut to serve CWU within another 2 days.

The one time costs for Addendum No. 2 to establish a temporary NoaNet POP at the City's telecommunications hut is based on the actual cost of materials and labor not to exceed \$60,000.00 plus a one time cost of 10% of the actual cost of materials and labor not to exceed \$6,000.00 for City general and administrative costs. In the event the NoaNet POP on Dolarway is destroyed by human or natural disaster, the incremental recurring monthly costs for the City to provide a primary and redundant last mile links (from the underground telecommunications vault on the Kittitas County PUD property adjacent to where the NoaNet Ellensburg hut is located to the City's telecommunications hut on Craig Hill) would commence at that time and be \$1,400.00, plus any applicable local, State or Federal taxes.

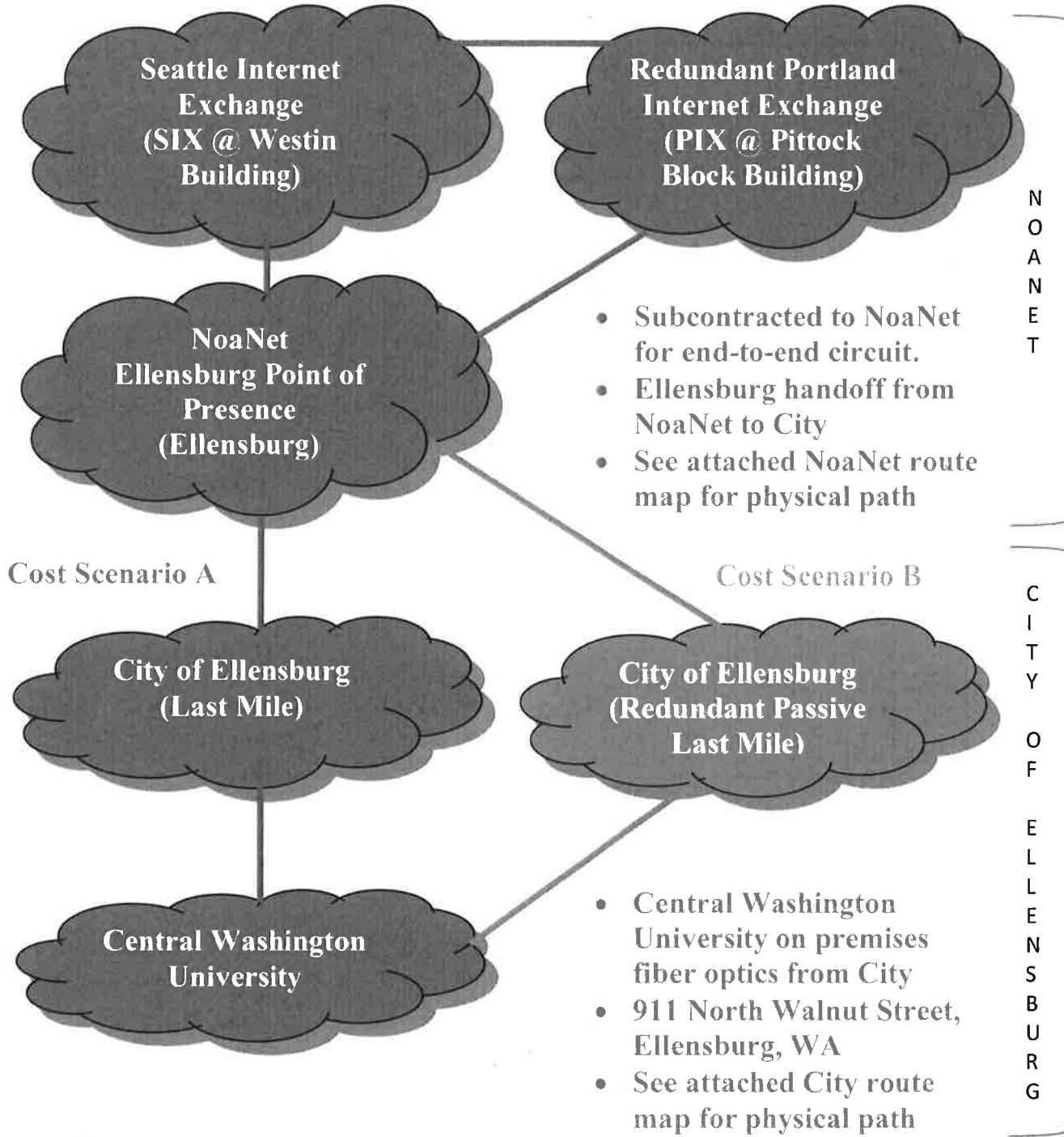
Addendum No. 3 is a supplemental response to question 4.A., we would like to provide additional information on the City of Ellensburg electric utility reliability. The City receives its power supply from the Bonneville Power Administration, which has been providing excellent reliability to the City for decades. On the subject of retail electric distribution utility reliability, below are several common reliability indicators that we are proud of and wish to share.

1. The System Average Interruption Duration Index (SAIDI) is the average outage duration for each customer served, and was 0.0055 minutes per customer in 2014.
2. The System Average Interruption Frequency Index (SAIFI) is the average number of interruptions that a customer would experience, and was 0.002 in 2014.
3. The Customer Average Interruption Duration Index (CAIDI) gives the average outage duration that any given customer would experience, and was 2.49 minutes in 2014.
4. The Momentary Average Interruption Frequency Index (MAIFI) is the average number of momentary interruptions that a customer would experience during a given period (typically a year), and was 0.002 in 2014.

## Central Washington University (RFP 15-002) Redundant Internet Connection

Provisioned and operated by the City of Ellensburg and the Northwest Open Access Network

THIS DOCUMENT IS CONFIDENTIAL AND PROPRIETARY PER RCW 42.56.420(4)





## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

**Item Title/Agenda Subject:** Summer Day Camp Agreement with KEEN

**Submitted by:** Brad Case Parks and Recreation

**Recommended Action or Motion:** Authorize the Mayor to sign the attached agreement with KEEN for summer day camps and approve the necessary budget adjustments.

**Background/Summary:** In the fall of 2021 the City and the Kittitas Environmental Education Networks (KEEN) submitted two grants through the Summer Experiences & Enrichment for Kids Fund (SEEK), a program offered through the the Washington Office of Superintendent of Public Instruction (OSPI) and managed through the Association of Washington Cities (AWC). The purpose of the of the SEEK fund is to increase access to quality, outdoor summer programming for youth and communities who have been historically underserved and who have been most impacted by the COVID-19 pandemic.

Both grant applications were successful in receiving funding, and in total the City and KEEN received \$276,631 to fund the 'Pond the Pines' program and the 'Windy City Park Rangers' day camp.

**Previous Council Action:** At its March 7, 2022 meeting the Council accepted the grants and approved the Mayor/Manager to sign the contract with the AWC and any other paperwork necessary to accept the grants and approve the necessary budget adjustments.

**Analysis:** Attached for Council's consideration is the agreement with KEEN and supporting documents. The agreement spells out the details associated with the grant program including grant reporting responsibilities, reimbursement policies and procedures, and the day to day administration requirements of the program. The camps will be run exclusively by KEEN staff, the City will directly reimburse KEEN for expenses and then be reimbursed by AWC.

**Financial Impact:**

Additional expenditure authority is needed in the General Fund (Parks Department) to accommodate the pass-thru of grant funds from AWC to Keen. These amounts cannot be netted and will therefore require an equal increase to revenues and expenditures. There is no additional fiscal impact to the City associated with this program other than staff time to help administer the grant contract.

**Attachments:**

[Attachment A - SEEK Application and Scope of Work](#)

[Attachment B - Budget Worksheet](#)

[Attachment C - Subcontractor Reporting Requirements](#)

[Attachment D - COVID 19 Vaccination Certification](#)

[Grant Agreement Between The City Of Ellensburg and KEEN](#)

## SEEK Application &amp; Scope of Work

***Insert detailed project description as included in the Funding Opportunity application & Attach SEEK Funding Application***

### **Windy City Park Rangers**

KEEN's Windy City Park Rangers is designed as a free outdoor day camp program held in parks around the City of Ellensburg during 9 weeks of summer. The program will be provided by the Kittitas Environmental Education Network (KEEN) under contract to the City of Ellensburg. KEEN is the go-to expert in nature-based outdoor educational programming in Kittitas County. For the last 21 years, KEEN has touched the lives of thousands of lifelong learners with outdoor education programming and special events. KEEN's Windy City Park Rangers (WCPR) is the only free day-camp/child-care offering in Kittitas County that is open to all youth: students from low-income families, students of color, children with disabilities, English learners, migratory students, students experiencing homelessness, and children and youth in foster care. This grant will allow KEEN to hire additional staff and ensure that the program can be offered in four City parks, 7-days per week with family programs on Saturday & Sunday. Grant funding will allow this program to reach all families in need and ensure they have access to outdoor-based summer educational programming. With grant funding, we expect to be able to serve 10,998 participants in the summer of 2022. Over the past 3 years, KEEN has provided a limited WCPR program that has grown from reaching 50 children to over 500 during the summer of 2021. In summer 2021, the program was offered for 2-hours per day, 4-days a week, in rotating park locations. The demand became overwhelming for KEEN's limited staff and funding, with up to 35 children attending at each location each day. The popularity of this program is evidence of a critical need in our community; but the popularity has also outstripped KEEN's ability to provide the program for free to the community. There is a huge demand for programs in local parks that are free, or offered on a sliding scale, that also provide child-care options for our community. KEEN's largest limiting factor is staff costs. Their overhead is very low and they are committed to paying living wages for staff members. WCPR is a nature immersion program with daily STEM activities mixed in with art, recreational activities, and just plain summer fun. Open to kindergarten through 8th grade students, WCPR provides free "day-camp" child care experiences in locations that are easy to access via walking or public transportation. Using SEEK grant funding, WCPR could provide critical child care and also provide an essential program to reduce the "summer-slide" for students in our community. This "summer slide" is greatest for children from low-income families, and can, over time, lead to wide academic disparities between them and children from higher-income families. Students from low-income families are most likely to attend a summer program, but their unmet demand for summer programs is also highest. Place-based learning and outdoor free-play are at the heart of WCPR programming. Nature walks, observation journals, and creative play in the different parks are incorporated into every day. WCPR focuses on what makes each park within the City of Ellensburg unique. For example, Irene Rinehart Park is bounded by the Yakima River and has extensive walking trails and two swimming lakes. At that park, WCPR brings in extensive water play with kayaks and stand up paddle boards during the hot days of summer. In contrast, Kiwanis Park has a restored portion of Mercer Creek and not much other natural habitat. At that park, WCPR focuses on art and science projects, and free play on the playgrounds. KEEN's Windy City Park Rangers is just one of several KEEN Nature School programs and has key goals: Our place-based program promotes healthy physical development in a stimulating learning environment. We promote building social skills and connection while developing healthy social skills and peer-group relations to encourage improved communication and problem-solving skills. We are learner-led. Allowing children to

take the lead fosters their fascination with the world around them and free play opportunities inspire their creativity. We encourage children to take appropriate risks which provide real world examples to learn risk assessment and self-regulation. We nurture connections to the natural world to enhance understanding of our role as environmental stewards in our local community. WCPR also includes an aspect of service learning every day ranging from garbage cleanup to habitat improvement projects. We know that school-age children spend 80% of their waking hours outside of school. Given area statistics, we estimate that between 30-40% of our community's children are home alone after the school day ends and during the 9 weeks of summer every year. Summer programs support social, emotional, cognitive, and academic development, reduce risky behaviors, promote physical health, and provide a safe and supportive environment for children and youth. The expansion of KEEN's Windy City Park Rangers will allow consistent and repetitive attendance. Regular participation can lead to improved social and emotional competencies, including prosocial behavior, intrinsic motivation, better concentration efforts, and higher sense of self-worth. So called social-emotional learning is an integral part of human development that advances educational equity and excellence. Our authentic learning environments and experiences feature trusting and collaborative relationships, rigorous and meaningful curriculum and instruction, and ongoing evaluation. This allows staff to address various forms of inequity and empower young people to contribute to safe, healthy, and just communities. Poverty reduction, economic mobility, and reduced reliance on public assistance have also been found to be benefits of social and emotional learning. These "soft skills" are essential for workforce development and lead to more youth being hired and successful in their jobs. Development of personal and social skills in afterschool settings that implement SAFE (sequences, active, focused, and explicit) features also lead to higher academic achievement, positive feelings and attitudes toward school. Participating in summer programs leads to increased adult supervision which makes youth feel safer and reduces instances of being left unsupervised with peers out of school. It also means that younger children are supervised by older siblings less often. Adult supervision that is based on developmental relationships promotes positive youth development as it not only promotes personal safety and decreases risky behaviors such as smoking or drug abuse, but also creates an environment where young people learn better and are able to thrive. Working families and businesses also benefit from summer programs that ensure that youth have a safe place to go while parents or guardians are at work. KEEN's Windy City Park Rangers program primarily serves K-8th grade children in the Ellensburg, Kittitas, Damman and Thorp school districts who are eligible for free and reduced lunch programs. Specific outreach is conducted to local food banks (APOYO and FISH) so that we also engage students from low-income families, students of color, children with disabilities, English learners, migratory students, students experiencing homelessness, and children and youth in foster care. The program hires bilingual employees to ensure we are inclusive and able to communicate clearly with participants and families. Ellensburg School District is a Title 1 District with 40% of the school population meeting eligibility for free or reduced lunch (as defined by the U.S. Department of Agriculture) 8% are Transitional Bilingual Participants eligible for TANF, Supplemental Security Income, the Special Supplemental Nutrition Program for Women, Infants, and Children, or other support programs such as heating assistance. Additionally, 1.1% of students are in Foster Care and 14% in Special Education. The average household income in Ellensburg is \$51,722 with a poverty rate of 30.87% (closer to 40% in the broader surrounding county that accesses Ellensburg schools and KEEN programming). The median rental costs in recent years is \$1,004 per month, and the median house value is \$234,000. The median age in Ellensburg is 23.5 years which means that we have an ever-increasing school-age population " Ellensburg has constructed 3 new elementary schools in the last 4 years to accommodate this growing young population. As in many areas of the country, as housing costs increase (and taxes from new schools), income decreases and/or jobs are more difficult to secure, the need for free programs increases. KEEN continually works to address the barriers to participation in all our programming. Many

children from underserved populations are responsible for the care of siblings while parents work, so KEEN aims to create programming that entire sibling groups can attend for free. While KEEN seeks donations to support their work, the largest expense is salaries. It is important to note that access to high-quality afterschool and summer programs is not always equitable. There can be significant disparities based on income and education, transportation, cultural and developmental appropriateness of programming, and neighborhood safety, among other factors. Given local statistics from our partners at FISH and APOYO, KEEN estimates that 50-65% of our school-aged children cannot afford to attend high quality afterschool or summer programs. KEEN relies on community partnerships. Key to the success of the WCPR program is partnerships with the two local food banks, FISH and APOYO, the local school district, and other non-profit partners. Though KEEN works with a lot of community partners, the only staff interacting with children and daily programming will be supervised directly by KEEN staff. APOYO and FISH: KEEN works with these two local food banks to advertise the availability of KEEN's Windy City Park Rangers and to reach out to communities in need. Central Washington University: KEEN works with several programs at the university, including programs that directly serve migrant and minority students, to recruit Spanish-speaking college student mentors for Nature School programming. Ellensburg School District and Pacific Education Institute (PEI): PEI has been working with the Ellensburg School District to increase outdoor time over the past few years, and the district has embraced the goal of getting kids outdoors. KEEN's afterschool programming takes place in the natural area behind Mt. Stuart school. Mid-Columbia Fisheries Enhancement Group (Mid-Columbia Fisheries): Mid-Columbia Fisheries provides staff time for program planning, Spanish translation for written materials, seasonal interns, and some program supplies. City of Ellensburg Diversity and Equity Commission: this newly established citizens commission will give KEEN an additional way to reach communities in need and share information about free programming. Grant funds provided by the SEEK program will allow KEEN to provide Windy City Park Rangers for free to all program participants for 9 weeks of summer. We anticipate serving 35 children in each park (4 parks) 5-days per week for 9 weeks, plus another 25 families each Saturday & Sunday for 9 weeks. That is about 700 kids per week plus 65 family members (any age) for weekend programs over 9 weeks for a total of 10,998 participants over the summer of 2022. The day camps will run 9-3 every week day, with supplemental Saturday & Sunday afternoon family recreational programming. Each child will receive 6 hours of outdoor educational programming per day, 30 hours per week, and up to 270 hours per summer with a total potential of 1,700,000 hours of supervised youth programming in our community. No other program in our area even comes close to that amount of in-person contact for youth over the summer. The Saturday & Sunday programming will target whole family participation, and will include guided nature walks, recreational activities, ADA-accessible naturalist programs, and volunteer stewardship opportunities.

