

CITY COUNCIL AGENDA AMENDED

November 4, 2024



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

To attend the city council meeting virtually register here:

https://us02web.zoom.us/webinar/register/WN_klPIEnnVTLCIkjvs0zxUw

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

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

AMERICANS WITH DISABILITIES ACT

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

COUNCIL MEETING

GUIDELINES FOR PUBLIC PARTICIPATION

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

Public comment on Non-Agenda Issues (Item No. 7) is limited to a combined total of thirty (30) minutes unless Council votes to extend the time. 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. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).***
 - a) Anyone wishing to provide public comment on ***Non-Agenda Issues*** (Item No. 7 on the Agenda) must: 1. Register via the Zoom link by no later than 24 hours prior to the meeting; and 2. Provide a description in the Zoom registration form of the topic upon which they wish to speak with sufficient detail to allow the Mayor to determine whether it pertains to City business or a matter over which Council has control.
 - b) Anyone wishing to speak on ***all other Agenda items*** where it specifically states “Public Comment Opportunity” must register prior to 7 p.m. the day of 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. If you wish to speak on an agenda item, you must:
 - a) Wait to be called upon by the Mayor using your name, e-mail, or phone number used to log in to the teleconference.
 - b) Raise your “virtual hand” in the corner of Zoom application on the computer screen or press *9 on your phone. Raising your hand signals the moderator that you wish to speak.
6. ***Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.***

PROCEDURE FOR IN-PERSON PARTICIPATION (COUNCIL CHAMBERS)

- ◆ When recognized, approach the microphone provided on the right side of the room.
- ◆ Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.
- ◆ Each speaker's comments are to be limited to 3 MINUTES.
- ◆ Submit any written comments to the City Clerk.
- ◆ Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
- ◆ Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS

1. Each speaker's comments are to be limited to 3 MINUTES.
2. Speakers are cautioned not to engage in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting.
3. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).
4. Speakers providing comments on Item 7, Non-Agenda Issues, may only address the Council on matters which concern the City's business or over which the Council has control, and must announce the topic upon which they wish to speak before making their comments.

Please note: City Council Rules provide that no action will be taken by the Council at the meeting at which a subject is first introduced during the citizen comment period (Item 7 on the Agenda). Council may consider an item at a future meeting, thus you may wish to concisely state your concern and request placement of your matter on a future agenda. Staff will follow up with speakers as necessary.

CONSENT AGENDA

Members of the audience may request items be removed from the consent agenda by asking for recognition and making the request during Agenda Approval. Items will not be removed from the consent agenda unless your request is confirmed by a councilmember.

AGENDA ITEMS

If you wish to have an item placed on a Council agenda, a written request should be delivered to the City Manager's Office prior to noon on the Monday preceding the Council meeting. Assistance will be provided in preparing a request if you wish to contact the City Clerk at (509) 925-8614.

PUBLIC HEARINGS

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

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

**CITY OF ELLENSBURG
CITY COUNCIL AMENDED AGENDA**

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

Monday, November 4, 2024

6:00 PM – Study Session

7:00 PM - Regular Meeting

Study Session (No Public Comment)

A Community Development Fee Schedule 6

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

2.A Native American Heritage Month 12

2.B Veterans Day Proclamation 13

3. Awards and Recognitions

3.A 2023 Outstanding Treatment Plant Award by Coleman Miller

3.B Presentation of Empowering Teams Award to City of Ellensburg Wastewater Treatment Facility Crew by Brian Cortese.

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 October 21, 2024 Regular Meeting 14

5.B Acknowledge Minutes of Boards & Commissions 18

5.C Award Bid Call 2024-05 Electrical Utility On Call Construction Services to Riverline Power LLC 31

5.D Accept the Resignation of Janie Zencak from the Lodging Tax Advisory Committee effective December 1, 2024 33

5.E Memorandum of Understanding (MOU) Authorization between the Mountains to Sound Greenway Trust and the City of Ellensburg to form a collaborative

partnership for the Palouse to Cascades Reconnection Project and Bike Access Program	34
5.F Approve November 4, 2024 Voucher Listing	41
6. Petitions, Protests, and Communications	
7. Citizen Comment on Non-agenda Issues	
8. Business Requiring Public Hearings	
8.A Public Hearing (Legislative) - 2025 Proposed Revenue Sources Including Property Tax Levy Ordinance 4947 (First Reading) (Public Comment Opportunity)	42
8.B Public Hearing for Preliminary 2025/2026 Biennial Budget (Public Comment Opportunity)	54
8.C Public Hearing (Legislative) to Consider Adoption of Resolution 2024-29, declaring the Ellensburg Airport Incubator Building Surplus to the City's Needs (Public Comment Opportunity)	86
9. Introduction and Adoption of Ordinances and Resolutions	
10. Unfinished Business	
11. New Business	
11.A Third Quarter 2024 Financial Status and Investment Reports (Public Comment Opportunity)	90
11.B Council Funded Grant Program – 2025 Grant Awards (Public Comment Opportunity)	105
11.C 2024-2025 Cold Weather Shelter Facilities Contract (Public Comment Opportunity)	114
12. Miscellaneous	
12.A Manager's Report (No Public Comment)	125
12.B Councilmembers' Reports (No Public Comment)	
13. Executive Session	
13.A Per RCW 42.30.110(1)(i), to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency	
14. Adjournment	



Meeting Date: November 4, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Community Development Fee Schedule
Submitted by: Dan Carlson, Community Development Director
Department: Community Development

Suggested Motion/Action:

Move to direct staff to proceed with preparation of a new Community Development fee schedule for building and land use permit fees that considers cost recovery for processing permits.

Background/Summary:

Under RCW 82.02.020, jurisdictions may collect building and land use permit fees to cover the cost of processing permits. However, current City of Ellensburg review fees are not covering these costs. Ellensburg City Code (ECC) 3.01.180 contains construction valuations that building permit review fees are based on, but these valuations do not represent current construction costs because they were adopted so long ago. Land use permit review fees were adopted by Resolution No. 2014-32 on November 13, 2014, but since it has been 10 years since these fees were adopted, the existing fees generally do not cover the cost of review, and there are application types that do not have associated fees.

Staff is recommending an update to building and land use permit review fees to cover the cost of processing these applications. Two different fee model types would be used – a multiplier model for building permit review for new construction, and a reasonable and sufficient fee model for land use permit fees and stand-alone building permit fees (mechanical, plumbing, demolition, etc.).

Building Permit Fees for New Construction

Building permit review fees for new construction would be determined based on a multiplier model, which enables the jurisdiction to determine how much service will cost for plans examination and building inspections given total construction valuation for the project. This multiplier is based upon the International Code Council (ICC) suggested model, and upon the most current published Building Valuation Data table of the ICC Building Safety Journal (Building Valuation Data – February 2024 attached). This fee model simplifies the permit cost process and includes foundation work, structural and non-structural components, plumbing, mechanical, and interior finish work. This model would allow the City to adjust permit fees annually based on construction activity and the desired level of service.

The multiplier works as follows:

- The total annual construction value for the last year is divided into the building division budget for the coming year to create a multiplier.

- The multiplier is then used against the square foot cost of the construction project estimated by using the most current issue of Building Safety Journal Building Valuation Data sheet published by the International Code Council.
- This produces a permit fee adequate to process the building permit. This cost includes all plumbing and mechanical inspections associated with new construction.

Land Use Permits and Stand-alone Building Permit Fees

Review fees for land use and stand-alone building permits would be determined using a reasonable and sufficient fee model. The fee model would consider the direct costs associated with permit review (staff wages and benefits and any additional hard costs such as printing, travel to inspections, or publishing notice) and indirect costs (portion of department's overhead and operating costs, such as software subscriptions, office leases, web tools, and workstation hardware).

This fee model works as follows:

- Direct costs such as staff wages and benefits, postage, printing, or publication costs, hearing examiner fees, etc. are determined.
- A portion of indirect costs such as administrative support, office supplies, software, operation of fleet vehicles, etc. are assigned to the direct costs to determine the permit review rate.
- The permit review rate is then multiplied by the number of review hours per permit type to determine the reasonable and sufficient permit fee for each application type.

For both models, new fees would be adopted annually by resolution so that review fees can keep pace with changing costs of review and changing permitting levels.

Previous Council Action:

None

Analysis:

In order to be compliant with RCW 82.02.020, new construction building permit review fees would need to be determined using the adopted budget and the most recent construction valuation. Staff did test these fees based on the current adopted budget and construction valuation between August 2023 and August 2024. The test included three hypothetical construction projects – a 2,000 square foot single family residence, a 15-unit, 12,600 square foot apartment building, and a 3,200 square foot commercial building. Existing fees were compared to full cost recovery fees that were determined using the multiplier model described above. Here are the results:

Building	Full Cost Recovery	Current Fees	Approximate Percentage of Cost Recovery
Single Family Dwelling	\$5,832.44	\$3,077.42	52.76%
Apartment Building	\$32,887.41	\$10,523.29	32.00%

Commercial Building	\$11,850.91	\$4,353.29	36.73%
---------------------	-------------	------------	--------

Staff would need to collect data to determine the actual costs of land use permits and stand-alone building permits, but the following table compares current City of Ellensburg land use permit review fees to Kittitas County and the City of Yakima. The County has been using a similar fee model since 2015 and it was updated annually from 2015 to 2023, so the data should be fairly accurate. For the purpose of this comparison, the table only includes the most common land use permit applications received by the City, but a full schedule of permit fees would need to be developed.

	City of Ellensburg	Kittitas County	City of Yakima
Preapplication Meetings	\$500.00	\$660.00	No fee
Preliminary Long Plat	\$1,800.00	\$3,190.00	\$3,278.00
Preliminary Short Plat	\$350.00	\$2,340.00	\$1,372.00
Final Plat	No fee	\$1,050.00	\$351.00
Boundary Line Adjustment	\$300.00	\$810.00	No fee
Variance	\$600.00	\$2,000.00	\$2,858.00
Site Development Permits	\$75.00	No fee	No fee
Critical Area Permits	\$150.00	N/A	\$1,372.00
Landmark COA	No fee	N/A	No fee
Annexations	No fee	N/A	No fee
Rezone	\$1,800.00	\$3,700.00	\$3,278.00
SEPA	\$800.00	\$600.00	\$813.00

For all review fees, the percentage of cost recovery can be determined based on the percentage of the budget expected to be covered by review fees. Additionally, full cost recovery for some fees (such as housing projects) may not be desirable so that the fees don't discourage an intended result (such as the production of more housing units).

If directed to proceed, next steps would include drafting of a new fee schedule and bringing forward an ordinance to amend city code and adopt a new fee schedule by resolution.

Financial Impact:

None at this time.

Budget Adjustment: No

Attachments:

1. February 2024 ICC Multiplier Model Valuation Table

Building Valuation Data – FEBRUARY 2024

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2024. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2024 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs

include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$257.82/sq. ft.
3. Permit Fee:
Business = 16,000 sq. ft. x \$257.82/sq. ft x 0.0075
= \$30,938

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs ^{a, b, c}

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	330.56	318.80	309.39	297.20	277.71	269.67	287.04	258.79	248.89
A-1 Assembly, theaters, without stage	303.49	291.73	282.32	270.13	250.88	242.84	259.97	231.96	222.06
A-2 Assembly, nightclubs	272.51	264.43	256.91	248.19	232.76	226.12	239.28	211.57	204.72
A-2 Assembly, restaurants, bars, banquet halls	271.51	263.43	254.91	247.19	230.76	225.12	238.28	209.57	203.72
A-3 Assembly, churches	308.01	296.25	286.84	274.65	255.52	247.48	264.49	236.60	226.71
A-3 Assembly, general, community halls, libraries, museums	258.66	246.90	236.50	225.30	205.06	198.01	215.15	186.13	177.24
A-4 Assembly, arenas	302.49	290.73	280.32	269.13	248.88	241.84	258.97	229.96	221.06
B Business	289.51	279.23	269.21	257.82	235.42	227.07	247.91	210.39	200.78
E Educational	276.33	266.73	258.30	247.60	231.08	219.28	239.09	202.46	195.97
F-1 Factory and industrial, moderate hazard	160.20	152.78	143.34	138.64	123.55	117.41	132.48	102.44	95.93
F-2 Factory and industrial, low hazard	159.20	151.78	143.34	137.64	123.55	116.41	131.48	102.44	94.93
H-1 High Hazard, explosives	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	N.P.
H234 High Hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	85.50
H-5 HPM	289.51	279.23	269.21	257.82	235.42	227.07	247.91	210.39	200.78
I-1 Institutional, supervised environment	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
I-2 Institutional, hospitals	455.16	444.88	434.86	423.47	399.17	N.P.	413.57	374.14	N.P.
I-2 Institutional, nursing homes	315.97	303.75	293.73	282.34	261.43	N.P.	272.44	236.40	N.P.
I-3 Institutional, restrained	338.01	327.73	317.71	306.32	285.40	276.05	296.41	260.38	248.77
I-4 Institutional, day care facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
M Mercantile	203.29	195.21	186.69	178.98	163.28	157.64	170.06	142.09	136.24
R-1 Residential, hotels	264.67	255.41	246.77	238.13	218.35	212.40	238.17	196.75	190.67
R-2 Residential, multiple family	221.32	212.06	203.42	194.78	175.96	170.01	194.82	154.36	148.28
R-3 Residential, one- and two-family ^d	209.61	203.74	198.94	195.12	188.41	181.45	191.77	175.86	165.67
R-4 Residential, care/assisted living facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
S-1 Storage, moderate hazard	148.46	141.04	131.60	126.90	112.12	105.97	120.74	91.00	84.50
S-2 Storage, low hazard	147.46	140.04	131.60	125.90	112.12	104.97	119.74	91.00	83.50
U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19

- a. Private Garages use Utility, miscellaneous
b. For shell only buildings deduct 20 percent
c. N.P. = not permitted
d. Unfinished basements (Group R-3) = \$31.50 per sq. ft.



City of Ellensburg **PROCLAMATION**

Native American Heritage Month
November 2024

Whereas, in 1990, President George H. W. Bush declared the month of November as National Native American Heritage Month; and

Whereas, the United States currently recognizes 574 American Indian and Alaska Native tribes, of which twenty-nine are located in Washington State; and

Whereas, as the first to live on this land, Native Americans and their traditions and values inspired - and continue to inspire - the ideals of self-governance, determination, and care for the earth; and

Whereas, the Confederated Tribes and Bands of the Yakama Nation settled on approximately ten million acres of land forming what is now known as Central Washington State; and

Whereas, the City of Ellensburg recognizes and honors the descendants, living or not, of all Native Nations residing herein and contributing to the strength and vibrance of a diverse community; and

Whereas, it is essential to educate ourselves and our community about the histories and cultures of Native American tribes, fostering a greater appreciation for their contributions to our society.

Now, Therefore, the City Council of the City of Ellensburg does hereby proclaim November 2024 as Native American Heritage Month in Ellensburg and asks all residents to join in this observance by building bridges of understanding and friendship with members of the Yakama Nation and all of our Native American neighbors.

Signed this 4th day of November, 2024.

Attest:
City Clerk

A blue ink signature of Beth Leader, written in a cursive style, over a horizontal line.

A black ink signature of Rich Elliott, written in a cursive style, over a horizontal line.
Rich Elliott, Mayor



City of Ellensburg

PROCLAMATION

VETERANS DAY PROCLAMATION

Whereas, in 1954 President Dwight D. Eisenhower, first proclaimed November 11 as Veterans Day, calling on Americans to solemnly remember the sacrifices of all those who fought so valiantly, on the seas, in the air, and on foreign shores, to preserve our heritage of freedom; and

Whereas, President Eisenhower asked Americans to commit ourselves to the task of promoting peace so that our Veterans efforts shall not have been in vain; and

Whereas, the members of our armed forces continue to be an inspiration to all of us through their demonstration of courage, leadership and commitment in service to our community and country; and

Whereas, communities across the nation participate in Operation Green Light for Veterans to shine a green light on November 11 to honor the service and sacrifice of veterans; and

Whereas, the greatest acknowledgement of our freedom is to honor our armed forces veterans who have sacrificed and, in many instances, paid the ultimate price for our freedom.

Now, Therefore, the City Council of the City of Ellensburg proudly joins Kittitas County and the rest of our nation to shine a green light at City Hall, EPD, and Library on November 11 and to salute and give special honor and recognition to those who served us in our armed forces and encourages all residents to promote peace.

Dated this 4th day of November 2024.

Rich Elliott
Mayor

Attest: _____
City Clerk



CITY OF ELLENSBURG

Minutes of City Council, Regular Meeting

Date of Meeting

October 21, 2024

Time of Meeting

7:00 PM

Place of Meeting

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

Pledge of Allegiance

The Pledge of Allegiance was led by Councilmember Miller.

1. Call to Order and Roll Call

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

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, IT Director Goeben, Library Director Camarillo, Community Development Director Carlson, Planning Manager Johnston, Senior Planner Henderson, Grants Manager Frey, Assistant City Attorney Reiman, and approximately eight members of the public

Others present remotely via Zoom: One member of the public

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda

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

5. Consent Agenda

- 5.A Approve Minutes of October 7, 2024 Regular Meeting
- 5.B Acknowledge Minutes of Boards and Commissions
- 5.C Approve University Way Banner Request for CWU Homecoming October 22-28, 2024
- 5.D Approve University Way Banner Request for ROTC - November 5 - 11, 2024
- 5.E Approve University Way Banner Request for CWU Ware Fair November 26 - December 9, 2024
- 5.F Approve University Way Banner Request for Kittitas County Pride - May 20 - June 2 and June 10 - June 23, 2025

- 5.G Department of Natural Resources 2024 Community Forestry Assistance Grant Agreement
- 5.H Resolution 2024-27 Approving Nicole Klauss' Street Tree Removal at 309 S Sampson Street
- 5.I Accept the Resignation of Jackie Adams from the Parks & Recreation Commission
- 5.J Approve October 21, 2024 Voucher Listing

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

6. Petitions, Protests, and Communications

- 6.A Recommendation of Appointment to the Library Board and confirm the Appointment of Charles Johnson as ASCWU representative to PTAC (Public Comment Opportunity)
Josephine Camarillo, Library Director, introduced Josh Aubol and he spoke regarding his interest in serving on the Library Board.

Councilmember Lillquist moved to appoint Josh Aubol to the Library Board as recommended by the subcommittee and to affirm the appointment of Charles Johnson as ASCWU representative to the Public Transit Advisory Committee. **Motion Approved 7-0**

7. Citizen Comment on Non-agenda Issues

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A Resolution 2024-28 to Adopt Records Management Policy (Public Comment Opportunity)
Jim Goeben, IT Director, presented information in the staff report.

Councilmember Lillquist moved to adopt Resolution 2024-28, establishing a records management policy. **Motion Approved 7-0**

- 9.B Second Reading and Adoption of Ordinance 4946 Amending the Ellensburg Comprehensive Plan (Public Comment Opportunity)
Jeremy Johnston, Planning Manager, presented information in the staff report.

Councilmember Goodloe moved to conduct second reading and adoption of Ordinance 4946 adopting the 2024 Annual Comprehensive Plan Docket Amendments. **Motion Approved 7-0**

- 9.C Second Reading and Adoption of Ordinance 4945 Approving Rezone of Parcel

#572733 (Public Comment Opportunity)

Stacey Henderson, Senior Planner, presented information in the staff report.

Councilmember Miller moved to conduct second reading and adoption of Ordinance 4945 approving rezone of parcel #572733 from Residential Suburban (R-S) to Residential High (R-H). **Motion Approved 7-0**

10. Unfinished Business

11. New Business

11.A Water/Sewer Connection Charge Fee Waiver for Affordable Housing (Public Comment Opportunity)

Lily Frey, Housing & Grants Manager, presented information in the staff report.

Councilmember Lillquist moved to authorize the Mayor to sign a letter of intent for the City to adopt an ordinance authorizing water and sewer connection fee waivers for new affordable housing projects. **Motion Approved 7-0**

11.B City Council Discussion and Position "For" or "Against" Initiative Measure No. 2117 Which Concerns Carbon Tax Credit Trading (Public Comment Opportunity)

Mayor Elliott announced he would poll councilmembers whether they wanted to take a position on the Initiative and would then take public comment. Five councilmembers were not in favor of taking a position.

Meghan Anderson (present remotely) spoke against Initiative 2117
Christine Sutphine, speaking for herself and others, spoke against Initiative 2117

David Dunbar, speaking on his own behalf, spoke against Initiative 2117

Sylvia Shriner, County resident, spoke against Initiative 2117

Teresa Plue, County resident, spoke in favor of Initiative 2117

Mayor Elliot polled councilmembers again.

- Councilmember Thompson was not in favor of taking a position
- Councilmember Palmer spoke why he was not in favor of council taking a position
- Councilmember Miller spoke why he was in favor of council taking a position
- Councilmember Lillquist spoke why she was not in favor of council taking a position
- Councilmember Goodloe spoke why she was in favor of council taking a position
- Councilmember Beauchamp was not in favor of taking a position
- Mayor Elliott was not in favor of taking a position

No action was taken

11.C Budget Workshop #2 - Revenue Discussion Continued (Public Comment Opportunity)

Heidi Behrends Cerniwey, City Manager, presented budget information to Council. Council asked questions of staff. No action was needed.

12. Miscellaneous

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

The City Manager reviewed the report. She also reported the Public Lands Commissioner will be in Ellensburg October 28, 2024 for tours; an EPA Community Change Grant opportunity is available for the Palouse to Cascades Trail completion; and a Public Hearing for surplus of the Airport Incubator Building will be held on November 4, 2024.

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Beauchamp reported on Library Board, Unity Park, KITTCOM and Lodging Tax grant review
- Councilmember Goodloe attended the UAC meeting and community grants subcommittee
- Councilmember Lillquist attended the UAC meeting and County Airport Advisory Committee
- Councilmember Miller attended Arts Commission, Planning Commission and American Planning Association meetings
- Councilmember Palmer attended the Law & Justice Council meeting
- Councilmember Thompson attended Landmarks & Design Commission where grant applications were reviewed
- Mayor Elliott spoke regarding the Hazard Mitigation Plan and wildfire mitigation issues

13. Executive Session

14. Adjournment

Meeting adjourned at 8:39 pm

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Minutes of Environmental Commission, Regular Meeting

Date of Meeting

September 18, 2024

Time of Meeting

5:15 PM

Place of Meeting

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

1. Call to Order and Roll Call of Members

Commissioner Linhart called the meeting to order at 5:15 pm.

Present: Jean Marie Linhart, Raven Harlin, Kristine Steinkoenig, Jess Black

Absent: Brenda Devore, Christina Wollman

Others Present; Dan Carlson-Director, Josh Mattson-Assistant City Engineer, Nancy Lillquist-City Council Liaison; Derek Mayo-City Engineer

Commissioner Black motioned to excuse the absences of Commissioner Wollman and Commissioner Devore. Motion passed 4-0.

2. Approval of Agenda

Commissioner Black motioned to approve the agenda. Motion passed 4-0.

3. Approval of Minutes

3.A August 21, 2024 Regular Meeting Minutes

Commissioner Steinkoenig noticed her last name was misspelled in two locations on August 21, 2024, meeting minutes. Commissioner Steinkoenig motion to approve the minutes from August 21, 2024, with the name corrections. Motion passed 4-0.

4. New Business

None

5. Unfinished Business

None

6. Citizen Comment

Citizen comment made by Cassandra Fallscheer regarding the new bricks on University Way. Her email to the Commission is outlined in the agenda packet. Fallscheer expressed concerns over the jarring brick for cyclists and the multi-use path that is next to driveways. Motorists park in the multi-use path for an opportunity to pull out onto the road. Fallscheer made a couple of suggestions to improve the road for cyclists.

7. Bicycle Advisory

7.A Water Street Bike Lanes

7.A. Staff member Josh Mattson explained that the City of Ellensburg received a grant to grind and overlay roadways. The project will include one block of Main Street where it connects with Manitoba Street and Water Street to Bender Road. Asphalt will be used, and 120 curbs will be made ADA accessible. Several of the traffic lanes in the area of Water Street will be narrowed so that the bike lane width can be increased. The road has varying widths, so that is accounted for in how much the bike lanes can be increased. A new bike lane will be added on Water Street from Helena Street to Bender Road. Construction cones can not be used due to block parking and are only used during construction. The Chair allowed citizen comments from Cassie Fallscheer. Cassie expressed concerns over larger trucks blocking bike lanes and large side mirrors. Staff member Mattson discussed the width of parallel parking. Having additional parking areas for larger trucks can be addressed by the Parking Committee. Existing parking will not be eliminated. If a vehicle is blocking a bike lane, the police can be notified and issue a warning.

7.B Gold & Platinum BFC Discussion

Commission members that had volunteered to look at specific cities explained their research. Several ideas developed, such as having a bicycle-friendly business. Commission members volunteered to contact businesses to see if they are interested. The application for applying to be a bicycle-friendly business will be distributed. Colleges that are bicycle friendly are an area that can be improved. Educating schools, drivers, and bicyclists was mentioned. Connecting bike routes, electric scooters, and an increase in the number of bike racks on the transit buses are ideas. The City will bring projects to the Environmental Commission in the future or consult with cyclists in the planning stages to get feedback. Lillquist will contact the college to be more bicycle friendly if possible.

7.C Rotary Presentation Discussion

The Rotary has three meeting groups. A presentation on a summary of this year's bike day and goals for next year can be gathered to use. The Rotary will be asked if they would like to donate again.

7.D Cycling Infrastructure on University Way

Staff member Mattson explained that University Way was completed because of a water quality grant. The grant required impermeable materials to be used. Because of this requirement, concrete and asphalt couldn't be used. Signs will not be installed because of the confusion it can cause riders and drivers. A shared-use pathway was created to remove riders from active traffic. Riders on the shared-use path will have driveway concerns whether on the street or pathway.

8. Staff Update/Discussion Items

8.A Waste Management 5 year Extension

Commissioner Devore worked with Waste Management regarding possibly having a recycling day and educating the public.

9. Adjournment

The meeting was adjourned at 6:33 pm.



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

October 1, 2024

Time of Meeting

5:45 PM

Place of Meeting

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

1. Call to Order and Roll Call of Members

The meeting was called to order by Commissioner Redmon.

Present: Jeff Watson, Teresa Chanes (arrived at 5:47 p.m.), Marty Blackson, Fred Redmon, Vicki Sannuto

Absent: Zane Kanyer (unexcused), Cathy Poshusta (excused)

Others Present: Stacey Henderson-Senior Planner Historic Preservation, Kathy Boots-Planning Technician, Derek Mayo-City Engineer

Commissioner Redmon motioned to excuse the absence of Commissioner Poshusta. Motion passed 5-0.

2. Approval of Agenda

Commissioner Watson motioned to approve the agenda. Motion passed 5-0.

3. Approval of Minutes

3.A Review of August 20, 2024 LDC Meeting Minutes

Commissioner Redmon motioned to approve the regular meeting minutes from August 24, 2024. Motion passed 5-0.

4. New Business

4.A Letter of Support for Public Works Historic Pathway and Lighting Project.

Derek Mayo, City of Ellensburg Engineer, asked for a letter of support from the Landmarks and Design Commission. Public Works is applying for a federal grant to put sidewalks and lighting on Third Avenue and Water Street to the Train Depot. Historic pavestones and globe lighting will be used. Trees and a transit stop will be added. The project is estimated at \$800,000 and the City of Ellensburg will match 50% of the grant. The timeline for the project is three-four years. The project has been on the Public Works Capital Projects list for 14 years. Commissioner Redmon motioned to provide a letter of support for the project. Motion passed 5-0.

- 4.B Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed installation of new sign graphics at 300 N Pearl St., Parcel ID #777033.

Appearance of fairness reviewed. Staff member Henderson read the staff report. Staff recommended approval with one condition that the sign shall be illuminated from dusk to 10 p.m. only. Public comment opened. Applicant not present. No public comment. Public comment closed. Commissioner Watson motioned to approve the Certificate of Appropriateness for the proposed installation of new sign graphics at 300 N Pearl Street with one condition, as staff recommended, and the findings of fact on page 13 of the agenda packet. Motion passed 5-0.

- 4.C Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed installation of a new sign face at 207 N. Main St., Parcel ID #047033.

Appearance of fairness reviewed. Staff member Henderson read the staff report. Staff recommended approval with one condition that the sign shall be illuminated from dusk to 10 p.m. only. Public comment opened. Applicant not present. No public comment. Public comment closed. Commissioner Watson motioned to approve the Certificate of Appropriateness for the proposed installation of a new sign at 207 N Main Street with one condition, as staff recommended, and the findings of fact on page 24 of the agenda packet. Motion passed 5-0.

- 4.D Public Hearing for consideration of a Certificate of Appropriateness (COA) for the proposed awning replacements and new barber pole at 114 W 4th Ave., Parcel ID #797033.

Appearance of fairness reviewed. Staff member Henderson read the staff report. Staff recommended approval with no conditions. A building permit for the awning and barber pole is in the process. Public comment opened. Applicant not present. No public comment. Public comment closed. The Commission discussed adding a condition that both the attachments of the barber pole be attached to mortar joints to reduce damage to historic brick or if they don't line up, at least one attachment is in the mortar joint. Commissioner Watson motioned to approve the Certificate of Appropriateness at 114 W 4th Avenue for the proposed installation of new awnings along Main Street, and a barber pole next to the main entrance with one condition, that the barber pole must attach to mortar joints, to reduce damage to historic brick. If both attachments do not line up to a mortar joint, then the applicant shall ensure at least one attachment is in a mortar joint, and the findings of fact on page 35 and 36 of the agenda packet. Motion passed 5-0.

5. Unfinished Business

None

6. Citizen Comment

None

7. Staff Update/Discussion Items

The October 15, 2024, meeting will be to review the grant applications.

The November 5, 2024, meeting will have several Certificates of Appropriateness to review, and Kelle Vandenberg will talk about the new creative district.

8. Commission Representative Update

Commissioners brought to the attention of staff that Shooters had a mural on the building that did not come before the Landmarks and Design Commission. Staff member Henderson will reach out to the owners.

