

CITY COUNCIL AGENDA

June 16, 2025



Ellensburg City Council welcomes and encourages public participation in their public meetings. 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_AoY5HzzFTly55wxs1tY8GA

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.

Accessibility

The City of Ellensburg strives to make our services, programs, and activities readily accessible.

- 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."
- Members of the public who do not speak English or who have limited proficiency may request an interpreter if they wish to participate in public meetings.
- The City will provide reasonable accommodation for members of the public with disabilities.

Please submit requests for language assistance or reasonable accommodation to the HR Director/ADA Coordinator by calling (509) 962-7222 or by email at ADAACoordinator@ellensburgwa.gov. Five (5) business days' notice is appreciated.

COUNCIL MEETING

GUIDELINES FOR PUBLIC PARTICIPATION

All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at www.ectv2.com or on YouTube at [ECTV Ellensburg](https://www.youtube.com/channel/UCv3v3v3v3v3v3v3v3v3v3v3). 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 AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Monday, June 16, 2025
6:00 PM – Study Session
7:00 PM - Regular Meeting**

Joint Study Session With Diversity, Equity & Inclusion Commission

A Joint Study Session With Diversity, Equity & Inclusion Commission 6

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

2.A Juneteenth Day of Observance 23

3. Awards and Recognitions

4. Approval of Agenda (No Public Comment)

5. Consent Agenda (No Public Comment)

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

5.A Approve Minutes of June 2, 2025 Regular Meeting 24

5.B Approve Minutes of June 2, 2025 Special Meeting 30

5.C Approve Minutes of May 8, 2025 Special Meeting 32

5.D Acknowledge Minutes of Boards and Commissions 35

5.E Reecer Creek Floodplain Mapping and Levee Certification Support Services Project 51

5.F Execution of a contract renewal with 120 Water, Inc. for consulting services related to the Lead Service Line Inventory 55

5.G Accept Bid Call 2021-16 Electrical Utility On Call Construction Services as complete 73

5.H Traffic Impact Fee Annual Report 75

5.I	Amendment to the Public Transit Operating Agreement	80
5.J	Paratransit Operating Agreement Amendment	84
5.K	Amendment to the Cabulance Operating Agreement	88
5.L	Resignation of Jill Scheffer from the Arts Commission	92
5.M	Resignation from Peter Stone from the Affordable Housing Commission	94
5.N	Approve June 16, 2025 Voucher Listing	95
6.	Petitions, Protests, and Communications	
6.A	2025 State Legislative Session Update by Josh Weiss (Public Comment Opportunity)	96
7.	Public Comment on Non-agenda Issues	
8.	Business Requiring Public Hearings	
8.A	Public Hearing (Legislative) to consider a Resolution adopting the City's Six-Year Transportation Improvement Plan (TIP) 2026-2031 and provide an annual 'Complete Streets Update' (Public Comment Opportunity)	98
9.	Introduction and Adoption of Ordinances and Resolutions	
9.A	Ordinance 4963 (2nd Reading) - Approving Rezone of Parcel #954442 (Public Comment Opportunity)	103
9.B	Proposed Ordinance 4964 Traffic Code Revisions – First Reading (Public Comment Opportunity)	115
10.	Unfinished Business	
11.	New Business	
11.A	Acceptance of the City of Ellensburg Transportation Safety Action Plan and Adoption of the Zero Fatality and Serious Injury Commitment (Public Comment Opportunity)	121
11.B	Council Rules Discussion (Public Comment Opportunity)	257
11.C	Memorandum of Understanding - Emergency Drought Relief in Yakima River Basin (Public Comment Opportunity)	289
12.	Miscellaneous	
12.A	Manager's Report (No Public Comment)	293
12.B	Councilmembers' Reports (No Public Comment)	
13.	Executive Session	
14.	Adjournment	

ORDINANCE NO. 4871

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO THE CREATION OF A DIVERSITY, EQUITY AND INCLUSION COMMISSION, AND ADDING A NEW CHAPTER TO THE ELLENSBURG CITY CODE ENTITLED “1.88 DIVERSITY, EQUITY AND INCLUSION COMMISSION.”

WHEREAS, the citizens of Ellensburg established in the City of Ellensburg Comprehensive Plan, Ordinance No. 4785, as last amended by Ordinance No. 4869, that they “value a diverse, inclusive, and equitable community that is welcoming and supportive to everyone because it enriches our lives and enhances our individual and community well-being.”

WHEREAS, Ellensburg is a community that cares for all citizens and wants all people to feel a sense of belonging in this community; and

WHEREAS, Ellensburg embraces a future that acknowledges diversity, whether from age, skin color, gender identity, sexual orientation, religion, or disability makes us stronger; and

WHEREAS, working together, we hope that all who live in Ellensburg today and in the future, will have the opportunity to contribute fully to the community; and

WHEREAS, on the recommendation of the City Council’s Inclusion, Diversity, and Equity subcommittee’s recommendation the City Council of the City of Ellensburg, Washington now desires to establish a Diversity, Equity and Inclusion Commission;

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

Section 1. A new chapter entitled “1.88 Diversity, Equity and Inclusion Commission” is hereby added to the Ellensburg City Code to read as follows:

Chapter 1.88

DIVERSITY EQUITY AND INCLUSION COMMISSION

Sections

1.88.010	Creation and Purpose.
1.88.020	Appointment – Term – Composition
1.88.030	Removal – Vacancy
1.88.040	Organization – Meetings – Quorum
1.88.050	Communication with City Council
1.88.060	Duties and Responsibilities

1.88.010 Creation and Purpose.

There is created a Diversity, Equity and Inclusion (DEI) Commission consisting of seven (7) members who shall be appointed by the mayor and confirmed by a majority vote of the council.

The purpose of the DEI Commission is to assist Ellensburg City Council in promoting diversity, equity and inclusion in the City of Ellensburg through action, education, and guidance. The Commission will seek to support Ellensburg in celebrating a diverse, equitable, and inclusive community that welcomes and is supportive to all residents and visitors because doing so enriches each individual's life and the community's wellbeing and vitality.

1.88.020 Appointment – Term – Composition

A. Members of the DEI Commission shall serve without compensation and be appointed by the mayor for a three-year term subject to confirmation by the city council. At least five members must reside within the city limits of the City of Ellensburg, and all members must be residents of Kittitas County.

B. Upon the initial formation of the commission, two commissioners will be appointed to a three-year term, two commissioners will be appointed to a two-year term, and two commissioners will be appointed to a single-year term. As the terms of commissioners expire, each replacement member of the commission will be appointed to a full three-year term with the result being for the lifetime of the commission there will be two new members or reappointed members every year. Committee members shall not serve more than three consecutive terms.

C. A city councilmember shall be appointed to the commission as chairperson who is nonvoting except in the case of a tie.

D. The city council shall ensure a mix of commission members who represent communities diverse in age, skin color, gender identity, sexual orientation, religion or disability, and who represent business, nonprofit, or education sectors, and who have skills or experience in analytics, translation, marketing, technology, human resources, or law. The Ellensburg City Council will seek to attract members that are interested in diversity issues, can respect different viewpoints, are action-oriented, and have personal experience that will provide empathy and community understanding regarding issues of diversity, equity and inclusion.

1.88.030 Removal – Vacancy

Members of the DEI Commission may be removed at any time by a majority of the city council. Whenever a commission member is absent for three consecutive regular meetings of the commission, or an aggregate of five regular and/or special meetings annually, unless by permission of the commission given at an open public meeting, the office shall automatically be vacated. Requests for an excused absence shall be made in writing to the chairperson of the commission.

Vacancies for the remainder of any such unexpired terms shall be filled in the same manner in which the original appointments were made.

1.88.040 Organization – Meetings – Quorum

A. Immediately after their appointment, and in January of each following year, members of the commission shall meet and organize by electing from all of the members of the commission a vice chairperson. It shall be the duty of the chairperson to preside at all meetings of the commission. The vice chairperson shall perform the duties of the chairperson in the event of the absence of the chairperson or vacancy of the office.

B. Four voting commission members shall constitute a quorum for the transaction of business. The affirmative votes by a quorum shall be necessary to carry any proposition.

C. There shall be a fixed time and place of the meetings within the corporate city limits at least once each calendar month. The meeting time and place shall be made known to the public and all meetings of the commission shall be open to the public. Monthly meetings may be cancelled by the chair due to lack of business, but the commission shall meet quarterly at minimum.

D. A city staff person shall serve as secretary of the commission. It shall be the duty of staff to keep minutes of all meetings and of all proceedings of the commission.

E. The commission may create subcommittees that include members of the public to address certain DEI topics or promote certain events. The subcommittee chair must be a member of the DEI Commission, and must be appointed by a majority of the DEI Commission membership.

1.88.050 Communication with city council

The commission shall forward communications which require city council action to city council through separate memoranda, including all rationale, which shall be scheduled as council agenda items. Memoranda requesting Council authority for programs or projects that require funding must be received by June 30th of each year in order to be considered for inclusion in the biennial budget or annual budget amendment process. Commission recommendations not incorporated in the preliminary budget shall be forwarded to the city council for consideration with the preliminary budget.

1.88.060 Duties and Responsibilities

The powers and duties of the commission shall be as follows:

A. Advise city council on actions needed to sustain and improve diversity, equity and inclusion in the city of Ellensburg;

B. Examine the practices and procedures of the city of Ellensburg to identify strategies to create processes and services which recognize the needs and differences of all who live and work in, or visit, Ellensburg;

C. Review and recommend amendments that incorporate the values of diversity, equity and inclusion into the city of Ellensburg Comprehensive Plan;

D. Recommend for Council adoption a community engagement plan that includes, but is not limited to, the following:

1. Developing activities such as forums, community gatherings, and events to promote mutual understanding and that encourage residents to connect with one another;

2. Identifying partner groups or organizations to sponsor regular cultural celebrations;

3. Creating strategies to distribute information to people of different cultures (e.g. bilingual resources, disability resources, culturally appropriate ways); and

4. Implement outreach strategies for improving city services relating to DEI.

5. Advise the city council regarding the impact of policy and budgetary choices on marginalized communities; and

E. Present recommendations to the city council on how to achieve the duties and responsibilities outlined in this section. Reports to the council may be made as progress occurs, but, no less than bi-annually.

Section 2. 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 3. 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.

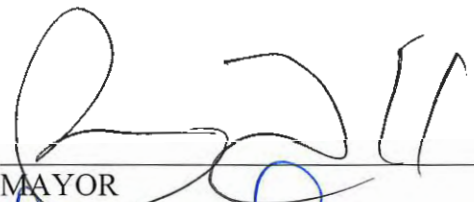
Section 4. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

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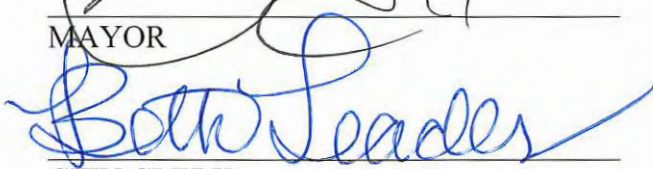
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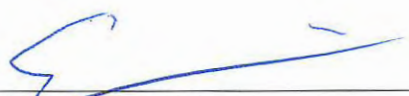
The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 1st day of March, 2021.


MAYOR

ATTEST:

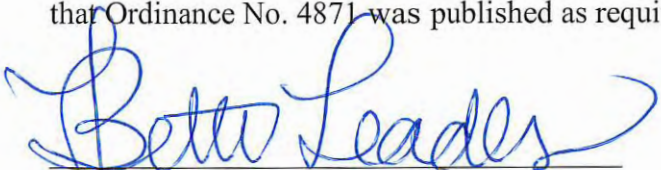

CITY CLERK.

Approved as to form:


CITY ATTORNEY

Publish: 3-4-2021

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4871 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4871 was published as required by law.


BETH LEADER



CHAPTER 9 DIVERSITY, EQUITY & INCLUSION

WHAT YOU WILL FIND IN THIS CHAPTER

- Background information and context related to local history, current events, and plans for the future, addressing Diversity, Equity, and Inclusion within the City of Ellensburg.
- Policies that seek to make City resources more accessible to all.
- Policies that direct the City's efforts towards encouraging welcoming and inclusive environments within the Community.
- Policies intended to support a culturally inclusive community, where all people experience a sense of belonging.

OVERVIEW

This chapter contains goals, policies, and programs that define how the City of Ellensburg can play a role in fostering an environment of understanding, equity, and belonging within the community. The following is the City of Ellensburg's initial action plan aimed at systematically addressing Diversity, Equity, and Inclusion in a way that can effect sustainable change to benefit all residents.

This document is a starting point for the City. There are likely many issues not yet articulated that can be addressed later as they are identified. This chapter is a living document; it is intended to be revisited and revised periodically. This is an initial framework, within which the City will continue to listen to residents, encourage collaboration and communication, and elevate marginalized voices.

BACKGROUND & CONTEXT

The City of Ellensburg is committed to creating a community with a lived and built environment that improves lives, supports all people, and provides residents with opportunities to flourish. It is important for the Ellensburg community to be inclusive, to celebrate diversity, and to provide equitable opportunities to all. Doing so can help create a thriving local economy, and an environment in which individuals achieve their full potential.

Similar to many cities around the country, the national conversations that occurred in 2020 around race, social justice, and equity, sparked a discussion within our local community. These conversations highlighted the need to build a greater awareness of the impacts and challenges that marginalized communities are faced with on a daily basis. The goal of this chapter is to address ways in which the City can alleviate some of these systemic barriers, and foster a sense of belonging amongst all residents, by consistently listening to the ideas, experiences, and concerns of all who live here.

Through the lens of DEI

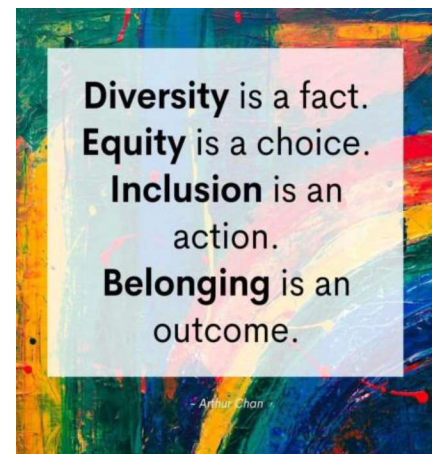
What does this all mean? Supporting diversity, equity, and inclusion related educational opportunities, social gathering opportunities, and supporting access to community resources, can create a sense of belonging within the community for all residents.

Diversity

Diversity is the presence of differences that may include, but are not limited to, race, gender, religion, sexual orientation, ethnicity, nationality, immigration status, socioeconomic status, language, (dis)ability, age, religious commitment, or political perspective. It is important for the City of Ellensburg to acknowledge and embrace the range of human differences present within our community. Doing so will help to build a strong foundation of understanding and a heightened awareness of the unintended impact of local policies. Embracing diversity means sharing space with others, sharing traditions, foods, and stories. The City can help support a strengthened sense of community and connection through outreach, regular events, and creating spaces accessible to all.

Equity

Equity alleviates barriers to ensure everyone has access to the same opportunities. Equity recognizes that advantages and barriers exist, and that as a result, we don't all start from the same place. Creating and supporting goals and policies that meet the community members where they are, will help to remove systemic barriers that make accessing basic community services challenging. Increasing accessibility to important resources and opportunities that best meet residents varying needs helps all residents succeed.



Inclusion

Inclusion is when all residents experience a sense of belonging and know they are both welcome in our community and encouraged to participate. Working on goals and policies that actively recruit participation and involvement from all residents within the community, fosters a sense of belonging and elevates traditionally marginalized voices. These methods can include listening tours, surveys, discussion groups, and use of a variety of media and print publications designed to be accessible to all residents.

Fostering a sense of belonging

In order to support all residents, the City will promote inclusion, listening, and diverse approaches to engagement through this lens of Diversity, Equity, and Inclusion. Engaging and including marginalized groups replaces barriers with bridges and builds trust that strengthens the overall fabric of our community.



Recognizing the Past - Looking to the Future

An important step in building a forward-thinking vision within the community is to first learn about our local history, listen to residents' perceptions now, and consider how new goals and policies will positively affect the City of Ellensburg's plans for the future. The City cannot adequately support our community and elevate marginalized voices without first building a base of contextual knowledge, understanding, and trust.

Past

Historically, Ellensburg has been, and still is, a diverse community, with many stories and experiences that have yet to be discovered or shared. Acknowledging and learning local history within the community, the positive and the negative, can help increase awareness and empathy toward others and strengthen our community as a whole. Understanding local history can help create a more inclusive environment for all, where residents feel welcome and equally represented.

Kittitas Valley has always been, and continues to be, sacred to Native people. Traditionally, the Pshwanapum lived in the Kittitas Valley as a sub-band of the larger political and extended family networks of the Yakama tribes and bands. The Pshwanapum members were also referred to as the K'titas ("Kittitas") band, and they moved seasonally throughout the valley and nearby mountains to harvest roots, salmon, berries, game, and medicines. Several other tribal nations including Kiala, Tatxanixsha, Yumi'sh, and Che-lo-han, would hunt and trade in this area as well. Many descendants of these tribes continue to live throughout the 1855 Treaty

Territory of the Yakamas, practicing, honoring, and teaching the heritage and ancestry of the area. (*Information sourced from Daily Record News article from Aronica Family October 12, 2020, and Kittitas Valley Historical Museum*)

Histories and experiences of marginalized communities and people of color within Ellensburg continue to be uncovered from written and oral records, and there is still much more to be discovered. Historically, members including, but not limited to, Black, Chinese, Jewish, Hispanic, and Japanese communities have moved to Ellensburg as early as the mid-19th Century, for various reasons, such as migrant labor, work on the railroad, and work in local businesses. Sources such as Sanborn Fire Insurance Maps have shown that Ellensburg used to have a “China Town”, and “Chinese Laundries” appear to have existed throughout town (Sanborn Map 1888). An African Methodist Episcopal Church was established in 1908 at 404 South Main Street, and many black individuals played on local baseball teams as well. There is also evidence at times of divisive behavior and negative language towards people of color, as found in newspaper advertisements regarding restaurants and hotels that employed Chinese individuals.

Present

Currently, people of color, members of the LGBTQ¹, and disability communities, among many others, still report that they feel invisible, experience slurs and discriminatory comments, nonverbal glares, and behaviors that feel unwelcoming in Ellensburg. While members of some of marginalized communities have reported frequent, targeted incidents, they also believe that Ellensburg can be more inclusive, and that the welcoming nature of our community can rise to a deeper level of acceptance and affirmation, utilizing the talents, skills, and experiences of all who live here.

Ellensburg can be a welcoming community that comes together in times of need, where strangers reach out and neighbors help each other. However, fully supporting and accepting people of color, ethnic and religious minorities, and members of the LGBTQ, disability communities, over 65 communities, and others, can be improved. Similar to what many towns and cities around the country are currently experiencing and working on, the City of Ellensburg recognizes it needs to be more responsive and prepared when handling issues related to diversity, equity, and inclusion. This chapter lays the groundwork for this to happen, as the City continues towards a future of growth and expansion.

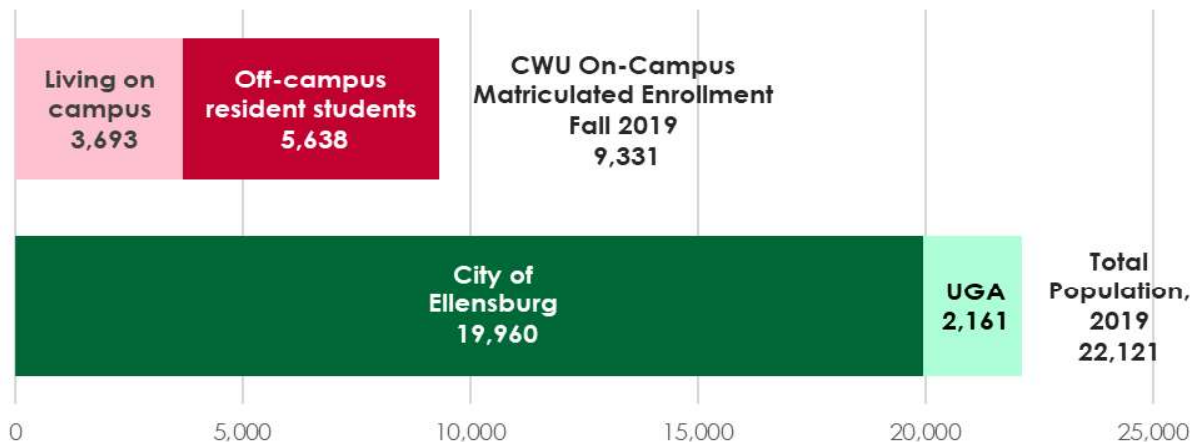
Future

Our dynamic community landscape has continued to develop, particularly in the last ten years, growing in size and in the diversity of residents. Statistics from the City of Ellensburg’s 2021 Housing Action Plan, show that in 2020, the estimated population of the City, with its urban growth area, (UGA) was 22,879 people, demonstrating a growth rate of roughly 1.9% annually

¹ Lesbian, gay, bisexual, transgender, and queer and/or questioning

since 2015. Of the 22,879 people, roughly 9,331 constitute CWU enrollment, 3,693 of which were on-campus living, and 5,638 representing off campus resident students, as depicted in *Figure 26*.

Figure 26. CWU Student Population and Total Population, 2018

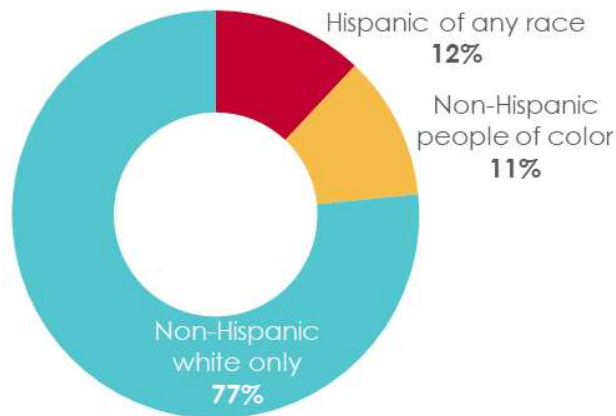


Students living on campus represents the housing occupancy for Fall 2019. Programmed capacity is 3,918 and the full built capacity is 4,249.

Sources: Central Washington University – Ellensburg Campus, Fall 2019; Washington OFM, 2021; BERK, 2021

As the City continues to support the needs of the diverse communities that live here, it is important to recognize that the statistics reflected in this chapter from the 2021 Housing Action Plan, do not reflect all of the diverse demographics of our community. Keeping that in mind, it is still valuable to look at current information that is available, as we work towards obtaining more detailed statistics in the future. By 2040 it is anticipated that 20% of the County population will be in the age bracket over age 65, and 19% in the age bracket of 45 to 64. At the same time, proportional decreases are expected for school-aged youth (5 to 19).

The Census also captures racial identity and Hispanic ethnic identity for respondents. As shown in *Figure 27* below, the Ellensburg community in 2018 was majority White and non-Hispanic (77%) but is growing more ethnically and racially diverse. From 2010 to 2018, Ellensburg's Hispanic population increased from 7% to 12% overall, and non-Hispanic people of color increased from 8% to 11%. *Figure 28* provides a further breakdown of the Non-White Alone demographics.

Figure 27. Ellensburg Population by Race and Ethnicity, 2018

Sources: ACS 5-year B02001 estimates, 2018; BERK, 2021.

Figure 28. Ellensburg Population by Racial Identity for Non-White Alone Residents, 2018

Sources: ACS 5-year B02001 estimates, 2018; BERK, 2021.

The University's emphasis on attracting students from minority and underserved communities, as well as diverse faculty and staff, continues to impact the demographics of Ellensburg. The changing nature of the labor force has also created greater diversity in the community. People from many countries have settled in Ellensburg over the years, and there is no reason to think that these influential factors are going to be less impactful in the future.

As Ellensburg continues to grow, there is the potential for marginalized groups to feel excluded unless the community has a plan for improving cultural relationships. The City of Ellensburg has developed this chapter in a sincere effort to create an equitable, just, and safe community - one where all residents know they belong and are welcome.

GOALS, POLICIES, & PROGRAMS

These DEI goals, policies, and programs contain steps that the City of Ellensburg will take to create an inclusive, welcoming, equitable, and safe community.

Goal DEI-1: Increase accessibility to City Services, Projects, Programs, and Events.

Policy A **Support policies and programs that increase accessibility to City services for all, utilizing the lens of diversity, equity, and inclusion.**

Program 1 Provide increased access to government documents in multiple languages and easily accessible assistance for those who may need additional support.

Program 2 Identify areas of City government where greater physical accessibility and accommodations are needed to increase access to all members of the public.

Policy B **Promote and encourage community engagement and outreach to all.**

Program 1 Actively encourage participation from the public for community projects, events, and recreational activities, through a wide variety of media and information distribution methods.

Program 2 Provide City staff and elected officials with tools and regular training to understand and lead actions that are inclusive and equitable.

Program 3 Establish an ongoing review process of the costs for City-sponsored recreation and leisure activities to ensure that all members of the public have access to these services.

Program 4 Support civic education programs that actively engage diverse groups of the community, and encourage diverse representation among local leadership, organizations, and agencies.

Goal DEI-2: Foster Racial Understanding, Equity, and Belonging within the Community.

Policy A **Encourage cultural sharing.**

Program 1 Regularly support events and celebrations that highlight the variety of cultural traditions within the community.

Program 2 Encourage the creation of spaces where cultural foods and traditions can be shared among members of the community, as well as the creation of public spaces that are accommodating and accessible to all.

Program 3 Encourage increased communication and collaboration between the City government, Central Washington University, businesses, and education and social service sectors, through shared events, projects, and outreach, to help residents feel more comfortable visiting campus, and non-resident students feel more comfortable within the community.

Policy B **Encourage local leadership to address systemic issues that create barriers for participation.**

Program 1 Encourage City leadership to demonstrate support of marginalized groups through a variety of proclamations, and publicly speak to local actions that affect the diverse members of the community.

Program 2 Support the development of a framework to identify and address systemic inequalities within our local institutions.

Program 3 Collaborate with local organizations to help local businesses support diverse members of the community.

Goal DEI-3: Increase accessibility to local services and community resources for all residents.

Policy A **Ensure that high quality service programs are available, accessible, and utilized by all, to support resident's basic needs.**

Program 1 Partner with local health and social services to identify strategies for making their services accessible by all means of transportation.

Program 2 Advocate for low income, residential care facilities, and other housing for aging persons to be located close to services and amenities.

Program 3 Encourage and support programs that seek to provide residents with access to diverse health care providers who can respond to varying cultural and medical needs.

Policy B **Encourage healthy activity and lifestyle by making recreational resources and opportunities accessible and welcoming to all residents.**

Program 1 Provide opportunities for healthy activity in safe and accessible public spaces for all residents.

Program 2 Encourage communication between local businesses, organizations, and schools, to coordinate food pantries and local food distribution.

ACTION ITEMS

1. Work with DEI Commission to begin regular review of current City policies and procedures using the lens of Diversity, Equity, and Inclusion.
 2. Begin work towards regular Diversity, Equity, and Inclusion training for City staff and elected officials.
 3. Increase use of community engagement and social media tools to help with local outreach.
 4. Review fees and costs for city sponsored recreational and leisure activities.
 5. Develop a framework of accountability.
 6. Develop a work plan for the Diversity, Equity, and Inclusion Commission.
-

POLICY CONNECTIONS

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

The **Transportation** chapter includes policies related to providing a variety of transportation networks that is available for all community members.

The **Capital Facilities and Utilities** chapter includes policies that focus on providing public facilities and utilities that are accessible and affordable to all community members, including access to the library, reasonably priced utilities, and access to data and technology. This chapter also provides goals centered around providing excellent public safety services.

The **Parks and Recreation** chapter includes policies that focus on providing citywide programs and services that meet all community and group needs, in addition to preserving historical areas and features, while also developing high quality, diversified cultural arts facilities and programs that increase community awareness, attendance, and participation opportunities.

The **Economic Development** chapter includes policies related to growing and sustaining local businesses, while creating opportunities for new businesses that can provide goods and services that meet the needs of the local and regional community.

Updated DEI Commission Goals 2025

Core focus of DEI Commission (in our own words)

- Expand collaboration to advance DEI issues with a broad view and definition of community
- Educate and engage around DEI issues through an equity lens
- Facilitate community conversations around lived experiences to enhance belonging
- Identify where the gaps are and facilitate action for greater inclusion
- Hold mirror to community to provide awareness of DEI issues
- Assess and monitor pulse of the community and use data to understand and guide programming

10 Year (infinity) Goals

- Engagement by diverse groups of people and different activities
- All people in Ellensburg feel represented in City spaces
- Full spectrum community center for inexpensive activities; multi-cultural center
- Community oversight committee
- Enhanced education and tools to report bias/hate crime incidents with services and support for victims and targeted populations
- More diverse community reflection in places where decisions are made
- Diversity is celebrated; businesses will acknowledge Black History Month, accessibility and Black, Indigenous, and People of Color (BIPOC) celebrations downtown

3 Year Goals

- BIPOC business support, workshops, and more diverse shopping/businesses
- A broader range of community celebrations, concerts, art, and other cultural ethnic events and increased community participation/engagement in cultural events
- Develop an effective communication plan to support commission activities
- DEI Commission fosters ongoing relationships with other City commissions
- Full-time staff support/event planning for DEI Commission
- Black History Month celebration by the City
- Continue visits with other City boards and commissions to build partnerships
- Develop a BIPOC Business Day
- Continue to support the Human Library
- Expand BIPOC participation in civic education programs (Ellensburg Academy)

1 Year Goals

- Put data into a document for review, discuss how to use the data, and put a structure in place to be able to use data (e.g. listening tour data)

- Meet with the Farmer's Market and Night Market organizers to discuss a multicultural day at the Farmers Market and possibly sponsoring vendors to get more diverse vendors
- Begin engagement with citywide inclusive art in order to develop further representation
- Commission becomes size to reflect diversity in community (*Have discussion*)

90-Day Goals (8/11/2025)

- Put data into a document for review, discuss how to use the data, and put a structure in place to be able to use data (e.g. listening tour data) **Goodloe (lead)**
- Support Pride events every June **Carnell & Turney**
- Multicultural Day at Unity Park **Goodloe, Divine, Eliatamby-O'Brien (lead), & Carnell**

Ongoing (Activities that are ongoing annually)

- Continue grant program
- Building a relationship with Liaisons
- Continue to support proclamations and recognitions
- Hold another Belonging In The Burg event in partnership with ESD & CWU
- Juneteenth celebration
- Continue listening tours and create feedback loop for participants

Updated at May 2025 meeting.



2025 Diversity, Equity & Inclusion Commission Spending Plan

The Diversity, Equity and Inclusion Commission annually receives \$10,000 in the City of Ellensburg budget. The 2025 Spending Plan was approved by the Ellensburg City Council in December 2024.

Total Spending Plan Amount: \$10,000

Events \$2,500 (25%)

- World Cafés, Juneteenth celebration, Multicultural Day at the Ellensburg Farmers Market and/or Multicultural Day at Unity Park

Grants \$5,000 (50%)

Supporting events, initiatives, or projects focused on diversity, equity and inclusion within Ellensburg.

Programs \$1,400 (14%)

- Listening tours - \$400
- Pizza Klatch - \$1,000

Administrative \$300 (3%):

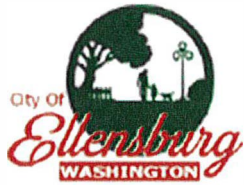
- Advertising
- Supplies
- Translation

Retreat \$500 (5%):

- Annual Commission Retreat

Reserve \$300 (3%):

- For new events or programs



City of Ellensburg

PROCLAMATION

A Proclamation on Juneteenth Day of Observance 2025

WHEREAS, Juneteenth became the latest official federal holiday in the United States in 2021; and

WHEREAS, over 2 years after President Abraham Lincoln declared all enslaved persons free, Union Army troops marched to Galveston, Texas, to enforce the Emancipation Proclamation and free the last enslaved Black Americans in this country; and

WHEREAS, these newly-freed men, women and children celebrated their long-overdue emancipation on June 19, 1865, establishing what continues to be an annual day of celebration for all Americans; and

WHEREAS, Juneteenth is a day to celebrate the power and resilience of Black Americans who have endured generations of oppression in their ongoing journey toward equal justice, equal dignity, equal rights, and equal opportunity in America; and

WHEREAS, we commemorate Juneteenth: a chance to celebrate human freedom, reflect on the grievous and ongoing legacy of slavery, rededicate ourselves to rooting out systemic racism, honor the rich history of the Black community in Ellensburg; and

WHEREAS, the Ellensburg Downtown Association, the City's DEI Commission, the Kittitas County Historical Museum, the CWU Library and associated campus programs have collaborated and planned a city-wide Juneteenth Celebration on June 19 for residents and visitors of our City.

NOW, THEREFORE, BE IT RESOLVED that the Mayor of Ellensburg, does hereby proclaim June 19, 2025 as Juneteenth Day of Observance and invites every everyone to join in the June 19th celebration and festivities in downtown Ellensburg.

Signed this 16th day of June, 2025.

Attest: 
City Clerk


Rich Elliott, Mayor



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

June 2, 2025

7:00 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

Pledge of Allegiance

The Pledge of Allegiance was led by Councilmember Goodloe

1. Call to Order and Roll Call

Roll Call Present: Sarah Beauchamp, Nancy Goodloe, Nancy Lillquist, David Miller, Delano Palmer

Absent: Rich Elliott and Joshua Thompson (both excused)

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, City Clerk Leader, Community Development Director Carlson, Planning Manager Henderson, Associate Planner Pederson, Arts & Economic Development Manager Vandenberg, Parks & Recreation Director Case, Public Information Officer Klauss and approximately 45 members of the public

Others present remotely via Zoom: Six members of the public

2. Proclamations

2.A LGBTQ+ Pride Month

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Palmer moved to approve the Agenda as presented. **Motion Approved 5-0**

5. Consent Agenda

5.A Approve Minutes of May 19, 2025 Regular Meeting

5.B Acknowledge Minutes of Boards and Commissions

5.C Resolution 2025-10 Approving Karl and Nancy Lillquist's Street Tree Removal Request at 708 E 7th Avenue.

5.D Project Acceptance - City Hall Low Slope Roof Replacement

- 5.E Project Acceptance – Bid Call No. 2024-11 - Kittitas County Courthouse Sidewalk Improvements – 5th Avenue between Water and Main Street
- 5.F Waste Water Treatment Plant Fiber Project Approval
- 5.G Approve Contract Signature for CDBG Award for Library HVAC Replacement
- 5.H Approve June 2, 2025 Voucher Listing

Councilmember Goodloe moved to approve the Consent Agenda as presented. **Motion Approved 4-0 (Lillquist abstained)**

6. Petitions, Protests, and Communications

- 6.A Board & Commission Appointments - Arts Commission and Parks & Recreation Commission
Heidi Behrends Cerniwey, City Manager, presented information. Kelle Vandenberg, Arts & Economic Development Manager, introduced Arts Commission applicant Matthew Wenz and Arts Commission members for reappointment, Alex Eyre and Jerry Dougherty.

Ron Parga was present to introduce himself as a new Parks & Recreation Commission applicant. Charlie Smith and Devin Shea were also recommended for appointment by the Parks & Recreation Commission.

Councilmember Miller moved to appoint Matthew Wenz and reappoint Alex Eyre and Jerry Dougherty to the Arts Commission. **Motion Approved 5-0**

Councilmember Miller moved to appoint Ron Parga and reappoint Charlie Smith and Devin Shea to the Parks & Recreation Commission. **Motion Approved 5-0**

7. Public Comment on Non-agenda Issues

- Candice Comfort, County resident, representing herself, spoke regarding Memorial pool maintenance
- Rosy Hall, representing the Christian community and herself, spoke regarding DEI
- Jennifer Patteson, County resident, speaking for herself, spoke regarding the Comprehensive Plan
- Mike Wallace, City resident, representing himself, spoke regarding DEI
- Rocio Ramirez, Kittitas resident, representing herself, spoke regarding DEI
- Geraldine O'Mahony, Ellensburg resident, spoke regarding DEI
- Carryn VandeGriend, Puget Sound Energy representative, spoke about PSE wildfire prevention measures
- Adrea Bezdicek-Donogh, County resident, spoke regarding the Comprehensive Plan
- Pat Kelleher, County resident, spoke regarding restrooms
- Susan Waddle, City resident, spoke regarding DEI and support of Pizza Klatch

Councilmember Palmer moved Council allow an additional 20 minutes at the end of the Agenda to continue public comment on non-agenda items. **Motion approved 5-0**

8. Business Requiring Public Hearings

- 8.A Closed Record Hearing for Rezone Application P25-017, Industrial Light (I-L) to Regional Center Mixed-Use (RCMU) Zoning, and First Reading of Ordinance 4963 (Limited Public Comment)

Mayor Pro Tem Lillquist opened the public hearing and asked the standard questions regarding appearance of fairness and conflict of interest. There were no appearance of fairness, ex parte contacts or conflicts of interest disclosed by the Mayor Pro Tem or Councilmembers. Chace Pederson, Associate Planner, presented information in the staff report.

Quentin Batjer, Attorney for TAJ LLC, commended the Planning Department for their work on this project.

With no comments from the public and no questions from Council, Mayor Pro Tem Lillquist closed the public hearing.

Councilmember Palmer moved to approve rezone application request P25-017 to rezone parcel 954442 to Regional Center Mixed-Use (RCMU) and adopt the Hearing Examiner's Recommended Findings of Fact, Conclusions of Law, and Decision, and to conduct first reading of Ordinance 4963. **Motion Approved 5-0**

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A Ordinance 4962 (2nd Reading) Expansion of Low-Income Utility Discount Program to include 40% AMI (Public Comment Opportunity)
Heidi Behrends Cerniwey, City Manager, presented information in the staff report.

Councilmember Goodloe moved to conduct second reading and adoption of Ordinance 4962, extending the low income discount program eligibility threshold to those at or below 40% AMI. **Motion Approved 5-0**

10. Unfinished Business

11. New Business

- 11.A Approval of Diversity, Equity & Inclusion Commission 2025 Grant Awards (Public Comment Opportunity)
Nicole Klauss, Public Information Officer, presented information in the staff report.

- Stevana Eliatamby-O'Brien, City resident, speaking for oneself, spoke regarding DEI grant funding
- M. Eliatamby-O'Brien, City resident, speaking for oneself, spoke regarding DEI grant funding
- Alison Durmond, City resident, spoke in support of the DEI grants
- Teresa Devine, DEI Commission member, spoke in favor of DEI grant funding
- Deborah Scott, City resident, speaking for herself, spoke in favor of DEI grant funding
- Mike Wallace, City resident, speaking for himself, spoke regarding DEI funding

Councilmember Goodloe moved to approve the Diversity, Equity & Inclusion Commission 2025 Grant Awards. **Motion Approved 4-0 (Palmer abstained)**

- 11.B Social Media/Holiday Recognition Policy (Public Comment Opportunity)
Nicole Klauss, Public Information Officer, presented information in the staff report.

Candice Comfort, County resident, spoke regarding holiday recognition.

Councilmember Miller moved to add federal holidays to be recognized on the City of Ellensburg social media. **Motion Approved 5-0**

- 11.C LTAC Community Calendar Recommendation (Public Comment Opportunity)
Kelle Vandenberg, Arts & Economic Development Manager, presented information in the staff report.

Councilmember Goodloe moved to authorize the City Manager to contract the services of "With" Community Calendar, and utilize up to \$12,000 from Lodging Tax funds for the development of a comprehensive community calendar. **Motion Approved 5-0**

- 11.D Professional Services Agreement with MIG for Consultant Services for the 2026-2032 Park, Recreation, Open Space and Sustainable Funding Plan (Public Comment Opportunity)
Brad Case, Parks & Recreation Director, presented information in the staff report.