### **Summer Camp Scholarship Program**

The City of Ellensburg Parks & Recreation Department will use SEEK funding to support scholarships for children from families in need to attend KEEN's Summer camp adventure programming - specifically the Pond to Pines summer camp program described below. The City will determine need and scholarship amounts based on the same metrics as the free and reduced lunch program described by WA OSPI. Levels are listed below: Household size 2/Income \$32,227 = \$200 Household size 3/Income \$40,626 = \$250 Household size 4/Income \$49,025 = \$250 Household size 5/Income \$57,424 = \$275 Household size 6/Income \$65,823 = \$300 Household size 7/Income \$74,222 = \$325 Household size 8/Income = \$82,621 = \$350 scholarship (full week of camp) The City will work with KEEN to create a registration page for scholarships and to support as many campers to attend the camps as possible. Pond to Pines is offered over 5 weeks of summer. KEEN is the go-to expert in nature-based outdoor programming in Kittitas County. For the last 21 years, KEEN has touched the lives of thousands of lifelong learners with outdoor

education programming and special events. During the past six years, our Nature School and direct environmental education have been growing with both tuition-based and grant-supported programming. KEEN connects with over 2,000 K-10th grade students every year with tuition-based programs, Pond to Pines Summer Camp and Earth Explorers, and free community programs including Ellensburg Explorers, 4th Grade Camp, and Brown Bag Science. KEEN's Nature School primarily serves K-10th grade children in the Ellensburg, Kittitas, Damman and Thorp school districts. Ellensburg School District is a Title 1 District with 40% of the school population meeting eligibility for free or reduced lunch (as defined by the U.S. Department of Agriculture) 8% are Transitional Bilingual Participants eligible for TANF, Supplemental Security Income, the Special Supplemental Nutrition Program for Women, Infants, and Children, or other support programs such as heating assistance. Additionally, 1.1% of students are in Foster Care and 14% in Special Education. Kittitas County Head Start has been fully enrolled for all program years in the last decade. KEEN continues to work to address the barriers to participation in the tuition-supported Earth Explorers and Pond to Pines summer camp. Many children from underserved populations are responsible for the care of siblings while parents work, so KEEN aims to create programming that entire sibling groups can attend for free. While we seek donations to support our work, our largest expense is salaries. Luckily KEEN's overhead is virtually nothing which allows us to keep our costs low, but relying upon grant funding to sustain free programs is not realistic. It is important to note that access to high-quality afterschool and summer programs is not always equitable. There can be significant disparities based on income and education, transportation, cultural and developmental appropriateness of programming, and neighborhood safety, among other factors. While nationwide 9 in 10 adults reported that afterschool and summer programs are important to their community, more than 19 million children are unable to enroll in an afterschool or summer program. Given local statistics from our partners at FISH and APOYO, KEEN estimates that 50-65% of our school-aged children cannot afford to attend high quality afterschool or summer programs. KEEN's Earth Explorers is an AfterSchool nature-immersion program. This program is available for 5 days per week including early release Wednesdays. Earth Explorers runs M, T, Thur, and Fri starting September 13th from 3:30-6:00pm and on early release Wednesdays from 1:00-6:00pm. Kiddos are bussed directly from schools to our location in the natural area behind Mt. Stuart school. This program is open to all K-5th grade students. KEEN's Windy City Park Rangers: a free program held in Ellensburg City Parks. It is a day camp-theme based program exploring science, nature education games, and recreational activities (swimming, boating, slacklining, and more). If funded, this program could expand to year-round programming with week-day summer camps and weekend school-year day camps. KEEN's Mountaineers: Mountaineers is a year-long adventure "club" for Kittitas County teens grades 6 through 10. Mountaineers meet weekly with their instructors, local guests specializing in that month's educational theme, and engage in exciting activities to prepare them for each upcoming excursion. Excursions/trips are held monthly (Friday evening to Sunday afternoon) and will be a mix of backpacking, camping, hiking, snowshoeing, trail building, boating, and exploring our natural world. Pond to Pines Summer Camp: KEEN has offered Pond to Pines summer day camps for the last 7 years. Each camp and activity is carefully constructed to provide the ultimate nature-based learning environment while providing a FUN hands-on experience! KEEN's Summer Camps are 100% outdoor immersion and take place at the Yakima Canyon Interpretive Center @ Helen McCabe Park. 4th Grade Camp: Each year in the spring, KEEN hosts all of the 4th graders in the Ellensburg School District for our Nature Day Camp. This program aligns with 4th grade science standards and engages young learners in creative thinking, problem solving, and fun in a restored natural area. Hosted at Helen McCabe Memorial State Park, KEEN brings in volunteer subject-area experts to share botany, geology, hydrogeology, and more!

| Revenue Windy City 2022 April 15-Sept 15 |                                                                                  |               |          |                      |                                                 |
|------------------------------------------|----------------------------------------------------------------------------------|---------------|----------|----------------------|-------------------------------------------------|
|                                          | Item                                                                             | Per Item Cost | Quantity | Total                | Notes                                           |
| Tuition Windy City Rangers               |                                                                                  |               |          |                      |                                                 |
|                                          | Pre-Registration Program                                                         | \$ 10.00      | 150      | \$ 1,500.00          | 15/wk for 10 wks                                |
| Grants/Contracts                         |                                                                                  |               |          |                      |                                                 |
|                                          | SEEK Application 1 Windy City<br>(SEEK Scholarship \$\$ in Nature School Budget) |               |          | \$ 231,631.00        | staffing and equipment/supplies, transportation |
|                                          | <b>Total Revenue</b>                                                             |               |          | <b>\$ 233,131.00</b> |                                                 |

| Expenses Windy City 2022 April 15-Sept 15 |                                        |               |          |                      |                                             |
|-------------------------------------------|----------------------------------------|---------------|----------|----------------------|---------------------------------------------|
|                                           | Item                                   | Per Item Cost | Quantity | Total                | Notes                                       |
| Employees/Salaries                        |                                        |               |          |                      |                                             |
|                                           | EE Director 2022                       | \$ 27.00      | 320      | \$ 8,640.00          | 22 weeks/pt                                 |
|                                           | EE Programming Supervisor              | \$ 22.00      | 75       | \$ 1,650.00          | 8 weeks/pt                                  |
|                                           | 14 Seasonal (Summer) Staff             | \$ 18.50      | 7840     | \$ 145,040.00        | 12 weeks/ft                                 |
|                                           | WCPR Program Supervisor                | \$ 20.00      | 880      | \$ 17,600.00         | 22 weeks/ft                                 |
|                                           | Executive Director                     | \$ 55.00      | 178      | \$ 9,790.00          | 22 weeks support                            |
|                                           | Payroll Taxes                          |               |          | \$ 27,956.16         |                                             |
| Advertising                               |                                        |               |          |                      |                                             |
|                                           | Flier and Posters                      | \$ 1.00       | 2500     | \$ 2,500.00          |                                             |
|                                           | Social Media                           | \$ 1.00       | 250      | \$ 250.00            |                                             |
| Supplies                                  |                                        |               |          |                      |                                             |
|                                           | Stand Up Paddle Boards                 | \$ 200.00     | 6        | \$ 1,200.00          | donation requested                          |
|                                           | Life jackets                           | \$ 20.00      | 25       | \$ 500.00            |                                             |
|                                           | Art & Science supplies                 | \$ 1.00       | 3000     | \$ 3,000.00          |                                             |
|                                           | Sports Equipment                       | \$ 15.00      | 100      | \$ 1,500.00          |                                             |
|                                           | Bug Spray/Sunscreen                    | \$ 5.00       | 50       | \$ 250.00            |                                             |
|                                           | Tent/Shade                             | \$ 150.00     | 4        | \$ 600.00            |                                             |
|                                           | Staff Supplies/PPE                     | \$ 8.00       | 100      | \$ 800.00            |                                             |
|                                           | Habitat Restoration Supplies           | \$ 2.50       | 200      | \$ 500.00            |                                             |
|                                           | Consumables                            | \$ 2.50       | 2500     | \$ 6,250.00          | less if we can work with FISH/Apoyo on food |
|                                           | Windy City Park Rangers Patches/Badges | \$ 2.12       | 600      | \$ 1,272.00          |                                             |
|                                           | First Aid Kits for Each Park           | \$ 150.00     | 4        | \$ 600.00            |                                             |
| Staff Training                            |                                        |               |          |                      |                                             |
|                                           | First Aid Certification                | \$ 45.00      | 15       | \$ 675.00            |                                             |
|                                           | ARC Lifeguarding                       | \$ 300.00     | 2        | \$ 600.00            |                                             |
| Insurance                                 |                                        |               |          |                      |                                             |
|                                           | Summer Insurance                       | \$ 1,000.00   | 1        | \$ 1,000.00          |                                             |
| Administration Fees                       |                                        |               |          |                      |                                             |
|                                           | Gusto Payroll Fees                     | \$ 64.00      | 5        | \$ 320.00            |                                             |
| Mileage                                   |                                        |               |          |                      |                                             |
|                                           | Travel to parks                        | \$ 0.57       | 2000     | \$ 570.00            |                                             |
|                                           | <b>Total Expense</b>                   |               |          | <b>\$ 233,063.16</b> |                                             |
|                                           | <b>Revenue/Expense</b>                 |               |          | <b>\$ 67.84</b>      |                                             |

**Attachment C**

**Subcontractor Reporting Requirements**

Reports must contain the following information:

- Describe the K-12-aged (4 to 21) youth who participated through this program including disaggregated data about student age range, gender, race/ethnicity, FRPL status, and other student information.
- Describe the type of program funded and the geographic area served.
- Explain how the program targeted youth populations were recruited to participate.
- Explain how these funds were used to create more access to underserved and/or economically disadvantaged youth.
- What disproportionately impacted communities did the summer recreation program serve?
- Discuss program successes and challenges.

## Attachment D

**Proclamation 21-14 COVID-19 Vaccination Certification**

To reduce the spread of COVID-19, Washington state Governor Jay Inslee, pursuant to emergency powers authorized in RCW 43.06.220, issued *Proclamation 21-14 – COVID-19 Vaccination Requirement (dated August 9, 2021)*, as amended by *Proclamation 21-14.1 – COVID-19 Vaccination Requirement (dated August 20, 2021)* and as amended by *Proclamation 21-14.2 – COVID-19 Vaccination Requirement (dated September 27, 2021)*, and as may be amended thereafter. The Proclamation requires contractors who have goods, services, or public works contracts with a Washington state agency to ensure that their personnel (including subcontractors and agents) who perform contract activities on-site comply with the COVID-19 vaccination requirements, unless exempted as prescribed by the Proclamation. AWC is under contract with OSPI and as such is required to meet these requirements and ensure that any subcontractors also comply.

By entering into this agreement, the Subcontractor agrees to comply as follows:

1. Has reviewed and understands Subcontractor's obligations as set forth in Proclamation 21-14 – COVID-19 Vaccination Requirement (dated August 9, 2021), as amended by Proclamation 21-14.1 – COVID-19 Vaccination Requirement (dated August 20, 2021), and as amended by Proclamation 21-14.2 – COVID-19 Vaccination Requirement (dated September 27, 2021);
2. Has developed a COVID-19 Vaccination Verification Plan for Subcontractor's personnel (including agents) that complies with the above-referenced Proclamation;
3. Has obtained a copy or visually observed proof of full vaccination against COVID-19 for Subcontractor personnel (including agents) who are subject to the vaccination requirement in the above-referenced Proclamation;
4. Complies with the requirements for granting disability and religious accommodations for Subcontractor personnel (including agents) who are subject to the vaccination requirement in the above-referenced Proclamation;
5. Has operational procedures in place to ensure that any contract activities that occur in person and on-site at OSPI premises (other than only for a short period of time during a given day and where any moments of close proximity to others on-site will be fleeting – e.g., a few minutes for deliveries) that are performed by Subcontractor personnel (including agents) will be performed by personnel who are fully vaccinated or properly exempted as required by the above-referenced Proclamation;
6. Has operational procedures in place to enable Subcontractor personnel (including agents) who perform contract activities on-site and at OSPI premises to provide compliance documentation that such personnel are in compliance with the above referenced Proclamation;
7. Will provide to OSPI or AWC, upon request, Subcontractor's COVID-19 Vaccination Verification Plan and related records, except as prohibited by law, and will cooperate with any investigation or inquiry pertaining to the same.

GRANT AGREEMENT BETWEEN THE CITY OF ELLENSBURG  
AND THE KITTITAS ENVIRONMENTAL EDUCATION NETWORK

THIS AGREEMENT, dated this \_\_\_ day of June 2022, is entered into between the City of Ellensburg ("City"), a municipal corporation, and the Kittitas Environmental Education Network (KEEN) ("Grantee"), a 501(C) (3) not-for-profit organization for the purpose of providing outdoor educational and recreational opportunities for the youth of Ellensburg and Kittitas County.

WHEREAS, Grantee's mission is to provide educational and recreational programming in Ellensburg and Kittitas County, and

WHEREAS, the Grantee, in partnership with the City, applied for grant funding through the Summer Experiences & Enrichment for Kids Fund (SEEK), a program offered through the Washington Office of Superintendent of Public Instruction (OSPI) and managed by the Association of Washington Cities (AWC) and was awarded funding in the amount of \$276,631.00 to provide summer camps for 2022, and

WHEREAS, the City regularly partners with organizations that provide recreational programming for our community, and

WHEREAS, outdoor educational programming is not a program currently being offered by the Parks & Recreation Department and through this partnership children in the Ellensburg area will be able to participate in a free or reduced fee summer day camp program;

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the City and the Grantee mutually agree as follows:

1. Scope of Work. Grantee shall provide the project scope of work described in 'Attachment A – SEEK Application and Scope of Work'.
2. Grantee shall commence and complete the project/work as described in the Grant Application between April 15, 2022 – November 15, 2022.
3. In consideration of the project provided by Grantee, the City will reimburse the Grantee a sum not to exceed two hundred seventy-six thousand, six hundred and thirty-one dollars (\$276,631.00) to be expended in support of the KEEN summer camps between April 15, 2022 – November 15, 2022. No payment shall be made in advance or in anticipation of services or supplies to be provided under this agreement.
4. The rights and obligations of both parties are governed by this agreement and the following other documents incorporated by reference: Grantee General Terms and Conditions including Attachment "A" – SEEK Application/Scope of Work; Attachment "B" – Project Costs Worksheet; Attachment "C" – Grantee Data Collection; Attachment D - Proclamation 21-14 COVID-19 Vaccination Certification.

5. Grantee agrees to maintain books, records and documents using accounting procedures which accurately reflect all payments received and expenditures made related to the performance under this agreement. Grantee's fiscal management system shall include the capability to provide accurate and complete disclosure of all such payments and expenditures, and upon reasonable notice, the City may examine Grantee's books and records to verify the accuracy of same. The Grantee shall not bill the City for services performed under this agreement, and the City shall not pay the Grantee, if the Grantee is entitled to payment or has been or will be paid by another source, including grants, for that service.

6. Final Reimbursement and Reporting Deadline. The Grantee must submit a final invoice, final report, and supporting documents needed to close out the project no later than September 15, 2022.

7. No agent, employee or representative of Grantee shall be deemed to be an agent, employee or representative of the City for any purpose. In its performance hereunder, Grantee is an independent contractor with the authority to control and direct the performance of the details of the project.

8. Grantee shall procure and maintain for the duration of this agreement insurance as follows:

A. Workers' Compensation Coverage. The Grantee shall at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the fullest extent applicable. This requirement includes the purchase of industrial insurance coverage for the Grantee's employees, as may now hereafter be required of an "employer" as defined in Title 51 RCW. Such workers' compensation and occupational disease requirements shall include coverage for all employees of the Grantee, and for all employees of any agreement retained by the Grantee, suffering bodily injury (including death) by accident or disease, which arises out of or in connection with the performance of this Agreement. Satisfaction of these requirements shall include, but shall not be limited to:

i. Full participation in any required governmental occupational injury and/or disease insurance program, to the extent participation in such a program is mandatory in any jurisdiction;

ii. Purchase workers' compensation and occupational disease insurance benefits to employees in full compliance with all applicable laws, statutes, and regulations, but only to the extent such coverage is not provided under mandatory governmental program in "a" above, and/or;

- iii. Maintenance of a legally permitted and governmentally approved program of self-insurance for workers' compensation and occupational disease.

Except to the extent prohibited by law, the program of the Grantee's compliance with workers' compensation and occupational disease laws, statutes, and regulations in 1), 2), and 3) above shall provide for a full waiver of rights of subrogation against the City, its directors, officers, and employees. If the Grantee, or any agent retained by the Grantee, fails to effect and maintain a program of compliance with applicable workers' compensation and occupational disease laws, statutes, and regulations and the City incurs fines or is required by law to provide benefits to such employees, to obtain coverage for such employees, the Contractor will indemnify the City or such fines, payment of benefits to Grantee or Grantee employees or their heirs or legal representatives, and/or the cost of effecting coverage on behalf of such employees. Any amount owed the City by the Grantee pursuant to the indemnity may be deducted from any payments owed by them City to the Grantee for the performance of this Agreement.

B. Automobile Insurance. In the event that services delivered pursuant to this Agreement involve the use of vehicles, owned or operated by the Grantee, automobile liability insurance shall be required. The minimum limit for automobile liability is:

\$1,000,000 per accident, using a Combined Single Limit for bodily injury and property damage.

C. Business Automobile Insurance. In the event that services performed under this Agreement involve the use of vehicles or the transportation of clients, automobile liability insurance shall be required. If Grantee-owned personal vehicles are used, a Business Automobile policy covering a minimum Code 2 "owned autos only" must be secured. If the Grantee's employees' vehicles are used, the Grantee must also include under the Business Automobile policy Code 9, coverage for "non-owned autos." The minimum limits for automobile liability is:

\$1,000,000 per accident, using a Combined Single Limit for bodily injury and property damage.

D. Public Liability Insurance (General Liability). The Grantee shall at all times during the term of this Agreement, at its cost and expense, carry and maintain general public liability insurance, including contractual liability, against claims for bodily injury, personal injury, death, or property damage occurring or arising out of services provided under this Agreement. This insurance shall cover such claims as may be caused by any act, omission, or negligence of the Grantee or its officers, agents, representatives, assigns or servants. The limits of liability insurance, which may be increased from time to time as deemed necessary by the City, with the approval of the Grantee (which shall not be unreasonably withheld), shall not be less than as follows:

|                                       |             |
|---------------------------------------|-------------|
| Each Occurrence                       | \$1,000,000 |
| Products-Completed Operations Limit   | \$2,000,000 |
| Personal and Advertising Injury Limit | \$1,000,000 |
| Fire Damage Limit (any one fire) \$   | 50,000      |

E. Additional Insured. The Office of Superintendent of Public Instruction, the City of Ellensburg and the Association of Washington Cities, shall be specifically named as an additional insured on all policies, including Public Liability and Business Automobile, except for liability insurance on privately-owned vehicles, and all policies shall be primary to any other valid and collectible insurance.

F. Proof of Insurance. Certificates and or evidence satisfactory to the City confirming the existence, terms and conditions of all insurance required above shall be delivered to the City within five (5) days of the Grantee's receipt of Authorization to Proceed.

G. General Insurance Requirements. Grantee shall, at all times during the term of the Agreement and at its cost and expense, buy and maintain insurance of the types and amounts listed above. Failure to buy and maintain the required insurance may result in the termination of the Agreement at the City's option. By requiring insurance herein, the City does not represent that coverage and limits will be adequate to protect Grantee and such coverage and limits shall not limit Grantee's liability under the indemnities and reimbursements granted to the City in this Agreement.

Grantee shall include all agents of the Grantee as insureds under all required insurance policies, or shall furnish proof of insurance and endorsements for each agent. Agent(s) must comply fully with all insurance requirements stated herein. Failure of agent(s) to comply with insurance requirements does not limit Grantee's liability or responsibility.

## 9. Grantee General Terms and Conditions

A. Access to Data. In compliance with Chapter 39.26 RCW, the Grantee shall provide access to data generated under this Agreement to the City, and to the extent necessary to comply with RCW 39.26, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Grantee's reports, including computer models and methodology for those models.

B. Alterations and Amendments. This Agreement may be amended only by mutual agreement of the parties in writing. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

C. Americans with Disabilities Act (ADA) of 1990, Public Law 101-336, also referred to as the “ADA” 28 CFR Part 35. In relation to this Agreement, the Grantee must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

D. Assignment. Neither this Agreement, nor any claim arising under this Agreement, shall be transferred or assigned by the Grantee without prior written consent of the City.