Contracts for the CLG grant are being created, and then a subcommittee will be formed. Commissioner Watson explained many ways the new map can be built.

Commissioner Redmon will be absent for the October 15, 2024, meeting.

Commissioner Chanes will recuse herself from one of the grant applications because of a conflict of interest.

Staff stated that Commissioner Kanyer has stepped down from the Commission, so the city is looking for applicants.

9. Adjournment

The meeting was adjourned at 6:33 p.m.



CITY OF ELLENSBURG

Minutes of LEOFF 1 Disability Board, Regular Meeting

Date of Meeting

October 2, 2024

Time of Meeting

8:00 AM

Place of Meeting

Ellensburg City Hall - Council Chambers
501 N Anderson St.
Ellensburg, WA 98926

1. Call to Order

The meeting was called to order at 8:04 am

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

Board members absent: None

Others present: Beth Leader, Board Clerk

2. Approval of Agenda

Nancy Lillquist moved to approve the Agenda as amended with two additional retiree claims. **Motion Approved 4-0**

3. Approval of Minutes

3.A Approve Minutes of September 5, 2024 meeting

Nancy Lillquist moved to approve the minutes as presented. **Motion Approved 4-0**

4. Unfinished Business

5. New Business

5.A Approve seven claims from four retirees

Two additional claims were received for board review for a total of nine.

Mike Davis moved to approve nine claims as submitted. **Motion Approved 4-0**

6. Miscellaneous

Beth reported that the member at large position would be advertised with the regular Board & Commission vacancies.

7. Adjournment

Meeting adjourned at 8:11 am

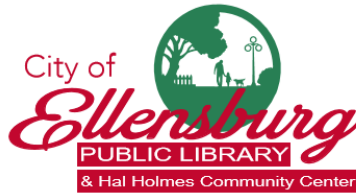
Approved 10-23-2024

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

September 10, 2024

4:30 p.m.

Council Conference Room

Mary James, Chair, term expires December 31, 2027

Vikki Carpenter, Co-Chair, term expires December 31, 2028

Marty Blackson, term expires December 31, 2027

Andreina Delgado, term expires December 31, 2028

Melina Meador, term expires December 31, 2024

Richard Moreno, term expires December 31, 2026

VACANT, , term expires December 31, 2027

I. CALL TO ORDER

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

II. ATTENDANCE

PRESENT: Vikki Carpenter, Andreina Delgado, Mary James, Rich Moreno, Marty Blackson, Melina Meador

COUNCIL LIASON: Sarah Beauchamp (absent)

ABSENT: None

STAFF: Josephine Camarillo

III. APPROVAL OF AGENDA

Motion made by Moreno to approve the agenda, motion seconded, **motion approved**.

Motion passed 6-0.

IV. APPROVAL OF MINUTES

Motion made by Moreno to approve July 2024 minutes, motion seconded, **motion approved**.

Motion passed 6-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

No correspondence or citizen comments

VI. REPORTS

A. Director Report

August and September report presented and discussed. Summer Reading ended with great success and increased participation. A new HH Assistant was hired and will start 9/16. Library participated in Community Connect Day.

B. Budget Report: August budget not yet available

C. Friends of the Library Report: FOL Pint Night 9-19 at Iron Horse 4pm-8pm. October book sale

VII. UNFINISHED BUSINESS

- A. Birthday party: Date rescheduled to Wednesday, January 15, 2025 due to HH availability. Event would be 5pm-7pm. Board duties as follows:
- a. Melina- will check with band regarding availability
 - b. Andreina- create flier
 - c. Richard- create library historical timeline to use for PR
 - d. Vikki- event setup/clean up
 - e. Marty- event setup/clean up

VIII. NEW BUSINESS

- A. 2025-2026 Budget Request Update: Four proposals were presented to the City Manager-
- 1) Additional summer hours for YS Assistant
 - 2) Additional staff hours to staff warming/cooling center at HH
 - 3) Increase funds to physical materials (books)
 - 4) Increase funds for virtual materials (downloadable books/magazines)
- B. Board Secretary: Currently there is no Board Secretary. Director Camarillo will record minutes for Board meetings. She will also look into staff attending to record minutes.
- C. Meeting time: Discussion regarding meeting time if it should change or remain the same. Board decided to remain at 4:30pm start time.

IX. UPCOMING PROGRAMS/EVENTS

Upcoming events presented.

X. UNSCHEDULED BUSINESS

None

XI. NEXT MEETING

Tuesday, October 8, 2024, at Council Conference Room, City Hall/ ZOOM

XII. ADJOURNMENT

With no further discussion, the meeting was adjourned by James at 5:32 p.m.

Respectfully submitted,
Josephine Camarillo, staff



CITY OF ELLENSBURG

Minutes of Planning Commission, Regular Meeting

Date of Meeting

September 12, 2024

Time of Meeting

5:45 PM

Place of Meeting

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

1. Call to Order and Roll Call of Members

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

Present: Ed Harrell, Michael Buehn, Sigrid Davison, Geraldine O'Mahony

Absent: Sathy Rajendran, George Bottcher

Also Present: Jeremy Johnston-Planning Manager, Dan Carlson-Director, Kathy Boots-Planning Technician

2. Approval of Agenda

2.A Approval of September 12, 2024 Agenda

Commissioner Davison motioned to approve the agenda. Motion passed 4-0.

3. Approval of Minutes

3.A Approval of Minutes for August 8, 2024 Planning Commission Regular Meeting.

Commissioner O'Mahony motioned to approve the minutes from August 8, 2024. Motion passed 4-0.

4. New Business

4.A 2024 Annual Docket Cycle Public Hearing

The public meeting was opened. Staff member Johnston read the staff report for Comprehensive Plan Docket items. Docket proposal 24-01 Annual update to the 6-Year Capital Improvement Plan was reviewed and staff recommended approval. Docket proposal 24-02 Future land use map correction was reviewed and staff recommended approval. Docket proposal 24-03 proposes adding a new trail connection from University Way to the Palouse to Cascade Trail was reviewed and staff recommended approval. Docket proposal 24-04 would change the future land use designation of parcel 95442 from Light Industrial to Community Mixed Use was reviewed and staff recommended approval. Quentin Batjer, agent for the applicant TAJ spoke. A clarification was asked regarding surrounding parcels. Docket proposal 24-05 a replacement of the Future Land Use Map with changes to the Comprehensive Plan, was reviewed and staff recommended approval. Docket proposal 24-03 had a letter from a

community member expressing concerns. This would become part of the Comprehensive Plan to assist with funding requests, but the location is tentative and will have several items that will need to be worked out.

Commissioner O'Mahony motioned to recommend approval to the City Council of Docket 24-01. Motion passed 4-0.

Commissioner Buehn motioned to recommend approval to the City Council of Docket 24-02. Motion passed 4-0.

Commissioner Davison motioned to recommend approval to the City Council of Docket 24-03 with the understanding it is in its initial stages and is tentative and not legal binding. Motion passed 4-0.

Commissioner O'Mahony motioned to recommend approval to the City Council of Docket 24-04. Motion passed 4-0.

Commissioner Davison motioned to recommend approval to the City Council of Docket 24-05. Motion passed 4-0.

5. Unfinished Business

None

6. Citizen Comment

None

7. Staff Update/Discussion Items

7.A Commissioner Discussion Items
None

8. Commission Representative Update

None

9. Adjournment

The meeting was adjourned at 6:20 p.m.



CITY OF ELLENSBURG

Minutes of Utility Advisory Committee, Regular Meeting

Date of Meeting

August 15, 2024

Time of Meeting

3:30 PM

Place of Meeting

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

1. Call to Order and Roll Call of Members

Chairperson Bousson called the meeting to order at 3:30 pm.

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

Recording Secretary move to approve Grant Criag's excused absence. **Motion approved. 5-0**

Also present: Darin Yusi, Gas Engineer; Kim Bowie, Operations Analyst; Buddy Stanavich, Energy Resource Manager; Nicole Baker, Sustainability & Energy Coordinator; Jon Morrow, Stormwater Manager; Derek Mayo, Engineering Services Manager; Ryan Lyyski, Public Works & Utilities Director; John Mooers, Rate Analyst; Paul Meyer, Sr. Electrical Engineer. Darren Larsen, Assistant Utilities Director (Zoom); Cynthia Davis, Q3 Integrated Solutions (Zoom).

2. Approval of Agenda

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

3. Approval of Minutes

3.A May 16, 2024 regular meeting minutes

Committee member Goodloe moved to approve the regular meeting minutes.

Motion approved. 5-0

4. Approval of Consent Agenda

No consent items.

5. Correspondence and Citizen Comments on Non-Agenda Items

No public comment.

6. Telecommunications Utility Discussion Items

No updates or discussion items.

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

No discussion items.

8. Staff Informational Items

- 8.A State Home Electrification and Appliance Rebates (HEAR) Program, Contract Number 24-92701-004

Staff informed the Committee on the progress of the HEAR program and answered questions.

- 8.B Gas Division Pipeline Safety Management System (PSMS) Program

Cynthia Davis with Q3 Integrated Solutions gave a presentation on the pipeline safety management system program she has been working on with the gas division.

- 8.C Public Works and Utilities Updates
Staff shared Public Works updates.

9. Commission Representative Update

No updates.

10. Adjournment

Meeting adjourned at 4:55 pm.



Meeting Date: November 4, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Award Bid Call 2024-05 Electrical Utility On Call Construction Services to Riverline Power LLC
Submitted by: Dan Davis, Engineering Tech
Department: Public Works & Utilities

Suggested Motion/Action:

Award Bid Call 2024-05 Electrical Utility On Call Construction Services to Riverline Power LLC, the lowest responsive and responsible bidder, for the bid price of \$703,983.37, including sales tax. Staff also recommends City Council deem the bid from VIP Powerline Corp. as non-responsive.

Background/Summary:

The Public Works and Utilities – Light Division advertised Bid Call 2024-05, Electrical Utility On Call Construction Services, to address the need for additional electrical utility labor and to provide on-call construction services.

The Bid Call 2024-05 Electrical Utility On Call Construction Services was published on August 22nd and September 12th, 2024, with bids opened on October 10th, 2024. Staff received three bids: one from Riverline Power LLC, one from DJ’s Electrical Inc., and one from VIP Powerline Corp. Riverline Power LLC was the lowest responsive and responsible bidder.

Staff deemed that the bid submitted by VIP Powerline Corp was non-responsive due to the Bidder not acknowledging any of the (3) three issued addendums in their submitted bid proposal, as required on the Bid Proposal Signature Form.

Previous Council Action:

Award of previous bids for Electrical Utility On Call Construction Services:
Bid 2021-16 awarded 2/7/22;
Bid 2019-26 awarded 9/16/19

Analysis:

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

Contractor	Evaluated Bid
Riverline Power LLC	\$703,983.37
DJ’s Electrical Inc.	\$788,960.13

The bid submitted by Riverline Power LLC is below the Engineer's Estimate of \$828,540.12, by approximately 18%.

Financial Impact:

The proposed 2025-2026 Electric Utility Fund budget will include adequate expenditure authority for this contract and will be offset by anticipated revenue from customer contributions. The 2027 budget will be proposed with adequate funding for expenditures.

Budget Adjustment: No

Attachments:

None



Kelle Vandenberg
Arts & Economic Development Manager
City of Ellensburg
501 N Anderson Street
Ellensburg, WA 98926

RE: LTAC Member Resignation

Kelle,

This letter is my formal resignation from the Lodging Tax Advisory Committee. My resignation is effective December 1, 2024.

I am honored to have spent time with such a great group, and I hope to engage with the community again in the future.

Sincerely,

Janie Zencak
Senior Lecturer, Entrepreneurship
Central WA University
Shaw Smyser 315
509-963-2209
Janie.Zencak@cwu.edu

College of Business • Department of Management

400 E. University Way • Ellensburg, WA 98926-7485 • Office: 509-963-3339 • Fax: 509-963-2875

Office: Shaw-Smyser 329 • www.cwu.edu/management

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION E-MAIL: CDS@CWU.EDU

This is an electronic communication from Central Washington University.



Meeting Date: November 4, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Memorandum of Understanding (MOU) Authorization between the Mountains to Sound Greenway Trust and the City of Ellensburg to form a collaborative partnership for the Palouse to Cascades Reconnection Project and Bike Access Program

Submitted by: Josh Mattson, Assistant City Engineer

Department: Public Works & Utilities

Suggested Motion/Action:

Move that Council authorizes the City Manager and staff to execute the memorandum of understanding between the Mountains to Sound Greenway Trust and the City of Ellensburg to form a collaborative partnership for the Palouse to Cascades Reconnection Project and Bike Access Program and authorize any other related documents necessary to complete the CCG grant application for both projects.

Background/Summary:

Staff has been in negotiations with the Mountains to Sound Greenway Trust ("the Trust") to form a collaborative partnership for completion of the Palouse to Cascades (PTC) Reconnection project and a bicycle access program in the City. The MOU is required for the City to apply for a \$12 million federal Environmental Protection Agency (EPA) Community Change Grant (CCG) for two projects.

The first project consists of completing the three-mile-long gap in the PTC Reconnection trail from Sanders Road west to the PTC trail just west of Cora Street. The second project will fund the community engagement and study of a bike share program in the City.

The City will be the lead agency for the CCG application and grant administration. The Trust fills the required Statutory Partner role. It is anticipated that an additional MOU will be pursued with Central Washington University ("CWU") as a collaborator upon award of the grant funds. CWU will assist in the coordination of community engagement and a study for a community wide bike access program.

Staff recommends Council authorize the City Manager and staff to execute the MOU and any other related documents necessary to complete the CCG grant application for the Palouse to Cascades Reconnection Project and Bike Access Program projects.

Previous Council Action:

December 20, 2010: Council conducted a public hearing and approved the amendment of the six-year transportation improvement plan to reflect the awarded federal grant funding for the PTC (formerly John Wayne Trail) Reconnection project from Greenfield Ave. to Sanders Road.

April 6, 2015: Council authorized the Mayor and staff to execute all necessary paperwork associated with the federal grant funding awarded for the PTC (formerly John Wayne Trail) Reconnection Project from 18th Ave to Greenfield Ave.

October 2, 2017: Council authorized the Mayor and staff to execute all necessary paperwork associated with the federal grant funding awarded for the PTC (formerly John Wayne Trail) Reconnection Project from 14th Ave to 18th Ave.

December 21, 2020: Council conducted a public hearing and approved the amendment of the six-year transportation improvement plan to reflect the awarded state grant funding for the PTC Reconnection project along Alder St from the PTC trailhead at the Kittitas Valley Event Center to 14th Ave.

Analysis:

City staff is requesting authority to enter into the attached MOU partnership with the Trust defining roles and commitments for the application and use of a federally funded EPA CCG grant. A funding request of \$12 million is anticipated with no match required in the grant program. The projects must be completed within three years of the award of grant funds.

For over 20 years, the City has been working with private property owners, CWU, Kittitas County, Washington State Parks Department and non-profit organizations for the completion of the Palouse to Cascades Reconnection Trail. The initial plan, entitled the “John Wayne Trail Reconnection Route”, was formed and approved through a collaborate community process in 2001. The 4.6-mile-long route begins at the PTC trailhead at Alder St on the east side of Ellensburg, extends north to the Bowers Field airport, west on Bower’s Road to just west of Pioneer Road and south to the PTC Trail just west of Cora Street.

Installation of the PTC Reconnection Route began with privately funded construction of the trail section between Greenfield Ave and the Cascade Irrigation District (CID) canal prior to 2010. The City has been awarded three federal grants and one state grant since 2010 to acquire property rights and construct the trail from the PTC trailhead at Alder St to Greenfield Ave and from the CID canal to Sanders Rd. The current EPA CCG funding opportunity will provide adequate funds for completion of the remaining three-mile-long gap in the PTC Reconnect Trail north from Sanders Rd to Mercer Creek, west past Airport Road to the CID canal, northwest along the canal to Bowers Road, west past Pioneer Rd to Rasmussen Rd, and south to the PTC trail just west of Cora St.

The City must partner with a non-profit organization as required by EPA to be eligible for the CCG grant program. The Trust serves in the statutory partner role. The Trust will support the City in the grant application and administration of funds throughout the duration of the project as detailed in the attached MOU.

Multiple collaborators are also being sought for support of the project. The City and Trust are already coordinating with CWU. Upon award of CCG funds, CWU intends to assist in the coordination of the community engagement and a study for a community wide bike access program. This work will be covered through an additional MOU with CWU following award of funds.

The City and Trust are also seeking collaboration support for the project from Kittitas County and Washington State Parks. Approximately two miles of the remaining PTC Reconnection trail gap crosses County managed right of way or airport property. State Parks coordination will be needed to finalize the connection of the PTC to the Reconnect Trail at its west end. The City will coordinate additional right of way acquisition needed to complete the project.

Financial Impact:

No fiscal impact at this time. The City's grant application will seek to recover all eligible costs of the grant project, including direct and administrative costs of the activities covered by the MOU, from the grant award. Pre-award costs are not eligible and would be covered within the proposed 2025-2026 Engineering budget.

Budget Adjustment: No

Attachments:

1. MOU Partnership Agreement Between City and MTSG

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE MOUNTAINS TO SOUND
GREENWAY TRUST AND THE CITY OF ELLENSBURG TO FORM A COLLABORATIVE
PARTNERSHIP FOR THE PALOUSE TO CASCADES RECONNECTION PROJECT AND BIKE
ACCESS PROGRAM

This Memo of Understanding ("MOU") is for a Collaborative Partnership Agreement (the "Agreement") is made and entered into this date _____ between the City of Ellensburg, a Washington municipal corporation ("the City"), and The Mountains to Sound Greenway Trust, a Washington non-profit Corporation ("the Trust") (referred to collectively as "Parties" or "Partners").

WHEREAS, the Parties are entering into this Agreement to create a Collaborative Partnership to be known as the PTC Reconnection Completion and Bike Access Program (the "Collaborative Partnership"); and

WHEREAS, the primary purpose of the Collaborative Partnership is for applying for and, if awarded, completing an Environmental Protection Agency (EPA) Community Change Grant (CCG); and

WHEREAS, the City is a full-service Washington Municipal Corporation with a demonstrated commitment to sustaining a superior quality of life in the community for all, and the City has network of community-informed plans and ongoing infrastructure projects aligned to enhance sustainable activities for a clean energy, transportation, and economic future; and

WHEREAS, it has been the City's long-standing priority to complete the 3-mile reconnection of the Palouse to Cascades State Park Trail through Ellensburg to provide better connectivity, active transportation and recreation options within and around the community; and

WHEREAS, the Trust's mission is to lead and inspire action to conserve and enhance the landscape of the Mountains to Sound Greenway National Heritage Area, ensuring long-term balance between people and nature, and the Trust promotes a healthy and sustainable relationship between people and the land by preserving a balance between built and natural environments. The Greenway landscape provides places for nature and wildlife, for culture and tradition, for outdoor recreation and education, for working forests and local agricultural production, while embracing vibrant urban areas;

NOW, THEREFORE, the Parties agree as follows:

- a. The terms and conditions of their Partnership will be outlined in this Agreement.
- b. The Partnership will be in effect on the date of signature _____.
- c. The Partnership will only be terminated as outlined in this Agreement.
- d. The Partnership will be governed under the laws of the State of Washington.
- e. The Partners shall be responsible for the work of their employees or volunteers and for completing their agreed-to roles and responsibilities.

1. Duties and Responsibilities of Partners

- a. The City shall be the Lead Applicant of a CCG. If the CCG is successful, the City shall:
 - i. Be responsible for the overall management, performance, oversight, and reporting responsibilities under the grant, and ensuring subawards to Partners and Subawardees.
 - ii. Make subawards to the Trust in amounts consistent with the final EPA approved CCG budget.
 - iii. Make sure that all subawards comply with the requirements in the grant regulations at 2 CFR 200.331 and in EPA's Subaward Policy and related guidance.
 - iv. Be responsible for the receipt of federal funds from EPA and the proper expenditure of these funds and will bear liability for unallowable costs.
 - v. Be responsible for all compliance and legal issues associated with the project.
 - vi. Be responsible for the following project-specific activities:
 1. Complete the following sections of the grant application: Attachments A and C through H, Sections 1.3, 1.4, 2.1, 2.4, 2.5, and 3.1 through 3.5.
 2. Manage the construction of the PTC Reconnection Project, including, but not limited to:
 - a. Secure and manage professional services for project right-of-way acquisition and design,
 - b. Perform project site environmental review,
 - c. Secure right-of-way needed for project completion,
 - d. Perform project-specific public outreach,
 - e. Prepare construction bid documents,
 - f. Perform project bidding and secure contractor to complete construction,
 - g. Perform construction management of the new facility,
 - h. Acquire final approval of completed project from EPA.
 3. Manage Central Washington University (CWU) as the subcontractor for the bike access project.
 - vii. Share decision-making authority with the Trust and other parties as specified in the Collaborative Governance Structure that is submitted to EPA as part of the CCG application.
 1. The Trust, if the CCG is awarded, shall be responsible for Complete the following sections of the grant application: Executive Summary, Attachment A, Sections 1.1, 2.3, 3.1, and 3.3.
 2. Share decision making authority with the City and other parties as specified in the Collaborative Governance Structure that is submitted to EPA as part of the CCG application.

2. Joint Obligations of the Partners

- a. In order to ensure participation and input on proposed projects consistent with this Agreement and with the potential to impact the Partners, the Partners shall:
 - i. Meet early in project planning and environmental review process.
 - ii. Engage in both formal and technical consultation concerning applicable issues (e.g. planning, modeling, scientific reports, funding, etc.).
 - iii. Invite representatives of the Parties to all working group meetings.
 - iv. Meet with elected and appointed officials, and appropriate committees, at major project milestones.
 - v. Keep representatives informed throughout the project planning, permitting and development process.
 - vi. To afford each other with more than the opportunity to participate as members of the general public in the planning and permitting process, the Partners will take the following actions to ensure there is effective consultation:
 - 1. Seek input regarding alternatives and opportunities to avoid, reduce, or otherwise mitigate the effects of the project on Partner and community interests.
 - 2. Seek comment throughout the project's environmental review, permitting and regulatory review processes.
 - 3. Give positive consideration to comments received throughout the permitting, regulatory, planning, and design processes of the project.
 - 4. Engage in an open exchange of information about the project, its potential impacts, and appropriate mitigation.
 - 5. Reach a full and fair settlement on any related issues in a manner that is compatible with the mutual interests of all Partners and the objectives of the project.
 - vii. Engage CWU for cooperation with the following project specific activities:
 - 1. Assist in the following sections of the grant application: Sections 1.2, 1.3, 2.2, 3.1 and 3.3,
 - 2. Assist in coordination of Community Engagement and Study for a community bike access program with the intent of creating a Community Bike Share Program with CWU as the program manager.

3. Dispute Resolution and Modifications:

- a. In the event of any issue of controversy under this agreement, the Parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- b. All members of this partnership recognize that EPA is not a party to this agreement and any disputes between the parties must be resolved under the law applicable to the Partnership Agreement.
- c. All parties to this agreement may formally request modifications to the agreement in writing to all other parties. Modifications shall be made by mutual consent by the issuance of a written modification to the agreement, signed and dated by all parties prior to any changes being performed.

4. Replacement of Statutory Partner:

- a. Either party may terminate its participation in this MOU by providing the other party 60 days' written notice of its intent to terminate the Agreement. The remaining party may continue the Project on its own or choose a replacement Statutory Partner or Collaborating Entity.
- b. Any replacement requires prior approval by an authorized EPA official pursuant to 2 CFR 200.308(c)6.

5. Grant application: The City shall not submit a CCG application for this Partnership without the written approval of the Trust.

6. End of the Partnership:

- a. Unless replaced by a new written agreement of the Partners, the Partnership shall end in one of the following ways:
 - i. When is replaced under the procedure listed in Section 4 of this agreement.
 - ii. When the CCG is completed as determined by EPA.
 - iii. When the Partnership is informed that their application for a CCG is rejected unless, as agreed in writing by all Partners, they resubmit an amended application.
 - iv. When the Partnership is informed that their resubmitted application is rejected
- b. The Partners agree to be bound by the terms of this Partnership Agreement and agree that the Partners have received due consideration for entering into this contract.

By signature below, each party certifies that the individuals listed in this document as representatives of the individual Partners are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the Partners hereto have executed this agreement as of the last date written below:

Lead Applicant (City of Ellensburg)

Date

Statutory Partner (Mountains to Sound Greenway Trust)

Date

VOUCHER APPROVAL

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

Jerica Pascoe

Digitally signed by Jerica Pascoe
Date: 2024.10.29 14:13:54 -07'00'

AUDITING OFFICER

DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **4TH DAY OF NOVEMBER 2024**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund				Total Amounts
Check #'s	167786	TO	168006	\$ 915,274.60
EFT #'s	7097	TO	7108	\$ 365,120.07
.				
Treasure Cash				Total Amounts
EFT #'S	804	TO	819	\$ 46,971.13
Check #'s	34199	TO	34213	\$ 3,392.93
Payroll Fund				Total Amounts
Check #'s	96312	TO	96317	\$ 4,235.58
Direct Deposits	82096	TO	82350	\$ 521,590.76

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



Meeting Date: November 4, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Public Hearing (Legislative) - 2025 Proposed Revenue Sources Including Property Tax Levy Ordinance 4947 (First Reading) (Public Comment Opportunity)

Submitted by: Jerica Pascoe, Finance Director

Department: Finance

Suggested Motion/Action:
Conduct first reading of proposed Ordinance 4947 establishing the Ad Valorem Property Tax Levy for 2025.

Background/Summary:
A public hearing is being held for the purpose of City Council consideration of, and receiving public comment on, the proposed 2025 revenue sources supporting the activities of the General Fund.

As set forth by RCW 84.55-120 and RCW 35A.33.135, the City Council shall receive information on the estimated General Fund revenues from all sources for the current years as well as estimates for the following budget period. Council must also hold a public hearing on revenue sources for the taxing district's following years' current expense budget. For purposes of RCW 84.55.120, "current expense budget" means that budget which is primarily funded by taxes and charges and reflects the provision of ongoing services. It does not include capital, enterprise, or special assessment budgets. The hearing must include consideration of possible increases in property tax revenues and must be held prior to the consideration of adopting an Ad Valorem Tax Ordinance for 2025.

The proposed ordinance reflects the 2025 levy for property taxes to be collected in 2025 for municipal purposes. The ordinance establishes the 2025 regular property tax levy and certifies the levy to the Kittitas County Commissioners.

RCW 84.55.005 limits the increase in property taxes to the lower of one percent over the prior year levy rate or the Implicit Price Deflator (IPD). The IPD inflation rate for setting 2025 property taxes due in 2025 is 2.57%; therefore, the City is limited to a 1% increase.

Tax revenue funds approximately 69% of the General Fund budget, of which property tax alone accounts for 25%. Because Council has very limited control over revenue/funding sources that support general government activities, without increases in General Fund revenues such as property tax, the City cannot fund the necessary overhead increases without further reducing fund balance and/or decreasing services. In order for delivery of service to remain consistent from year to year, funding of these services must also remain

consistent and thus rise as expenses rise.

Previous Council Action:

Revenue sources were presented to Council at the October 7, 2024 meeting.

Analysis:

Estimated 2025 revenues have been prepared to determine the availability of revenue to support the City's financial needs of the general government in 2025. The City's 2025-2026 biennial budget considers the estimated available revenues and anticipated financial requirements, and recommends an amount to be raised by ad valorem taxes in 2025. General Fund revenue estimates are presented in the attachment titled "General Fund 2025 Revenue Sources."

Upon conclusion of this public hearing on revenue sources, staff will present first reading of the 2025 Ad Valorem Property Ordinance 4947. Property tax collections for the City of Ellensburg are estimated to be \$3,683,517.14, equaling the highest lawful levy limit for this tax year. This is an increase of \$79,490.86 over the 2024 levy. This increase reflects a one percent (1.00%) increase of \$36,040.26 over the 2024 levy of \$3,604,026.28, and an increase of \$43,450.60 is attributed to new construction, improvements, wind turbines, solar biomass, and geothermal facilities, an increase in the value of state-assessed property, and from annexations. These numbers may change slightly as updated numbers come in from the county.

Financial Impact:

Adoption of Ordinance 4947 at 1.00% will increase the property tax revenue by \$36,040.26. The proposed 2025 budget includes a 1.00% increase.