Councilmember Palmer moved to approve the professional services agreement with MIG for consulting services for the 2026 -2032 Park, Recreation, Open Space and Sustainable Funding Plan and authorize the City Manager to sign the agreement. **Motion Approved 5-0**

12. Miscellaneous

Additional 20 minutes approved for Non-Agenda Public Comment

- Victoria Thomas, Ellensburg resident, speaking for herself, spoke regarding the City RCO grant funding for tennis courts at Mountain View Park
- Hanna Fredeen, City resident, speaking for herself, spoke regarding DEI
- Logan Cook, City resident, speaking for himself, spoke regarding DEI
- Phil Backlund, DEI Commission member, speaking for himself, spoke regarding DEI
- Alison Durmond, Ellensburg resident, speaking on her own behalf, spoke regarding the reading of scripture at the Council meeting
- Carrie Vickers, County resident, speaking for herself, spoke regarding faith and DEI
- Anastasia Newman, City resident, spoke regarding acceptance in Ellensburg

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

Heidi Behrends Cerniwey, City Manager, presented the report.

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Beauchamp attended the gang awareness presentation
- Councilmember Goodloe attended LEOFF Disability Board and KCCOG meeting
- Councilmember Miller participated in Planning Commission member interviews, participated in an AWC webinar concerning Federal Government grant funding, attended the pride parade, and reported on the PTAC meeting
- Councilmember Palmer assisted at the Veteran's barbecue cookout on Memorial Day weekend and attended the Yakima Basin Fish & Wildlife Board meeting. He requested a staff presentation of City supported community events, including the monetary amount of support. He extended an invitation to meet with community members on topics of their choosing
- Mayor Pro Tem Lillquist attended the LEOFF Disability Board, Bike Month Event, Coffee with Council, Gang Awareness presentation, Ellensburg Academy, Urban Flooding open house, and announced the Kittitas County survey for Developmental Disabilities. She reported that KITTCOM calls spiked during the wind event on Saturday.

13. Executive Session

14. Adjournment

Meeting adjourned at 10:01pm.

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Special Meeting

June 2, 2025

6:30 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present: Sarah Beauchamp, Nancy Goodloe, Rich Elliott (by phone), Nancy Lillquist, David Miller, Delano Palmer

Absent: Joshua Thompson (excused)

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, City Clerk Leader, Public Works Director Lyyski and approximately 10 members of the public

2. Executive Session

- 2.A Executive Session per RCW 42.30.110(1)(i)(iii) 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.(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency

Mayor Pro Tem Lillquist recessed the meeting to executive session at 6:32 pm. It was anticipated to last 25 minutes and no action would be taken.

Council reconvened at 6:54 pm

3. Adjournment

Meeting adjourned at 6:54pm.

Mayor

ATTEST: _____
City Clerk



CITY OF ELLENSBURG

Minutes of City Council, Special Meeting

Date of Meeting

May 8, 2025

Time of Meeting

5:30 PM

Place of Meeting

**Council Chambers
501 N Anderson St
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Welcome

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

Kittitas County Commissioners: Brett Wachsmith, Cory Wright

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, Deputy City Clerk Davison, Community Development Director Carlson, Housing and Grants Administrator Frey, Arts and Economic Development Manager Vandenberg, Finance Director Pascoe, Kittitas County Public Works Director Fredrickson, Kittitas County Community Development Services (CDS) Director Bala, Kittitas County Deputy Prosecutor Todd, Central Washington University President Wohlpert, and approximately 10 members of the public

Mayor Elliott opened the meeting for the City of Ellensburg and Commissioner Wright opened the meeting for the Kittitas County Commissioners. Mayor Elliott moved to amend the agenda to allow for new discussion topics before adjournment.

2. Economic Development Partnership Update

2.A Collaborative Activities; History and Update – Commissioner Cory Wright, Central Washington University President Jim Wohlpert, and City Manager Heidi Behrends Cerniwey

Commissioner Wright provided background regarding the history of economic development in Kittitas County. Dr. Jim Wohlpert presented initiatives for Central Washington University in building a workforce-ready program. City Manager Behrends Cerniwey presented the partnership framework for the Kittitas County Economic Development plan. Councilmember Lillquist inquired if this was supported by .09 funds. Councilmember Palmer requested an update on timeframes and milestones for those present.

2.B Interlocal Agreement and Property Exchange Status

Kittitas County Public Works Director Fredrickson presented information on the Interlocal agreement and property exchange status. Councilmember Miller asked questions

regarding the leases on the property. The Interlocal agreement is estimated to be presented to the respective parties by June.

3. Comprehensive Plan – Period Update Status Update

3.A Urban Growth Area Discussion

Kittitas County Community Development Services (CDS) Director Bala, and City of Ellensburg Community Development Director Carlson, opened the discussion. CDS will have an open house on the morning of May 17, 2025, at Unity Park, and another in Cle Elum that evening. CDS Director Bala and Community Development Director Carlson responded to questions from Council.

4. Housing and Homelessness

4.A 2024/25 Cold Weather Seasonal Shelter Report – HopeSource

HopeSource CEO Susan Grindle and HopeSource Navigator Billy Brimley reported on the Cold Weather Shelter. CEO Grindle reported very positive reviews about the food and community volunteers lowering the cost of the cold weather shelter. Some requests for the future included more shower days, cots, and day storage.

4.B 2025/26 Cold Weather Seasonal Shelter Partnership, Site, Operations Discussion

City Manager Behrends Cerniwey opened the discussion and mentioned an option to lease a building from a local church for the upcoming season.

4.C Sleep Center Discussion

City Manager Behrends Cerniwey presented information regarding the sleep center project. The recommendation is to discontinue sleep center siting and continue the seasonal cold weather shelter.

4.D Affordable Housing Project Update

Housing and Grants Administrator Frey gave a short update on current projects and upcoming projects, housing changes, and developer incentives.

5. Behavioral Health Funding Update

5.A Kittitas County Public Health Report on 0.1% Funding

Commissioner Wachsmith and Kittitas County Public Health Human Services Manager Kasey Knutson presented information regarding the 1/10th of 1% Mental Health and Chemical Dependency Tax and the projects it supports.

5.B Handle With Care and Mental Health Referral Trends – Ellensburg Police

Ellensburg Police Department Chief Wade presented information on the effects of mental health interactions with law enforcement and the Handle with Care program.

6. America 250

6.A Overview and County Coordination

Commissioner Wachsmith presented information on the America 250 Act.

7. New Topics for Discussion

Commission Wachsmith reported on veteran services in Kittitas County. Councilmember Miller wanted to continue discussion on food security and potential Medicaid cuts. Mayor Elliott spoke regarding COG and growing into a regional advisory board. Councilmember Palmer stressed importance on the infrastructure of our energy systems. Commissioner Wright spoke regarding the construction of recreational facilities and infrastructure of growth.

8. Adjournment

Mayor Elliott adjourned the meeting at 7:33 PM.

Mayor

ATTEST:

Deputy City Clerk



CITY OF ELLENSBURG

Minutes of Affordable Housing Commission, Regular Meeting

Date of Meeting

April 2, 2025

Time of Meeting

4:30 PM

Place of Meeting

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

1. Call to Order and Roll Call of Members

Commissioner Garzone called the meeting to order at 4:30 p.m.

Present: Kim Funston, Courtney Garzone, Delano Palmer, John Perrie, Peter Stone, Dan Witkowski

Absent (excused): Sarah Bedsaul

Also present: Susan Grindle, Bill Hinkle, Stacey Henderson - Planning Manager, Lily Frey - Housing Program Manager, Dan Carlson - Community Development Director, Kathy Boots - Planning Technician

Commissioner Palmer motioned to excuse the absence of Commissioner Bedaul. Motion passed 6-0.

2. Approval of Agenda

Commissioner Palmer motioned to approve the agenda. Motion passed 6-0.

3. Approval of Minutes

3.A Approve March 5, 2025 regular meeting minutes

Commissioner Palmer motioned to approve the March 5, 2025, regular meeting minutes. Motion passed 6-0.

4. New Business

4.A Comprehensive Plan periodic update & housing element components

Planning Manager Henderson gave an overview of the Ellensburg Comprehensive Plan and the Periodic Update process. Frey shared details on the housing element steps and state and local population projections by income.

4.B Plan Accessory Dwelling Unit (ADU) program

Frey presented ADU program options, including website guidance, preapproved plans, open house, recorded conversations, and an interactive map. Commissioners discussed the cost and potential value tradeoffs of different program components and the importance of involving builders, real estate professionals, and lenders to increase uptake. Commissioner Garzone

recommended creating website guidance and planning a future ADU open house that would be recorded. Commissioners Funston and Palmer volunteered to review open house planning. Frey will provide the number of ADU permits issued in recent years at a future meeting.

5. Unfinished Business

- 5.A Ellensburg Academy and communications planning
Housing is one of three topics planned for the July 29th Ellensburg Academy, a series of free civic education workshops open to the public.

6. Public Comment

None.

7. Staff Update/Discussion Items

- 7.A Pathways & Inversion project updates
The City Manager has signed the City's contract with Commerce for the Connecting Housing to Infrastructure Program (CHIP) for the Pathways Place project. Developers have submitted building permit applications.

City Council approved the amended Inversion Design Build project as recommended by the Commission.

The City issued the 2025 Notice of Funding Availability (NOFA) and received an application from HopeSource for the acquisition of housing units currently under construction. Commissioners are available for an April 30th special meeting to consider this application.

8. Commission Representative Update

Commissioner Palmer reported that Council continues to work on a property exchange. Commissioner Garzone mentioned the upcoming recovery documentary screening on April 16th at the Central Washington University (CWU) Student Union and Recreation Center (SURC).

9. Adjournment

The meeting was adjourned at 5:35 p.m.



CITY OF ELLENSBURG

Meeting Date of Meeting

Start Time of Meeting

Place of Meeting

Arts Commission Meeting Minutes

April 10, 2025

4:00 PM

Council Conference Room, City Hall

1. Call to Order and Roll Call of Members

1.A Chair Eyre, Commissioner Oostra, Commissioner Snedeker, Commissioner Kooser, Commissioner Scheffer, and City Council Member Miller

Absent: Commissioner Marchand-excused, Commissioner Dougherty, excused

Welcome guest: Matt Wenz

2. Approval of Agenda

Motion to approve April 10, 2025, Arts Commission meeting agenda as presented.

By: Commissioner Scheffer

Seconded: Commissioner Snedeker

In Favor: All in favor

Opposed: None

Abstain: None

Motion Carries

3. Approval of Minutes

Motion to approve March 13, 2025, Arts Commission meeting minutes as presented.

By: Commissioner Oostra

Seconded: Commissioner Scheffer

In Favor: All

Opposed: None

Abstain: None

Motion Carries

4. Budget/Financial Report

4.A 2025 Arts Commission Budget Update

Staff gave brief overview of 2025 Arts Commission budget in agenda packet including status of Art Walk Venue payments for 2025.

5. New Business

5.A Arts Treasure Discussion: Awards & Distinction Subcommittee will meet prior to the next EAC meeting (May) to review nomination form/process and timeline and present at the May meeting. Proposed timeline:

- Press release on May 15, 2025
- Application/nomination opens June 1st
- Application/nomination closes on Aug. 31.
- Review submission(s) and recommendations at September meeting
- Award/Announce Sept. 15th
- Ceremony/celebration date TBD

There was further discussion regarding making the distinction honorary vs. a stipend and the additional work required to fulfill the stipend utilizing public funds. Additionally, Commissioner Eyre discussed commissioning a local artist to create the award, which led to further discussion of allocating additional funds from stipend to the commissioning of the award.

6. Unfinished Business

6.A Shakespeare in the Park Update: Staff related status of project through special permitting process with Parks & Recreation. Project is moving forward but not as part of the Arts Commission program.

6.B City Arts Policy Review & Update Timeline:

Action Item: Staff to send out assignments to the commission

7. Subcommittee Business:

- 7.A
1. Funding & Advocacy: Jerry/Jill/Marie: Reviewing Subcommittee work
 2. First Friday Art Walk: Jill/Erin/Brian: Commissioner Oostra will get quotes on sidewalk signs for 2026 budgeting purposes.
 3. City Art/Public Art: Jerry/Jeffy/Alex: Not had a meeting. Will set up meeting and review inventory list.
 4. Awards & Distinctions: Marie/Jeff/Alex: Arts Treasure see above
 5. Ellensburg Creative District: Jeff/Brian/Alex/Staff: See staff updates below.

8. Citizen Comment

No citizen comments

9. Staff Update/Discussion Items:

- ArtsWA Pending Visit to Ellensburg on April 28, 2025
- EACA will hosted free Grant Writing Workshop on April 9, 2025.
- Terms Ending & Recruitment: Appointment application received from Matt Wenz, Reappointment application received from Erin Oostra and Jerry Dougherty.
- Serenity Haiku Poetry Contest Update and launch on Monday, April 21, 2025.

10. Commission Representative Update: Coordinate arts efforts with sister city Sundi, Japan and raise awareness and share activities etc.

11. Adjournment Time 5:15 pm



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

May 13, 2025

3:00 PM

Council Chambers & Zoom

1. Call to Order and Roll Call

Vice-chair Tylenne Carnell called the meeting to order at 3:00 p.m. Chair Nancy Goodloe later took over the meeting upon arrival.

Roll Call Present: Phil Backlund, Tylenne Carnell, Kandee Cleary, Teresa Divine, Nancy Goodloe, Amber Hoefer, M. Eliatamby-O'Brien, Alex Mandujano, and Serena Turney.

Also present: Nicole Klauss, DEI Commission staff member; Teresa Chanes, Ellensburg Downtown Association liaison (virtual); Rhonda Schmidt, Ellensburg School District liaison (virtual); Ramona Bryant, Kittitas County League of Women Voters; Heidi Behrends Cerniwey, City Manager; Dan Carlson, Community Development Director; Stacey Henderson, Senior Planner; and 12 members of the public (11 in person and 1 via Zoom).

Commissioner Cleary moved to approve an excused absence for Commissioner Hoefer. Commissioner Backlund seconded the motion. There was no discussion. **Motion approved 5-0. (Commissioners Turney and Eliatamby-O'Brien had not yet joined the meeting).**

Commissioner Hoefer later joined the meeting to listen only (without video or voice) and did not vote or provide comment during the meeting. Hoefer is not counted in any of the votes.

2. Approval of the Agenda

Commissioner Backlund moved to approve the agenda. Commissioner Cleary seconded the motion. There was no discussion. **Motion approved 5-0. (Commissioners Turney and Eliatamby-O'Brien had not yet joined the meeting).**

3. Approval of Minutes from March 11, 2025 Commission Meeting

Commissioner Cleary moved to approve the minutes from the March 11, 2025 DEI Commission Meeting. Commissioner Backlund seconded the motion. There was no discussion. **Motion approved 5-0. (Commissioners Turney and Eliatamby-O'Brien had not yet joined the meeting).**

4. New Business

Commissioners Eliatamby-O'Brien and Turney joined the meeting.

A. Introduction from ASCWU Equity & Services Council

Javi Garcia Sanchez, Director of Equity and Multicultural Affairs, and Salima Oulcaid, ESC Community Programmer, made an introduction about the CWU Equity & Services Council.

B. Recommend DEI Commission Grant Approval

Staff provided a report on the 2025 DEI Commission grant recommendations from the grant subcommittee. Six applications totaling \$22,770 were received. The subcommittee recommended funding of \$5,000 to applicants for the following projects:

Organization: Valley Voices Community Choir

Recommended Funding Amount: \$1,320 (partial funding)

Project: Four Community Performances in 2025

Funding will pay for:

- Concert flyers: \$70
- Programs for June and December, 300 booklets, including lyrics for the hearing impaired: \$350
- Guest clinicians – This may include a language coach for one of our pieces in another language: \$100
- ASL interpretation for two concerts: \$300
- Sound for two days for the June concert: \$500

Organization: Kittitas County Recovery Community Organization

Recommended Funding Amount: \$800 (partial funding)

Project: 509teens Annual Back to School Event

Funding will pay for:

- Food and Beverages: \$300
- Event Supplies and Decorations: \$300
- Permit and Misc. Expenses: \$200

Organization: Gallery One

Recommended Funding Amount: \$770 (partial funding)

Project: Spanish-language art workshops

Funding will pay for:

- Instructional hours (5 workshops): $5 \text{ workshops} \times 2 \text{ hours/workshop} = 10 \text{ hours}$
 $10 \text{ hours} \times \$42/\text{hour} = \$420$
- Preparation hours: $5 \text{ workshops} \times 2 \text{ hours preparation/workshop} = 10 \text{ hours}$
 $10 \text{ hours} \times \$25/\text{hour} = \$250$
- Marketing and Promotion:
Translation fees: \$100

Organization: Ellensburg Ski Team

Recommended Funding Amount: \$800 (partial funding)

Project: Making skiing accessible

Funding will pay for:

- Event signage, promotional materials, and outreach: \$300

- Winter clothing and gear (gloves, thermals): \$500

Organization: CWU on behalf of Juneteenth Planning Committee

Recommended Funding Amount: \$1,310 (partial)

Project: Juneteenth Celebration

Funding will pay for:

- Day of Entertainment: Music

Commissioner Cleary moved to approve funding the projects recommended by the subcommittee and forward to the City Council for approval. Commissioner Backlund seconded the motion. During discussion Commissioner Carnell commented that the subcommittee looked at funding opportunities that were open to the public or to anyone to attend. Chair Goodloe said she hopes people take advantage of attending the events.

Motion approved 7-0.

C. Update 90-day Goal List

The Commission reviewed the goal list, moved some items to the 90-day list, and reassigned tasks as this is Commissioner Mandujano's last month of his term.

Divine reported the multicultural day at the Farmers Market didn't happen in May as there were challenges getting interested vendors. One vendor indicated an interest after the date had passed, so Divine put them in touch with the Farmers Market organizers.

New 90-Day Goals (next review 8/11/2025)

- Put data into a document for review, discuss how to use the data, and put a structure in place to be able to use data (e.g., listening tour data) **Goodloe (lead)**
- Support Pride events every June **Carnell & Turney**
- Multicultural Day at Unity Park **Goodloe, Divine, Eliatamby-O'Brien (lead), & Carnell**

Carnell commented that Tri-Cities has a multicultural day and to look at their event for ideas. Divine suggested partnering with CWU's ESC group on the multicultural day event.

Divine mentioned that there is a campus Pride event happening.

D. Comprehensive Plan Update

Staff provided an update on the 309 applications the City received during the 2025 Comprehensive Plan process, reading the statement that is on the City's website. Community Development staff answered questions from commission members and the City Manager provided a clarification that applications from residents outside the city were allowed.

E. Discussion study session with City Council on June 16, 2025 at 6 p.m.

Staff reviewed the list of proposed topics for the study session. The topics will be forwarded to the Mayor and a final agenda will be brought back for review at the June

10, 2025 DEI Commission meeting. Commissioner Turney will not be able to attend the study session. Commissioner Mandujano's term will be up at the end of May. Seven commission members are expected to attend.

F. Discuss Opening Future Meetings With Reading Definitions

Commissioner Carnell introduced the idea of reading definitions of diversity, equity, inclusion, accessibility, and belonging at the start of every meeting (after roll call) to provide a reminder of why the commission exists and what they are focused on.

Eliatamby-O'Brien suggested including language from Washington State's office of equity and looking at RCW 43.06. Divine suggested including language that also references socioeconomic backgrounds. Cleary said this will be helpful because it gets everyone on the same page. Backlund said he liked the idea for everyone, not just commission members.

Carnell will bring an updated version for consideration at the June meeting.

5. Liaison Reports

Ellensburg Downtown Association liaison Teresa Chanes reported:

- The EDA's belonging barometer survey received 490 responses which will go into a full report that will be available later this summer.
- The EDA has new Downtown maps.
- The night market starts June 18 and will include music as a kickoff to the Juneteenth event.
- The free Juneteenth event will be at Unity Park on June 19 from 4-7 p.m. There will be kids' games, music, speakers, and a picnic to celebrate with the community.

Ellensburg School District liaison Rhonda Schmidt reported:

- The District hosted a celebration of culture night that drew over 100 attendees.
- Next year ESD is doing a heritage language program to build Spanish literacy.
- Dr. Shelley Moore, who does universal design for learning inclusivity, will be visiting in August.
- The District was not able to host Belonging in the Burg this spring but is looking to host an event in the fall.

6. Subcommittee Reports

Klauss reported the interview subcommittee conducted an interview with Teresa Divine and the City Council approved reappointment to the commission. The subcommittee received one application for the upcoming vacancy and invited the applicant to attend the June meeting for an introduction.

The listening tour subcommittee working to complete reporting for 2025 listening tours that have occurred and there are two pending listening tours that Mandujano will hand off to Backlund.

7. Commission Member Reports

Goodloe thanked Commissioner Mandujano for his service on the DEI Commission.

Carnell reported the Youth Summer Kickoff is June 7 from 11 a.m. to 3 p.m. at Morgan Middle School. Organizations that offer something for kids during the summer are welcome to participate.

Backlund reported appreciating the opportunity to work with Mandujano on the listening tours.

Goodloe made a motion to recommend that City Council revisit the Council rules and make appropriate adjustments to respond to members of the public who need accommodation to participate in the government process. Divine seconded the motion. During discussion Eliatamby-O'Brien said the Municipal Research and Services Center (MRSC) has some resources about inclusivity so Council doesn't need to reinvent the wheel. **Motion approved 7-0.**

Divine reported the Ellensburg Bail Fund applied for a grant and if they get it, the organization will be sustainable for a long time.

Goodloe reported the parents of Matthew Shepard will be at CWU for a reception and presentation on May 14.

8. Staff Report

Staff reported on:

- Historic Preservation Month scavenger hunt
- Ellensburg Academy at 6 p.m. Tuesday, May 27, 2025, in the City Hall Council Chambers.
- Bike Month Activities & Giveaways at Unity Park from 9 a.m. to noon on Saturday, May 31, 2025. Coffee with City Council will have a booth at this event from 10 a.m. to noon.
- Touch-A-Truck will be Wednesday, June 18, 2025, at Rotary Park from 11 a.m. to 2:30 p.m.

9. Public Comments

Chair Goodloe called for public comment.

Teresa Plue provided public comment on three topics: 1. Ask people outside of the DEI Commission to be involved in planning the multicultural event. 2. Asked for an update from the meeting the Mayor attended when the commission was talking about fear/concerns with policies from ICE and a subcommittee was formed. 3. Definition of inclusion on agenda and mentioned there have been situations where some have felt they were not respected at meetings.

Adrea Donogh provided public comment about state level DEI, DEI in Ellensburg picking and choosing what to focus on, concern about parental rights, and suggested rephrasing/rewriting DEI.

Virtual comments were invited; none were made.

Next Meeting June 10, 2025

Topics: Review June 16 Joint Study Session Agenda and Discuss Opening Future Meetings With Reading Definitions.

Meeting adjourned at 4:06 p.m.

Nicole Klauss

Drafted: 5/14/2025

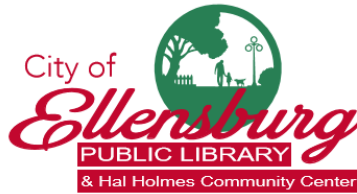
Approved: 6/10/2025

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

May 13, 2025

4:30 p.m.

Council Conference Room

Richard Moreno, Chair term expires December 31, 2026

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

Mary James, term expires December 31, 2027

Marty Blackson, term expires December 31, 2027

Josh Aubol, term expires December 31, 2027

Andreina Delgado, term expires December 31, 2028

Emily Brown-Pratz, term expires December 31, 2030

I. CALL TO ORDER

Moreno called the meeting to order at 4:33 p.m.

II. ATTENDANCE

PRESENT: Josh Aubol, Marty Blackson, Emily Brown-Pratz, Vikki Carpenter, Andreina Delgado, Mary James, Rich Moreno

ABSENT: None

GUEST(S): Ilmi Moen-Hamm (staff)

OTHERS PRESENT: Josephine Camarillo (Staff)

III. APPROVAL OF AGENDA

Motion made by James to approve the agenda; motion seconded by Aubol.

Motion approved. Motion passed 7-0.

IV. APPROVAL OF MINUTES

Motion made by Aubol to approve the March 2025 minutes; motion seconded by Blackson.

Motion approved. Motion passed 7-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

Letter to Editor in Daily Record commending Library published on April 19, 2025.

VI. REPORTS

- A. Director Report: Library was awarded CDBG grant to replace HVAC system. One Book One County featured author Natalie Hammerquist presented her book *Medicinal Plants of the Pacific Northwest*. Family Poetry was a great success featuring poetry by Karma Wilson. Mitch Cook was hired as our new Facilities Assistant.
- B. Budget Report: April budget final numbers not yet ready but March budget continues to be on track.
- C. Friends of the Library Report: Richard Moreno was the guest speaker at the FOL Book Club Tea. Event went well with many book club groups in attendance.

- D. Library Birthday Event: Next celebration will take place on January 20, 2026, with cake and live music. Special dinner/dance option tabled. Board will explore community input via survey or post program evaluations.

VII. UNFINISHED BUSINESS

- A. Director gave latest update on IMLS funding and WA State Library funding.

VIII. NEW BUSINESS

- A. Staff Ilmi Moen-Hamm presented highlights from the Washington Library Association conference that was held in Tacoma, April 10-12, 2025. A total of three staff members were able to attend the conference.

IX. UNSCHEDULED BUSINESS

None

X. UPCOMING PROGRAMS/EVENTS

Upcoming events presented.

XI. NEXT MEETING

Tuesday, June 10, 2025, at Council Conference Room, City Hall/ ZOOM.

XII. ADJOURNMENT

With no further discussion, the meeting was adjourned by Moreno at 5:20 p.m.

Respectfully submitted,
Josephine Camarillo, staff



CITY OF ELLENSBURG

Minutes of LEOFF 1 Disability Board, Regular Meeting

Date of Meeting

March 26, 2025

Time of Meeting

8:00 AM

Place of Meeting

**Ellensburg City Hall - Council Conference Room
501 N Anderson St.
Ellensburg, WA 98926**

1. Call to Order

The meeting was called to order at 8:03 am

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

Nancy Goodloe arrived at 8:10 am

Board members absent: None

Others present: Beth Leader, Board Clerk

2. Approval of Agenda

Mike Davis moved to approve the Agenda as amended with five additional claims from three retirees. **Motion Approved 3-0**

3. Approval of Minutes

3.A Approve Minutes of February 26, 2025 meeting

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

4. Unfinished Business

5. New Business

5.A Approve three claims from two retirees

Five additional claims from three retirees were received for board review, for a total of eight claims.

Nancy Lillquist moved to approve the eight claims as submitted. **Motion Approved 3-0**

6. Miscellaneous

Beth will work on obtaining an updated Comparison of Benefits and will insert the City's benefits into the document for review by the board at the April meeting.

7. Adjournment

Meeting adjourned at 8:12 am

Approved 5-28-25



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Lodging Tax Advisory Committee, Regular Meeting

March 5, 2025

2:00 PM

Council Conference Room 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

1.A Roll Call Present: Sarah Beauchamp, Carmen Wiggins, Lacie Dawson,
Gemma Fortier

Absent: Steve Townsend

Guests: Matt Anderson, Kittitas County Chamber of Commerce, Amy McGuffin,
CEO Kittitas County Chamber of Commerce, Arlo Evasick, potential LTAC
Committee Member.

2. Approval of Agenda

2.A Motion: Move to approve the March 5, 2025, Lodging Tax Advisory Committee
Agenda.

By: Lacie Dawson

Seconded by: Carmen Wiggins

All in Favor:

Opposed: None

Abstained: None

Motion carries

3. Approval of Minutes

3.A Approval of January 8, 2025, Lodging Tax Advisory Committee meeting minutes.

Motion: Move to approve January 8, 2025, Lodging Tax Advisory Committee meeting
minutes.

By: Lacie Dawson

Seconded: Carmen Wiggins

All in Favor: All in Favor

Opposed: None

Abstained: None

Motion Carries

3. Budget Update

3.A Staff reviewed current LTAC budget: expenses and revenues.

4. Unfinished Business

4.A Review/Approve Amendment 1, Concierge Services for the Visitor's Center at Unity Park.

Motion: Move to approve Amendment 1 to the 2025 Professional Services Agreement between the City of Ellensburg and the Kittitas County Chamber of Commerce for concierge services at the Visitor Information Center in Unity Park and authorize the City Manager to sign the amendment utilizing an additional \$32,000.00 of lodging tax funding.

By: Gemma Fortier

Seconded: Carmen Wiggins

All in favor: All

Opposed: None

Abstained: None

Motion carries

5. New Business

5.A CLTAC Updates: February 25, 2025, meeting: Carmen Wiggins/Staff

- CLTAC Admin Support Proposal/Concept for review & discussion. *Non-voting item.*
- CLTAC general updates/discussion on application process, options for future.

6. Kittitas County Chamber of Commerce: Marketing/Tourism Report

6.A Kittitas County Chamber of Commerce Marketing/Tourism Report

- Update given on the marketing round-table discussions held at the Chamber office.
- Update given on the 10-Tourism Strategic Plan
- Evaluating a county-wide approach to tourism and visiting other areas of the county that has more capacity.
- Update on Digital Passport through the Tourism Committee (Bandwango)

7. Citizen Comment

No citizen comment to report.

6. Adjournment

With no further business, the meeting was adjourned at 2:46 pm.

Respectfully Submitted,
Kelle Vandenberg



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Reecer Creek Floodplain Mapping and Levee Certification Support Services Project
Submitted by: Jon Morrow, Stormwater Manager
Department: Public Works

Suggested Motion/Action:

Authorize the Public Works Director to sign the amendment for professional services with Aspect/Geosyntec.

Background/Summary:

The City contracted with Aspect/Geosyntec Consulting to complete the design and prepare bid documents for this project, which will construct a setback levee, overflow sales, final restoration and landscaping adjacent to the middle reach of Reecer Creek. The project was recently advertised for bid, with fifteen bids being received on May 6th, 2025. City staff will provide primary construction administration for the project, with Aspect Engineering providing some inspection assistance and Plateau CRM will provide archaeological monitoring as needed throughout construction. Aspect, the engineer of record, will be providing construction management services for the levee, (bid call 2025-06) which will start construction sometime in June 2025.

Previous Council Action:

All past amendments and the original contract for this project with the engineering firm of record, have been approved by City Council.

Analysis:

The remaining amount left in the interlocal agreement (ILA) with the county flood district is \$865,598,77. The County is paying for construction of the levee out of the ILA. The bid amount on bid call 2025-06 was \$773,902,61. The remaining balance is \$91,696.16, which is adequate to cover cost of the professional agreement attached for authorization.

Financial Impact:

The project is budgeted in the Stormwater Utility Fund biennial 2025-2026 budget. Sufficient funds exist in the ILA to pay for both the levee construction and agreement.

Budget Adjustment: No

Attachments:

1. Amd05_20250513_AS200064B

Amendment to Professional Services Agreement

Amendment No.: 5	Project No.: AS200064B	Date: May 13, 2025
Client: City of Ellensburg		
Project Name Reecer Creek Floodplain Mapping and Levee Certification Support Services Project		
Description of Amendment		Cost
Aspect Consulting (Aspect) is providing this Amendment No. 5 to the Reecer Creek Floodplain Mapping and Levee Certification Support Services Agreement for Professional Services executed on April 4th, 2022 (original Agreement). The City intends to construct the remaining portion of the upper levee and floodplain swales in 2025 and defer the lower levee I-90 connection construction work for a later date. The City would like Aspect to provide similar construction support services as was performed during the construction of the Dolarway Road crossing and initial portion of the upper levee in fall of 2022 and spring of 2023. This Amendment No. 5: (a) increases the previously agreed upon Task 6 Construction Support Services budget from \$30,000 to \$99,000; and (b) revises Section 5 - Maximum Compensation from \$203,763 to \$272,763. Aspect will provide flexible engineering and construction support services to the City during bidding and construction for the remaining portion of the upper levee and floodplain swales. Examples of the types of services include: • As-needed updates to plans and bid documents to address City comments. • Coordinating and communicating with the City regarding construction processes, timeline, and issues. • Reviewing and responding to contractor questions and requests for information throughout bidding and construction. • Reviewing and responding to contractor geotechnical materials submittals. • Conducting limited construction site observations with associated reporting. • Developing as-built / record drawings based on contractor markups. • Performing extra project management activities associated with the Task 6 services. Assumptions: • City anticipates approximately 75 construction days to complete the full project, with approximately 21 construction days related to setback levee construction requiring Aspect site observations. • Aspect construction site observations are assumed to be limited to approximately 130 hours or roughly 21 visits with 4 hours onsite plus travel time. • City staff will be available to inspect non-levee related items and perform levee-related inspections when Aspect staff are not available. • Aspect attends up to 16 one-hour meetings.		Amendment No. 5 Cost (Increased Task 6 Cost): \$69,000 Total Revised Agreement Section 5 and Exhibit D Cost: \$272,763 Amendment No. 5 Services will be billed on a flexible Time and Materials Basis according to the 2025 Rate Schedule included as Attachment 1 to this Amendment.

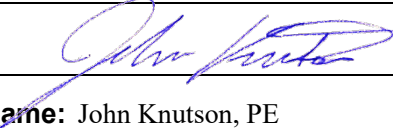
OFFICE LOCATIONS

WASHINGTON: [Bainbridge Island](#) | [Bellingham](#) | [Olympia](#) | [Seattle](#) | [Wenatchee](#) | [Yakima](#)

OREGON: [Portland](#)

www.aspectconsulting.com

Amendment No. 5
Project No. AS200064B

Additional Task 6 services will be provided up to the revised Task 6 budget. Aspect does not guarantee that all final Task 6 services requested by the City can be provided within the Task 6 budget established by this amendment.		
This change amends the original Agreement between Aspect Consulting & the City of Ellensburg dated April 4 th , 2022, as amended by prior Amendments No. 1, No. 2, No. 3, and No. 4. Except as amended by this and prior amendments, all terms and conditions of the original Agreement apply to this amendment.		
ASPECT CONSULTING	By: 	
	Printed Name: John Knutson, PE Principal Water Resources Engineer	
	Office: Yakima	
CLIENT City of Ellensburg	By:	
	Printed Name/Date:	

L:\Projects\200064 Ellensburg Levee Certification Support\Contract\New Contract and Scoping Feb-March 2022\200064-B Amendment 5 - More Const Svcs Upper Levee Work\Amd05_20250513_AS200064B.docx

GEOSYNTEC CONSULTANTS - NW OPERATIONS 2025 U.S. RATE SCHEDULE

	<u>Rate/Hour</u>
Staff Professional	\$157
Senior Staff Professional	\$180
Professional	\$208
Project Professional	\$240
Senior Professional	\$275
Principal	\$305
Senior Principal	\$330
Technician I	\$ 93
Technician II	\$104
Senior Technician I	\$112
Senior Technician II	\$120
Site Manager I	\$137
Site Manager II	\$149
Construction Manager I	\$157
Construction Manager II	\$170
Senior Designer	\$210
Designer	\$175
Senior Drafter/Senior CADD Operator	\$165
Drafter/CADD Operator/Artist	\$145
Senior Technical Editor	\$170
Technical Editor	\$150
Project Analyst	\$125
Project Administrator	\$103
Clerical	\$ 80
Direct Expenses	Cost plus 15%
Subcontract Services	Cost plus 15%
Specialized Computer Applications (per hour)	\$ 15
Personal Automobile (per mile)	Current Gov't Rate
Photocopies (per page)	\$.09

Rates are provided on a confidential basis and are client and project specific.
Unless otherwise agreed, rates will be adjusted annually based on a minimum of the Producer Price Index
for Engineering Services.

Rates for field equipment, health and safety equipment, and graphical supplies presented upon request.
Construction management fee presented upon request.



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Execution of a contract renewal with 120 Water, Inc. for consulting services related to the Lead Service Line Inventory

Submitted by: Mike Helgeson, Assistant Public Works Director

Department: Public Works

Suggested Motion/Action:

Staff recommends that Council give the authority to the City Manager to execute a contract renewal with 120 Water, Inc. for consulting services and software related to the requirements of the federally mandated Lead Service Line Inventory and approve the necessary budget adjustment.

Background/Summary:

The Lead Service Line Inventory is a requirement under the Lead and Copper Rule Revisions (LCRR), which mandates that water systems prepare and maintain an inventory of service line materials. Staff submitted the initial inventory as required prior to the deadline of October 16, 2024. Staff continue to work with 120 Water to meet compliance deadlines related to the LCRR. 120 Water Inc. provides the platform on which the inventory is maintained and is helping staff work toward a solution that would allow all service lines in the system to be classified as non-lead, by using an approved statistical analysis of a percentage of the service lines that are currently classified as "unknown material". Until this process is complete, staff recommends using the assistance of 120 Water, Inc. to continue to meet the additional requirements of the LCRR.

Previous Council Action:

None

Analysis:

The contract with 120 Water Inc. provides a year of access to their Public Water Systems (PWS) platform, training, and an account manager to provide updates to changing requirements and helpful strategies. The cost of these specialty services is \$33,200 for a twelve-month partnership.

Financial Impact:

Staff is asking for a budget adjustment of \$40,000 in the 2025 Water Utility Budget to cover the cost of executing this contract as well as the anticipated cost associated with the production and delivery of letters to customers with service lines of "unknown material", which is required as a part of the LCRR.

Budget Adjustment: Yes

Attachments:

1. 120W SIGNED - ELLENSBURG PSA - (1)

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF ELLENSBURG
AND
120 WATER, INC.**

RELATING TO: LEAD SERVICE LINE INVENTORY

THIS "LUMP SUM" AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is made and entered into this 25th day of July, 2025 ("Effective Date"), by and between THE CITY OF ELLENSBURG, a non-charter code city of the State of Washington (hereinafter called the "CITY") and 120 WATER, INC. (d/b/a 120Water), a Delaware corporation authorized to do business in the state of Washington (hereinafter called the "CONSULTANT").

1. RECITALS.

1.1. The CITY desires to obtain professional services for work related to the Lead Service Line Inventory project.

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

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

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

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

2. SCOPE OF WORK.

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

2.2. The CITY may review the CONSULTANT'S work product, and if it is not satisfactory, the CONSULTANT shall make such changes as may be required by the

CITY. Such changes shall not constitute "Extra Work" as related in Section 13 of this Agreement.

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

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

3. TIME OF PERFORMANCE. The CONSULTANT may begin work upon the Effective Date of this Agreement by both parties, or the CITY's issuance of a Notice to Proceed, whichever is applicable, and the duration of the Agreement shall extend through July 25th, 2026. The work shall be completed in accordance with the schedule set forth in the attached Exhibit B (which is incorporated herein).

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

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

4.2. The CONSULTANT shall submit invoices to the CITY for work completed in accordance with Exhibit A. Invoices shall detail the Services provided.

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

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

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

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

4.7. The CITY may desire to establish a Management Reserve Fund to provide the Agreement Administrator with the flexibility to authorize additional funds to the Agreement for allowable unforeseen costs, or reimbursing the CONSULTANT for

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

5. MAXIMUM COMPENSATION.

5.1. The CONSULTANT's total compensation and reimbursement under this Agreement, including labor, direct non-salary reimbursable costs and outside services, shall not exceed the maximum sum of \$33,200. This amount is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from CITY in the form of a negotiated and executed amendment of this Agreement.

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

6. RELATIONSHIP OF PARTIES.

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

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

CONSULTANT's status as an independent contractor.

7. OWNERSHIP OF WORK PRODUCT.

7.1. The work product and all documents produced under this Agreement that are described in Exhibit A as deliverables (collectively, "Work Product") shall be furnished by the CONSULTANT to the CITY, and upon completion of the work shall become the property of the CITY, for use without restriction and without representation as to suitability for reuse by any other party unless specifically verified or adapted by the CONSULTANT, except that the CONSULTANT may retain one copy of the Work Product for its records. The CONSULTANT will be responsible for the accuracy of the work, even though the work has been accepted by the CITY.

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

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

7.4. Ownership and Use of Data.

7.4.1. Definitions. "CITY Data" means all electronic data (including, but not limited to, Personal Information, as defined under applicable data privacy law) uploaded by CITY to the CONSULTANT Platform. "Derivative Data" means collectively, (i) information derived or generated from or based on CITY Data, but not containing CITY Data, (ii) CITY Data which has been de-identified or anonymized so that it no longer identifies a specific individual; and, (iii) CITY Data which has been aggregated with other data but which no longer identifies a specific individual or CITY. "Usage Data" means statistical data related to CITY's access to and use of the SaaS Services and data derived from it, that is used by CONSULTANT, including to compile statistical and performance information related to the provision of the Services and operation of the CONSULTANT Platform. "CONSULTANT Platform" means CONSULTANT's proprietary online hosted software platform, website, operating systems, hardware, and other technical resources used by CONSULTANT to provide the SaaS Services.

