

COUNCIL AGENDA

Tuesday, February 21, 2023



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To attend the city council meeting virtually register here:

https://us02web.zoom.us/webinar/register/WN_qPw9IsIfRMezZ4e7IOb1_Q

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AMERICANS WITH DISABILITIES ACT

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COUNCIL MEETING GUIDELINES FOR PUBLIC PARTICIPATION

All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at www.ectv2.com or on YouTube at ECTV Ellensburg. 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 invitation 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@ellensburgwa.gov. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.
- **Comments for public hearings**
Written comments must be received by the City Clerk by 5 p.m. on the meeting date. Comments can either be mailed to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or sent via email to: cityclerk@ellensburgwa.gov. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.

PROCEDURE FOR REMOTE PARTICIPATION DURING MEETING

1. ***Advance registration is required to provide public comment or hearing testimony via remote meeting attendance.*** Anyone wishing to speak on items under the Agenda must register prior to 7 p.m. the day of the meeting. Register for the meeting at: https://us02web.zoom.us/webinar/register/WN_qPw9IsIfRMezZ4e7IOb1_Q - Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).
2. **Join the meeting early**, as you may need to download the app in advance to participate. Once you've joined the meeting, your camera and microphone will be muted until you are recognized by the Mayor to speak.
3. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
4. **The Mayor will identify the agenda item** and ask if anyone wishes to speak on the matter.
5. Any interested person may provide comments: 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.
6. **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:

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

**CITY OF ELLENSBURG
COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Tuesday, February 21, 2023
7:00 PM - Regular Meeting**

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations

2.A National Women's History Month and International Women's Day Proclamation
[Public Comment Opportunity] 7
[National Women's History Month and International Women's Day](#)

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 February 6, 2023 Regular Meeting 8
[2-6-23 Regular Meeting](#)

5.B Approve Minutes of February 6, 2023 Study Session 12
[2-6-23 Study Session](#)

5.C Approve Minutes of February 9, 2023 Joint Study Session with the Kittitas County Board of County Commissioners 13
[City County Joint Study Session 2-9-23 Minutes](#)

5.D Acknowledge Minutes of Boards and Commissions 15
[Arts Commission 1-12-2023](#)
[EBDA 1-12-23](#)
[Landmarks & Design Commission 12-06-22](#)
[Landmarks & Design Commission 01-25-23](#)

Parks & Recreation Commission 1-11-2023
Senior Citizens Advisory Committee 12-13-22

5.E	Consultant Agreement with Power Engineers, Inc. for GIS Support Services POWER City of Ellensburg GIS IT Support-Professional Services Agreement	30
5.F	Gateway II Amendment #1 to Aspect Engineering; Original Contract Project Number 21-054 Full Gateway II Amendment 1 - Aspect Signed	49
5.G	Award Bid Call 2022-23 15kV 1/0 Medium Voltage Underground Distribution Cable to Anixter Inc.	58
5.H	Award Bid Call 2022-24 Distribution Transformers to General Pacific Inc.	60
5.I	Award Bid Call 2023-01 Mallard Meadows Electrical Distribution Installation to Potelco Inc.	62
5.J	Kittitas County Pride Parade Route Approval Pride Parade Route	64
5.K	Approve February 21, 2023 Voucher Listing 2-21-23 Voucher Listing	67

6. Petitions, Protests, and Communications

6.A	Yakima Basin Fish and Wildlife Recovery Board Presentation [Public Comment Opportunity]	
6.B	Board and Commission Appointments [Public Comment Opportunity] 2-21-23 Library Board Appointment M Meador Library Board Application Arts Commission Appointment 2-21-2023 L Warren Application	68

7. Citizen Comment on Non-agenda Issues

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

9.A	Second Reading and Adoption of Ordinance 4910 Amending the Ellensburg Comprehensive Plan [Public Comment Opportunity] Ordinance 4910	75
9.B	Ordinance 4911- First Reading for Amendments to Ellensburg City Code Section 9.92 (Utility Fee and Credit Schedules) [Public Comment Opportunity] Ordinance 4911 (first reading) Chapter 9.92 Utility Fee and Credit Schedules	150

9.C Resolution for Allocation of 2023 Lodging Tax Funds [Public Comment Opportunity] Resolution No 2023-05	158
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10. Unfinished Business

10.A Public Facilities Funding Discussion [Public Comment Opportunity] Ellensburg Community Fieldhouse 11-7-2022 Letter to BOCC Re .09 Sales Tax Funds Kittitas County Public Health Data	162
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11. New Business

12. Miscellaneous

12.A Manager's Report [No Public Comment] Manager's Report 2-21-23	167
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12.B Councilmembers' Reports [No Public Comment]

13. Executive Session

14. Adjournment



City of Ellensburg

PROCLAMATION

National Women's History Month and International Women's Day
March 2023

Whereas, President Jimmy Carter signed a 1981 presidential proclamation designating the week of March 8 as National Women's History Week; and

Whereas, the 1987 United States Congress passed Public Law 100-9, declaring the month of March as National Women's History Month; and

Whereas, the goal of National Women's History Month is an intentioned time period to honor and celebrate women's often-overlooked social, economic, and cultural contributions to American history; and

Whereas, International Women's Day, first recognized by the United Nations in 1977 is a vital part of National Women's History month; and

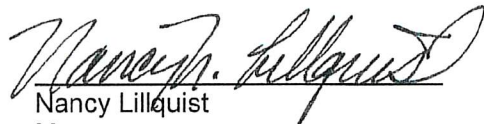
Whereas, International Women's Day is an annual, global celebration of all women and their contributions to the cultural, social, economic, and political structures of this world, as well as recommitment from all nations to a peaceful, diverse, equitable, and inclusive world; and

Whereas, the City of Ellensburg recognizes and honors all of the women, past and present, and their significant efforts in making Ellensburg a strong and vibrant Central Washington City.

Now, Therefore, the City Council of the City of Ellensburg does hereby proclaim March 2023 as Women's History Month and March 8, 2023 as International Women's Day in Ellensburg. We are grateful to all women who support this community through their daily activities and we encourage all residents to honor, celebrate, and thank these women for their efforts.

Signed this 21st day of February, 2023.

Attest: 
City Clerk


Nancy Lillquist
Mayor



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

February 6, 2023

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 Monica Miller

1. Call to Order and Roll Call

Roll Call Present: Sarah Beauchamp, Rich Elliott, Nancy Goodloe (remotely via Zoom), Nancy Lillquist, David Miller, Monica Miller, Adam Winn

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, Community Development Director Ayling, Public Transit Manager Dunbar, Assistant City Attorney Reiman, HR Director Young and approximately eight members of the public

Others present remotely via Zoom: three members of the public

2. Proclamations

2.A. National Black History Month

The proclamation was read by Mal Stewman.

3. Awards and Recognitions

4. Approval of Agenda

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

5. Consent Agenda

5.A. Approve Minutes of January 17, 2023 Regular Meeting

5.B. Acknowledge Minutes of Boards and Commissions

5.C. Project Acceptance - Bid Call 2022-15 Tree Pruning Contract with Wright Tree Service, Inc.

5.D. Request for Extension of 2022 City of Ellensburg Historic Preservation Grant Funds Awarded by City Council to 420 N. Pearl LLC, To Be Utilized in 2023

5.E. Request for extension of 2022 City of Ellensburg Historic Preservation Grant funds awarded by City Council to The Ames House LLC, to be utilized in 2023

5.F. Revised Project Acceptance – Bid Call No. 2020-33, the Bull Road Utility Extension Project

5.G. Approve February 6, 2023 Voucher Listing

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

6. Petitions, Protests, and Communications

6.A. Kittitas Valley Healthcare (KVH) Update by Julie Peterson
Julie Peterson, Kittitas Valley Healthcare CEO, presented a KVH update. Council asked questions of Ms. Peterson.

6.B. Board and Commission Appointments
Betsy Dunbar, Public Transit Manager, spoke regarding the two applicants recommended by the PTAC for appointment.

Councilmember Monica Miller moved to Approve appointment of Jim Hurson and Sawyer Sterns to the Public Transit Advisory Committee. **Motion Approved 7-0.**

7. Citizen Comment on Non-agenda Issues

8. Business Requiring Public Hearings

8.A. Public Hearing (Legislative) and First Reading of Ordinance 4910 Amending the Ellensburg Comprehensive Plan
The Mayor opened the public hearing. Jamey Ayling, Community Development Director, presented information in the staff report and reviewed each of the docket proposals.

Fennelle Miller, 605 N Anderson Street, speaking for herself, commented regarding docket proposals 2022-04 and 2022-05

Council asked questions of staff. With no further questions, the Mayor closed the public hearing.

Councilmember Winn moved to Approve the Comprehensive Plan amendments for Docket Items 22-01 through 22-05 as submitted by staff. **Motion Approved 6-1 (Councilmember David Miller voted no).**

Councilmember Elliott moved to Approve first reading of Ordinance 4910 . **Motion Approved 7-0.**

9. Introduction and Adoption of Ordinances and Resolutions

10. Unfinished Business

10.A. Recommendations from Streateries Subcommittee

Terry Weiner, City Attorney, presented information in the staff report.

Councilmember Beauchamp recused herself due to a conflict of interest.

Councilmember consensus was to proceed with streateries and approve the following for staff direction:

- Allow streateries annually (majority in favor of annually)
- Follow staff recommendation for no COA (certificate of appropriateness) review
- Allow public comment on applications
- Issue a decision within 30 days
- Agreement with the recommendation of re-installment of existing streateries to design standards
- Agreement with allowing shed and pergola roofs
- Agreement with wall heights of 30" to 42" per State liquor and cannabis board requirement

Fennelle Miller, 605 N Anderson Street, speaking for herself, commented regarding requirements for streateries walls and roofs

11. New Business

11.A. Ellensburg Fieldhouse - Proposed Plan to Replace the Ellensburg Racquet and Recreation Center

Heidi Behrends Cerniwey, City Manager, presented information in the staff report.

Crystal Gansereit, 100 E 3rd Avenue, speaking for herself, spoke in favor of a community center and space for youth activities.

Fennelle Miller, 605 N Anderson Street, spoke regarding City funding requests and grants available for the project.

Councilmember Elliott moved to Approve supporting the planning efforts for the community center and fieldhouse and update the City's adopted 2023 legislative priorities to include the project to request funding. **Motion Approved 7-0.**

12. Miscellaneous

12.A. Manager's Report

The City Manager reviewed the report.

Mayor Lillquist volunteered to serve on the Rodeo mural committee with Council consensus.

A State of the County address with City Mayors and a County Commissioner is planned for March 7, 2023 at Hotel Windrow.

12.B. Councilmembers' Reports

- Councilmember Elliott spoke about prescribed burning

-
- Councilmember David Miller reported on Public Transit Advisory Committee
 - Councilmember Monica Miller attended the Landmarks & Design Commission, Arts Commission, Governmental Affairs, and Arts & Heritage Caucus meetings
 - Mayor Lillquist reported a planning grant for safe streets was awarded to the City, the bicycle friendly community application has been submitted, attended Coffee with Council, and reported the Homelessness Ad Hoc Committee is planning an open house

Two letters in support of a Kittitas County Solid Waste grant request were on the dais for the Mayor's signature.

Councilmember David Miller moved to Approve the Mayor's signature on the two letters to the EPA for the Kittitas County Solid Waste grant request. **Motion Approved 7-0.**

An Executive Session was needed per RCW 42.30.140 and no action was anticipated

13. Executive Session

13.A. Per RCW 42.30.140, to consider collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement.

Council recessed to Executive Session at 9:07 pm and no action would be taken. Anticipated time would be ten minutes. Council reconvened at 9:17 pm.

14. Adjournment

Meeting adjourned at 9:18 pm

Mayor

ATTEST: _____
City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Study Session

February 6, 2023

6:00 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

Study Session

All Councilmembers present and Councilmember Goodloe attended remotely via zoom

Also present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, Community Development Director Ayling

Present remotely via Zoom: Michelle Thompson with Washington Department of Archaeology and Historic Preservation (DAHP)

DAHP Historic Preservation Presentation- Michelle Thompson

Jamey Ayling, Community Development Director, presented information concerning the topic and introduced Michelle Thompson, with the Washington Department of Archaeology and Historic Preservation (DAHP), who reviewed a presentation concerning Historic Preservation and Certified Local Governments.

Council asked questions of Ms. Thompson.

Adjournment

Meeting adjourned at 6:45 pm

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Joint Special Meeting

February 9, 2023

5:30 PM

Council Chambers 501 N Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. City/County Economic Development Strategic Plan

Mayor Lillquist called the meeting to order.

Present: Sarah Beauchamp, Rich Elliott, Nancy Lillquist, David Miller, Monica Miller, Adam Winn, Commissioner Wachsmith, Commissioner Wright, Commissioner Osiadacz, Deputy Prosecutor Caulkins, Kittitas County Public Works Director Cook, City Manager Behrends Cerniwey, Stormwater Manager Morrow, Public Works and Utilities Director Lyyski, Parks and Recreation Director Case, Assistant City Attorney Reiman, Deputy City Clerk Davison

Present via zoom: Jeff Marcell, Victoria Wilson, Alex Cooke

Also present: Central Washington University(CWU) President Wohlpert, CWU Executive Office and Project Manager Cochran, Executive Director of CenterFuse Reich, Kittitas County Chamber of Commerce Chief Executive Officer McGuffin and roughly 6 members of the public

Mayor Lillquist and Commissioner Wright opened the meeting. Jeff Marcell, Alex Cooke and Victoria Wilson from TIP Strategies presented the Economic Development Strategic Plan. CWU President Wohlpert gave the University's perspective on the plan. Mayor Lillquist recognized former Mayor Tabb's efforts in moving the plan forward. City Manager Cerniwey detailed a rollout date of March 7th, to be hosted by the Kittitas County Chamber of Commerce. Commissioner Wright commented on tax base ratios in Kittitas County.

2. Ad Hoc Committee on Homelessness Update

City Manager Behrends Cerniwey presented an overview of the proposed sleep center and a March 28 open house event to inform the community.

3. Affordable Housing Project Update

City Manager Behrends Cerniwey gave an update on the affordable housing projects in the City of Ellensburg. Commissioner Osiadacz gave an update on Kittitas County's affordable housing projects.

4. Public Facilities Discussion

Mayor Lillquist opened the discussion on future public facilities.

4.A Community Center

City Manager Behrends Cerniwey detailed the City's goals for a community center.

4.B Fieldhouse

City Manager Behrends Cerniwey explained the loss of the racquet center and the proposed fieldhouse at Rotary Park.

4.C Event Center/Rodeo Grounds

Commissioner Wachsmith presented the status of the Fairgrounds and Rodeo Arena.

4.D Airport

Mayor Lillquist detailed the status of the Airport facilities and proposed an interlocal agreement regarding improvement costs. Commissioner Wright and Commissioner Osiadacz commented on future investments in Bowers park.

5. Interlocal Agreement Update

City Manager Behrends Cerniwey gave an update on the state of the interlocal agreement.

6. Floodplain Mapping Update

City Manager Behrends Cerniwey provided information on the City's goals for better data on floodplain mapping. Commissioner Wright provided the County's perspective.

Mayor Lillquist adjourned the meeting at 6:53 pm.

Mayor

ATTEST:

Deputy City Clerk



CITY OF ELLENSBURG	MINUTES OF ARTS COMMISSION, Regular Meeting
Date of Meeting:	January 12, 2023
Time of Meeting:	4:00pm
Place of Meeting:	CCCR and ZOOM

1. CALL TO ORDER

Chair Eyre called the meeting to order at 4:02pm

2. ATTENDANCE

PRESENT: Alex Eyre, Jerry Dougherty, Courtney Blackstock, Brian Kooser, Jeffrey Snedeker, Jill Scheffer

COUNCIL LIASON: David Miller

ABSENT: None

VISITOR(S): None

STAFF: Josephine Camarillo

3. APPROVAL OF AGENDA

Amend agenda to add commission vacancy and retreat

MOTION made by Eyre to approve the agenda, seconded, motion approved.

Add vacancy and retreat

4. CORRESPONDENCE AND CITIZEN COMMENTS

- Robin Mayberry: Thank you for 99 Reasons Why project funding
- Gina Gomez: City of Pasco inquiry on city of Ellensburg mural process

5. GUEST SPEAKER/PRESENTER

None

6. APPROVAL OF MINUTES

MOTION made by Snedeker to approve December 2022 minutes, seconded, motion approved.

7. BUDGET/FINANCIAL REPORT

No report

8. NEW BUSINESS

Cassandra Town submitted resignation from commission. Replacement will finish her term till 2026. Alex will contact Linda to see if she is still interested.

February Retreat- Goals for upcoming year, February 9th 3pm-6pm, regular meeting 3-3:30pm.

9. UNFINISHED BUSINESS

Review of Arts and Economic Development Manager. Person can complete application for Creative District grant. Split positions not too favorable. How will they divide their time?

10. SUBCOMMITTEE BUSINESS

A. Ellensburg Cultural Arts Program: No report, next meeting on January 26, 2023.

B. Funding: ECR did not complete Mural Audio walk project, forfeiting their 2022 \$500 grant award.

C. Public Art: All plaques are up in Adult Activity Center.

D. Advocacy/Public Relations: Kooser completed draft letter to Daily Record on behalf of EAC. Snedeker reviewed letter. Commission reviewed article and is ready for print. Motion made by Scheffer moves to approve letter to Daily Record drafted by the commission; seconded, motion passed.

E. Art Walk: Blackstock working on welcome packet for art walk venues. She will send it to the commission. New venue Nuwave Gallery and John L. Scott. Need additional sandwich boards.

11. ANNOUNCEMENTS

Feb 6-10, Inspire WA Legislative Day In person Feb. 7-8 in person. Dougherty will send out more information to commission.

12. NEXT MEETING

March 9, 2023 at 3pm.

13. ADJOURNMENT

With no further discussion, meeting adjourned at 5:21pm.

Respectfully submitted,
Josephine Camarillo, Staff Liaison
Drafted: 1-12-23
Approved: 2-9-23



Centerfuse

Ellensburg Business Development Authority BOARD OF DIRECTORS MEETING MINUTES

Regular meeting held synchronously in-person and virtually

Wednesday, January 12, 2023

4:00-5:30 PM

Members in Attendance: Garrett Poshusta, Chair; Grant Clark, Treasurer; Del Bankston, Secretary; John Perrie, Board Member; Jennifer Lubanski, Board Member, James Jankowski, Board Member; Jared Vallejo, Board Member; and Bob Rapp, Board Member

Others present: Dawn Alford, public; Shannon Noel, public; Rich Elliott, Ellensburg City Council liaison; and Margaret Reich, Executive Director

Absent: Andreas Bohman, Vice Chair

1. Meeting Called To Order

The Chair called the meeting to order at 3:57 PM

2. Approval of Agenda

Board Chair requested two items in the Organizational Effectiveness area swap positions on the agenda: place board vacancies first and officer elections for 2023 second.

Motion to approve the repositioning of board vacancies and officer elections for 2023 on the January 2023 meeting agenda by Bob Rapp, second by Del Bankston. Motion approved by unanimous vote.

Motion to approve the revised January 2023 meeting's agenda by Del Bankston, second Bob Rapp. Motion approved by unanimous vote.

3. Approval of Minutes

Motion to approve the December 14, 2022 regular meeting minutes by Del Bankston, second John Perrie. Motion approved by unanimous vote.

4. Public Comment

Two board applicants, Dawn Alford and Shannon Noel, introduced themselves to the board.

5. Board Business

a. Organizational Effectiveness

Grant Clark, Treasurer presented the financial reports.

There are three board vacancies and five board applicants – 3 are reappointments and 2 new.



Motion to convene in executive session to discuss the board vacancies and applicants by Bob Rapp, second by Del Bankston. Motion approved by unanimous vote.

The board discussed the merits of all applicants and rendered a decision. The board thanked the two new applicants and invited and encouraged them to attend future board meetings.

Motion to recommend to Ellensburg City Council the reappointment of three board members Jared Vallejo, James Jankowski and Grant Clark by Bob Rapp, second by Del Bankston. Motion approved by unanimous vote.

During the December 2022 meeting a slate of officers for 2023 was shared.

Motion to approve the 2023 slate of officers: Garrett Poshusta, Chair; Andreas Bohman, Vice Chair; R. Grant Clark, Treasurer; and Del Bankston, Secretary by John Perrie, second by Jared Vallejo. Motion approved by unanimous vote.

Per the Charter, the board approves, by resolution, an annual budget at their January meeting. The board reviewed a draft 2023 budget during the December 2022 board meeting. A final budget was presented by Executive Director, Reich.

Motion to approve the 2023 budget and pass resolution 2023-1 by Del Bankston, second by John Perrie. Motion approved by unanimous vote.

The 2023 City of Ellensburg Interagency Agreement was reviewed by the board during the December 2022 meeting and a final version, approved by the Ellensburg City Council, was presented.

Motion to accept the 2023 City of Ellensburg Interagency Agreement, pass resolution 2023-2 and authorize Chair Poshusta to sign the Agreement by John Perrie, second by Bob Rapp. Motion approved by unanimous vote.

CenterFuse received notification from Kittitas County of grant award from the 2023 Kittitas County Distressed Grant Program for economic development personnel.

Motion to accept the grant award from the 2023 Kittitas County Distressed Grant Program and authorize the Executive Director to execute grant agreement by Bob Rapp, second by John Perrie. Motion approved by unanimous vote.

Chair Poshusta and board member Jankowski presented their findings from the review of the Employee Handbook to the board.

Motion to accept the Employee Handbook and the Employee Policy with confirmation of clarification in the harassment section and clarification of PTO accruals by Del Bankston, second by Bob Rapp. Motion approved by unanimous vote.

b. Build Local Capacity

Executive Director Reich provided a brief update on the Kittitas County economic development plan, and the work of the Ellensburg Art and Culture Alliance.

- c. Marketing
No report.

- d. Business Recruiting & Expansion

The Executive Director provided a progress report on prospective large distribution center and key industry work. Updates on grant funded projects including the USDA Non-Residential Building and Land data collection, the CERB I-90 West Interchange Private Development study, and the CERB Wood Products study.

CenterFuse received notification from the Washington State Microenterprise Association (WSMA) of grant award to assist with funding for Cat Tank and a Food Truck program.

Motion to accept the grant award from the Washington State Microenterprise Association (WSMA) and authorize the Executive Director to execute grant agreement by Bob Rapp, second by Del Bankston. Motion approved by unanimous vote.

CenterFuse received notification from the City of Ellensburg Community Grant Program of grant award to assist with funding for Cat Tank.

Motion to accept the grant award from the City of Ellensburg Community Grant Program and authorize the Executive Director to execute grant agreement by Bob Rapp, second by Del Bankston. Motion approved by unanimous vote.

6. **For the good of the order**

Board member Bob Rapp provided an update on electric vehicles.

7. **Adjournment** – time 5:27 Motion to adjourn by Del Bankston

Drafted: 1/13/2022

Approved: *Del Bankston*

Submitted by: Margaret Reich



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Landmarks & Design, Regular Meeting

December 6, 2022

5:45 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present- In Person: Fred Redmon, Darren Reid, Amy McCoy

Roll Call Present-Via Zoom: Dorothy Stanley, Marty Blackson

Absent: Zane Kayner

Also present- In Person: Stacey Henderson- Senior Planner, Jamey Ayling-Community Development Director

Also present- Via Zoom: Jeannie Bayles, Steve Lambert

2. Approval of Agenda

Commissioner Stanley moved to approve the agenda. **Motion Approved 5-0.**

3. Approval of the Minutes

Approval of Minutes from the November 15, 2022, LDC meeting.

Commissioner Reid moved to approve the minutes. **Motion Approved 5-0.**

4. New Business

- A.** P22-117 Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed new sign at 412 N. Main St, Parcel ID #286933.

Planner Henderson read the staff report. Staff recommended approval of the proposal. Jeannie Bayles (applicant) had no additional comment. Public comment opened. No public comment. Public comment closed. Commission deliberated. Findings of Fact read. Fred Redmon motioned to recommend that the Certificate of Appropriateness (COA) be **granted** by the LDC for the proposed Night Owl sign to be installed at the back of the building located at 412 N. Main St, with **two conditions**:

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

2. The sign shall be carefully placed where bolts are fastened into mortar joints, to prevent as much damage to the brick as possible. **Motion Approved 5-0.**

B. P22- 121 Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed new sign at 314 North Pearl St., Parcel ID #958179.

Henderson read staff report. Steve Lambert represented D.A. Davidson via zoom. Staff does not recommend proposal be granted based on previous COA design approvals. Lambert presented additional information regarding the proposal. Public comment open. Commission directed questions to staff. Commission directed questions to Mr. Lambert. Lambert stated that D.A. Davidson does not prefer the flat sign option. Public comment closed. Commission started deliberation. Public meeting reopened. Questions were directed to Mr. Lambert. Original conditions of approved COA were read by staff. Public meeting closed. Commission discussion occurred. Commissioner Reid motioned to deny COA of blade sign based on staff report, and recommended the applicant work with staff based on previously approved renderings. **COA denied 5-0.**

C. Review of extension request for 2022 City of Ellensburg Historic Preservation grant (420 N. Pearl St) to be completed in 2023.

Request received in writing by Mollie Edson to extend use of grant funds to be used in the 2023 grant cycle. Work was delayed because of previous tenant but the new tenant expressed an interest in working with the owner to complete the project. Presentation from staff. The proposal is to extend the 2022 grant at 420 N Pearl St to use the \$1,422 funds in the 2023 grant cycle. This is the first request for extension. Staff recommend approval of the proposed extension of the grant. Commissioner Reid motioned to approve the extension request for 420 N Pearl historic preservation grant. **Extension was granted with a 5-0 vote.**

D. Review of extension request for 2022 City of Ellensburg Historic Preservation grant (109 E 6th Ave) to be completed in 2023.

Request received in writing by Darren Reid to extend use of grant funds to be used in 2023 grant cycle. Supply chain issues with the windows delayed the project completion. Presentation from staff. The proposal is to extend the 2022 grant at 109 E 6th Ave to use the \$3,549 funds in the 2023 grant cycle. Staff recommend approval of the proposed extension of the grant. Commissioner Reid recused himself. Commissioner Redmon motioned to approve the extension request for Ames house as staff recommended. **Extension was granted with a 4-0 vote.**

Old Business

- A. Heating unit placement discussion.**

Options were discussed. Commissioners would like to review placement of heating units on historic buildings and districts. Commissioner Stanley motioned that the City staff consider site screening or location restrictions for heating and cooling equipment.
Motion passed 5-0.

6. Citizen Comment

None

7. Staff Update/Discussion Items

A. January 4, 2023 - Next Meeting

B. City Council discussed the Streatery Ordinance on 12/05/22. City Council has questions and process steps they would like to be determined. At the next City Council meeting, a resolution will be presented to extend the Streatery extension until February 28th, 2023. City Council will decide which committee will address the unresolved processes.

8. Commission Representative Update

A. EDA Update

There has been recent board member turn over, they need someone with experience in quick books.

B. Commissioner Stanley expressed concern over losing architecture in local houses. This topic will be discussed in a future meeting.

9. Adjournment

Chair McCoy adjourned the meeting.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Landmarks & Design, Regular Meeting

January 25, 2023

5:45 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present- In Person: Fred Redmon, Amy McCoy, Zane Kanyer

Roll Call Present-Via Zoom: Dorothy Stanley

Absent: Darren Reid, Marty Blackson

Also present- In Person: Stacey Henderson- Senior Planner, Jamey Ayling- CD Director, Kathy Boots- Planning Technician, Terry Weiner-City Attorney, Heidi Behrends Cerniwey-City Manager, Brad Case-Parks and Recreation Director, Pat Kelleher

Also present- Via Zoom: Mark Johnson, Lujan Zhang, Nikki, Brian Bishop, Jerry Dougherty, Tyler Withuhn, Karissa Witt

2. Approval of Agenda

Commissioner Redmon moved to approve the agenda. **Motion Approved 4-0.**

3. Approval of the Minutes

Approval of Minutes from the January 4, 2023, LDC meeting.

Commissioner Stanley moved to approve the minutes. **Motion Approved 4-0.**

4. New Business

A. (P22-115) Public Hearing for Consideration of a COA for the proposed demolition of the old Wells Fargo Bank building and Rotary Pavilion.

Appearance of Fairness reviewed. Pat Kelleher objected. Kelleher stated Commissioner Redmon did not disclose that he participated in the design. Commissioner Redmon stated he represented Landmarks and Design in a stakeholders meeting. Attorney Weiner stated due to the nature of the communication it would be up to Commissioner Redmon to decide if he wanted to recuse himself. Redmon did not recuse himself. Henderson read staff report. Staff recommended the Commission grant the COA for the demo of the old Wells Fargo Bank

building and Rotary Pavilion as proposed with one condition; that photo documentation of the building shall be completed by the applicant prior to the demolition and the records be provided to the City of Ellensburg and Kittitas County Historical Museum. Architects reviewed other options they considered before demolition of the buildings. Public comment opened. Pat Kelleher (6530 Wilson Creek Road) expressed concern over destroying buildings before they become historic, firm figures needed for repair of buildings, and wants new buildings to fit in. Jerry Dougherty (1804 W Creeksedge Way) Commissioner on Arts Commission stated removal of current buildings is preferred. Dougherty stated the cost of ADA access and functionality would be high on existing buildings and preserving buildings that don't fit community needs doesn't make sense. Pat Kelleher submitted written comments to staff which are part of the record. Public comment closed. Commissioner Kanyer read findings of fact and motioned approval of COA as staff recommended with condition. Commissioner Stanley seconded the motion. Commission deliberated. Motion to approve the COA for the proposed demolition of the old Wells Fargo Bank building and Rotary Pavilion and a second was made. **Motion approved 3-1 (Commissioner Stanley opposed). COA granted.**

B. (P23-002) Public Hearing for Consideration of a COA for the proposed designs of several new structures to be located within the new Unity Park, on Parcel ID #146933.