E. Assurances. The City and the Grantee agree that all activity pursuant to this Agreement will be in accordance with all applicable current federal, state and local laws, rules and regulations.

F. Attorney’s Fees. In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney’s fees and costs.

G. Budget Revisions. Any monetary amount budgeted by the terms of this Agreement for various activities and line item objects of expenditure, as outlined in Attachment B – Budget and Project Costs Worksheet, may be revised without prior written approval of the City, so long as the revision is no more than ten percent (10%) of the original line item amount and the increase in an amount is offset by a decrease in one or more other amounts equal to or greater than the increase. All other budget revisions exceeding ten percent (10%) shall only be made with the prior written approval of the City. Grantee will use the funding change request form provided by the City to request these budget revisions.

H. Certification Regarding Debarment, Suspension, and Ineligibility. The Grantee certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. The Grantee further certifies that they will ensure that potential Grantees or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in covered transactions by any federal department or agency. “Covered transactions” include procurement contracts for goods that are expected to equal or exceed twenty-five thousand dollars (\$25,000). Grantee may do so by obtaining a certification statement from the potential Grantee or subrecipient or by checking online at the System for Award Management (SAM), Excluded Parties List. The Grantee shall immediately notify the City if, during the term of this agreement, Grantee becomes debarred. The City may immediately terminate this Agreement by providing Grantee written notice if Grantee becomes debarred during the term of this Agreement.

The Grantee also certifies that neither it nor its principals are debarred, suspended, or proposed for debarment from participation in transactions by any state department or agency. The Grantee further certifies that they will ensure that potential Grantees or any

of their principals are not debarred, suspended, or proposed for debarment from participation in covered transactions by any state department or agency.

I.        Certification Regarding Lobbying. The Grantee certifies that Federal-appropriated funds will not be used to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Grantee shall require its agents to certify compliance with this provision.

J.        Certification Regarding Wage Violations. The Grantee certifies that within three (3) years prior to the date of execution of this Agreement, Grantee has not been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52.

The Grantee further certifies that it will remain in compliance with these requirements during the term of this Agreement. Grantee will immediately notify the City of any finding of a willful violation entered by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction entered during the term of this Agreement.

K.        Change in Status. In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Grantee, Grantee agrees to notify the City of the change. Grantee shall provide notice as soon as practicable, but no later than thirty (30) days after such a change takes effect.

L.        Confidentiality. The Grantee acknowledges that all of the data, material and information which originates from this Agreement, and any student assessment data, material and information which will come into its possession in connection with performance under this Agreement, consists of confidential data owned by the City or confidential personally identifiable data subject to the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) or other privacy laws, and that the data must be secured and protected from unauthorized disclosure by the Grantee. The Grantee is wholly responsible for compliance with FERPA requirements.

The Grantee, therefore, agrees to hold all such material and information in strictest confidence, not to make use thereof other than for the performance of this Agreement, to release it only to authorized employees and agents requiring such information and not release or disclose it to any other party. The Grantee agrees to release such information or material only to employees and agents who have signed a written agreement expressly prohibiting disclosure or usages not specifically authorized by this Agreement. The parties acknowledge the release of records may be subject to the Public Records Act, RCW 42.56, and further acknowledge that Washington law and

court order may compel disclosure of certain records; this provision does not apply to records compelled by law or court order.

M. Copyright Provisions. Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and copyright shall be owned by the Superintendent of Public Instruction (Superintendent). The Superintendent shall be considered the author of such Materials. If Materials are not considered "works for hire", Grantee hereby irrevocably assigns all right, title, and interest in Materials, including all intellectual property rights, to the Superintendent effective from the moment of creation of such Materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Copyright ownership includes the right to patent, register and the ability to transfer these rights.

Grantee understands that, except where otherwise agreed to in writing or approved by the Superintendent or designee, all original works of authorship produced under this Contract shall carry a Creative Commons Attribution License, version 4.0 or later.

All Materials the Grantee has adapted from others' existing openly licensed resources must be licensed with the least restrictive open license possible that is not in conflict with existing licenses.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, Grantee will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If the Grantee would like to limit these pre-existing portions of the work to non-commercial use, the Creative Commons Attribution-NonCommercial-ShareAlike license, version 4.0 or later, is acceptable for these specific sections.

The Grantee warrants and represents that Grantee has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to apply such a license.

The Grantee shall exert all reasonable effort to advise the Superintendent, at the time of delivery of data furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Superintendent shall receive prompt written notice of each notice or claim of infringement received by the Grantee with respect to any data delivered under this Contract. The Superintendent shall have the right to modify or remove any restrictive markings placed upon the data by the Grantee.

N. Covenant Against Contingent Fees. The Grantee warrants that no person or selling agent has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage,

brokerage or contingent fee, excepting bona fide employees or bona fide established agent maintained by the Grantee for the purpose of securing business. The City shall have the right, in the event of breach of this clause by the Grantee, to annul this Agreement without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fees.

O. Disputes. In the event that a dispute arises under this Agreement, the parties will use their best efforts to amicably resolve any dispute, including use of alternative dispute resolution options.

P. Duplicate Payment. The City shall not pay the Grantee, if the Grantee has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same services or expenses.

Q. Entire Agreement. This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

R. Ethical Conduct. Neither the Grantee nor any employee or agent of the Grantee shall participate in the performance of any duty or service in whole or part under this Agreement in violation of, or in a manner that violates any provision of the Ethics in Public Service law at Chapter 42.52 RCW, RCW 42.17A.550, RCW 42.17A.555, and 41.06.250 prohibiting the use of public resources for political purposes.

S. Indemnification. To the fullest extent permitted by law, Grantee shall indemnify, defend and hold harmless the City and all officials, agents, and employees of the City, from and against all claims for injuries or death arising out of or resulting from the performance of this Agreement. "Claim" as used in this Agreement, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom. Additionally, "claims" shall include but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in an unfair trade practice or in unlawful restraint of competition. Grantee's obligation to indemnify, defend and hold harmless includes any claim by Grantee's agents, employees, representatives, or any Grantee or its employees.

Grantee expressly agrees to indemnify, defend, and hold harmless the City for any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines out of or incident to Grantee's or its Grantee's performance or failure to perform the Agreement. Grantee's obligation to indemnify, defend, or hold harmless the City

shall not be eliminated or reduced by any actual or alleged concurrent negligence by the City, or their agents, employees, or officials.

Grantee waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the City, and their agents, employees, or officials.

T. Independent Capacity of the Grantee. The parties intend that an independent Grantee relationship will be created by this Agreement. The Grantee and his/her employees or agents performing under this Agreement are not employees or agents of the City. The Grantee will not hold itself out as nor claim to be an officer or employee of the City, the Superintendent or of the state of Washington by reason hereof, nor will the Grantee make any claim or right, privilege, or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Grantee.

U. Licensing and Accreditation Standards. The Grantee shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary to the performance of this Agreement.

V. Limitation of Authority. Only the City or the City's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Agreement. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this Agreement is not effective or binding unless made in writing and signed by the City.

W. Non-Discrimination. The Grantee shall comply with all the federal and state non-discrimination laws, regulations and policies, which are otherwise applicable to the City. Accordingly, no person shall, on the ground of sex, race, creed, religion, color, national origin, marital status, families with children, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal, be unlawfully excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed by the Grantee and its agents under this Agreement. The Grantee shall notify the City immediately of any allegations, claims, disputes, or challenges made against it under non-discrimination laws, regulations, or policies, or under the Americans with Disabilities Act. In the event of the Grantee's noncompliance or refusal to comply with this nondiscrimination provision, this Agreement may be rescinded, cancelled or terminated in whole or part, and the Grantee may be declared ineligible for further contracts with the City.

X. Overpayments. Grantee shall refund to the City the full amount of any overpayment under this Agreement within thirty (30) calendar days of written notice. If Grantee fails to make a prompt refund, the City may charge Grantee one percent (1%) per month on the amount due until paid in full.

Y. Public Disclosure. Grantee acknowledges that the City is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and the City acknowledges that the Grantee is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and that this Agreement shall be a public record as defined in RCW 42.56. Any specific information that is claimed by either party to be confidential or proprietary must be clearly identified as such by that party. To the extent consistent with chapter 42.56 RCW, each party shall attempt reasonably to maintain the confidentiality of all such information marked confidential or proprietary. If a request is made to view such information, the party receiving the public records request will notify the other party of the request and the date that such records will be released to the requester unless the other party obtains a court order enjoining that disclosure. If such party fails to obtain the court order enjoining disclosure, the party receiving the records request will release the requested information on the date specified.

Z. Publicity. The Grantee agrees to submit to the City all advertising and publicity matters relating to this Agreement which in the City's judgment, the City's or the Superintendent's name can be implied or is specifically mentioned. The Grantee agrees not to publish or use such advertising and publicity matters without the prior written consent of the City.

AA. Registration with Department of Revenue. The Grantee shall complete registration with the Department of Revenue and be responsible for payment of all taxes due on payments made under this Agreement.

BB. Records Maintenance. The Grantee shall maintain all books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. Grantee shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement, shall be subject at all reasonable times to inspection, review or audit by the City or the Superintendent, personnel duly authorized by the City or the Superintendent, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

CC. Right of Inspection. The Grantee shall provide right of access to its facilities utilized under this Agreement to the City or any of its officers responsible for executing the terms of this Agreement at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement on behalf of the City. All inspections and evaluations shall be performed in such a manner that will not unduly interfere with the Grantee's business or work hereunder.

DD. Severability. The provisions of this Agreement are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

EE. Subcontracting. Neither the Grantee nor any agent of the Grantee shall enter into agreements for any of the work contemplated under this Agreement without obtaining prior written approval of the City. Grantee is responsible to ensure that all terms, conditions, assurances and certifications set forth in this Agreement are included in any and all Agreements. In no event shall the existence of the agreement operate to release or reduce liability of the Grantee to the City for any breach in the performance of the Grantee's duties. This clause does not include contracts of employment between the Grantee and personnel assigned to work under this Agreement.

If, at any time during the progress of the work, the City determines in its sole judgment that any agent of the Grantee is incompetent, the City shall notify the Grantee, and the Grantee shall take immediate steps to terminate the agent's involvement in the work. The rejection or approval by the City of any agent or the termination of an agent shall not relieve the Grantee of any of its responsibilities under the Agreement, nor be the basis for additional charges to the City.

FF. Treatment of Assets. Except as otherwise provided for in the Agreement, the ownership and title to all real property and all personal property exceeding a value of \$5,000 purchased by the Grantee in the course of performing this Agreement with moneys paid by the Superintendent shall vest in the Superintendent, except for supplies consumed in performing this Agreement. The Grantee shall (1) maintain a current inventory of all the real and personal property; (2) label all the property "State of Washington, Superintendent of Public Instruction"; and, (3) surrender property and title to the Superintendent without charge prior to settlement upon completion, termination or cancellation of this Contract.

If any property is lost, destroyed, or damaged, the Subcontractor shall notify the Superintendent and take all reasonable steps to protect the property from further damage.

All reference to the Subcontractor under this clause shall include Subcontractor's employees and agents.

10. The City may, by written notice thereof to Grantee, terminate this Agreement as to all or any portion of the project not then performed, whether or not Grantee is in breach or default. In the event the City terminates the project of the Grantee being funded by Agreement, the Grantee is obligated and hereby agrees to repay to the City all monies paid for such project components not yet rendered by the Grantee as of the date of the notice of termination.

11. This agreement is the complete expression of the terms herein and any oral representations or understandings not incorporated herein are excluded. This agreement may be amended only through mutual written agreement of the parties.

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

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KEEN

THE CITY OF ELLENSBURG

By: \_\_\_\_\_

By: \_\_\_\_\_  
Nancy Lillquist, Mayor

Print name: \_\_\_\_\_

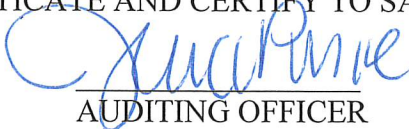
Approved as to form:

Title: \_\_\_\_\_

\_\_\_\_\_  
City Attorney

## VOUCHER APPROVAL

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

  
AUDITING OFFICER      6/13/22  
DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **21ST DAY OF JUNE 2022**. 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   | 157813 | TO | 157957 | \$ 779,646.59   |
| EFT #'s     | 5546   | TO | 5574   | \$ 2,129,052.05 |

| Payroll Fund    |       |    |       | Total Amounts |
|-----------------|-------|----|-------|---------------|
| Check #'s       | 95732 | TO | 95739 | \$ 6,875.50   |
| Direct Deposits | 67900 | TO | 68135 | \$ 444,164.50 |

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

ATTEST: \_\_\_\_\_  
CITY CLERK



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

**Item Title/Agenda Subject:** Public Hearing (Legislative) to consider a Resolution adopting the City's Six-Year Transportation Improvement Plan (TIP) 2023-2028 and provide an annual 'Complete Streets Update'.

**Submitted by:** Josh Mattson Public Works & Utilities

**Recommended Action or Motion:** Adopt the proposed Resolution approving the TIP for 2023-2028 and authorize staff to submit listed projects for funding as grant opportunities become available.

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

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

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

**Previous Council Action:** On June 21, 2021, Council conducted a public hearing and

adopted the 2022-2027 Six-Year TIP through Resolution 2021-18. On February 7, 2022, Council conducted a public hearing and adopted a revised 2022-2027 Six-Year TIP through Resolution 2022-03. On May 16, 2022, Council conducted a public hearing and adopted the current revised 2022-2027 Six-Year TIP through Resolution 2022-16.

**Analysis:**

Attached is a matrix, Exhibit “A”, of the proposed TIP showing transportation projects proposed for incorporation in the years 2023-2028. With Council’s concurrence, staff will submit grant applications to the various funding agencies as grant opportunities become available.

This TIP continues the overlay program on the arterial street system. Of the listed projects, numbers 6, 20, 22, 29, 32, 38 and 44 are specifically asphalt overlay projects, and funding for these projects is proposed from state and federal grants, and sales tax/gas tax contributions. Preservation of downtown streets is planned through the Downtown Slurry Seal project, number 19, through the application of a fine aggregate seal coat.

Project number 37, for a Multimodal Facility Study, is a placeholder that helps the City obtain transit center planning grant funds. This project is in support of a future transit center included in the 2021-2026 Transit Development Plan for Central Transit. Project number 39 is the 3<sup>rd</sup> Avenue Paverstone Sidewalks and Historic Lighting project, from Water St to the Depot.

Several City transportation projects were completed in 2021 and many projects are currently under construction that are consistent with the ‘Complete Streets’ goals and objectives of ECC 4.05.090. The 2021 completed projects included the Cora Street Curb and Sidewalk project which installed a new sidewalk on the west side of the existing Cora St from 15<sup>th</sup> Avenue to the Palouse to Cascades Trail (PTC). This project was completed by the Ellensburg School District in conjunction with their extension of Cora St to access their two new elementary schools.

The Canyon Road / I90 Eastbound Ramps Intersection Improvements was a Washington State Department of

Transportation project that was completed last year. A compact roundabout was installed at the intersection, including pedestrian access improvements.

Projects planned for construction in 2022 are also included in the TIP attachment (Exhibit A) and shown as project numbers five through 17. The Helena Avenue Complete Streets Sidewalk Improvements recently completed missing sidewalk gaps on the north side of the street from Water Street to Walnut Street and included curb ramp upgrades, street lighting, bike lanes, a planting strip with street trees and a transit shelter. An asphalt overlay of Helena Avenue was also performed in conjunction with this complete-streets project.

The Main St Corridor Safety Improvements project recently completed upgrades to the existing traffic signals along Main St at Manitoba Avenue, 3<sup>rd</sup> Avenue, 5<sup>th</sup> Avenue, and University Way. This included installation of protected left turn signals, flashing yellow arrows, pedestrian push buttons and heads, new signal poles at 3<sup>rd</sup> Ave and 5<sup>th</sup> Avenue, new signal heads, upgraded vehicle detection, ADA improvements, and new signal cabinets at Manitoba Avenue and 3<sup>rd</sup> Avenue. Retiming and coordination of existing traffic signals along the Main St, Water St, and University Way corridors, was also performed.

The University Way and Reecer Creek Rd Signalization project recently installed a traffic signal system at this intersection. The work also included road drainage, concrete curb and gutter, concrete sidewalk, ADA compliant street crossing upgrades, guardrail improvements, and illumination system adjustments.

The 5<sup>th</sup> Ave and Railroad Ave Traffic Signal Installation project will install a traffic signal system at this intersection. The work also includes road drainage, concrete curb and gutter, ADA compliant street crossing upgrades, and illumination system adjustments.

The Alder St and 14<sup>th</sup> Ave Signalization Project and PTC Reconnect Trail from 14<sup>th</sup> Ave to the Kittitas Valley Event Center (KVEC) will install a 12-foot-wide concrete trail along Alder St from the PTC trailhead at the KVEC north to 14<sup>th</sup> Ave. A traffic signal system will also be installed at the intersection

of Alder St with Dean Nicholson Blvd / 14<sup>th</sup> Ave. Signal enhancements at University Way and Alder St are also included.

Multiple sidewalk upgrade and installation projects are also in the 2022 work plan including the Capitol Ave Sidewalk Replacement on the south side from Sprague St to Anderson St, a new sidewalk on the east side of Alder St from Capitol Ave to First Ave, and the Sixth Ave Paverstone Walk on the south side of the street from Sprague St to Anderson St. These projects all have multiple elements that enhance Ellensburg's overall 'Complete Streets' system.

**Financial Impact:**

The "S" or "P" designation next to each project number, designates whether a project has Secured (S) or Potential (P) funding. The projects shown with secured funding are all included in the 2022-2023 Budget. Most of the proposed plan relies on a combination of potential funding sources that include grants, motor vehicle fuel tax, federal allocations, sales tax, local improvement districts, and others.

**Attachments:**

[Resolution Six Year TIP 2023-2028](#)  
[2023-2028 Six Year TIP Exhibit A](#)

**RESOLUTION NO. 2022-\_\_\_\_\_**

A RESOLUTION adopting the City of Ellensburg's Six-Year Transportation Improvement Plan (TIP) for the years 2023 to 2028, inclusive, as recommended to the City Council by the Public Works and Utilities Department.