7.4.2. Ownership of CITY Data. As between CITY and CONSULTANT, CITY owns all CITY Data.

7.4.3. Use of CITY Data. CITY hereby grants CONSULTANT and its contractors a limited, nonexclusive right and license to use all CITY Data during this Agreement, and, after expiration or termination as permitted herein.

7.4.4. Derivative Data and Usage Data. CONSULTANT shall irrevocably own all Derivative Data and Usage Data and may use or disclose it in any way it chooses. This Section 7.4.4 shall survive any expiration or termination of this Agreement.

7.4.5. Use of CITY Data after Expiration or Termination. Upon CITY's request within thirty (30) days after the expiration or termination of this Agreement, CONSULTANT will provide CITY with a copy of CITY Data held by CONSULTANT. Upon expiration of such thirty (30) day period, CONSULTANT shall convert CITY's account to an inactive status. CONSULTANT may, but shall not be obligated to, delete all CITY Data after CITY's account converts to inactive status. The confidentiality obligations as are set forth in this Section 7 shall remain in force and effect at all times during this Agreement, and (i) with respect to Confidential Information that constitutes a trade secret under applicable law, for so long as such trade secret status has not been lost; and (ii) with respect to Confidential Information that does not constitute a trade secret, for five (5) years after termination or expiration of this Agreement, and (iii) with respect to Personal Information held by CONSULTANT, forever.

8. RECORDS. As a public agency, the CITY is subject to the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that CONSULTANT keeps records that are deemed public records and are needed for the CITY to respond to a request under the Act, as determined by the CITY, CONSULTANT agrees to make them promptly available to the CITY. Pursuant to Chapter 40.14 RCW, CONSULTANT shall retain records associated with this Agreement in accordance with the applicable retention schedule. CONSULTANT also agrees to indemnify and hold the CITY harmless from any claims or losses caused by CONSULTANT'S failure to make records available to the CITY as provided in this Agreement.

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

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

9.2. The CONSULTANT shall comply with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all persons without discrimination as to any person's race,

creed, color, religion, national origin, status as a military veteran, marital status, gender, sexual orientation, disability or other legally protected classification.

10. SUBCONTRACTING.

10.1. The CONSULTANT shall not subcontract any of the work covered by this Agreement without the written consent of the CITY, provided, however, that 120Water may engage subcontractors to perform or to support 120Water's performance of portions of the Services provided or made available to substantially all of 120Water's customers (e.g., data hosting, water testing, and other service providers), provided that 120Water may not subcontract to a subcontractor dedicated to Customer's account any custom Services or custom-created Deliverables specifically purchased only by Customer (and set forth in a separate statement of work) without Customer's prior written consent, such consent not being unreasonably withheld, delayed, or conditioned.

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

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

11. SUPERVISION, INSPECTION AND PERFORMANCE.

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

11.2. CONSULTANT represents that it has or will obtain all personnel necessary to perform the Services and that such personnel shall be qualified, experienced, and licensed as may be necessary or required by applicable laws and regulations to perform the Services. All Services shall be performed by CONSULTANT, its employees, or by subconsultants whose selection has been authorized by CITY (where authorization is required pursuant to Section 10.2); provided that CITY's authorization shall not relieve CONSULTANT or its subconsultants from any duties or obligations under this Agreement, or at law, to perform the Services in a satisfactory and competent manner. CONSULTANT shall ensure that all contractual duties, requirements and obligations that CONSULTANT owes to CITY shall, where and as applicable, also be owed to CITY by CONSULTANT's subconsultants retained to perform the Services.

11.3. CONSULTANT shall be responsible for the professional quality, technical

adequacy, accuracy, timely completion, and coordination of the Services and all plans, designs, drawings, specifications, reports, and other work performed pursuant to this Agreement. CONSULTANT shall perform the Services in accordance with the standard of care of its profession in the same or similar localities at the time services are performed. CONSULTANT shall be responsible for the professional standards, performance, and actions of all persons and firms performing the Services by or on behalf of CONSULTANT under this Agreement. CONSULTANT shall, without additional compensation, reperform any Services under this Agreement found by CITY to not conform to the specifications set forth in Exhibit A or which are otherwise in breach of this Agreement.

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

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

14. TERMINATION.

14.1. The CITY may terminate this Agreement in whole or in part whenever the CITY determines, in its sole discretion that such termination is in the best interests of the CITY, upon not less than ten (10) days' written notice to the CONSULTANT. Written notice will be by certified mail sent to the CONSULTANT'S designated representative at the address provided by the CONSULTANT. If this Agreement is terminated in its entirety by the CITY for its convenience, the CITY shall pay the CONSULTANT for satisfactory services performed through the date of termination, but no amount shall be allowed for anticipated profit on unperformed Services or other work, but there shall be no refund of pre-paid amounts.

14.2. Either party may terminate this Agreement, in whole or in part and at any time, in writing if the other party substantially fails to fulfill any or all of its material obligations through no fault of the terminating party if such failure is not remedied within thirty (30) days of receipt of such written notice. If CITY terminates all or part of this Agreement for default, CITY shall determine the amount of Services satisfactorily performed to the date of termination and the amount owing to CONSULTANT using the criteria set forth below; provided that (a) no amount shall be allowed for anticipated profit on unperformed Services or other work, and (b) any payment due to CONSULTANT at the time of termination may be adjusted to the extent of any additional costs CITY incurs or will incur because of CONSULTANT's default. In such event, CITY shall consider the actual costs incurred by CONSULTANT in performing the

Services to the date of termination, the amount of Services originally required which was satisfactorily completed to the date of termination, whether the Services or deliverables were in a form or of a type which is usable and suitable to CITY at the date of termination, the cost to CITY of either completing the Services itself or employing another firm to complete the Services in addition to the inconvenience and time which may be required to do so, and other factors which affect the value to CITY of the Services performed to the date of termination. Under no circumstances shall payments made under this provision exceed the Schedule of Charges. This provision shall not preclude CITY from filing claims and/or commencing litigation to secure compensation for damages incurred beyond that covered by withheld payments.

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

15. INDEMNIFICATION/HOLD HARMLESS.

15.1. CONSULTANT shall defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, made by third parties arising out of or resulting from the acts, errors or omissions of the CONSULTANT or CONSULTANT'S SUBCONTRACTORS in performance of this Agreement, except to the extent injuries and damages are caused by the negligence of the CITY or its contractors (other than CONSULTANT).

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT and the CITY, its officers, officials, employees, and volunteers, the CONSULTANT's liability, including the duty and cost to defend, hereunder shall be only to the extent of the CONSULTANT's negligence.

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

15.3. The provisions of this section shall survive the expiration or termination of this Agreement. Further, the indemnity obligations shall extend to claims that are not

reduced to a suit and to any claims that may be compromised prior to the culmination of any litigation or the institution of any litigation. Inspection, acceptance or payment by CITY of or for any Services performed by CONSULTANT shall not be grounds for avoidance of any Indemnity Obligations.

15.4. Limitation of Liability. Except for intellectual property infringement, breach of confidentiality, and indemnification obligations, in no event shall CONSULTANT's total aggregate liability arising out of or related to this Agreement, whether in contract, tort or under any other theory of liability, exceed the amount of insurance coverage that is available under the particular insurance policies of CONSULTANT (as set forth in Section 16) that apply to the asserted claim.

15.5. Exclusion of Consequential Damages. Except for intellectual property infringement, breach of confidentiality, and indemnification obligations, and notwithstanding anything to the contrary in this Agreement, the parties expressly agree that in no event shall CONSULTANT have any liability to CIT for any lost profits or for any indirect, special, incidental, punitive, consequential, or special damages of any kind or nature however caused, including without limitation damages for loss of goodwill, substitute goods or services, work stoppage, data loss, lost profit or computer failure, incurred by customer or any third party, whether in contract, tort or under any other theory of liability, whether or not CONSULTANT has been advised of the possibility of such damages.

16. INSURANCE.

16.1. The CONSULTANT shall procure and maintain for the duration of the Agreement, insurance as set forth in this Section 16 against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, employees or subcontractors.

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

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

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

16.3.2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations,

independent contractors, and personal injury and advertising injury. The CITY shall be named or added as an additional insured under the Consultant's Commercial General Liability insurance policy using ISO endorsement form CG 20 26, or coverage at least as broad; and,

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

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

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

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

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

16.4.3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

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

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

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

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

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

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

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

16.9. CITY Full Availability of CONSULTANT Limits. If the CONSULTANT maintains higher insurance limits than the minimum amounts shown above, the CITY shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the CONSULTANT, irrespective of whether such limits maintained by the CONSULTANT are greater than those required by this Agreement or whether any certificate of insurance furnished to the CITY evidences limits of liability lower than those maintained by the CONSULTANT.

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

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

City of Ellensburg
Department of Public Works
Attention: Mike Helgeson
501 N. Anderson
Ellensburg, WA 98926

120 Water, Inc.
250 S. Elm Street
Zionsville, Indiana 46077
Attn: _____

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

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

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

22. ASSIGNMENT. Any assignment of this Agreement by CONSULTANT without the prior written consent of CITY shall be void, provided that CONSULTANT may assign, convey, or transfer (whether by contract, merger, or operation of law) (collectively "assign" and its cognates) without CITY's consent any or all of CONSULTANT's rights or obligations under this Agreement in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of CONSULTANT's assets or equity, provided that (a) the assignee confirms in writing to the CITY it has the operational ability to perform CONSULTANT's obligations under this Agreement and will assume all rights, liabilities and obligations under this Agreement, or (b) if the assignee is an entity with whom CITY is prohibited by law or regulation from conducting business, then CITY may terminate this Agreement as provided herein.

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

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

25. FORCE MAJEURE. Any delay in performance (other than for the payment of amounts due; provided, such non-payment does not exceed 30 days) caused by conditions beyond the reasonable control of the performing party ("Force Majeure Event") is not a breach of the Agreement. The time for performance will be extended for a period equal to the duration of the conditions preventing performance; provided that the party prevented from performing its obligations: (a) has promptly notified the other party upon becoming aware that any Force Majeure Event has occurred or is likely to occur, (b) uses commercially reasonable efforts to implement a workaround and to minimize any delay in or interference with the performance of its obligations under the Agreement, and (c) did not cause or contribute to the cause of the Force Majeure Event. If the Force Majeure Event renders CONSULTANT unable to completely provide the Services for more than thirty (30) consecutive days, CITY may terminate the Agreement upon written notice to CONSULTANT (in which case CITY will receive a refund of prepaid fees starting from the beginning of the period of unavailability due to such Force Majeure Event). For the avoidance of doubt, CITY is not obligated to pay CONSULTANT during the period when a Force Majeure Event renders the Services unavailable.

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

Exhibit A – Scope of Work

Schedule for the Work

Budget for Each Task

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

CONSULTANT: 120 WATER, INC.

By: Craig Herman

Printed Name: Craig Herman

Title: CRO

Tax ID#: 93-4964685

THE CITY OF ELLENSBURG:

By: _____

Printed Name: _____

Title: _____

ATTEST: _____
Clerk

Approved as to Form:

City Attorney



120Water

EBR - Ellensburg Water Dept, WA - 2025 Renewal

Customer - Ellensburg Water Dept - WA

501 N Anderson St
Ellensburg, WA 98926
United States

Reference: 20250410-152820424

Quote created: April 10, 2025

Quote expires: July 9, 2025

Quote created by: Sydney Montgomery

sydni.montgomery@120water.com

Mike Helgeson

helgy@ci.ellensburg.wa.us
(509) 962-7204

Comments from Sydney Montgomery

Standard 12-month term. Order is bound by the PSA agreed upon by Ellensburg, WA and 120Water.

Products & Services

Item Name & Description	Unit Price	Quantity	Term (months)
PWS Platform Full PWS application with Inventory, Program and Event Management, Workflows, Communications, and PTD	\$22,200.00 / year	1	12
LCRI Pro Managed Services Package Coaching and guidance across the LCRI compliance journey, including quarterly readiness planning with Account Manager, inventory building activities, and communications support. NOTE: Inventory Material Classifications are the responsibility of the water system, but we will work together to identify best practices for identifying those materials.	\$11,000.00 / year	1	12

Annual subtotal \$33,200.00

Total \$33,200.00

Total contract value \$33,200.00

Purchase terms

The renewal of your subscription has a contract start date of 7/26/2025 and will run through 7/25/2026. Fees will be invoiced upon signature of this order form and will be due Net 30 from the invoice date.

Invoice Terms:

Billing Street Address:

Billing City:

Billing State:

Billing Zip Code:

Billing Country:

Billing Notes (if applicable):

Signature

Signature

Date

Printed name

Countersignature

Countersignature

Date

Printed name

Questions? Contact me



Sydni Montgomery
sydni.montgomery@120water.com

120Water
250 S Elm St
Zionsville, IN 46077
US



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Accept Bid Call 2021-16 Electrical Utility On Call Construction Services as complete
Submitted by: Paul Meyer, Electrical Engineer
Department: Energy Services

Suggested Motion/Action:

Accept Bid Call 2021-16 Electrical Utility On Call Construction Services as complete

Background/Summary:

To address the operational need for additional electrical utility labor, staff advertised Bid Call 2021-16 Electrical Utility On-Call Construction Services. Bids were opened on January 19, 2022, and the City received two bids with Potelco Inc. being the lowest responsive bidder in the amount of \$490,231.16.

Previous Council Action:

- Bid 2021-16 awarded February 7, 2022
- Contract Extension approved December 16, 2024

Analysis:

The contract is complete with no outstanding issues. Staff has received and paid the final invoice for the contract. The contractor has completed all the necessary filings with L&I.

Financial Impact:

Costs associated with this work were incorporated into the 2023/2024 and 2025/2026 Electric Utility Fund budgets.

The initial contract amount (based on estimated projects): \$490,231.16

The final contract amount: \$1,975,193.92

The initial contract amount was an estimate of the labor and equipment that would be required over the 3-year term of the contract, and served as a tool to obtain per-unit pricing and to establish a general scope of work for bidding purposes. The contract was written so that the final contract amount would be based on the actual labor and equipment units used. The disparity between the initial contract amount and the actual contract is attributed to an increase in the actual amount of developer-driven work and the limited staffing within the light division during the contract period. A large portion of the costs were passed through to developers, who then reimbursed the City for the labor and equipment costs associated with their development.

Budget Adjustment: No

Attachments:

None



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Traffic Impact Fee Annual Report
Submitted by: Ryan Lyyski, Public Works Director, Jerica Pascoe, Finance Director
Department: Public Works

Suggested Motion/Action:

The Traffic Impact Fee report is for Council's information and there is no action required. Programming of the Traffic Impact Fee funds typically occurs in conjunction with the City's annual six-year transportation improvement program and the biennial budget process.

Background/Summary:

The City adopted the Traffic Impact Fee ordinance on March 15, 2009. The ordinance requires the Finance Director to annually report on the impact fee fund showing the source and amount of all monies collected, earned, or received, and the system improvements financed in whole or in part by impact fees. The Public Works Director is to report on the amount of Traffic Impact Fees not collected as a result of the ordinance provision providing for fee reductions. The ordinance allows a 50% fee reduction for commercial and industrial zoned properties, and a 100% credit for properties located in the CCI zone.

Previous Council Action:

Informational purposes only.

Analysis:

Attached for Council's information is a spreadsheet of traffic impact fees billed during 2024. The total of impact fee permits collected in 2024 was \$196,517, which is a 1% decrease from impact fees collected in 2023. Total fee reductions for commercial and industrial zoned property/projects, as well as projects located within the CCI zone, was \$35,138 with the sum of these fee reductions from 2009 through 2024 totaling \$1,205,194. Staff has been successful in obtaining grants and other funding to offset these exemptions, as confirmed in the 2018 Traffic Impact Fee Update. Staff will continue to pursue additional funding sources as they become available.

The amount of \$4,942 was expended in 2024 from the administrative portion of the fee on Traffic Impact Fee related consultant fees.

The amount of \$25,040 was expended in 2024 from the capital improvement component of the fee on the 5th Avenue & Railroad Avenue Signalization project and \$58,568 was expended on the Mt. View & Bull Road Signalization project. A total of \$3,302,874 has been

expended from the capital improvement component of the fee since inception of the ordinance.

Financial Impact:

This report is for informational purposes only.

Budget Adjustment: No

Attachments:

1. 2024 TIF Collection Report

TRAFFIC IMPACT FEES 2024																		
	Date	Project	Building Permit		Site	Official		Units	Total	Impact	Administration		GP Date	GP Invoice	SG Receipt	Date	Comments/Project	
	Submitted	Number	Number	Payer	Address	Zone	Quantity	Per	Impact Fee	Fee Billed **	Fee (%)	Total	Collected	Number	Number	Spent	Spent On	
1	1/5/24		B23-468	Keith Riexinger	504 E Mt. View Ave	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	convert portion of movie theater to church	
2	1/5/24		B23-481	Ryan Wales	1607 W Dolarway Rd	I-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	demo sf home	
3	1/5/24		B23-475	Whiskey Creek LLC	1100 W University Way	C-H	3.2	KSF	\$12,715.00	\$6,202.44	\$155.06	\$6,357.50	1/26/2024	566296/97	CD24-000029		3200sf addition to exisiting building	
4	1/17/24		B23-483	Berkley Bachmeier	303 E 28th Ave	R-S	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	remodel unfinished basement to add additional bedroom and bathroom	
5	1/17/24		B24-008	Accolade Properties	400 E River Ave Unit A & B	R-M	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	convert garage to 4th bedroom in both duplex units A & B	
6	1/29/24		B23-453	G&G Parker	201 N Pearl St	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	remodel existing building - Make Music	
7	2/28/24		B24-033	Harshdeep Singh	207 S Pearl St	R-M	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	demo sf home	
8	2/28/24		B24-034	Crytyl Enterprises	2514 N Emery St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/4/2024	567327-328	CD24-00074		New SFR	
9	2/28/24		B24-035	Crytyl Enterprises	2512 N Emery St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/4/2024	567327-328	CD24-00074		New SFR	
10	2/28/24		B24-036	Crytyl Enterprises	2510 N Emery St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/4/2024	567327-328	CD24-00074		New SFR	
11	2/28/24		B24-037	Crytyl Enterprises	2508 N Emery St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/4/2024	567327-328	CD24-00074		New SFR	
12	2/28/24		B24-038	Crytyl Enterprises	610 W Windflower Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	2/11/2025	576182/83	CD25-00069		New SFR	
13	2/28/24		B24-039	Crytyl Enterprises	608 W Windflower Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	4/1/2025	577593/94	CD25-00163		New SFR	
14	2/28/24		B24-040	Crytyl Enterprises	606 W Windflower Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	8/19/2024	571786/88	CD24-00352		New SFR	
15	2/28/24		B24-041	Crytyl Enterprises	604 W Windflower Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	8/19/2024	571786/88	CD24-00352		New SFR	
16	2/28/24		B24-042	Crytyl Enterprises	602 W Windflower Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	8/19/2024	571786/88	CD24-00352		New SFR	
17	2/28/24		B24-043	Crytyl Enterprises	600 W Windflower Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	8/19/2024	571786/88	CD24-00352		New SFR	
18	2/28/24		B24-044	Crytyl Enterprises	2510 N Snowdrop St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/3/2024	568917/18	CD24-00166		New SFR	
19	2/28/24		B24-045	Crytyl Enterprises	2516 N Snowdrop St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/3/2024	568917/18	CD24-00167		New SFR	
20	2/28/24		B24-046	Crytyl Enterprises	2514 N Snowdrop St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/3/2024	568917/18	CD24-00168		New SFR	
21	2/28/24		B24-047	Crytyl Enterprises	2512 N Snowdrop St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/3/2024	568917/18	CD24-00169		New SFR	
22	2/28/24		B24-048	Crytyl Enterprises	2507 N Snowdrop St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	2/11/2025	576182/83	CD25-00070		New SFR	
23	2/28/24		B24-049	Crytyl Enterprises	2509 N Snowdrop St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	4/1/2025	577593/94	CD25-00163		New SFR	
24	2/28/24		B24-050	Crytyl Enterprises	2511 N Snowdrop St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	4/1/2025	577593/94	CD25-00163		New SFR	
25	2/28/24		B24-051	Crytyl Enterprises	2513 N Snowdrop St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	4/1/2025	577593/94	CD25-00163		New SFR	
26	2/28/24		B24-052	Crytyl Enterprises	2515 N Snowdrop St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	4/1/2025	577593/94	CD25-00163		New SFR	
27	3/7/24		B23-486	Micheal Bello	309 S RailRoad Ave	I-L	4	KSF	\$861.44	\$861.44	\$21.54	\$882.98	5/29/2025	579196/97	CD25-00290		New 4000sf storage warehouse	
28	3/7/24		B24-024	KVH	611 S Chestnut St	P-R			\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	renovate surgical suites and walkways	
29	3/7/24		B24-028	KVH	603 S Chestnut St	P-R			\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	renovate critical care area for dialysis use	
30	3/27/24		B24-073	Vo Tien	1108 W 7th Ave	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel & repair of fire damaged home	
31	4/18/24		B24-067	James Rasmussen	714 S Maple	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Bedroom Expansion and Bathroom Addition	
32	4/25/24		B24-152	Shane Sanders	401 W 12th Ave	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Demo Root Cellar Shed for placement of future ADU	
33	5/3/24		B24-163	Christopher Staloch	315 N Lincoln St	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	add 370 sf deck to back of house	
34	5/3/24		B24-224	Carl & Debbie Hiatt	417 W 15th Ave	R-S	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Build RV Carport behind garage	
35	5/3/24	23-118	B24-063	Ellensburg Central LLC	114 W 4th Ave	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Interior remodel of office and retail space - Fitterers	
36	5/3/24		B24-133-138, 141-	VBC Crestview Terrace	2101 N Alder St	R-M	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Renovate existing multifamily units, office and community building	
37	5/3/24		B24-190-221,226-2	VBC Crestview Terrace	2000 N Alder St	R-M	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Renovate existing multifamily units, laundry facility and maintenance building	
38	5/3/24	23-084	B24-124	Robert Shaw	1300 E Capitol Ave	R-M	2	DU	\$2,478.55	\$2,478.55	\$123.99	\$2,602.54	5/3/2024	568917/18	CD24-00174		Duplex - Shaw SP	
39	5/3/24	23-084	B24-125	Robert Shaw	1302 E Capitol Ave	R-M	2	DU	\$2,478.55	\$2,478.55	\$123.99	\$2,602.54	5/3/2024	568917/18	CD24-00175		Duplex - Shaw SP	
40	5/3/24	23-084	B24-126	Robert Shaw	1304 E Capitol Ave	R-M	2	DU	\$2,478.55	\$2,478.55	\$123.99	\$2,602.54	5/3/2024	568917/18	CD24-00176		Duplex - Shaw SP	
41	5/3/24	23-084	B24-127	Robert Shaw	1306 E Capitol Ave	R-M	2	DU	\$2,478.55	\$2,478.55	\$123.99	\$2,602.54	5/3/2024	568917/18	CD24-00177		Duplex - Shaw SP	
42	5/7/24		B24-130	Aaron Clark	209 S Sprague St	R-S	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior bathroom addition	
43	5/7/24		B24-225	Donald Roberts	1701 N Water St	R-S	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	shed in backyard	
44	5/8/24		B24-222	5th Ave Storage LLC	607 N Kittitas St	R-O	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	porch addition and foundation repair	
45	5/8/24		B24-232	Tom Brothers	1704 E Canterbury Dr	R-S	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	covered deck on existing house	
46	5/8/24		B24-076	Daniel Barnhart	509 N Cle Elum St #2	R-O	1	DU	\$1,239.28	\$1,239.28	\$61.96	\$1,301.24	5/10/2024	569088/89	CD24-00190		Convert existing garage to an ADU	
47	5/8/24		B24-263	CWU	201 E University Way	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel - no tenant at this time	
48	5/13/24		B24-085	West Ridge Home Construction, LLC	400 E Heatherstone Ct	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	6/10/2024	569877/78	CD24-00235		New SFR	
49	5/13/24		B24-086	West Ridge Home Construction, LLC	404 E Heatherstone Ct	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	6/10/2024	569877/78	CD24-00235		New SFR	
50	5/13/24		B24-094	Cedar & Sage Homes	203 E Chinook Rd	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/10/2024	573128/29	CD24-00454		New SFR	
51	5/13/24		B24-095	Cedar & Sage Homes	202 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/10/2024	573128/29	CD24-00454		New SFR	
52	5/13/24		B24-096	Cedar & Sage Homes	104 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	6/21/2024	570202/03	CD24-00249		New SFR	
53	5/13/24		B24-099	Cedar & Sage Homes	101 W Country Side Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
54	5/13/24		B24-100	Cedar & Sage Homes	100 W Chason Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
55	5/13/24		B21-101	Cedar & Sage Homes	101 W Chason Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
56	5/13/24		B24-102	Cedar & Sage Homes	100 W Chinook Rd	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	6/21/2024	570202/03	CD24-00249		New SFR	
57	5/13/24		B24-103	Cedar & Sage Homes	101 W Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
58	5/13/24		B24-104	Cedar & Sage Homes	211 E Chinook Rd	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
59	5/13/24		B24-105	Cedar & Sage Homes	301 E Chinook Rd	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
60	5/13/24		B24-106	Cedar & Sage Homes	312 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
61	5/13/24		B24-107	Cedar & Sage Homes	304 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
62	5/13/24		B24-108	Cedar & Sage Homes	204 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	2/25/2025	576484-85	CD25-00091		New SFR	
63	5/13/24		B24-109	Cedar & Sage Homes	101 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
64	5/13/24		B24-110	Cedar & Sage Homes	201 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
65	5/13/24		B24-111	West Ridge Home Construction, LLC	506 E Heatherstone Ct	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	6/10/2024	569877/78	CD24-00235		New SFR	
66	5/13/24		B24-112	Cedar & Sage Homes	206 E Jamie Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
67	5/13/24		B24-113	Cedar & Sage Homes	207 E Jamie Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
68	5/13/24		B24-114	Cedar & Sage Homes	307 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
69	5/13/24		B24-119	Cedar & Sage Homes	305 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	1/2/2025	575077/079	CD24-00634		New SFR	
70	5/13/24		B24-120	Cedar & Sage Homes	311 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41			</			

72	5/15/24		B24-2757	Rookwood Properties	307 N Pearl St	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	replace drywall from broken fire sprinkler line	
73	5/23/24	23-102	B23-465	Jason Smith	703 E Helena Ave	R-M	1	DU	\$1,239.28	\$1,239.28	\$61.96	\$1,301.24	5/29/2024	569536-37	CD24-00214		new sf unit on exisitng sf property = MF	
74	5/30/24	22-110	B24-098	Jake Corrol - Crossroad Garage	2609 Triple L Loop	C-H	10.01	trips	\$23,259.74	\$11,346.21	\$283.66	\$11,629.87	6/10/2024	569877/78	CD24-00236		new auto repair shop	
75	5/30/24		B24-236	West Ridge Home Construction, LLC	500 E Heathersone Ct	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	6/10/2024	569877/78	CD24-00235		New SFR	
76	5/30/24		B24-237	West Ridge Home Construction, LLC	402 E Heathersone Ct	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	6/10/2024	569877/78	CD24-00235		New SFR	
77	5/30/24		B24-238	West Ridge Home Construction, LLC	507 E Chason Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	6/10/2024	569877/78	CD24-00235		New SFR	
78	5/30/24		B24-239	West Ridge Home Construction, LLC	503 E Chason Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	6/10/2024	569877/78	CD24-00235		New SFR	
79	5/30/24		B24-006	Aspen Grove LLC	1201 S Chestnut St #601	MHP	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X		place new MFH at space 601, this space was previously occupied in the past	
80	5/30/24		B24-267	Aspen Grove LLC	1201 S Chestnut St #301	MHP	1	DU	\$1,305.67	\$1,305.67	\$65.28	\$1,370.95	7/29/2024	571168/69	CD24-00302		New MFH placement, lot 301	
81	6/4/24		B24-240	CTR Water St	206 1st Ave	CC II	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Solar system on roof	
82	6/4/24		B24-256	Iron Horse Brewery	1621 Vantage Hwy	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	convert portion of brewery to food prep area	
83	6/4/24		B24-298	G & G Parker	1601 Vantage Hwy	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	convert portion of warehouse to single use office	
84	6/6/24		B24-223	Jesse Sivak	203 N Elliott St #1	R-L	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	6/18/2024	570110/11	CD24-00244		New SFR	
85	6/6/24		B24-223	Jesse Sivak	203 N Elliott St #2	R-L	1	DU	\$1,239.28	\$1,239.28	\$61.96	\$1,301.24	6/18/2024	570110/11	CD24-00244		New ADU	
86	6/12/24		B24-279	Ellensburg Presbyterian Church	1307 E 3rd Ave	R-L	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Replace breezeway at church entrance	
87	6/25/24		B24-295	Arthur Neslund	1203 N Water St	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	demo outbuilding in front of property	
88	6/25/24		B24-022	Stalder Holdings	211 S Pearl St	R-M	8	DU	\$9,914.21	\$9,914.21	\$495.71	\$10,409.92	10/18/2024	573291/92	CD24-00470		4 new duplexes on one site - 8 units	
89	6/25/24		B24-244	J Guadalupe Chavez	101 S Alder St #2	R-L	1	DU	\$1,239.28	\$1,239.28	\$61.96	\$1,301.24	7/9/2024	570679/80	CD24-00275		New ADU	
90	6/26/24		B24-289	Gerard Hogan	505 W 11th Ave	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Add covered entryway porch to SFR	
91	6/28/24		B24-083	Werner & Joanne Hillemann	311 W 10th Ave #1	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	New SFR. No cost, TIF credit for previous SFR that was demo'd due to fire, demo permit B07-307	
92	6/28/24		B24-083	Werner & Joanne Hillemann	311 W 10th Ave #2	R-L	1	DU	\$1,239.28	\$1,239.28	\$61.96	\$1,301.24					New ADU	
93	6/28/24	23-065	B24-116	Ryan Wales	1607 W Dolarway Rd Bld#1	I-L	8.66	KSF	\$12,677.37	\$6,184.08	\$154.61	\$6,338.69	7/23/2024	571068/69	CD24-00293		New 15000sf building credit for SF home that was demolished	
94	6/28/24	23-065	B24-117	Ryan Wales	1607 W Dolarway Rd Bld#2	I-L	9.66	KSF	\$14,141.27	\$6,898.18	\$172.46	\$7,070.64	7/23/2024	571068/69	CD24-00294		New 15000sf building	
95	7/2/24		B24-292	4441 26th Ave W LLC	1003 N Willow St	R-M	1	DU	\$1,239.28	\$1,239.28	\$61.96	\$1,301.24	8/21/2024	571849/50	CD24-00355		convert laundry to habitable space	
96	7/11/24		B24-280	Susana Arias Barajas	905 W Cascade Ct #20	MHP	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X		place new MFH at space #20, this space was previously occupied in the past	
97	7/11/24		B24-251	Cedar & Sage Homes	201 E Chinook Rd	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/10/2024	573128/29	CD24-00454		New SFR	
98	7/11/24		B24-252	Cedar & Sage Homes	207 E Chinook Rd	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/30/2025	579266/67	CD25-00293		New SFR	
99	7/11/24		B24-253	Cedar & Sage Homes	200 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/10/2024	573128/29	CD24-00454		New SFR	
100	7/11/24		B24-254	Cedar & Sage Homes	203 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
101	7/11/24		B24-258	Michael Buehn	203 W 9th Ave #2	R-L	1	DU	\$1,239.28	\$1,239.28	\$61.96	\$1,301.24	7/23/2024	571068/69	CD24-00291		Convert existing garage to ADU	
102	7/11/24		B24-268	Cedar & Sage Homes	300 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/30/2025	579266/67	CD25-00293		New SFR	
103	7/11/24		B24-269	Cedar & Sage Homes	103 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
104	7/11/24		B24-270	William Hall	203 N Sprague St	C-C	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Remodel existing bathroom and convert closet to master bath	
105	7/11/24		B24-300	Cedar & Sage Homes	213 E Chinook Rd	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
106	7/11/24		B24-301	Cedar & Sage Homes	313 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
107	7/11/24		B24-307	Shane Sanders	401 W 12th Ave #2	R-L	1	DU	\$1,239.28	\$1,239.28	\$61.96	\$1,301.24	9/13/2024	572378/79	CD24-00395		New ADU	
108	7/16/24	23-087	B23-197	Kittitas County	2603 W Green Ave	P-R	2	trips	\$4,647.30	\$2,266.98	\$56.67	\$2,323.65					New Transfer Station	
109	7/18/24	23-118	B24-335	Ellensburg Central LLC	114 W 4th Ave	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel of exisitng building - clothing store	
110	7/18/24	23-118	B24-336	Ellensburg Central LLC	114 W 4th Ave	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel of exisitng building - ice cream soda fountain	
111	7/19/24		B24-332	Sarah Dymecki	301 N Lincoln St	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel of kitchen and mud room to add bathroom	
112	7/19/24		B24-281	Seventh Day Adventist Church	415 W 14th Ave	R-L	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	new front entry way and new roof trusses on portion of building	
113	7/25/24	20-100	B24-090	P&P Homes Pooya Roohani	503 E Helena Ave	R-M	5.61	trips	\$5,462.59	\$5,462.59	\$273.13	\$5,735.72					new 15 unit apartment - one trip credit from demo house	
114	7/26/24		B24-273	Starbucks	201 S Water St	CC II	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	remodel existing Starbucks inside Fred Meyer	
115	8/2/24		B24-315	Cedar & Sage Homes	303 E Ian Ave	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/3/2025	576696/97	CD25-00106		New SFR	
116	8/20/24		B24-346	Athena Lindsey	403 S Chestnut St	R-M	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	close in front porch & extend back deck for new hot tub	
117	8/20/24		B24-364	Tim Weaver	310 W Ridgeview Ln	R-S	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	residential addition of living room and dining room	
118	8/20/24		B24-366	Thomas Gauron	500 E Cherry Ln E-1	R-O	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	replace existing deck and add gable roof	
119	8/21/24		B24-361	KC Historical Museum	114 E 3rd Ave	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	seismic upgrades and re-roof	
120	8/21/24		B24-369	First & Last Tavern	1202 E University Way	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	re-roof, insulate, rebuild deck	
121	8/21/24		B24-371	Dance Barn	401 E Mountain View Ave	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	remove wall and electrical to make room for dance studio	
122	8/27/24		B24-334	DR Horton	1608 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/23/2024	573409/10	CD24-00479		New SFR	
123	8/27/24		B24-374	DR Horton	1606 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/21/2024	573325/27	CD24-00474		New SFR	
124	8/27/24		B24-375	DR Horton	1605 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/21/2024	573325/27	CD24-00474		New SFR	
125	8/27/24		B24-376	DR Horton	1611 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/21/2024	573325/27	CD24-00474		New SFR	
126	8/27/24		B24-377	DR Horton	1703 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/21/2024	573325/27	CD24-00474		New SFR	
127	8/27/24		B24-378	DR Horton	1707 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/21/2024	573325/27	CD24-00474		New SFR	
128	8/27/24		B24-379	DR Horton	1706 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/18/2024	573291/92	CD24-00468		New SFR	
129	8/27/24		B24-380	DR Horton	1604 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/18/2024	573291/92	CD24-00468		New SFR	
130	8/27/24		B24-381	DR Horton	1600 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/18/2024	573291/92	CD24-00468		New SFR	
131	8/27/24		B24-382	DR Horton	1510 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/18/2024	573291/92	CD24-00468		New SFR	
132	8/27/24		B24-383	DR Horton	1501 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/18/2024	573291/92	CD24-00468		New SFR	
133	8/27/24		B24-384	DR Horton	1603 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	10/18/2024	573291/92	CD24-00468		New SFR	
134	8/27/24		B24-297	Pardies Roohani	112 W 10th Ave	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	remodel existing square footage to add bathroom	
135	9/4/24		B24-399	Flying J Truck Stop	2300 S Canyon Rd	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interiro remodel of convenience market	
136	9/6/24		B24-391	ESD 105 - Head Start	220 E Helena Ave	R-M	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	adding shade canopy to playground	
137	9/6/24		B24-318	Dakota Hamlin	1603 W Dry Creek Rd	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	9/20/2024	572572/73	CD24-00416		New SFR	
138	9/10/24		B24-402	Ximena Cuevas Arias	905 W Cascade Ct #20	MHP	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	New front and back deck for manufactured home	
139	9/11/24		B24-416	CWU	1601 N Alder St	P-R	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel of 6 apartment bathrooms	
140	9/11/24		B24-404	Riviera Propoerties LLC	925 E 18th Ave	R-M	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	repair 5 apartments from fire	
141	9/17/24	23-118	B24-425	Ellensburg Central LLC	114 W 4th Ave	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel of exisitng building - The Grazing Table	
142	9/17/24		B24-429	Palace Restaurant	323 N Main St	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	masonry work on front of building	
143	9/17/24		B24-433	Dino Discovery	400 N Main St	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel for child play area	
144	9/18/24		B23-466	Jason Smith	707													

146	9/26/24	B24-431	Solar Dolar LLC	1500 W Dolarway Rd - bld #8	I-L	0.204	ksf	\$189.61	\$92.50	\$2.31	\$94.81	10/7/2024	572982/83	CD24-00453	tenant improvement - adding 7.3x28=204.4sf upstairs	
147	10/1/24	B23-081	Shane Casillas	1107 N B St #2	R-M	1	DU	\$1,239.28	\$1,239.28	\$61.96	\$1,301.24	10/29/2024	573595/96	CD24-00495	New ADU	
148	10/4/24	B24-436	WinCo	805 S Anderson Rd	I-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	demo shed and garage
149	10/4/24	B24-450	Sun Lake Properties	1206 N Dolarway Rd	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel - dental office
150	10/4/24	B24-453	Windsor Park LLC	401 E Cherry Ln	R-M	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	replace and repair stairs on building 7
151	10/4/24	B24-460	William Crowley	808 E Hobert Ave	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	remodel bathroom
152	10/4/24	B24-445	Claudia Villa-Rios	608 E Countryside Ave	R-S	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	convert portion of garage to habitable space
153	10/18/24	B24-463	Jason Smith	707 E Helena Ave	R-M	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	demo existing garage to place new ADU
154	10/22/24	B24-477	Valley Play Museum	1500 W Dolarway Rd - bld #11	I-L	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior tenant improvements for childrem museum
155	10/22/24	B24-365	Sherman Lewis LLC	116 E 4th Ave	C-C	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	adding decks on existng apartments over flat roof
156	10/22/24	B24-464	Keith Rieinger	504 E Mountain View Ave Suite 5	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	adding 2 pergolas to outside area
157	10/23/24	B24-475	Crytyl Enterprises	604 W Bender Rd	R-S	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	demo SFR for future development of Katie Meadows Phase II Plat
158	11/7/24	B24-495	Stacey & Jonathon Henderson	2513 N Spar Ln	R-S	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	demo and repair interior of fire damaged house
159	11/25/24	B24-511	DR Horton	1813 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	2/3/2025	575954/55	CD25-00051	New SFR	
160	11/25/24	B24-513	DR Horton	1709 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	12/10/2024	574586/87	CD24-00599	New SFR	
161	11/25/24	B24-514	DR Horton	1803 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	12/10/2024	574586/87	CD24-00599	New SFR	
162	11/25/24	B24-515	DR Horton	1802 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	12/10/2024	574586/87	CD24-00599	New SFR	
163	11/25/24	B24-526	DR Horton	1708 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	12/16/2024	574680/81	CD24-00611	New SFR	
164	11/25/24	B24-527	DR Horton	1704 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	1/7/2025	575233/34	CD25-00005	New SFR	
165	11/25/24	B24-528	DR Horton	1602 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	1/7/2025	575233/34	CD25-00005	New SFR	
166	11/25/24	B24-529	DR Horton	1609 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	1/14/2025	575422/423	CD25-00028	New SFR	
167	11/25/24	B24-530	DR Horton	1701 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	1/14/2025	575422/423	CD25-00028	New SFR	
168	11/25/24	B24-531	DR Horton	1815 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	1/14/2025	575422/423	CD25-00028	New SFR	
169	11/25/24	B24-532	DR Horton	1508 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	1/14/2025	575422/423	CD25-00028	New SFR	
170	11/25/24	B24-533	DR Horton	1607 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	2/3/2025	575954/55	CD25-00051	New SFR	
171	11/25/24	B24-534	DR Horton	1705 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	2/3/2025	575954/55	CD25-00051	New SFR	
172	11/25/24	B24-535	DR Horton	1801 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	2/3/2025	575954/55	CD25-00051	New SFR	
173	11/25/24	B24-536	DR Horton	1702 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/4/2025	576763/64	CD25-00111	New SFR	
174	11/25/24	B24-537	DR Horton	1201 E Eider Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/4/2025	576763/64	CD25-00111	New SFR	
175	12/10/24	B24-490	Ahna Soli	906 E Seattle Ave	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	convert existing garage to living space
176	12/13/24	B24-523	Ellensburg Solar	1607 W Dolarway Rd	I-L	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	solar system on existng building
177	12/13/24	B24-606	Ellensburg Solar - CWU	401 E Dean Nicholson Blvd	P-R	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	solar system on existng building
178	12/13/24	B24-580	Shaw's Furniture	402 S Main St	C-CII	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel
179	12/13/24	B24-596	Trent Blackmore	210 E Bender Rd	R-S	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	move MF home and demo garage
180	12/13/24	B24-605	Ellensburg Presbyterian Church	1307 E 3rd Ave	R-L	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel of church office
181	12/31/24	B23-357	Ellensburg Rodeo	1010 E 8th Ave	P-R	1.56	KSF	\$4,468.63	\$3,970.13	\$498.50	\$4,468.63	1/14/2025	575422/423	CD25-0027		1,563sf building addition to Western Village
182								\$0.00	\$0.00	\$0.00	\$0.00					
183								\$0.00	\$0.00	\$0.00	\$0.00					
																</



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Amendment to the Public Transit Operating Agreement
Submitted by: Betsy Dunbar, Transit Manager
Department: Public Works

Suggested Motion/Action:

Approve the Amended Public Transit Operating Agreement with HopeSource, including the clarifying language stating the City shall be named as an additional insured on the Contractor's insurance policies.