Appearance of Fairness reviewed. Commissioner Redmon stated he had represented the Landmarks and Design Commission at a stakeholder meeting. Planner Henderson read staff report. Written public comment was received and is part of the record. Staff recommend the COA be granted including stage backdrop, comfort station, shaded structure, and light pole. Park plan was presented by staff and applicant. Public comment opened. Pat Kelleher (6530 Wilson Creek Road) expressed concerns over hostile architecture, delivery trucks blocking alley, and less parking. Jerry Dougherty (1804 W Creeksedge Way) represents Arts Commission, and they look forward to working with designer to create new art/murals, utilizing existing art, and outdoor performance area. Tyler Withuhn (307 W 13th Ave) treasurer of the Downtown Association commented on pergola benches being non-removable, adding power supply around the park, children getting hurt on climbing structure, and lighting. Applicant responded to public concerns. Commissioners addressed questions to applicant. Applicant responded. Public comment closed. Findings of fact read. Commissioner Redmon motioned to approve the recommendations of staff with condition that future COAs be obtained for murals, permanent art, or sculptures on the parcel. Commissioner Kayner seconded the motion. Commission deliberated. Chair McCoy motioned to amend Commissioner Redmon's motion to add a second condition that the lighting in the pergola must be complimentary of the downtown core lighting system. Commissioner Kanyer seconded the motion for amendment of motion. No discussion. **Motion to amend was approved 4-0 vote. No discussion on main motion. Motion as amended with two conditions was approved 3-1 (Commissioner Stanley opposed). COA granted.**

5. Old Business

6. Citizen Comment

7. Staff Update/Discussion Items

February 7, 2023 - Next Meeting
February 22, 2023- DHAP Training

Staff completed yearly report of LDC activity and will send it out to the Commission.
No applications have been received for open seat.

8. Commission Representative Update

9. Adjournment

Chair McCoy adjourned the meeting.



Parks & Recreation Advisory Commission Meeting Minutes – January 11, 2023

DATE OF MEETING: January 11, 2023
MEMBERS PRESENT: Ali Brown, KT Kelleher, Nick Zentner, Jackie Adams, Nikki Pollock
OTHERS PRESENT: Parks & Recreation Director Case, Nicole Klauss, City Public Information Officer, Jim Pendley & Kevin Packard, Kittitas County Railroad History Association, Nancy Goodloe & Tylene Carnell, Diversity, Equity and Inclusion Commission, One member of the public
LOCATION: Meeting was held in the City Council Conference Room and Remotely

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

MEETING MINUTES - The meeting minutes from the December 14, 2022 Commission meeting were approved as submitted.

NEW BUSINESS –

Election of Commission Officers – Ali Brown and Nikki Pollock were nominated and seconded for the positions of Commission Chair and Vice Chair. **Voted all in favor.**

Kittitas County Railroad History Association – Kevin Packard and Jim Pendley, association members, presented an idea to locate a 7 ½ “gauge riding railroad at Rotary Park. The members spoke about the benefits of the line for the community and telling the importance of the history of the railroad in Kittitas County. The City will be updating the Rotary Park master plan in the upcoming months and the association was encouraged to advocate for the railroad at Rotary Park through that process.

Diversity, Equity and Inclusion Commission Overview – Council Member Nancy Goodloe and Commission member Tylene Carnell gave an overview of the DEI Commission and encouraged the Commission to utilize the DEI Commission if they ever needed help with anything. There is a desire to have the DEI assist with the Unity Park grand opening event.

ITEMS FOR FEBRUARY 8, 2023 MEETING

Reed Park Mater Plan Recommendation

COMMISSION MEMBER REPORTS

Commissioner Kelleher asked how the recently adopted trespass admonishment ordinance would be communicated out to the public. Staff stated that a meeting has been scheduled with City staff who will be most impacted by the new ordinance and that the education component would be discussed at that meeting but in all likelihood much of the education would be provided through the Ellensburg Police Department.

STAFF REPORTS: 1. Staff provided an update on the Ellensburg Racquet & Recreation Center fire and the City’s plan to replace the building. The surplus of the ERRC property is going before Council at their January 17, 2023 meeting, the city will not rebuild at the ERRC site. Staff is working with Bruce Dees & Associates, the firm that completed the Rotary Park master plan, to develop a scope of work and fee to

update the Rotary Master plan reflecting the addition of a athletic fieldhouse building. 2. Reed Park – staff will be bringing park plan option D. to the next February 8, 2023 commission meeting for a recommendation to move this plan onto Council for final approval. Bob Droll, from RWD Landscape Architects, is making the final changes based on feedback the City received at the December 14, 2022 community park planning open house. 3. Through the City and Ellensburg School District interlocal facility use agreement, the city has been offering open gyms for basketball and pickleball at Morgan Middle School. On average 25 community members are playing basketball and 24 people playing pickleball. 4. The city has hired a realtor to assist with the sale of the Whitfield Triangle property. Proceeds from the sale of the property will be used to help pay for future improvements at Reed Park. 5. The Rotary Park cross country skiing trails are being groomed as the weather dictates. 6. Staff has begun the planning process for commemorating the city's 40th year being designated as a 'Tree City USA', the oldest Tree City USA community in the state of Washington. The event will take place on Saturday, April 22nd.

Meeting adjourned at 6:40pm.



CITY OF ELLENSBURG

Minutes of Senior Citizens Advisory Committee,

December 13, 2022

1:00 PM

Date of Meeting

Time of Meeting

Place of Meeting

City Hall Council Conference Room and
Join Zoom Meeting

<https://us02web.zoom.us/j/4799521830>

Meeting ID: 479 952 1830

Roll Call Present: Marcia Hedrick, Mildred Miller, Ed Sendelbach, Wendy-Jean Fischer, Edward Bracken

1. CALL TO ORDER

Ed Sendelbach called meeting to order at 1:05 pm.

2. ROLL CALL

3. APPROVAL OF MINUTES

Commission member Wendy-Jean Fischer moved to Approve the minutes. **Motion Approved 4-0.**

3.A. November 2022 Minutes

4. CITIZEN COMMENT ON NON-AGENDA ITEMS None

5. OLD BUSINESS

- Thanksgiving Dinner
 - Served 280
 - 60 Volunteers

Thanksgiving dinner served 280 people and we had a total of 60 volunteers. In past years we serve 350 people seated. Thank you to all the volunteers and businesses who donated. This event could not be done without all the help we had!

6. NEW BUSINESS

None

7. COMMISSION MEMBERS REPORTS/OTHER BUSINESS

None

7.A. November 2022 AAC Budget

8. STAFF REPORTS

- November Daily Check In's: 565 (October 568)
- November New/Renew users: 8 (October 29)

November daily check in was 565 and November new/renewing users was 8.

9. ADJOURNMENT

- Next meeting Tuesday, January 10, 2023

Ed Sendelbach adjourned the meeting at 1:13 pm.

Commission member Mildred Miller moved to adjourn the meeting. **Motion**

Approved 5-0.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 21, 2023

Item Title/Agenda Subject: Consultant Agreement with Power Engineers, Inc. for GIS Support Services

Submitted by: Derek Mayo Public Works & Utilities

Recommended Action or Motion: Staff recommends City Council authorize the City Manager to sign the attached professional services agreement with Power Engineers, Inc. to provide Geographic Information System (GIS) Support and complete necessary improvements to the City's GIS system.

Background/Summary: The Public Works and Utilities Department is in need of professional IT/GIS Support and System Improvements.

Previous Council Action: No previous Council actions.

Analysis: The City's GIS system is embedded in the Public Works and Utilities Department. Both GIS positions were only recently filled, and the new employees will not be starting in a few weeks. In addition, a recently completed GIS system evaluation or 'GIS Health Check' found some needed improvements that can greatly enhance our systems functionality. The agreement will provide some much-needed reconfiguration, provide the opportunity for specialized training for new employees, and will complete several critical system improvements.

Financial Impact: The cost-plus fixed fee not to exceed professional services agreement amount of \$120,000 is within the 2023 budget for GIS system improvements and enhancements in the GIS Internal Service Fund.

Attachments:

[POWER City of Ellensburg GIS IT Support-Professional Services Agreement](#)

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF ELLENSBURG
AND
POWER ENGINEERS, INC.**

RELATING TO: GIS Support Services

This AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this 1 day of February, 2023 ("Effective Date"), by and between THE CITY OF ELLENSBURG, a non-charter code city of the State of Washington (hereinafter called the "CITY") and POWER Engineers, Inc., a Corporation authorized to do business in the state of Washington (hereinafter called the "CONSULTANT").

1. RECITALS.

1.1. The CITY desires to obtain professional services for work related to general GIS IT Infrastructure and Environment Support Services.

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

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

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

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

2. SCOPE OF WORK.

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

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

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

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

3. TIME OF PERFORMANCE. The CONSULTANT may begin work upon the Effective Date of this Agreement by both parties, or the CITY's issuance of a Notice to Proceed, whichever is applicable, and the duration of the Agreement shall extend a maximum of three (3) years from the Effective Date of this Agreement by both parties or the Maximum Compensation limit listed in Section 5 of this Agreement is reached, whichever occurs first.

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

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

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

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

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

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

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

4.7. The CITY may desire to establish a Management Reserve Fund to provide

the Agreement Administrator with the flexibility to authorize additional funds to the Agreement for allowable unforeseen costs, or reimbursing the CONSULTANT for allowable unforeseen costs, or reimbursing the CONSULTANT for additional work beyond that already defined in this Agreement. Such authorization(s) shall be in writing and shall not exceed the lesser of \$15,000 or 10% of the Maximum Compensation as shown in Section 5 of this Agreement. The amount included for the Management Reserve Fund is (\$0). This fund may not be replenished. Any changes requiring additional costs in excess of the Management Reserve Fund shall be made in accordance with Section 13 – Extra Work.

5. MAXIMUM COMPENSATION.

5.1. The CONSULTANT's total compensation and reimbursement under this Agreement, including labor, direct non-salary reimbursable costs and outside services, shall not exceed the maximum sum of \$120,000.00. This amount is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from CITY in the form of a negotiated and executed amendment of this Agreement.

6. RELATIONSHIP OF PARTIES.

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

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

7. WORK PRODUCT AND DOCUMENTS.

7.1. The work product and all documents produced under this Agreement shall be furnished by the CONSULTANT to the CITY, and upon completion of the work shall become the property of the CITY, for use without restriction and without representation as to suitability for reuse by any other party unless specifically verified or adapted by the CONSULTANT, except that the CONSULTANT may retain one copy of the work product and documents for its records. The tangible work product, including but not limited to requirements documents, reports, code, or other deliverables (the "Deliverables") first developed, created, or produced by CONSULTANT and required to be delivered to the CITY pursuant to this Agreement shall become the property of the CITY upon the later of: i).delivery of such Deliverables to the CITY or, ii.) receipt of payment by CONSULTANT for the Deliverables. Notwithstanding the above, CONSULTANT shall have unlimited rights in such Deliverables, to the extent such Deliverables do not contain the proprietary information of the CITY, which rights shall include the right to use, duplicate or disclose the Deliverables in whole or in part, in any manner and for any purpose whatsoever, and to permit others to do so. All information and material which is owned by CONSULTANT and used by CONSULTANT in the performance of this Agreement shall remain the exclusive property of CONSULTANT whether or not such information or material was incorporated in, adapted for use in, or used to produce any Deliverables delivered under this Agreement, unless otherwise specified in an individual Task Order. In addition, and not in limitation of the foregoing, the CITY acknowledges and agrees that CONSULTANT retains and may use the product of its engineering or consulting efforts expended on behalf of the CITY for its general reference and enhancement of its capabilities and that the Contractor retains all rights to the know-how, including but not limited to ideas, concepts, theories and techniques with respect to how to perform the services hereunder. The CONSULTANT will be responsible for the accuracy of the work, even though the work has been accepted by the CITY.

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

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

8. RECORDS. As a public agency, the CITY is subject to the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that CONSULTANT keeps records that

are deemed public records and are needed for the CITY to respond to a request under the Act, as determined by the CITY, CONSULTANT agrees to make them promptly available to the CITY. Pursuant to Chapter 40.14 RCW, CONSULTANT shall retain records associated with this Agreement in accordance with the applicable retention schedule. CONSULTANT also agrees to indemnify and hold the CITY harmless from any claims or losses caused by CONSULTANT'S failure to make records available to the CITY as provided in this Agreement.

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

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

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

10. SUBCONTRACTING.

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

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

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

11. SUPERVISION, INSPECTION AND PERFORMANCE.

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

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

11.3. CONSULTANT shall be responsible for the professional quality, technical adequacy, accuracy, timely completion, and coordination of the Services and all plans, designs, drawings, specifications, reports, and other work performed pursuant to this Agreement. CONSULTANT shall perform the Services in accordance with the standard of care of its profession in the same or similar localities at the time services are performed. CONSULTANT shall be responsible for the professional standards, performance, and actions of all persons and firms performing the Services under this Agreement. CONSULTANT shall, without additional compensation, correct any specific breach of a contractual obligation in the Services and revise any errors or omissions in any plans, designs, drawings, specifications, reports, and other products prepared under this Agreement- Within thirty (30) days from the date of providing any service hereunder, should such service be found to be defective by the CITY, the CITY shall identify the nature of such deficiency in writing and CONSULTANT shall have thirty (30) days from the date of receipt of such notice to correct, re-perform or replace the defective services or item.

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

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

14. TERMINATION.

14.1. The CITY may terminate this Agreement in whole or in part whenever the CITY determines, in its sole discretion that such termination is in the best interests of the CITY, upon not less than ten (10) days' written notice to the CONSULTANT. Written notice will be by certified mail sent to the consultant's designated representative at the

address provided by the CONSULTANT. If this Agreement is terminated in its entirety by the CITY for its convenience, the CITY shall pay the CONSULTANT for satisfactory services performed through the date of termination, but no amount shall be allowed for anticipated profit on unperformed Services or other work.

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

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

15. INDEMNIFICATION/HOLD HARMLESS.

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

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

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

16. INSURANCE.

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

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

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

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

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

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

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

16.4.1. Automobile Liability insurance with a combined single limit for

bodily injury and property damage of \$1,000,000 per accident.

16.4.2. Commercial General Liability insurance shall be written with limits of \$2,000,000 each occurrence, \$2,000,000 general aggregate.

16.4.3. Professional Liability insurance shall be written with limits of \$250,000 per claim and \$250,000 policy aggregate limit.

16.4.4. Umbrella Liability insurance shall be written with limits of \$5,000,000 per occurrence and in the aggregate.

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

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

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

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

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

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

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

17. LIMITATION OF LIABILITY. Notwithstanding any other provision of this Agreement to the contrary, the liability of CONSULTANT to the CITY and to all entities having contractual relations with the CITY in connection with this Agreement, for any claim whatsoever related to this Agreement, including any cause of action in contract, tort or strict liability, and including any obligations to indemnify the CITY as set forth in this Agreement, shall not exceed the limits of the insurance as set forth in Section 16 of

this agreement.

18. APPLICABLE LAW/VENUE. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The Parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement, or any breach hereof or any Work performed hereunder, promptly by negotiation between executives who have authority to settle the controversy. Any party may give the other party written notice of any dispute not resolved during the normal course of business. Within thirty (30) days after delivery of the initial notice, the executives of both parties shall meet at a mutually acceptable time and place and use good faith efforts to resolve the dispute. In the event that the parties are unable to settle the dispute through direct negotiations as set forth above, all remaining controversies or claims shall then be submitted to mediation within ten (10) days from written notice of concluded negotiations following the Commercial Mediation Rules published by the American Arbitration Association. In the event these steps do not resolve the dispute the venue of any litigation brought hereunder shall be Kittitas County.

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

City of Ellensburg
Department of Public Works and Utilities_
Attention: Derek Mayo, City Engineer
501 N. Anderson
Ellensburg, WA 98926

POWER Engineers
Gregory Meyet
2041 S Cobalt Point Way
Meridian, ID 83642

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

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

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

V V V V V V V V V V

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

Exhibit A – Scope of Work

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

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

CONSULTANT:

By: Kristi Norman

Printed
Name: Kristi Norman

Title: Director of Business Development

Tax ID#: 820324246

THE CITY OF ELLENSBURG:

By: _____

Printed
Name: _____

Title: _____

ATTEST: _____
Clerk

Approved as to Form:

City Attorney

Exhibit A - Services Scope of Work

INTRODUCTION

POWER Engineers, Inc. (POWER) is pleased to provide the City of Ellensburg (COE) with a scope of work for general GIS IT Infrastructure and Environment Support and Services.

The development of this SOW is a direct result of the findings of the ArcGIS system health check recently completed by POWER. This health check allowed POWER to discover and document specific designs, issues, and recommendations that are necessary to advance and stabilize the COE GIS operating environment. Utilizing the POWER team to perform this work will shorten the time required to implement these recommendations.

PROJECT ASSUMPTIONS

- This task order was developed with budget allocated towards general consulting hours only.
- This task order does not include development or deliverables outside this task order. If the City would like to initiate additional custom development or support needs, POWER will provide an estimate to complete the work and execute a subsequent change order or task order to complete the work.
- POWER has assumed there would be no onsite requirement to complete these tasks. If the City requires an onsite resource, travel time and expenses plus 10% markup will be charged.
- Where necessary, POWER staff will have remote access to the City's environment and the necessary permissions to access their system(s).

PROJECT TASKS

GIS IT TECHNICAL SUPPORT AND CONSULTING

POWER will provide GIS IT Infrastructure and Environment Technical Support and Services on a Time and Material basis using the rates listed in Exhibit B.

The City will authorize POWER to begin working on support items via email.

Technical hours can be used for but are not necessarily limited to the following:

1. GIS Database Cleanup
2. ArcGIS 10.9.1 Upgrade

Below is the listed SOW for each of the listed support items:

1. Database Cleanup

POWER will provide GIS Technical Support to further investigate and identify the root cause of unreconciled and orphaned versions in replica databases. POWER will perform the database cleanup required that will allow the 10.9.1 upgrade to proceed.

Technical Hours can be used for:

- Database and data analysis.
- Development of database maintenance tools.
- Data support end user issue resolution.
- Application configuration to improve the utilization of database resources.

Work Effort Estimate For This Task:

- 60 hours
- \$16,000.00

Deliverables

- Scripts or program executable and source code to analyze versions and replicas.
- Document defining the steps to be performed to clean-up the database.
- Documented results of database cleanup.

Assumptions

- COE will provide POWER resources VPN connectivity for access into the COE network and GIS administrative access to the database environment.
- COE will review and approve the database clean up plan prior to any changes being made to the production data.
- Work estimate includes an allocation for POWER to provide Technical Leadership and Project Management tasks in support of the work effort.

2. 10.9.1 Upgrade

The ArcGIS Health check has recommended an GIS architecture changes that will require the creation of new virtual servers for the GIS applications. The new virtual servers will allow IT to provision the latest IT supported Windows operating system. COE is also in need of upgrading to the ArcGIS 10.9.1 version which will enable a transition to ArcGIS 11 in the future. The new architecture and the implementation of recommendations found in the ArcGIS Health Check will create a maintainable and best practice GIS environment.

Technical Hours can be used for:

- System architecture planning and documentation.

- Installation and configuration GIS applications in production and non-production environments.
- Data and Content Migration.
- Application Configuration.
- Pre-Production Testing.
- Production Cutover.
- Post Cutover Support.
- Non-Production Install.
- Project Management and Technical Leadership.
-

Work Effort Estimate For This Task:

- 430 hours
- \$104,000.00

Deliverables

- Project Status report due on the last Friday of each month over the project duration
- System Architecture diagram
- Upgraded ArcGIS environment deployed to COE production and development environment
- Installation or configuration notes for any setup that varies from the standard Esri documentation or for COE specific settings
- All code, scripts and configuration files required for the GIS system implementation and maintenance

For any custom development or additional needs, POWER will provide the City with an estimate, including any agreed upon level of documentation detail needed for each item.

Project Assumptions

- Project administration time will be billed for task coordination and invoiced at one (1) hour minimum for Project Management and Project Management Assistant.
- Each task will be coordinated with the Project Manager to include, if needed, initial communication to determine an estimation of hours.
- The work within this SOW will be performed on a Time and Materials basis under the terms set forth in the Agreement for Professional Services Between The City of Ellensburg and POWER Engineers, Inc. and Exhibit B – Consultant Labor Costs and Non-salary Reimbursable Costs.
- Invoices will be submitted monthly for the actual hours worked during the monthly period. The monthly period will end on the Saturday following the last Friday of each month.

Exhibit B - Consultant Labor Costs and Non-salary Reimbursable Costs

Please see POWER Engineers, Inc. Schedule of Charges – 2023 below.

POWER ENGINEERS, INC.
SCHEDULE OF CHARGES – 2023

This standard Schedule of Charges is for professional services. Unless agreed otherwise, charges for work on continuing projects will be based on the then current Schedule of Charges. A new Schedule of Charges will be issued to be effective January 1 of each new year and as necessary on an intermediate basis to accommodate new items or revised charges. Invoices will be submitted monthly and/or upon completion of the work and will be due and payable when issued. All accounts not paid within thirty (30) days after Owner's receipt of the invoice will bear a **SERVICE CHARGE OF 1.0% PER MONTH** for each month the invoice is unpaid.

PERSONNEL CLASSIFICATION

President	\$320.00/hr.
Executive Vice President	
Senior Project Manager IV	
Project Manager Director	\$310.00/hr.
Senior Project Manager III	
Senior Project Manager II.....	\$300.00/hr.
Senior Program Manager II	
Principal Engineer II	
Senior Project Manager I.....	\$280.00/hr.
Senior Program Manager I	
Senior Project Engineer III	
Senior Project Lead III	
Strategic Consultant III	
Principal Engineer I	
Project Manager III	\$270.00/hr.
Senior Project Lead II	
Construction Manager III	
Senior Project Engineer II	
Strategic Consultant II	
Senior Consultant III	
Senior Engineer II	
Project Manager II	\$240.00/hr.
Senior Project Lead I	
Strategic Consultant I	
Senior Consultant II	
Senior Project Engineer I	
Construction Manager II	
Senior Engineer I	
Project Manager I	\$210.00/hr.
Project Lead II	
Construction Manager I	
Environmental Specialist IV	
Project Engineer II	
Engineer IV	
Designer V	
Project Administrator III	
Senior Consultant I	
Project Lead I	\$200.00/hr.
Project Engineer I	
Engineer III	
Designer IV	
Environmental Specialist III	
Procurement Specialist III	
Scheduling Specialist III	
Project Administrator II	
Consultant III	
Engineer II	\$185.00/hr.
Designer III	
Technician IV	
Environmental Specialist II	
Procurement Specialist II	
Scheduling Specialist II	
Project Administrator I	
Consultant II	
Engineer I	\$170.00/hr.
Designer II	
Drafter IV	
Technician III	
Environmental Specialist I	
Procurement Specialist I	
Field Representative IV	
Scheduling Specialist I	
Project Managers Assistant III	
Consultant I	
Designer I	\$145.00/hr.
Drafter III	
Technician II	
Field Representative III	
Staff Assistant II	
Project Managers Assistant II	
Drafter II	\$120.00/hr.
Staff Assistant	
Field Representative II	
Project Managers Assistant I	
Drafter I	\$100.00/hr.
General Office Assistant	
Field Representative I	

Personnel with specialized experience are employed by or on retainer to POWER. Charges for these specialists are negotiated on an individual basis depending on the assignment. Professional time for depositions and testimony is charged at 1.5 times the rate for services; full-day minimums apply.

**POWER ENGINEERS, INC.
SCHEDULE OF CHARGES – 2023**

This standard Schedule of Charges is for professional services. Unless agreed otherwise, charges for work on continuing projects will be based on the then current Schedule of Charges. A new Schedule of Charges will be issued to be effective January 1 of each new year and as necessary on an intermediate basis to accommodate new items or revised charges. Invoices will be submitted monthly and/or upon completion of the work and will be due and payable when issued. All accounts not paid within thirty (30) days after Owner's receipt of the invoice will bear a **SERVICE CHARGE OF 1.0% PER MONTH** for each month the invoice is unpaid.

REPRODUCTION**Drawings – Black & White**

Large Scale Drawings (C Size)	\$1.90/ea.
Large Scale Drawings (D Size)	\$3.30/ea.
Large Scale Drawings (E Size)	\$5.50/ea.

Drawings – Color

Large Scale Drawings (C Size)	\$6.00/ea.
Large Scale Drawings (D Size)	\$10.90/ea.
Large Scale Drawings (E Size)	\$17.50/ea.

Documents – Black & White

Single-sided Copies	8 x 11 \$0.11/ea.	11 x 17 \$0.17/ea.
Double-sided Copies	8 x 11 \$0.22/ea.	11 x 17 \$0.34/ea.

Documents – Color

Single-sided Copies	8 x 11 \$0.50/ea.	11 x 17 \$1.00/ea.
Double-sided Copies	8 x 11 \$1.00/ea.	
Spiral Comb		\$2.65/ea.
3 Ring Binder	Dependent on size	
Special Copy Center Projects (Labor)		\$45.00/hr.

SURVEY EQUIPMENT

Survey Equip. to support field crew		\$70.00/day
GPS Equipment 2 Units	\$60.00/hour	\$350.00/day
GPS Equipment 3 Units	\$80.00/hour	\$450.00/day

Other expenses including but not limited to subcontractors, airfare, lodging, meals, postage and shipping, purchases, rentals, are charged at cost plus a carrying and handling charge of 10%.

Communication Charge - including but not limited to VOIP charges, file sharing cloud services, and web collaboration sites, charged at 1% of labor billing charges.

CAD and Software Usage Charge – charged at 3% of labor billing charges. This charge covers CAD application and design software including: AutoCAD, MicroStation, Autodesk Revit, PLS-Cad, Smart Plant P&ID, electrical studies software, and other design software as required.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 21, 2023

Item Title/Agenda Subject: Gateway II Amendment #1 to Aspect Engineering; Original Contract Project Number 21-054

Submitted by: Jon Morrow Public Works & Utilities

Recommended Action or Motion: Authorize the Mayor to sign Amendment #1 to Aspect's contract.

Background/Summary: The original contract with Aspect to design, permit, and construct the project was approved by Council on October 4, 2021. Thirty percent into the project design it was determined that in order to comply with the City standards, Vantage Highway would need to be widened. This was not accounted for in the grant or original scope of work. The road widening design was not eligible for funding through the Ecology grant. The project was temporarily halted in June 2022 due to a lack of funds in the Stormwater Utility budget. With the adoption of the 2023-2024 budget, funds are now available in the Stormwater Utility budget to pay for the road widening design. Removed from the original scope of work was construction management and project close out. Due to current economic conditions, the project scope of work has been reduced to design and permit only. Timing of the construction phase will be determined at a later date, once the design and permitting are completed.

Previous Council Action: Council authorized the agreement with Ecology on January 5, 2021. Council also authorized the original scope of work and agreement to begin the Gateway II project on October 4, 2021.

Analysis: The project is on track with Ecology's timeline to be completed by July 1, 2025.

Financial Impact: The change order reduces the cost of the agreement by \$72,871. Costs of construction management and project close out activities for the Gateway II project are no longer part of this agreement. The total revised cost of the agreement is

\$977,129.

Attachments:

[Full Gateway II Amendment 1 - Aspect Signed](#)



Amendment to Professional Services Agreement

Amendment No.: 1	Project No.: 190390	Date: February 1, 2023
Client: City of Ellensburg		
Project Name Gateway to the City of Ellensburg Stormwater LID Retrofit Project II		
Description of Amendment		Cost
Aspect Consulting, LLC (Aspect) is providing this Amendment No. 1 to the agreement for the City of Ellensburg's (Client) Gateway II Project. This amendment addresses the City's decision to add new lanes to the roadway within to the Project limits, which triggers design rework, permitting and design for new in-water work, and other roadway widening design services. See Attachment 1 for Amendment No. 1 Scope of Services. This amendment revises the Professional Services Agreement between Aspect and the City dated October 4th, 2021. At Ecology's request prior changes were made to the Task 1 and Task 3 services and budgets (approved by the City on February 4, 2022). Those changes rearranged but did not change the total scope of work or total project budget. 1. The Exhibit A Scope of Work provided under Section 2 of the original Agreement and as revised on February 4, 2022 is amended as shown in Attachment 1. 2. The overall Time of Performance Section 3 is not changed. Due to the Project delay and the extra work, the schedule described in the original Exhibit B is changed to state that Aspect will strive to complete design work within three years of the original contract date (October 4, 2021). 3. The Maximum Compensation Section 5.1 of the original Agreement is decreased by \$72,871 to \$977,129. 4. The Budget for Each Task Section 5.2 and Exhibit D of the original Agreement and as revised on February 4, 2022 is amended as shown in Attachment 3. Amendment 1 work will be itemized separately from work under the original Exhibit A to facilitate payment by the City separate from the City's Ecology Grant.		Amendment No. 1 Cost: \$-72,871 Total Revised Agreement Section 5 and Exhibit D Cost: \$977,129 Amendment No. 1 Tasks Will Be Billed on a Time and Materials Basis according to the Rate Schedule included as Attachment 2 to this Amendment.
This change amends the agreement between Aspect Consulting, LLC & the City of Ellensburg dated October 4th, 2021 and revised on February 4, 2022. Except as previously amended or amended above, all terms and conditions of the October 4, 2021 agreement apply to this contract change.		
ASPECT CONSULTING, LLC <i>a limited liability company</i>	By: 	
	Printed Name: John Knutson, PE Principal Water Resources Engineer	
	Office: Yakima	
CLIENT City of Ellensburg	By:	
	Printed Name/Date:	

Bainbridge Island Office:
Bellingham Office:
Seattle Office:
Wenatchee Office:
Yakima Office:

350 Madison Avenue North, Bainbridge Island, WA 98110 (206) 780-9370
907 Harris Avenue, Suite 301, Bellingham, WA 98225 (360) 746-8964
401 Second Avenue S, Suite 201, Seattle, WA 98104 (206) 328-7443
23 South Mission Avenue, Suite C, Wenatchee, WA 98801 (509) 888-5766
1106 N 35th Avenue, Yakima, WA 98902 (509) 895-5957

Aspect Consulting, LLC

Scope of Work

Gateway to the City of Ellensburg Stormwater LID Retrofit Project II

Roadway Widening Permitting and Design Services

February 1st, 2023

Background

Aspect Consulting, LLC (Aspect) has developed this **Amendment 1** Scope of Work to provide revised consulting services to the City of Ellensburg (City) for the ***Gateway to the City of Ellensburg Stormwater LID Retrofit Project II (Project)***.

The City of Ellensburg received a Stormwater Financial Assistance Program grant from the Washington Department of Ecology to design and construct stormwater treatment facilities along Vantage Highway. The project would install stormwater treatment retrofits along both sides of the existing 2-lane road pavement, which currently drains untreated runoff to Lyle Creek. The grant funded project also planned to convert the existing gravel shoulders (classified as pollutant generating impervious surface) to pervious stormwater infiltration swales.