WHEREAS, a public hearing on the Plan was held before the Ellensburg City Council on June 21, 2022 in the manner required by RCW 35.77.010;

WHEREAS, the Six-Year TIP has been updated for 2023-2028 in accordance with the State requirements;

NOW, THEREFORE,

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

Section 1. That the Six-Year Transportation Improvement Plan, attached hereto and incorporated herein as Exhibit A, for street and arterial street improvements for the years 2023 to 2028, inclusive, as now filed with the City Council of the City of Ellensburg, be and the same is hereby approved and adopted.

ADOPTED by the City Council of the City of Ellensburg this 21<sup>st</sup> day of June 2022.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

# EXHIBIT A

|                                                      |               | CITY OF ELLENSBURG<br>6-YEAR TRANSPORTATION IMPROVEMENT PLAN<br>2023 TO 2028 (INCLUDES CURRENT WORK REMAINING IN 2022) | PUBLIC HEARING DATE: 6/21/2022<br>ADOPTION DATE: 6/21/2022<br>RESOLUTION NO. TBD |       |       |        |       |       |        |        |        |
|------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------|-------|--------|-------|-------|--------|--------|--------|
|                                                      |               | REVENUE BY YEAR (thousands)                                                                                            |                                                                                  |       |       |        |       |       |        |        |        |
|                                                      |               | SOURCE                                                                                                                 | 2022*                                                                            | 2023  | 2024  | 2025   | 2026  | 2027  | 2028   | TOTALS |        |
|                                                      |               | ARTERIAL STREET                                                                                                        | 512                                                                              | 100   | 95    | 105    | 45    | 105   | 45     | 1,007  |        |
|                                                      |               | REGIONAL STBG                                                                                                          | 685                                                                              | 1,154 | 0     | 550    | 0     | 710   | 750    | 3,849  |        |
|                                                      |               | SALES TAX RESERVE                                                                                                      | 1,168                                                                            | 1,228 | 777   | 577    | 1,425 | 550   | 450    | 6,175  |        |
|                                                      |               | FEDERAL SAFE ROUTES TO SCHOOL & PEDESTRIAN/BICYCLE GRANTS                                                              | 0                                                                                | 43    | 1,045 | 2,364  | 750   | 0     | 250    | 4,452  |        |
|                                                      |               | WSDOT SAFETY PROGRAM                                                                                                   | 1,145                                                                            | 0     | 0     | 4,350  | 0     | 0     | 0      | 5,495  |        |
|                                                      |               | TRANSPORTATION IMPROVEMENT BOARD (TIB) - Grant Programs                                                                | 1,599                                                                            | 886   | 0     | 338    | 3,450 | 3,475 | 3,500  | 13,248 |        |
|                                                      |               | DISTRESSED COUNTY SALES/USE TAX                                                                                        | 205                                                                              | 0     | 134   | 0      | 0     | 475   | 0      | 814    |        |
|                                                      |               | 1/4 CENT REAL ESTATE EXCISE TAX                                                                                        | 1,023                                                                            | 437   | 560   | 221    | 365   | 30    | 215    | 2,851  |        |
|                                                      |               | MAP-21 TRANSPORTATION ALTERNATIVES PROGRAMS                                                                            | 43                                                                               | 360   | 0     | 0      | 1,315 | 0     | 0      | 1,718  |        |
|                                                      |               | DOE FISCAL YEAR WATER QUALITY GRANT                                                                                    | 2,943                                                                            | 371   | 3,479 | 0      | 0     | 0     | 0      | 6,793  |        |
|                                                      |               | COUNTY LODGING TAX GRANT                                                                                               | 0                                                                                | 67    | 0     | 0      | 0     | 0     | 0      | 67     |        |
|                                                      |               | LOCAL LODGING TAX FUNDS                                                                                                | 0                                                                                | 66    | 0     | 0      | 0     | 0     | 0      | 66     |        |
|                                                      |               | TRANSIT                                                                                                                | 48                                                                               | 0     | 0     | 0      | 0     | 25    | 0      | 73     |        |
|                                                      |               | OTHER AGENCY OR CITY DEPARTMENT                                                                                        | 809                                                                              | 487   | 1,173 | 6,165  | 0     | 95    | 0      | 8,729  |        |
|                                                      |               | LOCAL IMPROVEMENT DISTRICT (LID) / DEFERRALS                                                                           | 0                                                                                | 0     | 0     | 0      | 1,145 | 695   | 12,900 | 14,740 |        |
|                                                      |               | TRAFFIC IMPACT FEES                                                                                                    | 684                                                                              | 0     | 55    | 2,345  | 0     | 990   | 1,674  | 5,748  |        |
|                                                      |               | NOT FUNDED                                                                                                             | 0                                                                                | 0     | 0     | 0      | 0     | 950   | 0      | 950    |        |
|                                                      |               | TOTAL REVENUE                                                                                                          | 10,864                                                                           | 5,199 | 7,318 | 17,015 | 8,495 | 8,100 | 19,784 | 76,775 |        |
|                                                      | Funding (S/P) | EXPENDITURES BY YEAR (thousands)                                                                                       |                                                                                  |       |       |        |       |       |        |        |        |
|                                                      |               | PROJECT                                                                                                                | 2022*                                                                            | 2023  | 2024  | 2025   | 2026  | 2027  | 2028   | Future | TOTALS |
| 1                                                    | S/P           | Bridge Inspections                                                                                                     | 5                                                                                | 5     | 5     | 5      | 5     | 5     | 5      | 0      | 35     |
| 2                                                    | S/P           | Engineering Transfer                                                                                                   | 15                                                                               | 15    | 15    | 15     | 15    | 15    | 15     | 0      | 105    |
| 3                                                    | S/P           | Signal Optimization                                                                                                    | 25                                                                               | 25    | 25    | 25     | 25    | 25    | 25     | 0      | 175    |
| 4                                                    | S/P           | Alley Reconstruction (Semi-Annual)                                                                                     | 0                                                                                | 80    | 0     | 85     | 0     | 90    | 0      | 0      | 255    |
| 5                                                    | S             | Helena Ave Complete Streets Sidewalk Improvements - Water St. to Walnut St.                                            | 418                                                                              | 0     | 0     | 0      | 0     | 0     | 0      | 0      | 418    |
| 6                                                    | S             | Helena Ave Overlay - Water St. to Walnut St.                                                                           | 512                                                                              | 0     | 0     | 0      | 0     | 0     | 0      | 0      | 512    |
| 7                                                    | S             | Main St. Corridor Intersection Enhancements                                                                            | 1,210                                                                            | 0     | 0     | 0      | 0     | 0     | 0      | 0      | 1,210  |
| 8                                                    | S             | University Way and Reece Creek Road Signalization                                                                      | 665                                                                              | 0     | 0     | 0      | 0     | 0     | 0      | 0      | 665    |
| 9                                                    | S             | 5th Ave. and Railroad Ave. Traffic Signal Installation                                                                 | 482                                                                              | 0     | 0     | 0      | 0     | 0     | 0      | 0      | 482    |
| 10                                                   | S             | University Way Gateway - Nanum Street to Red Horse Diner                                                               | 4,306                                                                            | 0     | 0     | 0      | 0     | 0     | 0      | 0      | 4,306  |
| 11                                                   | S             | Alder St and 14th Ave Signalization - PTC Reconnect Trail from 14th to KVEC                                            | 1,811                                                                            | 0     | 0     | 0      | 0     | 0     | 0      | 0      | 1,811  |
| 12                                                   | S             | Pfennig Road Shared Use Pathway                                                                                        | 50                                                                               | 526   | 0     | 0      | 0     | 0     | 0      | 0      | 576    |
| 13                                                   | S/P           | Capitol Ave Sidewalk Replacement - Main St. to Sampson St.                                                             | 147                                                                              | 0     | 100   | 0      | 110   | 0     | 130    | 0      | 487    |
| 14                                                   | S             | Sixth Ave Paverstone Walk & Angle Parking (N. of City Hall)                                                            | 148                                                                              | 0     | 0     | 0      | 0     | 0     | 0      | 0      | 148    |
| 15                                                   | S/P           | Helena Ave Imp (Water St to 3,200' west, Cora Connection, portion in KC jurisdiction)                                  | 450                                                                              | 0     | 0     | 0      | 0     | 0     | 5,450  | 0      | 5,900  |
| 16                                                   | S             | Brick Rd Improvements                                                                                                  | 150                                                                              | 1,485 | 0     | 0      | 0     | 0     | 0      | 0      | 1,635  |
| 17                                                   | S/P           | Alder St Sidewalk - One Side - Capitol Ave to 4th Ave                                                                  | 70                                                                               | 0     | 75    | 0      | 80    | 0     | 85     | 0      | 310    |
| 18                                                   | P             | Large Scale Wayfinding Implementation Project                                                                          | 0                                                                                | 133   | 0     | 0      | 0     | 0     | 0      | 0      | 133    |
| 19                                                   | S             | Downtown Slurry Seal                                                                                                   | 0                                                                                | 540   | 0     | 0      | 0     | 0     | 0      | 0      | 540    |
| 20                                                   | P             | Water St. Overlay - University Way to Manitoba, Manitoba from Water to Main St.                                        | 0                                                                                | 1,416 | 0     | 0      | 0     | 0     | 0      | 0      | 1,416  |
| 21                                                   | S/P           | University Way Gateway II - Vista Rd to east City Limits                                                               | 400                                                                              | 425   | 5,125 | 0      | 0     | 0     | 0      | 0      | 5,950  |
| 22                                                   | P             | Anderson/Umptanum/Railroad Ave. Road Widening/Overlay (Joint w/ County)                                                | 0                                                                                | 500   | 550   | 6,260  | 0     | 0     | 0      | 0      | 7,310  |
| 23                                                   | P             | Recon. Trail and Sidewalk Extension - PTC to Bender and Hannah to Whiskey                                              | 0                                                                                | 50    | 200   | 2,791  | 0     | 0     | 0      | 0      | 3,041  |
| 24                                                   | P             | 1st Ave Sidewalk Improvements - Ruby St. to Sampson St. - North Side                                                   | 0                                                                                | 0     | 234   | 0      | 0     | 0     | 0      | 0      | 234    |
| 25                                                   | P             | Palouse to Cascades Reconnect Trail - Sanders to Airport                                                               | 0                                                                                | 0     | 804   | 0      | 0     | 0     | 0      | 0      | 804    |
| 26                                                   | P             | 15th Ave Sidewalk Improvements - Cora St to Water St - North Side                                                      | 0                                                                                | 0     | 185   | 0      | 0     | 0     | 0      | 0      | 185    |
| 27                                                   | P             | Wildcat Way and 18th Intersection Enhancements                                                                         | 0                                                                                | 0     | 0     | 756    | 0     | 0     | 0      | 0      | 756    |
| 28                                                   | P             | University Way and Water Street Intersection Enhancements and Widening                                                 | 0                                                                                | 0     | 0     | 3,270  | 0     | 0     | 0      | 0      | 3,270  |
| 29                                                   | P             | Canyon Rd./Main St. Overlay - Umptanum to Mtn View, 3rd Ave to University Way                                          | 0                                                                                | 0     | 0     | 888    | 0     | 0     | 0      | 0      | 888    |
| 30                                                   | P             | Mountain View Ave and Ruby St Intersection Enhancements and Widening                                                   | 0                                                                                | 0     | 0     | 2,920  | 0     | 0     | 0      | 0      | 2,920  |
| 31                                                   | P             | Walnut St and 18th Bike Lane - Dean Nicholson to Alder St                                                              | 0                                                                                | 0     | 0     | 0      | 150   | 0     | 0      | 0      | 150    |
| 32                                                   | P             | Water St. Overlay - University Way to Helena                                                                           | 0                                                                                | 0     | 0     | 0      | 1,550 | 0     | 0      | 0      | 1,550  |
| 33                                                   | P             | University Way Sidewalks - Brick Rd. to Vista Rd.                                                                      | 0                                                                                | 0     | 0     | 0      | 2,040 | 0     | 0      | 0      | 2,040  |
| 34                                                   | P             | Pfennig Rd Sidewalks - Vantage Hwy to 14th Ave                                                                         | 0                                                                                | 0     | 0     | 0      | 3,240 | 0     | 0      | 0      | 3,240  |
| 35                                                   | P             | Industrial Way Improvements - LID                                                                                      | 0                                                                                | 0     | 0     | 0      | 1,280 | 0     | 0      | 0      | 1,280  |
| 36                                                   | P             | Canyon Rd and Umptanum Rd Intersection Enhancements and Widening                                                       | 0                                                                                | 0     | 0     | 0      | 0     | 3,390 | 0      | 0      | 3,390  |
| 37                                                   | P             | Multimodal Facility Study                                                                                              | 0                                                                                | 0     | 0     | 0      | 0     | 120   | 0      | 0      | 120    |
| 38                                                   | P             | Wildcat Way Overlay (University Way to 14th Ave)                                                                       | 0                                                                                | 0     | 0     | 0      | 0     | 950   | 0      | 0      | 950    |
| 39                                                   | P             | 3rd Ave. Paverstone Sidewalks and Historic Lighting - Water St. to Depot                                               | 0                                                                                | 0     | 0     | 0      | 0     | 810   | 0      | 0      | 810    |
| 40                                                   | P             | Capitol Ave. Improvements - Willow St. to Oak St.                                                                      | 0                                                                                | 0     | 0     | 0      | 0     | 1,525 | 0      | 0      | 1,525  |
| 41                                                   | P             | Airport Rd Sidewalk Improvements - Dean Nicholson to N. City Limits                                                    | 0                                                                                | 0     | 0     | 0      | 0     | 1,170 | 0      | 0      | 1,170  |
| 42                                                   | P             | 3rd Ave and Ruby St Intersection Enhancements                                                                          | 0                                                                                | 0     | 0     | 0      | 0     | 0     | 890    | 0      | 890    |
| 43                                                   | P             | 14th Ave and Wildcat Way Bike Lane - B St to University Way                                                            | 0                                                                                | 0     | 0     | 0      | 0     | 0     | 103    | 0      | 103    |
| 44                                                   | P             | Alder St. Overlay - University Way to Helena                                                                           | 0                                                                                | 0     | 0     | 0      | 0     | 0     | 1,100  | 0      | 1,100  |
| 45                                                   | P             | Helena Ave Extension - PTC Trail to Dry Cr Rd                                                                          | 0                                                                                | 0     | 0     | 0      | 0     | 0     | 4,100  | 0      | 4,100  |
| 46                                                   | P             | Cora Street Ext - PTC Trail to Bender Rd (portion in KC jurisdiction)                                                  | 0                                                                                | 0     | 0     | 0      | 0     | 0     | 7,200  | 0      | 7,200  |
| 47                                                   | P             | Mountain View Ave and Bull Rd Intersection Enhancements                                                                | 0                                                                                | 0     | 0     | 0      | 0     | 0     | 681    | 0      | 681    |
| 48                                                   | P             | Chestnut St and Walnut St Bike and Ped Improvements                                                                    |                                                                                  |       |       |        |       |       |        | 263    | 263    |
| 49                                                   | P             | Trail Connection - 5th Ave to University Way (near CWU)                                                                |                                                                                  |       |       |        |       |       |        | 47     | 47     |
| 50                                                   | P             | 5th and Ruby Intersection Enhancements and Widening                                                                    |                                                                                  |       |       |        |       |       |        | 741    | 741    |
| 51                                                   | P             | Helena Ave and Walnut St Intersection Enhancements and Widening                                                        |                                                                                  |       |       |        |       |       |        | 740    | 740    |
| 52                                                   | P             | Helena Ave and Water St Intersection Enhancements and Widening                                                         |                                                                                  |       |       |        |       |       |        | 936    | 936    |
| 53                                                   | P             | Manitoba Ave and Ruby St Intersection Enhancements and Realignment                                                     |                                                                                  |       |       |        |       |       |        | 1,332  | 1,332  |
| 54                                                   | P             | University Way and Alder St Intersection Enhancements and Widening                                                     |                                                                                  |       |       |        |       |       |        | 1,558  | 1,558  |
| 55                                                   | P             | University Way and Main St Intersection Enhancements and Widening                                                      |                                                                                  |       |       |        |       |       |        | 3,338  | 3,338  |
| 56                                                   | P             | Water St and Bender Rd Intersection Enhancements                                                                       |                                                                                  |       |       |        |       |       |        | 966    | 966    |
| 57                                                   | P             | Airport Rd and Bender Rd Intersection Enhancements                                                                     |                                                                                  |       |       |        |       |       |        | 1,008  | 1,008  |
| 58                                                   | P             | Capitol Ave and Chestnut St Intersection Enhancements                                                                  |                                                                                  |       |       |        |       |       |        | 672    | 672    |
| 59                                                   | P             | Sanders Rd and Alder St Intersection Enhancements                                                                      |                                                                                  |       |       |        |       |       |        | 665    | 665    |
| 60                                                   | P             | Capitol Ave and Willow St Intersection Enhancements                                                                    |                                                                                  |       |       |        |       |       |        | 524    | 524    |
| 61                                                   | P             | Anderson Rd and Umptanum Rd Intersection Enhancements                                                                  |                                                                                  |       |       |        |       |       |        | 1,252  | 1,252  |
| 62                                                   | P             | 15th Ave and Cora St Intersection Enhancements                                                                         |                                                                                  |       |       |        |       |       |        | 432    | 432    |
| 63                                                   | P             | 18th Ave and Alder St Intersection Enhancements                                                                        |                                                                                  |       |       |        |       |       |        | 720    | 720    |
| TOTAL EXPENDITURE                                    |               |                                                                                                                        | 10,864                                                                           | 5,200 | 7,318 | 17,015 | 8,495 | 8,100 | 19,784 | 15,194 | 91,969 |
| ARTERIAL STREET FUND BEGINNING BALANCE (01/01/2022)) |               |                                                                                                                        | 511                                                                              | 119   | 139   | 164    | 179   | 254   | 269    |        |        |
| EST. GAS TAX REVENUE & SCHEDULED SALES TAX TRANSFER  |               |                                                                                                                        | 120                                                                              | 120   | 120   | 120    | 120   | 120   | 120    |        |        |
| ARTERIAL STREET FUND ENDING BALANCE                  |               |                                                                                                                        | 119                                                                              | 139   | 164   | 179    | 254   | 269   | 344    |        |        |

\*Current year projects shown for accounting purposes.

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



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

**Item Title/Agenda Subject:** Proposed Ordinance –Traffic Code Revisions

**Submitted by:** Josh Mattson Public Works & Utilities

**Recommended Action or Motion:** Staff recommends Council consider first reading of the amended Traffic Code Ordinance.

**Background/Summary:**

An ordinance is required to revise regulatory signing on the city street system. The proposed ordinance reflects parking revision requests from staff due to Ellensburg School District (ESD) completion of Cora Street, improvements performed with private developments, capital improvements performed by the City, traffic code corrections, annexation of the Currier Creek area, and annexation of the Anderson Road area.