Budget Adjustment: No

Attachments:

1. General Fund 2025 Revenue Sources
2. Ordinance 4947 - 2025 Property Tax Levy

CITY OF ELLENSBURG

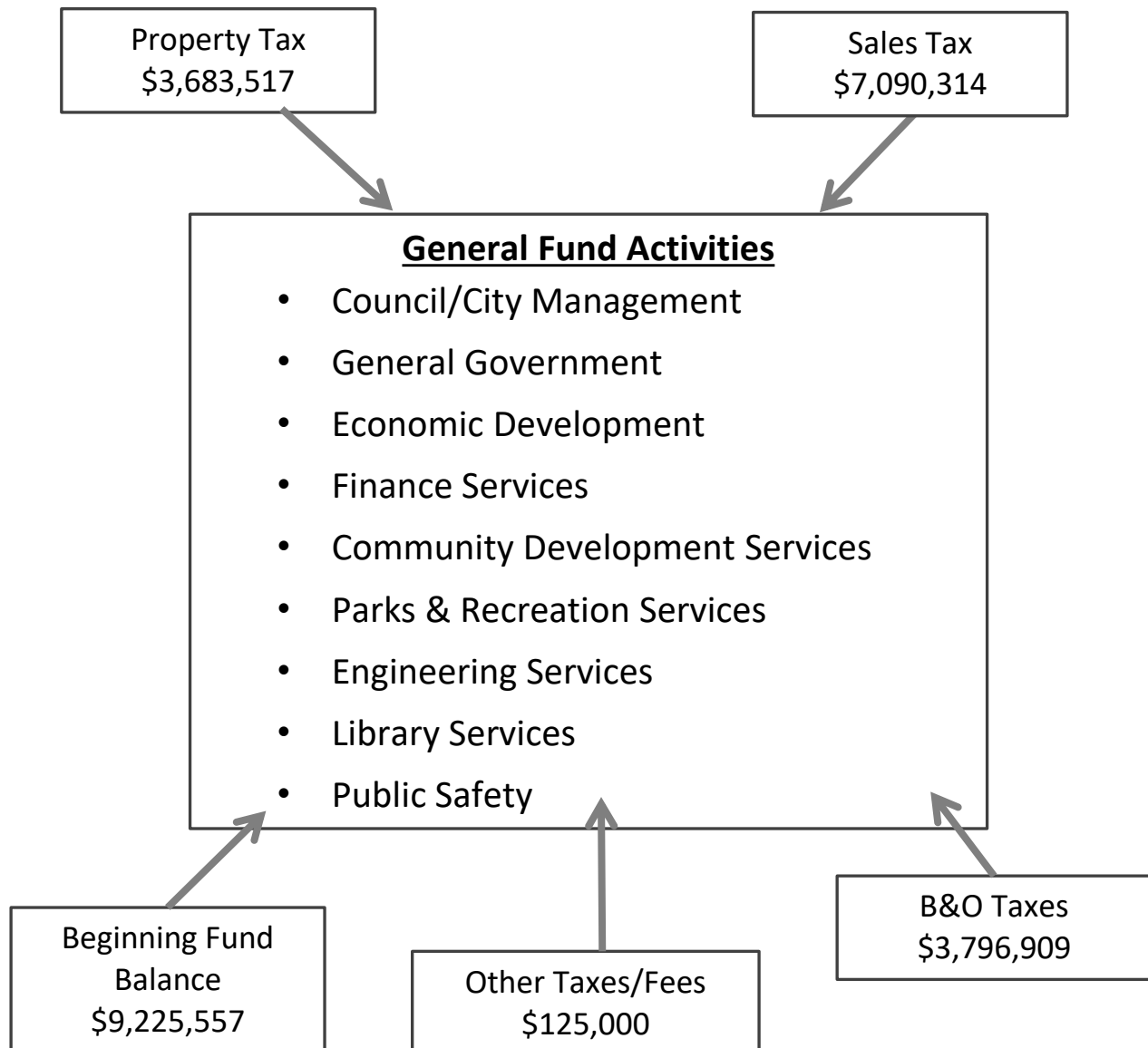


General Fund 2025 Revenue Sources

Prepared by: Finance Department
As of 9/30/24, updated 10/24/2024

CITY OF ELLENSBURG

2025 GENERAL FUND PROJECTED REVENUES



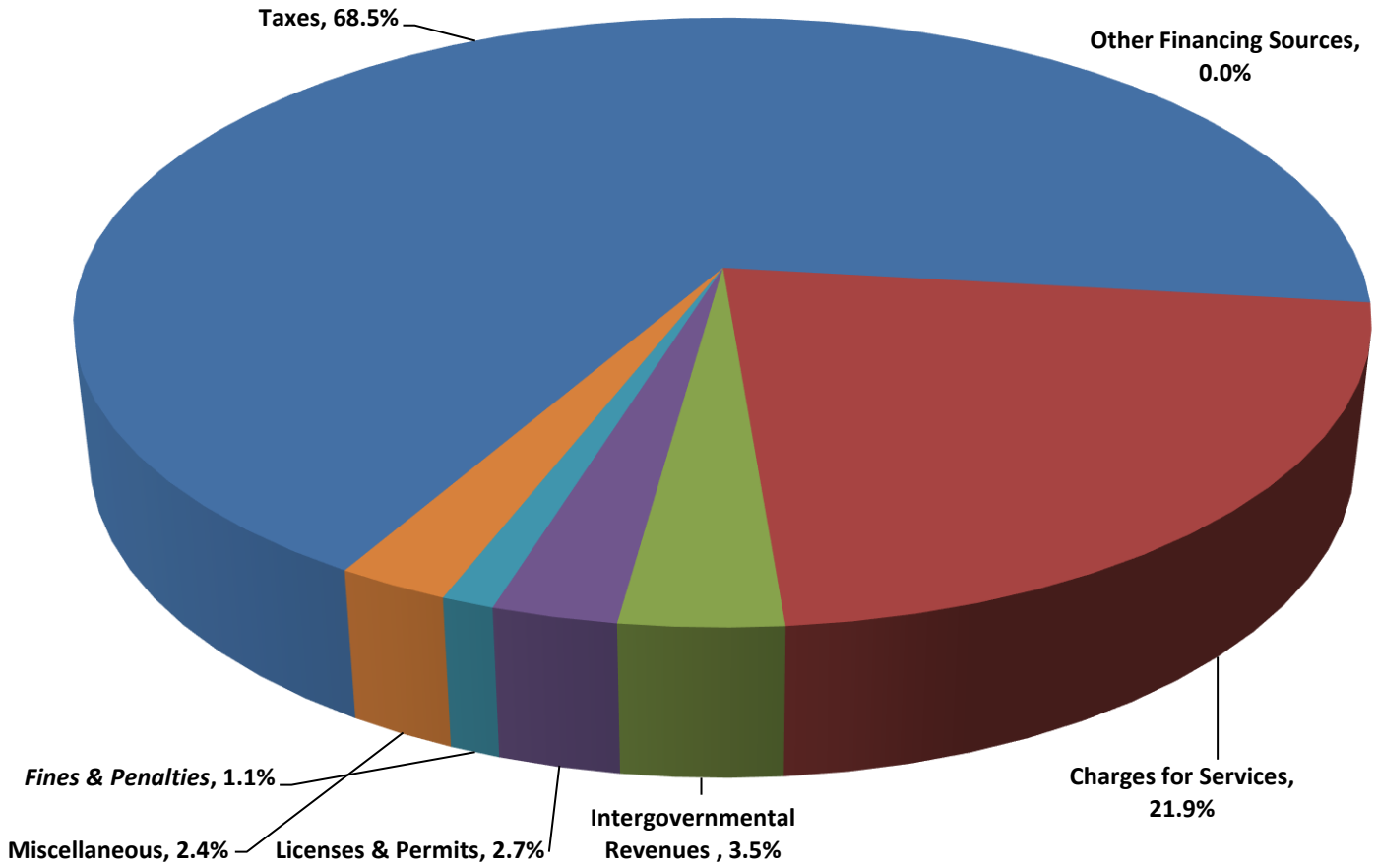
"General Fund" includes the following city funds: City General, Sales Tax Reserve, Art Acquisition, Hal Holmes Trust, Library Trust and Fire Relief and Pension.

Interfund transfers between "General Fund" funds have been removed.

City of Ellensburg

2025 PROJECTED Revenues - General Fund

General Fund Revenue Sources

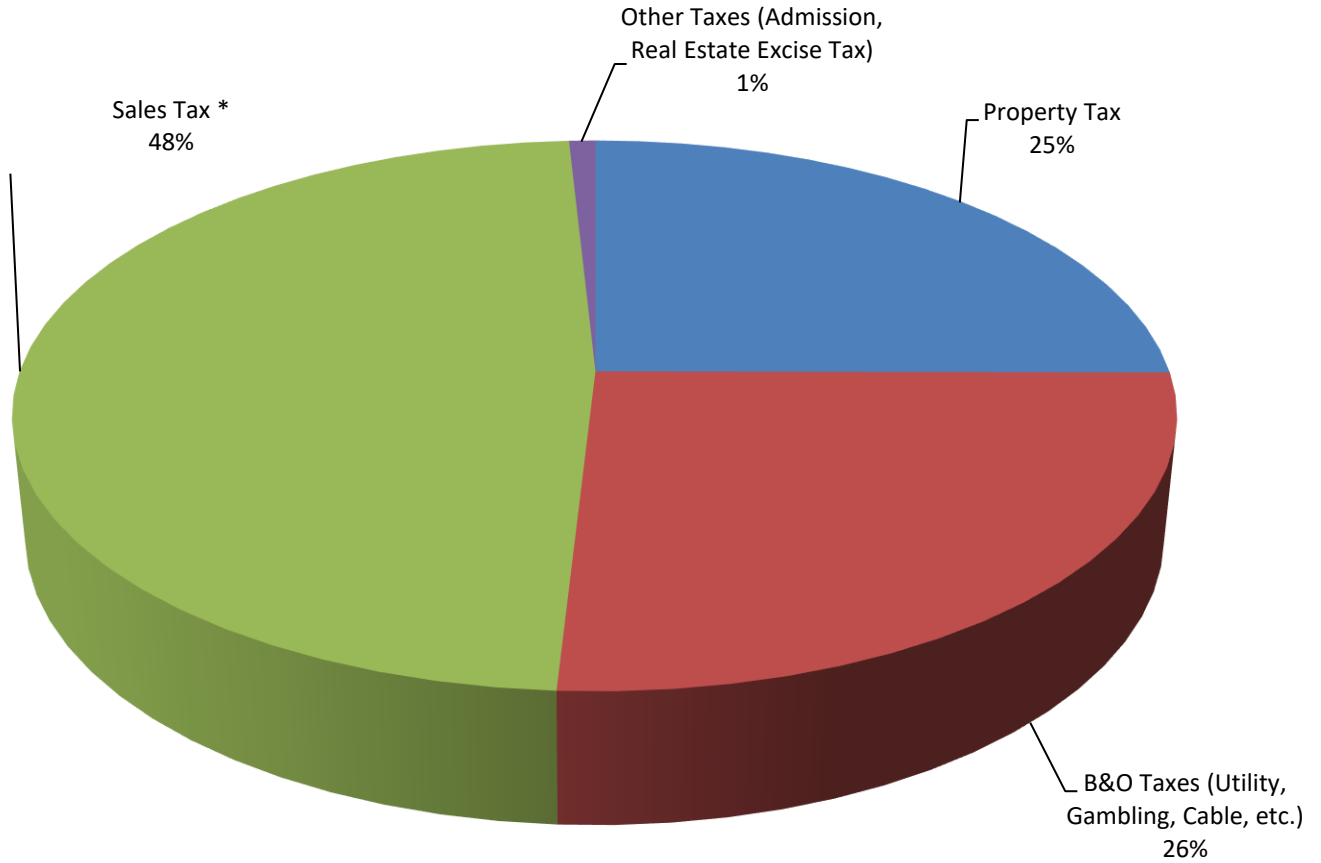


Taxes	68.5%	\$14,695,740
Charges for Services	21.9%	4,695,509
Intergovernmental Revenues	3.5%	742,024
Licenses & Permits	2.7%	568,828
Fines & Penalties	1.1%	240,000
Miscellaneous	2.4%	512,110
Other Financing Sources	0.0%	-
Total Revenue		21,454,211
Estimated Beginning Fund Balance		9,225,557
Total General Funding Sources		\$30,679,768

Graph percentages are rounded and may have a 1% rounding error

City of Ellensburg

2024/2025 Revenues - General Fund Taxes



	2024 Estimates	2025 Estimates	2025 Budget
Property Tax	\$3,604,026	\$3,683,517	\$3,683,517
B&O Taxes (Utility, Gambling, Cable, etc.)	3,989,077	\$3,796,909	3,796,909
Sales Tax *	7,020,113	\$7,090,314	7,090,314
Other Taxes (Admission, Real Estate Excise Tax)	129,403	\$125,000	125,000
Total	\$14,742,619	\$14,695,740	\$14,695,740

* includes dept 011 local criminal justice but does not include fund 130 3/10 cents tax, 172 1/10 affordable housing, or fund 127 2/10 transit tax

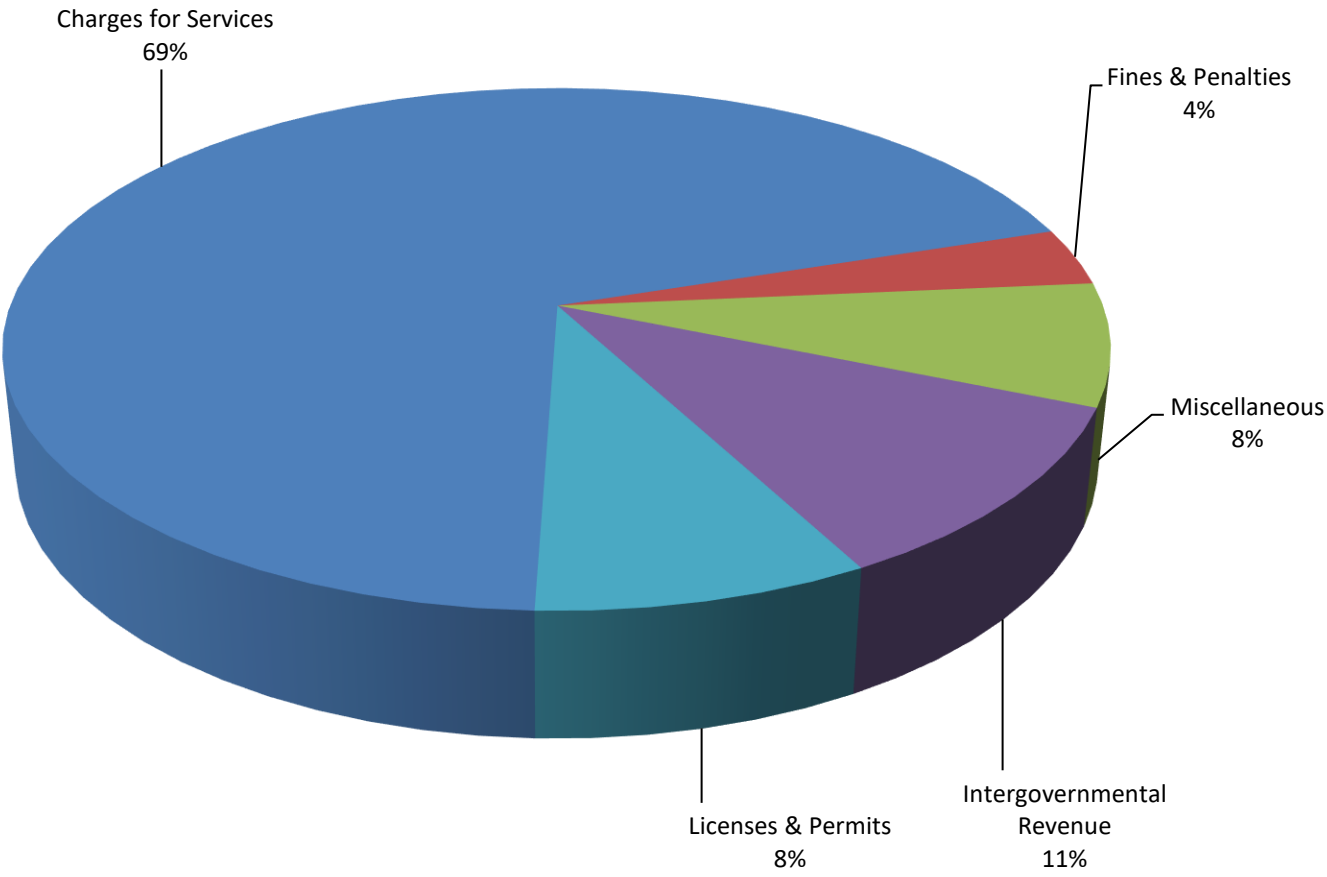
2024 Estimates based on 3rd Qtr 2024 projections

Graph percentages are rounded and may have a 1/10% rounding error

City of Ellensburg

2024/2025 Revenues - General Fund

Other Revenues



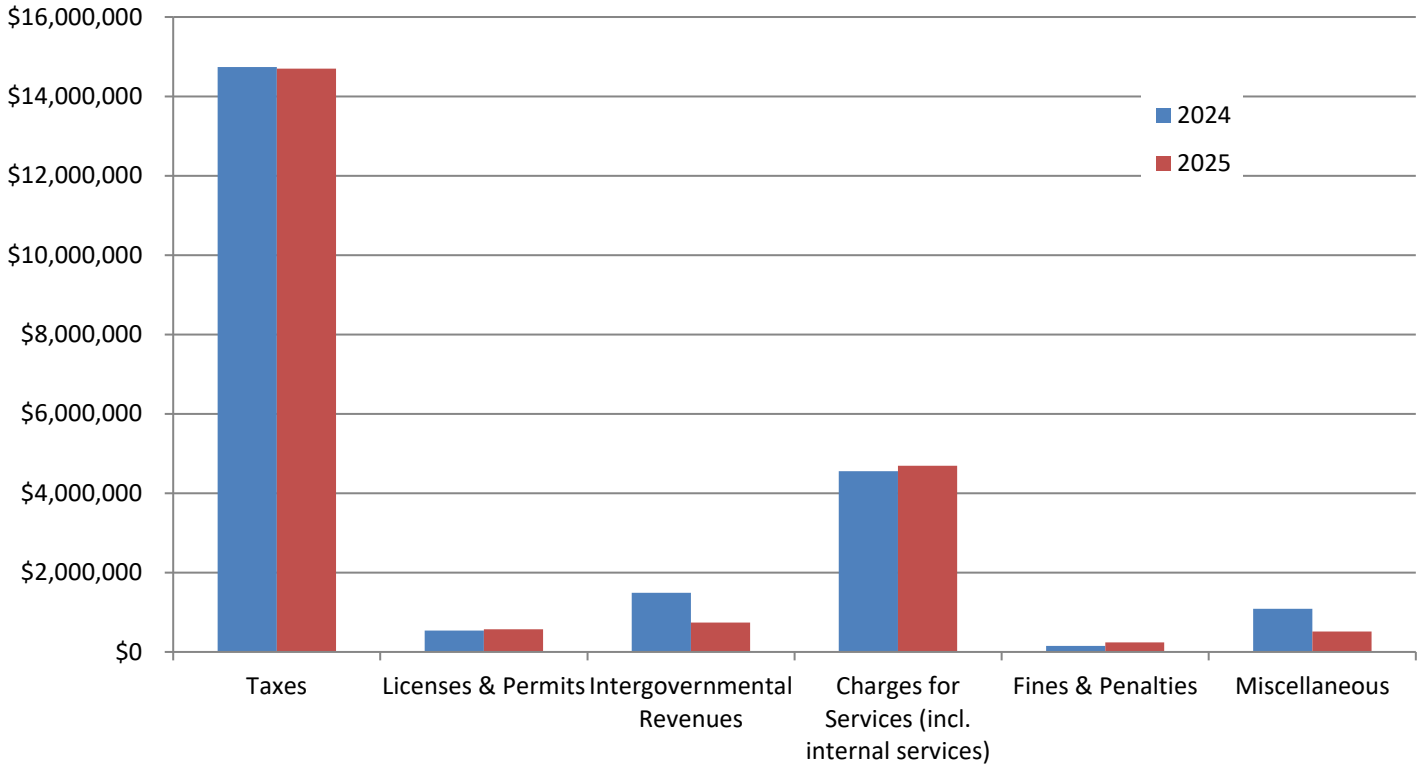
	2024 Estimates	2025 Estimates	2025 Budget
Charges for Services	\$4,552,316	\$4,695,509	4,695,509
Fines & Penalties	155,551	240,000	240,000
Miscellaneous	1,084,050	512,110	512,110
Intergovernmental Revenue	1,488,043	742,024	742,024
Licenses & Permits	538,232	568,828	568,828
Total Other General Fund Revenue	\$7,818,192	\$6,758,471	\$6,758,471

Graph percentages are rounded and may have a 1/10% rounding error

City of Ellensburg

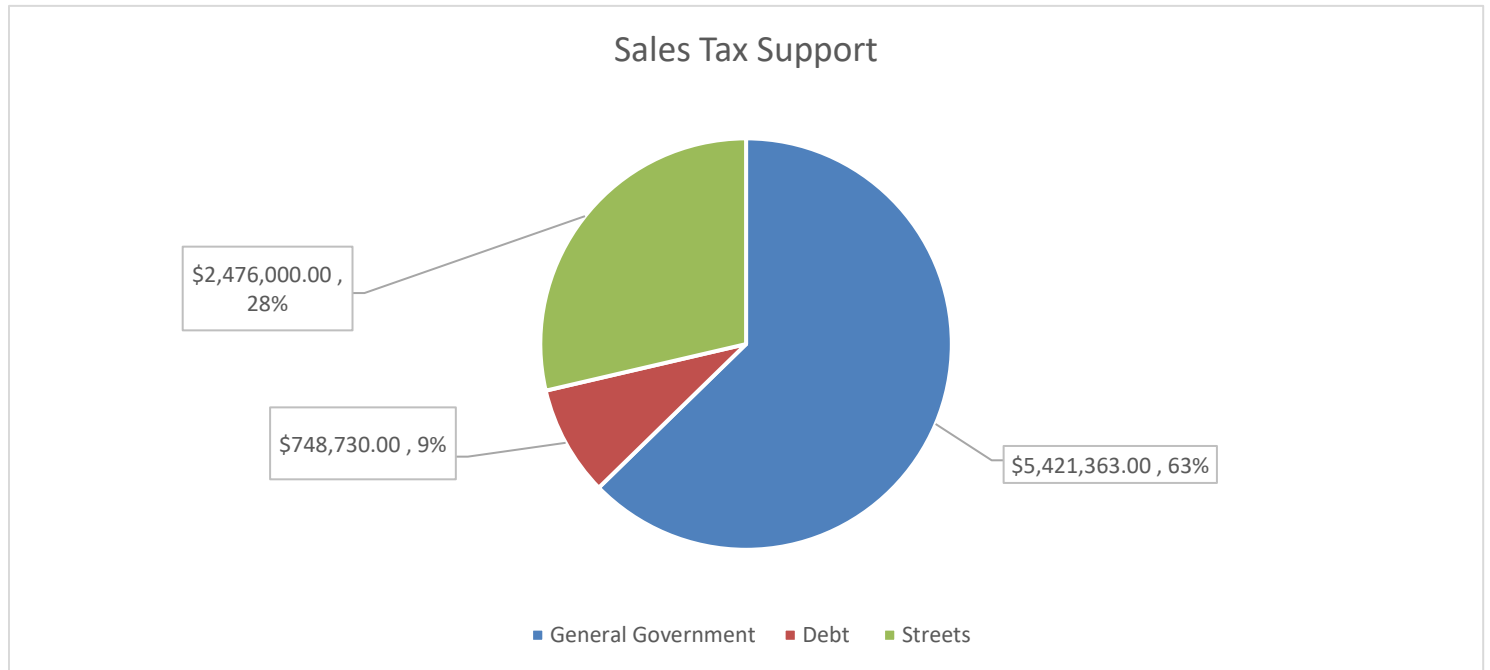
2024/2025 Projected Revenues - General Fund

By Major Source



	2024 Estimates	2025 Estimates	% Change
Taxes	\$14,742,619	\$14,695,740	-0.3%
Licenses & Permits	538,232	568,828	5.7%
Intergovernmental Revenues	1,488,043	742,024	-50.1%
Charges for Services (incl. internal services)	4,552,316	4,695,509	3.1%
Fines & Penalties	155,551	240,000	54.3%
Miscellaneous	1,084,050	512,110	-52.8%
Total Revenue	22,560,811	21,454,211	-4.9%
Budgeted Beginning Fund Balance	10,433,124	9,225,557	-11.6%
Total General Fund Revenues & Funding Sources	\$32,993,935	\$30,679,768	-7.0%

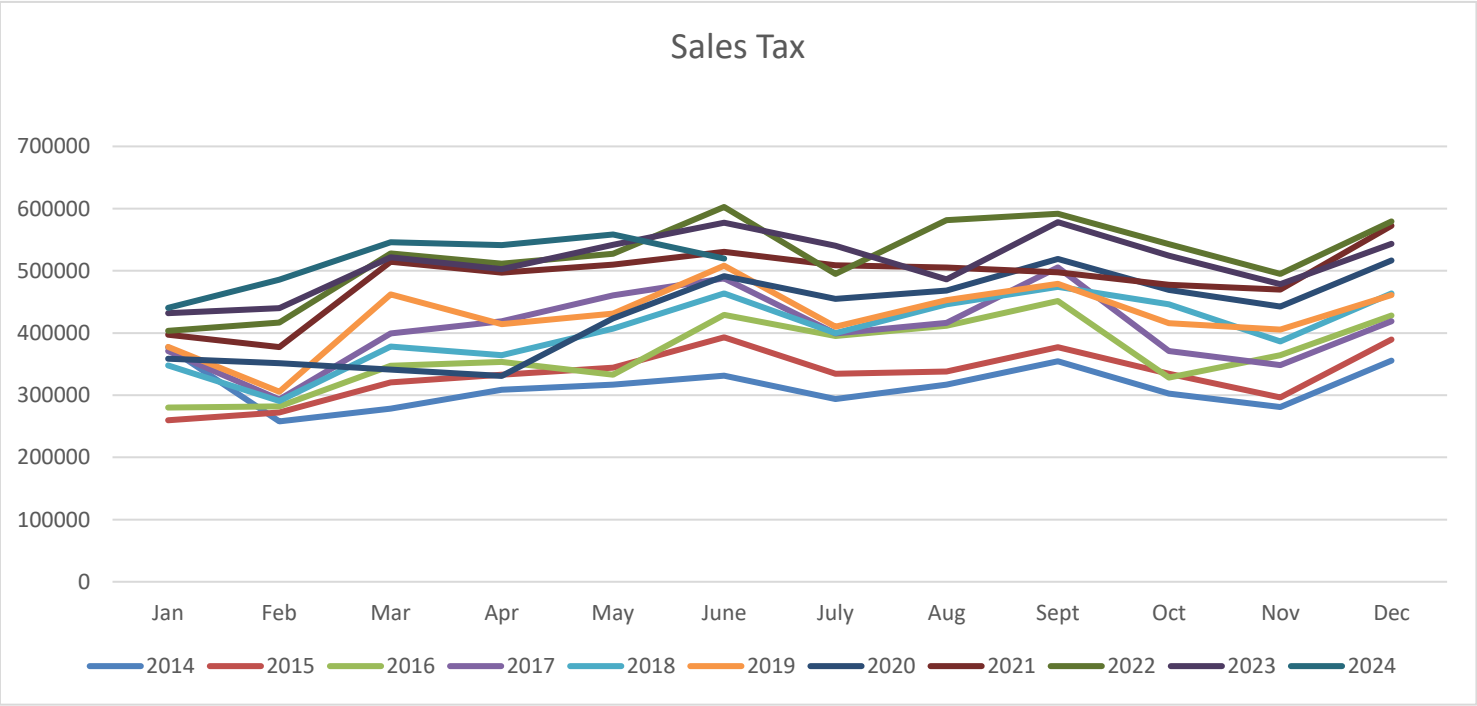
2025 Sales Tax Support



* One Time Spending Projects includes Arterial Street Support



* 2018 decrease is from going to cash basis reporting in 2018
 **2023 as of June 2022 sales



ORDINANCE NO. 4947

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, LEVYING PROPERTY TAXES FOR THE CITY OF ELLENSBURG FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2025, ON ALL PROPERTY IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CARRY ON GENERAL OPERATIONS, RECOGNIZE VOTER APPROVED LEVIES AND PAY DEBT SERVICE OBLIGATIONS OF SAID CITY AS REQUIRED BY LAW.

WHEREAS, the City Council of the City of Ellensburg adopted Ordinance 4592 in 2011 establishing a two-year fiscal biennial budget process as provided in Chapter 35A.34 RCW; and

WHEREAS, the City Council of the City of Ellensburg has met and considered its budget for 2025-2026 biennial budget pursuant to RCW 84.55.120; and

WHEREAS, pursuant to RCW 84.55.120, the City Council of the City of Ellensburg held a duly advertised public hearing on November 4, 2024, to consider possible increases in property tax revenue for the calendar year 2025; and

WHEREAS, the City's actual levy amount from previous year was \$3,604,026.28; and

WHEREAS, the population of the city is more than 10,000,

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

Section 1. General Tax Levy for 2025. An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year. The dollar amount of the increase over the actual levy amount from previous year shall be \$36,040.26, which is a percentage increase of 1% from previous year as authorized by RCW 84.55.005. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of the state assessed property, any annexations that have occurred and refunds made.

Section 2. Majority Approval. This ordinance was passed by a majority of the entire Council.

Section 3. Transmittal to Auditor. A certified copy of this Ordinance shall be transmitted to the Kittitas County Assessor's Office and to the Clerk of the Kittitas County Commissioners, and such other governmental agencies as provided by law.

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 portion(s) 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/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of the ordinance or a summary thereof consisting of the title.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 18th day of November 2024.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4947 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No 4947. was published as required by law.

BETH LEADER



Meeting Date: November 4, 2024

**City of Ellensburg
City Council Agenda Report**

Agenda Subject: Public Hearing for Preliminary 2025/2026 Biennial Budget
(Public Comment Opportunity)

Submitted by: Heidi Behrends Cerniwey, City Manager

Department: City Manager

Suggested Motion/Action:

Conduct a Public Hearing on the Preliminary 2025/2026 Biennial Budget.

Background/Summary:

The Preliminary 2025/2026 Biennial Budget has been prepared for a Public Hearing, ahead of Council consideration of first reading of a proposed budget ordinance scheduled for the November 18, 2024, Council meeting.

The Preliminary Budget provides expenditure authority to maintain the City's operations and infrastructure, assumes reallocation of some revenue sources, makes targeted investments to address priorities identified in the Council Strategic Vision and maintains the City's sound financial position including preserving reserve levels as required by City Financial Policies.

Budget enhancements beyond the status quo are listed separately. Requests were developed within the originating departments, taking Council priorities into consideration, evaluated in the context of the entire City operations and infrastructure needs, and aligned with items and initiatives identified by the City Manager.

Previous Council Action:

Council adopted the 2023-2024 Biennial Budget on December 5, 2022, and has made several supplemental adjustments to revenues and expenditure throughout the past two years to adapt to real-time changes. Council participated in two revenue workshops on October 7 and 21, 2024, focused on general fund revenues and trends, constraints on restricted revenues, and enterprise funds.