Background/Summary:

The Public Transit Operating Agreement has historically been extended as the City has determined that the City of Ellensburg residents need public transportation services. Section 18 of the Agreement provides that any amendments must be in writing and signed by the parties. The current amended agreement will expire June 30, 2025. Pursuant to section 2 of the agreement, we request the current Public Transit Operating Agreement be extended from July 1, 2025, to June 30, 2026.

Additional clarifying information was also added to the amendment stating the City shall be named as an additional insured on the Contractor's insurance policies.

Previous Council Action:

On June 6, 2022, the City Council approved to extend the Amended Public Transit Operating Agreement from July 1, 2022, to June 30, 2025.

On April 7, 2025, the City Council approved the Public Transit Operating Amendment Agreement stating the Contractor shall provide excess or umbrella liability insurance coverage with limits not less than \$5 million per occurrence and annual aggregate.

Analysis:

Approval of the Amended Public Transit Operating Agreement will allow the continuation of the public transit fixed route service within the city limits of Ellensburg.

Approval of the clarifying language stating the City shall be named as an additional insured on the Contractor's insurance policies will protect the City's interests. The Public Transit Advisory Committee recommended Council approve the agreement at their June 6, 2025, meeting.

Financial Impact:

There is no additional financial impact as the service will continue to run as planned. The

2025 and 2026 Transit budgets contain designated funding to support the service.

Budget Adjustment: No

Attachments:

1. AMENDMENT 8 TO THE PUBLIC TRANSIT AGREEMENT

Public Transit Amendment Agreement

between

City of Ellensburg and HopeSource

This AGREEMENT made and entered into this ____ day of _____ 2025, by and between the City of Ellensburg (“the City”), a municipal corporation, and HopeSource (“Contractor”), a community non-profit organization, to provide public transportation services in Ellensburg.

WHEREAS, The City has determined that the City of Ellensburg residents need public transportation services; and

WHEREAS, City Ordinance 4727 was approved by the Ellensburg City Council on June 6, 2016, exercising its authority as the governing board of the Ellensburg Transportation Benefit District, imposing a 0.2% sales and use tax commencing October 1, 2016, for the purpose of funding a public transportation system in accordance with the requirements of Chapter 36.73 RCW; and

WHEREAS, the City and HopeSource are parties to a Public Transit Operating Agreement (“Agreement”) dated May 1, 2017, as amended by Amendments #1 dated May 1, 2017, #2 dated April 19, 2019, #3 dated July 2, 2019, #4 dated December 16, 2019, #5 dated December 9, 2020, #6 dated June 6, 2022, #7 dated April 7th, 2025; and

WHEREAS, the City has applied for funding through the Washington State Department of Transportation’s (WSDOT) Consolidated Grant Program for the needed service; and

WHEREAS, the City anticipates funding will be awarded to the City, and the City will act as a grant recipient overseeing the program and providing funding support for the program; and

WHEREAS, Section 18 of the Agreement provides that any amendments must be in writing and signed by the parties; and

WHEREAS, the parties wish to extend the agreement to continue to provide public transportation services in Ellensburg through June 30, 2026.

NOW, THEREFORE, the parties agree as follows:

- A. Pursuant to Section 2 of the Agreement, “Term” is hereby extended from July 1, 2025 to June 30, 2026.
- B. The Contractors Automobile Liability, Commercial General Liability, and Excess or Umbrella Liability policy or policies are to contain, or be endorsed to contain, that they shall be primary insurance; any insurance, self-insurance, or self-insured pool coverages maintained by the City shall be excess of the Contractor’s insurance and shall not contribute with it.

- C. The City shall be named as an additional insured on the Contractor's insurance policies. Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement and evidence of all subcontractors' coverage.
- D. Except as specifically amended herein, all other provisions of the Agreement, as previously amended, remain in full force and effect.

HopeSource

CITY OF ELLENSBURG

Susan Grindle, CEO

Heidi Behrends Cerniwey, City Manager

Approve as to form:

Attest

(for HopeSource)

Clerk

City Attorney



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Paratransit Operating Agreement Amendment
Submitted by: Betsy Dunbar, Transit Manager
Department: Public Works

Suggested Motion/Action:

Approve the Paratransit Operating Agreement Amendment with HopeSource to extend operations from July 1, 2025, to June 30, 2026, and include clarifying language stating the City shall be named as an additional insured on the Contractor's insurance policies.

Background/Summary:

The Paratransit Operating Agreement has historically been extended as the City has determined that the City of Ellensburg residents need paratransit services. The current Paratransit Operating Agreement will expire June 30, 2025. We request an additional extension from July 1, 2025, to June 30, 2026.

Additional clarifying information was also added to the amendment stating the City shall be named as an additional insured on the Contractor's insurance policies.

Previous Council Action:

On June 6th 2022, the City Council approved the Paratransit Operating Amended Agreement Extension to June 30, 2025.

On April 7, 2025, the Council approved the Paratransit Amendment Agreement stating the Contractor shall provide excess or umbrella liability insurance coverage with limits not less than \$5 million per occurrence and annual aggregate.

Analysis:

Approval of the Amended Paratransit Operating Agreement will allow the continuation of ADA Paratransit services for persons who are unable to access the fixed route system due to a disability.

Approval of the clarifying language stating the City shall be named as an additional insured on the Contractor's insurance policies will protect the City's interests. The Public Transit Advisory Committee recommended Council approve the agreement at their June 6, 2025 meeting.

Financial Impact:

There is no additional financial impact as the service will continue to run as planned. The 2025 and 2026 Transit budgets contain designated funding to support the service.

Budget Adjustment: No

Attachments:

1. PARATRANSIT OPERATING AMENDMENT AGREEMENT

Paratransit Operating Amendment Agreement

between

City of Ellensburg and HopeSource

This AGREEMENT made and entered into this ____ day of _____ 2025, by and between the City of Ellensburg ("the City"), a municipal corporation, and HopeSource ("Contractor"), a community non-profit organization, to provide Paratransit services in Ellensburg.

WHEREAS, The City has determined that the City of Ellensburg residents need paratransit services; and

WHEREAS, City Ordinance 4727 was approved by the Ellensburg City Council on June 6, 2016, exercising its authority as the governing board of the Ellensburg Transportation Benefit District, imposing 0.2% sales and use tax commencing October 1, 2016, for the purpose of funding a public transportation system in accordance with the requirements of Chapter 36.73 RCW; and

WHEREAS, The City and HopeSource are parties to a Paratransit Operating Agreement ("Agreement") dated June 29, 2019, as amended by the Paratransit Operating Extension dated June 6, 2022 and June 6th, 2025; and

WHEREAS, the parties wish to extend the agreement to continue to provide Paratransit services in Ellensburg through June 30, 2026.

NOW, THEREFORE, the parties agree as follows:

The "Term" is hereby extended from July 1, 2025 to June 30, 2026.

The Contractors Automobile Liability, Commercial General Liability, and Excess or Umbrella Liability policy or policies are to contain, or be endorsed to contain, that they shall be primary insurance; any insurance, self-insurance, or self-insured pool coverages maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

The City shall be named as an additional insured on the Contractor's insurance policies. Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement and evidence of all subcontractors' coverage.

Except as specifically amended herein, all other provisions of the Agreement, as previously amended, remain in full force and effect.

HopeSource

CITY OF ELLENSBURG

Susan Grindle, CEO

Heidi Behrends Cerniwey, City Manager

Approve as to form:

Attest

(for HopeSource)

Clerk

City Attorney



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Amendment to the Cabulance Operating Agreement
Submitted by: Betsy Dunbar, Transit Manager
Department: Public Works

Suggested Motion/Action:

Approve the Amendment to the Cabulance Operating Agreement.

Background/Summary:

The Cabulance Operating Amended Agreement between the City of Ellensburg and HopeSource dated June 21, 2023, is set to expire on June 30, 2025. As both parties wish to extend the Agreement to continue to provide Cabulance services within the City Limits of Ellensburg, and section 17 of the Cabulance Agreement provides that any amendment must be approved by the parties in writing, pursuant to Section 3 of the Agreement, we wish to extend the Agreement from July 1, 2025, to June 30, 2026.

Additional clarifying information was also added to the amendment stating the City shall be named as an additional insured on the Contractor's insurance policies.

Previous Council Action:

The City Council has previously approved the Amended Cabulance Agreement extensions since the original Agreement in 2019.

On April 7th, 2025, the City Council approved the Cabulance Operating Amended Agreement to allow the contractor to provide excess or umbrella liability insurance coverage with limits not less than \$5 million per occurrence and annual aggregate.

Analysis:

Approval of the Amended Cabulance Operating Agreement will allow the continuation of providing 24 Non-Emergency Medical Transportation trips, as requested by contracted facilities, which benefits the vulnerable members of our community.

Approval of the clarifying language stating the City shall be named as an additional insured on the Contractor's insurance policies will protect the City's interests. The Public Transit Advisory Committee recommended Council approve the amendment at their June 6, 2025 meeting.

Financial Impact:

There is no additional financial impact as the service will continue to run as planned. The 2025 and 2026 Transit budgets contain designated funding to support the service.

Budget Adjustment: No

Attachments:

1. AMENDMENT 3 TO THE CABULANCE OPERATING AGREEMENT

AMENDMENT TO THE CABULANCE OPERATING AGREEMENT
BETWEEN
THE CITY OF ELLENSBURG AND HOPESOURCE

This Amendment No. 3, made and entered into this ____ day of _____ 2025, by and between the City of Ellensburg ("the City"), a Washington municipal corporation, and HopeSource ("Contractor"), a Washington State non-profit corporation and community action agency, for the purpose of extending the term of services and compensation for HopeSource to provide service for and in the City of Ellensburg.

WHEREAS, the City and HopeSource are parties to a Cabulance Operating Agreement ("Agreement") dated March 16, 2021; and

WHEREAS, the City issued a Requestion for Proposal (RFP) No. 2018-075 for cabulance services, and Contractor was selected to provide such services based on its response to the RFP, which included information concerning its experience and ability to provide cabulance services, and such RFP was incorporated by reference into the Agreement;

WHEREAS the City and HopeSource are parties to a Cabulance Operating Amended Agreement ("Agreement") dated June 21, 2023; and

WHEREAS, Section 17 of the Agreement provides that any amendment must be approved by the parties in writing.

WHERAS, the parties wish to extend the Agreement to continue to provide Cabulance services through June 30, 2026.

NOW, THEREFORE, the parties agree as follows:

- A. Pursuant to Section 3 of the Agreement, "Term" is hereby extended from July 1, 2025 to June 30, 2026.
- B. The Contractors Automobile Liability, Commercial General Liability, and Excess or Umbrella Liability policy or policies are to contain, or be endorsed to contain, that they shall be primary insurance; any insurance, self-insurance, or self-insured pool coverages maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
- C. The City shall be named as an additional insured on the Contractor's insurance policies. Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement and evidence of all subcontractors' coverage.

D. Except as specifically amended herein, all other provisions of the Agreement, as previously amended, remain in full force and effect.

HopeSource

CITY OF ELLENSBURG

Susan Grindle, CEO

Heidi Behrends Cerniwey, City Manager

Approve as to form:

Attest

(for HopeSource)

Clerk

City Attorney

From: [Kelle Vandenberg](#)
To: [Gretchen Delaford](#)
Subject: FW: [Ext] Resignation from Arts Commission
Date: Tuesday, May 27, 2025 9:42:51 AM
Attachments: [image001.png](#)

Kelle Vandenberg (she/her)
Arts & Economic Development Manager | **City of Ellensburg**
501 North Anderson Street | Ellensburg, WA 98926
P. (509) 962-7149 | C. (509) 607-0914
vandenbergk@ci.ellensburg.wa.us
www.ellensburgwa.gov



From: Jill Scheffer <jill.scheffer@ellensburgdance.org>
Sent: Tuesday, May 27, 2025 9:32 AM
To: Kelle Vandenberg <vandenbergk@ci.ellensburg.wa.us>
Subject: [Ext] Resignation from Arts Commission

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

Dear Kelle Vandenberg and Members of the Arts Commission,

I hope this message finds you well. I am writing to formally resign from my position on the City of Ellensburg Arts Commission, effective immediately.

It has been a privilege to serve on the Commission and contribute to the cultural life of our community. However, as I continue to balance the demands of my full-time job and my commitments to two nonprofit organizations, I've realized I need to prioritize a more sustainable work-life balance moving forward.

I am grateful for the opportunity to have been part of such a thoughtful and dedicated group. I have full confidence that the Commission is in excellent hands and will continue to make a meaningful impact in Ellensburg.

Thank you again for the chance to serve.

Warm regards,

Jill Scheffer

--



Ellensburg Dance Ensemble 501c3

The Studio by EDE 501c3

Tax ID Number 86-1471122

Jill Scheffer

Ellensburg Dance Ensemble Treasurer

jill.scheffer@ellensburgdance.org

509-551-8807

From: [Lily Frey](#)
To: [Gretchen Delaford](#)
Subject: FW: [Ext] Peter Stone - AHC commission formal resignation
Date: Tuesday, May 27, 2025 10:32:24 AM

Hi Gretchen,

As noted in my other email, here's Peter Stone's resignation from the AHC.

Lily

From: pohaku2@gmail.com <pohaku2@gmail.com>
Sent: Tuesday, May 27, 2025 10:31 AM
To: Lily Frey <freyl@ci.ellensburg.wa.us>
Subject: [Ext] Peter Stone - AHC commission formal resignation

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

Hello Lily,

As mentioned during the last affordable housing commission meeting, I must sadly submit my formal resignation. We are planning on moving from the area in July and thus I would no longer be a resident of Kittitas county. My final AHC commission meeting will be the June 4th meeting. I will be out of town, but am able to dial in remotely for that one.

Best of luck with all the great work you are doing!

Thanks,

Peter Stone

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: 2025.06.10 14:32:27 -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 **16TH DAY OF JUNE 2025**. 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	170386	TO	170529	\$ 1,015,230.44
EFT #'s	7450	TO	7472	\$ 466,282.31
Treasure Cash				Total Amounts
EFT #'S	1187	TO	1224	\$ 1,361,062.85
Check #'s	34353	TO	34358	\$ 1,400.01
Payroll Fund				Total Amounts
Check #'s	96425	TO	96431	\$ 6,514.09
Direct Deposits	86109	TO	86384	\$ 576,667.04

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: 2025 State Legislative Session Update by Josh Weiss (Public Comment Opportunity)
Submitted by: Heidi Behrends Cerniwey, City Manager
Department: City Manager

Suggested Motion/Action:

This item is for informational purposes only.

Background/Summary:

The Ellensburg City Council approved a 2023-2028 Strategic Vision by Resolution 2022-17, reflecting a common set of priorities and milestones for the City over the near term. At the May 20, 2024, Ellensburg City Council meeting, the Council adopted a new resolution that included the refined strategic priorities and milestones for 2024-2029. Because state and federal legislation impacts policy and operations at the local level the Council also approved a common legislative agenda aligned with City priorities and created the capacity to advocate effectively through a contracted Legislative Lobbying Services Agreement which began in 2023 and was extended through 2026.

Previous Council Action:

At the meeting on August 7, 2023, the City Council approved funding for legislative advocacy services. Josh Weiss of Gordon Thomas Honeywell (GTH) was selected as the City's contract lobbyist to assist in preparing for the 2024 Washington State Legislative Session and to represent the City's interests during that session. Following a successful effort which resulted in state policy change (SB 6047), \$750,000 allocated to the City for decarbonization activities, and \$72,000 for the Fieldhouse project, the City Council approved funding to extend the Agreement with GTH through 2024 to continue planning and preparation for the 2025 State Legislative Session. The Agreement was extended in 2024 to continue services through December 31, 2026.

- Funding for the baseline Agreement for legislative advocacy services was first approved at the August 7, 2023, meeting. The Agreement provided for up to \$36,000 in services, ending September 30, 2024.
- At the meeting on April 15, 2024, Council conducted second reading of Ordinance 4940, approving supplemental budget, including an additional \$21,000 to extend funding for legislative advocacy services through December 2024 to prepare for the 2025 legislative session.
- Sufficient budget authority was included in the 2025-2026 Biennial Budget for continued legislative advocacy services through December 31, 2026, by Ordinance 4950 on December 2, 2024.

- Council approved the City's 2025 State Legislative Priorities/Agenda on December 16, 2024.

Analysis:

The 105-day 2025 Washington State Legislative Session convened on January 13 and adjourned on April 27, 2025. The City's contract lobbyist, Josh Weiss, now of Columbia Policy Advisors, will provide an end-of-session report on the 2025 State Legislative Session and highlight bill status relevant to the City's interests at the meeting.

Financial Impact:

This item is for informational purposes only. See Previous Council Action section for previous funding authorizations.

Budget Adjustment: No

Attachments:

None



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Public Hearing (Legislative) to consider a Resolution adopting the City's Six-Year Transportation Improvement Plan (TIP) 2026-2031 and provide an annual 'Complete Streets Update' (Public Comment Opportunity)

Submitted by: Josh Mattson, Assistant City Engineer

Department: Public Works

Suggested Motion/Action:

Move to adopt proposed Resolution 2025-12 approving the TIP for 2026-2031. Authorize staff to submit listed projects for funding as grant opportunities become available.

Background/Summary:

The City is required by law to annually update its Six-Year Transportation Improvement Plan (TIP) and file a copy with the State as well as the Quad County Regional Transportation Organization. Also, in conjunction with the TIP, and in accordance with Section 4.05.090 of the Ellensburg City Code (ECC), staff is required to provide an annual 'Complete Streets' update.

Projects proposed in the TIP represent work remaining from previous plan and incorporates projects from the Comprehensive Transportation Plan, the Active Transportation Plan, the Transportation Safety Action Plan, and several major maintenance/asphalt overlay projects. The adopted TIP may be amended by resolution at any time during the year should changes be required or additional funding opportunities become available. Council can also add, delete, modify or move the priority of projects.

In 2016, Council adopted a 'Complete Streets' policy by Ordinance (Chapter 4.05 ECC). This Ordinance calls for an annual update in conjunction with the TIP. 'Complete Streets' is defined in ECC 4.05.020 as "a road that is designed to be safe for drivers, bicyclists, transit vehicles and riders, and pedestrians of all ages and abilities."

Previous Council Action:

On June 6, 2024, Council conducted a public hearing and adopted the 2025-2030 Six-Year TIP through Resolution 2024-17.

On February 3, 2025, Council conducted a public hearing and amended the 2025-2030 Six-Year TIP through Resolution 2025-02.

Analysis:

Several City transportation projects consistent with the 'Complete Streets' goals and objectives of ECC 4.05.090 have been completed and others are currently under

construction since the last report on June 6, 2024. The completed projects include the Brick Road Improvements project which installed new sidewalks from Radio Rd north 0.4 miles to the McElroy Park Trail. The project included street lighting, a stormwater buffer strip with street trees, and new crosswalks at Bonnie Lane and the McElroy Park Trail.

The Pfenning Rd Shared Use Pathway project installed a new ten-foot-wide asphalt shared use pathway on the west side of Pfenning Rd from 3rd Ave north 0.25 miles to the Palouse to Cascades Trail. The project included street lighting, a stormwater buffer strip with decorative boulders, and a new crosswalk with a pedestrian beacon at the Palouse to Cascades Trail.

The 2024 Complete Streets Improvements project filled in a missing sidewalk link on the north side of 15th Ave between Columbia St and Bluegrass Ln. Sidewalk curb ramps were also upgraded to ADA standards extending to the Ellensburg School District Early Learning Center driveway west of Cora St. New crosswalk curb ramp extensions were also constructed for traffic calming, improving pedestrian visibility, and reducing crosswalk distances. A missing sidewalk link was filled on the east side of Alder St between 1st Ave and 3rd Ave. Multiple curb ramp upgrades were also performed on the Washington Ave, Tacoma Ave, and Ruby St school walking route corridors south of Morgan Middle School, west of Lincoln Elementary School, and north of the Ellensburg Christian School.

University Way from Cle Elum St to the Burlington Northern Santa Fe (BNSF) railroad overpass received an asphalt overlay last year. This project reconstructed the street surface following completion of the Gateway I project in 2023.

Staff also coordinated with Kittitas County in the shared cost replacement of deteriorated sidewalk with paverstones on the north side of 5th Ave between Main St and Water St in front of the county courthouse. The project included irrigation improvements, installation of new street trees, upgraded 3-globe historic lighting and installation of a new transit stop with a shelter and art glass.

The Pfenning Road Sidewalk Extension project from about 240 feet north of Vantage Highway to Radio Rd is nearly complete. The project installed frontage improvements and filled in a missing sidewalk link in the corridor including curb, gutter, bike lanes, street trees, stormwater buffer strips, and a new crosswalk at Radio Rd. The contractor is planning to complete the project this summer following required replacement of curb and gutter that did not meet minimum concrete strength requirements.

These projects all had multiple elements that enhanced Ellensburg's overall 'Complete Streets' system.

Attached is a matrix, Exhibit "A", of the proposed TIP showing transportation projects proposed for incorporation in the years 2026-2031. With Council's concurrence, staff will submit grant applications to the various funding agencies as grant opportunities become available.

This TIP continues the overlay program on the arterial street system. Of the listed projects, numbers 9, 15, 22, and 37 are specifically asphalt overlay projects, and funding for these projects is proposed from state and federal grants, and sales tax/gas tax contributions.

Several public transit projects from the City's Transit Development Plan were added to the 2026-2031 TIP including project numbers 5, 6, 19, and 41-44. Several other projects incorporate public transit elements, including bus turnouts or improved stops with shelters, benches, bike racks, and garbage cans. The City's Public Transit Advisory Committee reviewed the TIP at a special meeting on June 6, 2025, and gave a favorable recommendation for Council to adopt the plan.

Projects planned for construction in 2025 are also included in the TIP attachment (Exhibit A), shown as projects number five and seven through nine. Water St from Manitoba Ave to Bender Rd will receive an asphalt overlay this year, including Manitoba Ave from Main St to Water St. Work includes upgrading curb ramps to current ADA standards along the roadway and installation of improved traffic video detection at all signalized intersections (Capitol Ave, 3rd Ave, 5th Ave, University Way, and 15th Ave). Project numbers 11 through 13 in the TIP are currently in the design phase. Construction is planned for these projects in later years as shown on the TIP.

Financial Impact:

The "S" or "P" designation next to each project number, designates whether a project has Secured (S) or Potential (P) funding. The projects shown with secured funding are all included in the 2025-2026 Budget. Most of the proposed plan relies on a combination of potential funding sources that include grants, motor vehicle fuel tax, federal allocations, sales tax, local improvement districts, and others.

Budget Adjustment: No

Attachments:

1. Resolution 2025-12 Six Year TIP 2026-2031
2. Exhibit A Six Year TIP 2026-2031

RESOLUTION NO. 2025-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG adopting the City of Ellensburg's Six-Year Transportation Improvement Plan (TIP) for the years 2026 to 2031, inclusive, as recommended to the City Council by the Public Works Department.

WHEREAS, a public hearing on the TIPs was held before the Ellensburg City Council on June 16, 2025 in the manner required by RCW 35.77.010; and

WHEREAS, the Six-Year TIP has been updated for 2026 to 2031 in accordance with the State requirements; and

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

Section 1. That the Six-Year Transportation Improvement Plan, attached hereto, for street and arterial street improvements for the years 2026 to 2031, inclusive, as now filed with the City Council of the City of Ellensburg, be and the same is hereby approved and adopted.

ADOPTED by the City Council of the City of Ellensburg this 16th day of June 2025.

Mayor

ATTEST:

City Clerk

EXHIBIT A

CITY OF ELLENSBURG 6-YEAR TRANSPORTATION IMPROVEMENT PLAN 2026 TO 2031 (INCLUDES CURRENT WORK REMAINING IN 2025)									
PUBLIC HEARING DATE: 6/16/2025 ADOPTION DATE: 6/16/2025 RESOLUTION NO. 2025-12									
REVENUE BY YEAR (thousands)									
SOURCE	2025*	2026	2027	2028	2029	2030	2031		TOTALS
ARTERIAL STREET	199	133	111	45	345	45	119		997
REGIONAL STBG	315	1,995	0	0	2,500	0	750		5,560
SALES TAX RESERVE	100	0	925	100	675	1,055	500		3,355
FEDERAL SAFE ROUTES TO SCHOOL & PEDESTRIAN/BICYCLE GRANTS	0	0	202	1,370	4,330	1,550	250		7,702
WSDOT SAFETY PROGRAM	0	0	1,800	2,550	4,690	0	0		9,040
TRANSPORTATION IMPROVEMENT BOARD (TIB) - Grant Programs	0	943	2,872	850	0	6,975	2,800		14,440
DISTRESSED COUNTY SALES/USE TAX	0	144	0	0	135	609	0		888
1/4 CENT REAL ESTATE EXCISE TAX	0	0	812	152	750	361	147		2,222
TRANSPORTATION ALTERNATIVES PROGRAMS	0	0	0	0	0	475	0		475
DOE FISCAL YEAR WATER QUALITY GRANT	465	0	4,285	0	0	0	0		4,750
COUNTY LODGING TAX GRANT	0	0	0	0	0	0	67		67
LOCAL LODGING TAX FUNDS	0	0	0	0	0	0	66		66
TRANSIT	813	679	1,601	991	126	126	126		4,462
OTHER AGENCY OR CITY DEPARTMENT	3,500	100	3,275	6,448	500	4,900	309		19,032
LOCAL IMPROVEMENT DISTRICT (LID) / DEFERRALS	0	0	2,000	0	4,005	695	8,200		14,900
TRAFFIC IMPACT FEES	0	606	1,804	1,325	250	990	480		5,455
NOT FUNDED	0	0	0	0	0	0	0		0
TOTAL REVENUE	5,392	4,600	19,687	13,831	18,306	17,781	13,814		93,411
EXPENDITURES BY YEAR (thousands)									
Funding (S/P)	PROJECT	2025*	2026	2027	2028	2029	2030	2031	Future
1 S/P	Bridge Inspections	5	5	5	5	5	5	5	0
2 S/P	Engineering Transfer	15	15	15	15	15	15	15	0
3 S/P	Signal Optimization	10	10	25	25	25	25	25	0
4 P	Alley Reconstruction (Semi-Annual)	0	0	90	0	0	0	100	0
5 S/P	Transit Stop Upgrades (Shelter & Amenities, ADA Upgrades, Lighting, Art Glass)	282	116	116	116	116	116	116	0
6 S/P	Transit Service Connection Improvements (Active Transportation, Stop Impr)	0	135	135	10	10	10	10	0
7 S	Mountain View Ave and Bull Rd/Willow St Intersection Enhancements	75	750	0	0	0	0	0	0
8 S/P	Helena Ave Imp (Water St to 3,200' west, Cora Connection, portion in KC jurisdiction)	450	650	6,540	0	0	0	0	0
9 S	Water St. Overlay (Main St. to Bender Rd)	3,576	0	0	0	0	0	0	0
10 S	University Way Bridge Repair over BNSF	100	0	0	0	0	0	0	0
11 S/P	University Way Gateway II - Vista Rd to east City Limits	515	100	5,125	0	0	0	0	0
12 S	Vantage Highway Shared Use Pathway	325	1,993	0	0	0	0	0	0
13 S	3rd Ave. Paverstone Pathway and Historic Lighting	39	826	0	0	0	0	0	0
14 P	Capitol Ave Sidewalk Replacement - Main St. to Sampson St.	0	0	0	110	0	120	130	0
15 P	Canyon Rd Overlay - Berry Rd to Mountain View Ave	0	0	1,700	0	0	0	0	0
16 P	Alder St Sidewalk - One Side - 3rd Ave to Craig Ave	0	0	80	0	100	0	0	0
17 P	1st Ave Sidewalk Improvements - Ruby St. to Sampson St. - North Side	0	0	234	0	0	0	0	0
18 P	Anderson Rd and Umptanum Rd Intersection Enhancements	0	0	1,252	0	0	0	0	0
19 P	Add Transit Signal Priority	0	0	350	0	0	0	0	0
20 P	Mountain View Ave and Ruby St Intersection Enhancements and Widening	0	0	2,920	0	0	0	0	0
21 P	Ruby St Corridor Improvements - Manitoba to University Way	0	0	1,100	5,940	0	0	0	0
22 P	University Way Overlay - Cle Elum St to east City Limits	0	0	0	2,215	0	0	0	0
23 P	Wildcat Way and 18th Intersection Enhancements	0	0	0	756	0	0	0	0
24 P	University Way and Water Street Intersection Enhancements and Widening	0	0	0	3,270	0	0	0	0
25 P	Bender Rd / Sanders Rd Corridor Improvements (Whiskey Creek to Alder St)	0	0	0	1,370	8,020	0	0	0
26 P	Walnut St and 18th Bike Lane - Dean Nicholson to Alder St	0	0	0	0	150	0	0	0
27 P	Anderson Rd Sidewalk Improvements - Umptanum to 5th Ave	0	0	0	0	4,300	0	0	0
28 P	Umptanum Shared Use Pathway - Wilson Cr to IRRP	0	0	0	0	2,100	0	0	0
29 P	Industrial Way Improvements - LID	0	0	0	0	1,280	0	0	0
30 P	Palouse to Cascades Reconnect Trail - Sanders to Bowers to Helena Ave/PTC	0	0	0	0	2185	7,805	0	0
31 P	Canyon Rd and Umptanum Rd Intersection Enhancements and Widening	0	0	0	0	0	3,390	0	0
32 P	Capitol Ave. Sidewalk Improvements - Willow St. to Oak St.	0	0	0	0	0	1,525	0	0
33 P	Airport Rd Sidewalk Improvements - Dean Nicholson to N. City Limits	0	0	0	0	0	1,170	0	0
34 P	City to Canyon Trail - Umptanum Rd to Tjossem Rd	0	0	0	0	0	3,600	0	0
35 P	Large Scale Wayfinding Implementation Project	0	0	0	0	0	0	133	0
36 P	14th Ave & Wildcat Way Corridor Ped/Bike Impr. - Water St to University Way	0	0	0	0	0	0	480	0
37 P	Mountain View Overlay - Canyon to Willow	0	0	0	0	0	0	1,500	0
38 P	Helena Ave Extension - PTC Trail to Dry Cr Rd	0	0	0	0	0	0	4,100	0
39 P	Cora Street Ext - PTC Trail to Bender Rd (portion in KC jurisdiction)	0	0	0	0	0	0	7,200	0
40 P	Chestnut St and Walnut St Bike and Ped Improvements								263
41 P	Transit Service Connection Improvements (Active Transportation, Stop Impr)								300
42 P	Downtown Transit Bus Hub Improvements								1,000
43 P	Alternative Fuel (Electric/Hydrogen/Propane) Transit Bus Infrastructure Support								3,500
44 P	Transit Service Connection Improvements (Active Transportation, Stop Impr)								250
45 P	8th Ave LID (University Way to Maple St)								1,061
46 P	Trail Connection - 5th Ave to University Way (near CWU)								250
47 P	5th and Ruby Intersection Enhancements and Widening								741
48 P	3rd Ave and Ruby St Intersection Enhancements								890
49 P	Anderson/Umptanum/Railroad Ave. Road Widening/Overlay								7,310
50 P	Helena Ave and Walnut St Intersection Enhancements and Widening								740
51 P	Circle the City Trail - Enterprise Way to Faust Rd								4,200
52 P	Main St Sidewalk Improvements - University Way to 14th Ave								1,450
53 P	Helena Ave and Water St Intersection Enhancements and Widening								936
54 P	Manitoba Ave and Ruby St Intersection Enhancements and Realignment								1,332
55 P	University Way and Alder St Intersection Enhancements and Widening								1,558
56 P	Currier Creek Pathway - Univ. Way to Reecer Cr Rd to Currier Cr to PTC								2,750
57 P	University Way and Main St Intersection Enhancements and Widening								3,338
58 P	Water St and Bender Rd Intersection Enhancements								966
59 P	Airport Rd and Bender Rd Intersection Enhancements								1,008
60 P	Capitol Ave and Chestnut St Intersection Enhancements								672
61 P	Canyon Rd Sidewalk - I90 to Berry Rd to Existing Sidewalk on Berry Rd								540
62 P	Sanders Rd and Alder St Intersection Enhancements								665
63 P	Capitol Ave and Willow St Intersection Enhancements								524
64 P	15th Ave and Cora St Intersection Enhancements								432
65 P	18th Ave and Alder St Intersection Enhancements								720
TOTAL EXPENDITURE									
		5,392	4,600	19,687	13,832	18,306	17,781	13,814	37,396
ARTERIAL STREET FUND BEGINNING BALANCE (01/01/2025))		400	321	308	317	392	167	242	
EST. GAS TAX REVENUE & SCHEDULED SALES TAX TRANSFER		120	120	120	120	120	120	120	
ARTERIAL STREET FUND ENDING BALANCE		321	308	317	392	167	242	243	
130,807									

*Current year projects shown for accounting purposes.

**TIP plans calls for road widening/impr. projects to be funded from Sales Tax Reserve, to replace the Federal STP funding which is now shown for potential asphalt overlay funding.
(Average annual need to overlay the arterial street system on a 15 year cycle is in excess of \$1,380,500 per year.)



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Ordinance 4963 (2nd Reading) - Approving Rezone of Parcel #954442 (Public Comment Opportunity)
Submitted by: Chace Pedersen, Associate Planner
Department: Community Development

Suggested Motion/Action:

Move to conduct second reading of Ordinance 4963, approving rezoning of parcel #954442 from Light Industrial (I-L) to Regional Center Mixed Use (RCMU).

Background/Summary:

City Council held a closed record hearing on June 2, 2025, to consider Hearing Examiner Andrew Kottkamp's May 16, 2025, Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision pertaining to the site-specific rezoning request submitted by Michelle Jensen of TAJ LLC, property owner. The rezoning request was approved at the conclusion of the Closed Record hearing and was immediately followed by first reading of Ordinance 4963.

The subject property is located at 902 N. Enterprise Way, parcel #954442. After taking evidence at the open record hearing on May 13, 2025, and considering the record, the Hearing Examiner recommended that City Council approve the rezoning from Light Industrial (I-L) to Regional Center Mixed Use (RCMU). The request is consistent with the City's Comprehensive Plan future land use designation of Community Mixed Use. At the conclusion of the closed record hearing on June 2, 2025, City Council approved a motion to adopt the Hearing Examiner's Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision.

Previous Council Action:

On June 2, 2025, City Council voted to approve the rezoning of parcel #954442 and performed first reading of Ordinance 4963.

Analysis:

City Council adopted the Hearing Examiner's Recommended Findings of Fact, and Recommended Conclusions of Law and Recommended Decision. Therefore, the ordinance reflects the applicable conclusions and findings to adopt the zone change as discussed and approved by City Council at the Closed Record Hearing on June 2, 2025. The ordinance also directs staff to make appropriate changes to the City's zoning map and to the Geographic Information System (GIS) data.

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. Ordinance 4963
2. P25-017 - Exhibit A HEARING EXAMINER RECOMMENDATION

ORDINANCE NO. 4963

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO ZONING AND AMENDING TITLE 15 OF THE ELLENSBURG CITY CODE BY CHANGING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY WITHIN THE CITY OF ELLENSBURG FROM LIGHT INDUSTRIAL (I-L) TO REGIONAL CENTER MIXED-USE (RCMU).

WHEREAS, on February 25, 2025, the City received an application (P25-017) from Michelle Jensen of TAJ, LLC, property owner, and represented by Quentin Batjer (Attorney), requesting a rezone of one parcel of land located at 902 North Enterprise Way, Parcel ID Number 954442; and

WHEREAS, the application proposed to rezone the parcel from Light Industrial (I-L) to Regional Center Mixed-Use (RCMU); and

WHEREAS, pursuant to Ellensburg City Code (“ECC”) Table 15.210.050(D), a Site-Specific Rezone Application is processed under a Type IV review, which requires a Hearing Examiner recommendation to City Council after an Open Record Hearing, with the final decision to be made by City Council after a Quasi-Judicial Closed Record Hearing; and

WHEREAS, the SEPA official for the City issued a Determination of Non-Significance (DNS) on April 24, 2025; and

WHEREAS, the Hearing Examiner held a duly noticed open record hearing on May 13, 2025, where the Examiner received evidence and heard testimony regarding the proposed rezone; and

WHEREAS, the Hearing Examiner on May 16, 2025, issued “Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision” for the rezone request from I-L to RCMU; and

WHEREAS, the Ellensburg City Council held a closed record hearing on June 2, 2025, and at the conclusion of the hearing approved a motion to adopt the Hearing Examiner’s “Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision” dated May 16, 2025, and to approve the applicant’s request to rezone the subject property from I-L to RCMU.

WHEREAS, the Ellensburg City Council conducted the second reading of Ordinance 4963, on June 16, 2025, approving rezone of parcel #954442 from I-L to RCMU.

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

Section 1. The City Council adopts the findings of fact and conclusions based thereon, made and entered by the Hearing Examiner in support of the recommendation to the City Council for approval with regard to the rezone for the hereinafter described property located at 902 North Enterprise Way, with Parcel ID Number 954442, as set forth in the Hearing Examiner’s “Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision,” dated May 16, 2025 attached as Exhibit A.

Section 2. Title 15 of the Ellensburg City Code is hereby amended by changing the city’s zoning map as adopted in ECC 15.300.020 for the following described area from Light Industrial (I-L) to Regional Center Mixed-Use (RCMU):

PARCEL ID NUMBER 954442 – ALLIANCE SHORT PLAT N0.1, E-07-03, LOT 9;
SEC 34, TWP 18, RGE 18.

Section 3. That the official zoning map of the City of Ellensburg, as well as the Geographic Information System (GIS) data shall be amended to incorporate the land use classifications herein provided.

Section 4. Except as modified herein, each and every provision of the City Land Development Code, Title 15, as amended, shall remain in full force and effect.

Section 5. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance.

Section 6. 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 7. Effective Date. This ordinance shall take effect and be in full force five (5) days after passage, approval and publication as required by law.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 16th day of June 2025.

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. 4963 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, that Ordinance No. 4963 was published as required by law.