The proposed revisions and justifications are as follows:

- No Parking - Designated places. (ECC 8.10.020):
  - With completion of the Cora Street improvements by ESD, remove the parking restriction on both sides of the street from 15<sup>th</sup> Avenue north 1,570 feet to the Palouse to Cascades Trail (PTC) crossing and add a no parking area from this point north to the end of the street.
  - With construction of Landon Lane for residential development, add a no parking restriction from Idaho Avenue to the north end of the street.
  - With construction of Seventh Avenue frontage improvements as part of the completion of a parking lot near the southeast corner of Pearl Street and Seventh Avenue, add a no parking restriction on the south side of Seventh Avenue from the alley between Pine Street and Pearl Street west to Pearl Street.
- Two-Way Stop Intersection (ECC 8.36.040) and All-Way Stop Intersection Designated (ECC 8.36.080):

- With construction of Chason Avenue for residential development east of Gail Road, add the intersection with Gail Road as two-way stop configuration.
  - With construction of the City's new signal installation at Eighteenth Avenue and Walnut Street, remove the intersection's all-way stop designation.
  - With construction of the City's new signal installation at Fourteenth Avenue and "D" Street (Wildcat Way), remove the intersection's all-way stop designation.
  - Add all-way stop designation to the intersection of Water Street with Idaho Avenue and Ridgeview Avenue.
- Stopping required at certain cross-streets (ECC 8.36.120):
  - With construction of Benjamin Lane for residential development, add a stop control designation northbound at 26<sup>th</sup>
  - With construction of Chason Avenue for residential development on both sides of Gail Road, remove the eastbound only stop configuration at Gail Road.
  - Following annexation of the Currier Creek area, add the following intersections with stop control designation:
    - Southbound on Clearview Drive at Old Highway 10
    - Northbound on Clearview Drive at Creeksedge Way
    - Northbound on Clearview Drive at Dry Creek Road
    - Southbound on Clearview Drive at Creeksedge Way
    - Northbound on Middlecrest Drive at Creeksedge Way
    - Southbound on Middlecrest Drive at Sunnyview Lane
    - Eastbound on Old Highway 10 at Reecer Creek Road
    - Westbound on Peakview Drive at Middlecrest Drive
    - Southbound on Peakview Drive at Clearview

- Drive
  - Eastbound on Sunnyview Lane at Peakview Drive
  - Northbound on Sunnyview Lane at Creeksedge Way
- Remove the eastbound stop control configuration on Fifteenth Avenue at Dry Creek Road.
- With construction of Heatherstone Court for residential development, add a stop control designation westbound at Gail Road.
- With construction of Idaho Ave for residential development west of Airport Road, add a stop control designation eastbound at Airport Road.
- With construction of Landon Lane for residential development, add a stop control designation southbound at Idaho Avenue.
- With construction of Sycamore Street for residential development, add a stop control designation southbound at Helena Avenue.
- With construction of Tower Street for residential development, add a stop control designation southbound at Sanders Road.
- Speed limits (ECC 8.42.020):
  - Following annexation of the Anderson Road area, add the 35 MPH speed limit designation for Anderson Road from 2,260 feet north of Umptanum Road south to the city limits.
  - Following annexation of the Currier Creek area:
    - Add the 35 MPH speed limit designation for Dry Creek Road from the west city limits to 2,500 feet east of Reecer Creek Road.
    - Add the 50 MPH speed limit designation for Old Highway 10 from the west city limits to Reecer Creek Road.
    - Add the 35 MPH speed limit designation for Reecer Creek Road from University Way to Dry Creek Road.
    - Revise the 35 MPH speed limit designation for University Way from Cora Street to 500 feet east of Reecer Creek Road.
    - Revise the 40 MPH speed limit designation for University Way from Dolarway Road to

500 feet east of Reecer Creek Road.

**Previous Council Action:**

Council approved the Currier Creek Annexation Area at its March 2, 2020 regular meeting. Council approved the Anderson Road Annexation Area at its November 1, 2021 regular meeting.

**Analysis:**

Staff have reviewed the proposed parking revision requests to sections 8.10.020, 8.36.040, 8.36.080, 8.36.120 and 8.42.020 of the ECC and have no objections or concerns to these requests.

ESD has completed Cora Street improvements with construction of the two elementary schools. Adequate space for parking is now available on Cora Street from 15<sup>th</sup> Avenue north to the Palouse to Cascades Trail. No parking is designated on the Cora half-street improvements from the Palouse to Cascades Trail north to the end of the street. The intersection of 15<sup>th</sup> Avenue and Cora Street has been converted from two-way stop control to all-way stop control.

The following street improvements have been completed for residential development and require updates to the parking and stop control designation; Landon Lane north of Idaho Avenue, Chason Avenue east of Gail Road, Benjamin Lane south of 26<sup>th</sup> Avenue, Heatherstone Court east of Gail Road, Idaho Avenue west of Airport Road, Sycamore Street north of Helena Avenue, and Tower Street north of Sanders Road.

Construction of a parking lot near the southeast corner of Pearl Street and Seventh Avenue required completion of frontage improvements on the south side of Seventh Avenue from the alley between Pine Street and Pearl Street west to Pearl Street. The street width is too narrow to accommodate parking on both sides of the street. A no parking restriction is needed for parking consistency on the south side of Seventh Avenue

between Pine Street to Pearl Street and to allow for two lanes of through traffic.

City Public Works and Utilities Department staff recently completed installation of new signals at the intersection of Eighteenth Avenue with Walnut Street, and Fourteenth Avenue and “D” Street (Wildcat Way). The all-way stop control designation will be removed for these locations.

A traffic code correction was needed for the all-way stop designation for Water Street at Idaho Avenue and Ridgeview Lane. A traffic code removal was also needed for the eastbound stop control designation for Fifteenth Avenue at Dry Creek Road.

The annexations of the Currier Creek area and Anderson Road area require traffic code updates to stop control and speed limits for the streets in the annexed areas.

**Financial Impact:** No Fiscal Impact

**Attachments:**  
[Chapter 8 Traffic Code Amendments 2022](#)

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO TITLE 8 “TRAFFIC” AND AMENDING SECTIONS 8.10.020, 8.36.040, 8.36.080, 8.36.120 AND 8.42.020 OF THE ELLENSBURG CITY CODE.

WHEREAS, Ellensburg School District completion of improvements on Cora Street from Fifteenth Avenue north to access two new elementary schools requires updates to Cora Street parking code and all-way stop control designation with Fifteenth Avenue,

WHEREAS, street construction completion for residential development requires updates to street parking code and stop control designations on Landon Lane, Idaho Avenue, Chason Avenue, Benjamin Lane, Heatherstone Court, Idaho Avenue, Sycamore Street, and Tower Street,

WHEREAS, City staff is requesting removal of the all-way stop control designation for Eighteenth Avenue with Walnut Street and Fourteenth Avenue with “D” Street (Wildcat Way) due to recent completion of signal installation at these locations,

WHEREAS, City staff is requesting two corrections for traffic code, updating all-way stop designation for Water Street at Idaho Avenue and Ridgeview Lane as well as eastbound stop control for Fifteenth Avenue at Dry Creek Road,

WHEREAS, City annexations of the Currier Creek area and Anderson Road area requires traffic code updates to stop control and speed limits for streets in the annexed areas,

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

**Section 1. Section 8.10.020 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4842, is hereby amended to read as follows:**

**8.10.020 No parking – Designated places.**

When signs are erected giving notice thereof, no person shall park a vehicle at any time upon any of the following described streets or portion thereof:

| Street Name  | Side | Location                                                                   |
|--------------|------|----------------------------------------------------------------------------|
| Airport Road | West | From the centerline of Helena Ave. to a point 60 feet north of Helena Ave. |

| <b>Street Name</b> | <b>Side</b> | <b>Location</b>                                                                                                                 |
|--------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------|
| Alder St.          | East        | From 115 feet north of the centerline of Eleventh Ave. to a point 171 feet north of the centerline of Eleventh Ave.             |
| Alder St.          | East        | From 232 feet north of the centerline of Eleventh Ave. to a point 329 feet north of the centerline of Eleventh Ave.             |
| Alder St.          | East        | From a point 318 feet south of the centerline of Fourteenth Ave. to a point 373 feet south of the centerline of Fourteenth Ave. |
| Alder St.          | East        | From the centerline of Eighteenth Ave. to a point 120 feet south of the centerline of Eighteenth Ave.                           |
| Alder St.          | West        | From the centerline of Eleventh Ave. to a point 110 feet north of the centerline of Eleventh Ave.                               |
| Alder St.          | West        | From 392 feet south of the centerline of Eighteenth Ave. to 301 feet south of the centerline of Eighteenth Ave.                 |
| Alder St.          | West        | From a point 336 feet south of the centerline of Fourteenth Ave. to a point 429 feet south of the centerline of Fourteenth Ave. |
| Alder St.          | West        | From the centerline of University Way to a point 112 feet north of the centerline of University Way.                            |
| Anderson St.       | Both        | From Manitoba Ave. to Cherry Lane.                                                                                              |
| Anderson St.       | West        | From Fifth Ave. to Sixth Ave.                                                                                                   |
| “B” St.            | Both        | From Fourteenth Ave. to Seventeenth Ave.                                                                                        |
| Canyon Road        | Both        | From the south city limits line to the centerline of Mountain View Ave.                                                         |
| Capitol Ave.       | Both        | Between Pearl St. and Water St.                                                                                                 |

| <b>Street Name</b> | <b>Side</b> | <b>Location</b>                                                                                                       |
|--------------------|-------------|-----------------------------------------------------------------------------------------------------------------------|
| Capitol Ave.       | North       | From a point one foot east of the centerline of Willow St. to a point 151 feet east of the centerline of Willow St.   |
| Capitol Ave.       | North       | From a point 396 feet east of Willow St. to a point 514 feet east of Willow St.                                       |
| Capitol Ave.       | South       | From a point 72 feet west of the centerline of Willow St. to Locust St.                                               |
| Cherry Lane        | North       | From Anderson St. to Ruby St.                                                                                         |
| Cherry Lane        | Both        | From the centerline of Anderson St. to 430 feet east.                                                                 |
| Chestnut St.       | Both        | From a point 200 feet north of the centerline of Fifth Ave. to a point 200 feet south of the centerline of Fifth Ave. |
| Chestnut St.       | Both        | From a point 200 feet north of the centerline of Third Ave. to a point 200 feet south of the centerline of Third Ave. |
| Chestnut St.       | Both        | From Seventh Ave. to Ninth Ave.                                                                                       |
| Chestnut St.       | West        | From a point four feet north of the centerline of Seattle Ave. north 229 feet.                                        |
| Chestnut St.       | West        | From a point 108 feet south of the centerline of Seattle Ave. south 105 feet.                                         |
| Chestnut St.       | West        | From the centerline of Eighteenth Ave. to a point 163 feet north of the centerline of Eighteenth Ave.                 |
| Chestnut St.       | East        | From Seattle Ave. to Manitoba Ave.                                                                                    |
| Chestnut St.       | East        | From the centerline of Eighteenth Ave. to a point 83 feet north of the centerline of Eighteenth Ave.                  |

| Street Name     | Side                 | Location                                                                                                                                                |
|-----------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chestnut St.    | Both                 | From Mountain View Ave. to Hobert Ave.                                                                                                                  |
| Cora St.        | East                 | From the centerline of University Way north to a point 220 feet north of the centerline of Rainier St.                                                  |
| Cora St.        | <del>East</del> Both | From <del>Fifteenth Ave.</del> to a point 1,570 feet north of the centerline of Fifteenth Ave <u>to the north end of Cora St. including turnaround.</u> |
| Cora St.        | West                 | From the centerline of University Way north to a point 125 feet south of the centerline of Rainier St.                                                  |
| “D” St.         | East                 | From University Way to 310 feet north of Eleventh Ave.                                                                                                  |
| “D” St.         | West                 | From University Way to Fourteenth Ave.                                                                                                                  |
| “D” St.         | East                 | From the centerline of Fourteenth Ave. south 622 feet.                                                                                                  |
| “D” St.         | West                 | From the centerline of Seventeenth Ave. north 90 feet.                                                                                                  |
| “D” St.         | East                 | From a point 165 feet north of the centerline of Seventeenth Ave. to a point 320 feet north of the centerline of Seventeenth Ave.                       |
| “D” St.         | East                 | From a point two feet south of the centerline of Seventeenth Ave. to a point 85 feet north of the centerline of Seventeenth Ave.                        |
| Eighteenth Ave. | North                | From the centerline of Walnut St. to a point 117 feet east of the centerline of Walnut St.                                                              |
| Eighteenth Ave. | South                | From a point 200 feet west of the centerline of “D” St. to a point 200 feet east of the centerline of “D” St.                                           |
| Eleventh Ave.   | Both                 | From west right-of-way of Maple St. to a point 200 feet west.                                                                                           |

| <b>Street Name</b> | <b>Side</b> | <b>Location</b>                                                                                                                                                   |
|--------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Eleventh Ave.      | Both        | From the centerline of Cora St. west to a point 290 feet west of the centerline of Cora St., including the turnaround 249 feet west of the centerline of Cora St. |
| Ellington St.      | Cul-de-sac  | Beginning at a point 572 feet north of the centerline of Idaho Ave.                                                                                               |
| First Ave.         | South       | Water St. to Kittitas St.                                                                                                                                         |
| First Ave.         | North       | From a point 40 feet west to a point 40 feet east of the centerline of the alley between Pine St. and Pearl St.                                                   |
| First Ave.         | North       | From Sprague St. to Sampson St.                                                                                                                                   |
| Fourteenth Ave.    | Both        | From 265 feet west of “D” St. to Alder St.                                                                                                                        |
| Fourteenth Ave.    | North       | From a point 105 feet east of the centerline of “B” St. to a point 167 feet east of the centerline of “B” St.                                                     |
| Fourteenth Ave.    | South       | From a point 49 feet west of the centerline of “B” St. to a point 35 feet east of the centerline of “B” St.                                                       |
| Greenfield Ave.    | North       | Between two points 580 feet to 640 feet west of the centerline of Alder St. including turnaround.                                                                 |
| Helena Ave.        | North       | From a point 180 feet west of the centerline of Walnut St. to the centerline of Water St.                                                                         |
| Helena Ave.        | South       | From a point 370 feet east of the centerline of Water St. to a point 182 feet east of Park Lane Ave.                                                              |
| Helena Ave.        | South       | From a point 126 feet east of the centerline of Yellowstone St. to the centerline of Walnut St.                                                                   |
| Industrial Way     | East        | From Umptanum Road to a point 600 feet north of the centerline of Umptanum Road.                                                                                  |

| Street Name        | Side        | Location                                                                                             |
|--------------------|-------------|------------------------------------------------------------------------------------------------------|
| Industrial Way     | West        | From Umptanum Road to a point 492 feet north of the centerline of Umptanum Road.                     |
| Jackson Ave.       | North       | From Main St. to mid-block.                                                                          |
| Jackson Ave.       | South       | From Main St. to Pearl St.                                                                           |
| <u>Landon Ln</u>   | <u>Both</u> | <u>From Idaho Ave. to the north end of Landon Ln. including turnaround.</u>                          |
| Lakeshore Way      | Both        | From Umptanum Road to Opportunity St.                                                                |
| Main St.           | Both        | From the centerline of Mountain View Ave. to the centerline of Second Ave.                           |
| Main St.           | West        | From the centerline of Capitol Ave. to the centerline of Second Ave.                                 |
| Main St.           | Both        | From the centerline of University Way to a point 180 feet north of the centerline of University Way. |
| Main St.           | Both        | From Seventh Ave. to University Way.                                                                 |
| Manitoba Ave.      | South       | From a point 75 feet east of Walnut St. to a point 182 feet east of Walnut St.                       |
| Manitoba Ave.      | North       | From Main St. to Water St.                                                                           |
| Manitoba Ave.      | South       | From 138 feet west of the centerline of Main St. to Main St.                                         |
| Mountain View Ave. | Both        | From Main St. to Ruby St.                                                                            |
| Mountain View Ave. | South       | From the centerline of Bull Road to a point 85 feet east of the centerline of Bull Road.             |

| <b>Street Name</b> | <b>Side</b> | <b>Location</b>                                                                                                                                                                   |
|--------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mountain View Ave. | North       | From Maple St. to a point 116 feet east of the centerline of Viewridge Court.                                                                                                     |
| Nanum St.          | East        | From Sixth Ave. to a point 52 feet south of the centerline of Sixth Ave.                                                                                                          |
| Ninth Ave.         | North       | From Main St. to “D” St.                                                                                                                                                          |
| Opportunity St.    | Both        | From Umptanum Road to, and including, the cul-de-sac 1,750 feet south of Umptanum Road.                                                                                           |
| Park Lane Ave.     | North       | From the centerline of Regal St. to the centerline of Victor Place.                                                                                                               |
| Park Lane Ave.     | East        | From the centerline of Abel Place north 200 feet.                                                                                                                                 |
| Pearl St.          | West        | From Jackson Ave. to a point 144 feet south of the monument at Jackson Ave.                                                                                                       |
| Pearl St.          | West        | From First Ave. to Second Ave.                                                                                                                                                    |
| Pearl St.          | East        | From a point 140 feet south of the centerline of Second Ave. to the centerline of Second Ave.                                                                                     |
| Pine St.           | East        | From Sixth Ave. to University Way.                                                                                                                                                |
| Poplar St.         | East        | From a point 150 feet north from the centerline of Cliff St. continuing along the radius to a point 360 feet west of the centerline of Maple St. on the south side of Fourth Ave. |
| Prospect St.       | East        | From the centerline of Dolarway Road to a point 352 feet north of Dolarway Road.                                                                                                  |
| Regal St.          | West        | From the centerline of Green Parks Drive south 90 feet.                                                                                                                           |