Analysis:

The 2025/2026 Biennial Budget totals \$130,596,914 for 2025 and \$131,839,071 for 2026, excluding ending fund balance. The City's General Fund operating revenues are conservatively projected to exceed budgeted 2024 levels and increase slightly between 2025 and 2026. The projected operating revenue for fiscal years 2025 and 2026 are \$21,176,092 and \$20,745,463 respectively. Combined with the projected beginning fund balance brought forward from 2024 the total available resources in the General Fund operations are \$26,481,519 for 2025 and \$24,412,655 for 2026.

Total projected tax revenue (property taxes, sales taxes, business and occupation tax, and

utility taxes) for general governmental purposes are \$14,695,740 for 2025 and \$15,500,260 for 2026. Regular property tax receipts incorporate a 1.0% property tax increase as allowed under current law. This increase produces approximately \$36,040, plus new construction increase of \$43,451 in 2024. Retail sales tax activity projection for most sectors anticipates flattening of taxable sales. Taxable sales in the Construction sector are more volatile and are conservatively projected lower based on 2024 experience to date. The Biennial Budget includes Council-adopted increases to customer utility rates for 2025.

Most notably, the budget includes shifted use of restricted revenues by renewing the voted 0.2% transportation benefit district funding limited for transit services and set to expire on 9/30/2026, which will require a public vote in 2025. Transit has been consistently successful in acquiring grants and steadily gaining fund balance, while street maintenance projects have increased dependence on unrestricted sales tax, thereby reducing the available balance for other governmental activities such as parks, police, library, and administrative services. The budget anticipates reallocation of the voted funds, designating 0.1% to street maintenance and 0.1% to transit in 2026.

Financial Impact:

The preliminary 2025/2026 Biennial Budget, once adopted, would establish the appropriations and positions necessary to authorize the expenditures for each of the City's funds. As drafted, the preliminary budget maintains most service levels and infrastructure, makes targeted investments in Council priorities, and maintains fund balances within policy targets.

Budget Adjustment: No

Attachments:

1. Preliminary 2025-2026 Biennial Budget Message
2. Preliminary 2025-2026 Biennial Budget - Enhancements and Capital Project List
3. Preliminary 2025-2026 Biennial Budget by Fund
4. Preliminary Budget - 11-4-2024 CC



CITY OF ELLENSBURG
501 North Anderson Street
Ellensburg, Washington 98926
Telephone: (509) 962-7221 Fax: (509) 962-7143

November 4, 2024

Honorable Mayor, City Council, and Ellensburg Community:

We are pleased to present to you the preliminary 2025-2026 Biennial Budget for the City of Ellensburg. The purpose of this transmittal letter is to provide the Council and public a summary of the general issues addressed in the budget and to highlight significant changes in projected revenues and expenditures. As presented, this document represents a continued commitment to provide effective fiscal management and professional service delivery, while maintaining a high quality of life for our community members. This budget adapts to changing circumstances and inflationary factors in the economy.

The balanced budget reflects a financial plan to move us forward toward achieving the priorities and milestones in the Ellensburg City Council Strategic Vision 2024-2029, goals identified in the City's Comprehensive Plan and other adopted plans. It allocates resources to a variety of programs necessary to protect the community, maintain the City's infrastructure, provides for adjustment to some service levels, and reallocates revenues in response to continued inflationary pressures impacting operations and capital projects.

Budget Development

The Biennial Budget preparation takes a significant amount of time and commitment on behalf of all departments every other year, beginning in June of even years. As noted below, staff formulate the budget with City Council's Strategic Vision in mind as the foundation of the priority-based budget development. This budget serves as a policy document, an operations guide, a financial plan, and a communications device for the coming biennium. It helps guide our decisions and discussions about operations and capital programs throughout each year of the biennium. Except for minor service reductions in parks and street maintenance, this budget maintains levels of service, programs, and required reserve balances. The budget pursues strategic opportunities to address Council priorities, and to the extent possible, addresses department operational and capital requests.

Financial Challenges and Opportunities

Although national economic forecasts are uncertain, the City's long-term revenue picture remains stable. Continued inflationary pressures on labor, materials, equipment, and projects have required adaptive response to balancing the Biennial Budget. With mindful stewardship, we will continue to invest in maintenance and improvement of infrastructure systems and modernize operations to expand capacity to achieve the Council's vision and meet ongoing community needs.

This preliminary Biennial Budget embraces several tools to create efficiencies, maximize use of special (restricted) revenue, proposes reallocation of some revenue, and reduces specific general fund service levels—primarily in parks and streets—as the City and community consider other

long-term revenue options. Primarily flat sales tax revenues, and the limitation of the 1% property tax revenue increase restrict the City's ability to sustain established General Fund activities without adjustment and new revenue sources, reinforced by the Council's goal to explore dedicated parks and recreation resources. The final balance of one-time federal COVID-19 relief dollars is directed to fund a portion of the wastewater transmission system improvements, with \$500,000 redirected to the General Fund for revenue replacement in 2025. Bond funded investments have been completed for infrastructure, water distribution system, and wastewater collection and treatment systems.

The City's General Fund ending fund balance policy threshold is set at 15% of ongoing operating expense. For 2025 and 2026, reserve levels are at 25% and 12% respectively when including the sales tax reserve and Fire Relief & Pension reserve. While the projected fund balance in 2026 is below the 15% reserve threshold, it is anticipated that prudent management of the General Fund and Sales Tax Reserve Fund will result in a larger cash balance than budgeted and these expenditures will be closely monitored through continuing oversight activities to ensure a healthy bottom line at the end of each year.

Budget Summary

The 2025/2026 Biennial Budget totals \$130,596,914 for 2025 and \$131,839,071 for 2026, excluding ending fund balance. The City's General Fund operating revenues are conservatively projected to exceed budgeted 2024 levels and increase slightly between 2025 and 2026. The projected operating revenue for fiscal years 2025 and 2026 are \$21,176,092 and \$20,745,463 respectively. Combined with the projected beginning fund balance brought forward from 2024 the total available resources in the General Fund operations are \$26,481,519 for 2025 and \$24,412,655 for 2026.

Total projected tax revenue (property taxes, sales taxes, business and occupation tax, and utility taxes) for general governmental purposes are \$14,695,740 for 2025 and \$15,500,260 for 2026. Regular property tax receipts incorporate a 1.0% property tax increase as allowed under current law. This increase produces approximately \$36,040, plus new construction increase of \$43,451 in 2024. Retail sales tax activity projection for most sectors anticipates flattening of taxable sales. Taxable sales in the Construction sector are more volatile and are conservatively projected lower based on 2024 experience to date. The Biennial Budget includes Council adopted increases to customer utility rates for 2025.

Most notably, the budget includes shifted use of restricted revenues by renewing the voted 0.2% transportation benefit district funding limited for transit services and set to expire in 9/30/2026, which will require a public vote in 2025. Transit has been consistently successful in acquiring grants and steadily gaining fund balance, while street maintenance projects have increased dependence on unrestricted sales tax, thereby reducing the available balance for other governmental activities such as parks, police, library, and administrative services. The budget anticipates reallocation of the voted funds, designating 0.1% to street maintenance and 0.1% to transit in 2026.

Budget Highlights

The 2025/2026 Biennial Budget includes a number of important capital projects as we continue to make progress in meeting and enhancing capital investment needs. Utility expansions included

in this budget are focused upon preservation of existing systems and expansions to improve resiliency of existing service and ensure redundancy in the event of outages or service interruptions on the various utility systems. The budget for new service connections and development-driven activity is derived from an estimate of anticipated activity.

The personnel portion of the budget includes salary increases governed by the various labor contracts. Non-represented personnel expenditures are budgeted to accommodate a 3% cost of living adjustment in each year. Employees who have not reached the top of the pay scale for their position(s) will receive step increases within the allowable pay range subject to satisfactory performance and available revenue. The budget reflects moving away from the self-insured health benefits to a larger, more stable pool which provides some savings for 2025 and anticipates a 5% increase in rates for 2026.

Included in the budget are additional positions which add capacity to achieve Council priorities and meet shifting community needs, including re-organization of the Public Works & Utilities Department into two departments: Public Works and Energy Services. Several staff positions are impacted by this change. Included in the preliminary budget: 1.0 FTE Energy Services Director, 1.0 FTE Telecom Business/Project Manager, 1.0 FTE Water/Stormwater Coordinator, 1.0 FTE Contracts and Purchasing Manager, 1.0 FTE Warehouse Person, and 1.0 FTE Water Division Plant Maintenance Tech. Reclassification of several positions related to the re-organization, succession, and organizational needs include: Public Works & Utilities Director to Public Works Director; Stormwater Manager to Water Resources Manager; Assistant Utilities Director to Gas Operations Supervisor; IT Telecom Manager to Network/Security Manager; Shop & Warehouse Manager to Fleet & Facilities Manager; Assistant City Manager/City Attorney to City Attorney (following pending retirement); Engineering Tech 1 to II; and HR Assistant reclassified to HR Specialist; and establishing PERS eligibility for qualified Recreation Aids.

The 2025/2026 Budget expands capacity and aligns resources with the Council's Strategic Vision 2024-2029 through the following enhancements:

Affordable Housing and Living

- Continues funding for capacity with a Housing and Grants Coordinator to maximize housing partnerships and projects to implement the Housing Action Plan and track progress on stock and affordability, coordinate City efforts to address gaps in housing pipeline.
- Continues CHIP grants to site improvements for affordable housing developments.
- Provides for consultant services to facilitate the periodic update of the Comprehensive Plan, including Housing, Transportation, Economic Development, Climate, and all other elements.
- Adds minor funding for warming and cooling shelter staffing.

Sustainable Economic Development

- Infrastructure system maintenance and investment program aligned with utility and transportation system plans to adequately serve forecasted future residential, commercial, and industrial uses.
- Continues funding for economic development to expand creative economy and entrepreneurial sector to retain and enhance community character; Implement the

County-wide Economic Development Strategic Plan in collaboration with partners; actively participate in countywide and regional collaboration around economic opportunities

- Provides funding for consultant services to support implementation elements of the City's economic development goals outlined in the County-wide Economic Development Strategic Plan.

Safety, Civic Engagement, and Cultural Inclusion

- Prepares to fund public defense services within the County's new office.
- Continues budget and staff support for diversity, equity, and inclusion initiatives.
- Provides for modest investment in communications budget to increase accessibility including translation and signing for events as appropriate and funding for consultant work to facilitate compliance with 2027 online accessibility mandates.
- Continues to provide resources to host civic education program, cultural events, and community-building programs.
- Increases tools for modern policing using data and updates technology to improve outcomes and officer safety.

Infrastructure and Energy

- Reorganizes Public Works and Utilities Department into two departments, Public Works and Energy Services, to increase capacity in light, gas, and fiber/telecom utilities to proactively prepare for future energy and broadband needs of community.
- Continues to implement actions in the City's Sustainability and Energy Plan. Structured budgeted operations and infrastructure investments to meet milestones and targets of Clean Energy Transformation Act (CETA), Climate Commitment Act, building codes, and other state and federal mandates.
- Provides resources for development of a comprehensive Urban Forestry plan, tree code update, and tree program.
- Continues renewable energy and conservation incentives in the energy utilities including the Home Energy and Appliance Rebate (HEAR) program.
- Continues investment in technology infrastructure to support community's present and future needs, including replace the City's enterprise resource planning (ERP) software system, improve data and processes to prepare for Asset Management System software, mature and enhance GIS program, and reinforce cybersecurity.
- Intentionally budgets for capital project contingencies for transportation infrastructure to address unforeseen costs within the adopted financial program.
- Completes Gateway II – Vantage Highway stormwater investments, and Reecer Creek Levee Extension flood mitigation to improve community resiliency.
- Additional bus shelters for Public Transit and ADA improvements on bus routes.
- Continues funding for legislative advocacy focused on the City's energy utilities.

Dedicated Parks and Recreation Resources

- Updates the City's Parks and Open Space Plan in 2025.

- Provides consultant funding to explore priority parks and recreation projects, explore partnerships (Boys & Girls Club, YMCA/YWCA, etc.) and new revenue options with community and stakeholders.

Other Major Projects, Programs, and Issues

- Invests in transportation and utility systems, including:
 - Anderson Road sewer project, Phase II, funded partially with federal COVID-19 relief grant dollars
- Water Street Overlay
- Phased Progressive Design-Build for Fieldhouse
- Sidewalk repair programs
 - Dolarway Substation Construction
 - Redundancy, safety, maintenance, and reliability investments for utility systems
 - System expansions as needed
 - Substation investments for the Electric Utility
 - Well construction and inspection for the Water Utility

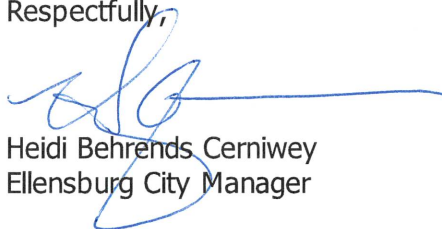
A table of all budget enhancements and capital projects is attached, including impacts to the fund and transfers (which amplify some expenditures).

Acknowledgments

The proposed 2025/2025 Biennial Budget is formulated with the intent to reposition the City and grow strategically. Every effort has been made to assure consistency with the leadership vision and direction of the City Council. As the City of Ellensburg moves forward, our focus will continue to be on fiscal stability, effectiveness, efficiency, transparency, accountability, and stewardship. I wish to express my sincere appreciation for the teamwork and support provided by department directors and their staff. A special note of thanks is given to Jerica Pascoe, Finance Director, Keith Bassett, Assistant Finance Director, Gloria Lanphere, Budget Officer, and Finance staff who have served as the main budget preparers and coordinators.

A special thanks to the City Council for their vision and priority setting that forms the framework of the budget. Council's clear direction and policy insight enabled staff to bring forward solid budget proposals, resulting in a sound financial plan for operations of the City in the next biennium and for the long-term future of the community.

Respectfully,



Heidi Behrends Cerniwey
Ellensburg City Manager

Department/Division	Fund	2025 Expenditures & Transfers-Out	2026 Expenditures & Transfers-Out
Administration			
Budgeted			
DEI Commission Continued Funding	011	\$ 10,000	\$ 10,000
Legislative Professional Services	011	5,000	7,000
Parks & Rec Sustainable Funding Professional Services	013	40,000	-
Consultant for ADA Web	013	30,000	-
Communications-Smart TVs	013	4,100	
Training for staff	013	4,400	4,400
Indigent Defense Cost - Kittitas County	013	75,000	75,000
Web Accessibility Professional Services	013	30,000	
Reclass HR Assist to HR Specialist	014	2,070	5,450
City Attorney Position (reclassify after retirement)	013	(37,902)	(30,513)
Contracts & Purchasing Manager	012	148,172	153,358
Cybersecurity System Enhancements	550	24,000	12,000
Software Roadmap Implementation/ERP System	550, 555	500,000	500,000
Budgeted Total		\$ 162,668	\$ 71,337
Not Budgeted			
Assistant City Manager- partial 2025	013	174,091	227,763
Police Department			
Budgeted			
AED	016	8,155	8,563
2025 Vehicle Replacement	016	26,220	26,220
2026 Police Vehicle Replacement	016		29,904
Detective Car	016		11,016
Taser Replacement	130		39,000
Flock Cameras (pre council approved)		39,000	
Drone Equipment	130	13,700	2,500
Speed Sign Budget Request	130	4,500	
2026 Body Worn Camera (BWC) Replacements	130		53,000
Budgeted Total		\$ 91,575	\$ 170,203
Community Development			
Budgeted			
Commerce Grants for Comp Plan and Climate Chapter	017	137,500	121,875
Budgeted Total		\$ 137,500	\$ 121,875
Not Budgeted			
FT Code Enforcement Officer	017	106,500	105,000
Engineering			
Budgeted			
PW Director Reclassification/Reorganization	019	-	-
Engineering Tech I reclassified to Tech II	019	11,933	12,435
GPS/ Survey Equipment	019	25,000	15,000
Budgeted Total		\$ 36,933	\$ 27,435
Not Budgeted			
Utility Engineer	019	160,442	169,764

Parks & Recreation

Budgeted

ALTC Grant Nurse//decreased budget for this item	022	8,000	8,000
PERS Eligibility for Rec Aide IV's	022	32,557	33,697
Van Rental for Adult Activity Center		4,160	4,160
Tread Step System replaces failing stair system	022		7,500
Fitness Equipment-2yr replacement plan	022	5,000	5,000
Pool Lift for Accessibility	022	4,500	
Duraform Diving Board	022	7,700	
Park Plan Update	370	100,000	
Mt. View Park Tennis Court Project	160	302,800	
Reduced Pool Hours - Personnel Costs	022	(25,000)	
West Ellensburg Park Playground	160	125,000	
Parks Maintenance UTV with Equip	531	33,000	
Budgeted Total		\$ 564,717	\$ 58,357

Not Budgeted

Van Replacement	531		120,000
Park Maint Techs (1 in 2025 & second position in 2026)	022	107,647	107,647
Park Maint Techs (1 in 2025 & second position in 2026)	022		107,647
Aquatic Manager Request	022	73,175	75,251
Reed Park Phase I Development	370		433,900
Fitness Equipment-2yr replacement plan	022	13,000	13,000
Duraform 1m Diving Board Tower	022	26,000	

Library

Budgeted

Youth Assistant-Summer hours .03 FTE reading program	023	1,186	1,186
Cooling/Warming Center Staff Hours	023	1,000	1,000
Collection Development - Digital Items	023	2,000	2,000
Collection Development - Physical Items	023	2,000	2,000
Budgeted Total		\$ 6,186	\$ 6,186

Economic Development

Budgeted

One-time Demographic & Economic Development Studies	027	50,000	50,000
Budgeted Total		\$ 50,000	\$ 50,000

Street

City Planted Tree Annual Maintenance	120	30,000	30,000
		\$ 30,000	\$ 30,000

Not Budgeted

Chip Seal Program - Reduced by 2 days	120	(150,000)	
---------------------------------------	-----	-----------	--

Arterial Street

Budgeted

3rd Avenue Sidewalk and Paving	123		450,000
Bridge Inspections	123	5,000	5,000
Capital Project contingency	123	260,000	225,000
Dolarway Substation Frontage Improvements	123	30,000	400,000
Gateway II	123	515,000	5,125,000
Helena Avenue Improvements (Design)	123	200,000	100,000
On-Call Traffic Analysis	123	200,000	100,000

Replacement Switches for all Traffic Signals	123	115,000	
Signal Optimization	123	25,000	25,000
Water Street Overlay	123	3,526,000	
Budgeted Total		\$ 4,876,000	0 \$ 6,430,000

Not Budgeted

7th Avenue Slurry Seal	123		450,000
------------------------	-----	--	---------

Traffic Impact

Budgeted

Capital Project Contingency	125	50,000	50,000
Budgeted Total		\$ 50,000	\$ 75,000

Transit

Budgeted

Water Street ADA and Bus Stop Improvements	127	476,000	
Budgeted Total		\$ 476,000	\$ -

Lodging Tax Fund

Budgeted

LTAC Administration (Arts& Econ. Dev. Manager)	165	15,000	15,000
Vistor Center/Concierge at Unity Park	165	75,000	75,000
Budgeted Total		\$ 90,000	\$ 75,000

Not Budgeted

Downtown Furniture Replacement	165	30,000	30,000
--------------------------------	-----	--------	--------

Housing & Related Services

Budgeted

CHIP Grant related activity (pass thru grant)	172	497,370	60,270
Budgeted Total		\$ 497,370	\$ 60,270

325-Field House

Budgeted

Design & Build Contract	325	423,381	
Budgeted Total		\$ 423,381	

Sidewalk

Budgeted

Capital Project Contingency	366	160,000	160,000
Budgeted Total		\$ 160,000	\$ 160,000

Stormwater Department

Budgeted

	431, 481,		
Water Resource Manager - reclassify Stormwater Manage	491	0	-
Water/Storm Program Coordinator	431	97,910	103,638
Annual Stormwater Improvements	431		75,000
Reecer Creek Levee Construction	431	1,238,363	
Tree Maintenance shared fund expense	431	10,000	10,000

Budgeted Total

\$	1,346,273	\$	188,638
----	-----------	----	---------

Telecom**Budgeted**

Telecom Business/Project Manger	451	177,588	184,444
Budgeted Total		\$ 177,588	\$ 184,444

Gas Department**Budgeted**

Gas Operations Supervisor-position reclassified from Assistant Utilities Director		98,837	102,378
Advanced Metering Infrastructure (AMI)	461	1,000,000	1,000,000
Gas Emission Mitigation Equipment	461	80,000	
Gas Tap Station Safety Improvements PH 1	461	120,000	
Davit Lift System	461	7,500	-
Budgeted Total		\$ 1,306,337	\$ 1,102,378

Not Budgeted

Engineering Tech II	461	107,200	110,952
Gas Engineer	461	164,993	170,767

Electric Department**Budgeted**

	451, 461,		
Energy Systems Director - Re-organization	471	256,932	266,455
Light- Summer Intern	471	13,017	13,449
AMI Conversion	471	1,490,000	1,000,000
Berry Rd Reconductor	471		400,000
Canyon Rd I-90 Cross	471		500,000
D1 Dolarway Substation Improvement	471	3,250,000	5,000,000
Gateway 2	471	750,000	
Mt View Reconductor	471	750,000	
SR97- HWY 10 Loop	471	300,000	
Budgeted Total		\$ 6,540,000	\$ 6,900,000

Water Division**Budgeted**

Plant Maintenance Technician	481	112,866	116,716
24" Main Valve Replacement	481	20,000	20,000
Annual Water Main Replacement	481	300,000	300,000
ASR Feasibility Study	481	100,000	
Craigs Hill Seismic Study	481	50,000	
Well Property Acquisition and Design/Permitting	481	750,000	
Memorial Park Water Main Relocation	481	65,000	
Mt. Stuart Well Rehabilitation	481	150,000	
Permanent Backup Generator	481		500,000
Reservoir Property Acquisition	481	750,000	
Rotary Park Irrigation Design	481	100,000	
Seattle Ave Water Main	481	400,000	
Telemetry Upgrades	481	50,000	50,000

Water Distribution Main Extensions	481	50,000	50,000
Water Distribution Main Oversizing	481	50,000	50,000
Well Pump and Motor Inspection and Repair	481	150,000	150,000
Well Siting Study/Property Acquisition/Design/Permitting	481	200,000	
Budgeted Total		\$ 3,185,000	\$ 1,120,000

Wastewater Treatment Plant

Additional Aerator in Each Basin	491	40,000	1,000,000
Anderson Road Sewer (Phase II)	491	2,900,000	
Cured in Place Sewer Rehab	491		400,000
New Clarifier Design--Procurement	491	2,000,000	2,000,000
RAS Building Improvements	491	1,300,000	
Sewer Main Extensions	491	50,000	50,000
Sewer Main Oversizing	491	50,000	50,000
Wenas St. Sewer Extension	491	500,000	2,500,000
WWTR Methane Recapture	491	8,000	192,000
Budgeted Total		\$ 6,848,000	\$ 6,192,000

Shop Facilities & Warehouse

Budgeted

Facilities & Fleet Manager - reclassified from Shop & Warehouse Manager	531, 535	168,618	175,058
Shop Capital Equip Purchase/replace	531	544,000	645,000
Central Service Facility Rental Charges	531	85,000	85,000
Warehouse Service Charges	531	220,000	220,000
Warehouse Person	531	114,279	117,376
Budgeted Total		\$ 1,017,618	\$ 1,125,058

General Facilities Fund

Not Budgeted

City Hall Remodel	535	1,820,000	
HVAC system for Library	535	1,000,000	
City Hall Boilers and Chillers Replacement	535	150,000	200,000
Budgeted Total		\$ 2,970,000	\$ 200,000

Information Technology (IT)

Budgeted

IT Intern	550	6,004	6,004
Network/Security Manager - Reclassified	550	-	-
Firewall, Log Analyzer, and Vulnerability Scanner	550		44,500
Privilege Access Management Software	550	26,392	12,000
Identity Access Management Software	550	8,030	3,540
Automated Patch Management Software	550	9,100	9,100
Expand Log Analyzer Software	550	1,623	1,623
Budgeted Total		\$ 51,149	\$ 76,767

Not Budgeted

Bamboo HR Software	550	27,466	46,923
--------------------	-----	--------	--------

Preliminary 2025/2026 Budget by Fund

	2025 Preliminary	2026 Preliminary
General Fund & Managerial Funds		
General Fund		
Beginning Fund Balance	4,665,015	3,667,193
Revenue & Transfers-In	21,176,092	20,745,462
Expenditures & Transfers-Out	(22,272,187)	(23,463,003)
Ending Fund Balance	3,568,920	949,652
Economic Development Investments Fund		
Beginning Fund Balance	640,412	590,412
Revenue & Transfers-In	-	-
Expenditures & Transfers-Out	(50,000)	-
Ending Fund Balance	590,412	590,412
Sales Tax Reserve Fund		
Beginning Fund Balance	804,416	131,594
Revenue & Transfers-In	6,383,912	6,475,071
Expenditures & Transfers-Out	(7,056,734)	(6,506,164)
Ending Fund Balance	131,594	100,501
Art Acquisition Fund		
Beginning Fund Balance	58,353	14,353
Revenue & Transfers-In	61,000	51,000
Expenditures & Transfers-Out	(105,000)	(50,000)
Ending Fund Balance	14,353	15,353
COVID Grants Fund		
Beginning Fund Balance	1,800,881	-
Revenue & Transfers-In	-	-
Expenditures & Transfers-Out	(1,800,881)	-
Ending Fund Balance	-	-
Library Trust Fund		
Beginning Fund Balance	347,406	345,932
Revenue & Transfers-In	7,500	7,500
Expenditures & Transfers-Out	(8,974)	(8,983)
Ending Fund Balance	345,932	344,449
Hal Holmes Trust Fund		
Beginning Fund Balance	180,193	183,221
Revenue & Transfers-In	4,500	4,000
Expenditures & Transfers-Out	(1,472)	(1,546)
Ending Fund Balance	183,221	185,675
Fire Relief & Pension Fund		
Beginning Fund Balance	887,553	956,468
Revenue & Transfers-In	232,767	231,888
Expenditures & Transfers-Out	(163,852)	(168,522)
Ending Fund Balance	956,468	1,019,834

	2025 Preliminary	2026 Preliminary
Special Revenue Funds		
Street Fund		
Beginning Fund Balance	968,306	522,045
Revenue & Transfers-In	2,658,227	2,857,106
Expenditures & Transfers-Out	(3,104,488)	(3,302,458)
Ending Fund Balance	522,045	76,693
Arterial Street Fund		
Beginning Fund Balance	3,868,998	2,586,405
Revenue & Transfers-In	4,484,871	6,807,651
Expenditures & Transfers-Out	(5,767,464)	(8,090,557)
Ending Fund Balance	2,586,405	1,303,499
Transportation Impact Fee Fund		
Beginning Fund Balance	644,964	916,601
Revenue & Transfers-In	389,387	389,387
Expenditures & Transfers-Out	(117,750)	(867,750)
Ending Fund Balance	916,601	438,238
Ellensburg Public Transit Fund		
Beginning Fund Balance	5,455,572	4,921,772
Revenue & Transfers-In	2,635,127	1,716,376
Expenditures & Transfers-Out	(3,168,927)	(2,775,022)
Ending Fund Balance	4,921,772	3,863,126
Criminal Justice Fund		
Beginning Fund Balance	2,087,523	1,589,179
Revenue & Transfers-In	1,556,822	1,556,822
Expenditures & Transfers-Out	(2,055,166)	(2,141,069)
Ending Fund Balance	1,589,179	1,004,932
Drug Investigation Fund		
Beginning Fund Balance	27,625	20,725
Revenue & Transfers-In	3,100	3,100
Expenditures & Transfers-Out	(10,000)	(5,000)
Ending Fund Balance	20,725	18,825
CATV Operations & Maintenance Fund		
Beginning Fund Balance	102,752	98,179
Revenue & Transfers-In	81,536	75,954
Expenditures & Transfers-Out	(86,109)	(86,047)
Ending Fund Balance	98,179	88,086
CATV Capital Fund		
Beginning Fund Balance	69,451	69,451
Revenue & Transfers-In	-	-
Expenditures & Transfers-Out	-	-
Ending Fund Balance	69,451	69,451

	2025 Preliminary	2026 Preliminary
Park Acquisition Fund		
Beginning Fund Balance	269,929	371,749
Revenue & Transfers-In	101,820	101,820
Expenditures & Transfers-Out	-	-
Ending Fund Balance	371,749	473,569
Lodging Tax Fund		
Beginning Fund Balance	1,637,620	1,773,654
Revenue & Transfers-In	687,000	687,000
Expenditures & Transfers-Out	(550,966)	(625,975)
Ending Fund Balance	1,773,654	1,834,679
Housing Fund		
Beginning Fund Balance	2,489,916	2,592,452
Revenue & Transfers-In	1,207,406	805,406
Expenditures & Transfers-Out	(1,104,870)	(742,770)
Ending Fund Balance	2,592,452	2,655,088
Debt Service Funds		
2017 Capital Improvement Bond Debt Service Fund		
Beginning Fund Balance	361,381	360,382
Revenue & Transfers-In	562,327	562,327
Expenditures & Transfers-Out	(563,326)	(563,326)
Ending Fund Balance	360,382	359,383
2010 Capital Maintenance Bond Debt Service Fund		
Beginning Fund Balance	86,815	86,815
Revenue & Transfers-In	186,403	186,403
Expenditures & Transfers-Out	(186,403)	(186,403)
Ending Fund Balance	86,815	86,815
LID Guaranty Fund		
Beginning Fund Balance	153,508	158,508
Revenue & Transfers-In	5,000	4,000
Expenditures & Transfers-Out	-	-
Ending Fund Balance	158,508	162,508
Capital Funds		
Fieldhouse Development Fund		
Beginning Fund Balance	6,191,694	5,706,462
Revenue & Transfers-In	-	-
Expenditures & Transfers-Out	(485,232)	-
Ending Fund Balance	5,706,462	5,706,462
2017 Capital Improvement Bond Projects Fund		
Beginning Fund Balance	352,705	-
Revenue & Transfers-In	-	-
Expenditures & Transfers-Out	(352,705)	-
Ending Fund Balance	-	-

	2025 Preliminary	2026 Preliminary
General Capital Projects Fund		
Beginning Fund Balance	116,203	116,203
Revenue & Transfers-In	-	-
Expenditures & Transfers-Out	-	-
Ending Fund Balance	116,203	116,203
Sidewalk Fund (REET 1)		
Beginning Fund Balance	328,127	361,127
Revenue & Transfers-In	376,000	376,000
Expenditures & Transfers-Out	(343,000)	(343,000)
Ending Fund Balance	361,127	394,127
Recreation Facilities Fund (REET 2)		
Beginning Fund Balance	563,082	776,513
Revenue & Transfers-In	313,431	313,431
Expenditures & Transfers-Out	(100,000)	-
Ending Fund Balance	776,513	1,089,944
Enterprise Funds		
Stormwater Utility Fund		
Beginning Fund Balance	850,927	566,673
Revenue & Transfers-In	3,518,351	2,542,752
Expenditures & Transfers-Out	(3,802,605)	(2,781,954)
Ending Fund Balance	566,673	327,471
Telecommunications Utility Fund		
Beginning Fund Balance	479,857	347,978
Revenue & Transfers-In	410,324	410,324
Expenditures & Transfers-Out	(542,203)	(549,521)
Ending Fund Balance	347,978	208,781
Natural Gas Utility Fund		
Beginning Fund Balance	2,486,112	2,431,102
Revenue & Transfers-In	15,122,536	15,177,736
Expenditures & Transfers-Out	(15,177,546)	(15,670,490)
Ending Fund Balance	2,431,102	1,938,348
Electric Utility Fund		
Beginning Fund Balance	12,687,510	5,752,329
Revenue & Transfers-In	22,634,757	28,983,599
Expenditures & Transfers-Out	(29,569,938)	(29,826,267)
Ending Fund Balance	5,752,329	4,909,662
Water Utility Fund		
Beginning Fund Balance	6,998,477	4,271,494
Revenue & Transfers-In	6,978,953	6,878,953
Expenditures & Transfers-Out	(9,705,936)	(8,875,921)
Ending Fund Balance	4,271,494	2,274,526

	2025 Preliminary	2026 Preliminary
Water Construction Fund		
Beginning Fund Balance	-	-
Expenditures & Transfers-Out	-	-
Ending Fund Balance	-	-
Wastewater Utility Fund		
Beginning Fund Balance	6,343,772	4,401,421
Revenue & Transfers-In	8,766,225	10,241,344
Expenditures & Transfers-Out	(10,708,576)	(12,285,498)
Ending Fund Balance	4,401,421	2,357,266
Internal Service Funds		
Shop & Warehouse Fund		
Beginning Fund Balance	9,833,559	10,607,122
Revenue & Transfers-In	3,806,562	3,976,056
Expenditures & Transfers-Out	(3,032,999)	(3,265,564)
Ending Fund Balance	10,607,122	11,317,614
General Facilities Fund		
Beginning Fund Balance	133,919	174,911
Revenue & Transfers-In	1,053,744	1,057,701
Expenditures & Transfers-Out	(1,012,752)	(1,022,727)
Ending Fund Balance	174,911	209,885
Health & Benefits Fund		
Beginning Fund Balance	1,495,038	1,748,687
Revenue & Transfers-In	3,461,575	3,752,233
Expenditures & Transfers-Out	(3,207,926)	(3,235,087)
Ending Fund Balance	1,748,687	2,265,833
Risk Management Fund		
Beginning Fund Balance	1,312,181	1,277,454
Revenue & Transfers-In	1,076,102	1,116,798
Expenditures & Transfers-Out	(1,110,829)	(1,161,525)
Ending Fund Balance	1,277,454	1,232,727
Information Technology Fund		
Beginning Fund Balance	1,248,914	1,431,482
Revenue & Transfers-In	2,914,571	2,887,368
Expenditures & Transfers-Out	(2,732,003)	(2,690,361)
Ending Fund Balance	1,431,482	1,628,488
Geographic Information Systems Fund		
Beginning Fund Balance	745,542	556,574
Revenue & Transfers-In	349,127	357,010
Expenditures & Transfers-Out	(538,095)	(546,560)
Ending Fund Balance	556,574	367,024

City Manager's Preliminary 2025-2026 Biennial Budget Presentation & Public Hearing

Ellensburg City Council Meeting
November 4, 2024

Heidi Behrends Cerniwey, City Manager



1

What does the future hold?