As work on the grant tasks progressed, the City realized that the grant project did not fully consider forward compatibility issues, specifically the functional classification of Vantage Highway and its need to support future commercial and residential development along the project corridor. Therefore, for the road to meet future functional needs, the City intends to add new lanes along the existing lanes, resulting in 4 lanes and an overall pavement width of 48 ft (from approximately 24 ft). The existing pavement will not be removed during the widening or stormwater retrofit process. The new lanes will be placed over the top of the existing compacted gravel shoulders, resulting in “replaced” impervious surface. The City will comply with their normal stormwater requirements for the “replaced” impervious surface and will bear the related analysis, design, and construction costs.

Given that it is likely the Ecology grant will only cover stormwater components and costs associated with retrofitting in treatment for the existing approximately 24-foot-wide paved road, the City needs to cover road widening costs, including:

- a. The cost of rework to redo already completed analysis and design work that was based on the 24-ft wide road (project was at 30% design);
- b. All pavement widening design work (including any widening associated impacts such as culvert/stream/wetland modifications);
- c. Permitting for new road widening related work/impacts, including new in-water work;
- d. A share of the stormwater conveyance and BMP analysis and design effort (since the facilities will now receive runoff from both the existing lanes and the new lanes.

Attachment 1 to Amendment 1 – Scope of Work

Bidding and construction phase support is being deferred, so those widening-related services are not included in this amendment. In addition, bidding and construction phase services provided under Task 4 in Aspect's prior scope of work will also be deferred and the services provided under Task 3 Design Plans and Specifications are being reduced.

The roadway widening work will be integrated into a revised overall schedule. It is recognized that the revised schedule will likely be impacted by: (a) the delay that has occurred to address the widening decision and project funding needs; (b) the need to complete re-work to bring the widened project configuration back to a 30% design level; and (c) the addition of likely lengthy permitting processes due to widening related in-water work.

Aspect will itemize widening related work separately from original grant scoped work in our monthly invoices and status/progress reports, which will facilitate grant billings and reimbursement for the grant eligible costs versus tasks and costs covered by non-grant funds.

Amendment 1 Scope of Work Changes

Revised Task 3: Design Plans and Specifications

Task 3 of the Revised Scope of Work (February 4, 2022) is being revised. Aspect support for the second round of public information and website updates, Stakeholder one-on-one meetings, City Council presentations, and 60% design review is being removed from the scope of work.

Remove Original Task 4: Construction Management & Close Out

Task 4 of the Revised Scope of Work (February 4, 2022) is being removed from the scope of work and replaced with the New Task 4 described below.

Add New Task 4: Roadway Widening Environmental Review and Permitting

The new Task 4 includes addressing roadway widening permitting requirements which will be completed in conjunction with Ecology grant project permitting requirements. Roadway related widening permitting services may include:

- Preparing a Joint Aquatic Resources Permit Application (JARPA).
- Preparing Hydraulic Project Approval (HPA) Application.
- Preparing a Biological Assessment and completing ESA Consultation (if needed).
- Preparing a full project SWPPP to support contractor's coverage under the Construction Stormwater General Permit (CSGP).
- Coordination with the City, WDFW, Ecology, Corps of Engineers, and other agencies during the permit review and approval process.

Task 4 Deliverables

- *Permit applications and construction SWPPP that incorporate roadway widening components.*

Task 4 Assumptions

Attachment 1 to Amendment 1 – Scope of Work

- *In-water work permitting involves some inherent uncertainty and the new Task 4 budget has been established to meet City funding constraints. Therefore, Aspect will provide flexible permitting services within the budget and will inform the City and obtain approval if additional budget becomes necessary to complete the permitting scope of work.*
- *Further information from WDFW and/or USFWS or NMFS is needed to determine if a BA and ESA Consultation is ultimately necessary.*

Add New Task 5: Rework and Roadway Widening Design Plans and Specifications

New Task 5 includes addressing the roadway widening related analysis and design effort. Roadway related analysis and design effort will be tracked and billed separately from the grant funded work, however, the roadway widening plans will be integrated with Ecology grant funded plans to produce one overall plan set for bidding purposes. See the original scope of work (Professional Services Agreement Exhibit A from Gateway to the City of Ellensburg Stormwater LID Retrofit Project II) for detailed description of work elements at each design phase.

5.1 Redesign of Stormwater Grant Retrofit Components to Reflect Road Widening

- Confirm ROW extent and property boundaries (e.g., Knudson Short Plat)
- Update CAD design basemap to reflect roadway widening components.
- Re-delineate basins, update hydrologic/hydraulic (H/H) calculations, locate/size BMPs, conveyances, curb/gutter, etc.
- Relocate and size ditches and driveway culverts.
- Revisions to the draft Ecology Design Report.
- Revisions to conceptual retrofit project plans, profiles, and details in preparation for 30% design.

5.2 Roadway Widening 30% Design

- Road Widening Design and Utility Relocation Meetings.
- Hydrologic analysis and swale sizing checks to meet redevelopment standards for expanded road width (water quality and flow control).
- Roadway widening design (typical section, grading, pavement).
- Bus pullouts and driveway transition designs.
- Vista Road and Cowboy Lane vicinity transition to 2-lanes.
- Three culvert extensions (west of Pfenning, Lyle Creek, East Branch Lyle Creek) and relocation of East Branch Lyle Creek.
- Site preparation, demolition, phasing/staging plans.
- Signage, painting, striping.
- Select Temporary Erosion and Sediment Control (TESC) BMPs.
- Analyze downstream conditions for existing drainage systems.
- Prepare 30% widening plans, profiles, details, spec outline, cost est.

Attachment 1 to Amendment 1 – Scope of Work

- Review 30% comments, develop recommended responses, hold a conference call with City to obtain direction for 90% design.

5.3 Roadway Widening 90% Design

- Update analysis and calculations as needed.
- Incorporate City's utility and lighting relocation/extension designs into widening plans.
- Prepare 90% plans, profiles, details, TESC plans/details, specs, cost estimate, and full draft bid documents.
- Compile products, complete QC review, and submit 90% to city/permit agencies.
- Review City 90% comments, develop recommended responses, hold a conference call with City to obtain direction for final design (integrated with any Ecology comments on 90% grant design package).

5.4 Roadway Widening Final Design

- Respond to 90% design comments and prepare final design and bid package.
- Prepare draft construction schedule and schedule of non-grant eligible costs.
- Compile products, complete QC review, and submit Final Design Package to City and permitting agencies.

Task 5 Deliverables

- 30%, 90%, and Final Design Packages

Task 5 Assumptions

- *Task 5 budget has been established to meet City funding constraints. Therefore, Aspect will provide flexible roadway widening analysis and design services within the budget and will inform the City and obtain approval if additional budget becomes necessary to complete the design scope of work.*
- *No increase in overall project management effort.*
- *No additional public or elected leader information effort due to the widening (or is done by City staff).*
- *Simple culvert extensions for Lyle Creek and East Branch Lyle Creek.*
- *No retaining walls are required.*
- *All work fits within City right-of-way.*
- *A pavement related geotechnical report addendum is not needed.*
- *No additional utility coordination is needed due to the road widening.*
- *Bus pullouts simply refer to a City detail.*
- *Effort to design the planned infiltration swales is not significantly affected by the widening decision (assume previously selected swale dimensions were already able to provide water quality treatment for the existing and replaced impervious surface, plus, flow control for the replaced impervious surface if needed).*
- *Pathway remains pervious and non-pollutant generating (runoff is self-mitigating).*
- *City's utility & lighting relocation/extension design will be incorporated during the 90% design stage.*

Attachment 2 to Amendment 1 – Consultant Rate Schedule



SCHEDULE OF CHARGES

Effective January 2023

Unless otherwise stated in the proposal or services agreement, current rates are as follows:

ENGINEERS, SCIENTISTS, AND ANALYSTS		Hourly Rate
<i>Principals and Associates</i>		
Principal 2		\$ 305
Principal 1		289
Sr. Associate		267
Associate		253
<i>Senior, Project, and Staff Professionals</i>		
Senior 3		253
Senior 2		238
Senior 1		222
Project 3		204
Project 2		189
Project 1		176
Staff 3		161
Staff 2		148
Staff 1		137
TECHNICAL AND PROJECT SUPPORT		Hourly Rate
<i>Field Operations</i>		
Technician 2		\$ 122
Technician 1		112
<i>Design, CAD, and Graphics</i>		
Engineering Designer		176
Sr. CAD		157
CAD		138
Sr. Graphic Designer		128
Graphic Designer		119
<i>Technology</i>		
Sr. Software Developer		250
Software Developer		219
<i>Technical Editing and Project Coordination</i>		
Sr. Technical Editor		140
Coordinator 3 / Technical Editor		128
Coordinator 2		120
Coordinator 1		111
OTHER CHARGES		
Mileage	Federal Gov't Rate Plus 15%	
Subcontractors and Project Expenses	Cost Plus 15%	

Client acknowledges that Aspect will adjust the Schedule of Charges annually, and that the Agreement will remain valid for any and all annually adjusted Schedule of Charges.

Attachment 3 to Amendment 1 – Task Budgets

Amendment 1 Task Budget Changes	Labor	ODC	Subs	Total
Revised Task 3: Design Plans and Specifications	-\$40,528			-\$40,528
Remove Original Task 4 – Construction Management and Project Close-Out	-210,010	-\$14,990		-\$225,000
New Task 4 – Widening Related Environmental Reviews & Permitting	\$29,759			\$29,759
New Task 5 – Rework and Roadway Widening Design Plans and Specifications	162,398	\$500		\$162,898
Amendment 1 Labor and ODC Budget Change	-\$58,381	-14,490		-\$72,871
Net Budget Change For Amendment 1				-\$72,871
Prior Total Contract Amount				\$1,050,000
Revised Total Contract Amount				\$977,129

ODC = Other Direct Charges, Subs = Subconsultants



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 21, 2023

Item Title/Agenda Subject: Award Bid Call 2022-23 15kV 1/0 Medium Voltage Underground Distribution Cable to Anixter Inc.

Submitted by: Dan Davis Public Works & Utilities

Recommended Action or Motion: Staff recommends City Council award Bid Call 2022-23 to Anixter Inc., the lowest responsive and responsible bidder, for the bid price of \$239,509.80, including sales tax; and declare bid from General Pacific Inc. to be non-responsive.

Background/Summary: The Public Works and Utilities – Light Division annually budgets and publishes a bid for Medium Voltage Underground Distribution Cable. The cable is used for capital construction projects and to replenish inventory.

The bid included Schedule “A” for 45,000 linear feet of 15kV 1/0 Medium Voltage Underground Distribution Cable. The bid was advertised and placed on the City website and staff received a total of four (4) bids. The bidders included General Pacific Inc., Anixter Inc., Hyundai Corp USA, and MVA Power Inc. The bid from General Pacific Inc. was determined by staff to be non-responsive and was not considered.

Staff recommends City Council award the bid to Anixter Inc., the lowest responsive and responsible bidder, for the 15kV 1/0 Medium Voltage Underground Distribution Cable.

Previous Council Action: Award of previous bids for Underground Distribution Cable: Bid 2022-13 awarded 8/15/22; Bid 2021-12 awarded 11/15/2021; Bid 2020-29 awarded 9/21/2020; and Bid 2019-20 awarded 6/17/2019.

Analysis: A summary of the bids is shown below. Anixter Inc. was the lowest evaluated bid for the 45,000 lineal feet of 15kV 1/0 Medium Voltage Underground Distribution Cable.

Representative (Manufacturer) & Extended Cost (incl. tax):

- Anixter Inc. (Okonite) \$239,509.80

- Hyundai Corp. USA (Gaon) \$249,753.60
- MVA Power Inc. (MVA) \$257,938.88

The bid submitted by Anixter, Inc. is above the Engineer's Estimate of \$218,046.60, by approximately 9%.

Financial Impact:

Funds are available within the 2023 Light Division budget for purchase of the 15kV 1/0 Medium Voltage Underground Distribution Cable. Underground distribution cable costs are also offset by the customer when new cable is installed.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	February 21, 2023
Item Title/Agenda Subject:	Award Bid Call 2022-24 Distribution Transformers to General Pacific Inc.
Submitted by:	Dan Davis Public Works & Utilities
Recommended Action or Motion:	Staff recommends City Council award Bid Call 2022-24 Distribution Transformers to General Pacific Inc., the lowest responsive and responsible bidder, for the bid price of \$95,433.19, including sales tax.
Background/Summary:	The Public Works and Utilities – Light Division annually budgets and publishes a bid for Distribution Transformers. The transformers are used for capital construction projects and to replenish inventory. The bid included Schedule “A” for (2) two 3-Phase Pad-Mounted Transformers. The bid was advertised and placed on the City website and staff received a total of (3) three bids. The bidders included General Pacific Inc., WEG Transformers USA, and Anixter Inc. All bids were evaluated with consideration taken for both their initial cost and future costs as well. The future costs represent a value placed on the electrical losses, which occur within the core and windings of each unit. Therefore, a low loss unit, which consumes less electricity over its expected 30-year life, is usually the best investment. The City specified that all transformers contain less than 1ppm of PCB’s with the appropriate “No PCB” label affixed as prescribed by EPA regulations.
Previous Council Action:	Council award of previous bids for Distribution Transformers: Bid 2022-03 awarded 4/4/22; Bid 2022-18 awarded 10/17/22; and Bid 2020-09 awarded 7/20/20.
Analysis:	A summary of the bids is shown below. General Pacific, Inc., was the lowest evaluated bid for the Distribution Transformers for a 30-year life.

Representative (Manufacturer) & Extended Cost (incl. tax):

- General Pacific Inc. (Howard) \$95,433.19
- WEG Transformers USA (WEG) \$114,392.35
- Anixter Inc. (Hitachi) \$122,756.45

The bid submitted by General Pacific, Inc. is above the Engineer's Estimate of \$88,888.00, by approximately 7.5%.

Financial Impact:

Funds are available within the 2023 Light Division budget for purchase of the Distribution Transformers. Transformer costs are also offset by the customer when new transformers are installed.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 21, 2023

Item Title/Agenda Subject: Award Bid Call 2023-01 Mallard Meadows Electrical Distribution Installation to Potelco Inc.

Submitted by: Dan Davis Public Works & Utilities

Recommended Action or Motion: Staff recommends City Council award Bid Call 2023-01 Mallard Meadows Electrical Distribution Installation to Potelco Inc., the lowest responsive and responsible bidder, for the bid price of \$179,475.71, including sales tax.

Background/Summary: In conjunction with the new Mallard Meadows residential housing development being built off of Bull Rd., south of Ellensburg, the City of Ellensburg must install new electrical services in order to provide power to the development. The project will include the installation of underground primary and secondary cable and supporting equipment in a newly installed duct and vault system and tying the new distribution system into the City's existing underground primary distribution system. The developer (DR Horton) will be responsible for reimbursing the City for all costs associated with this project.

The bid was advertised and placed on the City website and staff received a total of (6) six bids. Bidders included Potelco Inc., Magnum Power LLC, Cannon Construction LLC, DJ's Electric Inc., Palouse Power LLC, and Colvico Inc.

Previous Council Action: None

Analysis: Bids are listed below and were evaluated in the order of low to high. The following is a summary of the bids (including sales tax) for each bidder:

Representative & Extended Cost (incl. tax):

• Potelco Inc.	\$179,475.71
• Magnum Power LLC	\$282,219.40
• Cannon Construction LLC	\$343,146.58
• DJ's Electric Inc.	\$368,560.00

- Palouse Power LLC \$449,860.00
- Colvico Inc. \$481,027.17

The bid submitted by Potelco Inc., is below the Engineer's Estimate of \$277,986.43, by approximately 35%.

Financial Impact:

The developer (DR Horton) has signed the Developer's Agreement and will pay all costs associated with this project. The 2023 Electric Utility Budget includes adequate expenditure authority for this bid award.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 21, 2023

Item Title/Agenda Subject: Kittitas County Pride Parade Route Approval

Submitted by: Brad Case Parks and Recreation

Recommended Action or Motion: Approved the proposed Kittitas County Pride Parade route.

Background/Summary: Kittitas County Pride, as a part of Pride Month, has requested permission to host a parade on Saturday, June 3, 2023. Since the proposed parade route will substantially affect the flow of right-of-way traffic, Council approval for the parade is required. The parade will start at 11:00 a.m., which will require street closures starting at 9 a.m. on impacted streets.

Previous Council Action: At their August 16, 2018 meeting, Council adopted Ordinance No. 4795, establishing a new chapter in the Ellensburg City Code entitled "6.64 Special Events". There is a provision within that chapter that states:

The following special events, or activities associated with a special event, shall require city council approval pursuant to ECC [2.34.280](#) prior to the issuance of a permit by the responsible official:

1. Any event at which alcoholic beverages are served, subject to compliance with all other requirements of this chapter; and
2. Any event which uses city rights-of-way as a part of the event which could substantially affect the normal flow of right-of-way traffic (for example, walk-a-thons, parades, foot races, etc.).

Analysis: The proposed parade route will stage on University Way, just west of Chestnut Street. The parade route will go west on University Way, turn south onto Pearl Street, and end just before Pearl crosses 3rd Avenue. This route will result in the closure of the following sections of streets between 9:00 a.m. -

and approximately 1:00pm on Saturday, June 3, 2023:

- University Way between Main Street and Chestnut Street.
- Pearl Street from University Way to 3rd Avenue
- 4th Ave, Main to Pearl
- 5th Ave, Main to Pearl
- 6th Ave, Main to Pearl
- 7th Ave, Main to Pearl

If approved, Pride organizers will be required to get concurrence with the street closure request by at least 75 percent of the businesses with storefronts on streets along the closure area as evidenced by the signature of the business owner or their agent on a form approved by the city.

On June 3rd, in addition to the Pride Parade closing streets, there will be a closure of Pine Street between 3rd and 5th Avenue and possibly on 3rd Avenue from Pine Street to Ruby Street, for the Ellensburg Car Show, previously known as the 'Cruisin for Hospice' car show.

Financial Impact:

The financial impact to the City are staffing costs to prepare and close the parade route streets.

Attachments:

[Pride Parade Route](#)



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

2/13/23
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 **21th DAY OF FEBRUARY 2023**. 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	160759	TO	160948	\$ 1,321,622.69
EFT #'s	6050	TO	6076	\$ 1,415,477.28

Payroll Fund				Total Amounts
Check #'s	95903	TO	95908	\$ 7,887.68
Direct Deposits	71654	TO	71873	\$ 436,935.96

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 21, 2023

Item Title/Agenda Subject: Board and Commission Appointments

Submitted by: Cynthia LaChappelle-Mathis Library

Recommended Action or Motion: Approve appointment for member of City Boards and Commissions as recommended by the Library Board and the Arts Commission.

Background/Summary: There is one vacancy on the Library Board with three applicants for appointment. There is one vacancy on the Arts Commission with one applicant for appointment. The applications for appointment were forwarded to the staff member assigned to the Library Board and the Arts Commission to process for consideration of appointment.

Previous Council Action: N/A

Analysis: As directed by Council, the applicants requesting appointment have completed the preliminary process of attending a meeting and interviewing with a subcommittee of the Board or Commission. Applications for appointments are attached to the agenda report. Three applications were received for the Library Board and Melina Meador is being recommended for appointment. One application was received for the Arts Commission and Linda Warren is being recommended for appointment.

Financial Impact: N/A

Attachments:

[2-21-23 Library Board Appointment](#)
[M Meador Library Board Application](#)
[Arts Commission Appointment 2-21-2023](#)
[L Warren Application](#)



TO: City Council
FROM: Ellensburg Public Library Board
DATE: February 21, 2023 – Council Meeting Date

RE: Recommendation of Appointment

The Ellensburg Public Library Board has one open vacancy with a term set to expire December 31, 2024. Three candidates were interviewed on February 8, 2023. Interview panel consisted of Library Director Josephine Camarillo, Library Board Past President Mary Holmgren and Council Liaison Sarah Beauchamp.

The Board recommends appointing Melina Meador to fill the open vacancy on the Library Board.

From: noreply@civicplus.com
To: [Cynthia LaChappelle-Mathis](#)
Subject: [Ext] Online Form Submittal: Application for Appointment
Date: Friday, November 18, 2022 8:59:37 AM

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

Application for Appointment

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

Boards & Commissions Library Board

Have you attended a meeting for the board or commission you are applying to? Yes

Name of Applicant: Melina Meador

Address

Mailing Address (If Different) Field not completed.

City Ellensburg

State Wa

Zip 98926

Email Address

Phone Number

Length of Residency in Kittitas County 10 years

Do you live within the city limits? Yes

ECC 1.12.120 Residency qualification. Except where a commission, board or committee specifically requires city residency as a condition of appointment, members of all other commissions, boards and committees shall maintain residency within the Kittitas County limits. "Residency," as used herein, means residing within the city or county limits, as applicable, both at the time of appointment and for at least 270 days within each calendar year for the duration

of the member's term, but shall not include any period for which a member is absent due to military service.

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

Occupation Status and Background:	Homemaker and Homeschooling parent currently. My training and career has primarily been in the arts and education working as a self-employed musician, a music teacher, and a choir and music director at a church.
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Organization Affiliations:	None.
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Why are you seeking appointment?	I love the library! I use it (and probably abuse it) with frequent checkouts, and have since I was a child. When I went to school overseas years ago I was the first student enrolled to apply for a library card in the local library system. I relished having an English library card, it was fun to see how the system worked in a different culture. I know the value that this space brings to me, and to my family, and I want more people to use and avail themselves of our amazing local library. It sounds like hyperbole but I believe it's one of the keystones of a healthy civilization.
----------------------------------	---

Will you be able to attend meetings regularly if appointed?	Yes
---	-----

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

Boards & Commissions	Parks and Recreation Commission
----------------------	---------------------------------

Boards & Commissions	<i>Field not completed.</i>
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Email not displaying correctly? [View it in your browser.](#)



TO: City Council
FROM: Ellensburg Arts Commission
DATE: February 21, 2023 – Council Meeting Date

RE: Recommendation of Appointment

The Arts Commission currently has one vacancy due to the resignation of Cassandra Town on 12-31-22. Linda Warren had applied and interviewed for a previous opening on September 14, 2022. The two open seats were filled with two other applicants.

The Arts Commission recommends appointment of Linda Warren to the current open vacancy.

Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, August 25, 2022 2:24 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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

Application for Appointment

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

Boards & Commissions Arts Commission

Have you attended a meeting for the board or commission you are applying to?

No

Name of Applicant: Linda Warren

Address

Mailing Address (If Different) Field not completed.

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residency in Kittitas County 5 years

Do you live within the city limits? Yes

ECC 1.12.120 Residency qualification. Except where a commission, board or committee specifically requires city residency as a condition of appointment, members of all other commissions, boards and committees shall maintain residency within the Kittitas County limits. "Residency," as used herein, means

residing within the city or county limits, as applicable, both at the time of appointment and for at least 270 days within each calendar year for the duration of the member's term, but shall not include any period for which a member is absent due to military service.

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age?	Field not completed.
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Occupation Status and Background:	Retired Business Owner
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Organization Affiliations:	Jazz in the Valley
----------------------------	--------------------

Why are you seeking appointment?	Have always volunteered in my community My love of the arts
----------------------------------	--

Will you be able to attend meetings regularly if appointed?	Yes
---	-----

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

Boards & Commissions	Arts Commission
----------------------	-----------------

Boards & Commissions	Arts Commission
----------------------	-----------------

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



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 21, 2023

Item Title/Agenda Subject: Second Reading and Adoption of Ordinance 4910 Amending the Ellensburg Comprehensive Plan

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: Conduct second reading and adoption of Ordinance No. 4910.

Background/Summary: At their July 18, 2022 meeting, City Council approved a motion to docket five of the six submitted Comprehensive Plan amendments. All docketed amendment proposals must be considered by the City concurrently so the cumulative effect of the various proposals can be evaluated. The City Issued a State Environmental Policy Act (SEPA) Determination of Non-significance (DNS) on February 3, 2023. The required 60-day notice of intent to adopt Comprehensive Plan amendments was submitted on October 24, 2022.

Previous Council Action: City Council held a public hearing at the February 6, 2023 meeting to consider the proposed amendments. At the conclusion of the hearing, Council voted to approve Ordinance 4910, which included Docket 22-01 through 22-05 as presented. The updates to the Economic Development Chapter which were attached to docket item 22-03, referred from the 2021 docket cycle, were again referred into the 2023 annual amendment cycle.

Analysis: Docket Item 22-01 is an update to the 6-year Capital Improvement Plans and is attached to this ordinance as Exhibit A.

Docket Item 22-02 is an update to the Transportation Element accepting the recommendations from Quadco and replacing the reference to the 2008 non-motorized transportation plan with a reference to the Active Transportation Plan.

Docket Item 22-03 is an update to the facts, figures and text where applicable to align with the recent Housing Needs

Assessment.

Docket Item 22-04 is an edit to chapter 3 figure 13, removing a future minor arterial reference and adding the footnote to require dedication of right-of-way for development along a portion of Helena Ave.

Docket Item 22-05 is an amendment to the future land use designation for Parcel 946133 to designate the property as community mixed use.

All of these docket requests were approved as presented during the public hearing and Ordinance 4910 was given first reading at the February 6, 2023 meeting. The attached Ordinance for second reading includes two exhibits. Exhibit A is a compilation of the approved 6-year Capital Improvement Plans, and Exhibit B displays all of the text amendments to the Comprehensive Plan in addition to the updated future land use map.

Financial Impact:

The Costs of administering the annual Comprehensive Plan amendment process are included in the 2023 Community Development budget.

Attachments:

[Ordinance 4910](#)

ORDINANCE NO. 4910

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, AMENDING THE COMPREHENSIVE PLAN ADOPTED BY ORDINANCE NO. 4785 AND SET OUT IN CHAPTER 15.120 OF THE ELLENSBURG CITY CODE.

WHEREAS, as one of the cities in Kittitas County, the City of Ellensburg is required to adopt and regularly update a comprehensive plan pursuant to the Washington State Growth Management Act (GMA); and

WHEREAS, the City Council adopted Ordinance No. 4785, “Imagine Ellensburg 2037,” as the official Comprehensive Plan for the City of Ellensburg and last amended by Ordinance No. 4882; and

WHEREAS, under the GMA and pursuant to Section 15.250.090 of the Ellensburg City Code, the City is authorized to amend its Comprehensive Plan on an annual basis; and

WHEREAS, the City Council adopted Resolution 1997-10 and Ordinance No. 4116 as last amended by Ordinance No. 4807, establishing a policy and procedure for the annual review of proposals to amend the Comprehensive Plan, which are codified in Ellensburg City Code 15.250.090(D); and

WHEREAS, on July 18, 2022 the City Council reviewed all of the proposed Comprehensive Plan amendments for the 2022 annual amendment cycle and approved docketing of proposed amendments 22-01, 22-02, 22-03, 22-04, and 22-05 and then forwarded the docketed amendments to the SEPA Responsible Official for SEPA review and to the Planning Commission for review and recommendation; and

WHEREAS, on October 24, 2022 the City Community Development Department provided the required 60-Day Notice of Intent to Adopt Comprehensive Plan Amendments to the Washington Department of Commerce, and the 60-day review period was complete on December 23, 2022; and

WHEREAS, the SEPA Responsible Official reviewed a SEPA checklist, comments from agencies and the public, and other information in the record and issued a Determination of Non-Significance which became final on February 3, 2023 for docketed comprehensive plan amendments 22-01, 22-02, 22-03, 22-04, and 22-05; and

WHEREAS, the Ellensburg City Planning Commission held a public hearing on January 12, 2023 and following which the Planning Commission approved a motion to recommend the City Council approve the proposed amendments as presented; and

WHEREAS, the City Council held a public hearing on the matter of adopting the docketed 2022 Comprehensive Plan amendments at its regular meeting on February 6, 2023 at which public

comments were received, Council entered into the public hearing record the agenda report with exhibits for Council's February 6, 2023 regular meeting prior to closing the public hearing, after which City Council determined it is in the best interests of the City of Ellensburg that proposed amendments 22-01, 22-02, 22-03, 22-04 and 22-05 be approved as presented in accordance with the findings and recommendations submitted by the City Staff and in accordance with the Planning Commission recommendation, and be enacted as an ordinance; and

WHEREAS, all portions of the City of Ellensburg 2017 Ellensburg Comprehensive Plan, "Imagine Ellensburg 2037," as subsequently amended, shall remain in full force and effect except as specifically amended herein;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ELLENSBURG DO ORDAIN AS FOLLOWS:

Section 1. That document attached to this ordinance as Exhibit "A" and entitled "2022 City of Ellensburg Capital Improvement Plans" is hereby adopted into the City of Ellensburg 2017 Comprehensive Plan, "Imagine Ellensburg 2037" as Appendix A (docket amendment 22-01).

Section 2. That document attached to this ordinance as Exhibit "B" and entitled "City of Ellensburg Comprehensive Plan, 2022 updates," which is included as part of the Comprehensive Plan, is hereby amended to adopt and include docket amendments 22-02, 22-03, 22-04 and 22-05.

Section 3. All portions of the City of Ellensburg 2017 Comprehensive Plan, "Imagine Ellensburg 2037," as subsequently amended, shall remain in force and effect except as specifically amended herein.

Section 4. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance.

Section 5. 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 errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6. 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 this 21st day of February 2023.

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. 4910 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4910 was published as required by law.

Beth Leader

EXHIBIT A

2022 PROPOSED Capital Improvement Plans

22-01: Updates to the various 6-year Capital Improvement Plans

Summary

Initiate the annual update to the 6-Year Capital Improvement Programs in Appendix A of the Comprehensive Plan. Each year the 6-year capital improvement plans need to be updated. Each proposed 6-year capital improvement plan has been reviewed during the budget process in the fall.