| Street Name      | Side  | Location                                                                                                                  |
|------------------|-------|---------------------------------------------------------------------------------------------------------------------------|
| Ruby St.         | Both  | From Umptanum Road to Mountain View Ave.                                                                                  |
| Ruby St.         | East  | From a point 198 feet north of the centerline of Seventh Ave. north to University Way.                                    |
| Sampson St.      | East  | From a point 300 feet south of the centerline of Capitol Ave. to a point 400 feet south of the centerline of Capitol Ave. |
| Seventeenth Ave. | North | From a point 140 feet west of the centerline of “D” St. to “D” St.                                                        |
| Seventh Ave.     | North | From a point 100 feet east of the east right-of-way of Anderson St. to a point 170 feet east of said right-of-way.        |
| Seventh Ave.     | North | From a point 150 feet west of the west right-of-way line of Walnut St. to a point 190 feet west of said right-of-way.     |
| Seventh Ave.     | South | From Pine St. west to the alley between Pine St. and Pearl St.                                                            |
| Sixth Ave.       | North | From the alley west of Main St. to Water St.                                                                              |
| Spokane Ave.     | Both  | From the centerline of Whitman St. to the centerline of Chestnut St.                                                      |
| Sprague St.      | East  | From University Way to a point 116 feet south of the curbline of University Way.                                          |
| Sprague St.      | East  | From the centerline of First Ave. to a point 89 feet north of the centerline of First Ave.                                |
| State Route 97   | Both  | From intersection of Dolarway Road and University Way north to city limits.                                               |

| <b>Street Name</b> | <b>Side</b> | <b>Location</b>                                                                                                                                                                                                        |
|--------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tenth Ave.         | North       | From University Way to a point 215 feet west of University Way.                                                                                                                                                        |
| Third Ave.         | Both        | From Sampson St. to Anderson St.                                                                                                                                                                                       |
| Third Ave.         | Both        | From a point 1,540 feet east of the centerline of Alder St. to the east end of Third Ave.                                                                                                                              |
| Third Ave.         | North       | From Water St. to the alley lying west of Water St.                                                                                                                                                                    |
| Third Ave.         | North       | From Chestnut St. to a point 120 feet west of the centerline of Chestnut St.                                                                                                                                           |
| Third Ave.         | South       | From Main St. to the alley lying west of Main St.                                                                                                                                                                      |
| Third Ave.         | South       | From Alder St. to Sampson St.                                                                                                                                                                                          |
| Third Ave.         | South       | From a point 1,607 feet east of the centerline of Alder St. to a point 1,921 feet east of the centerline of Alder St.                                                                                                  |
| Third Ave.         | North       | From 175 feet east of the centerline of Third Ave. to a point 205 feet east of the centerline of Third Ave.                                                                                                            |
| Third Ave.         | South       | From a point 813 feet east of the east curbline of Alder St. to a point 839 feet east of said curbline and from a point 1,166 feet east of the east curbline of Alder St. to a point 1,186 feet east of said curbline. |
| Umptanum Road      | Both        | From Ruby St. to Lakeshore Way.                                                                                                                                                                                        |
| University Way     | Both        | From Maple St. to Brick Road.                                                                                                                                                                                          |
| University Way     | Both        | From Wenas St. to Chestnut St.                                                                                                                                                                                         |
| University Way     | Both        | From west city limits to the centerline of Wenas St.                                                                                                                                                                   |

| Street Name                                                                   | Side  | Location                                                                                                                |
|-------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------|
| Unnamed public right-of-way bordering north edge of Ellensburg Inn short plat | Both  | From the centerline of Canyon Road to a point 320 feet east of the centerline of Canyon Road.                           |
| Vantage Highway                                                               | Both  | From Brick Road to the east city limits line.                                                                           |
| Walnut St.                                                                    | Both  | From Seventh Ave. to University Way.                                                                                    |
| Walnut St.                                                                    | Both  | From Dean Nicholson Blvd. to Eighteenth Ave.                                                                            |
| Walnut St.                                                                    | East  | From the centerline of Helena Ave. to a point 60 feet south of the centerline of Helena Ave.                            |
| Walnut St.                                                                    | West  | From the centerline of Washington Ave. north to a point 103 feet north of the centerline of Washington Ave.             |
| Washington Ave.                                                               | North | From Water St. to Kittitas St.                                                                                          |
| Water St.                                                                     | Both  | Helena Ave. to Ridgeview Lane.                                                                                          |
| Water St.                                                                     | East  | From Manitoba Ave. to a point 165 feet north of the centerline of Manitoba Ave.                                         |
| Water St.                                                                     | West  | From a point 200 feet south of the centerline of Fourth Ave. to a point 102 feet south of the centerline of Fourth Ave. |

[Ord. 4842 § 1, 2019; Ord. 4805 § 1, 2018; Ord. 4730 § 1, 2016; Ord. 4726 § 1, 2016; Ord. 4697 § 1, 2015; Ord. 4635 § 1, 2013; Ord. 4620 § 1, 2012; Ord. 4590 § 1, 2011; Ord. 4561 § 1, 2010; Ord. 4544 § 1, 2009; Ord. 4522 § 1, 2008; Ord. 4490 § 1, 2007; Ord. 4432 § 1, 2006; Ord. 4417 § 1, 2005; Ord. 4391, 2004; Ord. 4387, 2004; Ord. 4372, 2003; Ord. 4361, 2003; Ord. 4332, 2002; Ord. 4321, 2002; Ord. 4316, 2002; Ord. 4291, 2001; Ord. 4281, 2001; Ord. 4276, 2001; Ord. 4256, 2000; Ord. 4252, 2000; Ord. 4216, 1999; Ord. 4169, 1998; Ord. 4153, 1998; Ord. 4074, 1997; Ord. 4033 § 2, 1996; Ord. 3958 § 1, 1994; Ord. 3927 § 1, 1994; Ord. 3900 § 1, 1993; Ord. 3898 § 1, 1993; Ord. 3876 § 1, 1993; Ord. 3833 § 1, 1992; Ord. 3800 § 1, 1992; Ord. 3738 § 1, 1991; Ord. 3701 § 1, 1990; Ord. 3694 § 1, 1990; Ord. 3684 § 1, 1990; Ord. 3629 § 1, 1988; Ord. 3592 § 1, 1987; Ord. 3563 § 1, 1986; Ord. 3556 § 1, 1986; Ord. 3551 § 1, 1986; Ord.

3511 § 1, 1985; Ord. 3489 § 1, 1985; Ord. 3452 § 1, 1984; Ord. 3433 §§ 1, 2, 1984; Ord. 3424 § 1, 1984; Ord. 3416 § 1, 1983; Ord. 3405 § 1, 1983; Ord. 3387 § 1, 1983.]

**Section 2. Section 8.36.040 of the Ellensburg City Code, as last amended by Section 3 of Ordinance 4854, is hereby amended to read as follows:**

**8.36.040 Two-way stop intersections designated – Procedures required.**

The following intersections, when appropriately signed, are designated as two-way stop streets, and all traffic proceeding on the first street indicated shall first come to a complete stop before proceeding into the intersection with the second designated street, then enter with due caution and yield the right-of-way to all other traffic proceeding on each such designated cross-street:

Alder St. at Sanders Road

Alder St. at Third Ave.

Anderson St. at Fifth Ave.

Anderson St. at Fourth Ave.

Anderson St. at Manitoba Ave.

Anderson St. at Seventh Ave.

Anderson St. at Tacoma Ave.

Anderson St. at Third Ave.

“B” St. at Eleventh Ave.

Berry Road at Burlington Northern Railroad  
Tracks

Bull Road and Willow St. at Mountain View  
Ave.

“C” St. at Ninth Ave.

“C” St. at Tenth Ave.

Chason Ave. at Gail Rd

Chestnut St. at Third Ave.

Cle Elum St. at Seventh Ave.

Cle Elum St. at Sixth Ave.

Cobblefield St. at Idaho Ave.

Countryside Ave. at Airport Road

Countryside Ave. at Ellington St.

Countryside Ave. at Gail Road

Delphine St. at Eleventh Ave.

Delphine St. at Tenth Ave.

Eleventh Ave. at Columbia St.

Eleventh Ave. at Okanogan St.

Ellington St. at Bender Road

Elliot St. at Fourth Ave.

Elliot St. at Second Ave.

Elliot St. at Third Ave.

Fifth Ave. at Chestnut St.

Fifth Ave. at Railroad Ave.

First Ave. at Alder St.

First Ave. at Chestnut St.

First Ave. at Main St.

First Ave. at Maple St.

First Ave. at Pearl St.

First Ave. at Pine St.

First Ave. at Poplar St.

First Ave. at Sampson St.

First Ave. at Walnut St.

First Ave. at Water St.

Fourteenth Ave. at Columbia St.

Fourteenth Ave. at Okanogan St.

Fourteenth Ave. at Water St.

Fourteenth Ave. at Main St.

Fourth Ave. at Alder St.

Fourth Ave. at Chestnut St.

Fourth Ave. at Kittitas St.

Fourth Ave. at Lincoln St.

Fourth Ave. at Maple St.

Fourth Ave. at Ruby St.

Fourth Ave. at Walnut St.

Fourth Ave. at Water St.

Greenfield Ave. at Alder St.

Greenfield Ave. at Spar Lane

Greenfield Ave. at Water St.

Helena Ave. at Walnut St.

Helena Ave. at Alder St.

Hobert Ave. at Chestnut St.

Hobert St. at Magnolia Ave.

Jackson Ave. at Pearl St.

Kittitas St. at Fifth Ave.

Kittitas St. at Third Ave.

Kittitas St. at Seventh Ave.

Kittitas St. at Sixth Ave.

Kristen Ave. at Gail Road

Manitoba Ave. at Chestnut St.

Manitoba Ave. at Maple St.

Maple St. at Capitol Ave.

Maple St. at Third Ave.

McIntosh St. at Greenfield Ave.

Nanum St. at Seventh Ave.

Ninth Ave. at Columbia St.

Ninth Ave. at Okanogan St.

Ninth Ave. at University Way

Ninth Ave. at Water St.

Pacific St. at Fifth Ave.

Pearl St. at Capitol Ave.

Pearl St. at Manitoba Ave.

Pearl St. at Seventh Ave.

Pfenning Road at Vantage Hwy.

Pine St. at Seventh Ave.

Pine St. at Third Ave.

Poplar St. at Capitol Ave.

Poplar St. at Second Ave.

Poplar St. at Third Ave.

Poplar St. at University Way

Remington Dr. at Airport Rd.

Ruby St. at Manitoba Ave.

Sampson St. at Capitol Ave.

Sampson St. at Fifth Ave.

Sampson St. at Fourth Ave.

Sampson St. at Seventh Ave.

Sampson St. at Tacoma Ave.

Sampson St. at Third Ave.

Seattle Ave. at Maple St.

Seattle Ave. at Willow St.

Second Ave. at Alder St.

Second Ave. at Anderson St.

Second Ave. at Chestnut St.

Second Ave. at Dennis St.

Second Ave. at Main St.

Second Ave. at Maple St.

Second Ave. at Pearl St.

Second Ave. at Pine St.

Second Ave. at Ruby St.

Second Ave. at Sampson St.

Second Ave. at Sprague St.

Second Ave. at Water St.

Second Ave. at Walnut St.

Seventh Ave. at Chestnut St.

Seventh Ave. at Main St.

Seventh Ave. at Ruby St.

Seventh Ave. at Sprague St.

Seventh Ave. at Walnut St.

Seventh Ave. at Water St.

Seventh Ave. at Wenas St.

Sixth Ave. at Anderson St.

Sixth Ave. at Chestnut St.

Sixth Ave. at Main St.

Sixth Ave. at Nanum St.

Sixth Ave. at Pacific St.

Sixth Ave. at Pearl St.

Sixth Ave. at Pine St.

Sixth Ave. at Ruby St.

Sixth Ave. at Sampson St.

Sixth Ave. at Sprague St.

Sixth Ave. at Walnut St.

Sixth Ave. at Water St.

Skyline Drive at Vista Road

Spar Lane at Idaho Ave.

Spokane Ave. at Chestnut St.

Sprague St. at Tacoma Ave.

Sprague St. at Third Ave.

Tacoma Ave. at Chestnut St.

Tacoma Ave. at Main St.

Tacoma Ave. at Pearl St.

Tacoma Ave. at Pine St.

Tacoma Ave. at Poplar St.

Tacoma Ave. at Ruby St.

Tacoma Ave. at Water St.

Tenth Ave. at Columbia St.

Tenth Ave. at Main St.

Tenth Ave. at Okanogan St.

Tenth Ave. at Water St.

Third Ave. at Dennis St.

Thirteenth Ave. at Columbia St.

Thirteenth Ave. at Okanogan St.

Twelfth Ave. at Columbia St.

Twelfth Ave. at Okanogan St.

Twenty-Eighth Ave. at Ellington St.

Twenty-Eighth Ave. at Gail Road

Twenty-Sixth Ave. at Columbia St.

Twenty-Sixth Ave. at Water St.

Walnut St. at Capitol Ave.

Walnut St. at Fifth Ave.

Walnut St. at Manitoba Ave.

Walnut St. at Tacoma Ave.

Walnut St. at Third Ave.

Washington Ave. at Chestnut St.

Washington Ave. at Main St.

Washington Ave. at Pearl St.

Washington Ave. at Pine St.

Washington Ave. at Poplar St.

Washington Ave. at Ruby St.

Washington Ave. at Sprague St.

Washington Ave. at Water St.

Water St. at Helena Ave.

Wenas St. at Fifth Ave.

White Birch Ave. at Chestnut St.

[Ord. 4854 § 3, 2020; Ord. 4842 § 7, 2019; Ord. 4770 § 2, 2017; Ord. 4742 § 3, 2016; Ord. 4697 § 2, 2015; Ord. 4670 § 3, 2014; Ord. 4635 § 3, 2013; Ord. 4522 § 4, 2008; Ord. 4490 § 8, 2007; Ord. 4453 § 2, 2006; Ord. 4432 § 3, 2006; Ord. 4417 § 3, 2005; Ord. 4387, 2004; Ord. 4316, 2002; Ord. 4291, 2001; Ord. 4256, 2000; Ord. 4216, 1999; Ord. 4202, 1999; Ord. 4063 § 1, 1996; Ord. 3991 § 1, 1995; Ord. 3797 § 1, 1992; Ord. 3642 § 1, 1988; Ord. 3589 § 1, 1987; Ord. 3530 § 1, 1986; Ord. 3515 § 1, 1985; Ord. 3507 § 1, 1985; Ord. 3498 § 1, 1985; Ord. 3488 § 1, 1985; Ord. 3450 § 1, 1984; Ord. 3375 § 1, 1982; Ord. 3332 § 1, 1982; Ord. 3278 § 1, 1980; Ord. 3196 § 1, 1978; Ord. 3156 § 1, 1977; Ord. 3137 § 1, 1977; Ord. 3125 § 1, 1977; Ord. 3098 § 2, 1976; Ord. 3078 § 1, 1975.]

**Section 3. Section 8.36.080 of the Ellensburg City Code, as last amended by Section 4 of Ordinance 4854, is hereby amended to read as follows:**

**8.36.080 All-way stop intersections designated – Procedures required.**

The following intersections, when appropriately signed, are designated as “all-way” stop intersections, and all traffic approaching each such intersection shall first come to a complete stop before proceeding into or through the intersection, and then enter with due caution and yield the right-of-way to other traffic entering said intersection on the right:

Capitol Ave. and Chestnut St.

Capitol Ave. and Pine St.

Capitol Ave. and Ruby St.

Eighteenth Ave. and Alder St.

Eighteenth Ave. and Brook Lane

~~Eighteenth Ave. and Walnut St.~~

Eleventh Ave. and “D” St.

Fifteenth Ave. and Cora St.

Fifth Ave. and Pearl St.

Fifth Ave. and Ruby St.

Fourteenth Ave. and Alder St.

~~Fourteenth Ave. and “D” St.~~

Manitoba Ave. and Pine St.

Radio Road and Vista Road

Spokane St. and Whitman Ave.

Tenth Ave. and “B” St.

Third Ave. and Chestnut St.

Third Ave. and Lincoln St.

Third Ave. and Pearl St.

Third Ave. and Ruby St.

Walnut St. and Dean Nicholson Blvd.

Washington Ave. and Anderson St.

Water St. and Helena Ave.

Water St. and Idaho Ave./Ridgeview Ave.

White Birch Ave. and Chestnut St.

[Ord. 4854 § 4, 2020; Ord. 4490 § 9, 2007; Ord. 4417 § 4, 2005; Ord. 4219, 1999; Ord. 4135, 1998; Ord. 4063 § 2, 1996; Ord. 3991 § 2, 1995; Ord. 3797 § 2, 1992; Ord. 3752 § 1, 1991; Ord. 3642 § 2, 1988; Ord. 3589 § 2, 1987; Ord. 3515 § 2, 1985; Ord. 3507 § 2, 1985; Ord. 3498 § 2, 1985; Ord. 3488 § 2, 1985; Ord. 3393 § 1, 1983; Ord. 3303 § 2, 1981; Ord. 3252 § 1, 1980; Ord. 3246 § 1, 1980; Ord. 3098 § 3, 1976; Ord. 3078 § 2, 1975.]