Change.



- Inflation
- Post-pandemic World
- Labor Market
- Supply Chain
- Community Growth Cycle
- Uncertainty



2

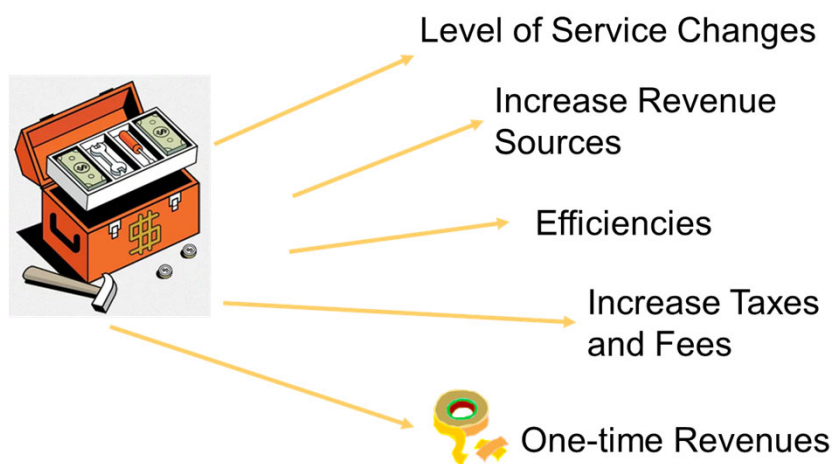
2025-2026 Preliminary Biennial Budget

- Adaptive – responds to conditions, challenges, and opportunities
- Balanced
- Continues most service levels and maintains investment in infrastructure
- Considers Council Strategic Vision
- Technology Investments
- Proposes public vote to renew TBD 0.2% sales tax revenue in 2025 and redistribute to streets (0.1%) and transit (0.1%) in 2026



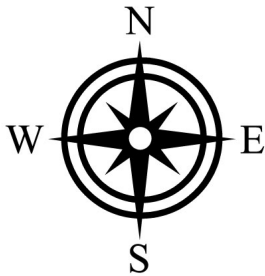
3

Financial Toolbox



4

City Council's Strategic Vision 2024-2029



- Sustainable Economic Development
- Infrastructure and Energy
- Safety, Civic Engagement, and Cultural Inclusion
- Affordable Housing and Living
- Dedicated Parks and Recreation Resources

www.ellensburgwa.gov/strategicvision

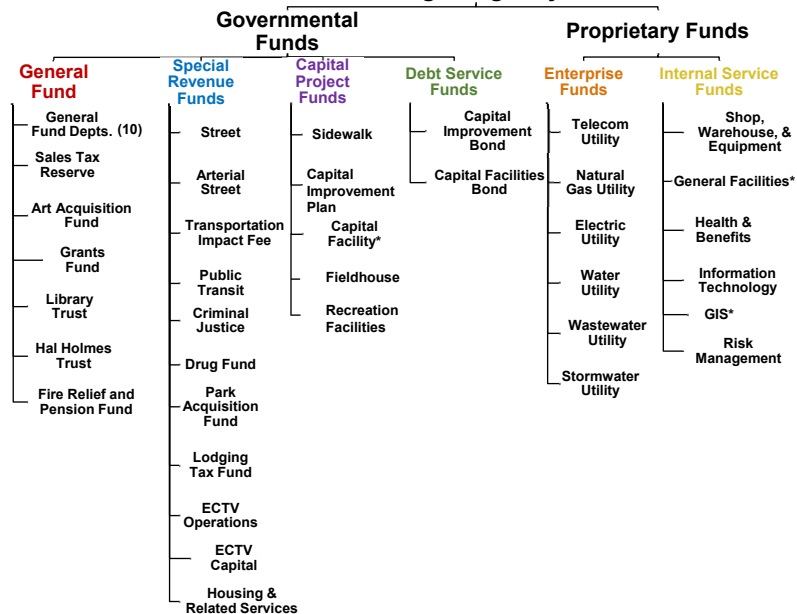


5

Budget Structure

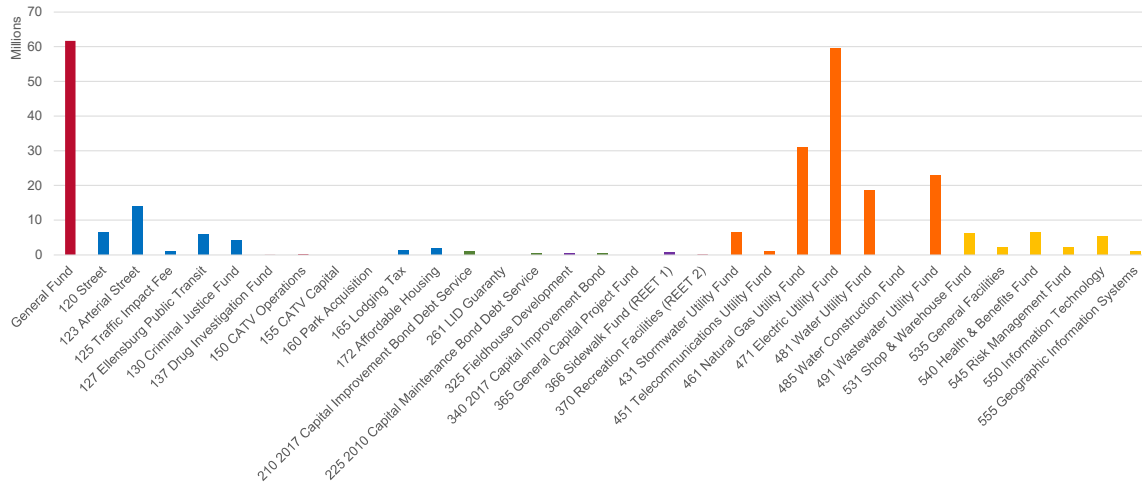
- 44 Funds
- Restricted revenues
- Dedicated expenditures

Ellensburg Budgetary Funds



6

All Budgeted Funds – 2025-2026



7

Governmental Fund Activities



- Council/City Management
- General Government
- Economic Development/Arts
- Community Development
- Parks & Recreation
- Library Services
- Engineering Services
- Library Services
- Public Safety
- Affordable Housing
- Streets
- Sidewalks
- Transit

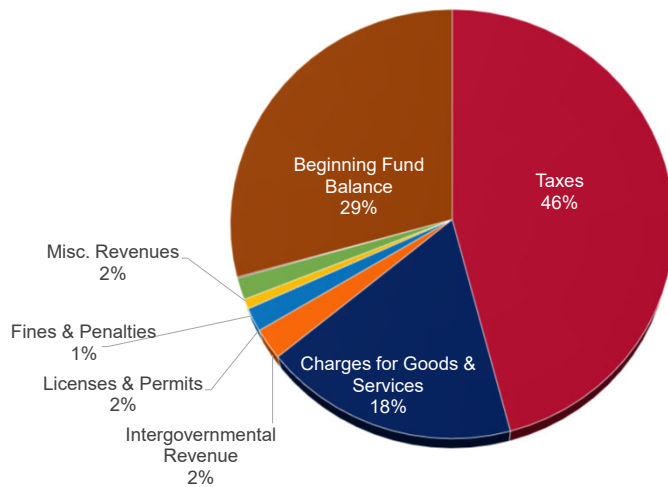
Costs increase
~3% per year



8



General Fund Revenue – 2025



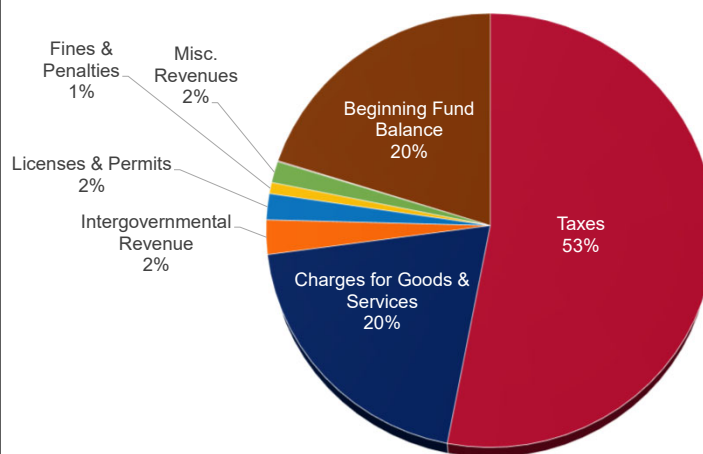
Taxes	\$14,695,740
Charges for Services	\$ 5,842,799
Intergovernmental Revenues	\$ 752,024
Licenses & Permits	\$ 568,828
Fines & Penalties	\$ 240,000
Miscellaneous	\$ 524,110
Other Financing Sources	\$ 30,185
Total Revenue	\$ 22,653,686

Est. Beginning Fund Balance	\$ 9,384,229
Total General Funding Sources	\$32,037,915
	\$



9

General Fund Revenue – 2026



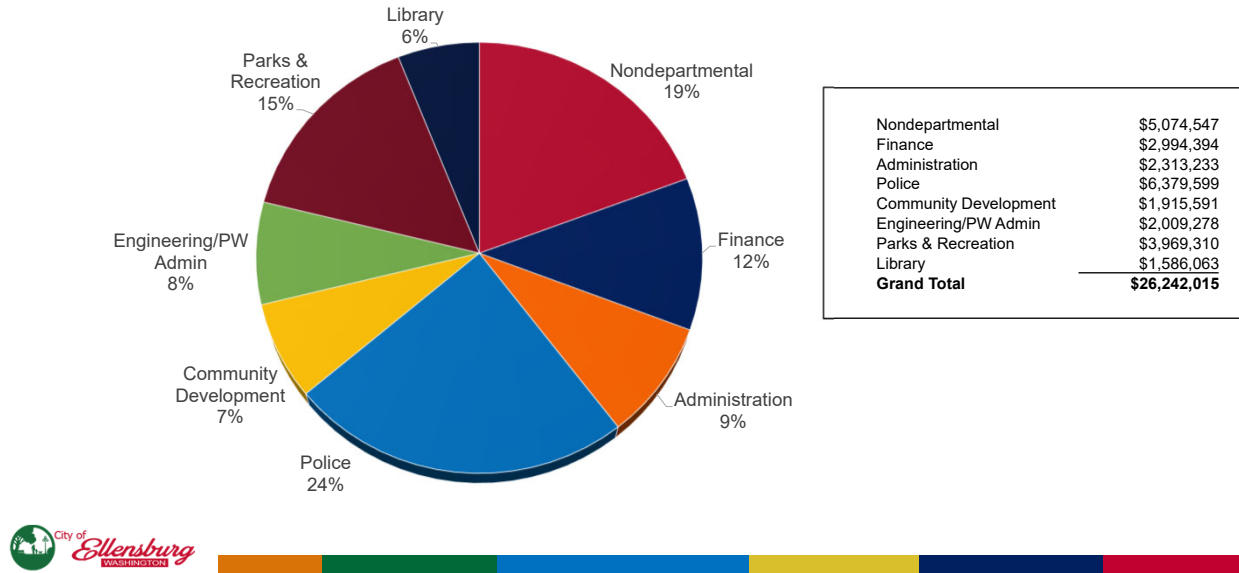
Taxes	\$15,500,260
Charges for Services	\$ 5,807,299
Intergovernmental Revenues	\$ 747,274
Licenses & Permits	\$ 568,828
Fines & Penalties	\$ 245,000
Miscellaneous	\$ 464,610
Other Financing Sources	\$ 20,135
Total Revenue	\$23,353,406

Est. Beginning Fund Balance	\$ 5,899,173
Total General Funding Sources	\$ 29,242,579



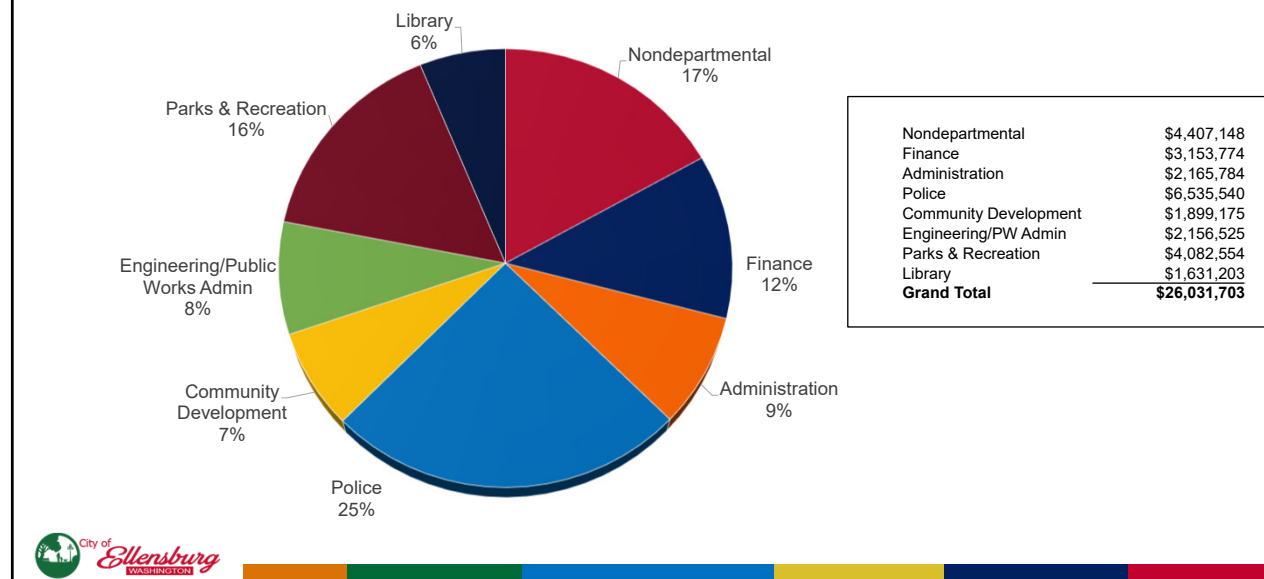
10

2025 General Fund Expenses by Department



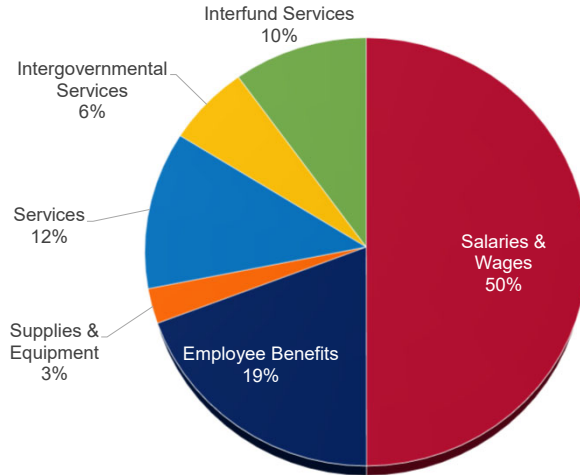
11

2026 General Fund Expenses by Department



12

2025 General Fund Expenses by Type

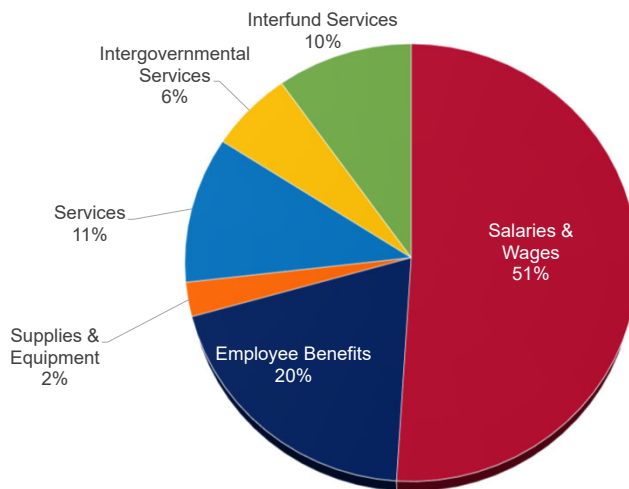


Salaries & Wages	\$11,216,383
Employee Benefits	\$4,324,077
Supplies & Equipment	\$592,693
Services	\$2,679,072
Intergovernmental Services	\$1,383,937
Interfund Services	\$2,246,242
Grand Total	\$22,442,404



13

2026 General Fund Expenses by Type



Salaries & Wages	\$11,648,306
Employee Benefits	\$4,489,286
Supplies & Equipment	\$576,896
Services	\$2,473,865
Intergovernmental Services	\$1,380,937
Interfund Services	\$2,263,683
Grand Total	\$22,832,973



14

Affordable Housing and Living



- CHIP grants for affordable housing partnerships
- Continues Housing and Grants Coordinator to maximize housing partnerships and City efforts to address gaps in housing pipeline
- Periodic update of the Comprehensive Plan, including Housing, Transportation, Economic Development, Climate, and all other elements.
- Warming and cooling shelter staffing for Library



* Grant supported

15

Sustainable Economic Development



- Infrastructure system maintenance and
- Investments aligned with utility and transportation system plans to adequately serve forecasted residential, commercial, and industrial growth
- Creative economy and entrepreneurial expansion to retain and enhance community character; actively participate in countywide and regional collaboration
- Implementation of County-wide Economic Development Strategic Plan



* Grant supported

16

Safety, Civic Engagement, and Cultural Inclusion



- Public defense services within the County's new office
- Continues support for diversity, equity, and inclusion initiatives
- Accessibility funding for compliance with 2027 online accessibility mandates and continued translation/interpretation for events, meetings, and programs
- Civic education program, cultural events, and community-building programs
- Increases tools for modern policing using data and updates technology to improve outcomes and officer safety



* Grant supported

17

Infrastructure and Energy



- Reorganizes Public Works and Utilities Department into Public Works and Energy Services, to increase capacity in light, gas, and fiber/telecom utilities
- Implements City's Sustainability and Energy Plan, Clean Energy Transformation Act (CETA), Climate Commitment Act, building codes, and other state and federal mandates
- Comprehensive Urban Forestry plan, tree code update, and tree maintenance
- Renewable energy and conservation incentives in the energy utilities including the Home Energy and Appliance Rebate (HEAR) program
- Investments in technology infrastructure to support community's needs: Enterprise Resource Planning (ERP), Enterprise Asset Management System software, enhance GIS program, and improve cybersecurity



* Grant supported

18

Infrastructure and Energy (cont.)



- Intention capital project contingencies for transportation infrastructure to address unforeseen costs within the adopted financial program
- Completes Gateway II – Vantage Highway stormwater investments, and Reecer Creek Levee Extension flood mitigation to improve community resiliency
- Additional bus shelters for Public Transit and ADA improvements on bus routes
- Continues funding for legislative advocacy focused on the City's energy utilities



* Grant supported

19

Dedicated Parks and Recreation Resources



- Updates the City's Parks and Open Space Plan
- Provides consultant funding to explore priority parks and recreation projects, explore partnerships (Boys & Girls Club, YMCA/YWCA, etc.) and new revenue options with community and stakeholders
- Tennis Courts & West Ellensburg Playground
- Unity Park Visitor Center/Concierge (LTAC)
- UTV for expanded maintenance



* Grant supported

20

Organizational Priorities



- Re-organization and pressure relief
- Transitions in Technology
 - Telecom Utility
 - Technology Roadmap: Enterprise Resource Planning (ERP) and Asset Management Software, GIS System
 - Cybersecurity
 - Records Management
- Organizational Effectiveness
- Community Engagement – Telling Our Story
- Employer of Choice – attract, grow, and retain



21

New Positions and Funding Sources



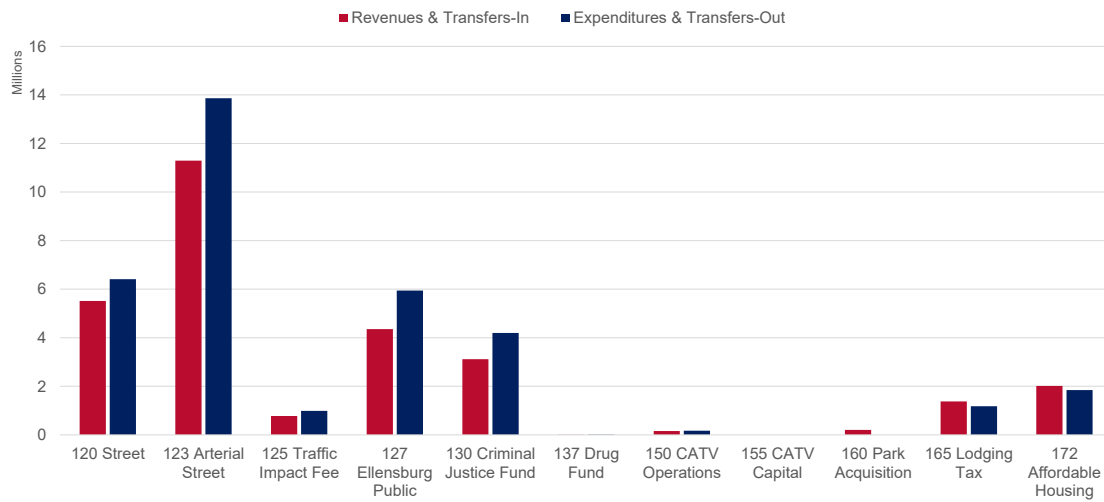
- **Energy Services Director** (Gas/Water)
- **Contracts and Procurement Manager** (All Utilities)
- **Water Plant Maintenance Tech** (Water Utility)
- **Warehouse Person** (Shop and Warehouse Internal Services)
- **Telecom Business/Project Manager** (Telecom Utility)
- **Water/Stormwater Program Coordinator** (Water/Storm Utilities)
- **Reclassified Positions**
 - Public & Utilities Director to Public Works Director
 - Stormwater Manager to Water Resources Manager
 - Assistant Utilities Director to Gas Operations Supervisor
 - IT Telecom Manager to Network/Security Manager
 - Shop & Warehouse Manager to Fleet & Facilities Manager
 - Assistant City Manager/City Attorney to City Attorney
 - Engineering Tech I to II
 - HR Assistant reclassified to HR Specialist
 - PERS eligibility for qualified Recreation Aids



* Grant supported

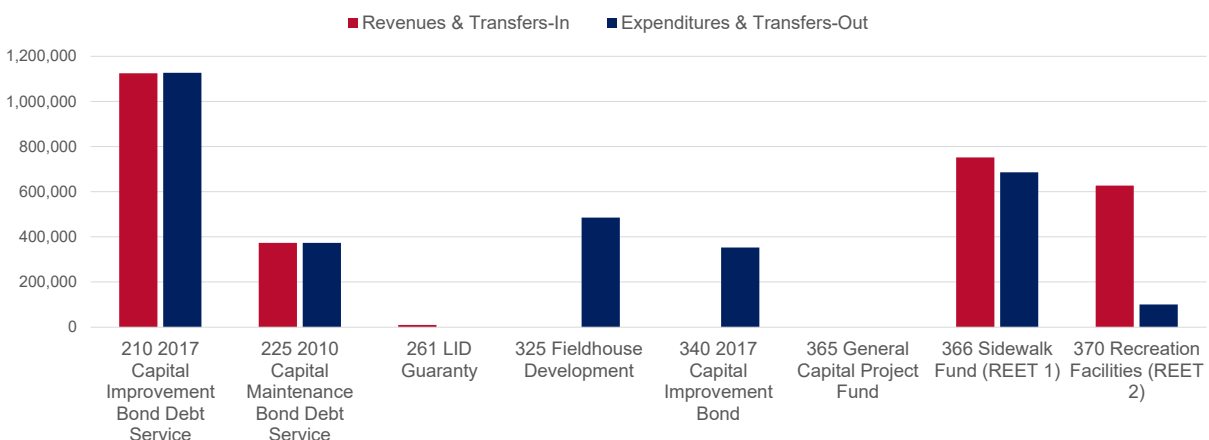
22

2025-2026 Special Revenue Funds



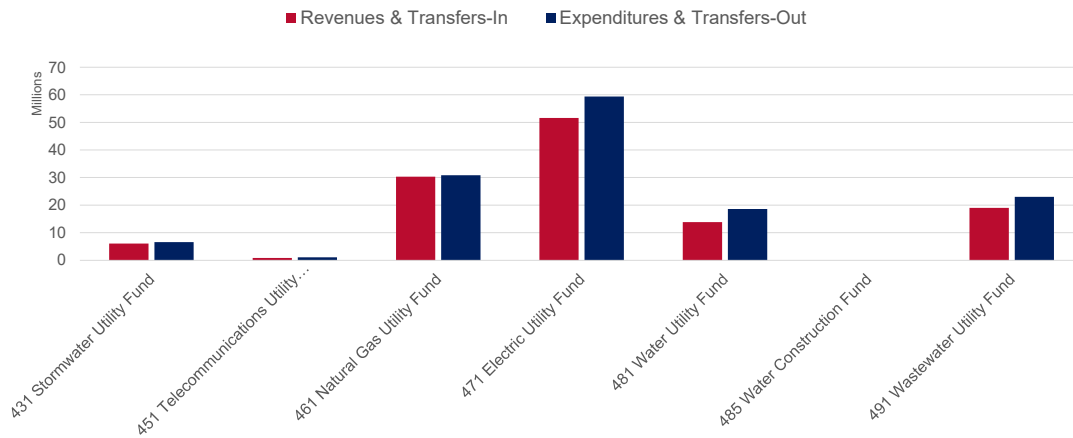
23

2025-2026 Debt Service and Capital Funds



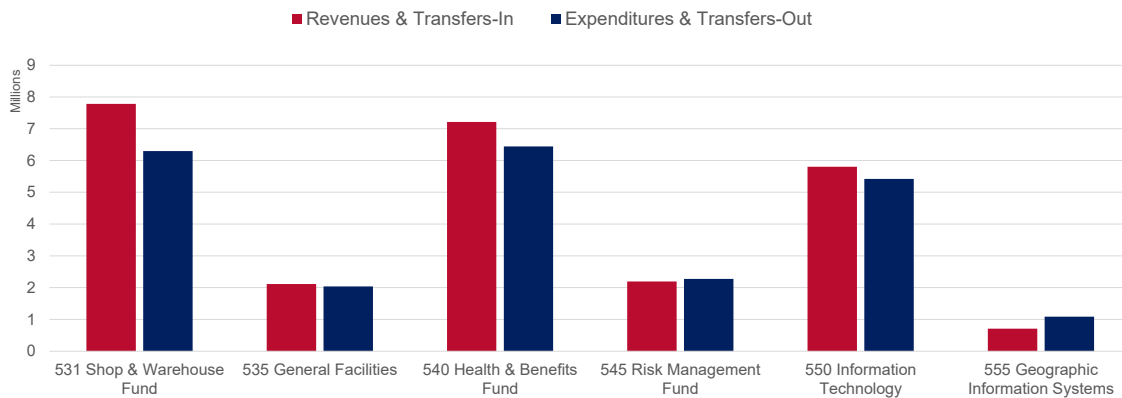
24

2025-2026 Enterprise Funds – Rev & Expend



25

Internal Service Funds – Rev & Exp



26

Capital Projects

- Anderson Road Sewer*
- Water Street Overlay*
- 3rd Avenue Overlay*
- Sidewalk repair program
- Helena Avenue extension*
- Dolarway Substation
- Fieldhouse (Design-Build, Phased)
- Street Maintenance
- Redundancy, safety, maintenance, and reliability investments for utility systems
- Grid Modernization
- RNG at WWTP*
- PTC Reconnection*



* Grant supported

27

Balancing the Budget



28

Fund Balance and Reserves



- Minimum levels for designated funds to ensure stable service delivery, meet future needs, and protect against financial instability
- Fiscal discipline
- Cashflow for seasonality
- For operating funds:
 - 15-20% of operating expenditures



31

Thank you!