Table 23. Electric Utility 6-year Capital Improvement Plan

Project	2022	2023	2024	2025	2026	2027
Electric System Plan						
Plan Update (every 6 years)		\$150,000				
System Expansion						
New Services	\$52,426	\$55,047	\$57,800	\$60,690	\$63,580	\$66,759
New Meters	\$65,738	\$69,025	\$72,476	\$76,100	\$79,723	\$83,710
New OH Conductors & Equipment	\$77,486	\$81,360	\$85,428	\$89,700	\$93,971	\$98,670
New UG Conductors	\$297,844	\$312,736	\$328,373	\$344,791	\$361,210	\$379,270
UG Conduits & Vaults	\$147,222	\$154,583	\$162,313	\$170,428	\$178,544	\$187,471
New Line Transformers	\$57,903	\$60,798	\$63,838	\$67,030	\$70,222	\$73,733
New Street Lighting	\$17,006	\$17,856	\$18,749	\$19,687	\$20,624	\$21,655
Capitol Projects						
Berry to Bull Rd Tie	\$ 200,000					
Canyon Rd I90 Crossing Reconductor (D2-1)	\$ 100,000					
Bowers Rd to Reecer Creek Extension (HE-2)			\$ 250,000	\$ 250,000		
Feeder 15 Airport Rd to Bender (HE-1)			\$ 300,000			
Univ. Way Gateway	\$1,700,000					
Mountain View Reconductor (D2-2)		\$ 500,000				
Sanders to Alder Tie (HE-3)		\$ 80,000				
Sanders to Brick Rd (HE-4)		\$ 175,000				
Anderson/Umptanum Rd Tie			\$ 150,000			
Wildcat street Feeder System				\$ 315,000		
Street Lighting Laminated / Fiberglass Pole Replacement/ Misc. Lighting Upgrades	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Radio Road Conversion		\$180,000				
Substation Improvements						
Sub Land Purchase	\$ 500,000					
D1 Dolarway Substation Improvement	\$1,170,000	\$ 1,400,000				
TOTALS	\$4,435,625	\$ 3,286,406	\$1,538,977	\$1,443,425	\$ 917,874	\$961,268

Table 24. Information Technology Capital Improvement Plan

Project	2022	2023	2024	2025	2026	2027
IT System Plan						
Plan Updates (every 3 years)		\$20,000			\$20,000	
IT Computer Replacements						
Hardware	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
Software	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000
Consultant Services	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
IT Enterprise Applications						
Hardware	50,000	50,000	50,000	50,000	50,000	50,000
Records Management			\$50,000	\$5,000	\$5,000	\$5,000
CIS replacement	505,000	105,000	55,000	55,000	55,000	55,000
Software	\$185,000	\$185,000	\$185,000	\$185,000	\$185,000	\$185,000
Consultant Services	\$167,000	\$100,000	\$100,000	\$50,000	\$50,000	\$50,000
IT Network Resources						
Hardware	\$60,000	\$35,000	\$40,000	\$40,000	\$20,000	\$20,000
Software	\$53,000	\$53,000	\$53,000	\$53,000	\$53,000	\$53,000
Consultant Services	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000
Off Site Data/DR	\$100,000	\$50,000	20,000	20,000	20,000	20,000
Cable Upgrade to Category 5e	5,000	10,000	10,000	5,000	5,000	5,000
GIS System Plan						
Plan Updates (every 3 years)		\$15,000			\$15,000	
GIS Implementation						
GIS - Asset Management System	\$93,500	83,500	40,000	\$40,000	40,000	40,000
GIS - Permit, licensing, and Service Applications			90,000	\$20,000	20,000	20,000
GIS Network Resources						
Hardware	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Software	\$52,000	\$52,000	\$52,000	\$52,000	\$52,000	\$52,000
Consultant Services	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Total	\$1,466,500	\$954,500	\$941,000	\$771,000	\$786,000	\$751,000
GRAND TOTAL	\$5,670,000					

Table 25. Natural Gas Utility Capital Improvement Plan

Project	2022	2023	2024	2025	2026	2027
Gas System Plan						
Plan Updates (every 6 years)					\$80,000	
System Improvements						
No 6 Road South of Willis Road	\$10,400					
No 6 Road North of Willis Road	\$22,000					
No 6 Road to Vantage Hwy Loop		\$30,000	\$30,000			
Misc. Looping, Uprating	\$20,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
University Way (Gateway I)	\$100,000					
Vantage Highway (Gateway II)			\$150,000			
Pipe Boring under Roads, RR, and Creeks	\$40,000	\$40,000	\$50,000	\$50,000	\$50,000	\$50,000
Misc. System Improvements	\$90,000	\$95,000	\$100,000	\$120,000	\$120,000	\$140,000
Tap/Regulator Station Upgrades						
Seattle Gate Upgrade - Telemetry	\$50,000					
Kittitas Tap Station - Telemetry	\$50,000					
Kittitas Tap Station Upgrades	\$40,000		\$250,000			
Kittitas Tap Station Land Acquisition			\$100,000			
CWU/TCF Telemetry/Upgrades	\$40,000					
Cathodic Protection System Improvements						
Anode Bed Replacements		\$80,000	\$80,000			
Cathodic Protection (CP) System Study				\$70,000		
Cathodic Protection Close Interval Survey	\$20,000					
Tap Station CP Interference Testing/Analysis	\$15,000					
Meter/ERT Upgrades/Improvements						
Meter Proving/Refurbish	\$12,000	\$40,000		\$40,000		\$50,000
Meter/ERT Change-Outs	\$20,000	\$80,000		\$80,000		\$100,000
Developments						
Misc. System Developments	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
	\$679,400	\$545,000	\$940,000	\$540,000	\$430,000	\$520,000

Table 26. Parks and Recreation Capital Improvement Plan

Project Description		2023	2024	2025	2026	2027	2028
1	Rotary Park Fieldhouse	\$ 25,000,000.00					
2	Rotary Pavilion Property Development	\$ 2,500,000.00					
3	North Alder Street Park Sprayground	\$ 250,000.00					
4	IRRP Playground			\$ 200,000.00			
5	Kiwanis Park Skatepark Improvements	\$ 545,000.00					
6	Reed Park Improvements		\$ 200,000.00	\$ 200,000.00	\$ 200,000.00		
7	Community Center				\$35,000,000.00		
8	McElroy Park Improvements				\$30,000.00		
9	Pickleball Court Development (6)		\$160,000				
10	Rotary Park and Trail Development			\$ 500,000.00			\$ 5,000,000.00
11	New Park Acquisition					\$200,000.00	
12	Mt. View Park Multi Purpose Court Improvements		\$40,000.00				
13	Mt. View Park Tennis Court Development (6)			\$410,000			
14	PTCSTP Reconnection		\$825,000.00	\$75,000.00	\$200,000.00	\$500,000.00	\$300,000.00
15	Yakima River Trail			\$750,000.00			
16	Irene Rinehart Park Improvements						\$1,827,000.00
17	Kleinberg Park Improvements					\$17,000.00	
18	Mt. View Park Improvements						\$188,300
19	Paul Rogers Park Improvements		\$118,000.00				
20	South Main Entry Park Improvements						\$20,000
21	Veterans Memorial Park Improvements					\$401,000.00	
22	West Ellensburg Park Improvements					\$432,600.00	
23	Wipple Park Improvements	\$ 50,000.00					
24	Off Leash Park Phase II		\$10,000.00				
TOTALS		\$ 28,345,000.00	\$1,353,000.00	\$2,135,000.00	\$35,430,000.00	\$1,550,600.00	\$7,335,300.00

Table 27. Sewer System Capital Facility Improvement Plan

Project	2022	2023	2024	2025	2026	2027	2028-2039
General Sewer Plan and I/I Investigation	\$ 250,000						
Maintenance Issues & Concrete & Clay Pipe Replacement	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,300,000
Concrete & Clay Pipe Replacement							\$4,050,000
Cora Street Pump Station							\$486,000
Anderson Road Extension	\$2,600,000						

	\$ 2,950,000	\$ 100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$5,836,000
Grand Total	\$9,286,000						

Table 28. Stormwater Capital Improvement Plan

Project	2022	2023	2024	2025	2026	2027
Dolarway Bridge and Levee	\$2,000,000					
Effectiveness Monitoring	\$40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
University Avenue Gateway Project (Wenas to Whiskey Cr.)	\$3,227,000					
Annual Stormwater Project (Varies)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
University Avenue Gateway II Project (Vista Rd. to E. CL)	\$400,000	\$ 5,000,000				

	\$5,742,000	\$5,115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000
Grand Total	\$11,317,000					

Table 29. Telecommunications Capital Improvement Plan

Project	2022	2023	2024	2025	2026	2027
Strategic Plan						
Plan Updates (every 3 years)			\$20,000			
System Improvements						
WWTP Fiber Optic Connection				55,000	\$55,000	
Bull Road	115,000			20,000		
Hardware Refreshment	100,000	25,000	25,000	25,000	100,000	25,000
Outdoor Plant Improvements	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000
Gateway 1	\$100,000					
Gateway 2	\$85,000					
Telecom Connections	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Telecom Infrastructure	\$55,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Line Extensions						
Commercial Customers	\$50,000	\$50,000	25,000	25,000	25,000	25,000
Wireless Improvements						
Community WiFi, Wireless Equipment for DR/Backup or Temporary Svc.		\$10,000	10,000	10,000		
Total	\$603,000	\$188,000	\$183,000	\$238,000	\$283,000	\$153,000
GRAND TOTAL	\$1,648,000					

Table 30. Transportation Capital Improvement Plan

CITY OF ELLENSBURG 6-YEAR TRANSPORTATION IMPROVEMENT PLAN 2023 TO 2028 (INCLUDES CURRENT WORK REMAINING IN 2022)										PUBLIC HEARING DATE: 1/3/2022 ADOPTION DATE: 1/3/2022 RESOLUTION NO. 2023-02		
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	0	0	710	750			3,299		
SALES TAX RESERVE	1,168	1,386	777	657	1,425	550	450			6,413		
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	1,463	1,213	200	1,700	3,475	3,500			13,150		
DISTRESSED COUNTY SALES/USE TAX	205	0	134	0	0	475	0			814		
1/4 CENT REAL ESTATE EXCISE TAX	1,023	582	1,214	221	190	30	215			3,475		
MAP-21 TRANSPORTATION ALTERNATIVES PROGRAMS	43	360	0	0	0	0	0			403		
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	6,079	9,185	16,407	5,255	8,100	19,784			75,674		
EXPENDITURES BY YEAR (thousands)												
Funding (S/P)	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 Reecer 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 juris)	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	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 S	Main St. Overlay - 3rd Ave to University Way	0	608	0	0	0	0	0	0	608		
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 S	Pfennig Rd Sidewalk - 240' North of Vantage Hwy to Radio Rd	0	272	1,867	0	0	0	0	0	2,139		
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		
64 P	Canyon Rd Overlay - Umptanum to Mountain View Ave	0	0	0	280	0	0	0	0	280		
65 P	Pfennig Rd Sidewalks - Radio Rd to 14th Ave								1,101	1,101		
TOTAL EXPENDITURE		10,864	6,080	9,185	16,407	5,255	8,100	19,784	16,295	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.)

Table 31. Wastewater Treatment Capital Improvement Plan

Project	2022	2023	2024	2025	2026	2027	2028-2039
Digester and GBT Building Electrical Upgrades	\$500,000	\$348,000					
Recirculation Pump Station		\$275,000					
Boiler Building		\$40,000					
Aeration	\$400,000		\$13,000,000				
Rebuild Clarifiers	\$325,000						
Digester/GBT Electrical Upgrades	\$500,000						
Methane Recapture Analysis/Contract	\$40,000		\$1,000,000				
	\$1,765,000	\$663,000	\$14,000,000	\$ -	\$ -	\$ -	\$ -

Grand total \$16,428,000

Table 32. Water System Capital Improvement Plan

Project	2022	2023	2024	2025	2026	2027	2028-2039
Illinois Well Outfitting / Well House / Main Ext.	\$3,200,000						
Water System Plan							\$300,000
Craig's Hill Pressure Zone		\$300,000					
Inspect Reservoirs	\$20,000						
Recoat Reservoir				\$825,000			\$825,000
Pfenning Loop			\$274,000				
Cora Street Loop Pressure			\$431,000				
Helena Main Extension	\$325,000						
Memorial Park Main Relocation	\$50,000						
Walnut Street Main Replacement		\$286,000					
Seattle Ave. Main Extension		\$323,000					
24-inch Main Inspection	\$25,000						
24-inch Valve Rehabilitate	\$33,000	\$33,000	\$33,000	\$33,000			
Pressure Reducing Valve							\$81,000
New Well					\$3,500,000		
Oversizing Fund	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$520
Pipe Replacement Fund	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,300,000
Water Use Audits of City Parks	\$10,000						
Water Bills Showing Consumption History	\$ 10,000						
Meter Testing	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$455,000
Pump and Motor Inspection/Repair	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$416,000
	\$3,903,000	\$1,172,000	\$968,000	\$1,088,000	\$3,730,000	\$230,000	\$3,377,520

Grand Total \$14,468,520

EXHIBIT B



TRANSPORTATION

WHAT YOU WILL FIND IN THIS CHAPTER:

- Condition, trends, and challenges that describe all travel modes in the existing transportation system.
- Transportation goals that establish overarching priorities and policies that lay out specific actions.
- Details on the City's level of service standards.
- Evaluation of financial conditions over the next 20 years and guidance on plan implementation.
- A future transportation vision that introduces a layered network concept that forms the foundation of this plan to accommodate all modes of travel and create a complete transportation network in Ellensburg.

OVERVIEW

Ellensburg is a city rich in history and a premier destination for outdoor adventure. Home to Central Washington University, Ellensburg is a vibrant community with a range of cultural offerings.

This Transportation chapter aims to provide a 20-year vision for Ellensburg's transportation system which respects the community's history and character, supports anticipated growth in the city and Urban Growth Area, and builds on Ellensburg's momentum as an attractive community in which to live, work, and play by supporting safe and comfortable travel by all modes through 2037.

The overall vision for Ellensburg's Transportation chapter is to provide a safe, balanced, and efficient multi-modal transportation system that is consistent with the City's overall vision and adequately serves anticipated growth.

The transportation goals serve as the foundation for this plan: safe for all users, connected and efficient, multimodal, integrate transit, fund maintenance and preservation, and facilitate active partnerships.

BACKGROUND & CONTEXT

The Transportation Element sets a framework for understanding, prioritizing, measuring, and creating a transportation network to help Ellensburg achieve its vision. This element focuses on the City's vision and the

projects and programs intended to meet that vision. Technical and supporting information are available in Appendices B-E.

Ellensburg's geography plays a role in the demands put on its transportation system. The transportation network is constrained by railroad crossings, river and creek crossings, and a limited number of connections to Interstate-90.

Ellensburg sits at the crossroads of Interstate-90 and Interstate-82, two important connections across the state, as well as into Oregon and Idaho. This brings travelers from all regions to Ellensburg looking for a variety of activities, including patronizing the highway-oriented services along Canyon Road, outdoor adventures, and downtown events such as the monthly art walk.

Interstate-90 is a major freight corridor for trucks, and Ellensburg sits on a rail corridor that moves more than five million tons of goods each year. This is an important aspect of Ellensburg's economic vitality, but it also poses transportation challenges.

The City must coordinate its transportation planning with a variety of jurisdictions and agencies, including Kittitas County, Central Washington University, and the State of Washington.

ROLE OF THE TRANSPORTATION CHAPTER

The Transportation chapter provides a framework that outlines the goals, policies, and action items necessary to implement the City's vision of future mobility in and throughout the City of Ellensburg. The Transportation Element also describes the financial environment for transportation investments out to 2037.

In essence, the Transportation chapter informs the development of the Capital Improvement Program by identifying the types of projects the City should undertake to support future travel trends. The chapter also evaluates how these projects coincide with the community's values and financial resources.

OTHER PLANS

As part of this planning process, several local, regional, and state plans and documents that influence transportation planning in the City of Ellensburg were reviewed. This section summarizes some of the key regional plans that were examined.

Kittitas County Comprehensive Plan

The City of Ellensburg consulted with Kittitas County as part of their Comprehensive Plan update, and the two entities will continue to work together on transportation projects and road standards, especially in Urban Growth Areas

QUADCO Transportation Plan

The Regional Transportation Plan and the Transportation Improvement Program are designed and created to fulfill requirements of the Growth Management Act (GMA) for both NON-GMA and GMA members, specifically requirements for preparation of a RTPO spelled out in RCW 47.80 and Washington State Department of Transportation RTPO Transportation Planning Guidebook.

Ellensburg Nonmotorized Transportation Plan

The Ellensburg Nonmotorized Transportation Plan (NMTP) 2008, prepared by the City of Ellensburg, lays out the long term goals of the community for nonmotorized transportation.

The Plan identifies 11 goals for transportation in the region:

1. Plan a coordinated, continuous network of nonmotorized transportation facilities that effectively provide access to local and regional destinations.
2. Create a comprehensive system of multi-use off-road trails using alignments along public road rights-of-way, greenway belts, and open space areas, as well as cooperating private properties where appropriate.
3. Create a comprehensive system of marked, on-road bicycle routes for commuter, recreational, and touring enthusiasts using scenic, collector, and local road rights-of-way and alignments through and around Ellensburg.
4. Design a safe, attractive, accessible, and interconnected pedestrian environment.
5. Establish classification and design standards that facilitate safe and pleasant nonmotorized travel.
6. Prioritize nonmotorized transportation projects and identify funding sources for high priority projects.
7. Develop a system for maintenance of nonmotorized facilities.
8. Establish requirements for new developments to include facilities supporting nonmotorized transportation.
9. Promote safe nonmotorized transportation through education and law enforcement.
10. Increase the share of transportation that is nonmotorized through programs that encourage walking and bicycling in lieu of driving.
11. Coordinate implementation of this plan among city departments, county and other government agencies, businesses, and residents.

This plan was reviewed and key projects are included in the 20 year project list for this Transportation chapter.

Central Washington University Campus Master Plan

Central Washington University's Campus Master Plan guides their 10 year vision for student growth and capital projects. The university is a driving force in the community and changes to campus affect transportation in the whole region. Their current plan was updated in 2013 and provides insight into projected enrollment and changes to their built environment.

CWU did an in-depth parking analysis for their Campus Master Plan. This identifies key areas that are being over or underutilized and that may affect the surrounding neighborhoods. It also emphasizes the need for nonmotorized and transit connections to better serve the campus population.

Ellensburg Transit Feasibility Study

Published in 2016, the City of Ellensburg commissioned a Transit Feasibility Study to assess the options for a formal transit system in Ellensburg.

The Transit Feasibility Study found that there is strong support for transit but mixed opinions on how to fund the new system. It identified potential revenue sources as well as benefits for related projects such as the Nonmotorized Transportation Plan. It outlined gaps in service, new service lines, and capital expenditures that would be needed to make public transit a reality in Ellensburg.

In 2016, city voters approved of a sales tax measure with funds earmarked for transit. As of 2017, the City transitioned transit service in Ellensburg from a community services organization to the City with operations contracted out. Ellensburg is actively considering ways to enhance the service.

Kittitas Valley Event Center Master Plan

The Kittitas Valley Event Center is home to the annual County Fair and Rodeo. It sits on 21 acres in the center of Ellensburg and is jointly owned by Kittitas County and the Ellensburg Rodeo Association. As the number of attendees continues to grow each year it creates challenges for the transportation system. The Master Plan identifies multiple goals and objectives that will impact transportation and land use in the area, and includes the following:

- Update and increase the capacity of Fair and Rodeo facilities to meet current and growing attendance and user needs.
- Improve the north parking lots to increase capacity, provide direct, safe, and convenient access from University Way/Vantage Highway, and improve aesthetics.

Interstate-90 Snoqualmie Pass East Project

The Federal Highway Administration (FHWA) and WSDOT are making improvements to a 15-mile section of Interstate-90 east of Snoqualmie Pass. The corridor project will widen the freeway, build and replace bridges, minimize closures due to avalanches and rockslides, and address wildlife connectivity. Phase 1 addresses the first five miles of the corridor and will be completed in 2018. Phase 2 improves the next two miles and will be completed in 2019, and funding has been secured for the remaining eight-mile section. Completion of the project will result in a six-lane freeway with less avalanche closures, increased safety, and new pavement. The improved corridor will affect traffic coming to and from Ellensburg along Interstate-90.

DOWNTOWN PARKING

Ellensburg's on-street parking supply is currently available on a first-come, first-served basis, with time restrictions in some locations. Expected new growth in the downtown area will increase the demand for parking as this attracts additional employees, visitors, and retail shoppers.

Anticipated development and enrollment growth at CWU may also necessitate more active parking management in the future as demand for parking increases.

Monitoring parking use downtown and around CWU can help manage parking demand.

The City will be conducting a downtown parking study that will include management and zoning code strategies. These strategies will seek to maximize the study area's current parking resources, balance the needs of all users, and emphasize cost effective approaches.

Management strategies will consider elements such as:

- Parking regulations
- Optimization of existing and additional parking supply
- Shared parking agreements
- Advanced parking management technologies
- Communication and wayfinding strategies
- Operational and structural changes

Potential areas of focus for zoning code strategies include:

- Minimum and maximum parking requirements
- Mixed-use or shared parking requirements
- In-lieu parking fee strategies

CONDITIONS AND TRENDS

This chapter describes how people use Ellensburg's transportation network today, as well as how that may change over the next 20 years as the region grows. The way people travel is greatly influenced by the built environment, which includes land use and travel corridors, as well as the key destinations where people live, work, shop, and play. This chapter also describes trends in how people are traveling based on anticipated development patterns and travel mode data.

Land Uses and Key Destinations

The places where people live, work, and play are impacted by how a city and surrounding communities guide where development occurs. The Land Use chapter of this Comprehensive Plan provides the guidance mentioned here. The City of Ellensburg's zoning map guides the types of uses that are allowed in specific areas of the city. This zoning map leads to clustering of like uses, for example shopping and other commercial destinations in downtown and along major roadway corridors, with other areas of the city limited to primarily residential development. Changes to zoning can affect not only the land use, but also use of the surrounding transportation network. The 2017 zoning map for Ellensburg is shown in *Figure 1*. Key destinations in Ellensburg are mapped in *Figure 2* and described below.

The main commercial areas in Ellensburg are the Central Commercial zones, the Commercial Highway zones, and the Commercial Tourist zones. The Central Commercial zone is generally comprised of older buildings in the



historic downtown core. Outside of the Central Commercial zone, areas of commercial development are largely auto-oriented with larger buildings and ample off-street parking lots. The Central Commercial II zone includes newer developments, like the Fred Meyer shopping center. Newer developments are also located in pockets of Commercial Highway zones, mostly centered on Canyon Road near I-90, West University Way, Dolarway Road, and Vantage Highway. Tourist services such as restaurants, coffee shops, lodging, and gas stations are clustered in the Commercial Tourist zones around the two freeway interchanges in Ellensburg.

It is important to consider that areas of commercial, industrial, and dense residential land use tend to have more concentrated trips and can be supportive of alternative modes of travel such as transit, whereas areas of low density residential use tend to have dispersed trip patterns more conducive to trips made by personal vehicle.

Central Washington University

Central Washington University (CWU) is a major destination and sustaining economic driver in Ellensburg. The 380-acre campus is located northeast of historic downtown Ellensburg. The University has over 9,600 students enrolled on campus, of which over 3,000 live on campus. The campus has 16 residence halls and four apartment complexes. In addition to students, there are about 1,400 full-time faculty and staff members. The University has plans for continued growth in enrollment and campus facilities, particularly on the relatively undeveloped areas on the north end of campus. Growth at CWU was considered in future conditions analysis.



The majority of students, faculty and staff access campus via car. In the 2010-2011 academic year (the most recent available data) 5,462 parking permits were sold, including 3,791 student permits. At this time, enrollment was 8,400 students. Most parking for campus is located in the lots shown in *Figure 3*, but many park on-street along roadways bordering campus where parking is not restricted. The large concentration of students, faculty, and staff leads to university-specific transportation issues, such as clustering of arrivals and departures around class schedules, parking availability and pricing concerns, and how to accommodate students without access to personal vehicles.

Figure 1. 2017 Zoning Map

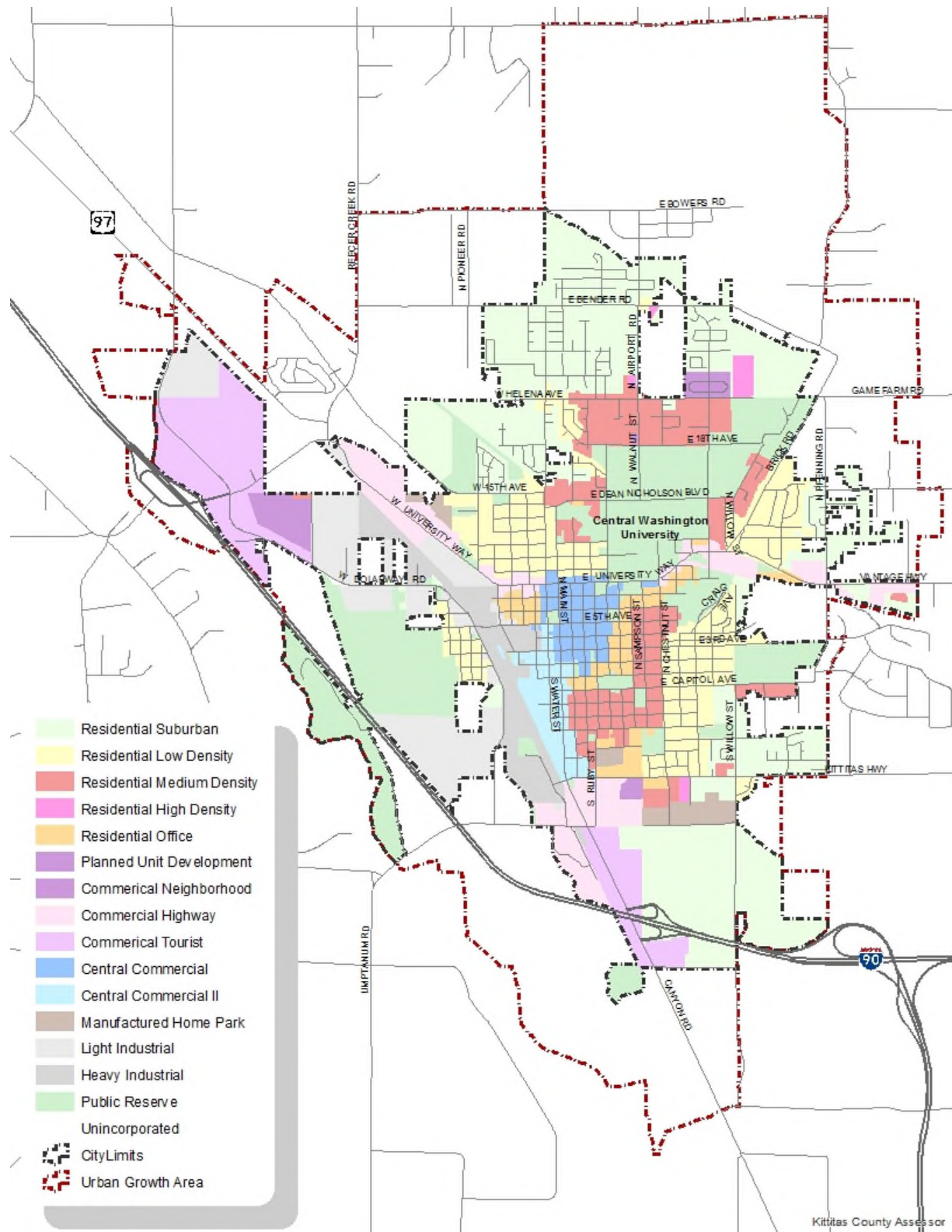
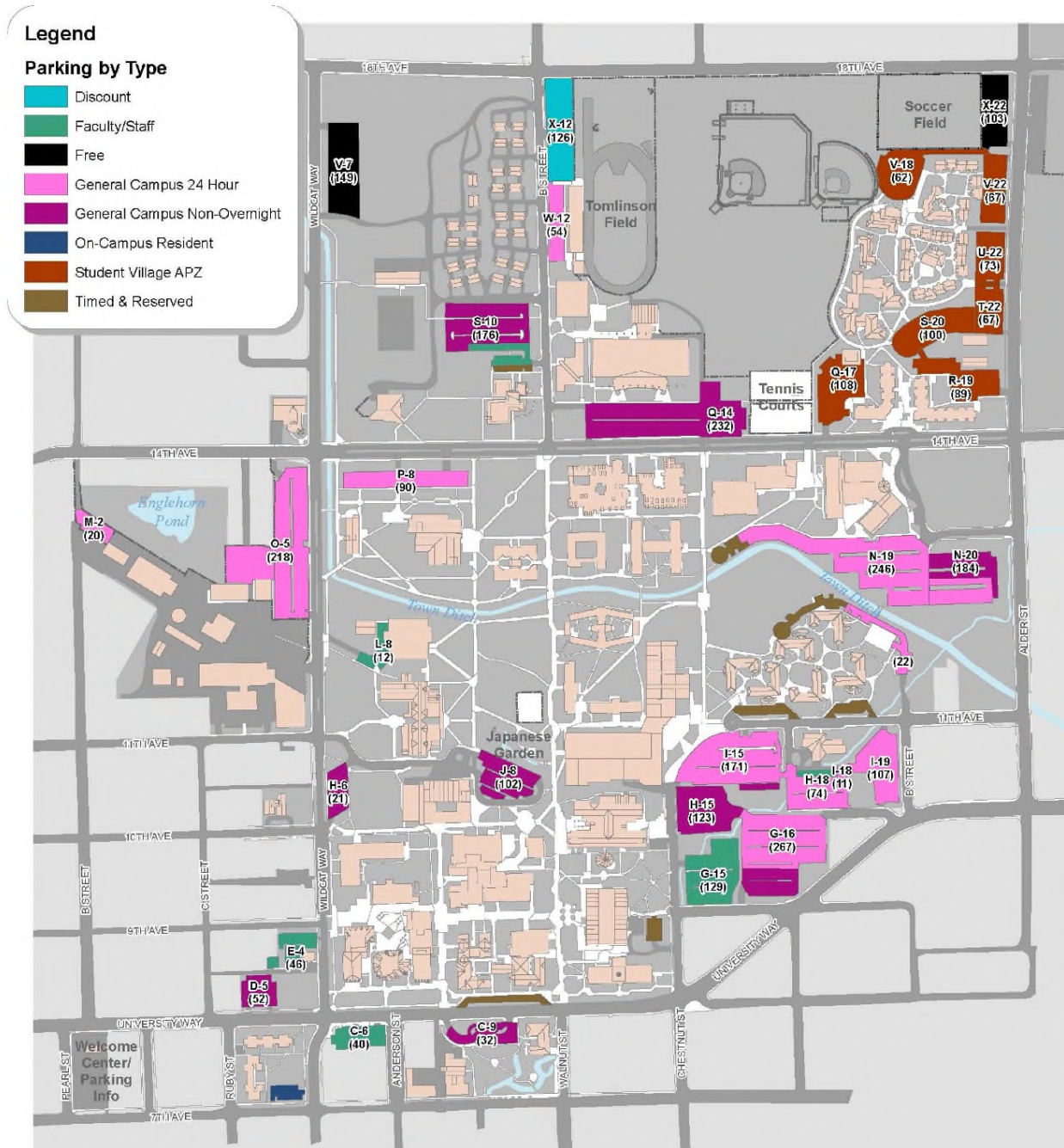


Figure 2. Key Destinations

*CWU is a key destination with many access points, See Figure 3 for CWU parking lots

Figure 3. CWU Parking Lots



Schools

The Ellensburg School District serves almost 3,300 students (as of May 2016) and operates five K-12 schools that serve the community:

- Valley View Elementary
- Mount Stuart Elementary
- Lincoln Elementary
- Morgan Middle School
- Ellensburg High School

In addition to these public schools, Ellensburg Christian School is a private Kindergarten through Eighth grade school in the City. There are also several preschools and daycares throughout Ellensburg.