Beth Leader

CITY OF ELLENSBURG
LAND USE HEARING EXAMINER

IN THE MATTER OF

P25-017

TAJ LLC Rezone Request

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RECOMMENDED FINDINGS OF
FACT, RECOMMENDED
CONCLUSIONS OF LAW, AND
RECOMMENDED DECISION

THIS MATTER having come on for hearing in front of the City of Ellensburg Hearing Examiner on May 13, 2025, the Hearing Examiner having taken evidence hereby submits the following Recommended Findings of Fact, Recommended Conclusions of Law, Recommended Decision and Recommended Condition of Approval as follows:

I. RECOMMENDED FINDINGS OF FACT

1. **Applicant:** Michelle Jensen of TAJ LLC, property owner.
2. **Requested Action:** The applicant seeks to rezone the subject property from Light Industrial (I-L) to Regional Center Mixed-Use (RCMU). No future development or additions to the existing building are currently proposed.
3. **Location:** The parcel is located at 902 N. Enterprise Way; Kittitas County Assessor's Parcel ID # 954442.
4. **Site History:** Parcel ID # 954442 is in the I-L zone, with an existing commercial structure of approximately 5,622 square feet constructed in 2008 and has most recently been used as an office building and storage warehouse.
5. **Site Characteristics:** The site topography is relatively flat and mostly paved. An existing commercial structure is located on the subject property. The N. Enterprise Way Street frontage is improved with curb-tight sidewalks. The parcel exists within the 100-year mapped floodplain. See Exhibit A.
6. **Surrounding Properties:** A zoning map of the surrounding properties is attached as Exhibit B and further described below:
 - 6.1. **North:** Zoned I-L, consisting of mini-storage warehouses.
 - 6.2. **South:** Zoned I-L, consisting of mixed uses including commercial buildings and unimproved lands.
 - 6.3. **East:** Zoned RCMU, consisting primarily of unimproved lands
 - 6.4. **West:** Zoned PR, consisting of unimproved lands
7. **Access:** Access to the property is from N Enterprise Way, a landscape street
8. **Zoning and Development Standards, ECC Title 15:** Ellensburg City Code (ECC) Table 15.310.040, "Nonresidential Uses," indicates that "Offices, businesses or professional" are permitted in current I-L zoning and are permitted in the proposed RCMU zone. The RCMU zone is designed to provide a broad mix of uses that offer a variety of commercial and employment opportunities and to provide transitions

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TAJ LLC Rezone Request
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from differing land use. The proposed RCMU zone is consistent with parcels to the east of the subject parcel and is a compatible zone considering the future land use designation.

9. **Comprehensive Plan:** See the map attached as Exhibit C. The Ellensburg Comprehensive Plan's Future Land Use Designation of the property is Community Mixed Use, intended to accommodate a combination of commercial and/or office activities that include a residential component within a self-contained planned development. Community Mixed Use Zoning Options include RCMU, as is proposed, as well as Residential Medium (R-M), Residential High (R-H), Residential Office (R-O), Neighborhood Center (NCMU), and Commercial Highway (C-H). – see Exhibit D.

10. **Public Comments:** Community Development issued a Notice Public of Application and Rezone hearing on March 27, 2025, initiating a 21-day comment period that concluded April 17, 2025 (Exhibit E). The site was posted with a land use action signs on March 26, 2025 (Exhibits F & G). Notice of the Rezone was mailed to property owners within 300 feet of the proposed site on March 27, 2025 (Exhibit H).

- 10.1. As of the date of this staff report, no public comments have been received. The City of Ellensburg Public Works Department submitted comments on April 15, 2025, stating that future development applications will require consistency with Public Works development standards (Exhibit L). These general requirements will apply absent any specific conditions pursuant to approval of the proposal.

11. **Environmental (SEPA) Review**

- 11.1. The applicant submitted the required SEPA checklist for review, which was processed as follows:

- | | | |
|-------|--------------------------------|------------|
| 11.2. | SEPA Checklist Submitted: | 02/25/25 |
| 11.3. | Determination of Completeness: | 03/24/24 |
| 11.4. | Notice of SEPA Checklist: | 03/27/2025 |
| 11.5. | SEPA Threshold Determination | 04/25/25 |

- 11.6. Community Development received no outside agency or public comment during the comment period. The City of Ellensburg Public Works Department submitted comments on April 15, 2025, stating that future development applications will require consistency with Public Works development standards.

- 11.7. A SEPA Determination of Non-Significance (DNS) was issued on April 25, 2025 (Exhibit I), for the non-project site specific rezone. As of the date of this report, no appeals have been filed.

12. **PROJECT ANALYSIS**

- 12.1. **Ellensburg City Code Requirements for Site-Specific Rezone:** Per Ellensburg City Code, site-specific rezone applications are subject to the Type IV review process, and the Hearings Examiner provides a recommendation to City Council after holding an open record public hearing. The Hearings Examiner must find that the application is in compliance with decision criteria of ECC 15.250.060(C). The applicant has the burden of establishing all the following criteria apply to the proposed rezone:

- 12.1.1. Conditions have changed since the imposition of the zoning classification on the property;
- 12.1.2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare;
- 12.1.3. The proposed rezone is consistent with the comprehensive plan;

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TAJ LLC Rezone Request
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12.1.4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the Land Development Code for the zoning district.

12.2. Analysis of Criteria for a Site-Specific Rezone: The applicant has submitted an application and narrative (Exhibit J) addressing the rezone criteria. Information submitted by the applicant is followed by staff analysis.

12.2.1. Conditions have changed since the imposition of the zoning classification on the property.

12.2.1.1. Applicant narrative: The parcel, wholly owned by TAJ, LLC, was created as part of the Alliance Short Plat No. 1 and is currently zoned Light Industrial (I-L). The parcel is approximately 1.14 acres off of West Dolarway Rd. It is bordered by I-L to the west and north, and Regional Center Mixed-Use (RCMU) to the east. It is currently served by city utilities.

12.2.1.1.1. The surrounding area has evolved since the original zoning classification was established. The initial tenant, Valley Heating and Cooling, has vacated and the space will no longer be used for light industrial work. Going forward, the property will be used primarily as commercial office space. To that end, in 2017, 530 sq. ft. of warehouse space was converted to office space.

12.2.1.1.2. Sidewalks on either side of N. Enterprise Way and streetlights serve the parcel from West Dolarway Rd. The structure will conform to the Ellensburg City Code and will meet the goal of encouraging mixed-use development as supported by the Comprehensive Plan without increasing an unexpected demand on utilities and services.

12.2.1.1.3. Given the adjacent parcel's RCMU designation (Parcel No. 946113), there's a clear indication of changing trends and needs in the community. This shift suggests a demand for more mixed-use development to accommodate a variety of functions within the same area. Mixed-use development is favored in the Comprehensive Plan.

12.2.1.1.4. The site-specific rezone request is consistent with the Regional Center Mixed-use designation.

12.2.1.2. Hearing Examiner finding: Parcel 954442 is zoned Light Industrial (I-L); it borders parcels north and south also zoned I-L, while parcels west are zoned Public Reserve and parcels east are zoned with the proposed Regional Center Mixed-Use (RCMU) designation. The property is available due to vacated prior tenancy of a light industrial tenant. The property is transitioning to a commercial office space use. The requested site-specific rezone to RCMU is consistent with the Community Mixed Use Future Land Use Designation and Zoning Options outlined in the Comprehensive Plan, adopted since the former use was previously established on the property. Conditions have thus changed on the property since the imposition of its existing zoning.

12.2.2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare.

12.2.2.1. Applicant narrative: Rezoning this parcel to RCMU will promote a safer, healthier, and more vibrant community. It will encourage pedestrian and bicycle-friendly environments, reducing reliance on automobiles and mitigating traffic congestion. By fostering a mix of commercial spaces, it will create opportunities for local businesses and increase community engagement.

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- 12.2.2.1.1. As stated above, the parcel is served by street infrastructure (curb, gutter, sidewalks, streetlights) to enhance the public health and safety. There are ample off-street parking spaces (20+) to accommodate a variety of commercial, retail and service opportunities.
- 12.2.2.1.2. The structure will conform to the Ellensburg City Code and will meet the goal of encouraging mixed-use development as supported by the Comprehensive Plan without increasing an unexpected demand on utilities and services.
- 12.2.2.1.3. The site-specific rezone request will support the public health, safety, and general welfare of the community by encouraging mixed use development and will reduce pressure on low housing supply options.
- 12.2.2.2. **Hearing Examiner finding:** The purpose of ECC Title 15 is in part “for the conservation, protection and enhancement of the public health, safety and general welfare” per ECC 15.110.020. The rezone of parcel 954442 to RCMU zoning will allow for commercial mixed-use development on the property. RCMU is a mixed-use zone “intended to provide a broad mix of uses that offer a variety of commercial and employment opportunities and medium to high density multifamily housing.” per ECC 15.300.060(B)(5). The applicant will be responsible for meeting all development standards in ECC Title 15 as applicable. The proposed rezone thus bears a substantial relationship to the public health, safety, morals and general welfare of the City of Ellensburg as regulated by ECC Title 15.
- 12.2.3. The proposed rezone is consistent with the comprehensive plan.
 - 12.2.3.1. **Applicant narrative:** The RCMU is consistent with the Comprehensive Plan designation.
 - 12.2.3.1.1. The comprehensive plan outlines goals for sustainable development, efficient land use, and vibrant neighborhoods. Rezoning to RCMU aligns with these objectives by promoting compact growth patterns, maximizing land use efficiency, and facilitating convenient access to amenities and services for residents.
 - 12.2.3.1.2. In addition, the site-specific rezone request is consistent with the following goals, policies and programs of the current Comprehensive Plan:
 - 12.2.3.1.2.1. Goal LU-1, Policy B (fostering compatibility of development with the character of surrounding areas).
 - 12.2.3.1.2.2. Goal LU-2, Policy A (Encourage and promote rezoning requests that will allow for and permit the mixing of residential and commercial uses).
 - 12.2.3.1.2.3. Goal LU-3 (Encourage pedestrian-scale design in commercial and mixed-use areas).
 - 12.2.3.2. **Staff analysis:** The Comprehensive Plan’s Future Land Use Designation for the parcel is Community Mixed Use, accommodating a mixture of commercial and/or office activities. The Plan’s Future Land Use-Zoning Conversation Table indicates the rezone request to RCMU is consistent with the Future Land Use Map. Community Mixed Use is a mixed-use Future Land Use designation intended to provide a complimentary mix of land use and development types to create focal points for

community activity and identity. These areas serve as a transition between commercial and/or industrial areas.

12.2.3.2.1. In addition, the request for RCMU zoning is consistent with the following goals, policies and programs in the Comprehensive Plan:

12.2.3.2.1.1. Goal LU-1: Encourage development that creates a variety of housing, shopping, entertainment, recreation, gathering spaces, employment, and services that are accessible to neighborhoods.

12.2.3.2.1.1.1. Policy B: Integrate new development with consideration to design and scale that complements existing neighborhoods and provides effective transitions between different uses and intensities.

12.2.3.2.1.2. Goal LU-2: Establish land use patterns that promote walking, biking, and using transit to access goods, services, education, employment, and recreation.

12.2.3.2.1.3. Goal LU-3: Encourage pedestrian-scale design in commercial and mixed-use areas.

12.2.3.2.1.4. Goal LU-5: Plan for commercial and industrial areas that serve the community, are attractive, and have long-term economic vitality.

12.2.3.2.1.4.1. Policy A: Provide a diversity of commercial and industrial lands to provide an array of businesses and development opportunities that serve the community.

12.2.3.3. Based on the preceding, the proposed rezone is consistent with the Comprehensive Plan.

12.2.4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC [ECC Title 15] for the zoning district.

12.2.4.1. **Applicant narrative:** The proposed rezoning to RCMU adheres to the specific development standards outlined in the Land Development Code (LDC) for this zoning district. The applicant will ensure new development complies with regulations regarding building heights, setbacks, lot coverage, and other relevant criteria, maintaining the character and quality of the area while accommodating mixed-use development.

12.2.4.1.1. Specifically, ECC 15.300.060 encourages mixed-use development in areas that are arranged, scaled, and designed to be compatible with surrounding land uses and which provide transitions between significantly different land use.

12.2.4.1.2. The proposed rezone shall be consistent with the development standards in the LDC for the RCMU.

12.2.4.2. **Hearing Examiner Finding:** The intended use of the property is to continue as an established commercial office. The applicant will be responsible for meeting all development standards in ECC Title 15, as well as Public Works and building code standards as applicable for the project, including as related utilities, signage, landscaping, and bathrooms for any future proposed development. The proposed rezone to RCMU is thus consistent with ECC Title 15 regulations and related Ellensburg development and construction standards as applicable.

13. An open record public hearing was held, after legal notice, on May 13, 2025.

14. Appearing and testifying on behalf of the Applicant was Simon Vickery. Mr. Vickery testified that he is the attorney for the applicant and property owner and authorized to appear and speak on their behalf. Mr. Vickery stated that they agreed with all the representations set forth within the staff report.
15. No members of the public testified at the hearing.
16. The following exhibits were admitted into the record:
 - 16.1. Ex. A. Location Map
 - 16.2. Ex. B. Current Zoning Map
 - 16.3. Ex. C. Comprehensive Plan Future Land Use Map
 - 16.4. Ex. D. Comprehensive Plan Future Land Use-Zoning Conversion Table
 - 16.5. Ex. E. Affidavit of Publication, *Ellensburg Daily Record*
 - 16.6. Ex. F. Posted Land Use Action Sign
 - 16.7. Ex. G. Affidavit of Posted Land Use Action Sign
 - 16.8. Ex. H. Affidavit of Mailed Notice
 - 16.9. Ex. I. SEPA DNS
 - 16.10. Ex. J. Rezone Application and Narrative
 - 16.11. Ex. K. Applicant's Project Site Plan
 - 16.12. Ex. L. City of Ellensburg Public Works Comments
 - 16.13. Ex. M. Staff Report
 - 16.14. Ex. N. Staff Power Point
17. The City of Ellensburg Hearing Examiner considered all evidence within the record in rendering this decision.
18. Any Conclusion of Law that is more correctly a Finding of Fact is hereby incorporated as such by this reference.

II. RECOMMENDED CONCLUSIONS OF LAW

1. The Hearing Examiner has been granted the authority to render this recommended decision.
2. The requested rezone meets all the criteria set forth within Ellensburg City Code 15.250.060.
3. Any Finding of Fact that is more correctly a Conclusion of Law is hereby incorporated as such by this reference.

III. RECOMMENDED DECISION

Based on the above Recommended Findings of Fact and Recommended Conclusions of Law, P25-017 the Hearing Examiner hereby recommends that this Rezone Request be **APPROVED**.

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TAJ LLC Rezone Request
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Dated this 16 day of May, 2025

CITY OF ELLENSBURG HEARING EXAMINER



Andrew L. Kottkamp



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Proposed Ordinance 4964 Traffic Code Revisions – First Reading (Public Comment Opportunity)
Submitted by: Josh Mattson, Assistant City Engineer
Department: Public Works

Suggested Motion/Action:

Move that Council approve and conduct first reading of the Traffic Code Ordinance No. 4964.

Background/Summary:

An ordinance is required to revise regulatory signing on the City street system. The proposed changes include updates to the following code sections:

- ECC 8.28.040 Municipal Parking Lots
- ECC 8.42.020 Speed Limits

Previous Council Action:

No previous Council Action.

Analysis:

Staff have reviewed and are in support of the following code revisions:

- Update of the Municipal Parking Lots section to reflect the recent completion for construction of Unity Park at the northwest corner of Pearl St. and Fourth Ave.
- Reduction of the speed limit on Bull Road south of Mountain View Ave. from 35 miles per hour to 25 miles per hour (ECC 8.02, WAC 308-330-423, RCW 46.61.400). Staff supports this speed reduction due to the significant increase in residential development on the street and lack of outlet south of Umptanum Road.
- Reduction of the speed limit on Umptanum Road, from just west of I90 to the west city limits, from 50 miles per hour to 35 miles per hour. Staff supports this speed reduction to match Kittitas County's similar approved speed reduction on Umptanum Road west of city limits. Also, add to the Traffic Code the existing Umptanum Road speed limit, from a point 520 feet west of Lakeshore Way to the west side of I90, as 35 miles per hour.

Financial Impact:

No Fiscal Impact

Budget Adjustment: No

Attachments:

1. Ordinance 4964 - 2025 Traffic Update

ORDINANCE NO. 4964

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO TITLE 8 “TRAFFIC” AND AMENDING SECTIONS 8.28.040 AND 8.42.020 OF THE ELLENSBURG CITY CODE.

WHEREAS, staff is requesting an update to ECC 8.28.040 Municipal parking lots to reflect the recent completion of construction for Unity Park; and

WHEREAS, City staff is requesting the reduction of the speed limit on Bull Road, south of Mountain View Ave from 35 miles per hour to 25 miles per hour due to lack of an outlet south of Umptanum Road and significantly increased residential development; and

WHEREAS, City staff is requesting the reduction of the speed limit on Umptanum Road, from 520 feet west of Lakeshore Way to the west city limits, from 50 miles per hour to 35 miles per hour to be consistent with Kittitas County’s recent speed limit reduction to 35 miles per hour west of the city limits;

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

Section 1. Section 8.28.040 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4948, is hereby amended to read as follows:

8.28.040 - Municipal parking lots.

A. It is unlawful for any person to stand or park any motor vehicle on the municipal parking lots located at the following locations in violation of the posted time and lot cleaning limitations:

Intersecting street names	Description
Pearl St. and Second Ave.	Southwest Corner
Pearl St. north of First Ave.	West of Pearl St.—Midblock
Pine St. and Second Ave.	Southeast Corner
Ruby St. and Second Ave.	Northwest Corner
Main St. and Third Ave.	Southwest Corner—Behind Alley
Pine St. and Fifth Ave.	Northwest Corner—Behind Alley
Anderson St. from Fifth Ave. to Sixth Ave.	West of Anderson St.

Pearl St. and Seventh Ave.	Southeast Corner
Pearl St. and Fourth Ave.	Northwest Corner

B. Motor vehicle parking in these lots shall be limited to 24 hours.

C. Appropriate signs shall be conspicuously placed on these parking lots.

D. Any vehicle found standing or parking in violation of this section may be removed under the direction of the chief of police and held for the cost of such removal.

E. Any person, firm or corporation who violates any of the parking restrictions of this section shall, upon a finding of committed, be subject to a fine of \$25.00.

(Ord. No. 4948, § 1, 12-2-2024; Ord. 4842 § 6, 2019; Ord. 4800 § 1, 2018; Ord. 4770 § 1, 2017; Ord. 4490 § 4, 2007; Ord. 4287, 2001; Ord. 3322 §§ 1—6, 1981)

Section 2. Section 8.42.020 of the Ellensburg City Code, as last amended by Section 4 of Ordinance 4948, is hereby amended to read as follows:

8.42.020 - Speed limits.

Street name	Speed Limit	Location
Airport Road	35	Helena to north city limits.
Alley between Anderson St. and Walnut St.	10	From Seventh Ave. to University Way.
Anderson Road	35	From a point 2,260 feet north of Umptanum Road to the south city limits
Bender Road	35	Airport Road to west city limits.
Bull Road	35	From Mountain View Ave. to the south city limits.
Canyon Road	35	From the south city limits to the centerline of Mountain View Ave.
Dolarway Road	35	From Cascade St. to University Way.

Dry Creek Road	35	From the west city limits to a point 2,500 feet east of Reecer Creek Road.
Fifth Ave.	20	From Chestnut St. to Poplar St.
Fourth Ave.	20	From Main St. to Ruby St.
Mountain View Ave.	35	From the centerline of Maple St. to the east city limits.
Old Highway 10	50	From the west city limits to Reecer Creek Road.
Pearl St.	20	From Third Ave. to Fifth Ave.
Pfenning Road	35	From Radio Road to north city limits.
Pine St.	20	From Third Ave. to Fifth Ave.
Poplar St.	20	From Fifth Ave. to Sixth Ave.
Reecer Creek Road	35	From University Way to Dry Creek Road.
Sanders Road	35	Within city limits.
Sixth Ave.	20	From Chestnut St. to Poplar St.
State Route 97	40	From mile post 134.16 (intersection of SR 97 and University Way) north to city limits.
<u>Umptanum Rd</u>	<u>35</u>	<u>From a point 520 feet west of Lakeshore Way to the west city limits.</u>
University Way	35	From Cora St. to a point 500 feet east of Reecer Creek Road.
University Way	40	From Dolarway Road east to a point 500 feet east of Reecer Creek Road.
University Way	20	From Pearl St. to Chestnut St.
Vantage Highway	35	From Vista Road to the east city limits.

(Ord. No. [4948](#), § 4, 12-2-2024; Ord. 4891 § 5, 2022; Ord. 4805 § 3, 2018; Ord. 4697 § 4, 2015; Ord. 4490 § 7, 2007; Ord. 4417 § 6, 2005; Ord. 4387, 2004; Ord. 4301, 2001; Ord. 4256, 2000;

Ord. 3865 § 2, 1993; Ord. 3624 § 2, 1988; Ord. 3510 § 1, 1985; Ord. 3463 § 1, 1984; Ord. 3443 § 1, 1984; Ord. 3387 § 12, 1983)

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

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

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

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 16th day of June, 2025.

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. 4964 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4964 was published as required by law.

BETH LEADER



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Acceptance of the City of Ellensburg Transportation Safety Action Plan and Adoption of the Zero Fatality and Serious Injury Commitment (Public Comment Opportunity)

Submitted by: Josh Mattson, Assistant City Engineer

Department: Public Works

Suggested Motion/Action:

Accept the City of Ellensburg Transportation Safety Action Plan and adopt the recommended Vision Zero Fatality and Serious Injury Commitment.

Background/Summary:

The City of Ellensburg has completed a 2025 Transportation Safety Action Plan (TSAP). The City received funding through the Safe Streets and Roads for All (SS4A) program, administered by the Federal Highway Administration (FHWA), to develop the TSAP for the City and surrounding Urban Growth Area (UGA).

City staff retained KPG Psomas through a competitive process as the most qualified firm to assist in formation of the TSAP. The project team analyzed accident data and collected community input and feedback for seven months between October 2024 and April 2025 to identify community priorities.

Staff is now requesting Council accept the attached TSAP as complete and adopt the included vision zero commitment for no transportation related fatalities and serious injuries.

Previous Council Action:

August 7, 2023 - Council authorized the Mayor and staff to execute the SS4A Grant Agreement with FHWA and all other necessary paperwork associated with this plan.

July 1, 2024 - Council authorized the City Manager's signature on the Transportation Safety Action Plan Professional Services Consultant Agreement between the City of Ellensburg and KPG Psomas to complete the TSAP.

Analysis:

The SS4A program supports two grant program types – planning and implementation. The planning program is specific to safety action plans, also known as “comprehensive safety action plans” or “transportation safety action plans”. The implementation program funds construction projects or other transportation safety improvement strategies, including education and operation programs. An eligible Action Plan must be in place before an agency can apply for SS4A funds to implement projects and strategies.

The City hired KPG Psomas to help develop a TSAP for streets and roads within city limits and in the surrounding UGA. The tasks for this plan included establishment of a Vision Zero Task Force and a group of Trusted Advocates, data collection and analysis, public engagement and collaboration, establishment of Action Plan Vision, Goals, and Objectives, project prioritization, and development of a TSAP document. The City was awarded \$160,000 in SS4A funds for creation of the plan with an estimated total cost of \$200,000.

In the development of the TSAP, the City engaged with local, public and private stakeholders that interacted with the community in a variety of methods. Both Central Washington University (CWU) and Ellensburg School District (ESD) expressed support for transportation safety improvements within the City of Ellensburg and throughout its UGA. Both participated in a Vision Zero Task Force in addition to People for People, Kittitas County, City DEI Commission, Kittitas County Recovery Community Organization and the Kittitas Valley Ministerial Association.

This collaborative effort achieved two goals; implementation of strategies and projects that reach outside of the City limits into the UGA and provide all community members an opportunity to effectively engage with the planning process with the assistance of Trusted Advocates.

Strategies and projects considered for implementation through the action planning process will be founded on Complete Streets principles, which have been shown to improve safety and connectivity for all users. The City adopted a Complete Streets Policy in 2016, which is in line with the City's Comprehensive Plan and Active Transportation Plan. The TSAP will allow the City and community partners to build upon local transportation and safety-related plans that are already in place. The completed plan will also improve the City's eligibility for future grant funding to complete prioritized project improvements.

The SS4A program requires that the City adopt a Vision Zero Fatality and Serious Injury Commitment to have a complete TSAP. Staff utilized guidance from KPG Psomas and examples of goals from other agencies in Washington State to recommend the following Vision Zero Commitment for the City:

"50% reduction in roadway fatalities and serious injuries by 2035, with the eventual goal of zero roadway fatalities and serious injuries."

The data analysis performed for the TSAP found one (1) roadway fatality and ten (10) serious injuries from 2019 to 2023. Staff will continue to implement safety projects as funding becomes available, assist with education and enforcement efforts, and monitor the crash data annually according to the TSAP to track progress toward the Vision Zero Commitment.

The Environmental Commission also reviewed and provided a favorable recommendation at its May 21, 2025 meeting that Council accept the City of Ellensburg TSAP and adopt the recommended Vision Zero Fatality and Serious Injury Commitment.

Financial Impact:

The total cost of the plan will be \$200,000.

The following is a financial breakdown of a Comprehensive Safety Action Plan for the City of Ellensburg and UGA:

- \$160,000 will be provided by the SS4A grant.
- \$40,000 will be funded by the City of Ellensburg approved Arterial Street Fund resources.

Budget Adjustment: No

Attachments:

1. TSAP_2025



City of Ellensburg

Transportation Safety Action Plan (TSAP)

May 2025

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Appendices

Appendix A – FHWA Safe Systems Approach Brochure

Appendix B – Killed or Seriously Injured (KSI) Summary

Appendix C – Community Engagement Supporting Materials

Appendix D – Vision Zero Benchmarking Assessment

Appendix E – Safety Project Analyses

Acknowledgments

Funding Partner

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(USDOT)



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Introduction

This Transportation Safety Action Plan (TSAP) represents the City of Ellensburg's ongoing commitment to reducing crashes on its roadways. This plan is based on the U.S. Department of Transportation's Safe Streets and Roads for All (SS4A) model for comprehensive safety action plans. In the fiscal year (FY) 2022 SS4A funding cycle, the City was awarded \$160,000 to develop the TSAP.

SS4A action plans include eight key components, which are: leadership commitment and goal setting, planning structure, safety analysis, engagement and collaboration, equity, policy and process changes, strategy and project selections, and progress and transparency. This TSAP builds on the City's past planning efforts and strengthens its approach to reduce and ultimately eliminate serious-injury and fatal crashes on the community's transportation system.



Methodology

The TSAP was developed by analyzing historic crash data, identifying priority locations, and gathering community input to characterize roadway safety problems and identify the most significant safety risks. The analysis used five years (2019-2023) of crash data to evaluate crash types and locations, identify key risk factors which lead to traffic crashes in Ellensburg and the surrounding urban growth area, and identify countermeasures to address locations where crashes have occurred in the past, or where risk factors exist that may contribute to future crashes (systemic analysis).

The plan analyzed all traffic crashes but focuses on identifying risk factors involving the most vulnerable roadway users and related to crashes which resulted in serious injuries and fatalities. The project team then identified specific safety countermeasures to apply and prioritized those improvements based on effectiveness, benefit-cost analysis, and community input. The resulting list of projects is intended to inform future capital projects, and education and enforcement campaigns.

The following steps were used to develop the TSAP:

- Analysis of historic crash data.
- Systemic assessment of roadway characteristics and land use.
- Identification of high priority locations.
- Identification of safety strategies and improvement projects to address high priority locations.
- Community engagement and collaboration, including establishment of a Vision Zero Task Force and Trusted Advocates group.
- Development of a prioritized list of projects.

Limitations on use:

- Under 23 U.S. Code § 409 and 23 U.S. Code § 148, although they are subject to records requests, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.
- The analysis and recommendations in this report are based upon limited information. Before using any of its information for design or construction, more detailed analysis and data collection, such as field survey, is needed.

- The scope of this work, including study locations, time frame, and topics, was determined in collaboration with the City of Ellensburg. It is possible that some locations or issues were not addressed in this report, and nothing should be inferred by their omission.

Context

The City of Ellensburg is located in rural Kittitas County, about 30 miles east of Cle Elum and 40 miles north of Yakima. Visitors and residents enjoy Ellensburg's walkable downtown and fare-free transit service. Because of its location along the I-90 corridor, proximity to I-82, and local agricultural industries, Ellensburg experiences a significant amount of freight traffic. Ellensburg is also home to Central Washington University (CWU), and so about half of its population of about 20,000 people consists of CWU students.

Safe System Approach

The Safe System Approach is a framework supported by the U.S. Department of Transportation that aims to create a forgiving transportation system to reach the goal of no fatal or serious injury crashes.

The Safe System Approach uses the following principles:

- Death/serious injury is unacceptable: A Safe System Approach prioritizes the elimination of crashes that result in death and serious injuries.
- Humans make mistakes: People will inevitably make mistakes and decisions that can lead or contribute to crashes, but the transportation system can be designed and operated to accommodate certain types and levels of human mistakes and avoid death and serious injuries when a crash occurs.
- Humans are vulnerable: Human bodies have physical limits for tolerating crash forces before death or serious injury occurs; therefore, it is critical to design and operate a transportation system that is human-centric and accommodates physical human vulnerabilities.



Source: FHWA.

- Responsibility is shared: Everyone—including government at all levels, industry, non-profit/advocacy, researchers, and the general public—is vital to preventing fatalities and serious injuries on our roadways.
- Safety is proactive: Proactive tools should be used to identify and address safety issues in the transportation system, rather than waiting for crashes to occur and reacting afterwards.
- Redundancy is crucial: Reducing risks requires that all parts of the transportation system be strengthened, so that if one part fails, the other parts still protect people.

Additional information about the Safe System Approach, provided by the Federal Highway Administration (FHWA), is available in **Appendix A**.

1. Leadership Commitment and Goal Setting

Vision and Goal

Six principles guide the Safe System Approach: death and serious injuries are unacceptable, humans make mistakes, humans are vulnerable, responsibility is shared, safety is proactive, and redundancy is crucial.

In the five-year period from 2019-2023, 11 crashes resulted in a severe outcome in the City of Ellensburg including one fatality and ten serious injuries. Everyone travelling in Ellensburg should be able to reach their destination safely without life-altering outcomes. The City of Ellensburg is committed to improving the safety of its transportation system by adopting the following commitment at the City Council meeting on June 2, 2025:

**50% reduction in roadway fatalities and serious injuries by 2035,
with the eventual goal of zero roadway fatalities and serious injuries.**

The TSAP serves as the City's guidance to meaningfully advance this goal by incorporating safety as a key component to any planning or decision-making regarding Ellensburg's Transportation System.

2. Planning Structure (Task Force)

In September 2024, the project team distributed invitations to participate in the project Task Force. Invitees included representatives from local agencies and organizations that serve the community and represent a broad range of disciplines and demographics, such as county agencies, non-profits, schools, business organizations and faith-based organizations.

Task Force members included representatives from the following organizations:

- City of Ellensburg Public Works & Utilities
- Fehr & Peers
- AV Consulting
- Psomas
- Kittitas Co. Public Works
- City DEI Commission
- Ellensburg School District
- Central WA University
- People for People
- Kittitas Co. Recovery Community Org.
- Kittitas Valley Ministerial Assoc.

Task Force roles and responsibilities were defined as follows:

- Review and comment on transportation safety analysis information and proposed safety countermeasure projects.
- Review transportation safety projects already identified by the community through the 2020 Active Transportation Plan and the 2023 City of Ellensburg Comprehensive Plan.
- Review and comment on community engagement plan.
- Support community engagement efforts through the dissemination of information.
- Ensure transparency throughout the planning process.

Task Force Meetings

In total, the Task Force met five times between October 2024 and April 2025. A summary of the agenda topics presented at each Task Force meeting is as follows:

Meeting No. 1 Agenda

- Welcome/Introductions
- Project Overview
 - SS4A Funding Program
 - Schedule (from perspective of funding timeline)
 - Task Force Responsibilities
- Safety Analysis Methodology
 - Overview of data collection and what we're looking for
 - Questions/open discussion
- Community Engagement Plan
 - Engagement Strategy/Overview – who's involved
 - Vision Zero Task Force – details, purpose of structure
 - Trusted Advocates role
 - Previous engagement strategies and key takeaways
 - Broader engagement after preliminary project list
- Project Prioritization Methodology
 - Preliminary Review of ATP and Comp. Plan Project Lists – City progress
 - Updates for this project
- Questions/open discussion, closing

Meeting No. 2 Agenda

- Community Engagement Update
- Existing Transportation System Safety Evaluation Results
- Safety Corridor Network & Emphasis Areas
- Equity Analysis (Per Census Block Data)
- Safety Countermeasures/Strategies Overview

Meeting No. 3 Agenda

- Community Engagement Strategy
- Review Preliminary Safety Improvement Projects (Corridors) List
- Equity Analysis (Community Perspective)

Meeting No. 4 Agenda

- Community Engagement Update

Meeting No. 5 Agenda

- Community Engagement Summary Report
- Priority Projects
- Next Steps for the City
 - Vision Statement
 - Progress and transparency approach
 - Apply for Implementation and/or Demonstration Grants

In summary, the Task Force fulfilled their roles on the project and provided helpful guidance on the development of the Community Engagement Plan and strategies, delineation of locations of underserved areas within Ellensburg and the surrounding urban growth area, and confirmation of high priority corridors based on historic crash data and systemic assessment of the roadway network.

3. Safety Analysis

The TSAP's development was informed by data, including crash records, as well as input from City staff and the public. The data-driven process for analyzing existing roadway safety conditions includes the following:

- Examination of Historical Crash Trends: Review of crash statistics to evaluate when, where, and why crashes occur and who is involved.
- Development of High Injury Network: Identification of roadways where most KSIs are concentrated for targeted intervention.
- Identification of Crash Risk Factors: Identification of factors related to the most prevalent crash types and contexts.

Historical Crash Analysis

Data Sources and Analysis

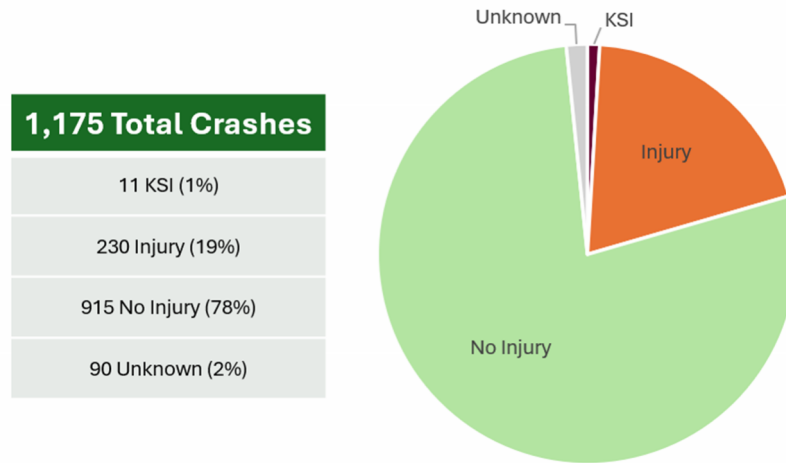
Crash data from the Washington State Department of Transportation (WSDOT) crash portal was analyzed for a 5-year period, from 2019-2023. The analysis includes all public roads within the City of Ellensburg's urban growth area but excludes crashes on I-90 limited access state highway. From 2019-2023, 1,175 total crashes were reported.

Crashes by Severity

Ellensburg's goal is to eliminate crashes resulting in fatalities and serious injuries. These most severe crashes are categorized as KSI which stands for "killed or seriously injured." During the five-year study period, 11 KSI crashes were reported - 10 of which were serious injury crashes, and one fatal crash. Of the 1,175 total crashes reported in the five-year period, 1% were KSI crashes.

Although KSI crashes are the highest priority to address, no crashes are desirable and crashes with less severe outcomes can provide insight into where and why crashes are occurring and how the transportation system could be changed to reduce the likelihood of future crashes, including KSIs. During the five-year study period, 230 crashes resulted in a non-serious injury, 915 crashes resulted in no injury, and 19 crashes were reported as unknown. Of the 1,175 crashes reported, 20% resulted in an injury-related crash (KSI and injury), shown in **Figure 1**. Additional details regarding KSI crashes are included in **Appendix B**.

Figure 1: Total Crashes (2019-2023)



Source: WSDOT Crash Data 2019-2023

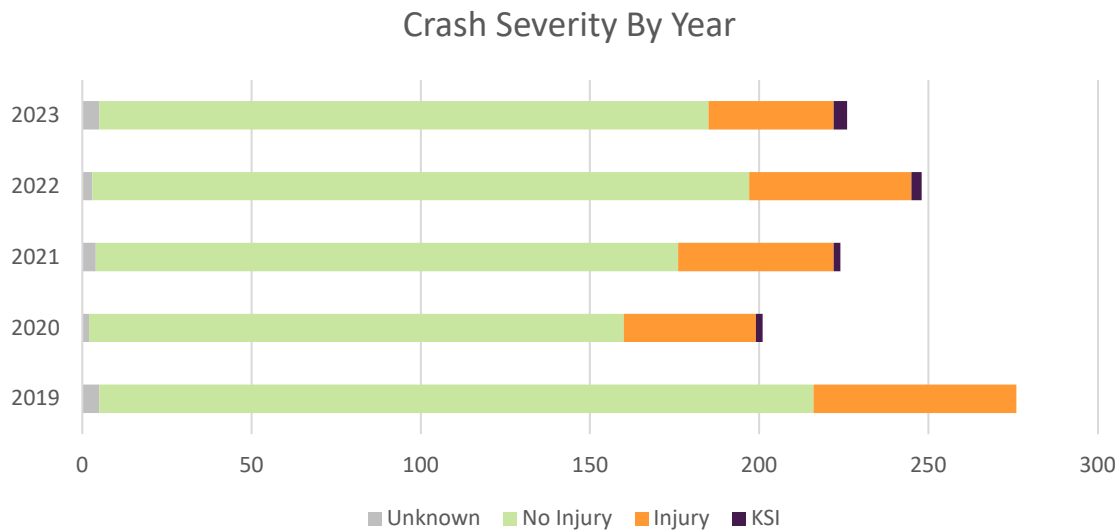
Table 1 and **Figure 2** summarize the crash severity by year. The highest total number of crashes occurred in 2019 with 276 crashes. The reduction in total crashes in 2020 and the years since may be in part due to the effect of the COVID-19 pandemic, when the City likely experienced a reduction in people traveling overall. The number of KSI crashes has increased from 2019 to 2023 but with the KSI crashes being so few this does not necessarily indicate a trend. The number of total injury crashes (KSI plus injury) has slightly declined from 2019 to 2023. On average per year there were 235 total crashes and 2.2 KSI crashes in Ellensburg.