- **November 18** – 2025-2026 Budget Ordinance Public Hearing
- **December 2** – Adoption of 2025-2026 Biennial City Budget



33



Meeting Date: November 4, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Public Hearing (Legislative) to Consider Adoption of Resolution 2024-29, declaring the Ellensburg Airport Incubator Building Surplus to the City's Needs (Public Comment Opportunity)

Submitted by: Terry Weiner, City Attorney/Assistant City Manager
Department: City Attorney

Suggested Motion/Action:

Move to adopt Resolution 2024-29, declaring as surplus to the City's needs the Ellensburg Airport Incubator Building.

Background/Summary:

Since the adoption of Ordinance 4944 by the City Council last month, the EBDA and City have been working to transfer the assets of the EBDA to the City. One of the assets is the Ellensburg Airport Incubator Building, located at 3110 Airport Road, across from the Airport. The building was constructed in 1999 using a loan from the Washington State Community Economic Revitalization Board ("CERB") which was jointly guaranteed by the City and Kittitas County. The building is located on land leased from the County, with the current lease term extending through December 2035.

The EBDA executed a Bill of Sale transferring almost all of its assets to the City, including the Airport Incubator Building, on October 23, 2024 (the cash assets have not yet been transferred so that existing accounts payable and receivable can be closed out). The incubator currently has three tenants whose leases remain active.

Along with the dissolution of the EBDA, the City, County and Central Washington University (CWU) have been coordinating a planned three-way transfer of property. An Interlocal Agreement for Economic Development Property Exchanges (Property Transfer ILA) was approved by the parties effective September 16, 2024, which included terms for transfer of the Airport Incubator Building to Kittitas County.

Previous Council Action:

- Ordinance 4944, allowing for the dissolution of the EBDA, was adopted by Council at its October 7, 2024 meeting.
- Council approved the Interlocal Agreement Between the City of Ellensburg, Kittitas County, and Central Washington University for Economic Development Property Exchanges which included terms for transfer of the Airport Incubator Building to Kittitas County on September 16, 2024.

Analysis:

The Property Transfer ILA provides for the following future property transfers:

- The Airport Incubator Building will be transferred by the City to Kittitas County and the current leases will be assigned to the County upon completion of the transfer.
- The County will take the necessary steps to surplus and transfer title to an Airport Hangar located at Bowers field to CWU for expansion of its aviation program.
- CWU will take the necessary steps to surplus an approximately 6.2-acre parcel of undeveloped real property located at 18th and Helena Street and transfer ownership of the parcel to the City for use as affordable housing or other authorized municipal purposes.

In anticipation of these future transfers, the City must first surplus the Airport Incubator Building through adoption of proposed Resolution 2024-29. The Property Transfer ILA provides that the properties to be exchanged by the parties have been determined to be of relatively comparable value. In addition, ECC 2.06.020(C) provides:

In cases where the public interest in a maximum financial or economic return is outweighed by the public benefit, due to factors such as (by way of illustration and not limitation) the unique character or development potential of a given property or use for a public benefit purpose such as affordable housing, the city manager may recommend for city council approval the disposal of property by a special disposition process which may include disposal for less than the appraised fair market value or for other cognizable forms of consideration in addition to or in lieu of monetary payment to the city. The special disposition process may include (without limitation) sale or transfer by any of the methods set forth in this section, options to purchase, lease purchase transactions, or other commonly used, commercially reasonable means of disposal. Approval for special disposition of property under this section shall include written findings of the city council setting out and supporting the basis for the city council's decision that the public benefit of disposal pursuant to this section outweighs the public interest in a maximum financial or economic return.

Once the County and CWU are prepared to transfer their properties, staff will return to Council with a proposed property exchange agreement.

Financial Impact:

None at this time.

Budget Adjustment: No

Attachments:

1. Resolution 2024-29 Declaring Airport Incubator Building Surplus.11-04-24

RESOLUTION NO. 2024-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, declaring as surplus to the City of Ellensburg's needs the real property consisting of one building and parking lot described in more detail below and commonly referred to as the "Ellensburg Airport Incubator Building."

WHEREAS, the Ellensburg Airport Incubator Building is located at 3110 Airport Road, Ellensburg, Kittitas County, Washington, consists of approximately 1.17 acres identified by the Kittitas County Assessor's Office as Parcel #955272 ("Subject Property"), and is legally described as:

Lot C-1A of the Bowers Field Airport Binding Site Plan Amendment BS-21-00001, as recorded on January 19, 2023, in Volume 45, pages 80-83, County of Kittitas, State of Washington Containing 50,965.2 square feet or 1.17 acres more or less;

and

WHEREAS, the City of Ellensburg established the Ellensburg Business Development Authority, dba as CenterFuse ("EBDA"), in 1993 by Ordinance No. 3895, codified in Ellensburg City Code (ECC) Chapter 1.62 – Business Development Authority and subsequent Charter and Bylaws guiding operations of the entity with the purpose of promoting economic development within the City of Ellensburg; and

WHEREAS, the City of Ellensburg and Kittitas County enacted an Interlocal Agreement on May 10, 1999, to guarantee a Washington State Community Economic Revitalization Board ("CERB") Loan for construction of a building located at Bowers Field Industrial Park, 3110 Airport Road, Ellensburg, Washington 98926-9345, for which a 35-year lease agreement was signed with Kittitas County for lease of the land, and subsequent changes to lease terms, now ending in December 31, 2035; and

WHEREAS, after more than 30 years of operation, the EBDA dba CenterFuse Board of Directors is merging with the Kittitas County Chamber of Commerce to provide better coordination and collaboration in regional and countywide economic development services;

WHEREAS, on October 7, 2024 the City Council voted to dissolve the EBDA pursuant to adoption of Ordinance No. 4944;

WHEREAS, the EBDA and City of Ellensburg executed a Bill of Sale on October 23, 2024 for the transfer of substantially all of the assets of the EBDA to the City, including the Subject Property; and

WHEREAS, the City Council conducted a duly noticed public hearing on November 4, 2024, in accordance with the provisions of Chapter 2.06 of the Ellensburg City Code (“ECC”) for the purpose of declaring as surplus to the City’s needs the Subject Property; and

WHEREAS, the City Council hereby finds the Subject Property, including the Ellensburg Business Incubator, to be surplus to the City’s needs and no longer required for municipal purposes; and

WHEREAS, the disposition of such property shall be through the future exchange of properties with Kittitas County pursuant to an Interlocal Agreement for Economic Development Real Property Exchanges (“Property Exchange ILA”) entered into by the City, Kittitas County and Central Washington University effective September 17, 2024;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of The City of Ellensburg, Washington, as follows:

Section 1. The “Whereas” provisions set forth above are hereby incorporated in this Resolution as findings in support of the actions authorized in this Resolution.

Section 2. The Subject Property on Parcel No. 955272, including the contents and fixtures in the Ellensburg Airport Incubator Building located therein, are hereby declared surplus to the City of Ellensburg’s needs and are no longer required for providing municipal services.

Section 3. The means of disposal for Subject Property shall be through exchange and transfer of properties with Kittitas County of relatively comparable values to be transferred from Kittitas County to the City as provided in the Property Exchange ILA and authorized by ECC 2.06.020(C), with the property to be received by the City from Kittitas County to be used for a public benefit purpose, including but not limited to, affordable housing or any other public purpose authorized by law.

Section 4. The Mayor and/or City Manager are hereby authorized to execute an agreement for the exchange of properties with Kittitas County as set forth in this Resolution. The Mayor and/or City Manager are also authorized to execute all other documents necessary to complete the exchange of the properties as set forth herein.

ADOPTED by the City Council of the City of Ellensburg this 4th day of November, 2024.

Mayor

ATTEST:

City Clerk



Meeting Date: November 4, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: Third Quarter 2024 Financial Status and Investment Reports
(Public Comment Opportunity)
Submitted by: Jerica Pascoe, Finance Director
Department: Finance

Suggested Motion/Action:

Move to accept the Third Quarter 2024 Financial Status and Investment Reports as presented.

Background/Summary:

Attached are the Third Quarter 2024 Financial Status and Investment Reports for the period ending September 30, 2024. The Third Quarter 2024 Financial Status report represents General Fund status, Governmental fund type tax revenues, and citywide revenues and expenditures. The City's Financial Management Policy provides that Council will receive updated information relating to the City's Financial Reports on a quarterly basis.

Previous Council Action:

The Third Quarter 2024 Financial Status and Investment Reports were presented to the Finance Committee at the October 22, 2024 meeting.

Analysis:

Key items – 2024 Third Quarter:

- General Fund revenues are projected to come in slightly above budget whereas expenditures are projected to come in below budget. (Table 1, Page 1)
- Revenue remitted from State of Washington Sales Tax Activity was up 1% above 3rd quarter 2023 (Table 2, Page 2)
 - City Assistance was up 6%
 - Hotel/Motel Lodging was up 9%
 - Local Criminal Justice was **down** 1%
 - Marijuana Excise Tax was up 2%
 - Motor Vehicle Fuel Tax (MVFT) was **down** 5%
- Year-End tax revenue - projected to be 1.86% above budget. (Table 3, Page 3)
 - Sales tax revenue is projected to be .3% above budget. (Table 3, Page 3)
 - Local Criminal Justice .1% – \$69,502 or 10.4% above budget (Table 4, Page 4)
 - Retail Sales for Public Transit .2% - \$6,031 or .4% above budget
 - Retail Sales for Public Safety .3% - \$182,452 or 11.7% above budget
 - Regular Retail Sales .85% – (\$225,710) or 3.5% **below** budget
 - Retail Sales for Housing .1% – \$3,491 or .4% above budget

- Retail Sales for Housing (State Credit) - (\$3,038 or 3.5% **below** budget
- B&O Tax revenue is projected - 9.78% above budget. (Table 3, Page 3)
- Other Tax revenue is projected - 1.49% above budget. (Table 3, Page 3)
- Property Tax revenue is projected - 1.33% **below** budget. (Table 3, Page 3)
- January through September 2024 sales tax receipts were 1.36% higher than January through September 2023 receipts. (Table 5, Page 5)
- Utility tax revenues were 11.81% higher than 3rd quarter 2024. (Table 6, Page 6)
- General Fund *not including managerial funds* (Table 7, Page 7)
 - Revenues - projected to be \$1.37 million above budget
 - Expenditures - projected to be \$1,78 million **below** budget
- The total excess revenues over expenditures for all funds through the 3rd quarter was \$2.9 million, of which \$4.2 million of the excess is from the enterprise and internal service funds, in which rates are set to provide for replacement and capital projects. The General Fund (including managerial funds) saw a net **loss** of \$2.36 million. (Table 9, Page 9)
- The City had \$87,064,746.65 in excess cash invested as of 09/30/2024. (Investment report, page 1)

These are third quarter reports and do not reflect all activities.

Financial Impact:

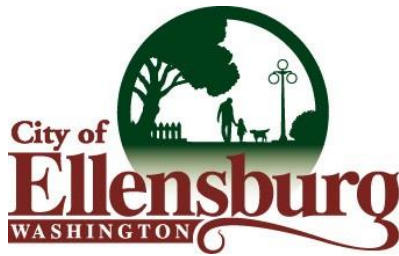
None

Budget Adjustment: No

Attachments:

1. Q3 2024 Financial Status and Investment Reports

City of Ellensburg Washington



Quarterly Financial Status Report

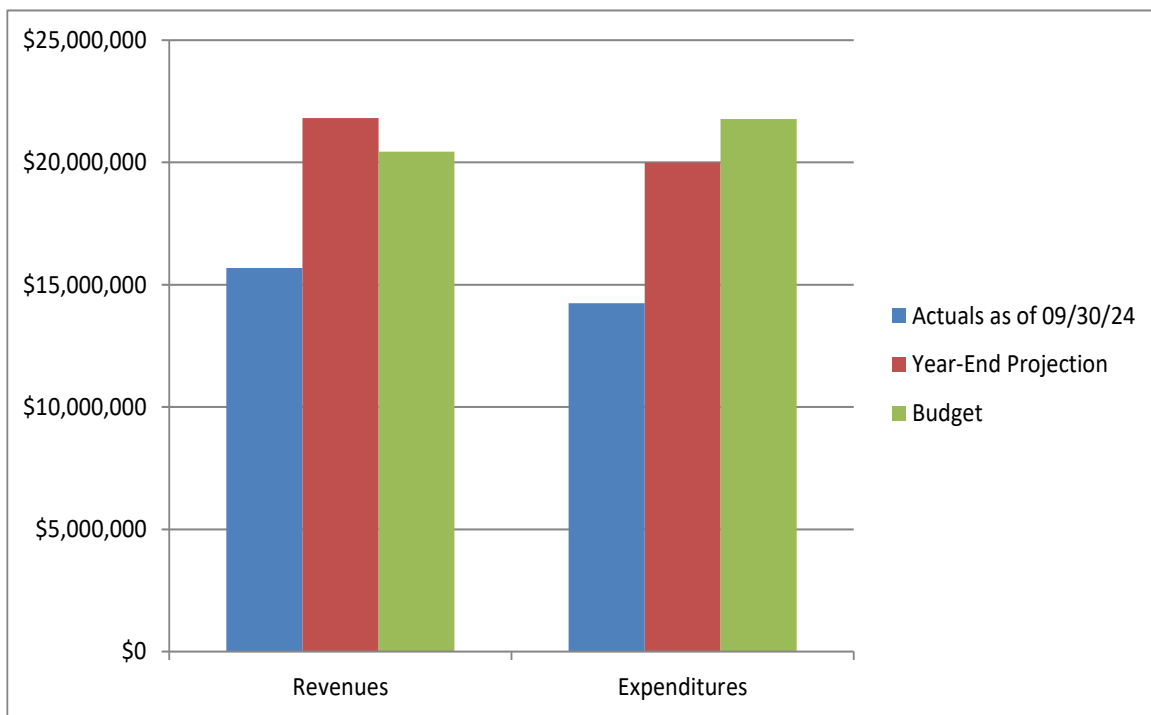
For the Quarter Ending September 30, 2024

AS OF 10/10/2024

General Fund

The Governmental Funds' major funding sources include Property Tax, Sales Tax, Utility Taxes, Licenses & Permit Fees, Intergovernmental Revenue, and Charges for Services. Sales Tax is the largest tax revenue source for the City at approximately 55%, followed by Utility Tax at 19%, Property Tax at 18%, and Other Taxes at 8% of the budgeted City tax revenue. Tax revenue is approximately 18% of the total City revenues budgeted in 2024.

Table 1



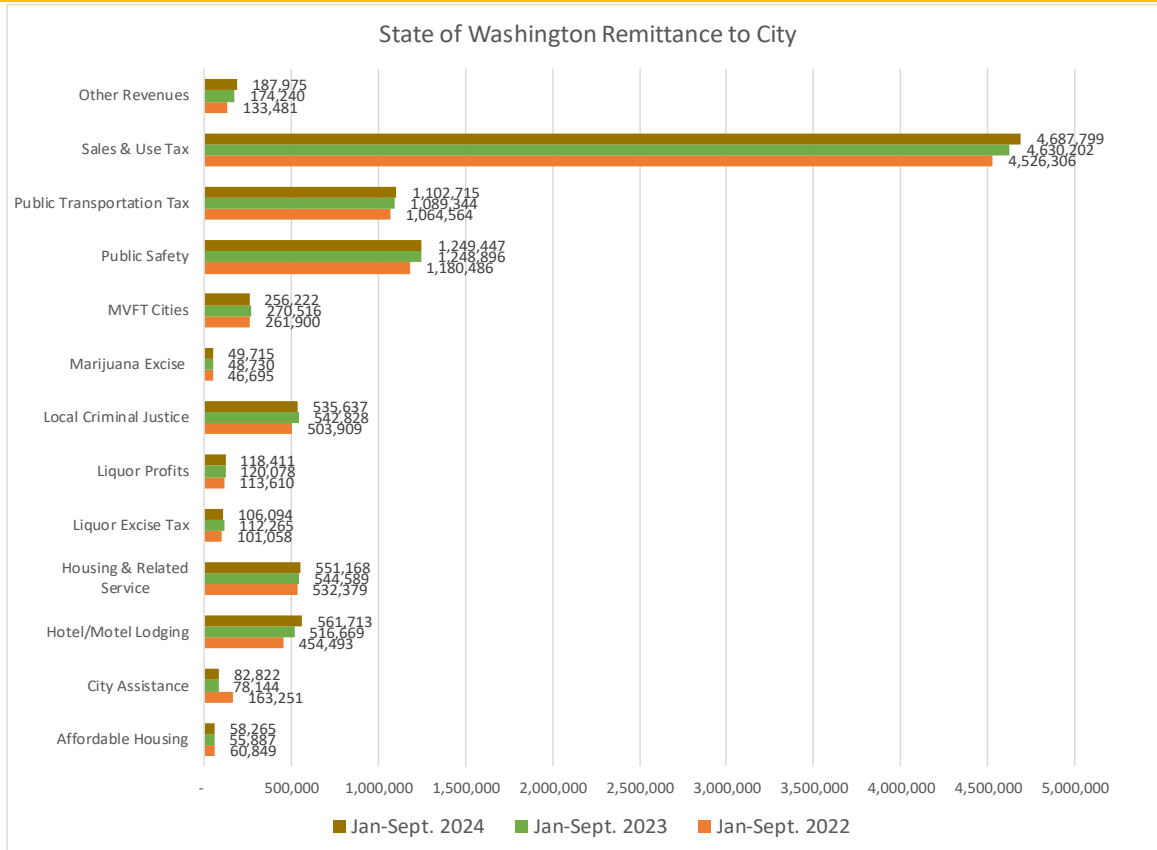
NOTE: The above graph illustrates the difference between year-to-date actuals through September, year-to-date projections as of 10/10/24, and revised budget through July 15, 2024.

Fourth quarter projections were made as of the current situation on 10/10/2024. Projections were made with the hope of the continued slow cooling of inflationary increases and a slight recovery of sales tax due to some additional business reporting and an uptick in construction sales tax. Please keep in mind, these projections are made based on the limited information known by local governments as of the end of September. General Fund revenues (minus the managerial funds) are expected to come in over budget. General Fund expenditures are projected to come below budget as required by Chapter 35A.33 RCW. Budgeted expenditures reflect all adjustments that were taken to Council for approval through April 30, 2024. A breakdown of General Fund departments is included in Table 7 of this report.

Table 2

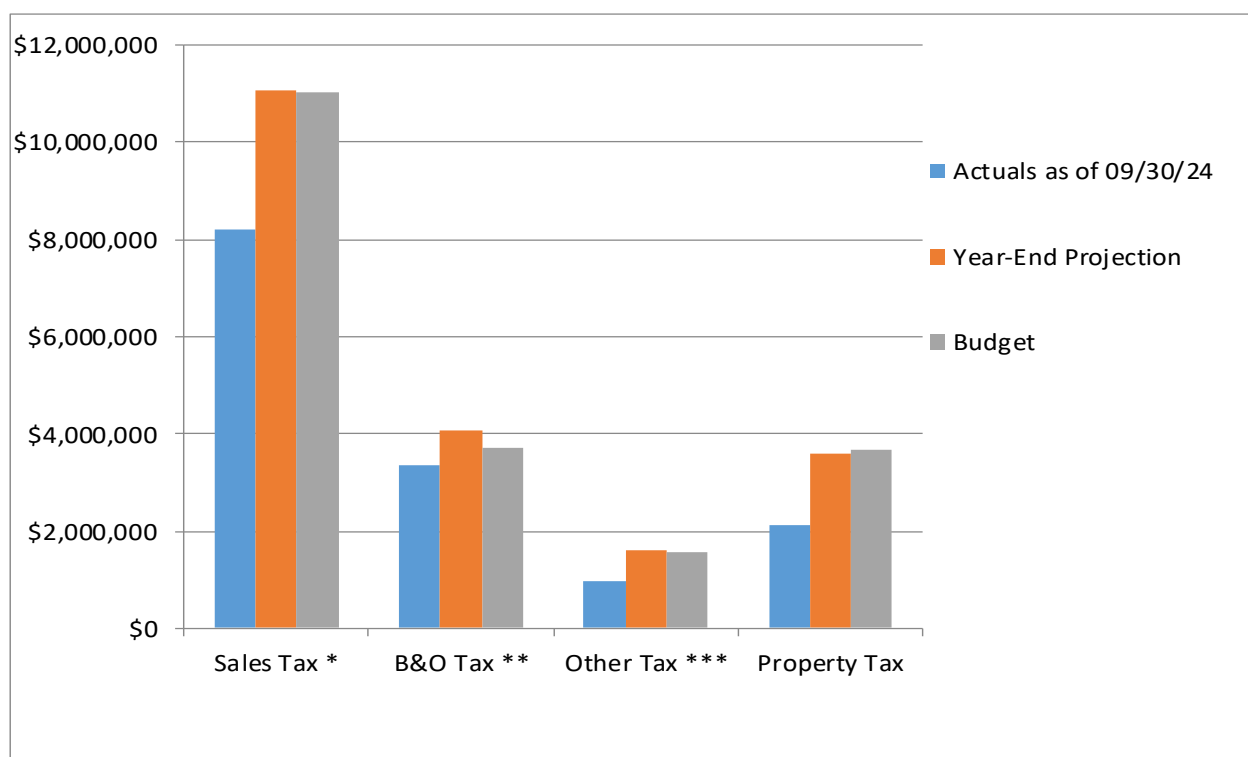
CITY OF ELLENSBURG Year-to-Date Revenue Remitted from State of Washington Sales Tax Activity - Cash January-September Comparison for 2022 - 2023 - 2024

Table 2



	Receipts Dates Jan-Sept. 2022	Receipts Dates Jan-Sept. 2023	Receipt Dates Jan-Sept. 2024	Increase/ (Decrease)	% Inc (Dec)
Affordable Housing	60,849	55,887	58,265	2,378	4%
City Assistance	163,251	78,144	82,822	4,678	6%
Hotel/Motel Lodging	454,493	516,669	561,713	45,044	9%
Housing & Related Service	532,379	544,589	551,168	6,579	1%
Liquor Excise Tax	101,058	112,265	106,094	(6,171)	-5%
Liquor Profits	113,610	120,078	118,411	(1,667)	-1%
Local Criminal Justice	503,909	542,828	535,637	(7,191)	-1%
Marijuana Excise	46,695	48,730	49,715	985	2%
MVFT Cities	261,900	270,516	256,222	(14,294)	-5%
Public Safety	1,180,486	1,248,896	1,249,447	551	0%
Public Transportation Tax	1,064,564	1,089,344	1,102,715	13,371	1%
Sales & Use Tax	4,526,306	4,630,202	4,687,799	57,597	1%
Other Revenues	133,481	174,240	187,975	13,735	8%
Totals	9,142,981	9,432,388	9,547,983	115,595	1%

Table 3



	Actuals as of 09/30/24	Year-End Projection	Budget	Over/(Under) Budget
Sales Tax *	\$8,185,030	\$11,056,853	\$11,024,125	0.30%
B&O Tax **	3,357,398	4,075,331	3,712,209	9.78%
Other Tax ***	962,771	1,594,352	1,571,000	1.49%
Property Tax	2,111,296	3,604,026	3,652,565	-1.33%
	\$14,616,496	\$20,330,562	\$19,959,899	1.86%

* SALES TAX includes tax portions for public transit, affordable housing, public safety, and regular retail sales

**B&O TAX includes utility, gambling etc.

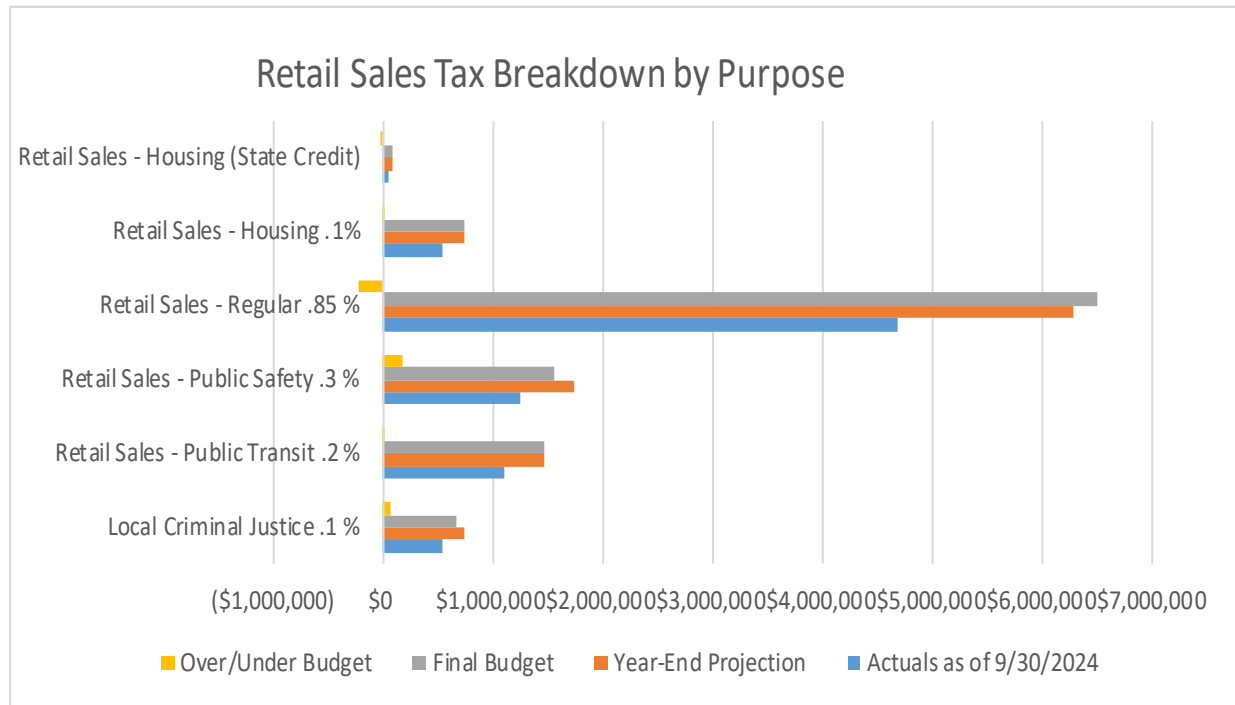
*** OTHER TAX includes leasehold and other excise taxes including hotel/motel tax

Overall governmental fund tax revenue is projected to exceed budget by approximately \$371 thousand or 1.86%. Sales tax projections used a 0-1% increase over 2023. B&O tax projections used a range of a .75% decrease to a 18% increase over 2023 depending on the utility. Utility tax increases are based on individual utility rate increases, outstanding receivables, seasonal trends, and other forecasted utility revenue changes. “Other Taxes” is projecting a decrease in excise tax. However, the hotel/motel tax is still holding strong and projected to come in over budget.

Sales Tax

Table 4 breaks down the difference of budgeted less projected by tax purpose. It is important to note that this includes retail sales and use tax that is restricted for public transit, public safety, and affordable housing purposes. Sales tax revenue received in January is for November 2023 activity.