Transportation networks surrounding schools can become congested at start and end times each day. Students can arrive at school via walking, biking, being dropped off, driving a personal vehicle for older students, or via school bus. The combination of the various modes during a compressed timeframe can lead to safety concerns.

The City and school district work together to provide Safe Routes to School (SRTS) through engineering, and education. The goals of the program are to reduce injury and increase activity levels in children. Ellensburg has been successful in obtaining an SRTS grant to provide pedestrian improvements on Capitol Avenue adjacent to Lincoln Elementary School. Curb extensions were added to shorten crosswalk distance, increase pedestrian visibility, and prevent cars from parking in the crosswalk.

Parks and Recreation Areas

The City's park system includes 18 parks and five special use areas. These include athletic fields, walking trails, ponds, picnic shelters, playgrounds, a boat launch, a pool, a skate park, a youth center, access to the Yakima River, and more. Parks attract active transportation users such as walkers, bikers, and skateboarders. They also attract younger users, so safety in the transportation network surrounding parks is important.

Hospital

Kittitas Valley Healthcare Hospital serves Ellensburg and the surrounding areas. The hospital is a 25-bed inpatient facility, although outpatients make up 85 percent of the total usage. The hospital employs approximately 600 people in addition to other medical clinics on the same campus. The hospital is working on a new campus master plan that will potentially expand the footprint of the campus. The hospital currently has issues with parking availability during busier times and requires easy access for ambulances and other emergency medical needs.

Kittitas Valley Event Center

The Kittitas Valley Event Center is located in Central Ellensburg approximately bounded by East 8th Avenue (north), Poplar Street (west), East 5th Avenue (south), and Reed Park (east). The Event Center is a major draw on Labor Day weekend coinciding with the Kittitas County Fair and Rodeo, but is used throughout the year providing service to community organizations, trade shows, expositions, equestrian and livestock events, and other special events.

Retirement Communities

Ellensburg has a number of retirement communities, mostly located south of Mountain View Avenue. The retirement communities include Briarwood Commons Apartments, Pacifica Senior Living, Hearthstone Cottage, Meadows Place, Mountain View Meadows, and Rosewood Adult Living. Retirement communities often provide transportation services for those unable to drive, although some residents continue to drive. ADA accessible pedestrian infrastructure surrounding retirement communities should be in place for those that wish to walk.

Transportation Network Overview

Ellensburg's transportation network accommodates many modes of travel, including walking, bicycling, public transit, freight transport, and driving. Vehicular travel is the primary choice for most travelers in and around Ellensburg. City streets form the foundation of the transportation framework with roadways shaping how residents and visitors experience Ellensburg. The main travel corridors in Ellensburg are roadways with sidewalks. In addition, there are some off road trails, such as the Iron Horse Trail.

Auto and Freight Network Overview

The majority of Ellensburg is laid out on a grid system that is nominally oriented North-South and East-West. However, some newer areas of the city are not laid out on a grid and lack connectivity due to cul-de-sacs, dead ends, and other missing links.

Ellensburg's roadways are classified into principal and minor arterials, collectors, and local streets, as shown in *Figure 4* and *Table 1*. Examples of each roadway type are described in **Table 1**.

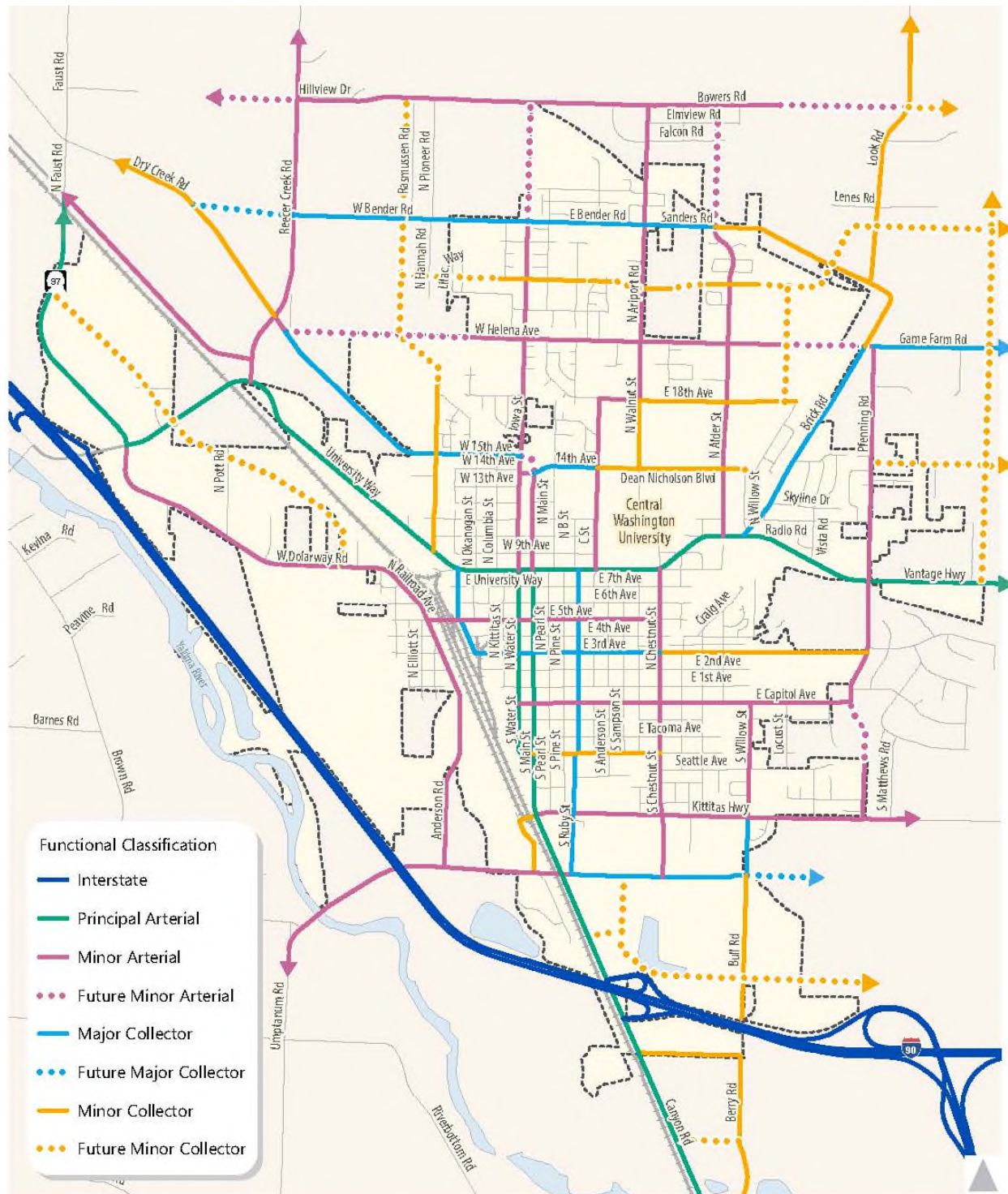
In recent years, grants have funded several safety and roadway improvement enhancements to Ellensburg's transportation network. These include updating all 21 of Ellensburg's traffic signals with new controllers, road widening and street improvements on Mountain View Avenue and Dolarway Road, widening a small section of 3rd Avenue to provide parking and a middle turn lane as well as extending the road to eliminate a dead end and to provide a more complete collector road system, signalization of the intersection of Vantage Highway and Pfenning Road, LED street light illumination replacement, and asphalt overlay grants for projects that also improved ADA accessibility.

Table 1. Classification of Roadways

Roadway Type	Description / Purpose	Example	Photo
--------------	-----------------------	---------	-------

Interstate	Interstates primarily serve long distance travel between cities and carry high volumes. They provide only limited access via grade separation and access ramps.	I-90	
Principal Arterial	Principal arterials tend to carry the highest non-interstate volumes. They can potentially serve regional trips and connect Ellensburg with the rest of the region.	University Way Canyon Road	
Minor Arterial	Minor arterials are designed for higher volumes, but tend not to be major regional travel ways. Minor arterial streets provide inter-neighborhood connections.	Dolarway Road 5 th Avenue	
Collectors	Collectors distribute trips between local streets and arterials and serve as transition roadways to or from commercial and residential areas. Collectors have lower volumes than arterials, and must balance the needs of all modes.	3 rd Avenue Ruby Street	
Local Streets	Local streets are the lowest functional classification, providing circulation and access within residential neighborhoods.	Maple Street Pine Street	

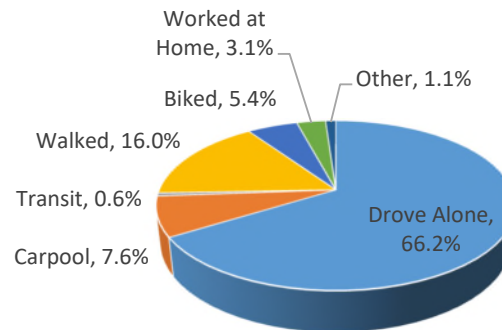
Figure 4. Roadway Functional Classifications



Pedestrian and Bicycle Network

Since every trip includes a segment that is made on foot or by bike, facilities for walking and biking are a critical component of the overall transportation network. The American Community Survey Travel to Work data, shown in *Figure 5*, indicates that 16 percent of Ellensburg residents walk to work, and 5 percent bike to work.

Figure 5. How Ellensburg Residents Travel Today (survey results)



The combined 21 percent of workers who use active transportation modes to travel to work, rely on safe sidewalks, pedestrian paths, and bicycle infrastructure. It is also important to note that Travel to Work Data historically undercounts the overall demand for walking and biking, since it does not consider how the network is also used by school children and recreational users. Ellensburg's current bicycle and sidewalk network is shown in *Figure 6*.

According to City of Ellensburg GIS data, the City has 8.3 miles of bike lanes, 1.3 miles of bike boulevards, 2.3 miles of shared use paths (serving both bicyclists and pedestrians), and 22.4 miles of designated bike routes without bike infrastructure. Another 2.1 miles are planned for future addition to the bike network.

Ellensburg has undertaken efforts to improve their bicycle facilities. The City is currently designated as a Silver-Level Bicycle Friendly Community by the League of American Bicyclists (LAB). According to the Report Card from LAB, 47 percent of arterial streets in Ellensburg have bike lanes and 27 percent of the total road network mileage also has bicycle infrastructure. The City has undertaken several projects to provide multi-use paths, bike lanes, and sharrows. Moreover, Ellensburg has set a goal of becoming a Gold-Level through a combination of engineering, enforcement, education, and encouragement.

The LAB report card for Ellensburg included several suggestions for attaining a Gold-Level designation:

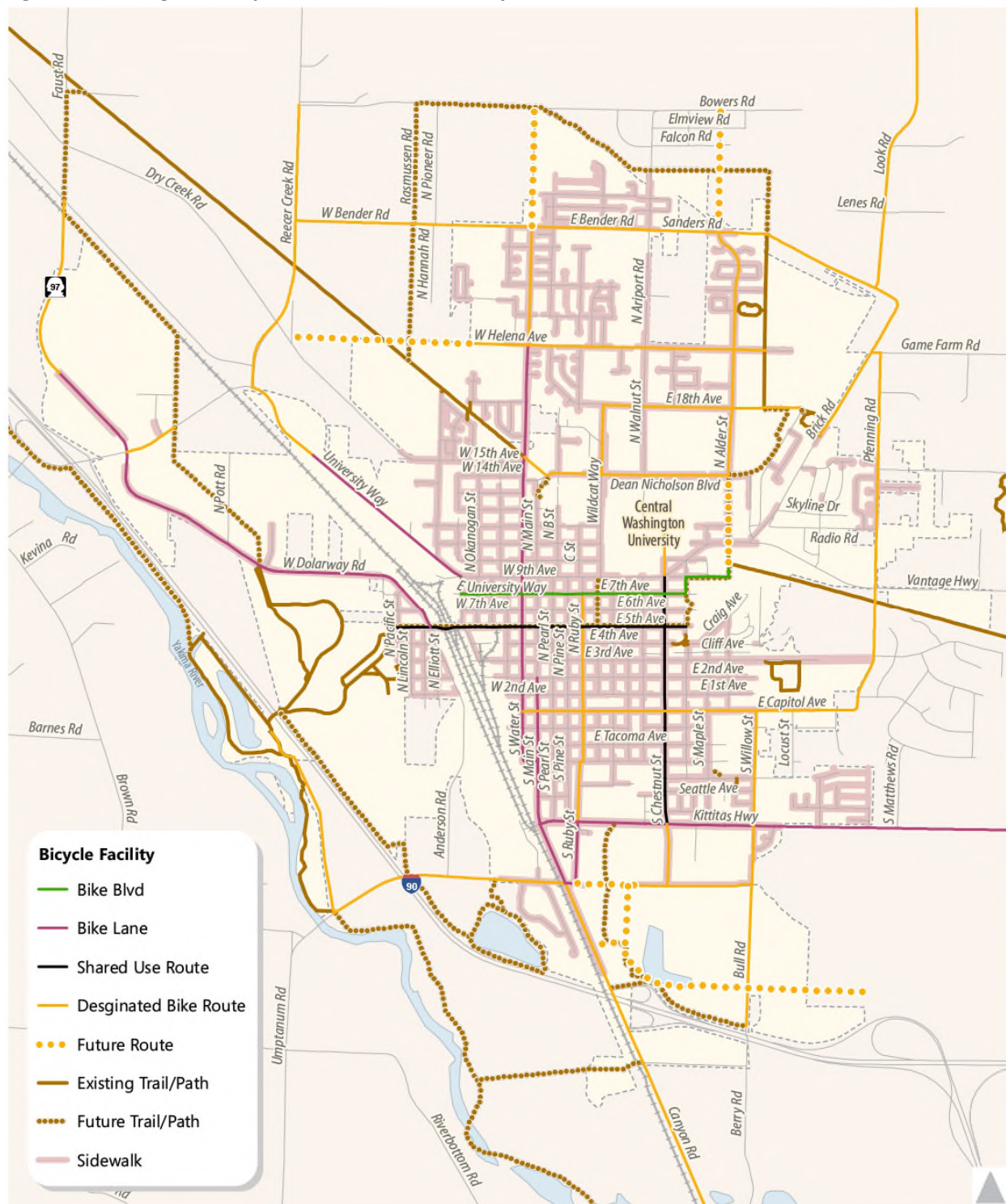
- Implement a bicycle wayfinding system
- Maintain off-street infrastructure and address potholes and other hazards more swiftly
- Promote cycling with community events
- Celebrate Bike to Work Day
- Encourage CWU to become a LAB Bicycle Friendly University
- Update the 2008 Nonmotorized Transportation Plan (NMTP) and include new forms of bicycle infrastructure as well as developing a vision statement and ambitious but attainable goals
- Offer bicycle skills training opportunities for adults

Ellensburg has recently made or planned several pedestrian and bike improvement projects using grant funding. These improvements include filling a missing sidewalk link on 5th Avenue in West Ellensburg, completion of the 7th Avenue bike boulevard, Interstate-90 trail undercrossing enhancements between Rotary Park and Irene Rinehart Riverfront Park, and continuing to build sections of the John Wayne Trail reconnection project. Since 2006, 6.9 miles of sidewalk and 5.2 miles of bike lanes have been installed.



As part of Ellensburg's continued efforts to improve infrastructure for all users, the City has several projects listed in the 2008 NMTP to improve the pedestrian and bicycling infrastructure. These existing, but not yet built, projects are included in the project list evaluated as part of this Comprehensive Plan Update.

Figure 6. Existing and Proposed Pedestrian and Bicycle Facilities



Transit Network

Ellensburg recently voted for a transit sales tax measure that partially funds transit service in the city. The existing Central Transit public transit service is a collaboration between the City, CWU, and HopeSource, a Community Action Agency in Ellensburg. With the new sales tax, Ellensburg has hired a full time transit manager and will continue to improve existing service. Route 1 and Route 2 are operated along the same route, but in opposite directions. The time between buses on each routes are currently one hour. Approximately 54,000 transit trips are taken annually on Central Transit. *Figure 7* shows existing transit routes in the City's transit network.



In addition to the Central Transit service, Ellensburg is also served by the Yakima-Ellensburg Commuter, operated by Yakima Transit through a financial agreement. The route does not provide local service but connects to Yakima and offers three stops in Ellensburg: at Super 1 Foods, Safeway, and CWU (*Figure 8*). There are a total of seven weekday trips in each direction (Yakima to Ellensburg and vice versa), and no weekend or holiday service.

For connections outside of the County, the Greyhound bus offers a stop in Ellensburg, the Apple Line bus travels north into Chelan and Okanogan counties, and the Bellaire Airport Shuttle takes residents to and from the Seattle Airport.

Grant and Kittitas Counties were recently awarded a grant to create an express route from Ellensburg at CWU, to Moses Lake in Grant County. This project will facilitate travel between the counties along the I-90 corridor.

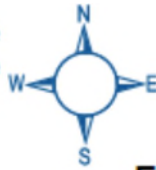
As part of this plan, the City will be looking for opportunities to enhance Ellensburg's local service to make transit a more appealing option to residents, as well as to better connect with regional service.

Figure 7. Existing Transit Routes



Figure 8. Yakima-Ellensburg Commuter Routes

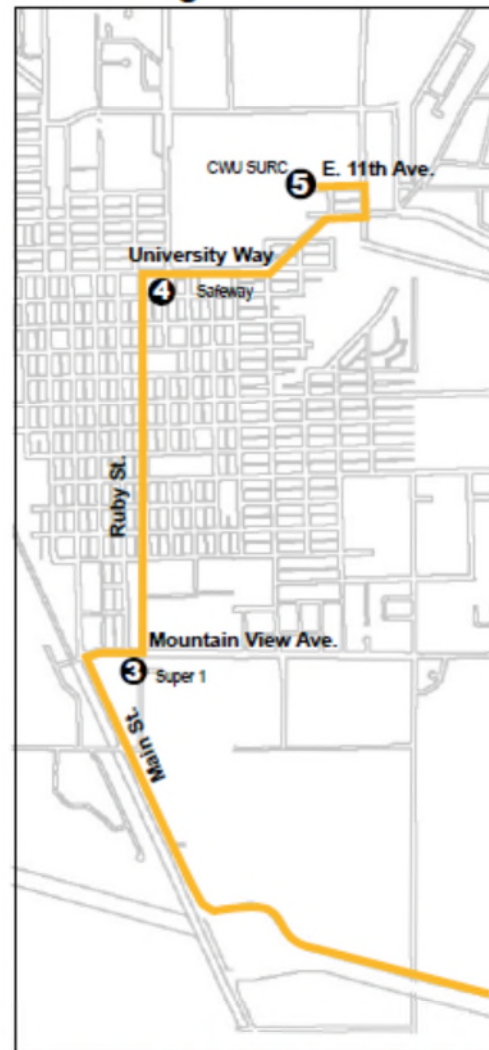
The Commuter Express runs the same route Northbound and Southbound. The black dots mark the only bus stops.



Yakima/Selah



Ellensburg



Express buses make limited stops.

Serving: Yakima Airport, Yakima Valley Community College, Yakima Transit Center, Selah Civic Center, Yakima Firing Center Road Park and Ride, Ellensburg Super 1, Ellensburg Safeway (4th & Ruby), Central Washington University SURC.



All routes served by lift-equipped buses

Freight Network

Freight movement is essential in Ellensburg in order to bring goods to citizens, as well as to export products such as the world famous Timothy Hay grown in Kittitas County and exported through the state. Ellensburg has planned a truck route system that aims to avoid heavy truck traffic on lower volume streets. The North-South spines of this truck route are Canyon Road/Main Street, Water Street, and Railroad Avenue. In the East-West directions, Dolarway Road, Mountain View Avenue/Kittitas Highway, University Way, and Bender Road/Sanders Road are the spines. Reecer Creek Road, Look Road, and Bowers Road are truck routes outside of city limits. This route map is shown in *Figure 9*.



Auto Network

With many Ellensburg residents and employees relying on vehicles as their primary mode of transportation, the City's street network is critical to the transportation system. Growth within the region has increased traffic congestion along some of Ellensburg's roadways.

Analyses were conducted at 48 intersections throughout Ellensburg and the surrounding UGA. This included all signalized intersections and the busiest stop sign controlled intersections in the study area. Intersection operations were evaluated and assigned a level of service (LOS) value based on their operations in terms of vehicle delay. *Figure 10* shows the locations of the intersections analyzed.

Table 2 and *Table 3* describe the Level of Service definitions from the Highway Capacity Manual (HCM), which is a standard methodology for measuring the performance of intersections.

Table 2. Level of Service Definitions for Signalized Intersections

Facility Type	Description	Control Delay (seconds/vehicle)
A	Free-flowing conditions.	≤10
B	Stable Flow (slight delays)	>10-20
C	Stable Flow (acceptable delays)	>20-35
D	Approaching Unstable Flow (tolerable delay)	>35-55
E	Unstable Flow (intolerable delay)	>55-80
F	Forced Flow (congested and queues fail to clear)	>80

Table 3. Level of Service Definitions for Unsignalized Intersections

Facility Type	Control Delay (seconds/vehicle)
A	0-10
B	>10-15
C	>15-25
D	>25-35
E	>35-50
F	>50

In Ellensburg, the LOS standard for intersections depends on the highest classification of the roadways intersecting. The standard adopted in both the 1995 and the 2006 Comprehensive Plan is LOS B for local streets, LOS C for arterials and collectors, and LOS D for arterials at the interchanges with I-90.

Of the 48 intersections analyzed, all currently meet the City's LOS standard (*Figure 10*). Detailed reports of existing intersection operations are available in Appendix D. However, given the growth anticipated in Ellensburg and surrounding Kittitas County, capacity enhancements will be needed in the future to maintain the City's LOS standard through 2037. *Figure 11* represents LOS standards without the

implementation of capital improvement projects and *Figure 12* represent LOS standards with the implementation of capital improvement projects.

Figure 10. Intersections and 2017 Level of Service

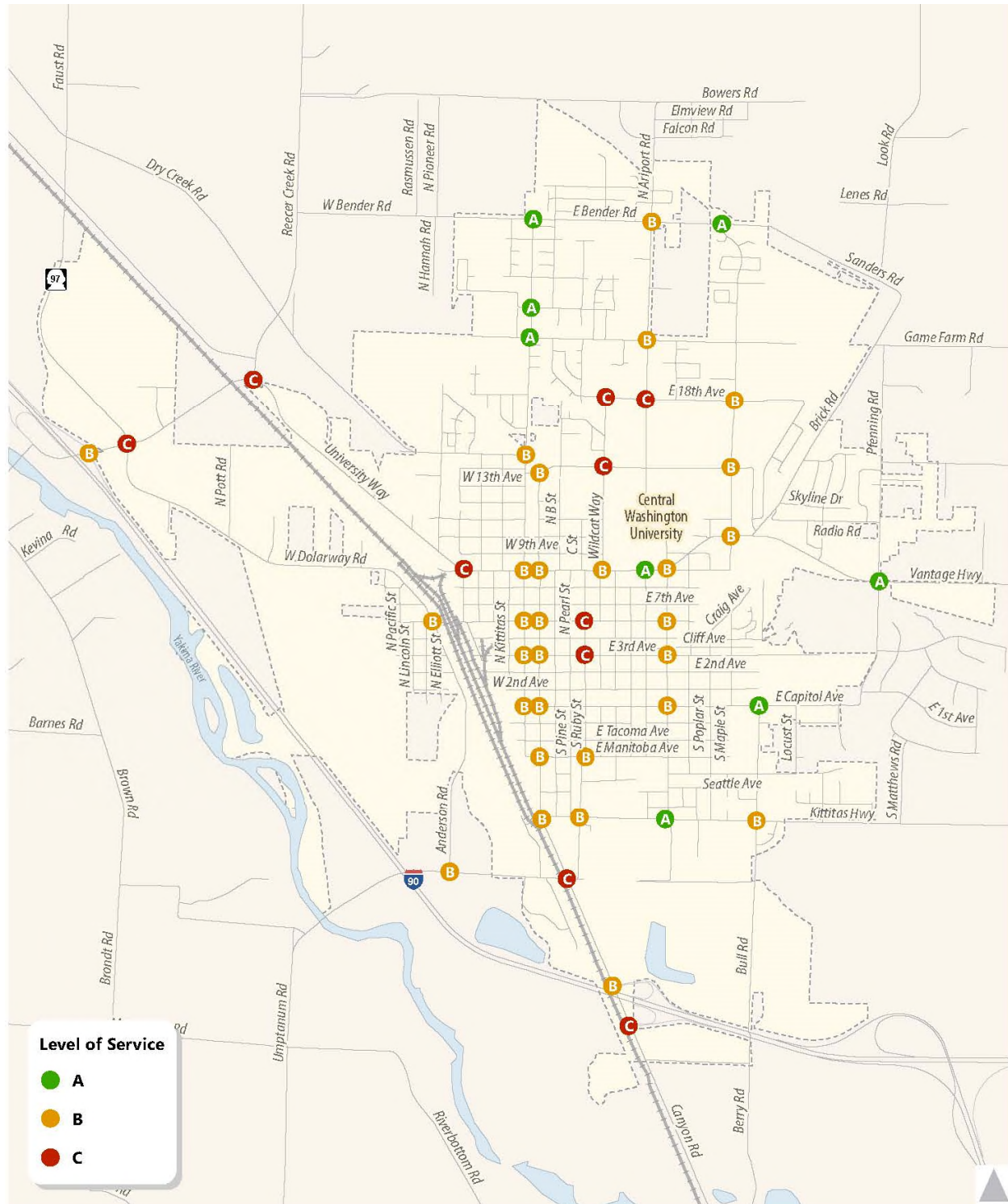


Figure 11. Intersections and Projected 2037 Level of Service – without Capital Improvement Projects