Table 1: Crash Severity by Year

	2019	2020	2021	2022	2023	Yearly Average
KSI	0	2	2	3	4	2.2
Injury	60	39	46	48	37	46
No Injury	211	158	172	194	180	183
Unknown	5	2	4	3	5	3.8
Total	276	201	224	248	226	235
Total Injury	60	41	48	51	41	48.2

Source: WSDOT Crash Data 2019-2023

Figure 2: Crash Severity by Year

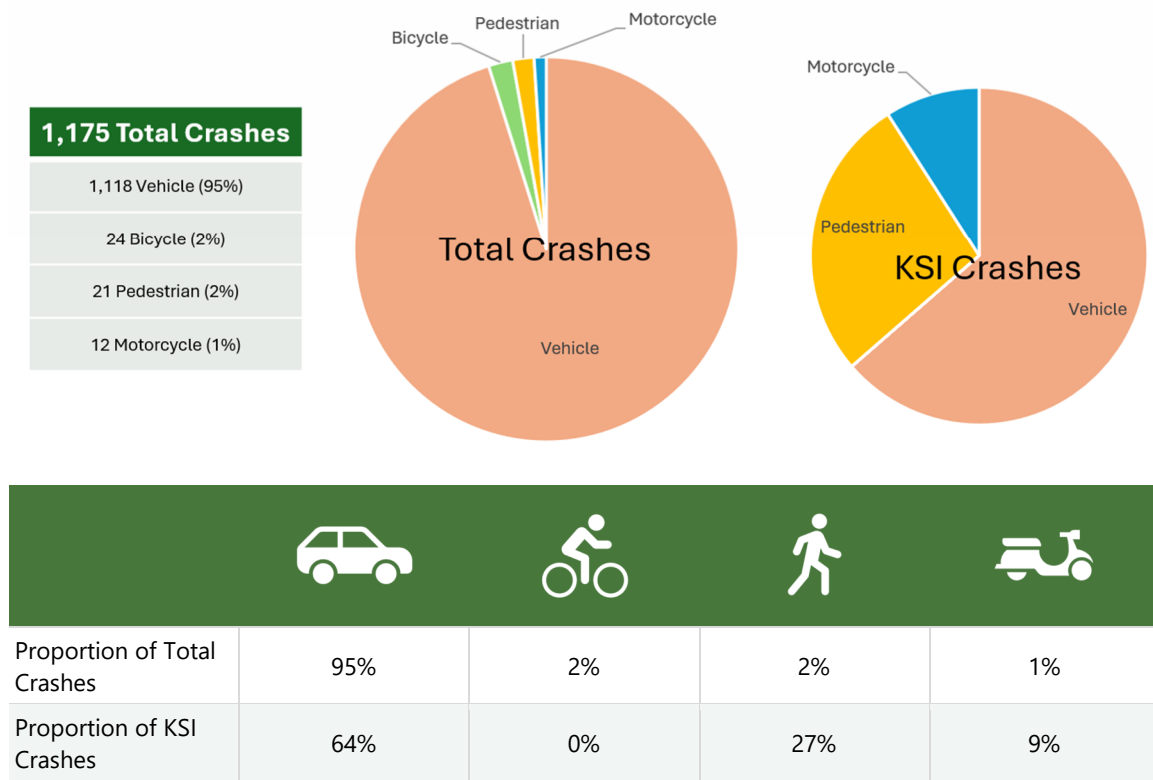


Source: WSDOT Crash Data 2019-2023

Crashes By Mode

Crashes involving different transportation modes tend to have different outcomes. It is well documented that people traveling outside of a vehicle are more likely to sustain severe injury or death than people inside of a vehicle because they do not have the protection of the vehicle around them to lessen the forces to the body during a crash. People traveling outside of a vehicle i.e., people walking, biking, using mobility assistive devices (wheelchairs, mobility scooters, walkers, chains, etc.), and micro-mobility devices (scooters, skateboards, electric assisted devices, etc.) are described as “vulnerable road users” because they are more vulnerable to severe outcomes if involved in a crash. Ellensburg’s crash history supports this, with vulnerable road users involved in 4% of total crashes, yet 27% of KSI crashes. This underscores the need for countermeasures focused on the safety of vulnerable road users. People riding motorcycles also tend to have more severe outcomes when involved in a crash than people driving a vehicle, supported by the crash history of motorcyclists involved in 1% of total crashes, yet 9% of KSI crashes.

Figure 3: Crashes by Mode



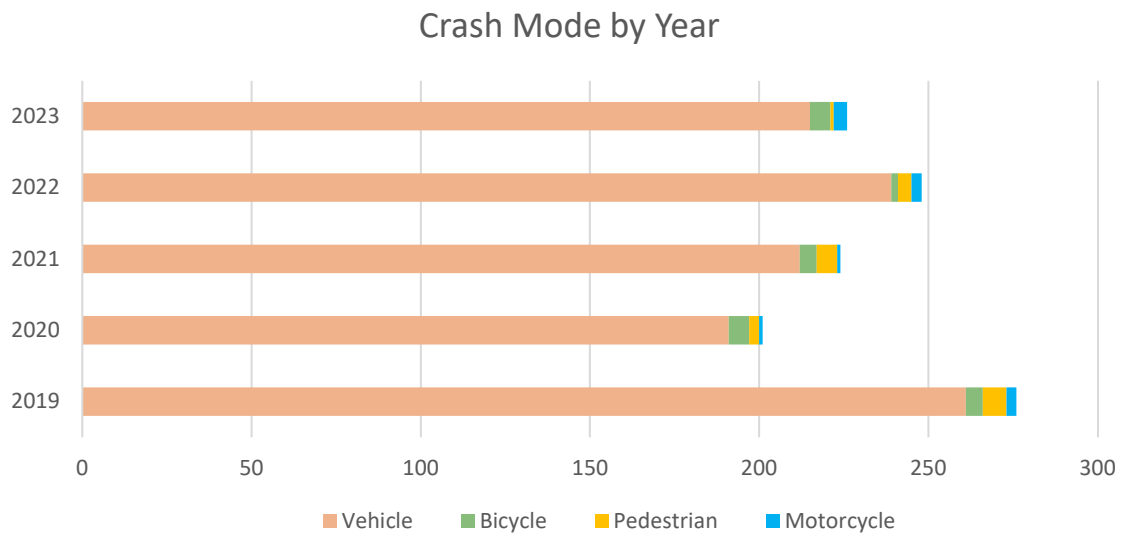
Source: WSDOT Crash Data 2019-2023

Table 2: Crash Mode by Year

	2019	2020	2021	2022	2023	Yearly Average
Vehicle	261	191	212	239	215	223.6
Bicycle	5	6	5	2	6	4.8
Pedestrian	7	3	6	4	1	4.2
Motorcycle	3	1	1	3	4	2.4
Total	276	201	224	248	226	235

Source: WSDOT Crash Data 2019-2023

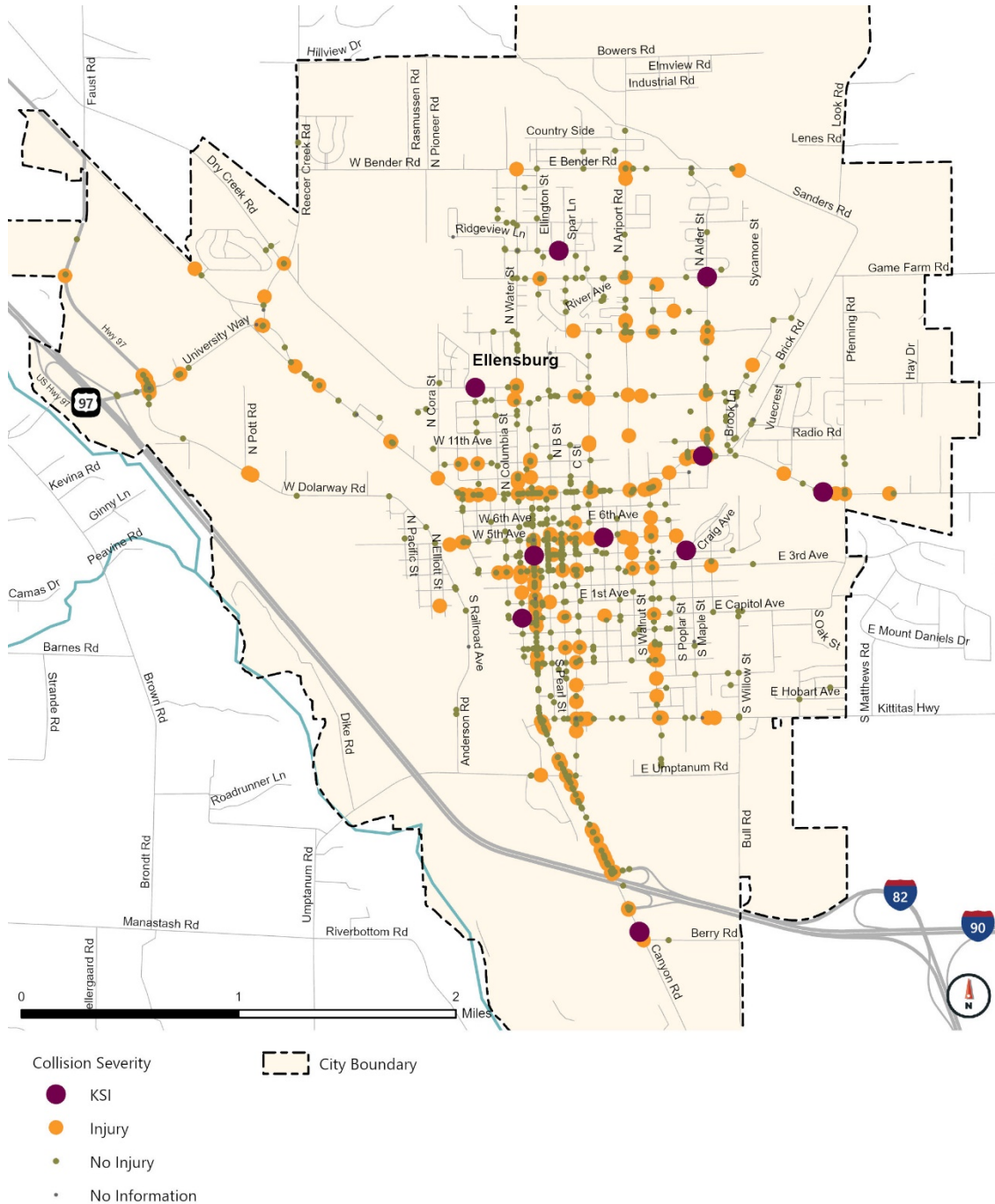
Figure 4: Crash Mode by Year



Source: WSDOT Crash Data 2019-2023

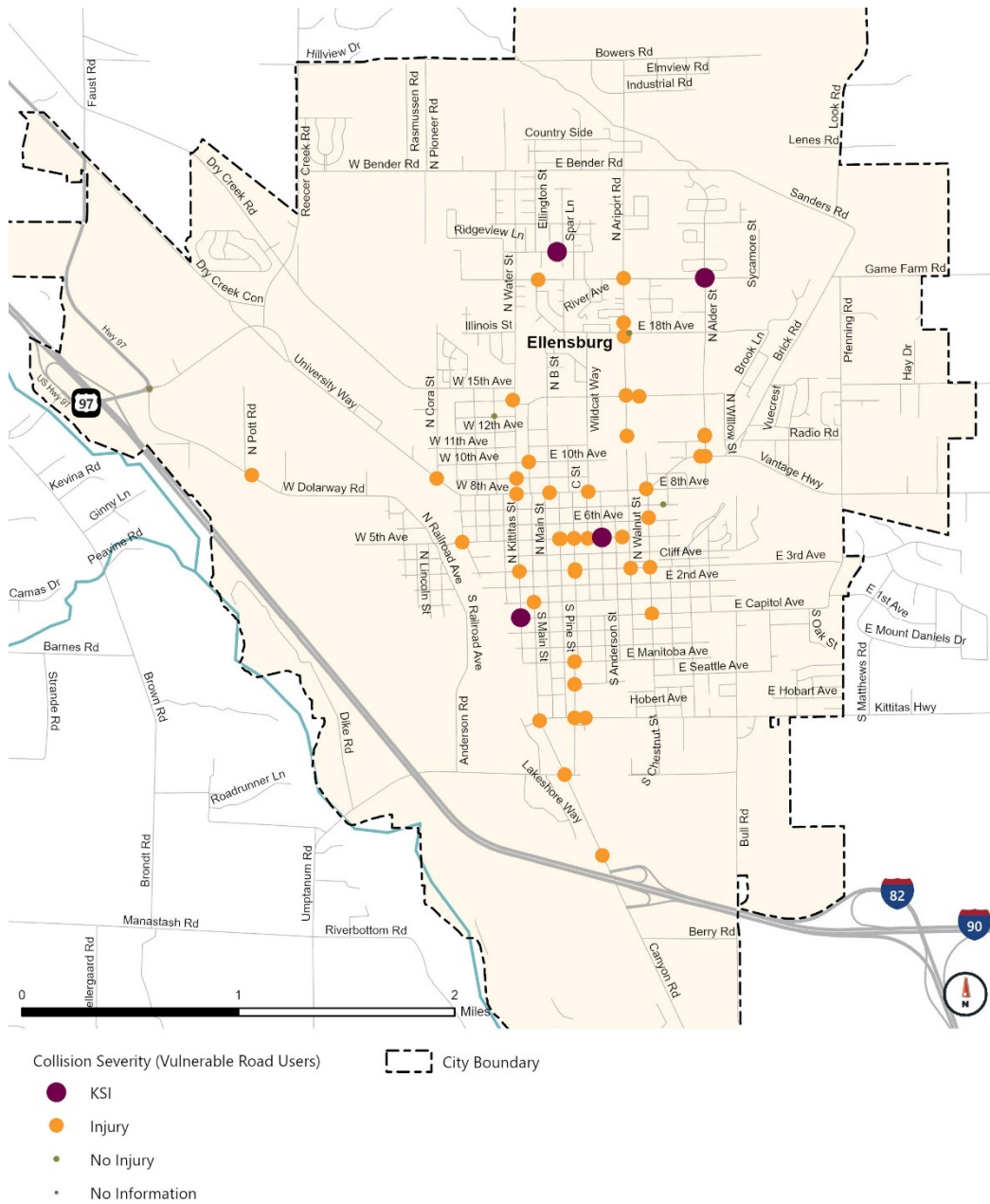
Crash Trends by Location

Figure 5: Map of all Crashes



Source: WSDOT Crash Data 2019-2023, Fehr & Peers Analysis.

Figure 6: Map of Bicycle, Pedestrian, and Motorcycle Crashes



Source: WSDOT Crash Data 2019-2023, Fehr & Peers Analysis.

Key Crash Trends in Ellensburg

Table 3 summarizes several patterns that appear in Ellensburg’s crash history over the five-year period.

Table 3: Key Crash Trends in Ellensburg

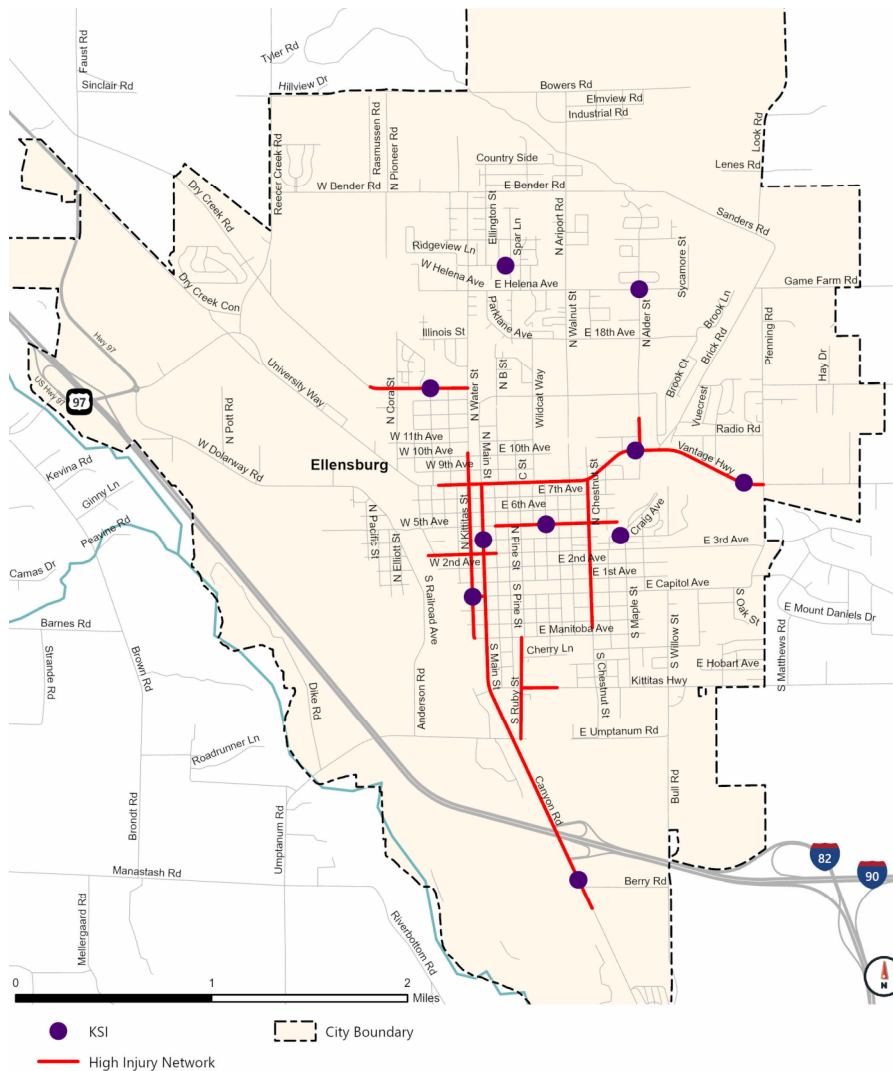
Key Trends	Key Data
Mode-Based Trends	Vehicles were involved in 95% of crashes and 64% of KSIs.
	Bicyclists were involved in 2% of crashes and 0% of KSIs.
	Pedestrians were involved in 2% of crashes and 27% of KSIs.
	Motorcyclists were involved in 1% of crashes and 9% KSIs.
Circumstance-Based Trends	36% of KSIs and 11% of injuries were related to improper turns .
	18% KSIs and 22% of injuries were related to distracted driving .
	18% of KSIs and 23% of injuries were related to failure to yield .
	18% of KSIs and 4% of injuries were under the influence of alcohol or drugs.
Movement-Based Trends	27% of KSIs and 9% of injuries involved a left turn .
	27% of KSIs and 9% of injuries involved hitting a pedestrian .
	18% of KSIs and 9% of injuries involved hitting a fixed object .
	9% of KSIs and 56% of injuries involved entering at an angle or rear ending .
Time-Based Trends	54% of KSIs occurred when it was dark or dusk outside
	All KSIs occurred during clear weather conditions and dry road surface.
Location-Based Trends	72% of all KSIs occurred on a Principal or Minor Arterial Roadway.
	54% of KSIs occurred in commercially zoned areas .
	54% of KSIs occurred at an intersection .

Source: WSDOT Crash Data 2019-2023, Fehr & Peers Analysis.

High Injury Network (HIN)

A High Injury Network (HIN) identifies corridors in Ellensburg with the highest occurrence of crashes weighted by severity of outcome for people involved. The HIN represents just 6% of Ellensburg’s roadway network but was the location of 45% of total crashes and 73% of KSI crashes during the five-year study period.

Figure 7: Ellensburg High Injury Network (HIN)



Source: WSDOT Crash Data 2019-2023, Fehr & Peers Analysis.

Table 4: Street Segments Identified in the HIN

East-West	North-South
15 th Avenue	Water Street
University Way	Main Street
Vantage Highway	South Canyon Road
5 th Avenue	Chestnut Street
3 rd Avenue	Ruby Street
Kittitas Highway	Alder Street

Systemic Crash Analysis

Systemic analysis is a proactive approach to safety analysis that extrapolates crash history to the greater roadway network by identifying other locations that have a similar context to where the highest number and most severe of crashes have occurred. This approach identifies risk factors specific to Ellensburg that are associated with an overrepresentation of crashes. These risk factors were then used to identify where crashes may be more likely to occur whether or not there is a history of crashes at that location. Incorporating this systemic risk assessment helps identify proactive opportunities to reduce the risk of injury crashes before they occur. Risk factors were developed for vulnerable road users and all road users.

This proactive analysis is a principal of the Safe System Approach.



Risk Factors

Risk factors were developed for vulnerable road users and all road users. To identify potential risk factors associated with crashes, the 2019-2023 crash data was aggregated and analyzed for patterns. The crash data was joined spatially in GIS to nearby contextual data, which included the following potential risk factors:

- Streets, including number of lanes, posted speed limit, and functional classification
- Land use zoning
- Proximity to bus stops
- Proximity to schools, government buildings, and parks
- Presence of sidewalks and bike facilities
- Proximity to intersections

To determine the over-represented crash factors, the frequency of all crashes and vulnerable road user crashes were compared against the proportion of the network the risk factor represents.

Identified All Road User Risk Factors

These risk factors were identified for all road users using all crashes in the five-year study period.

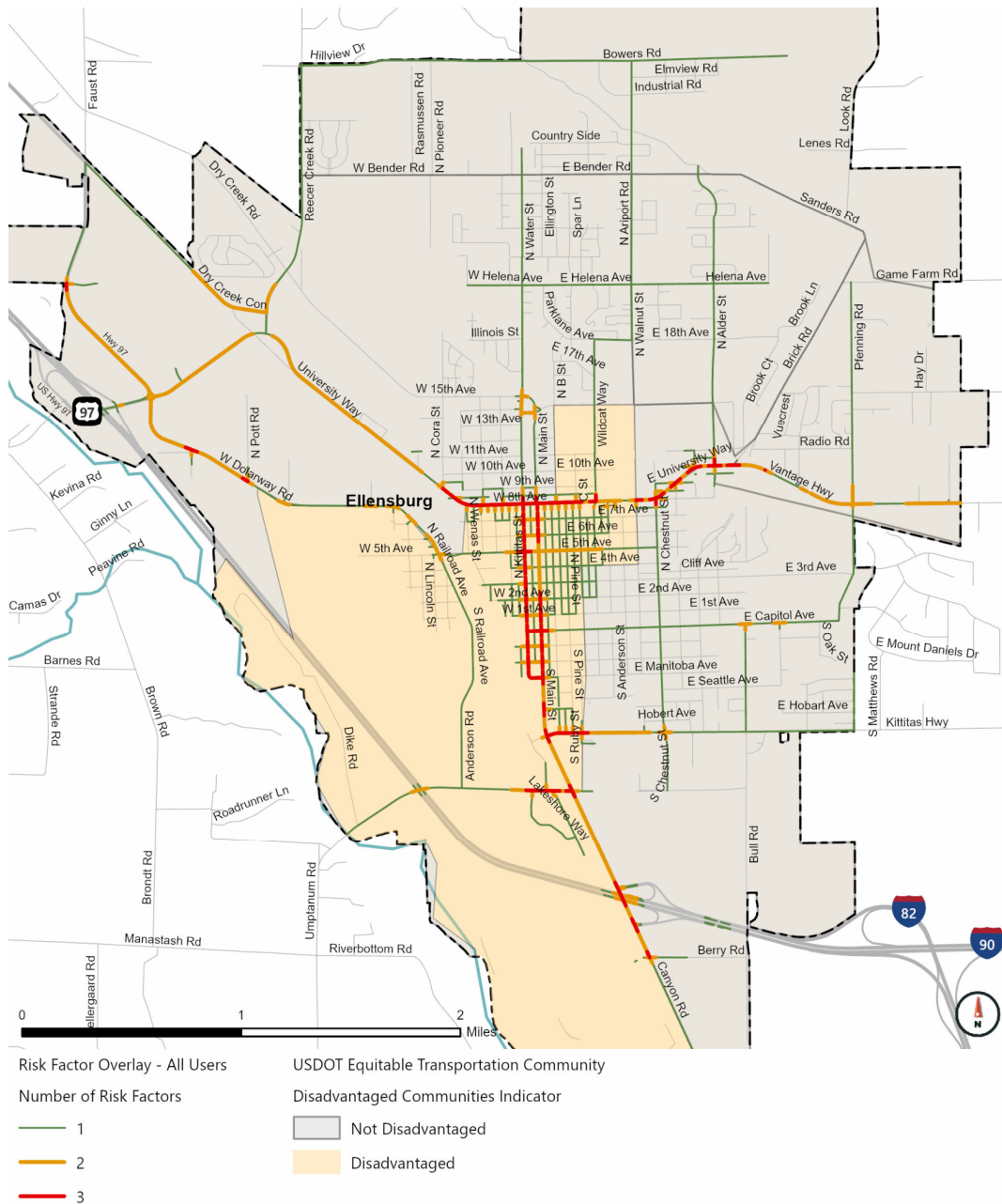
Table 5: All Road User Risk Factors

Risk Factor	Description	Portion of Network	Portion of Crashes
Commercially Zoned Areas	Within a Commercial land use classification.	17%	55% of KSIs 54% of crashes
Arterial Roadways	Roads classified as principal and minor arterials.	23%	73% of KSIs 67% of crashes
Large Intersections	150 feet around intersections where roadways have 3 or more lanes.	6%	45% of KSIs 23% of crashes

Source: WSDOT Crash Data 2019-2023, Fehr & Peers Analysis.

Figure 8 shows the locations where 1, 2, or 3 of the above risk factors for all road users are present in Ellensburg.

Figure 8: All Road User Risk Factor Locations



Source: WSDOT Crash Data 2019-2023, Fehr & Peers Analysis.

Identified Vulnerable Road User Risk Factors

Risk factors were then identified for vulnerable road users using crashes involving pedestrians (3 KSI crashes, 21 total crashes) and crashes involving bicyclists (0 KSI crashes, 24 total crashes) in the five-year study period.

Table 6: Vulnerable Road User Risk Factors

Risk Factor	Description	Portion of Network	Portion of Crashes
Commercially Zoned Areas	Within a Commercial land use classification.	17%	33% of KSIs 40% of crashes
Near Transit Stops	Roadways in a 500-foot radius of a bus stop	21%	67% of KSIs 55% of crashes
Intersections on the Bike Network (bicycle crashes only)	150 feet around intersections on roadways on the bike network	21%	79% of crashes
Pedestrians Crossing Intersections (pedestrian crashes only)	150 feet around intersections where roadways have sidewalks	43%	100% of KSIs 95% of crashes

Source: WSDOT Crash Data 2019-2023, Fehr & Peers Analysis.

Figure 9 shows the locations where 1, 2, 3 or 4 of the above risk factors for vulnerable road users are present in Ellensburg.

Risk Factor Overlay - Vulnerable Road Users

- 1 (Green)
- 2 (Yellow)
- 3 (Orange)
- 4 (Red)

UGA (Unincorporated Growth Area) boundary is indicated by a dashed line.

The map shows a dense network of streets in Ellensburg, WA. Major roads include Highway 97 (US Hwy 97) running north-south and Highway 82 (I-90) running east-west. Local streets are color-coded according to the risk factor overlay, with higher risk areas (red/orange) concentrated in the central urban core. The UGA boundary is shown as a dashed line, encompassing most of the city area.

These identified risk factors help identify higher risk locations and most effective countermeasures in reducing the likelihood of future crashes. **Table 7** below describes countermeasure objectives for each identified risk factor which will be used when developing safety projects later in this study.

Table 7: Countermeasure Objectives for Identified Risk Factors

Risk Factor	Mode	Countermeasure Objective
Commercially Zoned Areas	All Users	Reduce Speeds Improve Pedestrian Crossings Access Management
Arterial Roadways	All Users	Reduce Speeds Improve Pedestrian Crossings Improve Bicyclist Protection Intersection Control
Large Intersections	All Users	Improve Pedestrian Crossings Intersection Control
Near Transit Stops	Bicyclists Pedestrians	Improve Pedestrian Crossings
Intersection on Bike Network	Bicyclists	Reduce Speeds Improve Bike Visibility
Pedestrians Crossing Intersection	Pedestrians	Improve Pedestrian Crossings

Source: Fehr & Peers

4. Community Engagement and Collaboration

Based on previous community, City staff, and Council input, the City of Ellensburg has already completed or started work on 23 of 43 projects from the City's Comprehensive Plan (2017 – 2037), and 30 of 64 projects from the City's Active Transportation Plan (2019 – 2029).

As part of the project team, AV Consulting designed an approach for community engagement and collaboration aimed at reducing the potential for engagement fatigue by building on transportation safety plans previously identified. By sharing any progress made since the past engagement window, the City demonstrated that it had heard and acted on prior requests. In addition, two teams (the Task Force and Trusted Advocates) were engaged that were composed of local agency leaders and community representatives to review these already identified projects and advise the project team on engagement tactics and ways they could support broader community input gathering. For detailed information regarding the engagement approach, please refer to the Engagement Plan Recommendation (Page C-1 of Appendix C).

Engagement Approach and Activity Description

Between November 2024 and March 2025, the TSAP project team conducted multiple activities including planning meetings with the Task Force and a small group of Trusted Advocates and/or community members representing hard to reach or underserved communities who had previously not engaged in city processes.

The Task Force and Trusted Advocate planning meetings took place between November 2024 and early February of 2025. Community engagement activities occurred primarily in March.

Task Force and Trusted Advocate meetings included the following content:

- An overview of the project's background and goals,
- Information regarding the Safe Streets and Roads for All (SS4A) funding opportunities,
- A safety analysis report outlining historic crash data and priority safety corridors and,
- Community engagement activities – please refer to page C-4 of Appendix C.

Activity Recap

In addition to collecting preliminary perspectives on citywide areas of transportation safety concerns, the Task Force and Trusted Advocates were instrumental in getting the word out regarding planning objectives and engagement activities. In some cases, Trusted Advocates directly hosted and facilitated engagement activities. Activities ranged from a City-hosted Open House at City Hall, an online survey, targeted focus groups and 1x1 interviews.

The table below represents the various engagement activities and corresponding participant numbers.

Table 8: Community Engagement Activities and Attendance

ACTIVITY NAME	LOCATION	ATTENDANCE
City of Ellensburg – Open House	City Hall	12
Community Survey	Electronic via Google Forms	165 <i>(160 English, 5 Spanish)</i>
509 Teens Focus Group	Kittitas County Recovery Community Services	10
Nomms Food Delivery Focus Group	Virtual Session	5
Latinx Families Focus Group	St. Andrews Church	40
Latinx Families Focus Group	United Methodist Church	50
Disability Resources Focus Group	Central Washington Disability Resources	8
Mill Pond Community Interviews	Mill Pond	14
Special Olympics Interviews	Special Olympics Event	43
College Student Interviews	Central Washington University	25
Home School Families Interviews	Neighborhood Communities	49
High School Student Interviews	High School	55
TOTAL		476

Key Themes – Priority Corridors

The crash data analysis identified five corridors within the City of Ellensburg where a higher rate of crash incidents occurred between January 2019 and December 2023. The following table indicates themes organized by corridor.

Table 9: Priority Corridors– listed in order of Most Concerning

CORRIDOR	THEMES FROM COMMUNITY ENGAGEMENT
South Canyon Road	• South Canyon Road is perceived as the LEAST safe corridor based on the number of participant responses. • <i>Most contributing factors</i> mentioned: ○ Excessive speeds ○ Limited pedestrian (sidewalks/buffers) & biking infrastructure (bike lanes) ○ Lack of safe crossings. ○ 1-90 Roundabout – unsafe left turns on to freeway • <i>Highest Mode of Concern</i> ○ Pedestrians (youth), communities with disabilities & bikes • <i>Intersections/Locations of Highest Concern</i> ○ I-90 entrance/exit ○ @Mountain View Avenue ○ @Cascade Avenue (<i>lack of signage high concern for Mill Pond residents</i>) ○ @ Umptanum Road– <i>high speeds</i> • <i>Recommended improvements:</i> ○ Additional signage needed to redirect attention to pedestrians & bikers ○ Bypass recommended southbound toward S. Canyon Road ○ Speed enforcement

CORRIDOR	THEMES FROM COMMUNITY ENGAGEMENT
University Way	• University Way was ranked as the second LEAST safe corridor based on the number of participant responses. • Most <i>contributing factors</i> mentioned: ○ Excessive speeds / lack of speed limit enforcement ○ Crosswalks not visible ○ Poor lighting • <i>Highest Mode of Concern</i> ○ Pedestrians & Bicyclists –<i>Students</i> • <i>Intersections/Locations of Highest Concern</i> ○ @Water Street – <i>left turn concerns</i> ○ @Wildcat Way ○ @Main Street ○ @N. Willow Street – <i>unsafe left turn</i> ○ @N. Anderson Street ○ @Alder Street • <i>Recommended improvements:</i> ○ Flashing Lights and repainting for ALL Crosswalks ○ Increase crossing time at crosswalks ○ Clarify bike lane ○ Speed Enforcement Cameras ○ Signage: “Students Walking” ○ Consider reducing to two lanes with a center turning lane
Water Street	• Along with Main Street, Water Street ranked third & fourth as the LEAST safe corridor based on the number of participant responses. • Most <i>contributing factors</i> mentioned: ○ Poor visibility – Lack of lighting at night ○ Fewer stop lights & 4-ways ○ Lack of traffic control (parking) • <i>Highest Mode of Concern</i> ○ Pedestrians – feelings of unsafe due to lack of lighting ○ Bushes & parked cars impede visibility for drivers • <i>Intersections/Locations of Highest Concern</i> ○ @University Way - <i>Speed</i> ○ @4th Avenue – <i>Speed & visibility</i> ○ @Petense & Washington Avenue – <i>Visibility</i> ○ @Main Street – No stops ○ @Railroad Avenue – <i>No sidewalks</i> • <i>Recommended improvements:</i> ○ More lighting throughout Water Street ○ Flashing crosswalks ○ Assess parking and consider no parking zone in areas of poor visibility

CORRIDOR	THEMES FROM COMMUNITY ENGAGEMENT
Main Street	• Along with Water Street, Main Street ranked third & fourth is perceived as the LEAST safe corridor based on the number of participant responses. • Most <i>contributing factors</i> mentioned: ○ Mix of parked cars, cyclists, & turning vehicles interfere with visibility on some intersections ○ Lights don't sync-up ○ Crosswalks not visible • <i>Highest Mode of Concern</i> ○ Pedestrians, communities with disabilities & bikes • <i>Intersections/Locations of Highest Concern</i> ○ @1st Avenue & 4th Avenue – <i>Poor visibility</i> ○ @14th Avenue ○ @Chestnut Street – <i>Crosswalk safety</i> ○ @ 10th Avenue – <i>problematic intersection</i> • <i>Recommended improvements:</i> ○ Flashing Crosswalks ○ Speed enforcement closer to downtown
5 th Avenue	• 5th Avenue is perceived to be the SAFEST of all the five corridors based on the number of participant responses. • Most <i>contributing factors</i> mentioned: ○ Dangerous crossings ○ Speed concerns • <i>Highest Mode of Concern</i> ○ Pedestrians, communities with disabilities & bikes • <i>Intersections/Locations of Highest Concern</i> ○ @N. Sprague Street – <i>Need crosswalk</i> ○ @Chestnut Street – <i>Poor visibility</i> ○ @Pearl Street & Pine Street – <i>Parking impacts pedestrian safety</i> ○ @Wenas Street – <i>poor visibility / unsafe for pedestrians</i> • <i>Recommended improvements:</i> ○ Crosswalks at targeted areas ○ Assess parking – add no parking zones ○ Hang lights to improve visibility

Key Themes – Other Areas of Concern

In addition to the five priority corridors presented above, participants identified several streets and intersections where they believe the City should invest in improvements to reduce the potential for future crashes and fatalities. The table below indicates areas which appeared most frequently in the engagement activities.

Table 10: Other Areas of Concern (by Location)

STREETS & INTERSECTION	THEMES FROM COMMUNITY ENGAGEMENT
Capitol Avenue	• <i>Most Contributing Factors</i> mentioned: ○ High speeds • <i>Highest Mode of Concern</i> ○ Pedestrians (children & youth), communities with disabilities & bikes • <i>Intersections/Locations of Highest Concern</i> ○ @Chestnut Street ○ @Willow Street – <i>unsafe by Ellensburg High School</i> ○ @N. Ruby Street – <i>unsafe by Elementary & Middle School</i> • <i>Recommended Improvements:</i> ○ Installation of speed limit signs ○ Installation of stop and traffic signal lights
Ruby Street	• <i>Most Contributing Factors</i> mentioned: ○ High speeds ○ Lack of turn signals ○ Poor visibility • <i>Highest Mode of Concern</i> ○ Pedestrians (children & youth) • <i>Intersections/Locations of Highest Concern</i> ○ @Manitoba Avenue – <i>visibility and speed</i> ○ @2nd Avenue ○ @1st Avenue • <i>Recommended Improvements:</i> ○ Need dedicated 4-way stop @Manitoba Avenue ○ Need dedicated 4-way stop @1st Avenue and Ruby Street ○ Need crosswalk to library ○ Speed limit signage

STREETS & INTERSECTION	THEMES FROM COMMUNITY ENGAGEMENT
Bender Road/ Sanders Road	• <i>Most Contributing Factors</i> mentioned: ○ High speeds ○ Poor Visibility • <i>Highest Mode of Concern</i> ○ Pedestrians, communities with disabilities & bikes • <i>Intersections/Locations of Highest Concern</i> ○ From Airport Road to Alder Street ○ @Brick Road ○ @Water Street • <i>Recommended Improvements:</i> ○ Installation of speed limit signs ○ Install sidewalks & bike lanes, road too narrow – unsafe
Helena Avenue	• <i>Most Contributing Factors</i> mentioned: ○ High speeds ○ Poor Visibility ○ Lack of Stops • <i>Highest Mode of Concern</i> ○ Pedestrians, communities with disabilities & bikes • <i>Intersections/Locations of Highest Concern</i> ○ @Alder Street ○ @Airport Road ○ @Walnut Street ○ @Water Street • <i>Recommended Improvements:</i> ○ Speed limit enforcement ○ Additional speed limit signs ○ 4-way stop needed @Airport Road ○ Blinking stop sign/light @Walnut Street
Brick Road	• <i>Most Contributing Factors</i> mentioned: ○ High speeds ○ Poor Visibility • <i>Highest Mode of Concern</i> ○ Pedestrians, communities with disabilities & bikes • <i>Intersections/Locations of Highest Concern</i> ○ @Willow Street • <i>Recommended Improvements:</i> ○ Installation of speed limit signs ○ Install sidewalks & bike lanes, road too narrow – unsafe

The community also expressed concern for transportation safety on Kittitas Highway and Highway 10. These areas are outside of the City's Urban Growth Area and in unincorporated Kittitas

County, and therefore are outside of the scope of this project. However, the stated concerns have been forwarded to the Kittitas County Public Works Department.

In addition the geographic locations identified above, participants from specific communities frequently identified similar concerns. The table below indicates areas which concerns appeared most frequently among specific communities.

Table 11: Other Areas of Concern (by Community)

COMMUNITY-SPECIFIC CONCERNS
Mill Pond Community • Lack of documented incidents does not reflect safety and access concerns • S. Canyon Road to University Way – children walking (no sidewalks, signage, shelter) • Need speed limit signs and lanes painted close to the entrance and within the Mill Pond Community • High % of residents walking - Need public transportation and shelter near the Mill Pond Community and on S. Canyon Road • During winter kids need to walk very far for school bus @Super 1, to attend the Head Start program
Central Washington University Students • Need more street lighting in ALL of Ellensburg - Too dark, unsafe at night • Inadequate biking facilities downtown • Top areas of safety concerns: Science Building, Lombard House, East Side of Campus • Implement sidewalks and make them accessible to students with disabilities.
Communities with Disabilities • Pedestrian focused – most don't drive • Bus signage and maps at stops need to be larger • More accessible /frequent bus stops • Repaint crosswalks and add flashing lights • Speed enforcement critical – implement traffic cops for 2-way stops + safety patrols, enforce violations related to pedestrians/cyclists, speed cameras • More overhead lighting, street lights • More sidewalks including with ramps • Don't allow street parking near intersections • More disabled parking downtown
High School & Youth • For youth/pedestrians greater area of concern are school zones • Need more visible markings and crosswalks • Add "Students walking" signage near all schools • More flashing lights • Speed cameras

Other Community Recommendations

In addition to the themes summarized above, the following section summarized the recommendations for safety improvements from the community:

Bicycle infrastructure enhancements

- More bike lanes and dedicated bike paths, preferably separated from traffic
- Improved bike signage and designated bike routes
- Improve areas where bikes are not following bike laws (keeping bikes off sidewalks, requiring adherence to road safety rules)
- Expansion of multi-use pathways

Pedestrian safety upgrades

- Better-marked crosswalks (e.g., flashing lights, lighted signs, flags for pedestrians)
- Leading Pedestrian Intervals (LPIs) at signalized crossings
- Pedestrian overpasses in high-traffic areas
- Add crosswalks at locations where pedestrians are already crossing
- Better lighting at crosswalks

Traffic intersection improvements

- Installation of protected left-turn lanes and longer turn signals at busy intersections
- Adjusted traffic light timing
- Red light cameras
- Adjustments to traffic light timing for efficiency and pedestrian safety
- Implementation of stop signs in key locations to slow down vehicles

Sidewalk improvements

- Expanding and maintaining sidewalks, especially in high-foot-traffic areas
- Ensuring ADA-compliant sidewalks and crossings
- Snow removal and sidewalk maintenance for year-round accessibility
- Improved lighting
- Add speed control solutions

Speed management & traffic law enforcement

- Speed enforcement in critical areas (e.g., University Way, Main Street)
- Speed reduction in pedestrian-heavy areas
- Speed humps and other traffic-calming measures
- Better enforcement of red-light running, stop sign violations, and distracted driving laws

Street improvements

- Road widening in areas with heavy traffic or narrow lanes
- Improved signage for drivers, cyclists, and pedestrians

Public transit expansion & accessibility

- Expanded bus routes to reach city limits and underserved neighborhoods (Millpond)
- Improved bus stop infrastructure (e.g., shelters, ADA access)
- Greater accessibility for disabled riders, including assistance from drivers

Other

- General traffic safety education requests
- Unique requests that do not fit into other categories
- Concerns for safety of animals and pets
- General complaints

For additional details, please refer to Appendix C – Community Engagement Supporting Materials.