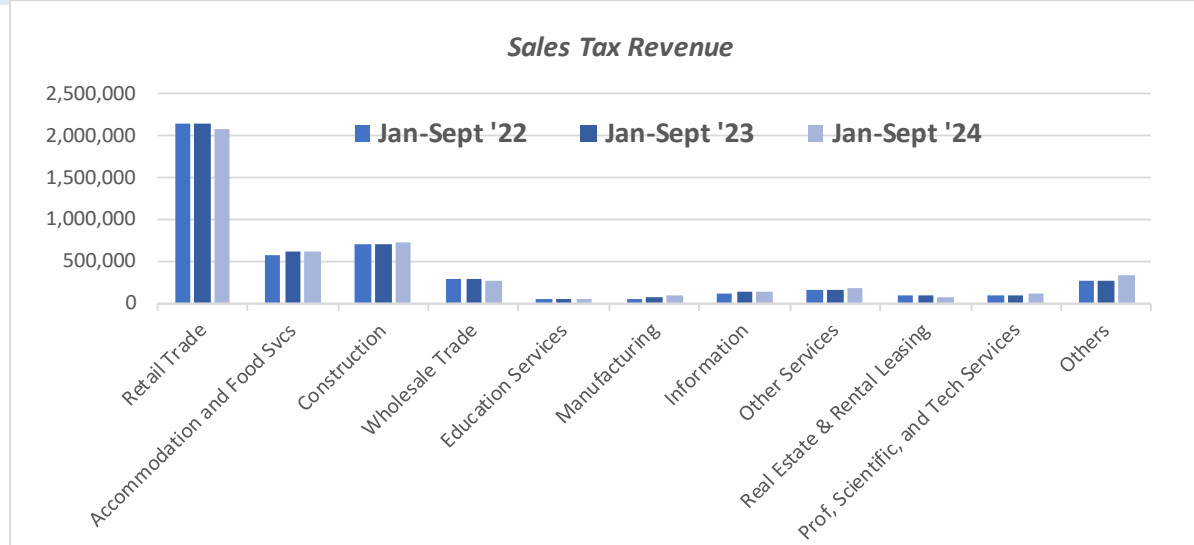
Table 4



	Actuals as of 9/30/2024	Year-End Projection	Final Budget	Projected Over/Under Budget
Local Criminal Justice .1 %	\$535,637	\$739,012	\$669,510	\$69,502
Retail Sales - Public Transit .2 %	1,102,715	\$1,477,007	1,470,976	\$6,031
Retail Sales - Public Safety .3 %	1,249,447	\$1,738,874	1,556,422	\$182,452
Retail Sales - Regular .85 %	4,687,799	\$6,281,101	6,506,811	(\$225,710)
Retail Sales - Housing .1%	551,168	\$737,897	734,406	\$3,491
Retail Sales - Housing (State Credit)	58,265	\$82,962	86,000	(\$3,038)
	\$8,185,030	\$11,056,853	\$11,024,125	\$32,728

Table 5

Year-to-Date Sales Tax Activity - Cash Basis Jan-Sept. 2022/2023/2024



	Receipts Dates Jan-Sept '22	Receipts Dates Jan-Sept '23	Receipt Dates Jan-Sept '24	Increase/ (Decrease)	% Inc (Dec)
Retail Trade	2,142,877	2,148,325	2,085,619	-62,706	-2.9%
Accommodation and Food Svcs	579,807	620,552	621,995	1,443	0.2%
Construction	699,190	696,274	735,195	38,921	5.6%
Wholesale Trade	280,337	280,198	275,414	-4,784	-1.7%
Education Services	57,405	56,517	56,812	295	0.5%
Manufacturing	60,018	68,842	85,993	17,151	24.9%
Information	113,351	128,028	138,259	10,231	8.0%
Other Services	150,488	165,042	171,512	6,470	3.9%
Real Estate & Rental Leasing	83,903	88,488	82,123	-6,365	-7.2%
Prof, Scientific, and Tech Services	92,021	99,619	115,616	15,997	16.1%
Others	266,909	278,317	324,734	46,417	16.7%
Total	\$ 4,526,306	\$ 4,630,202	\$ 4,693,272	\$ 63,070	1.36%

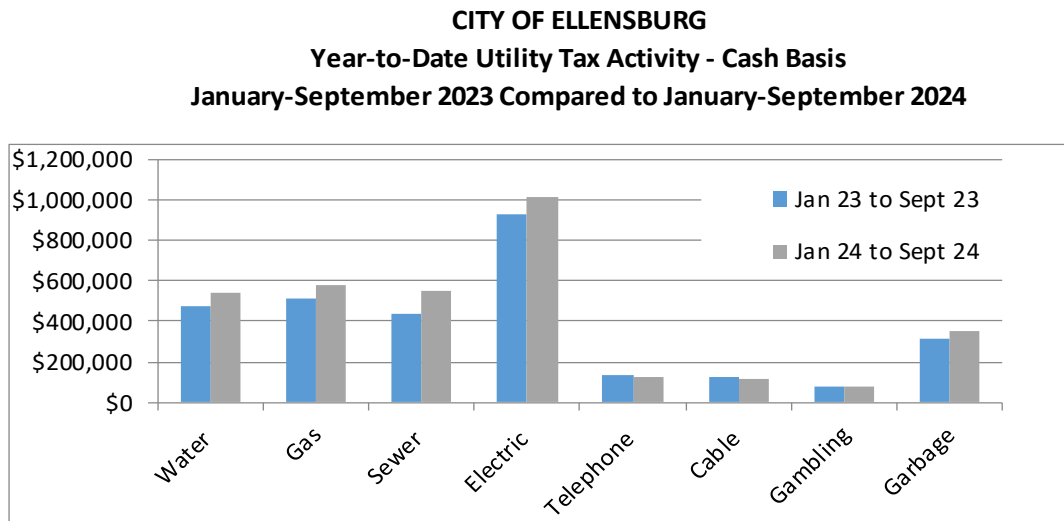
Source: Dept of Revenue Sales Tax Reports - 2024 information: reporting revenue **received** January thru September
Revenue was recorded on a cash basis for this report. January will be the first month of reporting for 2024

Retail sales tax is distributed monthly reflecting 20 different categories. The above graph reflects the top ten categories with 10 categories being identified within the “Others” category. **Overall sales tax is up 1.36% compared to the 3rd quarter of 2023. Retail Trade had the highest dollar decrease with Others showing the highest dollar increase. Regular retail sales tax revenue had a 2.9% overall decrease under the same period last year, down from a .4% decrease the end of 2nd quarter 2024.** Many of the category increases were due to

additional business reporting in quarter 2 and appear to be one-off purchases that will not continue. These numbers do not include the .03% for criminal justice, the .02% for public transit, or the .01% for housing and related services. **These revenues are for sales from November 2023 through July 2024.**

Utility Tax – Table 6

The city generates utility tax revenues from the sale of the City’s gas, electric, water, and sewer utilities as well as utility taxes on cable television, telephone, and garbage collection. The cable utility tax revenue includes both the General Fund and the Special Revenue funds.



	Receipt Dates	Receipt Dates	Increase/	% Inc
	Jan 23 to Sept 23	Jan 24 to Sept 24	(Decrease)	(Dec)
Water (10.5%)	\$471,328	\$541,847	\$70,519	14.96%
Gas (6%)	511,141	581,966	70,825	13.86%
Sewer (10.5%)	433,579	548,629	115,051	26.54%
Electric (6%)	927,449	1,012,962	85,513	9.22%
Telephone (6%)	137,138	128,099	(9,038)	-6.59%
Cable (1.075%)	128,956	117,077	(11,879)	-9.21%
Gambling (varies 2%-8%)	77,584	77,266	(318)	-0.41%
Garbage (8.1%)	315,634	349,552	33,918	10.75%
Total	<u>\$3,002,808</u>	<u>\$3,357,398</u>	<u>\$354,590</u>	<u>11.81%</u>

Revenue was recorded as cash basis for this report.

The city implemented a new utility billing system in mid-December 2023. This created some delayed billing. Telephone and cable taxes will continue to decrease as landlines and cable television have become less common. Residents using cell phone numbers from outside of the area are not paying this local telephone tax.

Table 7

General Fund				
Revenues and Expenditures - Budget and Projected				
30-Sep-24				
	2024 Budget	2024 Projected	2024 Actual YTD	Budget less Projected
Revenues				
Taxes	\$8,059,086	\$8,474,318	\$6,038,955	-\$415,232
Licenses & Permits	497,390	\$540,139	560,715	-\$42,749
Intergovernmental	1,462,287	\$1,449,250	492,953	\$13,037
Charges For Fees	4,536,729	\$4,754,005	3,615,126	-\$217,276
Fines & Forfeits	210,000	\$228,680	172,061	-\$18,680
Misc.	298,210	\$984,109	773,266	-\$685,899
Transfers	5,384,363	\$5,384,363	4,028,522	\$0
Other Receipts	0	\$0	0	\$0
Total	\$20,448,065	\$21,814,865	\$15,681,598	-\$1,366,800
Expenditures by Dept				
NonDept	\$2,066,485	\$1,993,283.33	\$887,520	\$73,202
Finance	3,049,512	\$2,701,185.33	2,010,085	348,327
City Manager	1,952,385	\$1,709,260.67	1,315,314	243,124
Police	6,294,171	\$5,757,753.33	4,318,315	536,418
Community Develop.	1,935,133	\$1,639,052.17	1,148,693	296,081
Engineering	1,381,576	\$1,336,994.67	1,001,621	44,581
Parks & Recreation	3,610,469	\$3,533,101.71	2,576,220	77,367
Library	1,480,715	\$1,321,356.00	991,017	159,359
Total	\$21,770,446	\$19,991,987	\$14,248,785	\$1,778,459
Excess of Revenues over	-\$1,322,381	\$1,822,878	\$1,432,813	-\$3,145,259
Beginning Balance	3,124,290	5,835,141	5,835,141	-\$2,710,851
Other Receipts	0			\$0
Ending Fund Balance	\$1,801,909	\$7,658,019	\$7,267,954	\$5,856,110

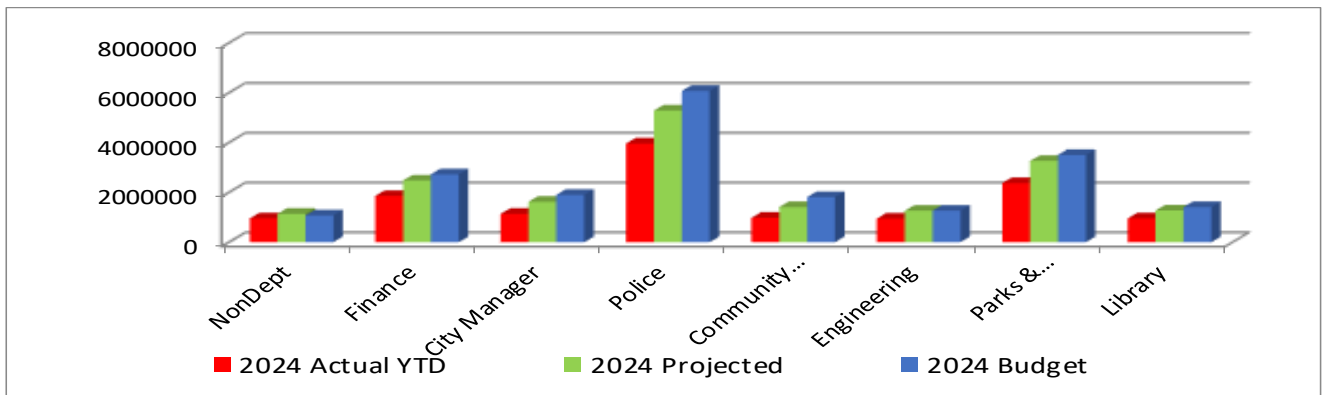


Table 8

<i>DEBT ACTIVITIES</i>	Issued Date	Maturity Date	Original Amount	Balance as of 09/30/24	2024 Debt Payment
General Obligation					
Maintenance Bond - Pool	2010	2030	2,935,000	1,190,331	186,403
2017 GOI Bond - Public Safety Bldg.	2017	2037	7,200,000	6,276,448	562,326
Telecom Utility - LTGO Taxable **	2016	2036	290,243	200,213	19,263
			10,425,243	7,666,992	767,991
Revenue Bonds					
Stormwater Bond *****	2020	2039	5,000,000	4,563,049	360,988
Water Sewer *****	2016	2029	6,990,000	4,205,000	762,151
Gas	2016	2036	859,015	576,082	52,459
Electric- Refunding***	2005/2014	2025	3,650,000	755,000	395,850
Electric	2014	2033	4,540,000	4,420,000	205,475
Water/Sewer *****	2021	2040	10,000,000	9,119,608	666,890
			31,039,015	23,638,739	1,776,922

** LTGO Taxable 20 year bonds in 2016

*** Electric Bonds were refunded in 2014 with a new bond which has a lower interest rate

***** Water/Sewer Bonds refunded in 2016 with a new bond at a lower interest rate

***** Up to \$10 million Waterworks Utility Bond for Water and Sewer Utilities. Draw period ended Nov. 30, 2022

Citywide Report

The table on the next page- Revenues and Expenditures-Actual shows that the city brought in approximately \$2.9 million more than it spent in 2024 YTD. \$4.2 million of the excess revenue over expense is from the utility and internal service funds. The General Fund (including managerial funds) saw a net **loss of \$2.36 million**. This loss included \$2.01 million of State and Local Fiscal Recovery Funds (SLFRF) spending. Table 9 reduces utility revenues by the outstanding utility receivable amounts to convert revenue amounts to cash basis.

Investment Report

See attachment, which shows the breakdown of our investment portfolio. The goal of our investment is safety, liquidity, and yield. To have safety and liquidity, most of our investments reside in the State Pool.

Table 9

All City Funds
Revenues and Expenditures- Actual
For the Quarter Ending September 30, 2024

	Revenue	Expenditures	Excess of Revenue Over Expenditures
General Fund	\$15,681,598	\$14,248,785	\$1,432,813
Special Revenue Funds			
Street	2,220,794	2,937,382	(716,588)
Arterial	3,524,210	3,679,174	(154,964)
Traffic Impact	165,608	38,104	127,504
Ellensburg Public Transit	2,165,990	1,280,159	885,831
Criminal Justice	1,323,582	1,411,543	(87,961)
Drug Fund	1,456	2,255	(799)
Sales Tax	4,729,463	6,777,852	(2,048,389)
CATV - Operations	68,041	62,905	5,136
CATV - Capital	3,107	70,059	(66,952)
Parks Acquisition	236,494	692,128	(455,634)
Arts Acquisition	65,800	14,555	51,245
Lodging Tax	567,080	175,383	391,697
Housing & Related Service	1,082,744	290,950	791,794
SLFRF	0	2,012,047	(2,012,047)
Debt Funds			
Public Safety Bond	562,327	281,163	281,164
Maintenance Bond	187,003	8,537	178,466
LID Guarantee Fund	5,680	0	5,680
Capital Funds			
Fieldhouse Construction Fund	177,817	423,066	(245,249)
Capital Const. Bond Projects	0	0	0
General Fund Capital Projects Fund	0	0	0
Sidewalk	345,321	552,837	(207,516)
Recreational Facilities Fund	308,167	0	308,167
Enterprise Funds			
Stormwater	1,794,304	1,354,122	440,182
Telecommunications	389,380	475,264	(85,884)
Gas	8,675,174	7,195,766	1,479,408
Electric	17,041,464	15,198,661	1,842,803
Water	6,163,089	5,787,749	375,340
Sewer	5,437,966	5,720,350	(282,384)
Internal Service Funds			
Shop	2,313,547	2,457,041	(143,494)
General Facilities Fund	505,242	550,285	(45,043)
Health Insurance	2,513,482	2,284,854	228,628
Risk Management	734,851	1,113,228	(378,377)
IT	2,218,484	1,482,729	735,755
GIS	249,474	214,365	35,109
Library Trust	42,517	227	42,290
Hal Holmes	7,971	0	7,971
Fire Relief	238,591	74,855	163,736
Total	\$81,747,818	\$78,868,380	\$2,879,438
Managerial Funds of the General Fund			
* Utility Revenue amounts have been converted to cash basis			

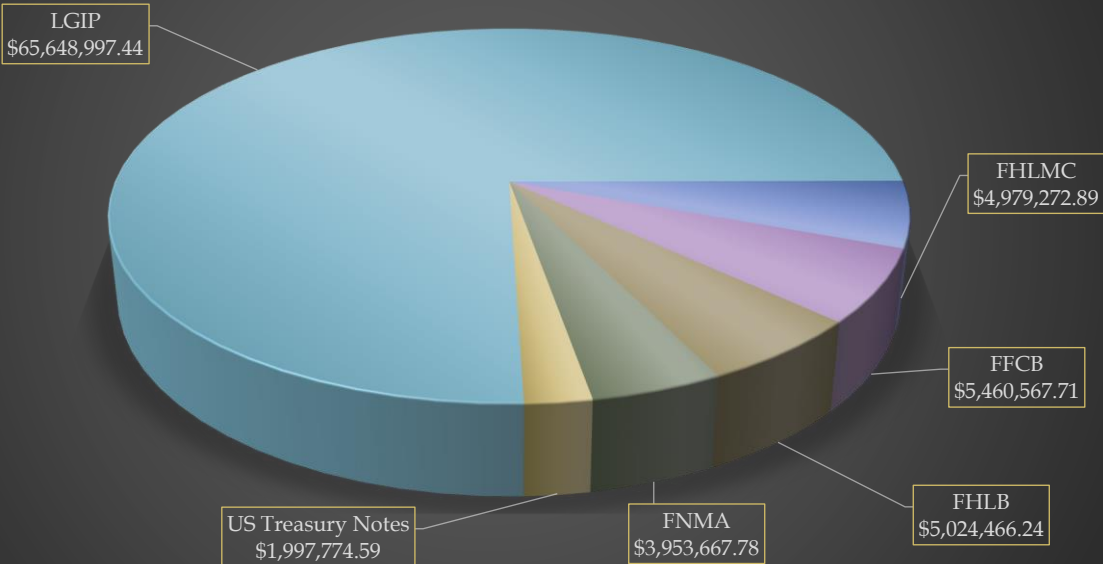
The City will diversify its investments by security type and institution. The following schedule provides the maximum holdings in any one type of investment with any one type of issuer.

Funds invested \$ 87,064,746.65

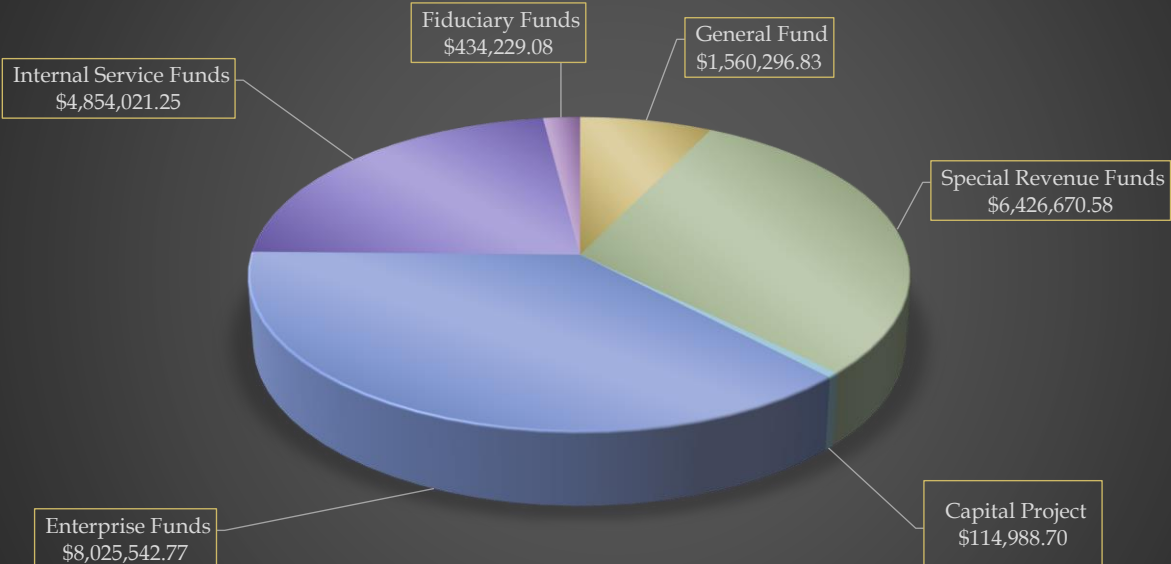
Bench Marks

- 1-year Treasury Constant Maturity - 5.173%
- 2-year Treasury Note -4.68%%
- External Investments - 1.67%
- Local Govt. Investment Pool (LGIP)-Gross Earnings Rate - 5.2335%
- Interest earned in September - \$64,805

Total Funds Invested
Listed by Instrument - \$87,064,746



Investments with other Institutions
Listed by fund category - \$21,415,749



CITY OF ELLENSBURG - Investment Report As of 9/30/2024

Investments with other Institutions

Type of Authorized Security	Maximum Holdings and Issuer Limitations	maximum \$ amount that can be invested	% limitation per issuer	% of portfolio invested	Current Investment Holding Amount	Name	Amount Invested w/Issuer	% of Issuer Holding	Yield to Maturity	Expected Annual Earnings
U.S. Treasury Bills, Notes, Bonds or Certificates	100% of Portfolio	\$87,064,747	no limitation	25%	\$21,415,749	#57 FNMA corp Settled 01/08/2020 purchase: \$1,003,603.11 Matures 10/15/24	1,000,360	1%	1.63%	16,250
						#59 FHLMC Settled 06/15/20 purchase: \$998,312.89 Matures 05/27/25	998,313	1%	0.54%	5,000
						#65 Treasury Strip.45 Settled 02/11/21 purchase: \$ 499,619 Matures 2/15/26	499,619	1%	0.45%	2,250
						#66 FNMA Settled 06/14/21 purchase: \$995,948.42 Matures 8/25/25	995,948	1%	0.50%	3,750
						#68 FHLB Settled 8/9/21 purchase: \$1,006,671.67 Matures 6/12/26	1,002,669	1%	0.65%	7,500
						#69 FHLMC Settled 08/9/21 purchase: \$3,985,346 Matures 3/30/26	3,980,960	5%	0.63%	20,400
						#70 FHLB Settled 11/4/21 purchase: \$1,500,192.5 Matures 1/2/25	1,500,055	2%	0.77%	11,550
						#71 FNMA Settled 3/17/22 purchase: \$947,076.44 Matures 11/07/25	947,076	1%	2.07%	20,700
						#73 FFCB Settled 9/22/22 purchase: \$1,476,304.88 Matures 9/15/27	1,476,305	2%	3.74%	50,625
						#75 FHLB Settled 3/1/23 purchase: \$1,030,566 Matures 10/14/26	1,022,230	1%	4.50%	39,375
						#76 FFLB Settled 3/1/23 purchase: \$1,499,512 Matures 10/14/26	1,499,513	2%	4.55%	17,238
						#77 US Treas Settled 8/25/23 purchase: \$1,498,156 Matures 2/15/27	1,498,156	2%	4.45%	36,225
						#78 Farmer Mac Settled 12/8/23 purchas: \$1,011,425.11 Matures 12/15/28	1,010,283	1%	4.38%	43,750
						#79 FFCB Settled 2/14/24 purchas: \$996,318.58 Matures 12/15/28	996,319	1%	4.21%	42,100
						#80 FFCB Settled 4/1/2024 purchas: \$974,031.81 Matures 12/15/28	974,032	1%	4.42%	31,250
						#81 FAMCA Settled 06/21/24 purchase: \$2,013,665.67 Matures 12/15/28	2,013,912	2%	4.55%	6,400
Subtotal Funds							21,415,749.21	\$ 354,363.00		
							External Investments		1.65% AAY	

Investment in State of Washington Investment Pool

State of WA	100% of	\$87,064,747	no limitation	75%	65,648,997.44	State of WA Local	65,648,997.44	75%	5.2335%	\$ 3,435,740.28
							State Investment Pool		5.23% AAY	

CITY OF ELLENSBURG - Investment Report As of 9/30/2024

AAY = Average Annual Yie FHLMC - Federal Home Loan Mtg Corp

FHLB - Federal Home Loan Bank
FFCB - Federal Farm Credit Bank
FNMA- Federal National Mortgage Assn

Sorted by Maturity

Security	Description	Rate	Par	Maturity	Months Left to Maturity	Investment #
9128282U3	US TREASURY NOTES NONCALLABLE	1.9522	1,000,000	8/31/2024	1497	72
3135GOW66	FNMA NONCALLABLE	1.62	1,000,000	10/15/2024	1499	57
3130APKD6	FHLB Callable after 4/28/202	0.77	1,500,000	1/28/2025	1502	70
3134GVYP7	FHLMC	0.54	1,000,000	5/27/2025	1506	59
3135GO5X7	FNMA NONCALLABLE	0.375	1,000,000	8/25/2025	1509	66
3135GO6G3	FNMA NONCALLABLE	2.07	1,000,000	11/7/2025	1511	71
912833LY4	US TREASURY NOTES NONCALLABLE	0.45	511,000	2/15/2026	1515	65
3134GWWP7	FHLMC Callable after 3/30/26	0.63	4,000,000	3/30/2026	1516	69
3130AMFS6	FHLB NONCALLABLE	0.65	1,000,000	6/12/2026	1518	68
3133ENH45	FFCB NONCALLABLE	4.42	1,000,000	8/24/2026	1521	80
3130APAC9	FHLB CALLABLE after 1/14/	1.02	1,500,000	10/14/2026	1522	76
912828V988	US TREASURY NOTES NONCALLABLE	4.45	1,500,000	2/15/2027	1527	77
3133ENL99	FFCB NONCALLABLE	3.74	1,500,000	9/15/2027	1534	73
3130A1557	FHLB NONCALLABLE	4.17	1,000,000	3/ 10/ 2028	1539	75
31424WCK1	FAMCA NONCALLABLE	4.38	1,000,000	12/ 4/ 2028	1548	78
3133EP3B9	FFCB NONCALLABLE	4.21	1,000,000	2/13/2029	1551	79
		Total Par	20,511,000			

Investment by Fund/Category	
General Fund	1,560,296.83
Special Revenue Funds	6,426,670.58
Capital Project	114,988.70
Enterprise Funds	8,025,542.77
Internal Service Funds	4,854,021.25
Fiduciary Funds	434,229.08
Total	21,415,749.21
LGIP	65,648,997.44
	-
Total	87,064,746.65

Investment by Instrument	
US Treasury Notes	1,997,774.59
State of WA Bonds	-
LGIP	65,648,997.44
FHLMC	4,979,272.89
	-
FFCB	5,460,567.71
FHLB	5,024,466.24
FNMA	3,953,667.78
Total	87,064,746.65

- difference



Meeting Date: November 4, 2024

**City of Ellensburg
City Council Agenda Report**

Agenda Subject: Council Funded Grant Program – 2025 Grant Awards (Public Comment Opportunity)
Submitted by: Cynthia LaChappelle-Mathis, Executive Assistant
Department: City Manager

Suggested Motion/Action:

Consider the award recommendations and authorize the 2025 grant funding awards in the amount of \$18,523.54 for the Community Grants, Parks Partnership, Historic Preservation Grants and \$10,000 for Water Quality Grants.

Background/Summary:

The City Council Subcommittee, Parks and Recreation Commission, Landmarks and Design Commission and Environmental Commission solicited and received grant applications to each of their respective programs by the August 30, 2024, advertised deadline. Each commission reviewed the project requests against the eligibility requirements and have recommended awards for Council's consideration.

By resolution, Council set funding limits for each program as follows:

Council Community Grants - .3% of annual sales tax revenue (April 2023-2024) – \$18,523.54

Parks Partnership Program - .3% of annual sales tax revenue (April 2023-2024) – \$18,523.54

Historic Preservation - .3% of annual sales tax revenue (April 2023-2024) – \$18,523.54

Water Quality Grant Program – annual storm water revenue - \$10,000

Previous Council Action:

Analysis:

Attached is a spreadsheet showing the recommendations for the four programs. The recommendations from the Council Subcommittee (\$18,523.54), The Parks Partnership (\$18,523.54), Historic Preservation (\$18,523.54) and the Environmental Commission (\$10,000), total \$65,570.62. Those receiving the awards will be required to enter into an awards contract with the City.

Financial Impact:

The 2024 budget includes \$65,570.62 for the four grant programs.

Budget Adjustment: No

Attachments:

1. 2025 Grants Matrix
2. Memo for CC _Hist Pres Grants 2025
3. 2025 Park Partnership Funding Allocation
4. Memo for CC _Water Quality Grants 2025

2025 GRANT PROGRAMS

COMMUNITY GRANTS

Applicant	Request	Award
APOYO	\$2,000.00	\$2,000.00
Care Net Pregnancy Center of Kittitas County	\$17,695.00	\$4,023.54
CASA	\$5,000.00	\$3,000.00
Eastside Opportunity Center	\$5,000.00	\$1,000.00
Ellensburg Community Radio	\$4,500.00	\$2,000.00
Ellensburg Dance Ensemble (EDE)	\$5,400.00	\$1,500.00
HopeSource	\$3,000.00	\$3,000.00
Kittitas County Health Network	\$5,000.00	\$2,000.00
RWX 1907, LLC	\$18,523.54	\$0.00
TOTAL	\$66,118.54	18,523.54

HISTORIC PRESERVATION

Applicant	Request	Award
Dorothy Stanley - withdrew from consideration	\$2,000.00	\$0.00
Jodi Polak- Lindeman Building Windows	\$18,523.54	\$10,000.00
Ellensburg Downtown Association- Mural	\$10,000.00	\$5,000.00
Richard Huie- Collins Block Assessment	\$5,000.00	\$1,773.54
Sadie Thayer- Resource Inventory	\$2,500.00	\$1,250.00
Marissa Lee- Sidewalk Inventory	\$1,015.00	\$500.00
TOTAL	\$39,038.54	18,523.54

PARK PARTNERSHIPS

Applicant	Request	Award
Ellensburg Ski Team	\$16,092.00	\$16,000.00
Ellensburg Pickleball Club	\$13,950.00	\$2,523.54
Kittitas County Railroad History Association	\$12,000.00	\$0.00
Ellensburg Downtown Association	\$5,597.73	\$0.00
TOTAL	\$47,639.73	18,523.54

WATER QUALITY

Applicant	Request	Award
Mid-Columbia Fisheries Enhancement Group - Ellensburg Adopt-a-Stream and Backyard Buffer Program	\$10,000.00	\$10,000.00
Ellensburg Downtown Association - Two Paws Up for Protecting Ellensburg's Surface Waters	\$3,927.00	\$0.00
TOTAL	\$13,927.00	\$10,000.00



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

MEMO

MEETING DATE: November 4, 2023

TO: City Council

FROM: Stacey Henderson, Senior Planner – Historic Preservation

RE: **2025 Historic Preservation Grants Program**

RECOMMENDATION:

After careful review of each of the (6) grant applications, the Landmarks and Design Commission agreed upon the following recommendation to Council for the 2024 Historic Preservation Grant program:

<u>Total Available: \$18,523.54</u>	<u>Request</u>	<u>Award Recommendation</u>
Dorothy Stanley- Historic District Signs:	\$2,000	Applicant Withdrew from Consideration
Jodi Polak- Lindeman Building Windows:	\$18,523.54	\$10,000
Ellensburg Downtown Association- Mural:	\$10,000	\$5,000
Richard Huie- Collins Block Assessment:	\$5,000	\$1,773.54
Sadie Thayer- Resource Inventory:	\$2,500	\$1,250
Marissa Lee- Sidewalk Inventory:	\$1,015	\$500

BACKGROUND:

At the regularly scheduled Landmarks and Design Commission meeting, on Tuesday, October 15, 2024, six grant proposals were presented by the applicants to the commission for the 2025 Historic Preservation Grant cycle. Commissioners carefully reviewed each application, asked the applicants questions, accepted public comment, and discussed their recommendation. The commissioners discussed with each applicant their ability to finish their project if they are to receive only part of their requested funds. Ultimately, they reached a unanimous agreement to recommend the above listed amounts.