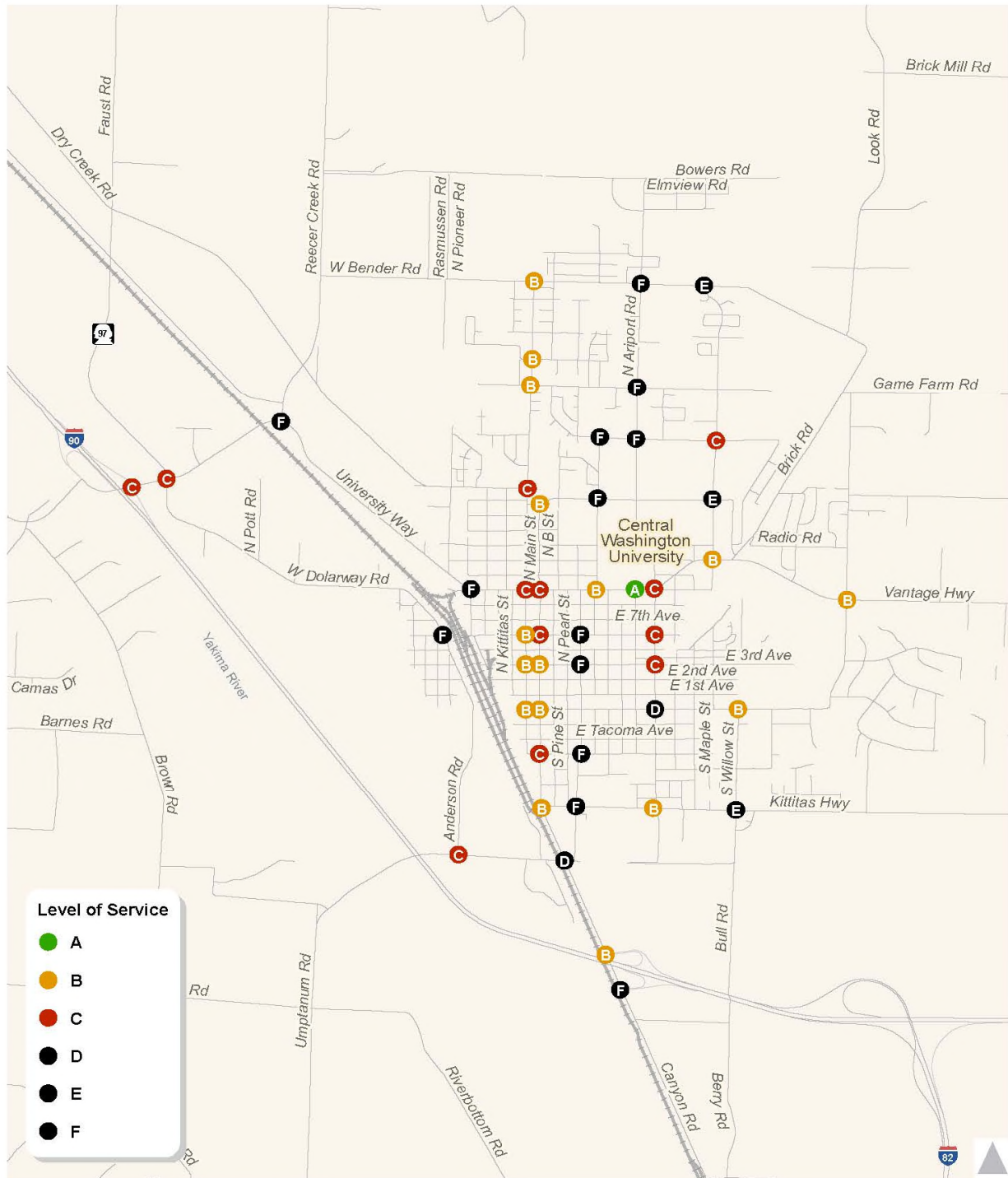
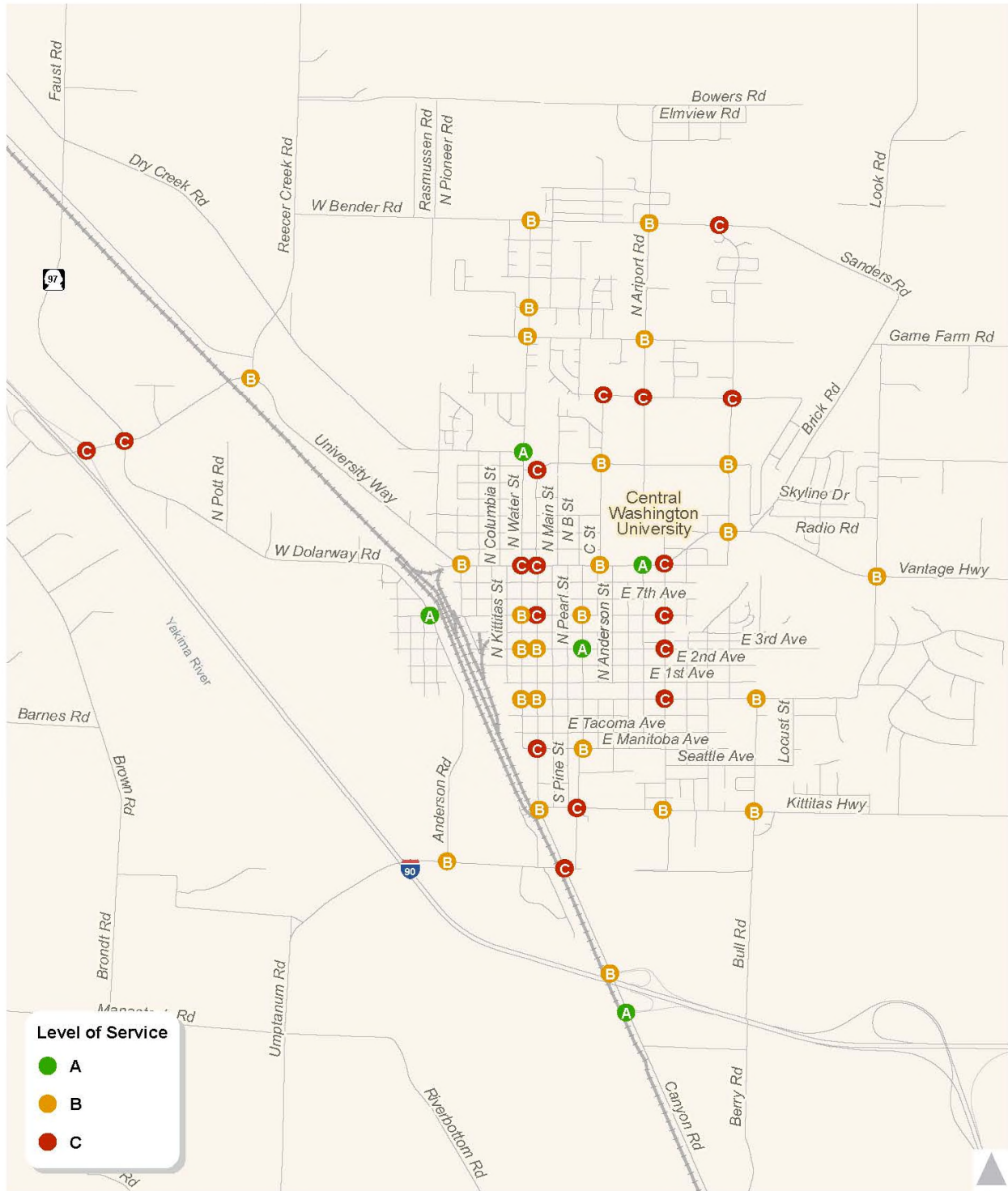


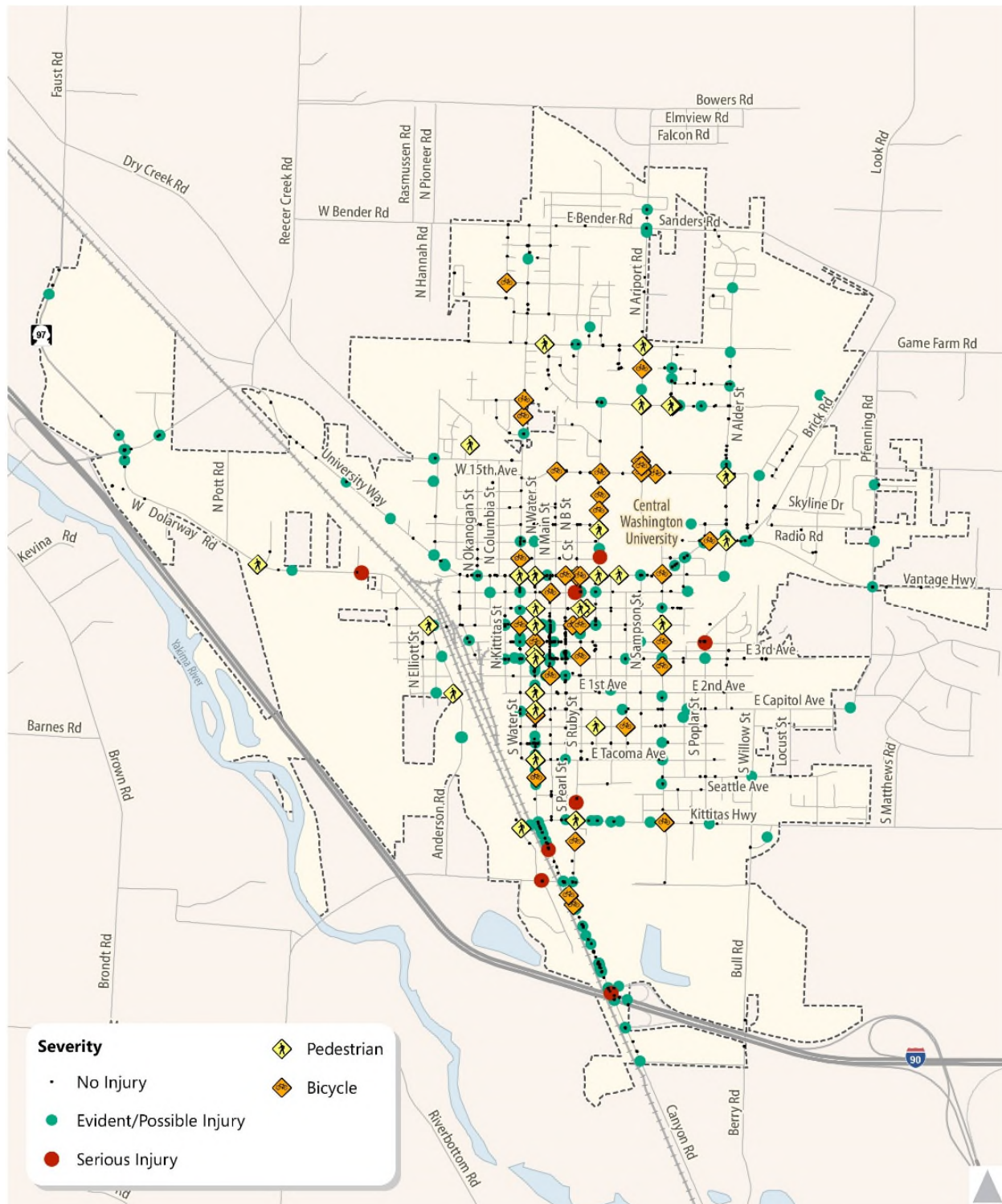
Figure 12. Intersections and Projected 2037 Level of Service – with Capital Improvement Projects



Safety

Collision data was obtained from WSDOT to analyze safety hotspots and overall trends in Ellensburg. Data was analyzed for the time period between January 2010 and September 2016, the most recent data available. In total, 1,546 collisions occurred, an average of approximately 230 crashes each year. A total of 460 injuries were reported, 34 of the collisions involved pedestrians, and 53 involved bicyclists. No fatalities were recorded. As expected, more collisions occurred on higher volume facilities, such as Canyon Road, University Way, Water Street, and Main Street. All collisions are shown in *Figure 13*.

Figure 13. Collisions in Ellensburg (2010-2016)



OPPORTUNITIES AND CHALLENGES

The City of Ellensburg has several important challenges to face as it prepares for future growth and development over the next twenty years. While pedestrians and cyclists make up a sizeable percentage of mode share, vehicle travel still dominates the transportation network in parts of the City. Ellensburg is working to improve transit and nonmotorized access, increase mobility, and prepare for growth.

Network Connectivity

Barriers to Mobility

Ellensburg faces several barriers that increase congestion and can lead to chokepoints in the transportation network. These barriers include the low number of alternative routes from central and northern portions of Ellensburg to the interstate and retail areas in the southern portion of the city, limited railroad crossings and stream crossings, and areas where the grid system is non-existent or is missing links. This chapter seeks to **support commerce through efficient connections**. Projects that add route options and reduce chokepoints/barriers to mobility should be prioritized.

Pedestrian and Bicycle Infrastructure

Sidewalks are available in central Ellensburg and in subdivision areas, although there are some missing links and often no sidewalks in outlying areas. The City's existing bicycle network is growing and is relatively connected, however, the network does not provide much in the way of separation between modes and does contain some missing links. These limitations can inhibit the mobility of citizens and lead to increased vehicle use when a walking or biking trip would otherwise be preferable. The project list includes projects that **offer complete and user friendly connections for walking and biking**.

Transit

Ellensburg's citizens and City staff are working to improve transit in Ellensburg with increased funding. The current system is infrequent (one hour between buses) and cannot serve all destinations and users. The City is looking to **integrate transit into the Citywide and regional transportation network**. Service that is coordinated with Yakima Transit, as well as more frequent service with a larger coverage area could increase usage of the transit system and improve mobility.

ELLENSBURG TRAVEL DEMAND FORECASTING

The Growth Management Act (GMA) requires that the Transportation Element support the land uses envisioned in the Comprehensive Plan. Thus, an important component of this plan is forecasting how the future land uses envisioned in the City, as well as regional growth, would influence demand on Ellensburg's transportation network. A description of the travel demand modeling process is provided below with more detail about land use assumptions in Appendix C.

The Tool. As a part of previous planning efforts, Kittitas County created a travel model with the Visum software package (Appendix E). This model forecasts traffic volumes during the evening commute (4-6pm) along Ellensburg's key streets and intersections. This tool provides a reasonable foundation for developing year 2037 forecasts, as the underlying land use assumptions have been updated to match the land use forecasts for the 2017 Comprehensive Plan.

- **Estimate Land Use Growth in the City.** The City is planning for growth in population and employment over the next 20 years through 2037. Based on growth estimates from Kittitas County Council of Governments and review by City staff, Ellensburg is preparing for 11,757 new residents and 6,998 new workers by 2037. The City will accommodate growth throughout Ellensburg based on adopted zoning, observed development patterns, and other city policies.
- **Capture Regional Growth Patterns.** Other communities throughout the region are going through this very same process. Since travel does not stop at a jurisdiction's borders, it is important to capture how regional growth could influence travel patterns on Ellensburg's streets.

Translating Land Uses into Trips. The next step is evaluating how the City and regional growth assumptions described above translate into walking, biking, transit, and auto trips. The travel model represents the number of housing units and employees in spatial units called traffic analysis zones (TAZs). TAZs can be as small as a few street blocks to as large as an entire neighborhood. They provide a simplified means to represent trip making rather than modeling individual parcels. The travel model estimates trips generated from each TAZ (both inside and outside of the City) using established relationships between different land use types with trip making. These trips are then assigned onto the roadway network to estimate how much traffic would be on each street during the evening commute hour.

Regional Growth

Growth in population, mostly in the northern portion of Ellensburg, the UGA, and the surrounding area will place more demands on the entire transportation network. This growth will add traffic to arterials and impact the quality of life for Ellensburg residents. To maintain and improve mobility throughout the city, Ellensburg must **facilitate active partnerships** with regional partners and stakeholders such as Kittitas County, WSDOT, Yakima Transit, CWU, Ellensburg School District, and BNSF Railroad. This coordination will ensure that Ellensburg residents, employees, and visitors continue to have a good experience on the transportation network.

Safety

Ellensburg has had no traffic collision fatalities and only sixteen serious injury collisions since 2010. However, there is always room for improvement in safety. Pedestrian and bicycle collisions are of particular cause for concern as they are more vulnerable users.

This plan includes as its number one goal to **provide safe connections for all users**. Implementation of countermeasures should be considered, as appropriate, at locations with high incidence of more severe collisions, as well as those that include a pedestrian or cyclist.

Funding

Ellensburg, as with all jurisdictions, faces issues with how to fund improvements to the transportation network. Alternative sources of funding, such as grants and private dollars, should be explored to augment system funds and increase investment in transportation infrastructure. Moreover, this plan includes a goal to **reliably fund system maintenance and preservation**. Capital project expenditures should consider projects' full lifecycle costs and

also be balanced with the need to maintain the current system.

TRANSPORTATION VISION

Ellensburg envisions a future transportation system that serves all users and modes of travel by offering a safe and robust network of walkways, bicycle facilities, roadways, and complementary transit options. This transportation system is well-linked with the built environment, since the way people travel is greatly influenced by the key destinations where people live, work, shop, and recreate.

As identified in this plan, most of the improvements are focused on the development of a ‘layered’ transportation network, which emphasizes providing complete accommodation for all modes of travel. While some of the projects identified in this Transportation chapter are needed to meet the City’s vehicular Level of Service (LOS) standard, many of the future improvements focus on providing safer and more complete facilities for walking, bicycling, and riding transit in order to improve access and mobility for all road users.

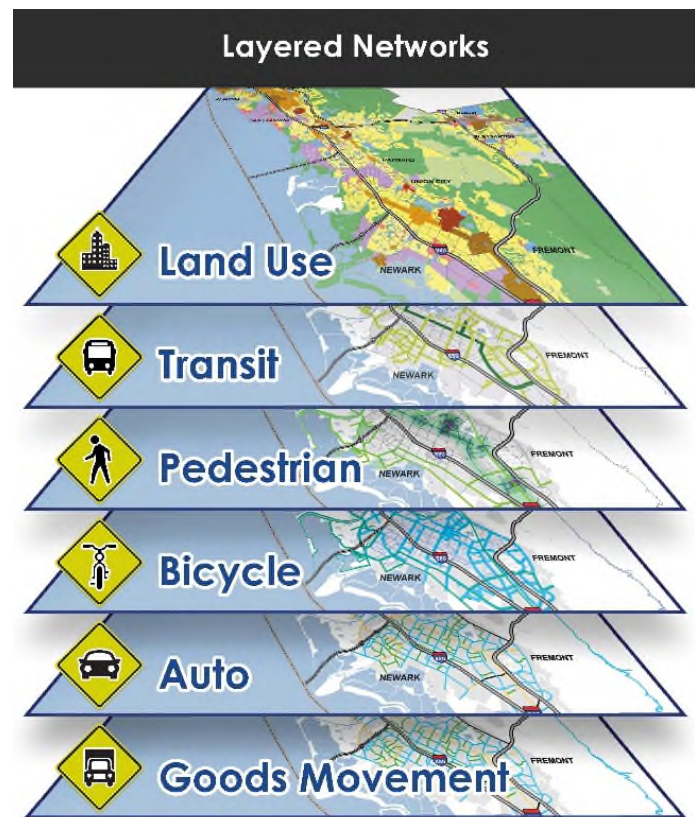
Introduction to the Layered Network

It can be a challenge for a single roadway to meet the demands and expectations of all modes at any given time. This is also generally not desirable from a user or a planning perspective.

In response to this challenge, the City of Ellensburg has adopted a layered network approach that focuses on how the City’s transportation network can function as a system to meet the needs of all users. In such a system, different facilities are identified for different travel needs to ensure that everyone has complete accommodation throughout the overall network. *Figure 14* illustrates the concept of a layered network.

The City will implement this layered network through a system of modal networks that define each street’s user priorities and associated infrastructure needs.

Figure 14. Layered Network



Modal Networks

Streets in Ellensburg serve different travel purposes, and the modal networks therefore prioritize a different balance of users on each corridor. Determining how the entire transportation network fits together in Ellensburg requires identifying desirable streets for each mode, combining them to locate overlaps, and then identifying infrastructure enhancements to ensure safe and complete facilities for all

modes. The following sections review the priority networks for each mode and establish their level of service standards.

Walking

Walking is the most fundamental transportation mode of all since all trips include a walking component. Effective pedestrian facilities enable community building and social equity. Dense areas with commercial land uses and streets that serve schools, parks, and churches are particularly important as they support more pedestrians and may have a larger portion of vulnerable users than other streets. Measures such as increased separation from moving vehicles, marked crosswalks, bulb-out curbing, and sidewalks at crossings can keep pedestrians safer.

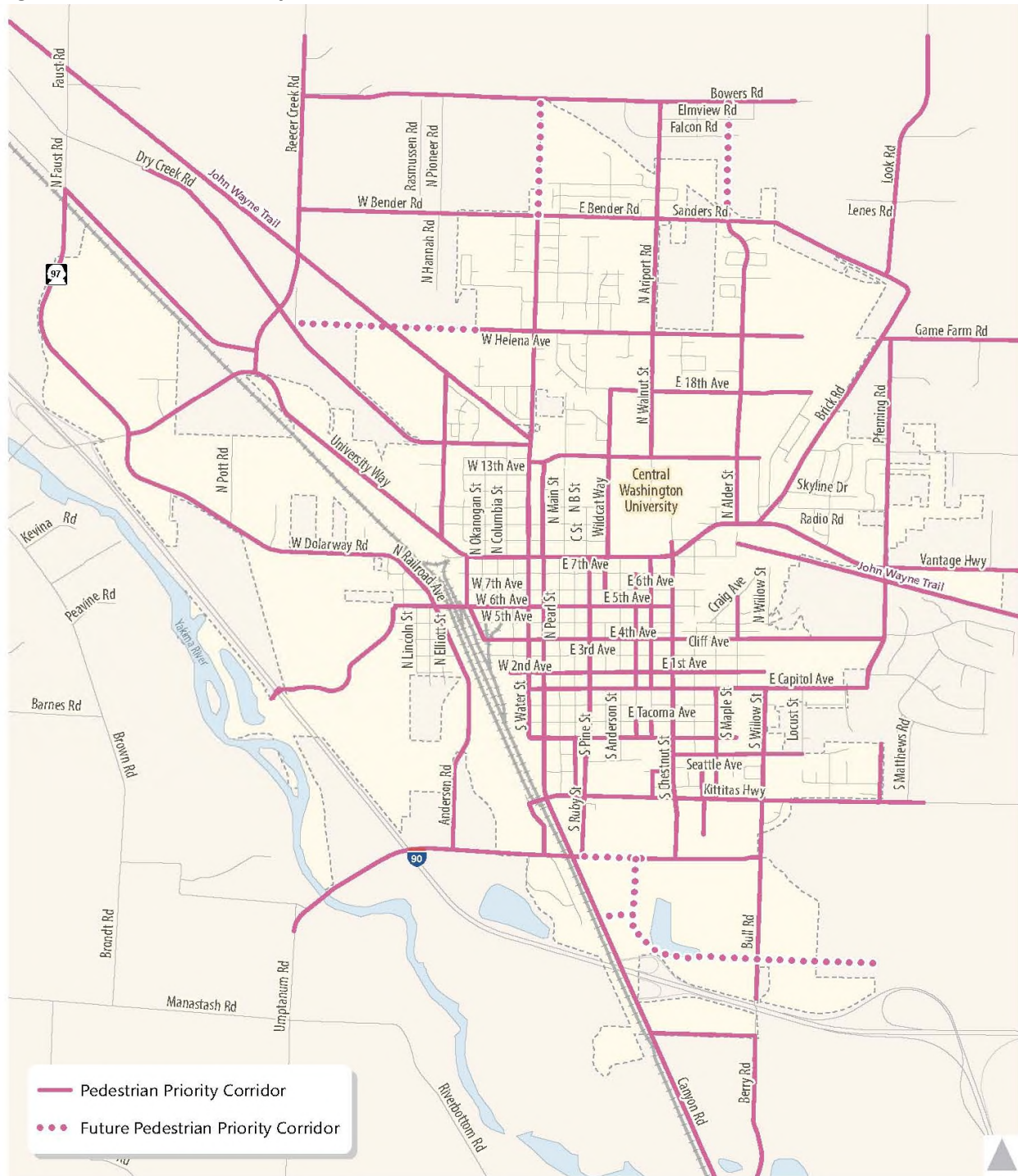
Figure 15 highlights the Pedestrian Priority Network, which specifies where pedestrian infrastructure should be provided in the long term. Sidewalks on the Pedestrian Priority Network should provide both comfort and safe travel space whenever possible.

Building on the Pedestrian Priority Network, *Table 4* establishes levels of pedestrian infrastructure that will be used as a tool to identify and prioritize gaps in the City's pedestrian infrastructure. The highest level of accommodation for walking, indicated in the green row, would provide facilities identified in the Pedestrian Priority Network. The long-term goal is for all City streets to be at the green level, and with few exceptions all new development requires the construction of sidewalks on both sides of the street. The yellow level of accommodation is seen as an interim measure or condition that would make strong progress in building out the Pedestrian Priority Network by filling sidewalk gaps to ensure that a sidewalk is provided on at least one side of the street. Incomplete or missing pedestrian facilities would fall into the red category and not satisfy the City's goals for accommodating pedestrians. Identification of existing yellow and red areas is a tool for the City to prioritize filling in pedestrian infrastructure gaps in the Pedestrian Priority Network.

Table 4. Levels of Pedestrian Infrastructure

Within Pedestrian Priority Network	
	Pedestrian facility* where indicated in Pedestrian Priority Network
	Pedestrian facility* provided on one side of the street
	No pedestrian facility

*Pedestrian facility includes sidewalks and shoulders protected by a raised curb

Figure 15. Pedestrian Priority Network

Bicycling

Ellensburg already offers great recreational bicycling options on the multiple waterfront trails along the Yakima River, as well as the John Wayne Trail sections to the east and west of the city. The presence of the University campus also leads to significant bicycle activity in the City.

Connecting to these routes from other areas of the City can be challenging, however, due to the lack of bicycle infrastructure. Key mobility corridors for bicyclists, such as Water Street, North Alder Street, South Chestnut Street, and West Helena Street would be best served with on-street bike lanes while existing facilities would suffice on quieter streets.

Figure 16 highlights the Bicycle Priority Network, which specifies where bicycle infrastructure should be provided in the long term.

The City of Ellensburg can strive for the green level of accommodation for bicycling by installing the bicycle facilities depicted in the Bicycle Priority Network or a facility that offers more separation from vehicle traffic. At a minimum, the City should build a marked shared use facility throughout the Bicycle Priority Network, as depicted in the yellow level of accommodation. Incomplete or missing bicycle facilities would not meet the City's desired level of accommodation in the Bicycle Priority Network as shown in *Table 5*. Identification of existing yellow and red areas is a tool for the City to prioritize filling in bicycle infrastructure gaps in the Bicycle Priority Network.

Table 5. Levels of Bicycle Accommodation

Within Bicycle Priority Network	
	Provides bike lanes, trails, or pathways, as shown within Bicycle Priority Network
	Provides a marked shared use facility
	No bicycle facility

Figure 16. Bicycle Priority Network



Transit

Transit operations recently came under the direct control of the City after a successful ballot initiative for a transit sales tax. Ellensburg will create an environment that is welcoming to transit by offering:

- Street lighting
- Pedestrian and bicycle facilities for connecting to transit stops
- High-amenity bus stops



Ellensburg's level of transit accommodation is defined based on the amenities discussed below.

The City can reach the highest level of accommodation (green) by providing a high level of transit-supportive amenities such as benches, shelters, garbage cans, and lighting, in addition to providing amenities that support pedestrian access such as sidewalks and marked crosswalks at all stops.

As a minimum target, the City can strive to provide the transit stop amenities depicted in yellow in *Table 6* as well as pedestrian access improvements such as sidewalks and marked crosswalks near stops where feasible. Little to no amenities and a lack of crosswalks would mean a facility would fall into the red category and not satisfy the City's goals for the transit system.



Table 6. Transit Accommodations - Stop Amenities, Pedestrian Access, and Frequency of Service

LOS	Transit Stop Amenities	Pedestrian Access	Frequency of Service
	High level	Sidewalks and marked crosswalks serving stops	Plan for future service and accommodate any transit service expansion.
	Some amenities	Sidewalks and marked crosswalks serving some stops	Maintain existing transit service.
	Little or no amenities	General lack of sidewalks and marked crosswalks	Removal of transit service or failure to serve dependent transit riders.

Freight and Auto

Most trips in Ellensburg occur along its street network, which serves as the backbone for accessing homes, jobs, and other destinations. Many of these streets are local streets, however, and do not see significant traffic volumes throughout the day. Similarly, goods movement and delivery vehicles use some corridors frequently while other streets see only the occasional local delivery.

Figure 4 calls out the functional classification of each of Ellensburg's streets, distinguishing whether it is an arterial, collector, or local street. These classes indicate the level of priority of each street for automobiles, specifically in terms of facilitating vehicle and freight mobility as well as other modes. The figure also shows potential future street extensions, which may be completed over time as development occurs.

Figure 9 specifies the WSDOT freight classification of Ellensburg's major streets that support goods movement. These classifications indicate the annual weight of goods that travel a corridor, whether via large trailer loads or smaller delivery vehicles. The functional classification and freight class of a street should guide future investments in streetscape to ensure that streets can carry appropriate freight loads.

Ellensburg will maintain its current LOS standards of LOS B for local streets, LOS C for arterials and collectors, and LOS D for arterials at the interchanges with I-90. Of the 48 intersections analyzed, all currently meet the City's LOS standard.

Appendix D summarizes existing and future forecast delay at intersections in the City. The capital list provided in Appendix B includes future roadway projects that would maintain the City's LOS standard through 2037.



GOALS AND POLICIES

Ellensburg has established six goals to accomplish its overall vision for transportation in the future. The goals establish overarching priorities that serve the vision of this Transportation chapter while policies lay out specific actions. Together, the goals and policies lay the foundation for the remainder of this chapter, including the proposed action items and ongoing implementation of the chapter.

Goal T-1: Create a transportation networks that provides safe and comfortable connections for all users to key destinations.

Policy A Every project considers all users in a complete streets context, including pedestrians, bicyclists, transit, motorists, and freight.

Policy B Increase pedestrian and bicyclist safety along arterial streets or provide alternative routes.

Policy C Prioritize safety improvements as part of every project, including maintenance tasks when possible.

Policy D Reduce auto demand on local and arterial streets by encouraging alternative modes of transportation, such as walking, biking, and transit.

Policy E Implement calming measures to slow traffic on non-arterial streets.

Policy F Where possible provide higher comfort pedestrian facilities, and accommodate on-street parking in commercial districts.

Policy G In planning facilities for active modes, when feasible choose lower stress parallel bicycle and pedestrian routes in order to increase safety by separating auto and active transportation modes.

Policy H Improve pedestrian use while maintaining automobile access to the Central Commercial zones by enhancing pedestrian access throughout the Central Commercial zones.

Policy I Consider aligning streets to take advantage of views of landmarks when designing subdivisions.

Policy J Make progress in building transportation facilities that are consistent with the City's adopted plans, including function classification and street standards, nonmotorized plan, and downtown plan.

Goal T-2 Prioritize connections with state highway routes and removal of bottlenecks that delay the movement of people and goods.

Policy A Maintain interconnectedness and high levels of access through a well-developed grid network and high quality connections between the walking, biking, auto, freight, and transit networks.

Policy B Design of new streets in the city shall use a street grid system at an interval of 1/2 mile for arterial streets. Within the 1/2 mile sections, attempt to maintain a 1/4 mile connection for auto circulation, with 200 to 600 foot pedestrian connections, depending on zone density.

Policy C For all undeveloped areas of the city and UGA, prepare maps of future street alignments, especially for arterials, considering existing development patterns and physical barriers such as streams and steep slopes.

Policy D Establish LOS B as the standard for local streets, LOS C for collectors and arterials, and LOS D for the I-90 interchanges.

Policy E Wherever possible, seek to increase route options through strategic additions to the transportation system that fill gaps and add alternative routes.

Policy F Maintain and enforce truck routes through the city and ensure connection to freeway interchanges.

Policy G Focus industrial growth along specific transportation corridors that are designed to accommodate heavy vehicles and other industrial users.

Policy H Concentrate land uses that generate long-haul truck traffic nearby the City's freeway interchange areas.

Policy I Ensure development regulations and street standards are current with contemporary truck design criteria, particularly as they apply to those areas near the freeway interchanges.

Goal T-3 Fill gaps in the system to accommodate safe, enjoyable, and energy efficient travel by those of all abilities choosing to walk, bike, or use transit.

Policy A Prioritize building streets, trails, linear parks, and pathways to connect neighborhoods, schools, parks, and commercial areas so that walking and biking are viable modes for both recreation and transportation purposes.

Policy B Establish bicycle and pedestrian priority networks that highlight the most critical facilities to accommodate those modes.

Policy C Use the following LOS indicators to identify and prioritize filling in the gaps of the pedestrian infrastructure in *Figure 15*, the Pedestrian Priority Network:

LOS	LOS Within Pedestrian Priority Network
	Pedestrian facility* where indicated in Pedestrian Priority Network
	Pedestrian facility* provided on one side of the street
	No pedestrian facility

*Pedestrian facility includes sidewalks and shoulders protected by a raised curb

Policy D Establish LOS standards for bicycle networks according to *Figure 16* Bicycle Priority Network:

LOS	Within Bicycle Priority Network
	Provides bike lanes, trails, or pathways, as shown within Bicycle Priority Network
	Provides a shared use facility
	No Facility

Policy E Identify critical rights-of-way and important pedestrian corridors accessing the Central Commercial zones, CWU, and local schools and linking these areas to the west and south interchanges.

Policy F Whenever possible, establish additional logical access routes outside of the established street system for bicycle and foot traffic.

Policy G Identify trail easements.

Policy H Minimize the use of cul-de-sacs.

Policy I Whenever possible, retrofit existing streets to include pedestrian and bicycle facilities.

Policy J Develop, design, and construct standards for walkways and bikeways that emphasize connectivity and reduce operations and maintenance costs.