5. Equity Considerations

Location-Based Project Prioritization

As a part of the location-based project prioritization criteria, the project team referenced census data from 2020 in the USDOT Equitable Transportation Community Explorer Tool¹ to identify disadvantaged areas within the City of Ellensburg's Urban Growth Area (UGA). These areas were identified on a map and presented to the Task Force for review and input. During the development of the high-priority network (priority corridors), the presence of an underserved neighborhood within the corridor was one of six criteria. The designated disadvantages census tracts within the City of Ellensburg UGA are shown in **Figure 10**.

Community Engagement

Community engagement and public outreach efforts were intentionally designed to solicit input from targeted demographics, including students, individuals with disabilities, low-income housing areas, seniors, and non-English speaking communities. Chapter 4 – Community Engagement includes more details about the purpose of the community engagement plan.

¹ <https://experience.arcgis.com/experience/0920984aa80a4362b8778d779b090723/page/ETC-Explorer---National-Results/> or <https://www.transportation.gov/sites/dot.gov/files/2023-02/ETCE-Technical-Documentation.pdf>

USDOT Equitable Transportation Community Disadvantaged Communities Indicator

- Not Disadvantaged
- Disadvantaged

6. Policy and Process Changes

This plan evaluated current local policies, plans, and guidelines to identify opportunities to improve transportation safety, advance safety goals, and institutionalize safe system practices. That evaluation includes the Vision Zero Benchmarking Assessment, which is provided in **Appendix D**. Current and recommended strategies are listed in **Table 12**. These strategies are organized into six core elements: Planning and Culture and the five objectives of the Safe System Approach – safer users, safer roadways, safer vehicles, safer speeds, and post-crash care. For every action an estimated timeline is identified:

- **Near-term** actions are priorities within 1-3 years as funding and staff resources allow;
- **Mid-term** actions are priorities within the following 4-7 years as funding and staff resources allow; and
- **Long-term** actions are priorities beyond 7 years as funding and staff resources allow.
- Several actions are identified as **Ongoing**, indicating that they are actions already underway in the City and anticipated to continue through continued investment.

Table 12: Safe System Action Plan Recommended Strategies

Element	Category	Recommended Strategy	Time frame
Planning and Culture	Leadership and Commitment	Leaders publicly adopt the goal to reduce and ultimate eliminate roadway fatalities and serious injuries with this plan.	On-going
		Develop and implement an ongoing Safe System training program as appropriate, focused on management and key staff in City departments whose work touches transportation.	Near
		Establish a Transportation Commission to oversee the implementation and monitoring of this plan.	Near
	Community Engagement	Facilitate community engagement to inform safety projects including outreach to traditionally under-represented communities.	On-going
		Maintain the Online City Request Report Tracker and the Police Traffic Safety Request Form systems that allow citizens to identify and report transportation safety concerns. Process and summarize the requests and use this information to inform safety projects.	On-going
	Data and Analysis	Use data driven and proactive analysis to identify and prioritize safety projects.	On-going
	Planning and Funding	Consider KSI crash reduction when prioritizing transportation projects	Mid
		Proactively pursue grant funding to implement projects from the Plan.	On-going
		Incorporate safety considerations in all transportation project types to systematically implement safety improvements.	On-going

	Development Review	Develop a process to include safety evaluation in the review of new land-use developments to ensure alignment with planned safety projects, identify required or recommended safety improvements, and improve or expand the active transportation system and promote access to public transportation.	Mid
	Underserved communities	Include impact for populations that have been traditionally under-resourced and underserved as a criterion when prioritizing safety projects.	Near
Safer Users	Education	Explore outreach and educational opportunities related to improving all road user behavior with community-based organizations and advocacy groups.	On-going
		Build awareness of Ellensburg specific transportation safety analysis and priorities by hosting the TSAP on the city website and regularly reporting on plan implementation and monitoring.	Near
Safer Roadways	Infrastructure	Develop or review guidelines for systematic implementation of specific countermeasures such as enhanced pedestrian crossings, curb extensions, leading pedestrian intervals, lighting, etc.	Mid
		Prioritize vulnerable road users (bicycles and pedestrians) especially near key destinations and along the bike network.	Near-Long
		Prioritize routine maintenance of infrastructure, especially on the High-Injury Network.	Near-Long
		Look for quick build, low cost, or less permanent opportunities to test or implement countermeasures more quickly.	Near
		Implement safety projects from this plan	Near-Long
Safer Speeds	Design	Review and update City design standards and standard details to include best practices in speed management for context-appropriate speeds and Level of Stress for pedestrians and bicyclists.	Long
	Enforcement	Use collected data to determine time and locations of targeted speed enforcement.	On-going
	Policy	Employ a context-based approach to setting speed limits on transportation projects. Implement lower speed limits on certain roads to enhance safety, including areas near schools and residential neighborhoods.	On-going
Safer Vehicles	Curbside Management	Evaluate loading zone policies and locations.	On-going
	Fleet Management	Consider safety implications of vehicle size when acquiring fleet vehicles. Provide driver operation training. The City implements truck routes to focus heavy vehicles on select corridors	On-going
Post Crash Care	Crash Investigation & Partnerships	Use historical crash data to determine factors contributing to traffic fatalities and injuries to inform countermeasure selection.	On-going
		Coordinate with agency partners and share available crash data.	Near

Source: Fehr & Peers

7. Strategy and Project Selection

As a part of the Ellensburg Transportation Safety Action Plan, the City of Ellensburg needs to be able to evaluate proposed projects and improvements on a safety need and impact basis.

The prioritization framework starts with a quantitative location-based prioritization based on crash history, risk factors, and equity. Projects will then be further evaluated based on feasibility, impact, and community input.

Location Based Prioritization

- Crash History
- Risk Factors
- Equity

Project Prioritization

- Feasibility
- Impact
- Community Support

One of the central objectives of the TSAP is to develop projects (engineering countermeasures) and programs (such as education campaigns and expanded transit service) to address priority safety locations. Prioritizing locations helps the City focus limited resources and align with the prerequisites of Federal and State funding programs the City may pursue. Ideally, improvements that address priority locations also complement past, current, and planned projects by adding systemic and site-specific improvements.

Based on the location-based prioritization five safety priority corridors were identified. Each of these safety priority corridors were then evaluated for potential proven safety countermeasures that can be implemented to make transportation facilities safer by design. Countermeasures were chosen to address specific safety objectives based on crash history and identified risk factors that fit the context of the corridor and are informed by community input. Additional information on each of the five Safety Priority Corridors is available in **Appendix E**.

Safety Priority Corridors Projects

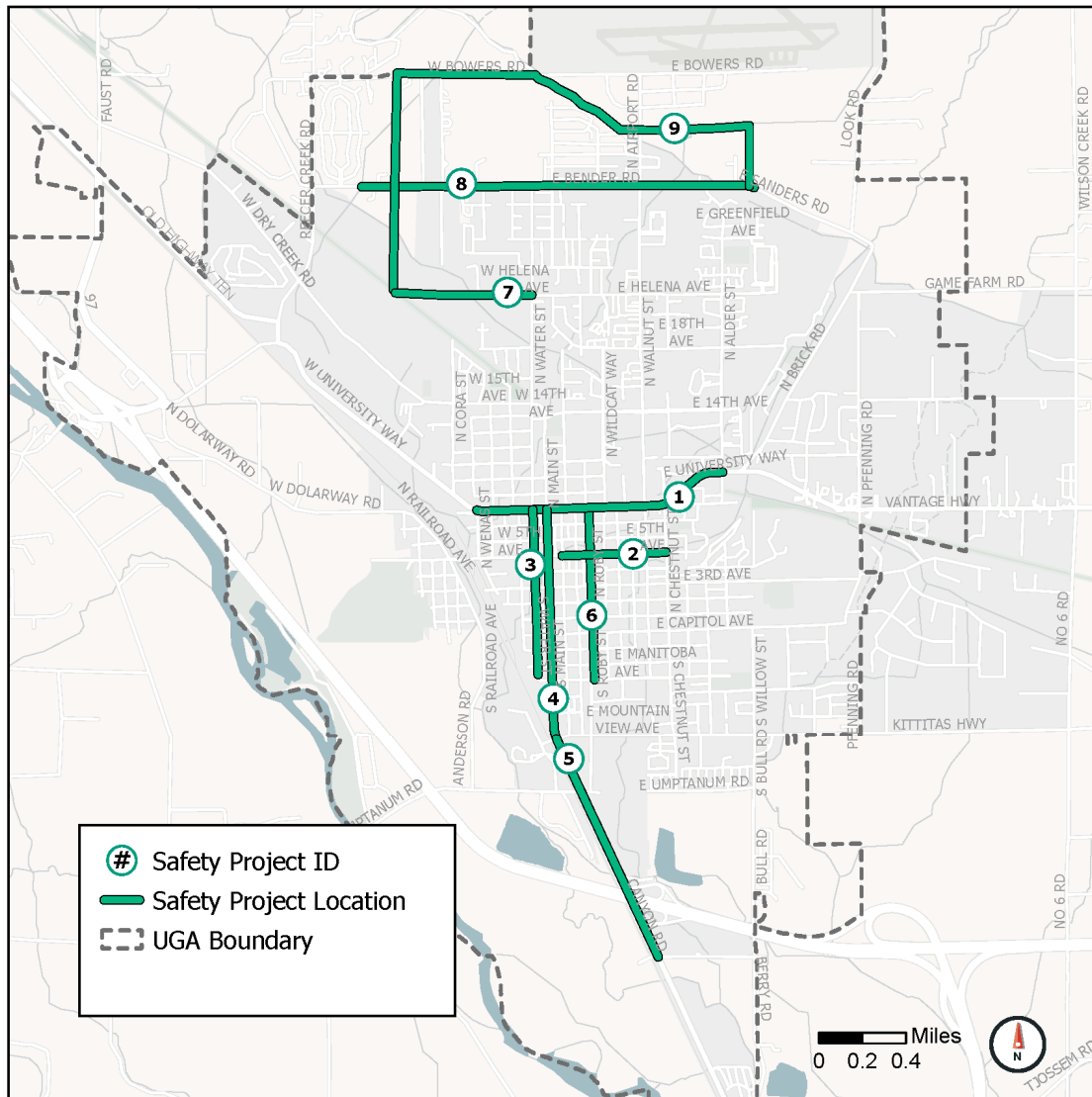
- University Way
- 5th Avenue
- Water Street
- Main Street
- South Canyon Road

Additionally, four more projects were added for safety evaluation and countermeasures. These projects were taken from projects from existing planning documents, staff input, and community feedback.

Additional Projects for Safety Evaluation

- Ruby Street
- Helena Street Extension
- Bender/Sanders Road
- PTC Reconnect

Figure 11: Safety Project Locations



Project evaluation summaries for these nine projects are presented along with schematic plans of showing locations of potential countermeasures. Iconography of the schematic plans are defined below. As City staff make progress towards implementation, some projects or recommendations may be revised or refined as needed based on MUTCD and other relevant industry standards.

Safety Project Schematic Plan Icons



Existing Signalized Intersection



Existing Stop Control on the Subject Corridor



Existing Pedestrian Crossing



Existing Roundabout



Existing Bus Stop Location



Countermeasures that align with input received from the community during the development of this plan

1. University Way Safety Corridor

Extents		N Wenas St to N Alder St		
Principal Arterial		20-25 MPH		
Existing Road Section		Two travel lanes in each direction and sidewalks		
HIN		Yes		
93 Total Crashes		1 KSI		5 Vulnerable User Crashes
Prevalent Crash Types		Rear End / Entering at Angle / Left Turn		
Risk Factors		6 of 6		
Recommended Countermeasures	Countermeasure	Crash Reduction Factor ¹ (Crash Type)	Cost	Quick Build Alternative Option Available
	Restripe Crosswalks	Not Available	\$	Yes
	Speed Legends on Pavement	Not Available	\$	Yes
	Rectangular Rapid Flashing Beacons (RRFB)	35% (Ped/Bike)	\$\$	No
	Leading Pedestrian Intervals	60% (Ped/Bike)	\$	No
	Lighting Evaluation	35-40% (Night)	\$\$	No
	Targeted Enforcement and Deterrence	N/A	N/A	N/A
Moderate Impact		High Feasibility		High Community Support

Source: Fehr & Peers

1. Crash Reduction Factor is the estimated percent decrease in crashes after implementing a countermeasure.

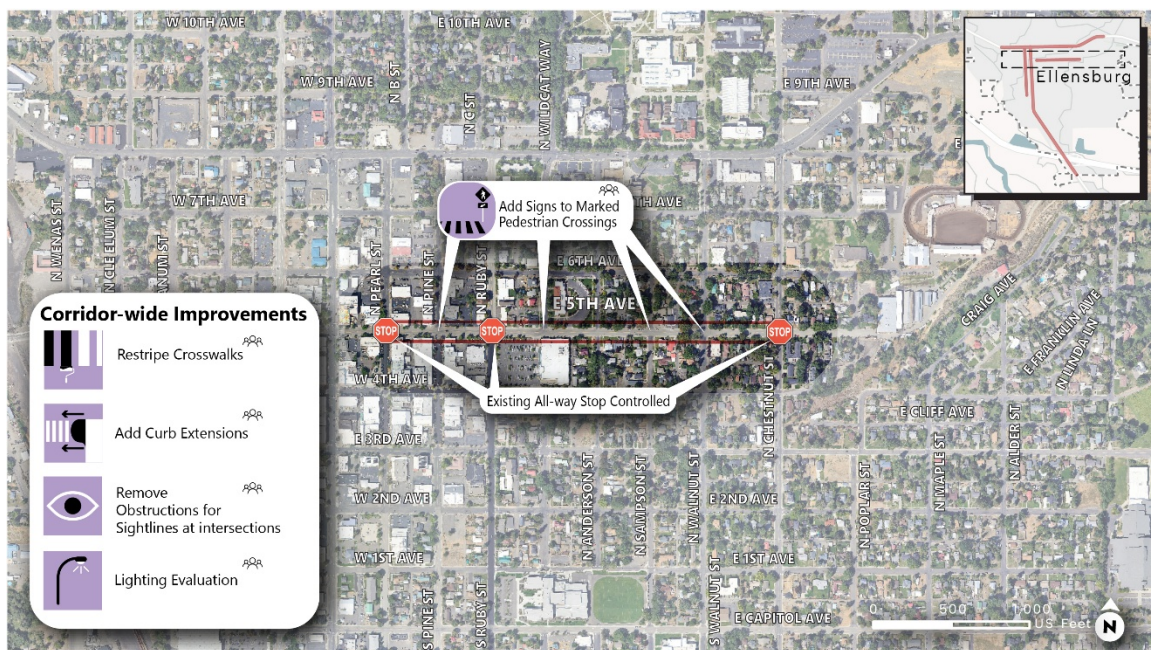


2. 5th Avenue Safety Corridor

Extents		Pearl Street to Chestnut Street		
Minor Arterial		25 MPH		
Existing Road Section		One travel lane in each direction, street parking on both sides, and sidewalks		
HIN		Yes		
15 Total Crashes		1 KSI		5 Vulnerable User Crashes
Prevalent Crash Types		Entering at Angle / Pedestrian / Bicyclist / Rear End		
Risk Factors		4 of 6		
Recommended Countermeasures	Countermeasure	Crash Reduction Factor ¹ (Crash Type)	Cost	Quick Build Alternative Option Available
	Restripe Crosswalks	Not Available	\$	Yes
	Curb Extensions	35% (Ped/Bike)	\$\$	Yes
	Remove Obstructions for Sightlines	20% (All)	\$	Yes
	Lighting Evaluation	35-40% (Night)	\$\$	No
	Add Signs to Marked Crossings	35% (Ped/Bike)	\$	Yes
High Impact		Moderate Feasibility		Moderate Community Support

Source: Fehr & Peers

1. Crash Reduction Factor is the estimated percent decrease in crashes after implementing a countermeasure.

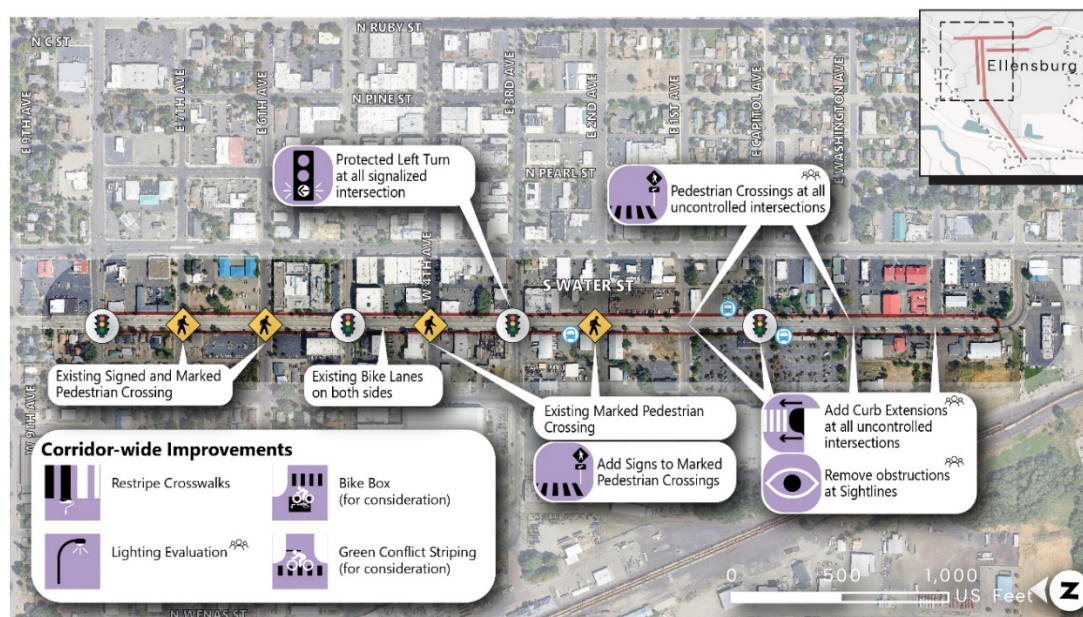


3. Water Street Safety Corridor

Extents		University Way to Manitoba Avenue			
Principal Arterial		25 MPH			
Existing Road Section		One travel lane in each direction and center turn lane, bike lanes, street parking on both sides, and sidewalks			
HIN		Yes			
34 Total Crashes		0 KSI		2 Vulnerable User Crashes	
Prevalent Crash Types		Rear End / Entering at Angle			
Risk Factors		6 of 6			
Recommended Countermeasures	Countermeasure		Crash Reduction Factor ¹ (Crash Type)	Cost	Quick Build Alternative Option Available
	Restripe Crosswalks		Not Available	\$	Yes
	Curb Extensions		35% (Ped/Bike)	\$\$	Yes
	Remove Obstructions for Sightlines		20% (All)	\$	Yes
	Protected Left Turn		30-55%	\$\$	No
	Pedestrian Crossings (Signs and Markings)		35% (Ped/Bike)	\$	Yes
	Bike Box		15% (All)	\$	Yes
	Green Conflict Striping		Not Available	\$	Yes
	Lighting Evaluation		35-40% (Night)	\$\$	No
High Impact		Moderate Feasibility		Moderate Community Support	

Source: Fehr & Peers

1. Crash Reduction Factor is the estimated percent decrease in crashes after implementing a countermeasure.

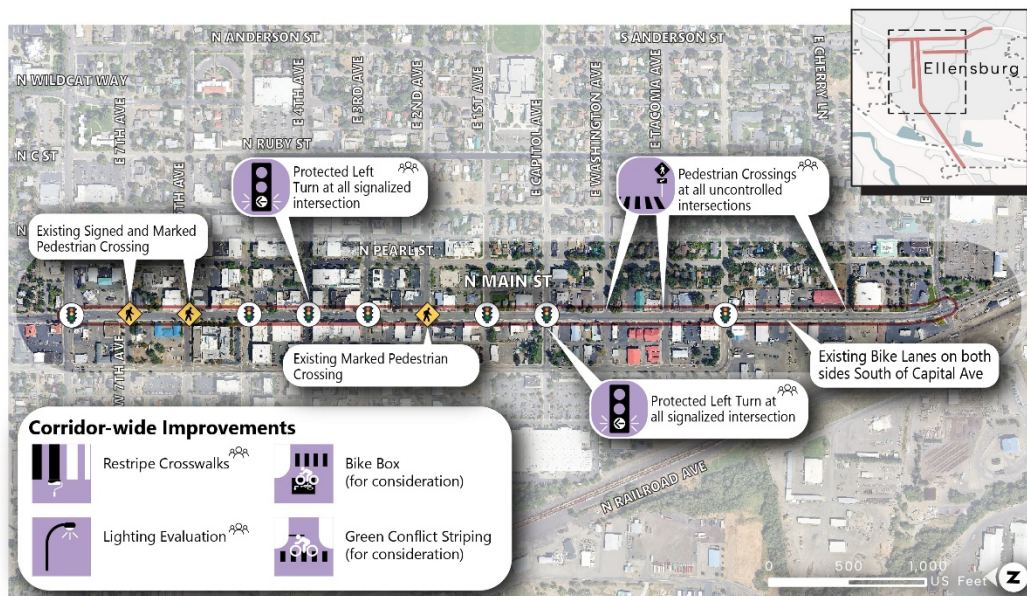


4. Main Street Safety Corridor

Extents		University Way to Mountain View Avenue			
Principal Arterial		25 MPH			
Existing Road Section		One travel lane in each direction and center turn lane, bike lanes, street parking on both sides, and sidewalks			
HIN		Yes			
120 Total Crashes		1 KSI		1 Vulnerable User Crashes	
Prevalent Crash Types		Rear End / Entering at Angle / Left Turn / Fixed Object			
Risk Factors		6 of 6			
Recommended Countermeasures	Countermeasure		Crash Reduction Factor ¹ (Crash Type)	Cost	Quick Build Alternative Option Available
	Restripe Crosswalks		Not Available	\$	Yes
	Remove Obstructions for Sightlines		20% (All)	\$	Yes
	Protected Left Turn		30-55%	\$\$	No
	Pedestrian Crossings (Signs and Markings)		35% (Ped/Bike)	\$	Yes
	Bike Box		15% (All)	\$	Yes
	Green Conflict Striping		Not Available	\$	Yes
	Lighting Evaluation		35-40% (Night)	\$\$	No
High Impact		Moderate Feasibility		Moderate Community Support	

Source: Fehr & Peers

1. Crash Reduction Factor is the estimated percent decrease in crashes after implementing a countermeasure.

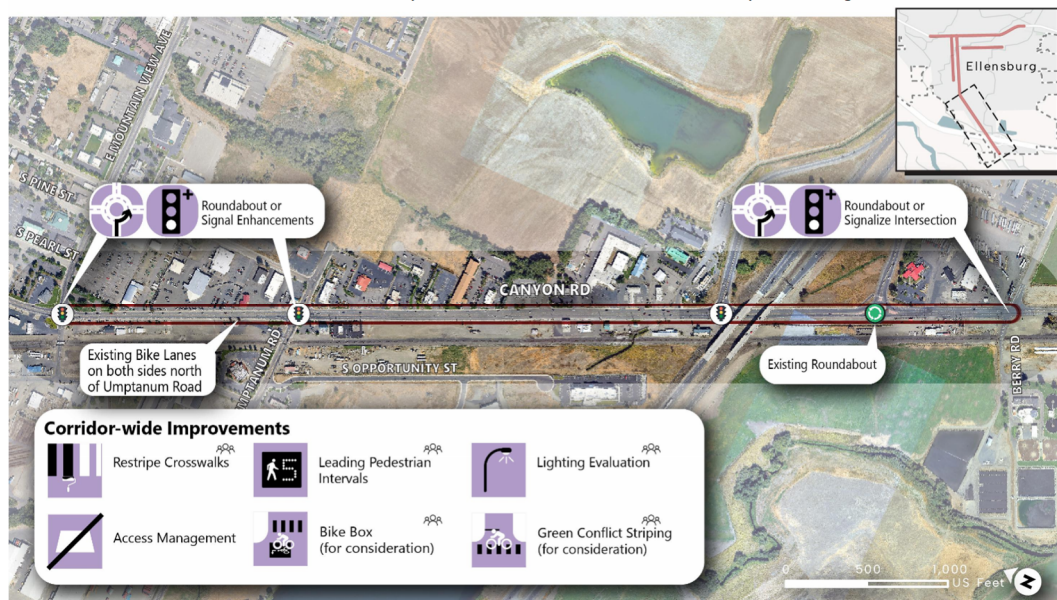


5. South Canyon Road Safety Corridor

Extents		Mountain View Avenue to Berry Road		
Principal Arterial		25-35 MPH		
Existing Road Section		North of Umptanum - One travel lane in each direction and center turn lane, bike lanes, and sidewalks South of Umptanum – Two travel lanes in each direction and center turn lane and sidewalks		
HIN		Yes		
116 Total Crashes		2 KSI		0 Vulnerable User Crashes
Prevalent Crash Types		Entering at Angle / Rear End / Left Turn		
Risk Factors		5 of 6		
Recommended Countermeasures	Countermeasure	Crash Reduction Factor ¹ (Crash Type)	Cost	Quick Build Alternative Option Available
	Restripe Crosswalks	Not Available	\$	Yes
	Roundabout	Varies (All)	\$\$\$	No
	Signalize Intersection	30% (All)	\$\$\$	No
	Access Management/Close Driveway	N/A	\$\$	No
	Bike Box	15% (All)	\$	Yes
	Green Conflict Striping	Not Available	\$	Yes
	Targeted Enforcement and Deterrence	N/A	N/A	N/A
High Impact		Low Feasibility		High Community Support

Source: Fehr & Peers

1. Crash Reduction Factor is the estimated percent decrease in crashes after implementing a countermeasure.



6. Ruby Street Improvements

Extents		7 th Street to Manitoba Ave		
Major Collector		25 MPH		
Existing Road Section		One travel lane in each direction, street parking, and sidewalks		
HIN		No		
37 Total Crashes		0 KSI		3 Vulnerable User Crashes
Prevalent Crash Types		Entering at Angle / Related to Parking		
Risk Factors		4 of 6		
Recommended Countermeasures	Countermeasure	Crash Reduction Factor ¹ (Crash Type)	Cost	Quick Build Alternative Option Available
	Restripe Crosswalks	Not Available	\$	Yes
	Roundabout	Varies (All)	\$\$\$	No
	Signalize Intersection	30% (All)	\$\$\$	No
	Curb Extensions	35% (Ped/Bike)	\$	Yes
	Remove Obstructions for Sightlines	20% (All)	\$	Yes
	Lighting Evaluation	35-40% (Night)	\$	No
	Add Separated Bikeway/Shared Use Path	45% (Ped/Bike)	\$\$\$	No
	Raised Intersection	35% (Ped/Bike)	\$\$\$	No
High Impact		Moderate Feasibility		High Community Support

Source: Fehr & Peers

1. Crash Reduction Factor is the estimated percent decrease in crashes after implementing a countermeasure.



7. Helena Ave Extension

Extents		Cora Street to Water Street		
Minor Arterial		25 MPH		
Existing Road Section		One travel lane in each direction, sidewalks one side		
HIN		No		
3 Total Crashes		0 KSI		0 Vulnerable User Crashes
Prevalent Crash Types		0		
Risk Factors		2 of 6		
Recommended Countermeasures	Countermeasure	Crash Reduction Factor ¹ (Crash Type)	Cost	Quick Build Alternative Option Available
	Restripe Crosswalks	Not Available	\$	Yes
	Add Sidewalk/Shared Use Path	80% (Ped/Bike)	\$\$	No
	Roundabout	Varies (All)	\$\$\$	No
Low Impact		Moderate Feasibility		High Community Support

Source: Fehr & Peers

1. Crash Reduction Factor is the estimated percent decrease in crashes after implementing a countermeasure.

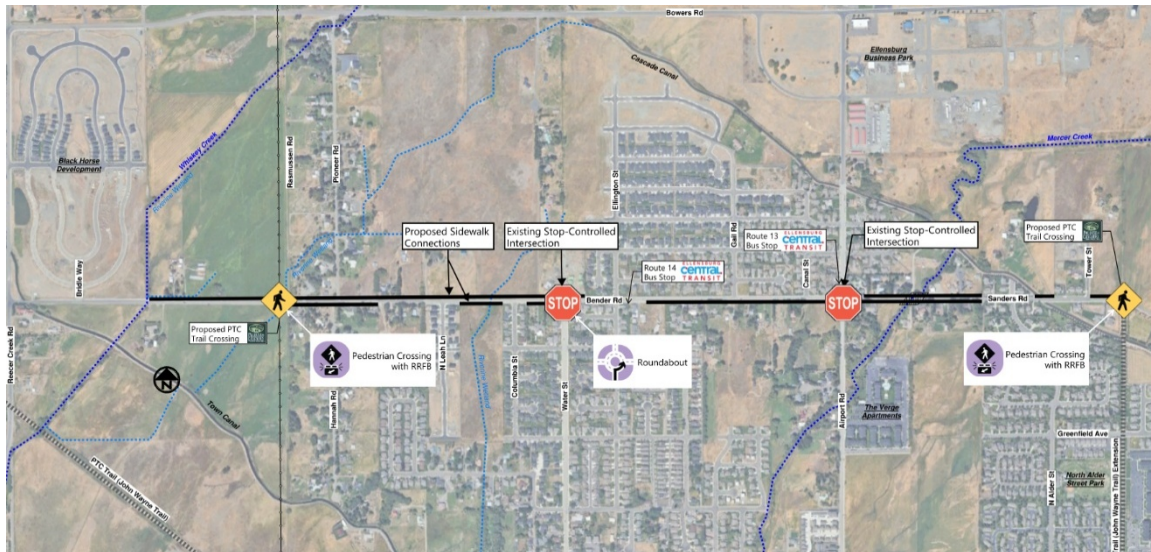


8. Bender Road & Sanders Road

Extents		PTC Trail Extensions – Rasmussen Road to Tower Street			
Major Collector		25 MPH			
Existing Road Section		One travel lane in each direction and incomplete sidewalks			
HIN		No			
18 Total Crashes		0 KSI		0 Vulnerable User Crashes	
Prevalent Crash Types		Entering at Angle / Fixed Object			
Risk Factors		3 of 6			
Recommended Countermeasures	Countermeasure		Crash Reduction Factor ¹ (Crash Type)	Cost	Quick Build Alternative Option Available
	Restripe Crosswalks		Not Available	\$	Yes
	Roundabout		Varies (All)	\$\$\$	No
	Add Sidewalk		80% (Ped/Bike)	\$\$	No
	Bike Lane		35% (Ped/Bike)	\$\$	Yes
	Rectangular Rapid Flashing Beacons (RRFB)		35% (Ped/Bike)	\$\$	No
Moderate Impact		Low Feasibility		High Community Support	

Source: Fehr & Peers

1. Crash Reduction Factor is the estimated percent decrease in crashes after implementing a countermeasure.

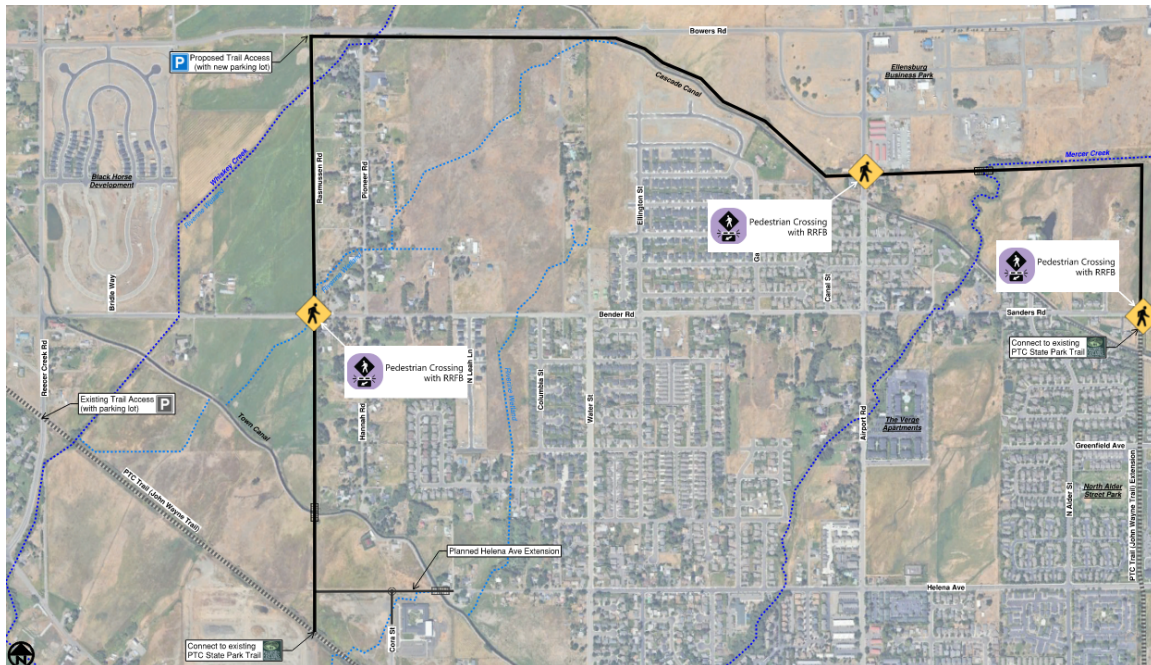


9. PTC Tail Reconnect

Extents		Helena Ave to Sanders Road		
Trail				
Existing Road Section		NA		
HIN		No		
33 Total Crashes		0 KSI		2 Vulnerable User Crashes
Prevalent Crash Types		Entering at Angle / Related to Parking		
Risk Factors		4 of 6		
Recommended Countermeasures	Countermeasure	Crash Reduction Factor ¹ (Crash Type)	Cost	Quick Build Alternative Option Available
	Rectangular Rapid Flashing Beacons (RRFB)	35% (Ped/Bike)	\$\$	No
	Separated Bikeway	45% (Ped/Bike)	\$\$\$	No
Moderate Impact		Moderate Feasibility		Low Community Support

Source: Fehr & Peers

1. Crash Reduction Factor is the estimated percent decrease in crashes after implementing a countermeasure.



Prioritization Summary

Each project was scored using the prioritization framework described above and defined in the table below.

Table 13: Safety Project Prioritization Scoring

	Criteria	Scoring
Location Based Prioritization	Crash History	3 – Mostly located on the HIN 2 – Partially located on the HIN 1 – Not located on the HIN
	Risk Factors	0.5 for each of the 6 identified risk factors present. Risk Factor include commercially zoned areas, arterial roadways, large intersection, near transit stops, intersections on bike network, pedestrians crossing intersections
	Equity	3 – Mostly within the Disadvantaged Communities Area 2 – Partially within the Disadvantaged Communities Area 1 – Not the Disadvantaged Communities Area
Project Prioritization	Impact	3 – High Impact 2 – Moderate Impact 1 – Low Impact Impact level determined by number and effectiveness (based on CRF) of countermeasures used and significance of the project.
	Feasibility	3 – Highly Feasible 2 – Moderately Feasible 1 – Low Feasibility Feasibility based on considerations of cost, disruption, and funding opportunities
	Community Support	3 – High Community Support 2 – Moderate Community Support 1 – Low Community Support Community support based on feedback from community outreach

Table 14: Safety Project Prioritization Summary

	Location Based Prioritization			Project Prioritization			
Safety Project	Crash History	Risk Factors	Equity	Impact	Feasibility	Community Support	Total
1. University Way	3	3	2	2	3	3	16
2. 5th Ave	3	2	2	3	2	2	14
3. Water St	3	3	3	3	2	2	16
4. Main St	3	3	3	3	2	2	16
5. South Canyon Rd	3	2.5	3	3	1	3	15.5
6. Ruby St	1	2	3	3	2	3	14
7. Helena St Extension	1	1	1	1	2	3	9
8. Bender/Sanders Rd	1	1.5	1	2	1	3	9.5
9. PTC Reconnect	1	2	1	2	2	1	9

Safety Programs

In addition to the nine safety projects that were identified, feedback from community engagement activities included recommendations for increased speed limit enforcement, community education campaigns on safety topics, and expanded transit service. The City will evaluate opportunities to implement these programs, and has contacted Hope Source (the organization that operates Central Transit) to explore opportunities to expand transit service to the Mill Pond Community.

8. Progress and Transparency

Safety Performance Measures and Monitoring

Ongoing safety performance evaluation tracks progress towards the ultimate goal of zero crashes resulting in death or serious injury in Ellensburg and can help identify trends and if intervention or adjustments to the implementation strategy of the TSAP is needed.

Oversight & Coordination

Identified City Staff will meet regularly to discuss the status of TSAP implementation items, projects, and funding opportunities. City Staff will regularly meet with partnership agencies to ensure coordinated safety efforts. The City is working toward the creation of a Transportation Commission with appointed members providing safety advising at monthly meetings as needed. Once established, the Transportation Commission will be the primary body charged with oversight of TSAP implementation and monitoring.

Communication and Schedule

Regular communication on the progress of implementation of Ellensburg's TSAP and reporting of performance measures ensures a continued commitment to transportation safety and transparency of strategies and performance to the community, providing opportunity for feedback.

Regular safety progress reports will be made to the Transportation Commission, and a progress report will be prepared annually as a part of the Transportation Improvement Plan (TIP) update and Complete Streets report. This report will include the performance measures outlined below. The annual safety progress report will be made available on the City's website.

Performance Measures

The primary performance measure to monitor progress over time will be the number of KSI crashes each year as it is directly related to the City of Ellensburg's goal of a 50% reduction in roadway fatalities and serious injuries by 2035, with the eventual goals of zero roadway fatalities and serious injuries.

Additional performance measures that can be tracked are:

- Summary of the previous year's crash history
 - Total crashes
 - Any KSI crashes including location and brief description
 - Any vulnerable road user crashes (involving bicyclists or pedestrians) including location and brief description
 - Any crashes related to driver impairment

- Yearly crash history comparison to previous years to identify trends
- Summary of completed transportation projects and how safety was incorporated into the project
- Summary of planned transportation projects and initiatives and how safety is being incorporated into the project
- Summary of safety project funding opportunities
- Summary of reported traffic safety requests

Transportation Safety Action Plan Update

Based on implementation progress, performance measure monitoring, and changes in transportation safety best practices, Ellensburg's TSAP should be updated as needed and considered for an update every five years.

Appendix A

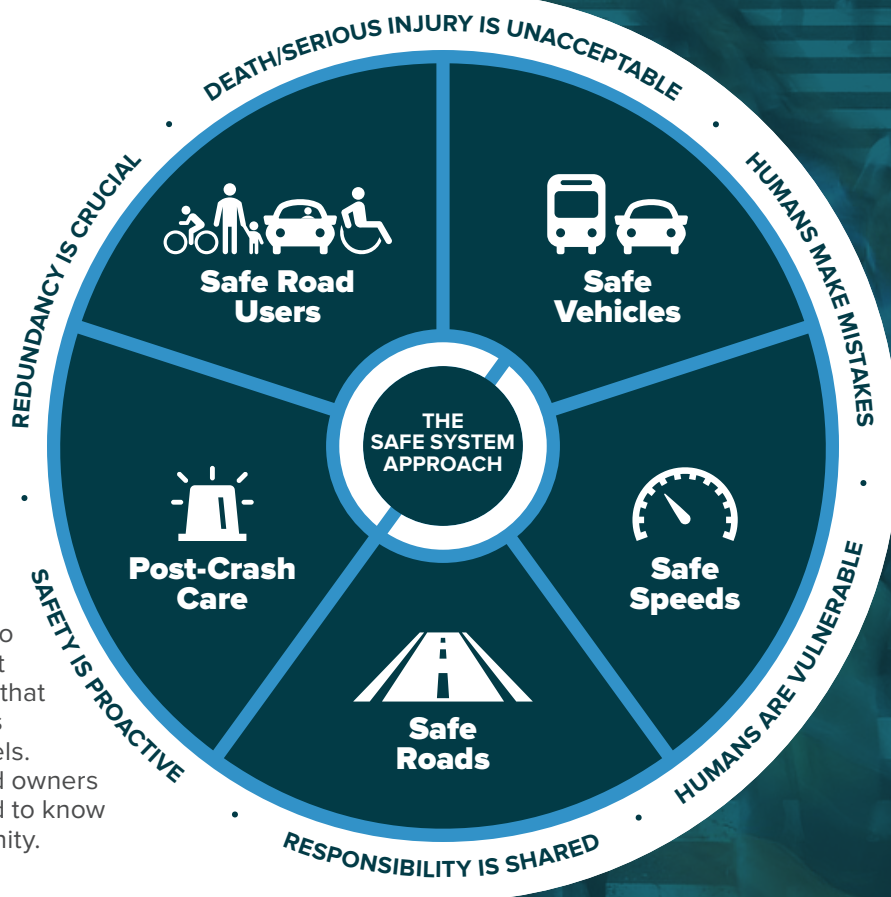
FHWA Safe Systems Approach Brochure

THE SAFE SYSTEM

APPROACH

Zero is our goal. A Safe System is how we will get there.