PROPOSALS:

- 1) Grant application received before 8/31/24, from Dorothy Stanley. The grant request was to install two bronze roadside plaques advertising the First Railroad Historic District.

One sign is proposed at N. Main and 9th Ave, and the other sign is proposed at 10th Avenue and Wildcat Way. The applicant has proposed the specific wording of the signs, sign information, and photographs of the specific proposed locations in their application. The proposal includes a request to the City for installation and maintenance of the sign. The applicant requested \$2,000 from the City, with a match of \$2,000, plus applicant hours, but then **withdrew their proposal from consideration at the October 15, 2024 meeting.**

- 2) Grant application received on 8/8/24 from Jodi Polak, building owner of the historic Lindeman Building. The applicant requested funds to help offset the cost of installing new windows on the upper floor of the Lindeman Building. Per the application provided, they would like to replace the existing windows, which are not original, with gridded wood windows, to help return the building to its original look. The Lindeman building is located at 425 N. Main Street in the Historic Downtown National Register and Local Landmarks District. This proposal has already obtained a COA with the Landmarks and Design Commission (P24-059). The applicant requested \$18,523.54 from the City, with an applicant match of \$90,703.02, for a total project cost of \$109,226.56.
- 3) Grant application received on 8/29/24 from the Ellensburg Downtown Association. The applicant requested funds to help offset the cost of restoring a historic downtown mural. The mural is located on the historic Kleinburg building, at 307 N. Pearl Street, within the Ellensburg Downtown National Register and Local Landmarks districts. This proposal has already obtained a COA with the Landmarks and Design Commission (P23-043). The applicant requested \$10,000 from the City, and has listed additional matching funding sources in their application, with a total project cost of \$40,000.
- 4) Grant application received on 8/30/24 from Richard Huie, building owner. The applicant requested funds to offset the cost of developing a full restoration and modernization plan for the Historic Collins Block building, located at 118 E 4th Ave. The applicant has provided a detailed project description and proposed timeline of the project, and expects to research the building history, assess the façade and structure, and plan updates to ADA and life safety building aspects. The applicant requested \$5,000 from the City, and will be providing the remaining \$70,000 in project cost, for a total project cost of \$75,000.
- 5) Grant application received on 8/30/24, from Sadie Thayer. The applicant requested funds to create a historic resource inventory of properties in and around the downtown Ellensburg area that are of African-American background and residence, with the intention of creating a full historic resource inventory. The project involves multiple properties, some already located within a historic district, and some that are not currently listed. The applicant requested \$2,500 from the City, and will be providing the remaining in-kind amount of \$5,000, for a total project cost of \$7,500.
- 6) Grant application received 8/30/24, from Marissa Lee. The applicant has requested funds to survey, inventory, and create a resource of possible historic sidewalks and their designs in the Downtown Historic District area. The applicant has provided photographic examples of items of interest, and a detailed timeline of the work. The applicant is

requesting \$1,015 in funds to conduct this survey and inventory, and will be providing their own hours as well, for a total project cost of \$1,015.

Memorandum

Date: October 28, 2024
To: Cyndi LaChappelle-Mathis, Executive Assistant to the City Manager
From: Brad Case, Parks & Recreation Director
Subject: Park Partnership Grant Awards

Four projects were submitted through the 2025 Park Partnership Program totaling \$47,715.03 in requests, the amount available in the program is \$18,523.54. At the September 11, 2024 Parks & Recreation Commission meeting, the Commission heard the four following proposals

- Ellensburg Ski Team – The proposal is to fund a replacement tow vehicle for the winter recreation grooming equipment used at Rotary Park with a new tracked ATV. The tracked ATV is a common solution at ski areas and is easier to drive and more dependable than a snowmobile. The request is for \$16,092.
- Ellensburg Pickleball Club – Funds will be used to purchase new equipment, purchase & install maintenance items, maintain courts. This includes constructing & installing a player rotation system and court number signs at West Ellensburg Park; repairing large crack at West Ellensburg courts and cracks and at Mt. View Park; purchasing a storage shed for West Ellensburg Park; purchase benches for West Ellensburg Park; purchase windscreens for Mt. View Park; purchase new nets & maintenance equipment for West Ellensburg Park and Mt. View Park. The request is for \$13,950.00.
- Kittitas County Railroad History Association – Funds will be used to purchase 2,800 linear feet of track materials such as rail, screws, plastic ties for the Rotary Park miniature railroad. Funding request is for \$12,000.00.
- Ellensburg Downtown Association - The Ellensburg Downtown Association is proposing to install a weatherproof in-ceiling/soffit outdoor speakers at Unity Park. These speakers will be integrated into the comfort station and shelter soffits, connecting seamlessly with the existing rooftop sound system on Pearl and Pine Streets. The request is for \$5,597.73.

The Commission discussed each project and passed a motion recommending the following funding allocation:

Project	Recommended Funding Amount
Ellensburg Ski Team	\$16,000.00
Ellensburg Pickleball Club	\$2,523.54



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

MEMO

MEETING DATE: November 4, 2024

TO: City Council

FROM: Dan Carlson, Community Development Director

RE: **2025 Water Quality Grant Program**

RECOMMENDATION:

After careful review of two submitted grant applications, the Environmental Commission agreed upon the following recommendation to Council for the 2025 Water Quality Grant program:

<u>Total Available: \$10,000</u>	<u>Request</u>	<u>Award Recommendation</u>
Mid-Columbia Fisheries: Adopt a Stream and Backyard Buffer Program	\$10,000	\$10,000

BACKGROUND:

At a meeting of the Environmental Commission held on Wednesday, October 23, 2024, two applicants presented their proposals for the 2025 Water Quality Grant. Commissioners carefully reviewed the applications, asked the applicants questions, and discussed their recommendation.

The commissioners decided to fully fund Mid-Columbia Fisheries 2025 Adopt a Stream and Backyard Buffer Program because it most aligned with the goals of the Water Quality Grant Program.

PROPOSALS:

- 1) The first application was submitted by Katie Holm of the Ellensburg Downtown Association. The project is titled, "Two Paws Up for Protecting Ellensburg's Surface Waters." The applicant is proposing the installation of pet relief stations in key locations throughout Ellensburg's downtown area. The applicant proposes collaboration with the City of Ellensburg's Parks and Recreation Department to identify optimal locations (within greenery nodes) for the relief stations, installation of the relief stations, and a community outreach

effort to promote responsible pet ownership in the downtown area and the use of the relief stations in partnership with the downtown area pet friendly businesses.

The applicant states that the project will improve water quality by preventing pet waste from entering the stormwater system while enhancing the appeal of the downtown area. The proposal would provide pet waste disposal options, reducing the amount of waste left on sidewalks and green spaces. The applicant anticipates cooperation with local businesses to help with the installation and maintenance of the pet relief stations. The applicant plans to work with the EDA Design Committee and City of Ellensburg's maintenance crews to maintain the relief stations.

The applicant requested \$3,927 from the Water Quality Grant for the project.

- 2) The second applicant for the 2025 Water Quality Grant is Mid-Columbia Fisheries Enhancement Group. The project is titled, "Ellensburg Adopt-a-Stream and Backyard Buffer." The applicant is requesting funding to maintain and increase the role of the Adopt-a-Stream program in Ellensburg. The applicant cites the successes of this program within the City of Ellensburg through trash removal and riparian planting. The goal of the Adopt-a-Stream program is to improve water quality and habitat by involving community members in protecting and restoring urban streams. The applicant states six objectives and four tasks that the water quality grant funds would support. The applicant explains how native plantings, trash pickup, and public education efforts all serve to enhance water quality within the City of Ellensburg. The applicant lists a variety of partners in their efforts, including various CWU groups, EHS, IOOF, KVVUC, DOE, Hayday Bakery, and the Kittitas Girl Scouts.

The applicant requested \$10,000 from the Water Quality Grant for the project.



Meeting Date: November 4, 2024
City of Ellensburg
City Council Agenda Report

Agenda Subject: 2024-2025 Cold Weather Shelter Facilities Contract (Public Comment Opportunity)
Submitted by: Lily Frey, Housing and Grants Manager
Department: Community Development

Suggested Motion/Action:

Move to authorize the City Manager to sign the contract with Kittitas Valley Event Center leasing space for the 2024-25 Cold Weather Shelter.

Background/Summary:

Over the past decade, the Kittitas Valley Ministerial Association (KVMA) has hosted a Cold Weather Shelter rotating between participating locations. The KVMA is unable to continue to provide space for the 2024-2025 cold weather season. Since June 2024, an action team of City and County staff and community representatives has worked to identify a solution to continue Cold Weather Shelter operations. The team identified the Western Village at the Kittitas Valley Event Center as the Cold Weather Shelter location for the 2024-2025 season.

The County and City also jointly issued a request for proposals for Cold Weather Shelter operations that selected HopeSource to manage operations for the 2024-2025 season. The County is contracting with HopeSource on the basis of their proposal.

Previous Council Action:

On June 13, 2024, in a Joint Special Meeting with the Kittitas County Commissioners, the City and County established an action team for the 2024-2025 cold weather season to identify options in the absence of a year-round emergency shelter.

Analysis:

The cold weather action team reached out to a range of commercial properties and reviewed County- and City-owned facilities to identify an option for the 2024-2025 season. The Kittitas Valley Event Center space was the only location available for a short-term lease that met the site selection requirements of a total size of approximately 2,000 square feet and restroom access. In addition, the site offers a commercial kitchen for food preparation and meal service.

Financial Impact:

The cost of the site lease is \$74,400 plus fees for any additional needed services or labor. Funding will come from existing expenditure authority in the Affordable and Supportive Housing Fund.

Budget Adjustment: No

Attachments:

1. 2024 Cold Weather Shelter Contract Version 2



**Kittitas County, Washington
Kittitas Valley Event Center
License for Use of Resources (Facilities and Services)**

PART I

This is a License for Use of Resources agreement between Kittitas County, Kittitas Valley Event Center (herein after referred to as "KVEC") and the party named in section I.B.1. (herein after referred to as "Licensee"). In consideration of the mutual covenants and agreements stated in Part I and Part II of this document and all attachments hereto, the parties agree as follows:

I.A. LICENSE FOR USE OF KVEC RESOURCES

KVEC hereby grants to Licensee, and Licensee hereby accepts, a License for Use of KVEC Resources for the purpose of holding an event, as described in I.B.6.

I.B. EVENT INFORMATION

- 1. NAME OF CONTRACTING PARTY (LICENSEE):** City of Ellensburg
- 2. PRINCIPLE ADDRESS:** _____
- 3. AUTHORIZED REPRESENTATIVE FOR LICENSEE:** Heidi Behrends Cerniwey
- 4. EVENT PROMOTED NAME:** Cold Weather Shelter
- 5. GROUP SIZE:** 30
- 6. EVENT ACTIVITY PURPOSE:** Hope Source - Community Cold Weather Shelter
- 7. AUXILLARY DATES:** November 1, 2024 to March 9, 2025 (with the exception of February 12 – 16, 2025 – 5 days)

I.C. SERVICES AND FEES

1. Licensee acknowledges that this agreement is subject to the Group Size, as stated in I.B.5., and the Event Activities, as stated in I.B.6. In as much as the total license fee and the purpose of the use of such facilities are based, in part, upon attendance and activity, KVEC may, at its option, renegotiate the terms of this agreement if the actual number of attendees or the activity is inconsistent with the Group Size, as stated in I.B.5., or the Event Activity, as stated in I.B.6., or both.
2. **FACILITIES:** Western Village
3. **AMENITIES:** None
4. **ADDITIONAL SERVICES/LABOR:** As requested
5. **FEES:** Extra cleaning costs will be billed after moving out for KVEC events, if deep cleaning is required to bring back up to standard.
6. **MINIMUM ANTICIPATED FEES: \$74,400**
Minimum anticipated fees are based on reserved facilities listed above in I.C.2. and broken down as follows: Package @ \$800/day x 25% extended stay discount for 124 days = **\$74,400**

I.D. DEPOSITS, PAYMENTS, AND BILLING

1. **Payments are non-refundable and based on the Minimum Anticipated Fees (I.C.6.).**
2. **FULL PAYMENT** of 100% is due by November 30, 2024 (\$49,600).
3. **POST BILL:** Amenities (I.C.3), additional services and labor (I.C.4.), and fees (I.C.5) will be assessed, calculated, and billed post-event to the extent required/utilized as set forth above. An invoice for the remaining amount due under this agreement will be issued within (10) business days after the close of the activity. Payment is due within thirty (30) days of the invoice date (see I.D.4., Billing and Review of Bills).
4. **BILLING AND REVIEW OF BILLS**
 - a. Invoices not paid within 30 days will be charged a late payment penalty of 1.5% for every 30 days late. Accounts over 90 days past due are subject to an additional 18% collection charge and will be forwarded to a third-party collection agency.
 - b. Licensee may request, in writing, a review of additional charges outside of the minimum anticipated fees in I.C.6. within 20 days of issuance of final bill. After 20 days, charges will not be reviewed until invoice is paid in full. Requests for

review must be in writing to be valid. Non-disputed charges must be paid within 20 days of invoice.

5. **PAYMENT FORMS:** KVEC will accept Checks, Cash, ACH, and Credit Card (with the exception of American Express). Make checks payable to the Kittitas Valley Event Center.
6. **TAXES:** Licensee will be charged applicable Washington State Sales and Use Taxes unless a current State of Washington, Department of Revenue, Sales and Use Tax Division, Exemption Certificate and related account number is provided prior.
7. This agreement will not be valid, nor will reservations be guaranteed by KVEC, until it is signed by all parties. Licensee must return the agreement with their signature to the KVEC Director.

I.E. CANCELLATION OR CHANGES MADE BY LICENSEE

1. KVEC shall claim as liquidated damages all payments held after the down payment and money owed on invoices outstanding if Licensee cancels the event any time after the agreement is signed by both parties. Cancellation of this agreement or of any facilities or services must be done in writing. Failure to do so will result in Licensee being billed for the full rental and/or service charge.
2. Licensee agrees to pay as liquidated damages the following amounts for cancelling this agreement. In return, KVEC agrees to hold no further claims against Licensee for said cancellation.

Cancellation Date	Penalty	Total Liability
Upon Agreement Acceptance	100% of Fees in I.C.6.	\$74,400

I.F. ADDITIONAL TERMS

1. RESPONSIBILITIES OF LICENSEE

- a. Hope Source is to make sure people stay within the fence of the licensed area listed in I.C.2. and do not travel outside or around the facility into other areas of the Kittitas Valley Event Center. All Event Center property not listed in I.C.2. is prohibited 24/7 from shelter users.
 - i. To ensure this, all barn areas on the rodeo grounds (Director's Barns, Posse Barns, stalls, etc.) as well as underneath the grandstands and other surrounding facilities will be required to be inspected daily as there is a high risk of shelter users trying to stay in the barns while not in the cold weather shelter.
 - ii. If found, any debris, containments, or waste left behind by shelter users in the barns will be required to be cleaned up by Hope Source.

- iii. Construction may be happening behind the building during the day when the shelter is not open. No one is allowed in the construction area at any time, which also includes Hope Source and security personnel.
- b. Any and all signage or visual indicators of any kind on outside buildings, fences, or lots advertising or announcing the location of a Cold Weather shelter is strictly prohibited. Everything on and around the facility is to look the exact same way as before the first day of license use.
- c. If a bus stop is planned, it will be allowed but will not be marked. Shelter users should be bussed out daily away from the grounds or encouraged where to go when they leave the shelter.

I.G. AUTHORIZATION OF AGREEMENT

By signature, any person executing this agreement expressly warrants that they are an authorized representative of the Licensee, as stated in I.B.1. and assumes complete responsibility for fulfillment of all commitments agreed to herein.

I have read this agreement, initialed all pages, and I accept all terms included in Part I, Part II, and any addendums, attachments, or schedules herein.

Signature of Licensee: _____

Signature for KVEC: _____

Printed Name: Heidi Behrends Cerniwey

Printed Name: Kady Porterfield

Title: City Manager

Title: KVEC Director

Date: _____

Date: _____

PART II

II.A. FACILITIES ACCEPTANCE/DAMAGES: Licensee accepts the licensed premises in “as is” condition without any obligation by KVEC to alter or make changes in any of its physical facilities. Licensee may at its own expense make alterations, installations, decorations and like items provided it receives the prior written approval of KVEC to do so. Licensee agrees to pay for any required or requested special and additional services, facilities, equipment, materials, technicians, etc., supplied by KVEC, at prevailing rates and conditions, at the time of each activity. A list of these rates may be obtained from the KVEC office. Licensee agrees to pay for any damage, beyond normal wear and tear, to any structure, landscaping, equipment, etc. that can be attributed to the Licensee’s use, equipment, staff, or attendees. KVEC will bill all attributed damages to the Licensee and will not be responsible for collection from individuals.

II.B. STALL USE: Not applicable to this agreement.

II.C. RULES AND REGULATIONS: Licensee covenants and agrees to abide by all rules and regulations established by KVEC and its authorized representatives; to provide any licenses and permits required to comply with federal, state, county and city laws, statutes, resolutions, and ordinances; to incur no bills or obligations for labor, materials or otherwise for which KVEC may be or become liable; and to abide by all KVEC’s policies.

II.D. INDEMNITY AND HOLD HARMLESS: Licensee, on behalf of itself, its agents, partners, employees, members, and insurers, releases and forever discharges, and agrees to defend, indemnify, and save and hold harmless KVEC, Kittitas County, State of Washington, and its and their Board of Commissioners, agents, employees and all of its and their divisions and departments, by whatever name known [herein “released parties”], from any and all claims, demands, debts, losses, obligations, actions, or causes of action, of whatever nature or kind; whether relating to persons, property, business, or otherwise; which may arise from, or on account of, or be in any way related to, the premises or any portion excepted therefrom; the condition of the premises or the condition of any of its appurtenances, utilities, or facilities; the event(s), including the termination, cancellation, or promotion thereof, as well as the set-up and tear-down for same; this license; any act or omission on the part of the released parties; any act or omission on the part of the Licensee or any of its agents, partners, employees, members, or insurers, or any participant, spectator, official or other person; and any and all matters related in any manner to the event(s), including set-up and tear-down, or this License, even if it is alleged or established that such claim arises in whole or in part as a result of the negligence, including gross negligence, or other fault of any of the released parties referred to above, or from a defective condition, of whatever nature or kind, related in any manner to the premises, or any part of the KVEC, including water, lighting, electrical, HVAC, and sound system. The indemnity obligation stated above includes all costs of defending the released parties including but not limited to all attorneys’ fees and litigation expenses.

II.E. INSURANCE: Licensee agrees to secure insurance for the respective dates, as specified in I.B.7., with coverage in the minimum amount noted below. KVEC, in its sole discretion, will

determine the coverage amount required based on the nature of the event as specified in I.B.5., I.B.6., and I.B.7. with the minimum being \$3,000,000 per occurrence/\$5,000,000 aggregate.

The KVEC, Kittitas County, State of Washington, and its and their Board of Commissioners, agents, employees, and all its and their divisions and departments, by whatever name known **shall be named as additional insured in said policy and declaration certificate(s). Licensee's insurance will be primary and noncontributory.** Licensee shall provide a Certificate of Insurance with Policy Endorsement(s) to KVEC twelve (12) days prior to the event or said event may be subject to cancellation at KVEC's discretion and without recourse by Licensee. Licensee hereby waives any claim for damages or compensation which might arise out of such termination. This insurance will provide both general liability protection, automobile liability, excess or umbrella liability, and protection for any damage to KVEC premises by whatever person or entity. Licensee further understands, as a condition of this license, that KVEC has the right, but not the duty, to require any participant in the event(s) to provide proof of insurance satisfactory to KVEC. In the event there is any change in such insurance, of whatever nature, KVEC will be immediately notified.

Insurance Required for event specified in I.B.4.:

Commercial General Liability: \$3,000,000.00 per occurrence / \$5,000,000.00 aggregate

Automobile Liability: \$1,000,000 combined single limit

Excess or Umbrella Liability: \$3,000,000 per occurrence and aggregate

II.F. EXISTING SYSTEMS: KVEC will furnish built-in public address systems and sound, heat or air conditioning, and light as provided by existing equipment and fixtures in the licensed premises during activity hours only. Any additional facilities or equipment required to furnish additional electrical current or sound to meet the needs of Licensee will be paid for by Licensee, provided, however, that none shall be installed unless agreed to by KVEC in advance. No unauthorized hookups to any utilities shall be allowed on premises without approval of KVEC.

II.G. PARKING: Designated parking for each event will be assigned by KVEC administration. Traffic control and RV/Camping verification is the sole responsibility of the Licensee. If due preparation and care is not exercised by Licensee, KVEC reserves the right to provide needed personnel, at the expense of the Licensee, to meet KVEC expectations of traffic and public safety needs. In all instances fire lanes shall be kept open and parking shall not obstruct fire hydrants or fire stations.

II.H. MUSICAL ENTERTAINMENT: Not applicable.

II.I. UNUSABLE FACILITIES: In case the licensed premises shall become unusable because of a force majeure or another unavoidable casualty, this agreement shall terminate. If such termination occurs before the license begins, KVEC will refund to Licensee any deposit heretofore paid by Licensee after deducting from such deposit any expenses incurred to that time by KVEC in connection with this agreement. In the event such termination occurs during the term of this license, Licensee will pay to KVEC a prorated portion of the consideration plus

any expenses incurred by KVEC to that time in connection with this agreement; and KVEC will refund any part of the consideration already paid by the Licensee which exceeds such amount. In the event of such termination, Licensee hereby waives any claim for damages or compensation which might arise out of such termination.

II.J. DEMOLITION OR RECONSTRUCTION: KVEC reserves the right, notwithstanding any clause in a License for Use of Resources agreement, and without penalty, to cancel that agreement if KVEC wishes to develop or renovate any portion of the facilities. Notification of cancellation shall be in writing and shall be timely. If a License for Use of Resources agreement is cancelled for this reason, Licensee shall not forfeit any deposit received to secure the use of a space or facility.

II.K. TICKETS: Not applicable.

II.L. PROMOTION AND ADVERTISING: KVEC shall have no responsibility, of whatever nature or kind, to promote or advertise in any manner whatsoever the event(s). Neither Licensee nor any of its agents or employees shall, in any promotion or advertisement for the event or otherwise, in any way state, suggest, or imply that KVEC or any of its employees, agents, or departments, is in any way affiliated with the event(s). This restriction shall not prohibit statements which indicate merely where the event is to be held. All advertisements or promotions whether in visual or audible form that include the facility name shall use "Kittitas Valley Event Center".

II.M. PERSONNEL: It shall be the responsibility of Licensee to provide all personnel needed during the term, except that KVEC has the right to provide personnel for designated positions. Licensee agrees to pay for any services, facilities, equipment, materials, technicians, security, electricians, or other persons, services, or items provided by KVEC to properly operate the premises. Such shall be paid for at the prevailing rates at the time of the activity(s) or as otherwise specified herein and shall, where appropriate, include overtime pay. If KVEC determines that all or any of the personnel or other items listed herein are needed to operate the premises, such determination shall be conclusive as between the parties, and Licensee, and its agents and employees, shall in no way interfere with the personnel designated by KVEC. Nothing herein shall be deemed to render KVEC responsible for the event(s). In addition to all other personnel Licensee desires to have present, it shall specifically be the responsibility of Licensee to ensure that adequate emergency medical personnel are always present during the event(s). Seven (7) days prior to the beginning of the term, Licensee shall inform KVEC of the emergency medical personnel it is to supply. Prior to the event(s), KVEC shall notify Licensee of the personnel to be supplied by KVEC. Nothing herein shall be construed to create an employer/employee relationship or partnership between KVEC and Licensee or any other person or entity mentioned hereunder, and no such other person or entity shall have any claim, of whatever nature or kind, for any benefits of whatever nature or kind against KVEC. Licensee will always maintain workers compensation insurance on all its employees.

II.N. EVENT MONITORING: KVEC reserves the right of entry onto the licensed premises for the purpose of monitoring compliance with all stated policies and conditions of this agreement.

Further, KVEC reserves the right of entry to perform repairs or improvements providing that the entry shall not unreasonably interfere with Licensee's operation of their event. KVEC reserves the right to determine a condition of emergency and to act accordingly. If event runs later than 9:00PM, licensee must hire a bonded security agency to supply security within the premises for the duration of Licensee's event. A copy of the signed security agency agreement must be returned to KVEC office no less than two weeks prior to the scheduled event.

II.O. ALCOHOL: Not applicable.

II.P. INCIDENT REPORTING: KVEC management is to be notified immediately of any incident or damage that occurs during the event. Please report all injuries or accidents to persons, property, violence, theft, fire, or hazardous conditions of any kind within 12 hours.

II.Q. ASSIGNMENT: No portion of this license, or any rights or responsibilities thereunder, may be assigned or delegated by Licensee without the prior written approval of KVEC. Licensee has no right to sublet any portion of the premises without the prior written approval of KVEC.

II.R. DISCRIMINATION: Licensee, in its use of the premises, shall in no way discriminate in any manner based on sex, race, national origin, sexual orientation, religion, age, disability, or otherwise, and shall abide by all applicable state, federal, and local laws governing same.

II.S. AMENDMENTS AND REVISION: This agreement cannot be amended, modified, supplemented, or rescinded except in writing signed by KVEC and Licensee. No waiver of any provision of this agreement shall be valid unless such waiver is in writing and signed by KVEC.

II.T. BINDING: This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

II.U. ENFORCEMENT: The failure by KVEC to enforce at any time any of the provisions of this License for Use of Resources agreement, or any rights with respect thereto, or to exercise any election herein provided shall in no way be considered to be a waiver of any such provisions, rights, or elections, or in any manner affect the validity of this License for Use of Resources agreement and shall not preclude KVEC from availing itself of such at any time.

II.V. VENUE AND CHOICE OF LAW: In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this agreement, the venue of such action of litigation shall be in the Superior Court of the State of Washington in and for the County of Kittitas. This agreement shall be governed by the law of the State of Washington.

II.W. ADA COMPLIANCE: Licensee will establish and implement policies and procedures, take all needed steps, and provide all necessary personnel to ensure that the Activity(s) are accessible to individuals with disabilities as required by law. This will include, but not be limited to, informing individuals with disabilities of accessible areas in and features of the premises.

II.X. ACTIVITIES AND ADVERTISING: The Licensee shall keep all activities and advertising matters within the space designated and shall place no advertising on the outside of the permanent buildings without the KVEC's permission. All advertisement that includes KVEC as the location must announce or list the facility location as "Kittitas Valley Event Center" unless express written permission is obtained from KVEC.

II.Y. This License for Use of Resources agreement constitutes the entire understanding and agreement among the parties hereto with respect to the subject matter hereof and contains all the agreements among the parties with respect to the subject matter and supersedes and replaces all agreements, both oral and written. There are no other arrangements, understandings, restrictions, representations, or warranties among the parties hereto.

Kittitas Valley Event Center
901 E 7th Street, Suite 1, Ellensburg, WA 98926
509-962-7639
EventCenter@co.kittitas.wa.us

www.kittitasvalleyeventcenter.com



MANAGER'S REPORT

DATE: November 4, 2024

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Lead Service Line Inventory

In EPA's Lead and Copper Rule Revisions, there are requirements that public water systems must comply with beginning October 16th, 2024. These requirements include:

- Submission of an initial service line inventory (submitted prior to the deadline).
- Notification to persons served of known or potential lead service lines by November 15th.
- Tier 1 public notification of a lead action level exceedance.
- Other associated reporting requirements.

Staff have worked with a consultant on the building of the initial service line inventory and have submitted that to the Washington State Department of Health. The inventory includes 5,764 service lines. 2,893 of those lines are classified as non-lead on the City owned side and the customer owned side. 2,871 service lines are classified as unknown on the City side, the customer side, or both. No City owned service lines are currently known to be lead and the City is not aware of any privately owned lead service lines. Any service line that is classified as unknown is considered a "potential" lead service line. Letters of notification will be sent to the owners of the buildings served by the 2,871 addresses with unknown service line material. The EPA has developed an online step-by-step guide to help people identify lead pipes in their homes called Protect Your Tap: A Quick Check for Lead. It is available for viewing at:

<https://www.epa.gov/ground-waterand-drinking-water/protect-your-tap-quick-check-lead>

2. Everyone Welcome at the FREE Community Thanksgiving Dinner on November 27

The Ellensburg Parks and Recreation Department, Rotary, and CWU present the annual Community Thanksgiving Dinner on Wednesday, November 27, 2024, from 3-6 p.m. at the Armory at the Kittitas Valley Event Center, 901 E 7th Ave. The seated dinner is free to the public and all are welcome to attend. Multiple volunteer shifts and duties are available. Please contact the Adult Activity Center at 509-962-7242 to sign up to help. To make monetary or food donations, contact Katelyn Perez the Adult Activity Center at 509-962-7242.