Policy K Enhance the appearance of the public rights-of-way to make traveling through Ellensburg more enjoyable, in particular for people travelling on foot.

Goal T-4 The City will take an active role to ensure that transit is a community asset, offering convenient routes, serving key destinations, and coordinating with other regional transit operators.

Policy A Provide a consistent level of reliable, public transportation to medical, governmental, financial, retail and cultural locations throughout the community through a locally supported public transportation system with the following LOS standards:

LOS	Transit Stop Amenities	Pedestrian Access	Frequency of Service
	High level	Sidewalks and marked crosswalks serving stops	Plan for future service and accommodate any transit service expansion.
	Some amenities	Sidewalks and marked crosswalks serving some stops	Maintain existing transit service.
	Little or no amenities	General lack of sidewalks and marked crosswalks	Removal of transit service and failure to serve dependent transit riders.

Policy B As a regional transit leader, build partnerships with the County and smaller communities to develop interconnected transit systems.

Policy C Design higher density projects to be compatible with future public transportation service.

Policy D Coordinate with transit operators in the design of streets to ensure that street cross-sections and offered amenities meet the needs of transit.

Policy E Work with local and regional transit providers to integrate service and create a multimodal transit system.

Policy F Build active partnerships with local non-profits and businesses to develop future in-city transit options.

Policy G Explore potential locations for a future transit center.

Goal T-5 **Plan for a system that is financially viable, including consideration of full lifecycle costs in infrastructure investments and leveraging funds to maximize community benefits.**

Policy A Prioritize the cost-effective maintenance and preservation of the existing transportation system over system expansion.

Policy B Develop an effective maintenance strategy, including identification of reliable sources of funding for maintenance.

Policy C Create a street fund to finance the City's share of matching grants and Local Improvement Districts, and to complete motorized and nonmotorized transportation systems.

Policy D Explore grant opportunities and other funding sources for street improvement projects, maintenance, and operation needs.

Policy E Minimize street widths to reduce maintenance needs.

Policy F Develop an emergency fund to address unanticipated events.

Policy G Review parking requirements for institutional uses and reduce them where appropriate.

Policy H Create storm water runoff designs and strategies that minimize the amount of land necessary to treat runoff from parking areas.

Goal T-6 **Actively coordinate with a broad range of groups to develop and operate the transportation system.**

Policy A Continue to collaborate with Kittitas County regarding the design and preservation of transportation corridors and defining street intervals in the UGA and develop and adopt an interlocal agreement.

Policy B Continue to identify, evaluate and acquire major arterial corridors leading from the established community through the UGA.

Policy C Review and comment on plans that affect Ellensburg, including development proposals in the UGA, County land use actions and transportation improvement programs, and street and highway project designs from the County and WSDOT.

Policy D Coordinate with WSDOT on project design and opportunities for innovation.

Policy E Facilitate long-range planning between CWU, the Ellensburg School District, and the downtown organizations to address transportation needs in Ellensburg.

Policy F Coordinate with the County on airport master plan implementation to ensure air travel is integrated with the rest of the transportation network.

Policy G Adopt an interlocal agreement with the County to align rights-of-way in a manner that helps conserve prime farmland.

Policy H Collaborate with CWU to overcome University Way's function as a divider between CWU and the Central Commercial zones.

Policy I Circulate the Comprehensive Plan and other transportation plans to the County and WSDOT for comment.

Policy J Collaborate with Ellensburg School District to minimize traffic impacts around schools and their adjacent neighborhoods, and provide Safe Routes to School through engineering and education.

Policy K Ensure that the Ellensburg School District is involved in projects that will affect school students.

ACTION ITEMS

Citywide Transit Master Plan

Develop a citywide transit master plan to identify ways that the transit service can better connect citywide destinations, including CWU, downtown, and the interchange areas, as well as to regional destinations. This transit master plan should also address how staff and equipment resources will need to grow to provide more service in the future.

Monitor Parking Demand

Monitor parking demand in the Central Commercial zones and around CWU, as appropriate, and consider strategies to address parking-related issues as they arise.

Monitor Street Design Standards and Parking Standards

Monitor the implementation of street design and parking standards in achieving the following results:

- Increase separation of pedestrians from travel ways by the use of curb and gutter or offset sidewalks
- Mixing of residential and commercial uses
- Accommodation of on-street parking in commercial districts

Nonmotorized Transportation Plan

Implement and update the Nonmotorized Transportation Plan.

Review Parking Requirements

Review parking requirements and prepare studies as necessary for the following:

- Central Commercial zones; including where parking facilities should be located, how to implement them, and possible adjustment of requirements
- Updated standards that recognize the ability to share parking supply among complementary uses

- Parking for Downtown Historic District residents
- Parking on the southern and western periphery of Downtown Historic District
- Multifamily housing near jobs and transit

Study rail impacts

Study rail impacts with respect to container handling and local industrial uses.

Study University Way pedestrian crossings

Study ways to improve safety on University Way pedestrian crossings.

POLICY CONNECTIONS

The **Land Use** chapter is key to understanding the integration between land use and the city's multi-modal transportation system to ensure that transportation facilities and services support the city's growth strategy.

Trails are a component of both recreation and transportation and are discussed in the **Parks and Recreation** chapter.



HOUSING

WHAT YOU WILL FIND IN THIS CHAPTER

- Information about the need for housing in the community.
- Policies that seek to protect the quality of Ellensburg's housing inventory.
- Policies that provide a framework for increasing housing supply and diversity while protecting existing neighborhoods.
- Policies that direct the City's efforts to maintain and increase affordable housing.
- Policies that address the needs of members of the community who require housing accommodation or assistance due to disability, health, age, or other circumstance.

OVERVIEW

The following information creates the overall picture of housing availability and affordability in Ellensburg. Over the past ten years the community has seen a great deal of population growth, and with it escalating prices in both rental costs and home sale prices. Demand for housing has also increased, particularly among those with low to moderate incomes.

This chapter contains information on housing supply, condition, occupancy, and affordability. The City of Ellensburg conducted an Ellensburg Housing Needs Assessment in 2016, [and developed a Housing Action Plan in 2021](#) and the results from ~~that~~^{those} ~~study~~^{studies} supplement the information in this chapter.

The goals, policies, and programs found at the end of this chapter identify the steps the City of Ellensburg can take in response to housing issues found within the community. These steps are intended to ensure the vitality of existing neighborhoods and homes, estimate current and future housing needs, and provide direction

to implement programs that satisfy those needs.

BACKGROUND & CONTEXT

The Kittitas County Conference of Governments (COG) established growth projections for each jurisdiction in the county. This includes Ellensburg, Cle Elum, South Cle Elum, Roslyn, and Kittitas, as well as the unincorporated areas of the County. Each projection is the amount of growth expected to be accommodated during the time period from 2017-2037. Ellensburg's growth projection for this period is 11,757 additional people, or about 4,755 additional households over the next 20 years.

In order to plan for these new households, the City must identify that there is sufficient land and zoning capacity to accommodate this growth. The City must also identify strategies to show that there will be available housing and services for this projected increase in population. New housing could include traditional single-family homes, cottage housing, accessory dwelling units, duplexes, triplexes, townhomes, or apartment buildings. Planning for expected growth requires an understanding of household characteristics, demographic trends, current housing inventory, and housing market conditions.

Household Characteristics

As of ~~2016~~2021, ~~241,230~~340 people live in the City of Ellensburg and its surrounding Urban Growth Area (UGA). This equates to ~~7,823~~8,210 total households in the City of Ellensburg and 660 additional households in the UGA. According to data from the Washington State Office of Financial Management (OFM), 11% of the population reside in group quarters, such as college residence halls, jails, or nursing facilities, while the remainder reside in households.

Figure 17 breaks down the households inside the city by type. Family households make up about 41% of the total households in Ellensburg, with the majority (30%) being small families with no elderly members. Nearly a quarter of households are non-elderly residents living alone, and another 24% are other non-family households. It is likely that many of the households in these two categories are Central Washington University (CWU) students living alone or sharing apartments or single family

HOUSEHOLD TYPES

Family – 2 or more people living together, related by birth, death, marriage, or adoption

Small Family – families with 2-4 members (excluding elderly families)

Large Family – families with 5 or more members

Elderly Family – 2 people, either or both 62 years or over

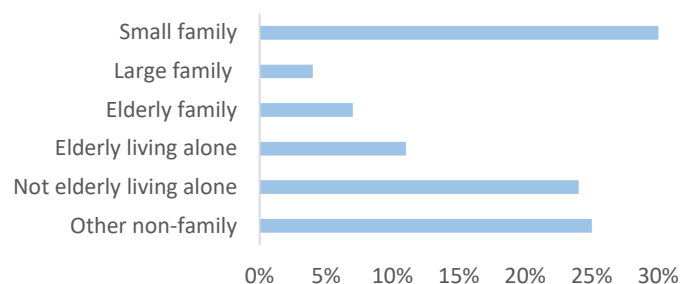
Elderly Living Alone – 62 years or over, living alone

Not Elderly Living Alone – 62 years or under, living alone

Other Non-Family – 2 or more non-elderly and unrelated people living together

homes off campus. Over two-thirds of households in Ellensburg have only one or two members, and just 15% of households have four members or more.

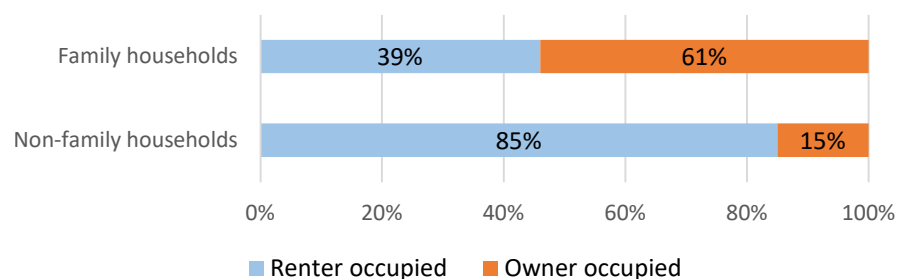
Figure 17. Households by Household Type



Source: U.S. Census, American Community Survey 5-Year Estimates, 2010-2014; BERK, 2017

About 70% of households in Ellensburg are renter-occupied. As shown in *Figure 18*, non-family households are much more likely to be renters than family households are. This is expected given that many non-family households in Ellensburg consist of students living off campus.

Figure 18. Household Tenure by Household Type



Source: U.S. Census, American Community Survey 5-Year Estimates, ~~2010-2014~~2018; BERK, ~~2017~~2021

Demographic trends

Central Washington University is a major presence in Ellensburg. There are over 9,600 full time students attending university on-campus. Approximately one third of the population of Ellensburg consists of students living off campus. The University is projecting that within the next 5 to 10 years enrollment will be capped at about 12,000 full time students attending university on-campus. The presence of CWU within the city limits significantly affects, and will continue to affect, housing types and distribution.

There are over 1,000 households in Ellensburg with a senior householder, about 43% of which are renters (*Table 7*). According to the 2012 OFM projections, approximately 14% of Kittitas County's population is 65 years and older. This population share is projected to rise to 20% by 2030 as today's baby boomers enter their 70s and 80s. As the urban center of the county, Ellensburg could expect similar increases in the population of people 65 years and older.

Table 7. Households with a Senior Householder

	Households
Total households with a senior householder	1,023
Renter-occupied	438
Owner-occupied	585

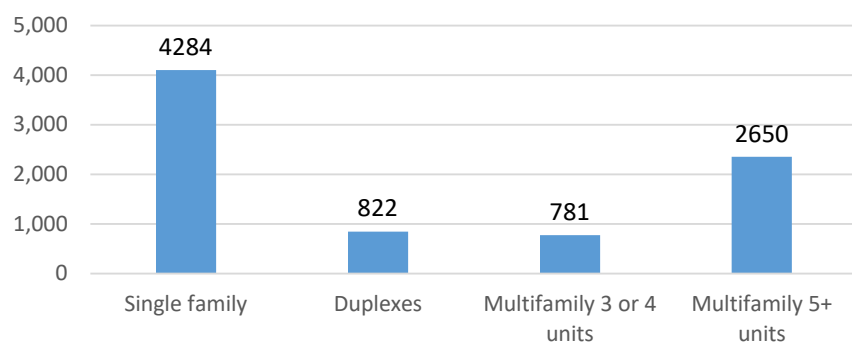
Source: U.S. Census, American Community Survey 5-Year Estimates, 2010-2014; BERK, 2017

Homelessness and unhoused population

Data on homeless and unhoused population in Ellensburg is limited and sometimes inconsistent because different institutions define and count homeless populations differently. One method of tracking homelessness is through census data. At the time of the 2010 census, there were 30 homeless individuals, including 11 in emergency and transitional shelters, and 19 who were most likely unsheltered or living in vehicles. Another method of tracking is through the annual point in time (PIT) county of the homeless population, conducted every January. The 2017 PIT count identified a total of 37 homeless people, 29 sheltered (including both emergency and transitional) and 8 unsheltered. Ten of the sheltered households included minors.

Existing Housing Stock

As of [20162021](#), there were [8,3638,870](#) housing units in the City of Ellensburg. *Figure 19* breaks down all units in the City by unit type. Single family homes make up 49% of the housing stock, 47% are in multifamily structures, and less than 4% are mobile homes. Among the multifamily units, the majority are in larger buildings with five or more units.

Figure 19. Housing Units by Housing Stock

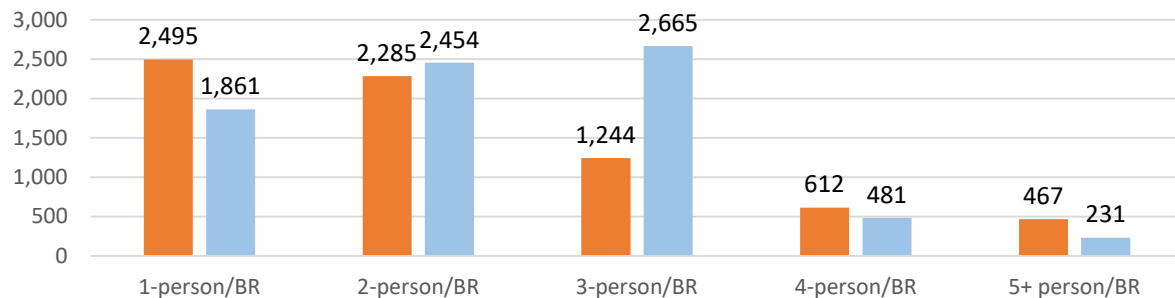
Source: OFM, [20162021](#); BERK, [20172021](#)

Figure 20 breaks down the housing stock by the number of bedrooms and compares it to the size of households in Ellensburg. There are nearly 2,500 households with only one member, yet there are less than 1,900 studio and one-bedroom housing units combined, and much of the current supply of smaller unit apartment homes are marketed exclusively to students. While not all one person households are looking for a studio or one bedroom unit, it is likely that there are people living in larger shared houses that would prefer to live in a studio or one bedroom unit if they are available. Sharing of larger houses indicates the demand for studio and one bedroom units potentially exceeds what is indicated by looking at census data about

household sizes. Smaller units may also be suitable for residents without families or small families seeking an affordable housing option.

Housing units with three or more bedrooms make up 44% of the existing housing stock while only 33% of households have three or more members. Assuming that people seeking small apartment units are instead sharing larger units due to lack of appropriate supply in the apartment market, there is potential that the number of households with three or more members is higher than actual demand.

Figure 20. Alignment between Household Sizes and Size of Units in Housing Stock



Source: U.S. Census, American Community Survey 5-Year Estimates, 2010-2014; BERK, 2017

Between 2012 and 2016, 570-1343 new housing units were built or placed in Ellensburg; 56.35% of the units produced were single family homes. Less than a quarter of the production during this period 38% were multifamily residences. With nearly two thirds of the households in Ellensburg having one or two members, and 70% of households being renters, there may be greater demand for multifamily housing and smaller unit sizes than the market is currently providing.

A 2016 Washington Center for Real Estate Studies survey of apartment buildings in Kittitas County provides a snapshot of vacancy rates and rents, broken down by unit type. The most notable finding from this survey is the very low vacancy rates. For studio, one bedroom, and three bedroom apartments, apartment managers reported 0% vacancy, and overall the apartment vacancy rate was 0.8%. These low vacancy rates are far below the 5% vacancy rate which is considered to be a healthy balance between supply and demand.

HOUSING VACANCY RATE

Without housing vacancies, to change houses you would need to find someone who has the house you want and wants the house you have, and then trade.

Very low vacancy rates cause housing prices to increase as demand surpasses supply.

Very high vacancy rates may lead to decreases in civic activity, safety, and property values.

CWU student housing

Table 8 shows current operating capacity within student housing provided by CWU. Most of the capacity is in the residence halls. However not all of the current capacity is in use because many rooms originally designed as doubles have been renovated and converted to single person rooms.

Table 8. CWU Student Housing: Current Operating Capacity

Beds		Apartment units	
Residence halls	2,761	Studios	20
Apartments	892	1 bedroom	97
Total	3,653	2 bedroom	281
		3 bedroom	71
		Total	469

Source: CWU, 2016; BERK, 2017

Subsidized housing

Subsidized housing is publicly assisted housing for eligible low-income families, the elderly, and persons with disabilities when available (see definitions for more information). There are a total of 804 subsidized housing units in Ellensburg. The income eligibility requirements for these units vary by building, but range between 30% of Area Median Income to 95% of Area of Median Income. With the Area Median Income for Kittitas County calculated at \$65,600 in 2016, this means 30% of AMI is \$19,680.

In addition to the subsidized housing units that are available in Ellensburg, an additional 30 households receive housing choice vouchers (see definition) to subsidize rental units available on the private market.

Table 9. Subsidized Housing Units by Population Served and income Eligibility

Population Served	Unit County by Eligibility				Unit Count
	Below 30% AMI	Below 50% or 60% AMI	Below 80% AMI	Below 95% AMI	
Senior/Disabled	120	174	30	0	324
Families	95	0	44	0	139
Mixed (individuals and families)	168	122	0	51	341
Total	383	296	74	51	804

Source: National Housing Preservation Database, 2016; HUD Low Income Tax Credit Database, 2016; Multifamily Assistance and Section 8 Contracts Database, 2016; Kittitas County Housing Authority, 2016; HopeSource, 2016; AptFinder.org, 2016; BERK, 2017

None of the units have subsidies that are expected to expire within the next six years. However, 599 units are in buildings with subsidies that will expire within the next 20 years. Of these, 224 units have private owners that may not maintain the property permanently as affordable housing.

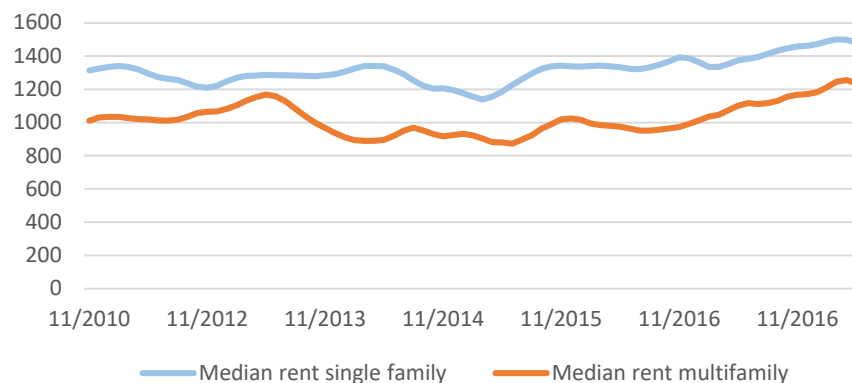
According to the Kittitas County Housing Authority, wait times for qualified applicants seeking units in their buildings is typically twelve to eighteen months. Wait times for three bedroom units have a shorter wait time (three to six months) and wait times for four bedroom units can be up to three years. The eligibility and demand for all unit types significantly exceed the number of units available. The vast majority of the subsidized housing stock in Ellensburg is available to renter households.

Kittitas County Habitat for Humanity runs an affordable home ownership program. This program provides homes to families earning 30% to 60% of Area Median Income based on need and ability to contribute sweat equity. Since 1994, 11 units have been built in the City of Ellensburg.

Housing market trends and housing affordability

Rental costs for apartments and single family homes have increased between November 2010 and September 2016. Between 2011 and 2016, single-family rents rose at an annual rate of 2.9% (18% for the 5-year period). During that same period multifamily rents rose by 1.8% annually (12% for the period). The rate of increase has been higher in recent years; between 2013 and 2016 single-family rents rose at an annual rate of 5.4% and multifamily rents rose by 5.9% annually.

Figure 21. Median Monthly Rent



Source: Zillow Rent Index 2017; BERK 2017

These increased rental prices, combined with wages that have not kept pace with inflation, and a shortage of housing units, have culminated in a shortage of affordable housing for many Ellensburg residents. The U.S. Department of Housing and Urban Development deems housing to be affordable if a household spends no more than 30% of their gross income on housing costs. Gross housing costs

AREA MEDIAN INCOME

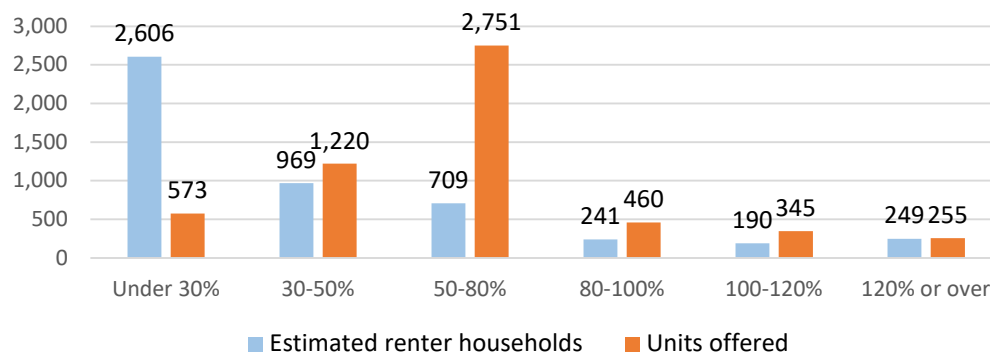
is determined by the U.S. Department of Housing and Urban Development (HUD) using American Community Survey five-year estimates of median household income for a family of four.

Kittitas County Area Median Income: \$65,600

A household is considered **COST BURDENED** if they spend more than 30% of their gross income on housing costs; more than 50% on housing cost is considered **SEVERE COST BURDEN**.

consist of rent or gross monthly owner costs plus basic utilities. During the 2010 to 2014 period, the United States Census estimates indicate there were 2,606 Ellensburg households earning below 30% area median income while only 573 units were offered at a rent affordable to these households. This means that there were 2,033 households that were unable to find rental units at prices that would be considered affordable. However, U.S. Census also estimates that there was a surplus of units affordable to all other income levels. The largest surplus was in units affordable to moderate income households (those earning 50%-80% of Area Median Income). *Figure 22* visually compares household income level to units offered at that affordability level to highlight the areas of greatest shortage and surplus.

Figure 22. Renter Households by Income Level Compared to Units Offered by Affordability Level



Source: Zillow Rent Index 2017; BERK 2017

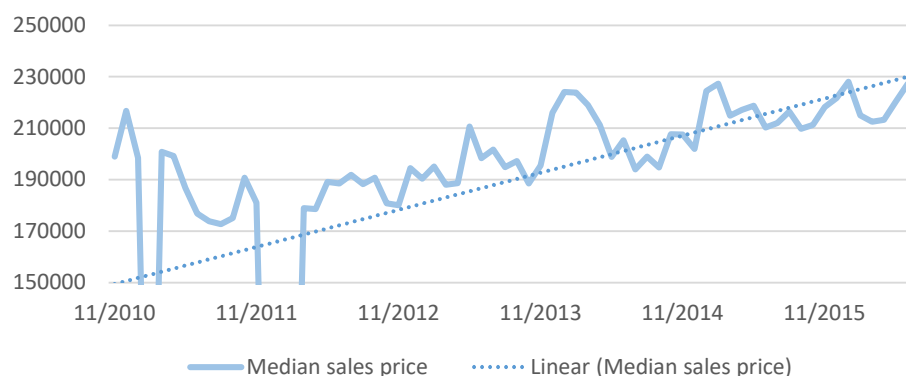
In order to better understand where the needs are in Ellensburg *Table 10* shows cost burdened households by household type. The household type 'Other' includes non-family households with no members 62 years and older. It is likely that a great number of these households include CWU students, and it is the best proxy for student households for which cost burden data is available. The largest number of cost burdened renter households are in this category. The other household types in *Table 10* are useful for understanding needs among households that are not likely occupied by university students. Among these household types, the greatest need is affordable housing for small families and elderly people living alone.

Table 10. Cost Burdened Renter Households by Household Type

Household type (renters only)	Household Income Level					Total
	Very Low (<30% AMI)	Low (30-50% AMI)	Moderate (50-80% AMI)	Lower Middle (80-100% AMI)	Above AMI	
Elderly Family	20	0	0	0	20	40
Elderly Non-Family	185	130	0	15	0	330
Large Family	0	10	0	0	0	10
Small Family	274	220	85	10	0	589
Other	1,625	545	245	35	30	2,480
Total cost burdened households	2,104	905	330	60	50	3,449
% of households	93%	87%	44%	25%	7%	70%

Source: U.S. Department of Housing and Urban Development, Consolidated Housing Affordability Strategy (based on U.S. Census American Community Survey 5-Year Estimates, 2009-2013); BERK 2017

Figure 23 shows changes in median home sale prices between November 2010 and June 2016. Between June 2011 and June 2016, the median home sales price rose by 5.2% annually. Assuming a household can afford a 20% down payment, a household requires at least \$47,480 in yearly income to afford a mortgage for a home at the 2016 median selling price of \$227,250. Real estate professionals reported there is significantly less housing stock on the market than ever before. Prior to 2016, the lower Kittitas County market (which includes Ellensburg) maintained listings of about 200 units at any given time. Throughout 2016, listings were consistently about half that number.

Figure 23. Median Home Sale Price

Source: Zillow, 2017; BERK 2017

Table 11 shows cost burden for all owner-occupied households by income level. About 25% of these households which are owner-occupied are cost burdened.

Table 11. Cost Burdened Owner-Occupied Household by Household Type

Household type	Household Income Level					Total
	Very Low (<30% AMI)	Low (30-50% AMI)	Moderate (50-80% AMI)	Lower Middle (80-100% AMI)	Above AMI	
Elderly Family	0	15	30	4	0	49
Elderly Non-Family	10	45	20	0	0	75
Large Family	0	0	20	0	15	35
Small Family	20	0	45	40	90	195
Other	40	0	39	40	29	148
Total cost burdened households	70	60	154	84	134	502
% of households	93%	32%	66%	63%	9%	25%

Source: U.S. Department of Housing and Urban Development, Consolidated Housing Affordability Strategy (based on U.S. Census American Community Survey 5-Year Estimates, 2009-2013); BERK 2017

Table 10 and *Table 11* estimate there are about 1,323 non-student cost burdened households in Ellensburg. The majority of these households are small families (59%) and elderly people living alone (31%).

The culmination of this data indicates that there is not enough housing stock to meet the needs of the existing population in 2016. At the current rate of production, the housing stock will not meet the demand of the expected growth of 11,757 more people over the next twenty years. Furthermore, the pressures between supply and demand have exacerbated the affordable housing challenges for Ellensburg residents. With these factors in mind, the City is committed to turning the tide and supporting innovative methods to meet the needs of its residents. The City recognizes the need to encourage and promote a higher rate of housing production, and the need to successfully implement important housings goals which will aid all economic segments of the community.

The following sections will describe opportunities identified for providing new housing, as well as a description of what success would look like for Ellensburg. This is followed by goals, policies and programs intended to guide future policy decisions, as well as a section pertaining to Action Items that can be pursued in the more immediate future.

Housing Opportunities

This Housing Chapter supports innovative methods to achieve important housing goals while maintaining flexibility to fulfill different priorities in different neighborhoods. This section describes some of the innovative housing types in Ellensburg and the context in which they may work well.

- **Mixed use housing.** Ellensburg encourages creative and innovative uses on commercial and mixed use land to increase housing supply. Mixing housing and commercial uses can enhance the vitality of commercial areas by encouraging foot traffic to support neighborhood shops, and to provide eyes on the street. Over time, areas of downtown and areas near the south and west freeway interchanges could become distinct mixed use neighborhoods.
- **Downtown housing.** Second and third story residential and mixed used buildings will provide housing for people who want to live in an urban setting where there is a higher concentration of jobs and services and a variety of transportation options.
- **Accessory dwelling units.** New housing opportunities may also be provided in well-established neighborhoods. City policies currently allow for a single-family property to be designed to include an independent residence, or accessory dwelling unit, which is either attached or detached to the existing home. Accessory dwelling units are subject to specific guidelines to protect the character of the single family neighborhood. Accessory dwelling units may provide affordable housing opportunities, help those with limited income keep their homes, and extend opportunities for aging in place.
- **Universal design and aging in place.** Housing opportunities are created when housing design and choice accommodates the ordinary changes that people experience over their lives due to aging and life circumstances. Ellensburg encourages housing options, programs, and services, that support independence and choices for those who want to remain in their homes or neighborhoods regardless of age or ability.
- ~~**Planned unit development.** Utilization of Planned Unit Developments allows for variations in site design and density from the requirements of the Land Development Code in exchange for public review and design review to ensure compatibility with the setting. Clustering of housing within the planned unit developments may be encouraged to protect critical areas.~~

What does success look like?

Ellensburg maintains the vitality of existing neighborhoods and employs an array of housing tools to increase housing opportunities across the city. A broader range of housing choices serve residents at various income levels and help address emerging market demand, including housing for a varied workforce, for young adult workers and students, for seniors aging in place, and for those who desire to live in walkable neighborhoods. For a housing strategy to be considered successful, the following outcomes will be visible:

- All residents have fair and equal access to healthy and safe housing choices.
- Housing production is occurring in a manner consistent with housing targets.
- All households have access to affordable housing and diverse housing options that are equitably and rationally distributed.

GOALS, POLICIES, & PROGRAMS

These housing goals, policies, and programs contain steps that the City of Ellensburg can take in response to housing issues found within the community. These steps are intended to ensure the vitality of the existing residential stock, estimate current and future housing needs, and provide direction to implement programs that satisfy those needs.

Goal H-1: Preserve, protect, and strengthen the vitality and stability of existing neighborhoods.

Policy A Encourage development of an appropriate mix of housing choices through innovative land use and well-crafted regulations.