**Section 4. Section 8.36.120 of the Ellensburg City Code, as last amended by Section 3 of Ordinance 4859, is hereby amended to read as follows:**

**8.36.120 Stopping required at certain cross-streets – Procedures.**

Unless otherwise indicated by supplemental regulatory signage, all traffic traveling in the direction indicated and on the street specified shall first come to a complete stop before proceeding into the intersection with the cross-street specified, then enter with due caution and yield the right-of-way to all other traffic entering each such intersection on such designated cross-streets:

| Direction  |    | Street                         |
|------------|----|--------------------------------|
| Northbound | on | Abbey Glen Court at Idaho Ave. |
| Westbound  | on | Acacia Lane at Chestnut St.    |
| Westbound  | on | Adams St. at Ruby St.          |
| Southbound | on | Alder St. at Capitol Ave.      |
| Northbound | on | Anderson St. at Capitol Ave.   |
| Southbound | on | Anderson St. at First Ave.     |
| Northbound | on | Anderson St. at University Way |
| Eastbound  | on | Annie Place at Ellington St.   |
| Eastbound  | on | Ashford Way at Pfenning Road   |

| Direction         |           | Street                                     |
|-------------------|-----------|--------------------------------------------|
| Southbound        | on        | “B” St. at University Way                  |
| Southbound        | on        | “B” St. at Fourteenth Ave.                 |
| Eastbound         | on        | Bender Road at Airport Road                |
| <u>Northbound</u> | <u>on</u> | <u>Benjamin Ln at 26<sup>th</sup> Ave.</u> |
| Westbound         | on        | Berry Road at Canyon Road                  |
| Westbound         | on        | Bonnie Lane at Brick Road                  |
| Westbound         | on        | Bluegrass Lane at Cora St.                 |
| Southbound        | on        | Brentwood St. at Idaho Ave.                |
| Southbound        | on        | Brick Road at University Way               |
| Eastbound         | on        | Bridgeview Lane at Stonebridge St.         |
| Northbound        | on        | Bridgewood Lane at Bluegrass Lane          |
| Southbound        | on        | Brook Court at Fifteenth Ave.              |
| Westbound         | on        | Brook Lane at Willow St.                   |
| Southbound        | on        | Brooksfield St. at Helena Ave.             |
| Northbound        | on        | “C” St. at Eleventh Ave.                   |
| Southbound        | on        | “C” St. at University Way                  |
| Southbound        | on        | Canal St. at Bender Road                   |
| Eastbound         | on        | Canterbury Drive at Pfenning Road          |

| Direction         |           | Street                                  |
|-------------------|-----------|-----------------------------------------|
| Southbound        | on        | Canterbury Drive at Radio Road          |
| Eastbound         | on        | Carriage Loop at Alder St.              |
| Southbound        | on        | Cascade Court at University Way         |
| Northbound        | on        | Cascade St. at Dolarway Road            |
| Westbound         | on        | Chason Ave. at Ellington St.            |
| Eastbound         | on        | Chason Ave. at Gail Road                |
| Westbound         | on        | Cherry Lane at Ruby St.                 |
| Southbound        | on        | Chestnut St. at Eighteenth Ave.         |
| <u>Southbound</u> | <u>on</u> | <u>Clearview Dr. at Old Highway 10</u>  |
| <u>Northbound</u> | <u>on</u> | <u>Clearview Dr. at Creeksedge Way</u>  |
| <u>Northbound</u> | <u>on</u> | <u>Clearview Dr. at Dry Creek Rd.</u>   |
| <u>Southbound</u> | <u>on</u> | <u>Clearview Dr. at Creeks Edge Way</u> |
| Southbound        | on        | Cle Elum St. at Fifth Ave.              |
| Northbound        | on        | Cle Elum St. at University Way          |
| Eastbound         | on        | Cliff Ave. at Chestnut St.              |
| Southbound        | on        | Cobblefield St. at Helena Ave.          |
| Northbound        | on        | Columbia St. at Bender Road             |
| Northbound        | on        | Columbia St. at Fifteenth Ave.          |

| Direction      |    | Street                                               |
|----------------|----|------------------------------------------------------|
| Southbound     | on | Columbia St. at Greenfield Ave.                      |
| Southbound     | on | Columbia St. at University Way                       |
| Southbound     | on | Cora St. at University Way                           |
| Eastbound      | on | Courtney Court at Ellington St.                      |
| Northeastbound | on | Craig Ave. at Alder St.                              |
| Southwestbound | on | Craig Ave. at exit of Reed Park                      |
| Southbound     | on | Cypress Ct. at Hobert Ave.                           |
| Southbound     | on | Currier St. at University Way                        |
| Northbound     | on | “D” St. at Eighteenth Ave.                           |
| Westbound      | on | Dairy Lane at Alder St.                              |
| Southbound     | on | Dandelion Ln. at Greenfield Ave.                     |
| Southbound     | on | Delphine St. at Ridgeview Lane                       |
| Northbound     | on | Dennis St. at Railroad Ave.                          |
| Westbound      | on | Dolarway Road at University Way – SR 97 Intersection |
| Southbound     | on | Douglas St. at Mountain View Ave.                    |
| Westbound      | on | Eighth Ave. at University Way                        |
| Eastbound      | on | Eleventh Ave. at Alder St.                           |
| Westbound      | on | Eleventh Ave. at Cora St.                            |

| Direction            |               | Street                                       |
|----------------------|---------------|----------------------------------------------|
| Westbound            | on            | Eleventh Ave. at Main St.                    |
| Eastbound            | on            | Eleventh Ave. at Water St.                   |
| Northbound           | on            | Ellington St. at Chinook Road                |
| Southbound           | on            | Ellington St. at Idaho Ave.                  |
| Northbound           | on            | Elliot St. at Fifth Ave.                     |
| Southbound           | on            | Elliot St. at First Ave.                     |
| Southbound           | on            | Enterprise Way at Dolarway Road              |
| Westbound            | on            | Fifteenth Ave. at Brook Lane                 |
| Eastbound            | on            | Fifteenth Ave. at “D” St. <u>Wildcat Way</u> |
| <del>Eastbound</del> | <del>on</del> | <del>Fifteenth Ave. at Dry Creek Road</del>  |
| Eastbound            | on            | First Ave. at Ruby St.                       |
| Eastbound            | on            | First Ave. at Walnut St.                     |
| Eastbound            | on            | Foster Ave. at Pine St.                      |
| Westbound            | on            | Fourteenth Ave. at Pfenning Road             |
| Westbound            | on            | Fourth Ave. at Pacific St.                   |
| Eastbound            | on            | Fourth Ave. at Pearl St.                     |
| Eastbound            | on            | Fourth Ave. at Pine St.                      |
| Eastbound            | on            | Fourth Ave. at Railroad Ave.                 |

| Direction        |           | Street                              |
|------------------|-----------|-------------------------------------|
| Westbound        | on        | Fourth Ave. at Wenas St.            |
| Westbound        | on        | Franklin St. at Alder St.           |
| Southbound       | on        | Gail Road at Bender Road            |
| Northbound       | on        | Glen Drive at 17th Ave.             |
| Westbound        | on        | Green Parks Drive at Park Lane Ave. |
| Southbound       | on        | Green Parks Drive at Regal St.      |
| Westbound        | on        | Gregory Place at Bull Road          |
| Northbound       | on        | Gregory Place at Mountain View Ave. |
| <u>Westbound</u> | <u>on</u> | <u>Heatherstone Ct. at Gail Rd.</u> |
| Northbound       | on        | Hibbs Road at Dolarway Road         |
| Eastbound        | on        | Hobert Ave. at Pfenning Road        |
| Westbound        | on        | Hobert Ave. at Whitman St.          |
| Eastbound        | on        | Hobert Ave. at Willow St.           |
| <u>Eastbound</u> | <u>on</u> | <u>Idaho Ave. at Airport Rd.</u>    |
| Eastbound        | on        | Illinois Ave. at Water St.          |
| Northbound       | on        | Indiana Drive at Illinois Ave.      |
| Northbound       | on        | Iowa St. at Illinois Ave.           |
| Southbound       | on        | Iowa St. at Indiana Drive           |

| Direction         |           | Street                           |
|-------------------|-----------|----------------------------------|
| Eastbound         | on        | Indiana Drive at Water St.       |
| Southbound        | on        | Industrial Way at Umptanum Road  |
| Westbound         | on        | Jackson Ave. at Main St.         |
| Eastbound         | on        | Jackson Ave. at Pine St.         |
| Eastbound         | on        | Joanna Place at Ellington St.    |
| Westbound         | on        | Juniper Ave. at Chestnut St.     |
| Eastbound         | on        | King Place at Regal St.          |
| Southbound        | on        | Kittitas St. at First Ave.       |
| Northbound        | on        | Kittitas St. at University Way   |
| Westbound         | on        | Kristen Ave. at Ellington St.    |
| Northbound        | on        | Lakeshore Way at Umptanum Road   |
| Southbound        | on        | Lakeshore Way at Opportunity St. |
| <u>Southbound</u> | <u>on</u> | <u>Landon Ln. at Idaho Ave.</u>  |
| Westbound         | on        | Lexus Lane at “B” St.            |
| Northbound        | on        | Lincoln St. at Fifth Ave.        |
| Southbound        | on        | Linda Lane at Fourth Ave.        |
| Northbound        | on        | Locust St. at Capitol Ave.       |
| Southbound        | on        | Magnolia St. at Kittitas Highway |

| Direction         |           | Street                                   |
|-------------------|-----------|------------------------------------------|
| Northbound        | on        | Magnolia St. at Seattle Ave.             |
| Northbound        | on        | Maple St. at Eleventh Ave.               |
| Southbound        | on        | Maple St. at Mountain View Ave.          |
| Southbound        | on        | Maple St. at University Way              |
| Southbound        | on        | McIntosh St. at Idaho Ave.               |
| <u>Northbound</u> | <u>on</u> | <u>Middlecrest Dr. at Creeksedge Way</u> |
| Westbound         | on        | Midlin Dr. at Dandelion Ln.              |
| <u>Southbound</u> | <u>on</u> | <u>Middlecrest Dr. at Sunnyview Ln.</u>  |
| Westbound         | on        | Millstone Loop at Alder St.              |
| Westbound         | on        | Mountain View Ave. at Industrial Way     |
| Westbound         | on        | Mt. Adams Court at Water St.             |
| Westbound         | on        | Mt. Baker Court at Water St.             |
| Westbound         | on        | Mt. Hood Court at Water St.              |
| Southbound        | on        | Nanum St. at Fifth Ave.                  |
| Northbound        | on        | Nanum St. at University Way              |
| Eastbound         | on        | Nineteenth Ave. at Alder St.             |
| Eastbound         | on        | Ninth Ave. at “B” St.                    |
| Westbound         | on        | Ninth Ave. at Chestnut St.               |

| Direction         |           | Street                                    |
|-------------------|-----------|-------------------------------------------|
| Eastbound         | on        | Ninth Ave. at “D” St.                     |
| Eastbound         | on        | Ninth Ave. at Main St.                    |
| Northbound        | on        | Ohio St. at Illinois St.                  |
| Northbound        | on        | Okanogan St. at Fifteenth Ave.            |
| Southbound        | on        | Okanogan St. at University Way            |
| <u>Eastbound</u>  | <u>on</u> | <u>Old Highway 10 at Reecer Creek Rd.</u> |
| Eastbound         | on        | Olive Lane at Alder St.                   |
| Northbound        | on        | Opportunity St. at Umptanum Road          |
| Northbound        | on        | Pacific St. at Railroad Ave.              |
| Northbound        | on        | Park Lane at Helena Ave.                  |
| Northbound        | on        | Pearl St. at Fourth Ave.                  |
| Southbound        | on        | Pearl St. at Mountain View Ave.           |
| Northbound        | on        | Pearl St. at Third Ave.                   |
| Northbound        | on        | Pearl St. at University Way               |
| <u>Westbound</u>  | <u>on</u> | <u>Peakview Dr. at Middlecrest Dr.</u>    |
| <u>Southbound</u> | <u>on</u> | <u>Peakview Dr. at Clearview Dr.</u>      |
| Southbound        | on        | Pine St. at Fifth Ave.                    |
| Southbound        | on        | Pine St. at Fourth Ave.                   |

| Direction         |           | Street                                 |
|-------------------|-----------|----------------------------------------|
| Southbound        | on        | Pine St. at Mountain View Ave.         |
| Northbound        | on        | Pine St. at University Way             |
| Eastbound         | on        | Plumridge Ave. at Pfenning Road        |
| Southbound        | on        | Poplar St. at Manitoba Ave.            |
| Southbound        | on        | Poplar St. at Seventh Ave.             |
| Northbound        | on        | Poplar St. at University Way           |
| <u>Eastbound</u>  | <u>on</u> | <u>Sunnyview Ln. at Peakview Dr.</u>   |
| <u>Northbound</u> | <u>on</u> | <u>Sunnyview Ln. at Creeksedge Way</u> |
| Eastbound         | on        | Queen Place at Regal St.               |
| Northbound        | on        | Radio Road at Brick Road               |
| Eastbound         | on        | Radio Road at Pfenning Road            |
| Eastbound         | on        | Rainier St. at Cora St.                |
| Northbound        | on        | Ravenswood Lane at Sixteenth Ave.      |
| Eastbound         | on        | Ravenswood Lane at Stonebridge St.     |
| Northbound        | on        | Regal St. at Helena Ave.               |
| Southbound        | on        | Regal St. at Park Lane Ave.            |
| Southbound        | on        | Ruby St. at Canyon Road                |
| Southbound        | on        | Ruby St. at Umptanum Road              |

| Direction  |    | Street                         |
|------------|----|--------------------------------|
| Northbound | on | Ruby St. at University Way     |
| Southbound | on | Sampson St. at Manitoba Ave.   |
| Westbound  | on | Sanders Road at Airport Road   |
| Westbound  | on | Seattle Ave. at Chestnut St.   |
| Eastbound  | on | Second Ave. at Kittitas St.    |
| Westbound  | on | Second Ave. at Kittitas St.    |
| Westbound  | on | Second Ave. at Lincoln St.     |
| Eastbound  | on | Second Ave. at Railroad Ave.   |
| Eastbound  | on | Seventh Ave. at Pacific St.    |
| Eastbound  | on | Seventh Ave. at Railroad Ave.  |
| Westbound  | on | Seventeenth Ave. at “B” St.    |
| Westbound  | on | Seventeenth Ave. at Brook Lane |
| Eastbound  | on | Seventeenth Ave. at “D” St.    |
| Northbound | on | Shumard St. at Spokane Ave.    |
| Southbound | on | Shumard St. at Hobert St.      |
| Eastbound  | on | Sixth Ave. at Railroad Ave.    |
| Eastbound  | on | Sixth Ave. at Wenas St.        |
| Westbound  | on | Sixteenth Ave. at Cora St.     |

| Direction         |           | Street                            |
|-------------------|-----------|-----------------------------------|
| Eastbound         | on        | Sixteenth Ave. at Stonebridge St. |
| Eastbound         | on        | Sixteenth Ave. at Walnut St.      |
| Westbound         | on        | Skyline Drive at Brick Road       |
| Westbound         | on        | Spokane Ave. at Magnolia St.      |
| Eastbound         | on        | Spokane Ave. at Maple St.         |
| Eastbound         | on        | Spokane Ave. at Willow St.        |
| Northbound        | on        | Sprague St. at Capitol Ave.       |
| Southbound        | on        | Sprague St. at Fifth Ave.         |
| Southbound        | on        | Sprague St. at First Ave.         |
| Northbound        | on        | Sprague St. at Fourth Ave.        |
| Southbound        | on        | Sprague St. at Manitoba Ave.      |
| Westbound         | on        | Stanford Ave. at Ellington St.    |
| Northeastbound    | on        | Stanford Ave. at Gail Road        |
| Northbound        | on        | Stonebridge St. at Bluegrass Lane |
| Southbound        | on        | Stonebridge St. at Fifteenth Ave. |
| <u>Southbound</u> | <u>on</u> | <u>Sycamore at Helena Ave.</u>    |
| Eastbound         | on        | Tacoma Ave. at Maple St.          |
| Eastbound         | on        | Tanglewood Ct. at Pfenning Road   |

| Direction         |           | Street                                                                                                  |
|-------------------|-----------|---------------------------------------------------------------------------------------------------------|
| Westbound         | on        | Tenth Ave. at Chestnut St.                                                                              |
| Westbound         | on        | Tenth Ave. at Cora St.                                                                                  |
| Eastbound         | on        | Tenth Ave. at “D” St.                                                                                   |
| Eastbound         | on        | Tenth Ave. at University Way                                                                            |
| Eastbound         | on        | Third Ave. at Railroad Ave.                                                                             |
| Eastbound         | on        | Third Ave. at Wenas St.                                                                                 |
| Westbound         | on        | Third Ave. at Wenas St.                                                                                 |
| Westbound         | on        | Thirteenth Ave. at Delphine St.                                                                         |
| Eastbound         | on        | Thirteenth Ave. at Water St.                                                                            |
| <u>Southbound</u> | <u>on</u> | <u>Tower St. at Sanders Rd.</u>                                                                         |
| Southbound        | on        | Trail’s Edge Drive at Illinois St.                                                                      |
| Westbound         | on        | Twelfth Ave. at Main St.                                                                                |
| Eastbound         | on        | Twelfth Ave. at Water St.                                                                               |
| Westbound         | on        | Twenty-Eighth Ave. at Susie Ct.                                                                         |
| Eastbound         | on        | Twenty-Sixth Ave. at Ellington St.                                                                      |
| Westbound         | on        | Unnamed public right-of-way bordering on the north edge of the Ellensburg Inn short plat at Canyon Road |
| Southbound        | on        | Viewridge Court at Mountain View Ave.                                                                   |

| Direction      |    | Street                            |
|----------------|----|-----------------------------------|
| Southbound     | on | Vista Road at University Way      |
| Eastbound      | on | Walnut Circle at Walnut St.       |
| Southbound     | on | Walnut St. at Fourteenth Ave.     |
| Eastbound      | on | Washington Ave. at Maple St.      |
| Eastbound      | on | Washington Ave. at Sampson St.    |
| Westbound      | on | Washington Ave. at Walnut St.     |
| Westbound      | on | Washington Ave. at Willow St.     |
| Northbound     | on | Water St. at Bender Road          |
| Northbound     | on | Water St. at Idaho Ave.           |
| Northbound     | on | Wenas St. at Third Ave.           |
| Northbound     | on | Wenas St. at University Way       |
| Eastbound      | on | Wheaton Court at Alder St.        |
| Southbound     | on | Whitman St. at Mountain View Ave. |
| Southbound     | on | Willow St. at Brick Road          |
| Northbound     | on | Willow St. at Capitol Ave.        |
| Northwestbound | on | Yale Ct. at Stanford Ave.         |
| Northbound     | on | Yellowstone St. at Helena Ave.    |

[Ord. 4859 § 3, 2020; Ord. 4842 § 8, 2019; Ord. 4770 § 3, 2017; Ord. 4697 § 3, 2015; Ord. 4677 § 2, 2014; Ord. 4635 § 4, 2013; Ord. 4561 § 4, 2010; Ord. 4522 § 5, 2008; Ord. 4490 § 10, 2007; Ord. 4453 § 4, 2006; Ord. 4432 § 4, 2006; Ord. 4417 § 5, 2005; Ord. 4404, 2005; Ord. 4387,

2004; Ord. 4372, 2003; Ord. 4316, 2002; Ord. 4291, 2001; Ord. 4256, 2000; Ord. 4236, 2000; Ord. 4216, 1999; Ord. 4202, 1999; Ord. 4054 § 1, 1996; Ord. 4013 § 1, 1995; Ord. 4009 § 1, 1995; Ord. 3938 § 1, 1994; Ord. 3936 § 1, 1994; Ord. 3928 § 1, 1994; Ord. 3779 § 1, 1992; Ord. 3735 § 1, 1991; Ord. 3719 § 1, 1991; Ord. 3671 § 1, 1990; Ord. 3642 § 3, 1988; Ord. 3557 § 1, 1986; Ord. 3530 § 2, 1986; Ord. 3453 § 1, 1984; Ord. 3393 § 2, 1983; Ord. 3375 § 2, 1982; Ord. 3374 § 1, 1982; Ord. 3303 § 1, 1981; Ord. 3299 § 2, 1981; Ord. 3278 § 2, 1980; Ord. 3137 § 2, 1977; Ord. 3098 § 4, 1976; Ord. 3078 § 3, 1975.]