Program 1 Integrate new development, with consideration to design and scale that complements existing neighborhoods, and provides effective transitions between different uses and intensities.

Program 2 Encourage infill development on vacant and underused sites.

Policy B Establish additional logical access routes outside of the existing street system for bicycle and pedestrian traffic.

Program 1 Identify trail easements and develop an effective maintenance strategy.

Policy C Protect and connect residential neighborhoods so they retain identity and character and provide amenities that enhance quality of life.

Program 1 Encourage housing opportunities in mixed residential/commercial settings throughout the city.

Program 2 Provide increased residential density and improve infrastructure along arterials and transit routes through redevelopment and retrofitting, such as sidewalks and stormwater treatment.

Program 3 Assure that site, landscaping, building, and design regulations create effective transitions between different land uses and densities.

Policy D Promote sense of place in neighborhoods.

Program 1 Promote high quality design that is compatible with the overall style and character of established neighborhoods.

Program 2 Support the preservation of Ellensburg's historically-significant housing through the City's historic preservation program, which maintains a list of historic properties and districts, and provides education and incentives.

Program 3 Encourage the use of long-lived, low-maintenance building materials; high-efficiency energy systems; and low impact development techniques that reduce housing life-cycle costs and provide better environmental performance.

Program 4 Foster innovative housing and mixtures of housing types that preserve natural resources and consolidate open space.

Goal H-2 Allow and encourage a variety of housing types and densities to meet housing needs of all economic segments of the community.

Policy A Review the Land Development Code to allow for a wider variety of housing types.

Program 1 Review barriers to the development of denser housing types such as duplexes, townhomes, and accessory dwelling units.

Policy B Encourage residential development in commercial and mixed use zones, especially those within proximity to transit.

Program 1 Expand the Multifamily Tax Exemption program beyond the downtown area to encourage multifamily housing in other areas where it is needed.

Program 2 Evaluate, review, revise, and publicize the density bonus incentive program.

Program 3 Work with Central Washington University and private developers to support on-campus housing for students and in transit-served mixed residential/commercial settings throughout the city.

Policy C Consider housing cost and supply implications of proposed regulations and procedures.

Program 1 Consider reducing parking requirements for mixed-use housing developments and affordable housing developments in close proximity to jobs and transit.

Policy D Create and preserve ADA accessible and affordable housing opportunities locally and with a regional perspective.

Program 1 Promote working partnerships with public, private, non-profit groups, and developers to plan and develop a range of housing choices.

Program 2 Evaluate other housing affordability programs utilized in other communities that could be incorporated into the Land Development Code.

Program 3 Support the preservation, maintenance, and improvements of older/historic housing and assistance to low income households who want to stay in their homes.

Goal H-3 Encourage and support a variety of housing opportunities for older adults and people with disabilities.

Policy A Collaborate with other jurisdictions, organizations, and private developers to meet special housing needs that address a broad spectrum of solutions.

Program 1 Promote accessible and affordable housing in areas that are close to services and the rest of the community.

Program 2 Coordinate with local organizations and agencies to provide sufficient and affordable home maintenance and support services.

Program 3 Promote the use of universal design principles for new development or redevelopment housing projects.

ACTION ITEMS

Allow for Planned Unit Developments

~~Incorporate planned unit developments as an allowable use as appropriate into the City's land development code.~~

Evaluate, review and revise density bonus program

The existing density bonus program provides density bonus incentives between 5 and 150% greater density for developments that incorporate a greater variety of housing types, affordable housing, green building, trails, and historic preservation. Since to date, none of these density bonuses have been taken advantage of, it is the City's goal to create a program that provides relevant incentives and an administration and implementation plan. This will include an evaluation of other jurisdictions' incentive programs including affordable housing mandates that have achieved the sought after results as well as outreach and engagement with the local development community.

Expand the Multifamily Tax Exemption Program

~~Expand the Multifamily Tax Exemption program into areas outside the Central Business District that have been prioritized for increased multifamily housing.~~

Review and revise land development code

Review and revise the land development code as necessary to allow for a wider variety of housing types; specifically review and identify potential barriers to small-scale multifamily developments, duplex, townhome, and accessory dwelling units.

Review barriers to missing middle housing types

Ellensburg needs increased housing production, particularly among missing middle formats such as duplexes, townhomes, tiny homes, and accessory dwelling units. Outreach to housing developers and to real estate professionals indicated there is a need for this housing, but that it may be difficult to produce under current conditions.

Review parking standards

Consider reducing parking requirements for new student-oriented housing or affordable housing near jobs and transit. Parking was identified as a significant cost barrier for building new multifamily housing, and as such additional residential parking and transit data should be collected and evaluated.

Evaluate cottage development standards

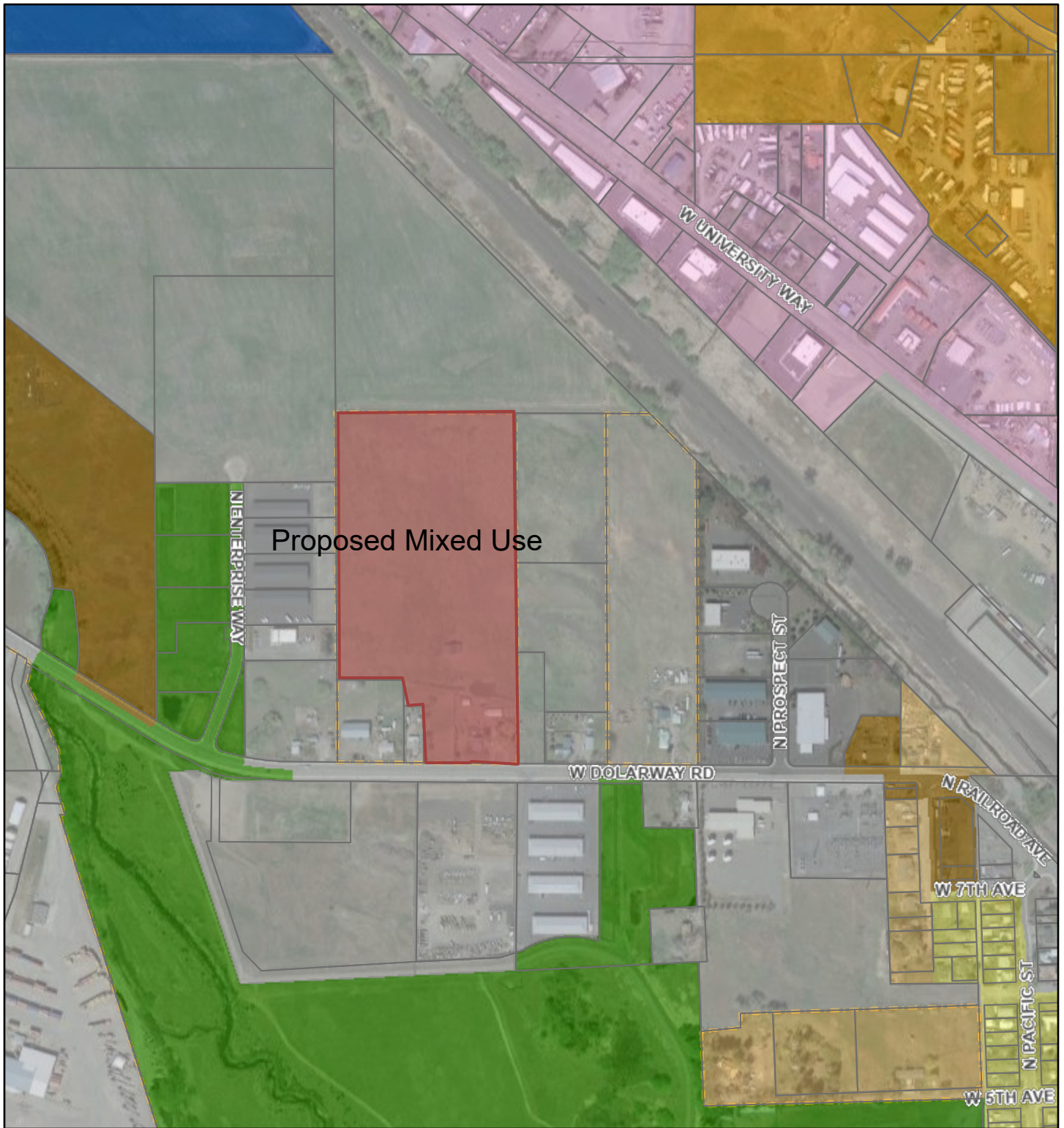
Review and revise the cottage development standards to encourage the development of and removal of barriers to developing cottage communities.

POLICY CONNECTIONS

The **Land Use** chapter includes policies and land use designations that support the development of many types of housing to ensure that people who live and work in Ellensburg have adequate housing choices.

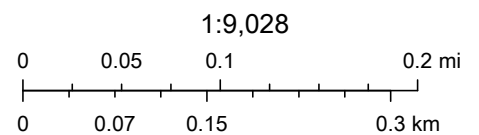
The **Transportation** chapter includes goals and policies for establishing consistency and coordination between transit service and future housing and mixed use developments.

The **Economic Development** chapter includes goals and policies to encourage mixed-use areas and residential areas in close proximity to job opportunities and amenities.



1/27/2023, 9:39:57 AM

- | | |
|--|---|
| Override 1 | Urban neighborhood |
| County Parcels | Neighborhood mixed use |
| Road | Urban center |
| Major Arterial | Community mixed use |
| Land Use Designations | Industrial residential |
| Residential neighborhood | Neighborhood commercial |
| Blended residential neighborhood | Mixed business park |



Google Maps



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 21, 2023

Item Title/Agenda Subject: Ordinance 4911- First Reading for Amendments to Ellensburg City Code Section 9.92 (Utility Fee and Credit Schedules)

Submitted by: Derek Mayo Public Works & Utilities

Recommended Action or Motion: Approve first reading of Ordinance 4911 revising Ellensburg City Code (ECC) sections 9.92.300 and 9.92.400.

Background/Summary: In 2006, the City Council adopted and incorporated into Ellensburg City Code chapter 4.04, the Public Works Development Standards (Standards). Included in the Standards is a chapter which outlines all permitting costs and fees for public works, water and sewer permitted work. ECC Sections 9.92.300 and 9.92.400 include a few remaining water and sewer fees/costs that are duplicates of the permitting chapter of the Standards.

Previous Council Action: In 2006, City Council adopted Ordinance 4462 incorporating the Public Works Development Standards into the Ellensburg City Code.

Analysis: While preparing draft updates to the permitting chapter of the Public Works Development Standards, staff found water and sewer permit fees that were included in both ECC chapter 9.92 and the Standards. In an effort to eliminate duplicate and the potential for conflicting language, the proposed Ordinance eliminates the last few water and sewer permit fees from the Code. The permitting chapter of the Standards outlines all Public Works, Water, and Sewer permit fees. These Standards are adopted by Code, available on the City's website and City offices. Staff direct all potential permittees to the Standards at the time of preliminary permit discussion as well.

The procedures to complete any updates to the Public Works Development Standards are outlined in ECC 4.04.040, which includes a Public Hearing.

The proposed revisions to ECC Chapter 9.92 were presented

to the Utility Advisory Committee at their Nov. 17, 2022 meeting and they provided a favorable recommendation to City Council for the proposed Ordinance.

Financial Impact: No fiscal impact for this action.

Attachments:

[Ordinance 4911 \(first reading\) Chapter 9.92 Utility Fee and Credit Schedules](#)

ORDINANCE NO. 4911

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO CHAPTER 9.92 “UTILITY FEE AND CREDIT SCHEDULES” AND AMENDING SECTIONS 9.92.300 AND 9.92.400 OF THE ELLENSBURG CITY CODE.

WHEREAS, the City Council adopted the Public Works Development Standards in 2006 and Section 11 of these Standards, Permitting, includes all applicable permitting requirements and the associated fees; and

WHEREAS, at the time of the adoption of the Public Works Development Standards, the majority of the fees were removed from Ellensburg City Code, so as not to be duplicated in the Public Works Development Standards; and

WHEREAS, there are still some water and sewer permit fees that are included in both documents; and

WHEREAS, City staff is preparing an update to the Permitting Chapter of the Public Works Development Standards and would like to remove the duplications from the Ellensburg City Code prior to commencing with the revisions to the Public Works Development Standards to minimize the future potential for conflicting documents; and

WHEREAS, City staff will follow the procedures outlined in Ellensburg City Code Section 4.04.040 for making revisions to the Public Works Development Standards;

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

Section 1. Section 9.92.300 of the Ellensburg City Code, as last amended by Section 5 of Ordinance 4897, is hereby amended to read as follows:

9.92.300 Sewer utility fee and credit schedule.

Effective Date: 1/1/2023

Service Credit	None
Extension Credit	None
Reconnect Fee	N/A
After Hours Reconnect Fee	N/A

Meter Testing Fee	N/A	
Inspection Fee	See ECC Title 4	
Temporary Service Fee	Actual cost	
Plant Investment Fee	Size of Meter	PIF
		Effective Date 1/1/2023
	3/4-inch or smaller	5,680.00
	1-inch	\$9,467.00
	1-1/2-inch	\$18,933.00
	2-inch	\$30,293.00
	3-inch	\$60,587.00
	4-inch	\$94,667.00
	6-inch	\$189,333.00
	8-inch	\$302,933.00
Reimbursement Fee	Varies by agreement and/or cost to city	
Developer Reimbursement Application Fee	\$50.00	
Public Works Permit Fee	\$25.00	
Side Sewer Inspection Fee	\$25.00 per inspection plus \$25.00 per each additional lateral	
Side Sewer Tap	\$150.00 plus sales tax	

[Ord. 4897 § 5, 2022; Ord. 4817 § 2, 2018; Ord. 4555 § 13, 2009; Ord. 4503 § 2, 2007.]

Section 2. Section 9.92.400 of the Ellensburg City Code, as last amended by Section 6 of Ordinance 4897, is hereby amended to read as follows:

9.92.400 Water utility fee and credit schedule.

Effective Date: 1/1/2023

Service Credit	None	
Extension Credit	None	
Reconnect Fee	1 hour at senior pipeperson wage	
Unauthorized Service Fee	1.5 hours at senior pipeperson wage	
After Hours Reconnect Fee	2 hours at senior pipeperson overtime wage	
Inspection Fee	See ECC Title 4	
Temporary Service Fee	Actual cost	
Plant Investment Fees	Meter Size	PIF
		Effective Date 1/1/2023
	3/4-inch or smaller	\$6,160.00
	1-inch	\$10,267.00
	1-1/2-inch	\$20,533.00
	2-inch	\$32,853.00
	3-inch	\$65,707.00
	4-inch	\$102,667.00

	6-inch		\$205,333.00
	8-inch		\$328,533.00
Reimbursement Fee	Varies by agreement and/or cost to city	-	
Developer Reimbursement Application Fee	\$50.00	-	
Public Works Permit Fee	\$25.00	-	
Irrigation/Backflow Permit	\$10.00	-	
Meter Connection Fees	Meter Size	Service Charge	Meter Only
-	3/4" or less	\$900.00	\$190.00
-	1"	\$1,000.00	\$240.00
-	1-1/2" or more	actual cost	actual cost
Meter Exchange Credit	Meter Size	Credit	-
-	3/4" or less	\$45.00	-
-	1"	\$120.00	-
-	1-1/2"	\$360.00	-
-	2"	\$750.00	-
-	3"	\$1,200.00	-
-	4"	\$2,250.00	-
-	6"	\$4,500.00	-

Bacteriological Samples	Actual cost	-
Water Use by Hydrant	\$100.00 first month/per permit	-
-	\$25.00 per week/permit after first month	-
Backflow Assembly	\$400.00 (refundable deposit)	

[Ord. 4897 § 6, 2022; Ord. 4817 § 3, 2018; Ord. 4761 § 3, 2016; Ord. 4690 § 3, 2014; Ord. 4555 § 14, 2009; Ord. 4508 § 2, 2007; Ord. 4503 § 2, 2007.]

Section 3. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 4. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the _____ day of March, 2023.

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. 4911 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4911 was published as required by law.

BETH LEADER



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: February 21, 2023

Item Title/Agenda Subject: Resolution for Allocation of 2023 Lodging Tax Funds

Submitted by: Cynthia LaChappelle-Mathis City Manager Department

Recommended Action or Motion: Adopt proposed Resolution approving the allocation of 2023 Lodging Tax Funds in the amount of \$53,321.22.

Background/Summary: The City previously entered into an Interlocal Agreement with Kittitas County for an annual consolidated countywide process for award and distribution of lodging tax funds. Pursuant to the Interlocal Agreement each participating municipality will contribute 13% of their annual lodging tax collections through the consolidated lodging tax process. The City's designated amount for 2023 is \$53,321.22.

The Consolidated Lodging Tax group met on November 18, 2022, to hear applicant presentations and discuss allocation of funds. Funding requested from 21 applicants totaled \$348,081.90 and there was \$310,247.90 available for distribution.

The City's funding of \$53,321.22 will be allocated to:

Laughing Horse Arts Foundation	\$3,835.00
Kittitas Valley Event Center - Patriot Night	\$25,000.00
Gallery One	\$15,000.00
Ellensburg Rodeo Hall of Fame	\$934.22
The Patch at Jenson Farms	\$3,500.00
Junk-tique in the Burg	\$5,052.00

The City's Lodging Tax Advisory Committee met on December 13, 2022, and approved a motion to recommend the funding distribution as presented in the proposed resolution.

Previous Council Action: The Council previously approved the Interlocal Agreement creating the consolidated lodging tax process.

Analysis: The City Lodging Tax Advisory Committee budgets funds each

year to allocate for events, festivals, and marketing. The combined countywide process allows more applicants to receive funding, and though it is a long process, it has simplified the process for the organizations applying for funds.

Financial Impact:

The \$53,321.22 allocation is included in the 2023/2024 Biennial Budget.

Attachments:

[Resolution No 2023-05](#)

RESOLUTION NO. 2023-05

A RESOLUTION ADOPTING THE DISTRIBUTION OF THE 2023 HOTEL/MOTEL TAX FUND GRANTS

WHEREAS, RCW 39.34.080 and other Washington State law, as amended, authorizes any city to contract with any other city/county to perform any governmental service, activity or undertaking which each contracting city/county is authorized by law to perform; and

WHEREAS, the governing bodies of Kittitas County and the cities of Ellensburg, Cle Elum, and Roslyn previously entered into an interlocal agreement for the purposes of creating a consolidated lodging tax grant process for special events and projects; and

WHEREAS, in accordance with the interlocal agreement, Kittitas County solicited applications for the distribution of the 2023 Hotel/Motel tax funds in the form of reimbursable grants for special events and projects throughout Kittitas County; and

WHEREAS, in accordance with the interlocal agreement, the respective Lodging Tax Advisory Committees (LTACs) or designees of Kittitas County and the cities of Ellensburg, Cle Elum, and Roslyn have reviewed all the applications submitted to Kittitas County; and

WHEREAS, in accordance with the interlocal agreement, Kittitas County compiled the various participating entity's scoring and funding recommendations and forwarded them to the combined county-wide LTAC Consolidated Work Group for further review; and

WHEREAS, in accordance with the interlocal agreement, the combined county-wide LTAC Consolidated Work Group met in an open public meeting November 18, 2022, at Ellensburg City Hall to receive presentations from applicants recommended for funding. On January 4, 2023 the combined county-wide LTAC Consolidated Work Group met in an open public meeting on WebEx and deliberated to reach a final funding recommendation which is to be forwarded to each entity's legislative body for final approval; and

WHEREAS, in accordance with an amendment to the interlocal agreement, each participating municipality agreed to make available 13% of their annual lodging tax collections to be awarded through the consolidated lodging tax grant process; and

WHEREAS, Kittitas County designated \$232,378.87 to be available for grants as part of this process, Ellensburg designated \$53,321.22 Cle Elum designated \$23,529.60, and Roslyn designated \$1,018.21; and

WHEREAS, the combined county-wide LTAC Work Group recommended expending \$310,247.90 of the designated funds; and

WHEREAS, in accordance with the interlocal agreement, Kittitas County will provide notice to each successful applicant and will require a contract be agreed to by each successful applicant prior to funding awards being available for reimbursement; and

WHEREAS, in accordance with the interlocal agreement, Kittitas County will serve as the single reimbursing agency for all successful applicants and will bill each participating municipality's lodging tax fund for its respective share of any reimbursements awarded and applied for; and

WHEREAS, the legislative authorities for Kittitas County and the cities of Ellensburg, Cle Elum, and Roslyn are approving only their respective lodging tax fund grant awards.

NOW, THEREFORE BE IT RESOLVED: That the City of Ellensburg hereby awards the 2023 Hotel/Motel Tax fund grants distribution for special events and projects as follows:

Laughing Horse Arts Foundation	\$3,835.00
Kittitas Valley Event Center- Patriot Night	\$25,000.00
Gallery One	\$15,000.00
Ellensburg Rodeo Hall of Fame	\$934.22
The Patch at Jenson Farms	\$3,500.00
Junk-tiquen in the Burg	\$5,052.00
	\$53,321.22

ADOPTED this 21st day of February 2023

Mayor

Attest: _____
City Clerk



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	February 21, 2023
Item Title/Agenda Subject:	Public Facilities Funding Discussion
Submitted by:	Heidi Behrends Cerniwey City Manager Department
Recommended Action or Motion:	Continue discussion from Joint City/County study session to guide further actions for partnerships to funding public facilities.
Background/Summary:	At the Joint City/Kittitas County Board of County Commissioners study session on February 9, 2023, a discussion about the status and funding for several public facilities, including a Community Center, Fieldhouse, Event Center/Rodeo Arena, and Airport. The City and County are both looking for funding, maintenance, and construction of public facilities.
Previous Council Action:	At the May 2, 2022 City Council Study Session, Kittitas County staff Kady Porterfield and Patty Stacey; along with Brian Twardoski and Carl Jensvold of the Ellensburg Rodeo Board, and Kittitas County Commissioner Wachsmith, reviewed the urgent need for capital improvements at the Kittitas Valley Event Center (KVEC). At that time, they also requested a commitment from the City to partner to fund those capital improvements with an estimated annual debt service. The City's portion was estimated to be \$250,000 for a period of ten years. At the November 7, 2022 study session, Council discussed revenue options to support the KVEC and Rodeo Arena improvements. Council approved a plan to forgo any economic development project funding requests for future Distressed County Sales and Use Tax Grant Funds for a period of ten (10) years to fund debt service for the requested improvements. They also expressed an openness to the Commissioners to explore other funding options. A letter was sent to the Kittitas County Commissioners reflecting the City Council's interests (see attached).
Analysis:	Rebuilding the indoor recreation space lost in the ERRC fire incident on December 2, 2022 has become a City priority. The 32,000 square foot indoor recreation facility provided critical

health and wellness activities that supported individuals and groups across Kittitas County. Based on this emergent need, the goal is to complete construction of the Ellensburg Community Fieldhouse by December 2024. The project has been designed to have maximum impact on public health, education, social services, economic development/tourism, infrastructure, energy efficiency, and recreation. The City's funding plan for the \$25 million facility includes \$16 million local partners (city, county, private) and \$9 million state. Attached is a flyer that describes project.

This discussion item provides an opportunity for Council to review priorities and funding options based on new priorities and feedback from the County Commissioners.

Financial Impact:

This item is for discussion purposes only.

Attachments:

[Ellensburg Community Fieldhouse](#)
[11-7-2022 Letter to BOCC Re .09 Sales Tax Funds](#)
[Kittitas County Public Health Data](#)

Ellensburg Community Fieldhouse

Replacing Ellensburg Racquet & Recreation Center Lost in Fire on 12/2/2022



The Ellensburg Racquet & Recreation Center was destroyed in an early morning fire on December 2, 2022.

2023-2024 Local and Community Projects Capital Funding Request

\$9 Million state share

[Top stories of 2022: No. 1: Fire destroys Ellensburg Racquet and Recreation Center | Ellensburg | dailyrecordnews.com](#)

The fire incident on December 2, 2022 which resulted in the loss of the Ellensburg Racquet & Recreation Center has created an emergent public health concern for the City of Ellensburg and Kittitas County. The 32,000 sq ft indoor recreation facility provided year-round critical health and wellness activities that supported individuals and groups across this economically distressed rural county. The City of Ellensburg is collaborating with Kittitas County and community partners to fund and replace the lost recreation facility with the construction of a Fieldhouse—a multi-use, multi-generational community indoor fitness complex—at Rotary Park, a city-owned 100-acre outdoor regional sports complex. We seek assistance from Washington State to fund a facility that will positively impact people in Central Washington.

Broad Public Value to Central Washington

- Replaces critical indoor fitness facility in distressed rural Kittitas County, with ADA-accessibility, energy efficient building adjacent to the City's Renewable Energy Park
- Positive public health impact on Central Washington community and schools with limited indoor recreation options
- Regional asset at junction of I-90 and I-82, driving economic development through sports tourism
- Supports diverse recreation interests and populations
 - Multi-use indoor turf (soccer, baseball, football, softball, and rugby)
 - Hard surface courts (racquet sports, basketball, and volleyball, etc.)
 - Fitness track, roller derby, golf, and other indoor activities
 - Serves rural and underrepresented populations



**Total Project—\$25 Million
Completion—December 2024**

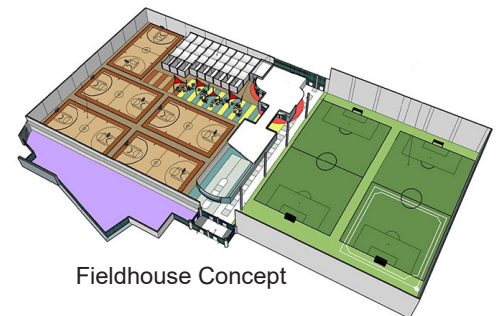
Fieldhouse Project Highlights

- Provide over 100,000 sq ft indoor turf and courts with amenities
- Local Match \$16 million/Total Project \$25 million
 - City of Ellensburg
 - Kittitas County
 - Private Partners/Other
- Under 2-year completion timeline



Partnerships Ensure Success

- Central Washington University
- Kittitas County
- Ellensburg School District
- Rotary Clubs of Ellensburg
- Private Community Investment



Fieldhouse Concept

Heidi Behrends Cerniwey
City Manager
cerniweyh@ellensburgwa.gov



City of Ellensburg
501 N. Anderson St
Ellensburg, WA 98926 **164**



CITY OF ELLENSBURG
501 North Anderson Street
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November 7, 2022

Commissioner Laura Osiadacz
Commissioner Brett Wachsmith
Commissioner Cory Wright
Kittitas County Board of County Commissioners

RE: Future Distressed County Sales and Use Tax Grant Funds for Kittitas Valley Event Center Improvements

Dear Commissioners:

On May 2, 2022, County staff Kady Porterfield and Patty Stacey; Brian Twardoski and Carl Jensvold of the Rodeo Board; and Commissioner Wachsmith reviewed the urgent need for capital improvements at the Kittitas Valley Event Center (KVEC). At that time, they also requested a commitment from the City Council to partner to fund those capital improvements with an estimated annual debt service from the City's portion to be \$250,000.

The Ellensburg City Council recognizes the economic impact of the KVEC activities and Ellensburg Rodeo and the importance of maintaining safe and attractive facilities to enhance local recreation and tourism activities. At the meeting, the Council expressed interest in exploring funding options to support facility improvements, including a commitment to opt out of requesting future Distressed County Sales and Use Tax (.09%) Funding for a period of ten (10) years.

Since that time, City staff and Council have considered revenue options that may support KVEC facility improvements and have determined that other councilmanic revenue sources such as City lodging tax or admissions tax were insufficient to consistently fund annual debt service over a ten-year period. Without current dialog to explore a regional partnership to implement new revenue for public recreation facilities, the most efficient source of revenue the City can commit to fund these improvements would be the Distressed County Sales and Use Tax.

Please accept this letter as an open offer to the Commissioners for the City of Ellensburg to forgo any economic development project funding requests for future Distressed County Sales and Use Tax Grant Funds for a period of ten (10) years to provide capacity for debt service payments for improvements to KVEC facilities.

We welcome additional dialog or formal agreement to memorialize this commitment. As a Council, we are willing to explore other partnerships for new revenue options to achieve mutual interests. We would also offer our advocacy at the State level to invest in this regional asset.

Sincerely,

Nancy Lillquist, Mayor

HEALTH OUTCOMES



- Major cardiovascular disease (CVD) is the highest cause of death in Kittitas County, 142 per 100,000 persons (2020)
[Physical activity prevents chronic diseases](#)
- CVD is the #2 cause of hospitalization (2020)
 - Childbirth is the #1 cause of hospitalization

HEALTH BEHAVIORS



- 80.9% of youth did not meet [CDC physical activity requirements](#) (2021)
- 28.9% of youth had 3 or more hours of [screen time](#) per day (2021)
- 42% of adults did not meet [aerobic guidelines](#) (2019)



COMMUNITY NEED - Survey & Focus Group

*Community input gathered Sep/Oct 2022, before fire at the [Racquet & Recreation Center](#)

What would improve the quality of life in our community?

- Indoor activities
- Parks, activities, recreation

What are the most important health concerns for children and youth in our community?

- Physical activity & nutrition
- Recreation

"More...activities, games here [Ellensburg] because sometimes they are in Yakima, in Cle Elum, on the other side... More [to do] in the snowy weather."

-Participant, Spanish focus group



MANAGER'S REPORT

DATE: February 21, 2023

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Streamside Landowners Invited to Kittitas County Flood Workshop on February 23.

The City of Ellensburg in partnership with Kittitas County, Yakima Basin Fish and Wildlife Recovery Board, Washington Department of Fish and Wildlife, Kittitas County Conservation District and Mid-Columbia Fisheries will be hosting an education and open house event. The workshop will be held February 23 at the Hal Holmes Community Center, 209 N Ruby Street, from 5:00 p.m. to 7:30 p.m. with presentations from different agencies and time at the end for specific questions and answers.

2. State of the Community and Launch of Collaborative Economic Development Plan Implementation.

The Kittitas County Chamber of Commerce will be hosting a State of the Community event on March 7, 2023. Speakers will include our very own Mayor Lillquist, Commissioner Wright, and other mayors in Kittitas County, sharing about challenges and opportunities in our cities and county. The event will also serve as the formal launch and implementation of the county-wide economic development plan. The City/County Economic Development Strategic Plan was presented at the February 9 Joint meeting and will be brought before Council for adoption at the March 6 meeting.