**Section 5. Section 8.42.020 of the Ellensburg City Code, as last amended by Section 3 of Ordinance 4805, is hereby amended to read as follows:**

**8.42.020 Speed limits.**

It is unlawful for the operator of any vehicle to operate such vehicle on any of the following streets or alleys in excess of the following speed within the location described:

| Street Name                               | Speed Limit | Location                                                                        |
|-------------------------------------------|-------------|---------------------------------------------------------------------------------|
| Airport Road                              | 35          | Helena to north city limits.                                                    |
| Alley between Anderson St. and Walnut St. | 10          | From Seventh Ave. to University Way.                                            |
| <u>Anderson road</u>                      | <u>35</u>   | <u>From a point 2,260 feet north of Umptanum Road to the south city limits.</u> |
| Bender Road                               | 35          | Airport Road to west city limits.                                               |
| Bull Road                                 | 35          | From Mountain View Ave. to the south city limits.                               |

| <b>Street Name</b>    | <b>Speed Limit</b> | <b>Location</b>                                                                   |
|-----------------------|--------------------|-----------------------------------------------------------------------------------|
| Canyon Road           | 35                 | From the south city limits to the centerline of Mountain View Ave.                |
| Dolarway Road         | 35                 | From Cascade St. to University Way.                                               |
| <u>Dry Creek Road</u> | <u>35</u>          | <u>From the west city limits to a point 2,500 feet east of Reecer Creek Road.</u> |
| Fifth Ave.            | 20                 | From Chestnut St. to Poplar St.                                                   |
| Fourth Ave.           | 20                 | From Main St. to Ruby St.                                                         |
| Mountain View Ave.    | 35                 | From the centerline of Maple St. to the east city limits.                         |
| <u>Old Highway 10</u> | <u>50</u>          | <u>From the west city limits to Reecer Creek Road.</u>                            |
| Pearl St.             | 20                 | From Third Ave. to Fifth Ave.                                                     |
| Pfenning Road         | 35                 | Within city limits.                                                               |
| Pine St.              | 20                 | From Third Ave. to Fifth Ave.                                                     |

| Street Name              | Speed Limit | Location                                                                                                                        |
|--------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------|
| Poplar St.               | 20          | From Fifth Ave. to Sixth Ave.                                                                                                   |
| <u>Reecer Creek Road</u> | <u>35</u>   | <u>From University Way to Dry Creek Road.</u>                                                                                   |
| Sanders Road             | 35          | Within city limits.                                                                                                             |
| Sixth Ave.               | 20          | From Chestnut St. to Poplar St.                                                                                                 |
| State Route 97           | 40          | From mile post 134.16 (intersection of SR 97 and University Way) north to city limits.                                          |
| University Way           | 35          | From Cora St. to <del>the west city limits.</del> <u>a point 500 feet east of Reecer Creek Road.</u>                            |
| University Way           | 40          | From Dolarway Road east to a point <del>1,000</del> <u>500</u> feet east of <del>Dolarway Road.</del> <u>Reecer Creek Road.</u> |
| University Way           | 20          | From Pearl St. to Chestnut St.                                                                                                  |
| Vantage Highway          | 35          | From Vista Road to the east city limits.                                                                                        |

| Street Name | Speed<br>Limit | Location |
|-------------|----------------|----------|
|             |                |          |

[Ord. 4805 § 3, 2018; Ord. 4697 § 4, 2015; Ord. 4490 § 7, 2007; Ord. 4417 § 6, 2005; Ord. 4387, 2004; Ord. 4301, 2001; Ord. 4256, 2000; Ord. 3865 § 2, 1993; Ord. 3624 § 2, 1988; Ord. 3510 § 1, 1985; Ord. 3463 § 1, 1984; Ord. 3443 § 1, 1984; Ord. 3387 § 12, 1983.]

**Section 6. 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 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, section/subsection numbers and any references thereto.

**Section 8. 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 July, 2022.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY

Publish:

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

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BETH LEADER



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

**Item Title/Agenda Subject:** Resolution Appointing New City Public Records Officer

**Submitted by:** Terry Weiner City Attorney Department

**Recommended Action or Motion:** Adopt Resolution appointing Dustin Davison as the City's Public Records Officer effective July 1, 2022.

**Background/Summary:** The Ellensburg City Attorney has traditionally served as the City's Public Records Officer (PRO). In most Washington cities, however, the City Clerk or Deputy City Clerk serve as the PRO since the majority of public records requests do not require legal review. The current City Attorney has served as PRO since April 2013.

**Previous Council Action:** The current City Attorney was appointed PRO in April 2013.

**Analysis:** The Deputy City Clerk, Dustin Davison, also serves as Executive Assistant to the City Attorney (the current PRO). In that capacity, he has been assisting with responding to public records requests since early 2019. He has also attended several public records trainings and received direct training from the City Attorney. Likewise, Mr. Davison has been directly responding to routine public records request received by the City Attorney's office, as well as coordinating responses with other City Departments, for the past few years. Appointing the Deputy City Clerk as the PRO will therefore align his current duties with the responsibilities of the PRO position. After appointment, he will still consult with the City Attorney or Assistant City Attorney regarding any legal issues associated with particular records requests.

**Financial Impact:** None.

**Attachments:**

[Resolution- Appoint Dustin Davison as Public Records Officer](#)

**RESOLUTION NO. 2022-\_\_\_\_\_**

A RESOLUTION appointing Dustin Davison, Deputy City Clerk, as the Public Records Officer for the City of Ellensburg effective July 1, 2022.

WHEREAS, the Washington Public Records Act ("PRA"), RCW 42.56.580, requires local agencies to appoint a Public Records Officer to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with the public records disclosure requirements of the PRA; and

WHEREAS, Section 1.75.040 of the Ellensburg City Code provides that the City of Ellensburg's public records officer shall be designated by the City Council and shall serve as the Public Records Officer for all city records, except those maintained by the Ellensburg Police Department; and

WHEREAS, the position of Public Records Officer for the City of Ellensburg is currently held by the City Attorney; and

WHEREAS, most Washington cities appoint the City Clerk or Deputy City Clerk as their city's Public Records Officer; and

WHEREAS, Davison has received extensive training regarding the PRA and has been assisting the City Attorney in responding to public records requests since early 2019;

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

Section 1. Section I. The City Council of the City of Ellensburg hereby appoints Dustin Davison, Deputy City Clerk, as the Public Records Officer for the City of Ellensburg, effective July 1, 2022.

ADOPTED by the City Council of the City of Ellensburg this 21<sup>st</sup> day of June, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

**Item Title/Agenda Subject:** Resolution to Extend Streatery Permits

**Submitted by:** Terry Weiner City Attorney Department

**Recommended Action or Motion:** Adopt the Resolution extending permits for existing streateries through November 1, 2022.

**Background/Summary:** In mid-2020, the state of Washington imposed significant capacity restrictions on restaurants as a result of the ongoing COVID-19 pandemic. In response, the City Manager issued Emergency Management Order 2020-03, which allowed for the issuance of Temporary Streatery permits to restaurants in certain areas of the downtown area. A streatery allows restaurants and cafés, to use portions of adjacent street parking during operating hours, functioning as additional outdoor seating. The streateries were a temporary solution to allow restaurants to serve more customers when safety protocols limited indoor dining capacity. Ultimately, three restaurants in downtown Ellensburg received streatery permits and are still currently operating those streateries.

**Previous Council Action:** As part of Resolution 2021-20 adopted on July 6, 2021, which rescinded the City's state of emergency for the pandemic, Council extended the streatery permits through December 31, 2021.

Following a November 15, 2021 Study Session and discussion regarding the future of streateries at its December 20, 2021 meeting, Council adopted Resolution 2021-20, which extended the permits for the three existing streateries through June 30, 2022. An ad hoc committee was also formed to study the development of permanent streatery regulations, which met several times this year.

**Analysis:** An ordinance providing for permanent streatery, parklet and sidewalk café regulations was presented to Council for consideration at its June 6, 2022 meeting. After discussion, Council instructed staff to research additional changes for

potential revisions to the ordinance. Staff was also instructed to prepare a resolution extending the permits for the three current streateries, allowing them to operate beyond the current June 30 deadline.

The proposed resolution extends the existing streatory permits until November 1, 2022, or until the adoption of permanent regulations, whichever occurs first.

**Financial Impact:** None.

**Attachments:**  
[Resolution to Extend Streateries](#)

## RESOLUTION NO. 2022-\_\_\_\_

**A RESOLUTION** of the City Council of Ellensburg, extending the ability of restaurants in certain areas of downtown Ellensburg to continue operating streateries on a temporary basis pending the development and adoption of permanent regulations.

WHEREAS, a state of emergency still exists in Washington State due to the current COVID-19 outbreak, and

WHEREAS, due to the rising number of COVID-19 cases in Washington in 2020-21, Governor Inslee issued Proclamations 20-25, *et seq.*, "Stay Safe - Stay Healthy," which at the time reduced restaurant operations occupancy; and

WHEREAS, Governor Inslee issued Proclamation 20-25.13, "Healthy Washington Roadmap to Recovery, on May 21, 2021, which moved all Washington counties into Phase 3, which also limited the capacity of restaurants and other businesses to serve customers; and

WHEREAS, as a result of the previous restrictions on restaurant capacities during the COVID-19 emergency, the Ellensburg City Manager, as authorized by City Council Resolution 2020-05, issued City Management Emergency Order 2020-03, which allowed restaurants in certain areas in the downtown area of the City of Ellensburg to obtain a permit to operate, under certain conditions, on the sidewalks adjacent to their storefronts and also operate "streateries" in portions of the street immediately in front of their businesses; and

WHEREAS, City Management Order 2020-03 was subsequently amended and extended by City Management Orders 2020-03-A, 2020-03-B and 2020-03-C, which was then extended to December 31, 2021 by City Council Resolution 2021-20; and

WHEREAS, following the issuance of Management 2020-03, three restaurants in downtown Ellensburg obtained permits from the City to operate temporary streateries, and currently remain in operation; and

WHEREAS, City Council held a study session to discuss streateries on November 15, 2021, and directed City staff to provide recommendations for permanent regulation of streateries; and

WHEREAS, City Council adopted Resolution 2021-40 on December 20, 2021, extending the temporary permits for all streateries allowed under City Management Order 2020-03, as amended, to continue operation until June 30, 2022, or such time as the effective date of an ordinance regulating "streateries" on a permanent basis that City Council may adopt, whichever occurs first; and

WHEREAS, during its June 6, 2022 meeting, City Council considered an ordinance regulating streateries and at that time requested staff make additional changes to the

proposed ordinance and prepare a resolution to extend permits for the three streateries currently operating under City Management Order 2020-03 to continue operation until November 1, 2022, or such time as the effective date of an ordinance regulating “streateries” on a permanent basis that City Council may adopt, whichever occurs first;

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

Section 1. The City Council finds that the facts set forth in the recital paragraphs of this Resolution support and justify the actions taken herein.

Section 2. All streateries currently permitted under City Manager Order 2020-03, as amended, shall be allowed to continue operating until November 1, 2022, or such time as the effective date of an ordinance City Council may adopt regulating “streateries” on a permanent basis, whichever occurs first. No new streateries shall be permitted to operate until such time as the City adopts permanent regulations for streateries.

Section 3. Upon request from the City’s Public Works & Utilities Department, restaurants may be required to remove their streatory for schedule and/or emergency road or utility maintenance.

Adopted by the City Council of the City of Ellensburg this 21<sup>st</sup> day of June, 2022.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

**Item Title/Agenda Subject:** Skate Park Mural Approval

**Submitted by:** Josephine Camarillo Arts Commission

**Recommended Action or Motion:** Accept Skate Park Mural as presented and approve the necessary budget adjustments.

**Background/Summary:** On September 19, 2019, the Arts Commission approved funding in the amount of \$2,500 for a mural to be created at the skate park. In August 2019, the Parks and Recreation Director provided direction to the Arts Commission Chair that permission would be required by the Parks and Recreation Commission and City Council before the mural could be completed. On December 5, 2019, the Arts Commission Chair spoke with artist Jason Clifton regarding the mural. On March 12, 2020, the Commission Chair and staff reviewed his mural concept and agreed to officially add it to the city collection. On March 28, 2022, Clifton proceeded to paint his mural at the skate park without permission; however the Ellensburg Police Dept. ceased his activities until further notice. On April 14, 2022, the Arts Commission retroactively approved Clifton's mural. On May 11, 2022, Clifton presented his mural artwork to the Parks and Recreation Commission and his mural was recommended for approval.

**Previous Council Action:** None

**Analysis:** Due to the series of actions, the Arts Commission is retroactively following the process of mural approval within the City limits. On April 14, 2022, the Arts Commission approved Jason Clifton's design. On April 15, 2022, Clifton submitted his mural application to Community Development. On May 11, 2022, Clifton presented his design to the Parks and Recreation Commission, which approved his design.

**Financial Impact:** Additional expenditure authority is needed in the 2022 Arts Acquisition Fund budget of \$2,500 to accommodate the

additional spending . Funds used to pay for mural will need to come out of the Arts Acquisition fund balance.

**Attachments:**

[Murals](#)















## CITY COUNCIL AGENDA REPORT

**City Council Meeting Date:** June 21, 2022

**Item Title/Agenda Subject:** 2022 Arts Commission Mid-Year Review and 2023 Spending Plan

**Submitted by:** Josephine Camarillo Arts Commission

**Recommended Action or Motion:** Approve the 2023 Arts Commission Spending Plan as presented.

**Background/Summary:** Per section 1.33.240 of the Ellensburg City Code, annually in June, the Arts Commission shall provide the Council with a spending plan for the following year designating the amount of funding dedicated to each activity or purchases proposed for the year. This report provides Council with an overview of 2022 mid-year review of the Arts Commission activities and a proposed 2023 spending plan.

**Previous Council Action:** Council authorizes the Arts Commission spending plan for 2023.

**Analysis:**

### 2022 MID-YEAR REVIEW

#### **2022 Art Grant awards:**

##### Organization/Individual Funding

|                               |            |
|-------------------------------|------------|
| Make Music-Visiting Musicians | \$320.00   |
| Make Music-Strum Along        | \$500.00   |
| Make Music-Preschool          | \$888.00   |
| ECR- Mural Audio Walk         | \$500.00   |
| ECR- Inventory                | \$500.00   |
| Valley Musical Theatre        | \$2,500.00 |
| Quilters                      | \$1,500.00 |
| Lee Bates                     | \$500.00   |
| Karl Schwiesow                | \$800.00   |

|                     |                    |
|---------------------|--------------------|
| Teresa Francois     | \$1,000.00         |
| Justin Gibbons      | \$1,500.00         |
| Jenny Humphrey      | \$1,200.00         |
| William Bow         | \$1,500.00         |
| Gallery One         | \$2,500.00         |
| Punch Projects      | \$2,500.00         |
| Crista Ames         | \$1,500.00         |
| Renee Adams         | \$1,500.00         |
| EDE                 | \$2,500.00         |
| Reese Sigman        | \$1,200.00         |
| Additional Grants   | \$2,500.00         |
| Poet Laureate       | \$2,500.00         |
| <b>Total grants</b> | <b>\$29,908.00</b> |

**Capital/Public Art:** The Commission maintains and continuously adds to a collection of art works that have been donated, purchased or are otherwise owned by the City of Ellensburg. In order to grow the collection the Commission makes a purchase from each year's Kittitas County Juried Art Show for inclusion in the permanent collection. Three pieces were selected with a total amount of \$2,003.55. Location of the pieces to be displayed is to be determined.

**Ellensburg Poet Laureate:** The Commission named its first City of Ellensburg Poet Laureate, Marie Marchand. The Poet Laureate will be responsible for promoting poetry in the community via school engagement, creation of a city poem, performances and/or projects that are community based. She will serve her term for three years.

**Ellensburg Arts Treasure Award:** The Commission awarded Richard Denner as it's 2022 Arts Treasure. The Arts Treasure award is given annually to a local artist who has contributed significant service to the community. The award is presented each year to recognize a Kittitas County resident artist in their discipline.

**Creative District Planning:** Cultural Assessment planning continued from 2021 and finished community input early 2022. Strategic plan is near completion and will be shared when available. Next step is implementation stage which will be determined during future meetings.

## **2023 SPENDING PLAN**

### **Revenues**

Estimated revenues for the year include a portion of construction sales tax with a maximum of \$50,000 annually. Total budgeted revenues in 2023 are projected to be \$800, primarily coming from Art Walk site fees.

### **Expenditures**

Total planned expenditures for 2023 are \$50,000 including Arts Grants budgeted at \$30,000 (60%); Operations \$13,000 (26%); and Capital/Public Art purchase of \$7,000 (14%).

Art Grants: Through its annual grant funding cycle, the Commission distributes monetary support to local artists who can demonstrate the community benefit, artistic merit and achievability of their proposals for projects, activities or performances. Grants are for up to \$2,500 and successful applicants are reimbursed for all related expenses within the year they are granted. 2023 grant applications opened June 1 and close August 31.

Operations: Operations include advertising, professional development, staffing support and supplies.

Capital/Public Art: The Commission maintains and continuously adds to a collection of art works that have been donated, purchased or are otherwise owned by the City of Ellensburg. In order to grow the collection the Commission makes a purchase from each year's Kittitas County Juried Art Show for inclusion in the permanent collection.

### **Financial Impact:**

The total 2023 spending plan remains within the Commission's annual spending authority.



# MANAGER'S REPORT

DATE: June 21, 2022  
To: Ellensburg City Council  
FROM: Heidi Behrends Cerniwey, City Manager

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## **1. Wastewater Treatment Plant Receives Outstanding Performance Award.**

The City recently received notice from the Department of Ecology that the Ellensburg Wastewater Treatment Plant is receiving the 2021 Wastewater Treatment Plant Outstanding Performance Award. This is the eighth consecutive year the Ellensburg Wastewater Treatment Plant has received this award. Congratulations!

## **2. Coffee with the City Council.**

The City Council is launching a new program called "Coffee with the City Council". We have scheduled four sessions where two Councilmembers will be available for coffee and conversation at various downtown locations on June 24, July 22, August 19 and September 16. The first Coffee with the City Council will be on Friday, June 24<sup>th</sup> from 9:00 am to 11:00 am at the downtown D and M.

## **3. Shoreline Master Program Review.**

The City of Ellensburg is undertaking a periodic review of its Shoreline Master Program (SMP), as required by the Washington State Shoreline Management Act. The City will initiate the periodic review with a community open house, scheduled from 4:30 pm – 6:30 pm on Thursday, June 23, 2022 in the City Council Chambers, 501 N. Anderson Street. The open house will review potential changes to the SMP and request comments. More information can be found [Shoreline Master Program Review | City of Ellensburg \(beheardeb.org\)](https://www.beheardeb.org/shoreline-master-program-review).