Imagine a world where nobody has to die from vehicle crashes. The Safe System approach aims to eliminate fatal & serious injuries for all road users. It does so through a holistic view of the road system that first anticipates human mistakes and second keeps impact energy on the human body at tolerable levels. Safety is an ethical imperative of the designers and owners of the transportation system. Here's what you need to know to bring the Safe System approach to your community.



SAFE SYSTEM PRINCIPLES



Death/Serious Injury is Unacceptable

While no crashes are desirable, the Safe System approach prioritizes crashes that result in death and serious injuries, since no one should experience either when using the transportation system.



Responsibility is Shared

All stakeholders (transportation system users and managers, vehicle manufacturers, etc.) must ensure that crashes don't lead to fatal or serious injuries.



Humans Make Mistakes

People will inevitably make mistakes that can lead to crashes, but the transportation system can be designed and operated to accommodate human mistakes and injury tolerances and avoid death and serious injuries.



Safety is Proactive

Proactive tools should be used to identify and mitigate latent risks in the transportation system, rather than waiting for crashes to occur and reacting afterwards.



Humans Are Vulnerable

People have limits for tolerating crash forces before death and serious injury occurs; therefore, it is critical to design and operate a transportation system that is human-centric and accommodates human vulnerabilities.



Redundancy is Crucial

Reducing risks requires that all parts of the transportation system are strengthened, so that if one part fails, the other parts still protect people.



U.S. Department of Transportation
Federal Highway Administration

FHWA-SA-20-015



Safe Roads for a Safer Future
Investment in roadway safety saves lives

SAFE SYSTEM ELEMENTS

Making a commitment to zero deaths means addressing every aspect of crash risks through the five elements of a Safe System, shown below. These layers of protection and shared responsibility promote a holistic approach to safety across the entire transportation system. The key focus of the Safe System approach is to reduce death and serious injuries through design that accommodates human mistakes and injury tolerances.



Safe Road Users

The Safe System approach addresses the safety of all road users, including those who walk, bike, drive, ride transit, and travel by other modes.



Safe Vehicles

Vehicles are designed and regulated to minimize the occurrence and severity of collisions using safety measures that incorporate the latest technology.



Safe Speeds

Humans are unlikely to survive high-speed crashes. Reducing speeds can accommodate human injury tolerances in three ways: reducing impact forces, providing additional time for drivers to stop, and improving visibility.



Safe Roads

Designing to accommodate human mistakes and injury tolerances can greatly reduce the severity of crashes that do occur. Examples include physically separating people traveling at different speeds, providing dedicated times for different users to move through a space, and alerting users to hazards and other road users.



Post-Crash Care

When a person is injured in a collision, they rely on emergency first responders to quickly locate them, stabilize their injury, and transport them to medical facilities. Post-crash care also includes forensic analysis at the crash site, traffic incident management, and other activities.

THE SAFE SYSTEM APPROACH VS. TRADITIONAL ROAD SAFETY PRACTICES

Traditional

- Prevent crashes → Prevent deaths and serious injuries
- Improve human behavior → Design for human mistakes/limitations
- Control speeding → Reduce system kinetic energy
- Individuals are responsible → Share responsibility
- React based on crash history → Proactively identify and address risks

Safe System

Whereas traditional road safety strives to modify human behavior and prevent all crashes, the Safe System approach also refocuses transportation system design and operation on anticipating human mistakes and lessening impact forces to reduce crash severity and save lives.

WHERE ARE
YOU ON THE
SAFE SYSTEM
JOURNEY?

Implementing the Safe System approach is our shared responsibility, and we all have a role. It requires shifting how we think about transportation safety and how we prioritize our transportation investments. Consider applying a Safe System lens to upcoming projects and plans in your community: put safety at the forefront and design to accommodate human mistakes and injury tolerances. Visit safety.fhwa.dot.gov/zerodeaths to learn more.

Appendix B

Killed or Seriously Injured (KSI) Summary

KSI Summary

In the last 5 years, 2019-2023, 11 crashes resulted in a severe outcome in the City of Ellensburg including one fatality and ten serious injuries.

KSIs By Year

Year	KSIs
2019	0
2020	2
2021	2
2022	3
2023	4
Total	<u>11</u>

KSIs By Crash Type

Crash Type	KSIs
Fixed Object	2
Left Turn	3
Rear End	1
Pedestrian	3
Parking Related	1
Vehicle Overturned	1
Total	<u>11</u>

KSIs By Mode

Year	KSIs
Pedestrian	3
Bicyclist	0
Vehicle	7
Motorcycle	1
Total	<u>11</u>

KSI By Crash Circumstance

Crash Circumstance	KSIs
Driver Distraction/Inattention	2
Fail to Yield/Did not Grant RW	2
Improper Turn	4
Under the Influence	2
None Reported	1
Total	<u>11</u>

KSI Crash Descriptions

The KSI crash descriptions are based on the information provided in the crash data from the Washington State Department of Transportation (WSDOT) crash portal during the 5-year study period (2019-2023).

Pedestrian KSIs

N Alder St & E Helena Ave

One KSI involving a pedestrian occurred at the intersection of N Alder ST and E Helena Ave. The crash occurred at 21:59 (9:59 PM) in October 2020, when a driver of a light-heavy vehicle (truck, panel truck or Vanette) did not grant right-of-way going straight ahead and hit a pedestrian who sustained a suspected serious injury. This happened at a 2-lane intersection with stop controls on E Helena Ave, and streetlights were present at the time.

E 5th Ave & N Anderson St

One KSI involving a pedestrian occurred at the intersection of E 5th Ave, and N Anderson St. The crash occurred at 19:56 (7:56 PM) in September 2023, when a distracted driver of a light-heavy vehicle (pickup truck, panel truck or Vanette) going straight ahead on E 5th Ave, hit a pedestrian who sustained a suspected serious injury. This crash happened at a 2-lane intersection with stop controls on N Anderson St. Streetlights were present at the time of the crash.

W Capitol Ave & S Water St

One KSI involving a pedestrian occurred at the intersection of W Capitol Ave and S Water St. The crash occurred at 4:22 PM in August 2022, when a driver of a passenger car made a left turn from W Capitol Ave onto S Water ST and hit a pedestrian who sustained a serious injury, which resulted in a fatality. The crash happened at a signalized intersection during clear weather conditions.

Vehicle KSIs

S Canyon Rd

One KSI involving two people driving passenger vehicles occurred at a driveway on S Canyon Rd near Berry Rd. The crash occurred at 5:35 AM in February 2020, when a person driving a passenger car heading south on S Canyon Rd turned left onto a driveway and hit another person driving a passenger car heading north and going straight. One of the drivers sustained a serious injury. Streetlights were present, and weather conditions were clear.

A second KSI involving a person driving a bus and a person driving a light-heavy vehicle (pickup truck, panel truck or Vanette) occurred at a driveway on S Canyon Rd near Berry Rd. The crash occurred at 1:14 PM in March 2021, when a person driving a bus heading south on S Canyon Rd turned left onto a driveway and hit a person driving a truck heading north and going straight, causing serious injury to two people involved. Weather conditions were clear.

W 15th Ave & N Okanogan

One KSI involving two people driving pickup trucks occurred at the intersection of W 15th Ave and N Okanogan St. The crash occurred at 2:10 PM in August 2021, when a person driving a pickup truck heading west rear-ended another person driving a pickup truck while they were stopped at an uncontrolled intersection resulting in a suspected serious injury. Weather conditions were clear.

N Main St & W 4th Ave

One KSI involving a person driving a passenger car occurred at the intersection of N Main St and W 4th Ave. The crash occurred at 3:45 AM in May 2022, when a person driving a passenger car ran into a building at an intersection while turning right. The driver was reported to be under the influence of alcohol and sustained a suspected serious injury. This happened during clear weather conditions; streetlights were present.

Vantage HWY

One KSI involving a person driving a passenger car occurred on Vantage HWY. The crash occurred at 2:35 PM in November 2022, when a person driving a passenger car struck a stationary boulder while negotiating a curve in the road. This happened during clear weather conditions, not at an intersection, and resulted in a suspected serious injury.

E 4th Ave & E Craig Ave

One KSI involving a person driving a vehicle (type unknown) occurred at the intersection of E 4th Ave and E Craig Ave. The crash occurred at 9:05 PM in June 2023, when the driver under the influence of alcohol overturned the vehicle while making a left turn. This happened during clear weather conditions at an uncontrolled intersection on local streets and resulted in two suspected serious injuries.

E University Way

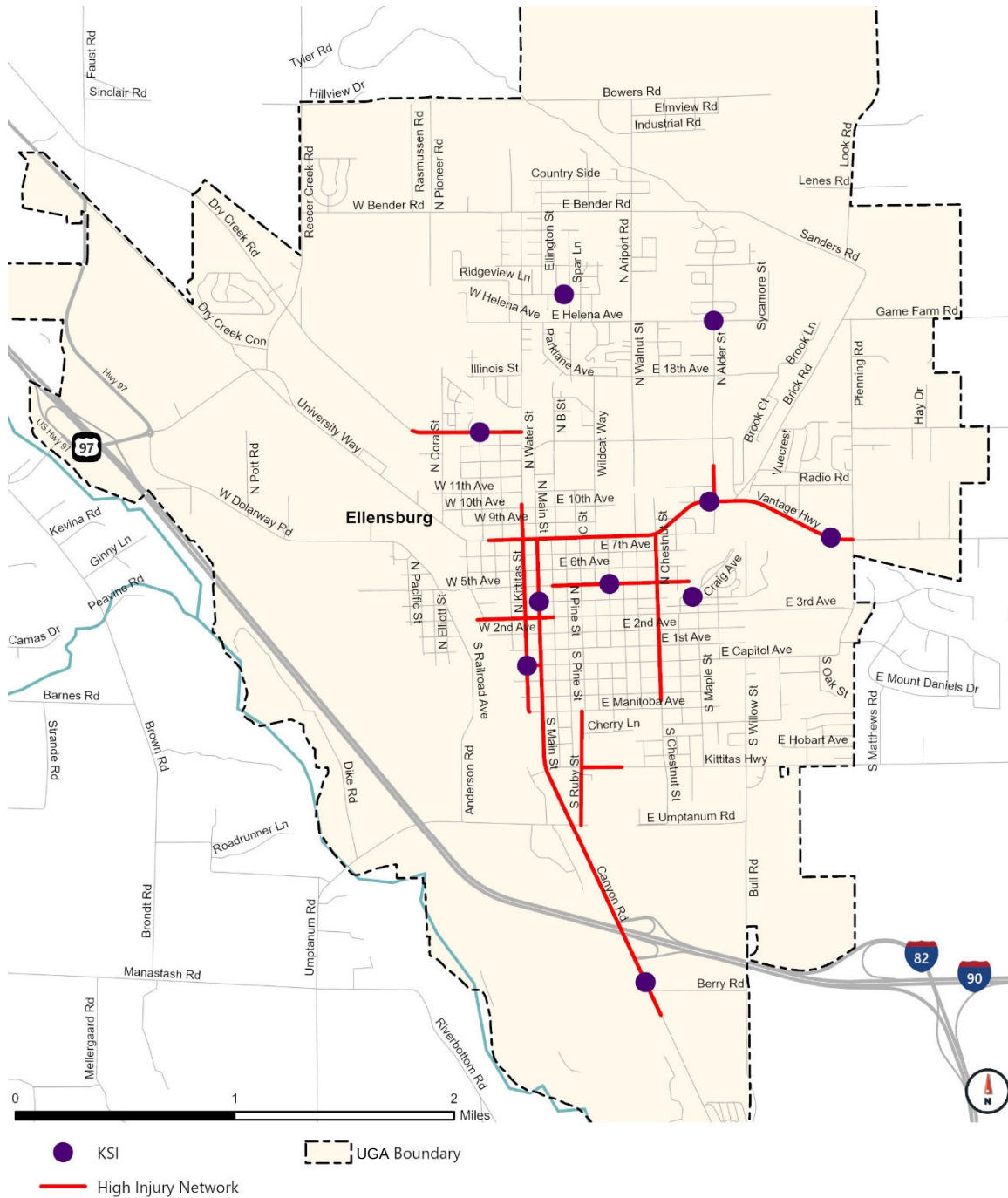
One KSI involving a passenger car occurred on E University Way, west of N Alder St. The crash occurred at 1:20 PM in September 2023, when a driver of a pickup truck was making a left turn into a driveway hit a person driving a passenger vehicle going straight. This happened during clear weather conditions, not at an intersection, and resulted in a suspected serious injury.

Motorcycle KSIs

E Idaho Ave

One KSI involving a motorcyclist occurred on E Idaho Ave. The crash occurred at 8:02 PM in April 2023, when a motorcyclist hit a parked vehicle that was unoccupied. The motorcyclist sustained a suspected serious injury. This was not related to an intersection and streetlights were present during the crash.

KSI Locations



Appendix C

Community Engagement Supporting Materials

Engagement Plan Recommendation.....	C-1
Community Engagement Activities.....	C-5
Online Survey Results & Analysis.....	C-6
Focus Group Responses.....	C-17
Comment Card Collection.....	C-30

Transportation Safety Action Plan (TSAP) Engagement Plan Recommendation

PURPOSE	To gather input from the community to inform the development of a Transportation Safety Action Plan for the City of Ellensburg which includes the identification of projects for 2025 Safe Streets and Roads for All (SS4A) program proposal requests and future funding.
TARGET AUDIENCES	City Staff & Commissions (<i>support engagement</i>) County Agencies intersecting with Transportation Safety Community-Based Organizations – Countywide (<i>a more detailed list provided below</i>) Central Washington University Students, Faculty & Visitors Ellensburg School District – Staff & Families Community Members • Residents (Urban & Rural) • Youth • Seniors • Cyclists • Pedestrians • Public Transportation Users
EQUITY CONSIDERATION	<i>Actively apply Comp Plan Goal DE1- Policy B - Promote and encourage community engagement and outreach to all</i> by dedicating additional time and resources to underserved and traditionally underrepresented communities through the Trusted Advocate approach described in Step 3.

ENGAGEMENT APPROACH RECOMMENDATION

The City of Ellensburg has invested significant resources to gather community input regarding transportation access and safety concerns through its 2020 Active Transportation Plan (ATP) and 2023 Comprehensive Plan update. These efforts have resulted in a list of potential priority projects and locations (*refer to Comp Plan Tier 1 & 2 Project Lists pages 195 – 200 & ATP Prioritized Project Lists pages 50-57*).

To reduce the potential for fatigue and token engagement by going back to the community with similar questions and information requests, the Project Team recommends an approach that aims to build on the projects previously identified via the above-mentioned efforts. Through this process, the City will foster community trust by demonstrating that it has heard and acted on requests by sharing any progress made since this past engagement took place. In addition, we will engage two teams composed of community representatives to review these already identified projects and develop a short list of recommendations for broader community engagement. *See below for team definitions.*

APPROACH DESCRIPTIONS

	TASK FORCE MEMBER DEFINITION Representatives from local public agencies and organizations that serve the community and represent a various disciplines and demographics, such as county agencies, relevant City Commission representatives, non-profits, schools, business organizations, and
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STEP 1 Task Force Engagement (<i>Roster of Task Force Members attached</i>)	faith-based organizations. Task Force members are individuals with prior knowledge and/or experience engaging in city processes. <i>A more detailed description including roles, time commitment, and responsibilities to be included in the participant invitation document.</i> APPROACH Invite a robust group of stakeholders (no more than 10) representing the above-listed target audiences who will form a Task Force and engage in a series of meetings to: • Review project lists identified via the ATP and Comprehensive Plan’s public engagement efforts, • Learn which projects the City has already implemented and/or are currently underway to reduce duplication, • Vet relevancy of remaining projects from these lists and produce a short list of relevant priority projects, • Review safety analysis findings and recommended strategies and projects to inform the development of a final prioritized project list, to be used for potential funding requests in 2025 and into the future, • Collaborate with Trusted Advocates to inform priority project recommendations for broader community engagement. NOTE: The project team will perform additional safety analysis of the transportation system and identify potential strategies and projects to make improvements. This approach will ask Task Force Members to begin with the existing project lists and then move to new projects identified through this analysis resulting in a prioritized project list that incorporates both.
STEP 2 Trusted Advocate Identification & Education (<i>Roster of Trusted Advocates attached</i>)	TRUSTED ADVOCATES MEMBER DEFINITION Community members who have traditionally not participated in past City project identification efforts and processes. These individuals should be able to provide perspective and connections to underserved and diverse populations residing in a diversity of locations near project implementation areas. Trusted advocates will receive compensation for their time. <i>A more detailed description including roles, time commitment, and responsibilities to be included in the participant invitation document.</i> APPROACH Since Task Force Members will include individuals from traditional institutions and organizations with previous experience engaging in City processes and decision-making, Task Force members may not necessarily capture the City’s most diverse and often overlooked demographics. For this reason, we propose working with these institutions to identify a small team (no more than 5) of community members with trusted relationships to engage in a parallel track to the Task Force. Trusted Advocates will provide feedback on the Task Force’s preliminary project list and support broader engagement efforts to ensure a diversity of voices is incorporated in the final list of project selections for funding requests. Trusted Advocates will: • Receive compensation for participation in education sessions and engagement activities, • Participate in a minimum of three project vetting sessions to understand the process and weigh in on the preliminary project lists as identified by the Task Force,

	• Work with the project team to review and ensure the accessibility of engagement materials, • Support dissemination of broader engagement information and conduct targeted activities with their respective communities.
STEP 3 Broader Community Engagement <i>(Community Partner outreach list attached)</i>	Upon completion of Steps 1 & 2, we will engage in a public information and engagement campaign to share the preliminary list of project recommendations, report back on projects already conducted or currently underway and gather input to inform the final project recommendations.
ENGAGEMENT TOOLS & ACTIVITIES	Information tools • Background, other engagement efforts, fact sheets, posters, flyers • Website information • Media releases • Social media posts • Public displays • Online surveys • Public comment/written submissions Activities • City of Ellensburg Town Hall / Open House - interactive • Targeted Focus groups • Partner-hosted and community events • Surveys • Trusted advocate – surveys, 1x1 and small group gatherings • Local businesses (Fred Meyer, Safeway, etc.) • High traffic locations (Library, pool, etc.)

**CITY OF ELLENSBURG
TRANSPORTATION SAFETY ACTION PLAN**

TASK FORCE ROSTER

Task Force members included representatives from the following organizations:

- City of Ellensburg Public Works & Utilities
- Fehr & Peers
- AV Consulting
- Psomas
- Kittitas Co. Public Works
- City DEI Commission
- Ellensburg School District
- Central WA University
- People for People
- Kittitas Co. Recovery Community Org.
- Kittitas Valley Ministerial Assoc.

TRUSTED ADVOCATE ROSTER

Trusted Advocate members included representatives from the following organizations:

- NOMMS Food Delivery
- Ellensburg Running Club
- Central Washington Disability Resources
- Special Olympics/Developmental Disabilities Advisory Council
- City Environmental Commission

**CITY OF ELLENSBURG
TRANSPORTATION SAFETY ACTION PLAN
COMMUNITY ENGAGEMENT ACTIVITIES
FEBRUARY 2025**

MATERIAL DISTRIBUTION	
City Distribution • Facebook • Twitter • Website News Feed • Press Release • City Hall • All Commissions • Police / Fire Depts	
Flyer Distribution • Pool • Racquet Center • Safeway • Grocery outlet • Super 1 • Fred Meyer • Coffee Stands • Community Boards • *Businesses along corridors	
• CWU ○ Student Union (CIRC)	
• Ellensburg School District	
Organizations & Agencies • Kittitas Co. Recovery Community & Community Network • Kittitas County Public Health Department • Disability Advisory Board • Blackhorse Development • Ellensburg Downtown Association • People for People • Work Source • Morning Rotary • Ellensburg Chamber of Commerce • Hearthstone • APOYO	
FOCUS GROUPS & COMMENTS SHEETS	
• Trusted Advocates • St. Andrews Church • United Methodist Church • NOMMS Food Delivery • Disability Resources – <i>509 Teens</i> • Mill Pond Community	• Central Washington University Students • Ellensburg High School • Home School Families • Special Olympics • Open House – City Hall

SURVEY OVERVIEW

The City of Ellensburg received a grant award through the Safe Streets and Roads for All (SS4A) program to develop a Transportation Safety Action Plan (TSAP) for the City. The Action Plan aims to reduce and eliminate serious injury and fatal crashes for all modes of transportation.

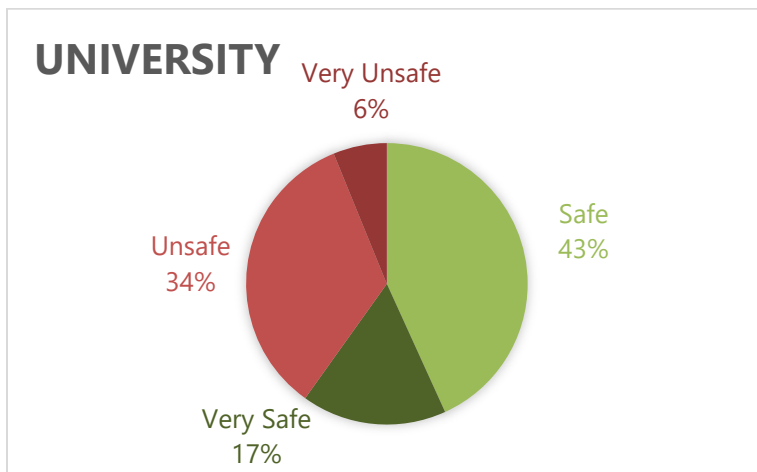
Based on previous community, City staff, and Council input, the City of Ellensburg has already completed or started work on 23 of 43 projects from the Comprehensive Plan (2017 – 2037), and 30 of 64 projects from the Active Transportation Plan (2019 – 2029).

Participants were asked to provide input through an online survey to ensure the City of Ellensburg continues to receive funding to further improve the safety of our shared streets, bikeways and walkways.

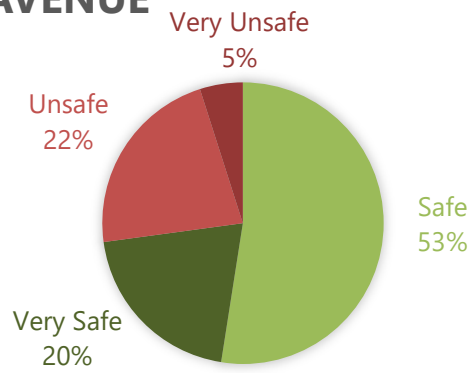
The 5-10 minute survey was open from February 24, 2025 through March 12, 2025 and **165 people responded to the survey**. Of those that responded, 160 were in English and 5 were in Spanish.

SURVEY ANALYSIS

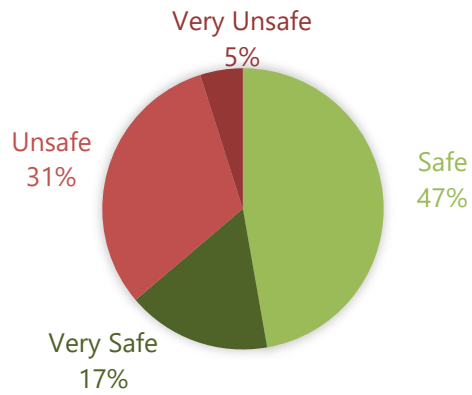
Q1 – Q5. Please rate the degree to which you feel safe when walking, biking, driving, or accessing transit in these corridors:



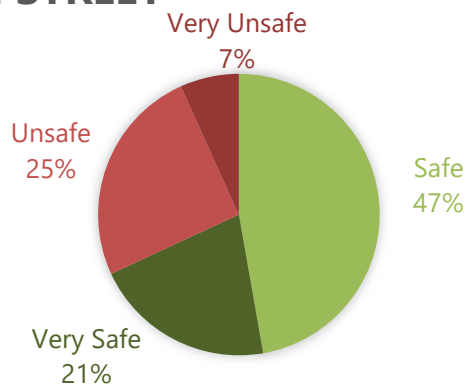
5TH AVENUE

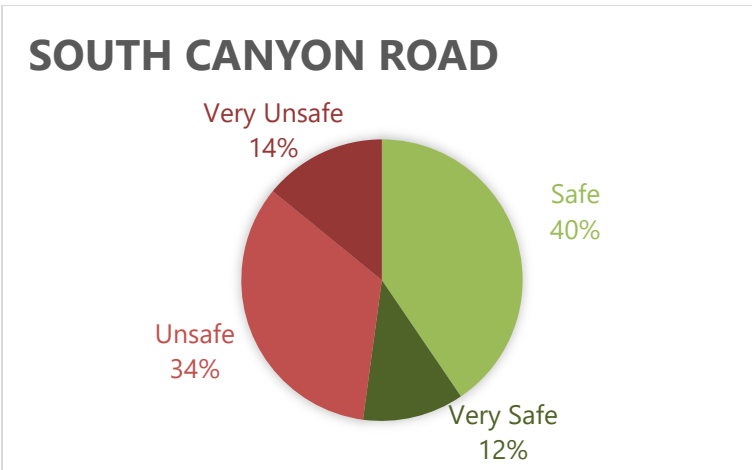


WATER STREET



MAIN STREET



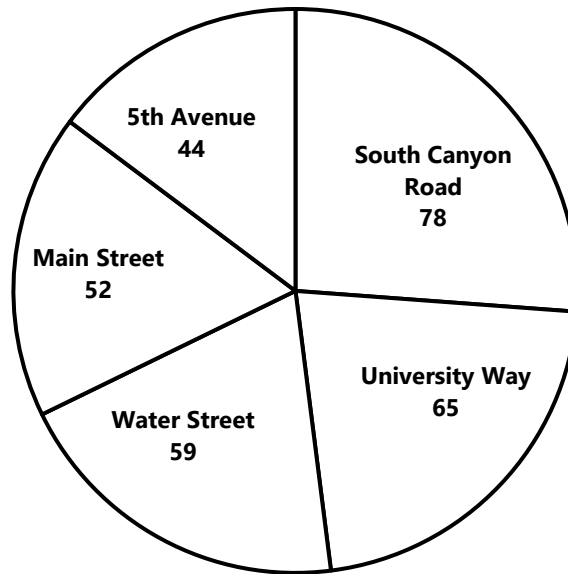


“Unsafe” or “Very Unsafe”

The following analysis is specific to the respondents who marked “Unsafe” or “Very Unsafe” for the five corridors.

Corridor	Total Number of Responses: Unsafe or Very Unsafe	Unsafe	Very Unsafe
South Canyon Road	78	71% (55)	29% (23)
University Way	65	84% (55)	16% (10)
Water Street	59	86% (51)	14% (8)
Main Street	52	78% (41)	22% (11)
5 th Avenue	44	83% (36)	17% (8)

**TOTAL NUMBER OF RESPONSES:
UNSAFE OR VERY UNSAFE**



South Canyon Road is perceived as the least safe corridor with 48% of respondents rating it Unsafe or Very Unsafe.

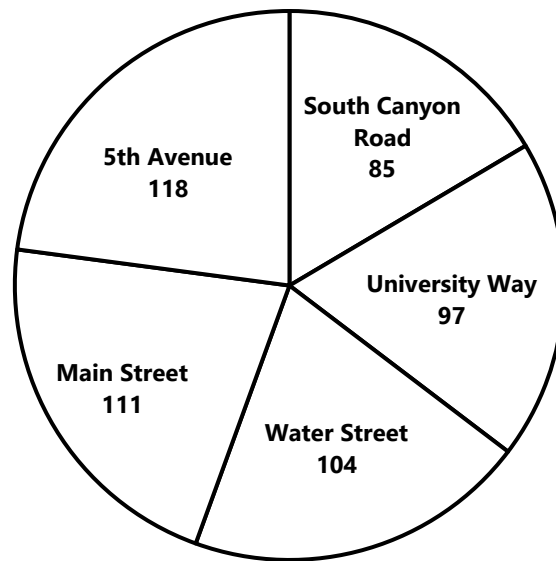
“Safe” or “Very Safe”

The following analysis is specific to the respondents who marked “Safe” or “Very Safe” for the five corridors.

The corridor where respondents feel safest is 5th Avenue. It was only identified as “Safe” or “Very Safe” 118 times.

Corridor	Total Number of Responses: Safe or Very Safe	Safe	Very Safe
5 th Avenue	118	52% (85)	20% (33)
Main Street	111	47% (77)	21% (34)
Water Street	104	47% (77)	17% (27)
University Way	97	43% (70)	17% (27)
South Canyon Road	85	40% (66)	12% (19)

**TOTAL NUMBER OF RESPONSES:
SAFE OR VERY SAFE**



Q6. For those corridors you rated **unsafe or very unsafe**, please share what makes you feel **MOST unsafe**. (i.e., speed, visibility, condition, signage, crossings for pedestrians, accessibility, etc.)

Data Considerations

The open-ended survey responses were categorized based on recurring themes. However, because respondents were not asked to specify which corridor their comments referred to, the themes were applied to all corridors they rated as "unsafe" or "very unsafe." However, a review of the comments was done to identify specific corridors and streets. This information was used to prioritize corridors and streets in the community engagement report.

For this question:

- Some comments may apply to multiple corridors,
- The data should not be interpreted as an exact count of issues per corridor but rather as an indicator of recurring concerns across corridors.
- Before prioritizing corridors for action, it is essential to review the raw responses to better understand the context of each comment.

Given these limitations, **this analysis should be used as a directional tool to identify broad trends along with notes from the Open House, focus groups and comment card collections.**

Descriptions of themes

The following themes represent the most cited concerns from respondents regarding corridor safety. While individual comments may vary in detail, these themes provide a high-level summary of the key issues raised across multiple corridors.

- Excessive vehicle speeds – Inconsistent speed zones, lack of enforcement, and fast-moving traffic making roads unsafe.
- Unsafe crossings – Poor visibility, long wait times, inadequate lighting, and drivers failing to yield.
- Lack of bike infrastructure – Inadequate or missing bike lanes, encroaching parked cars, and unsafe conditions near traffic.
- Poor roadway and sidewalk conditions – Potholes, loose gravel, inconsistent sidewalks, and confusing intersection designs.
- Poor visibility – Limited sightlines due to parked cars, buildings, or poor lighting, making it hard to see.
- Traffic congestion – high vehicle volume causing delays, unsafe lane changes, turning conflicts.
- Issues with large vehicles – trucks, RVs causing issues for other on the road.
- Signage Issues – Missing, unclear, or inconsistent traffic signs

Additionally, some comments that could not be addressed through improvements have been excluded from this analysis to ensure the focus remains on actionable safety improvements.

Across all responses, the most frequently mentioned concerns were:

1. Excessive vehicle speeds (37 mentions) and Unsafe crossings (37 mentions)
2. Poor roadway and sidewalk conditions (34 mentions)
3. Poor visibility (30 mentions)

Other concerns included lack of bike infrastructure (20 mentions), traffic congestion (14), issues with large vehicles (7), and signage issues (9).

These findings suggest that **speeding, unsafe crossings, and infrastructure conditions** are the highest safety concerns across corridors.

Themes	# of Times Mentioned
Excessive vehicle speeds	37
Unsafe crossings	37
Poor roadway and sidewalk conditions	34
Poor visibility	30
Lack of bike infrastructure	20

Traffic congestion	14
Signage issues	9
Issues with large vehicles	7

As noted above, the following some comments may apply to multiple corridors, leading to double counting in the summary table below:

	Excessive vehicle speeds	Unsafe crossings	Lack of bike infrastructure	Poor roadway and sidewalk conditions	Poor visibility	Traffic congestion	Issues with large vehicles	Signage issues
5 th avenue	9	13	9	14	11	4	4	2
Main Street	12	15	15	12	17	6	4	5
South Canyon Road	31	26	15	17	6	10	5	7
University Way	20	22	15	18	15	3	5	4
Water Street	23	21	8	14	15	3	2	4

Q7. For those corridors you rated safe or very safe, please share what makes you feel MOST safe. (i.e., speed, visibility, condition, signage, crossings for pedestrians, accessibility, etc.)

Please review the raw data to review comments related to this question.

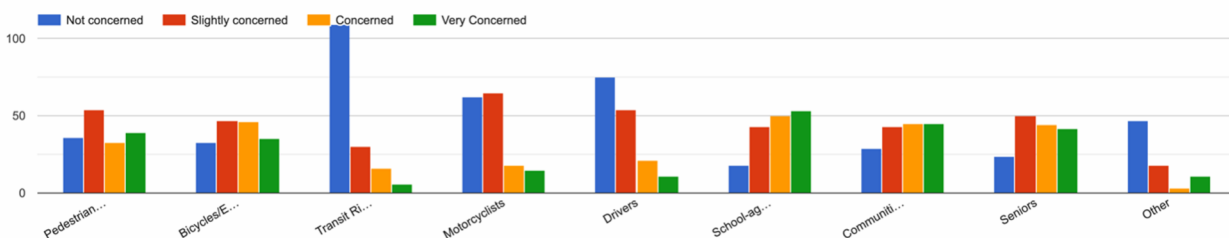
Q8. Based on the experiences you or those you know in your community have had on streets OTHER THAN the five corridors discussed above, where do you feel MOST UNSAFE? Share specific street names or intersections.

Please review the raw data to review comments related to this question.

Q9. Please rate how concerned you are about the safety of each traveler using the City of Ellensburg's streets, bikeways, and walkways.

This question allowed respondents to **select multiple options**, meaning some individuals provided ratings for more than one traveler type. As a result, the total number of responses exceeds the number of individual respondents. This should be considered when interpreting the data, as some respondents expressed multiple ratings for each category.

	Not concerned	Slightly Concerned	Concerned	Very Concerned
Pedestrians/Runners	36	55	35	38
Bicycles/Electric Bicycles/Skateboards/Scooters/Other Micromobility	33	49	46	36
Transit Riders	109	33	16	6
Motorcyclists	62	64	22	15
Drivers	76	54	23	11
School-aged children and youth	18	44	14	52
Communities with Disabilities	29	45	46	45
Seniors	24	52	45	42



Q10. 10) Have you or someone you know been involved in a crash or collision? If yes, (share location, whether it involved people walking, biking, driving, etc., result, etc.).

Please review the raw data to review comments related to this question.

Q11. What ONE transportation improvement or enhancement (for walkers, bicyclists and/or drivers) would you most like to see happen in the City of Ellensburg? Please share your recommendations below.

Open-ended comments were grouped into the following categories:

Bicycle infrastructure enhancements (29 responses)

- More bike lanes and dedicated bike paths, preferably separated from traffic
- Improved bike signage and designated bike routes
- Improve areas where bikes are not following bike laws (keeping bikes off sidewalks, requiring adherence to road safety rules)

- Expansion of multi-use pathways

Pedestrian safety upgrades (29 responses)

- Better-marked crosswalks (e.g., flashing lights, lighted signs, flags for pedestrians)
- Leading Pedestrian Intervals (LPIs) at signalized crossings
- Pedestrian overpasses in high-traffic areas
- Add crosswalks at locations where pedestrians are already crossing
- Better lighting at crosswalks

Traffic intersection improvements (26 responses)

- Installation of protected left-turn lanes and longer turn signals at busy intersections
- Adjusted traffic light timing
- Red light cameras
- More roundabouts to improve traffic flow and safety
- Adjustments to traffic light timing for efficiency and pedestrian safety
- Implementation of stop signs in key locations to slow down vehicles

Sidewalk improvements (19 responses)

- Expanding and maintaining sidewalks, especially in high-foot-traffic areas
- Ensuring ADA-compliant sidewalks and crossings
- Snow removal and sidewalk maintenance for year-round accessibility
- Improved lighting
- Add speed control solutions

Speed management & traffic law enforcement (9 responses)

- Speed enforcement in critical areas (e.g., University Way, Main Street)
- Speed reduction in pedestrian-heavy areas
- Speed humps and other traffic-calming measures
- Better enforcement of red-light running, stop sign violations, and distracted driving laws

Roadway improvements (8 responses)

- Road widening in areas with heavy traffic or narrow lanes
- Improved signage for drivers, cyclists, and pedestrians

Public transit expansion & accessibility (7 responses)

- Expanded bus routes to reach city limits and underserved neighborhoods (Millpond)
- Improved bus stop infrastructure (e.g., shelters, ADA access)
- Greater accessibility for disabled riders, including assistance from drivers

Other (13 responses)

- General education requests
- Unique requests that do not fit into other categories
- General complaints

In the open-ended feedback, you can see overlap between a few themes. The feedback shows an integrated approach to improving transportation in Ellensburg, with a strong focus on shared infrastructure that benefits cyclists and pedestrians, as well as traffic safety measures that support drivers. **The overlap in themes indicates that the city's transportation improvements can address multiple concerns simultaneously, ensuring a more balanced and safe experience for all road users.** Here are some examples:

Intersection of Bicycle and Pedestrian Concerns:

- Both Bicycle Infrastructure Enhancements (29 responses) and Pedestrian Safety Upgrades (29 responses) emphasize the need for safer, more accessible paths. Respondents are advocating for spaces that promote safety for all users, especially in areas with high foot and bike traffic. This includes improvements like better-marked crosswalks and separated bike lanes, which would create safer environments for both cyclists and pedestrians.

Speeding and Pedestrian Safety Concerns:

- Several responses in Speed Management & Traffic Law Enforcement (9 responses) highlight the dangers of speeding in pedestrian-heavy areas. A stronger push for speed reduction measures in conjunction with pedestrian upgrades (e.g., more visible crosswalks with flashing lights) would likely address both speed-related issues and pedestrian safety concerns.

Improving Intersection and Pedestrian Safety:

- The demand for better traffic intersection designs, like protected left-turn lanes and roundabouts, connects to pedestrian concerns in Pedestrian Safety Upgrades. Specific requests for Leading Pedestrian Intervals (LPIs) and better-marked crosswalks are often tied to busy intersections where vehicles and pedestrians interact.
- The need for adjusted traffic light timing for both pedestrian safety and traffic flow suggests that solutions should be integrated to manage both vehicle traffic and pedestrian movement more efficiently. This could also address some of the concerns regarding gridlock or extended waits for pedestrians.

Balancing Car and Bicycle Infrastructure:

- In the context of Roadway Improvements (8 responses), there's an increasing focus on making streets safer for cyclists and pedestrians by addressing issues like narrow lanes and inadequate bike lanes. This theme overlaps with Bicycle Infrastructure Enhancements, which calls for more bike lanes and separated bike paths.

Integrating Pedestrian and Public Transit Infrastructure:

- The theme of Public Transit Expansion & Accessibility (7 responses) intersects with Sidewalk Improvements (19 responses), where ADA-compliant sidewalks and bus stop infrastructure are essential for ensuring that public transit users—especially those with mobility challenges—can access buses safely. Expanding public transit routes and improving bus stop shelters would need to be paired with safer pedestrian access to these stops.

Q12. Please share any other comments you think are relevant to this survey and/or would help to make our Ellensburg streets safer.

Please review the raw data to review comments related to this question.

**CITY OF ELLENSBURG
TRANSPORTATION SAFETY PLAN – COMMUNITY ENGAGEMENT
FOCUS GROUP RESPONSES**

*(Trusted Advocates, Food Delivery Drivers (NOMMS), CW Disabilities Resources, St. Andrews,
United Methodist Church, Central Washington University Students)*

KEY THEMES BY CORRIDOR & AUDIENCE

S CANYON RD

Nomms Food Delivery Drivers

- Least safe. High-speed traffic, limited pedestrian infrastructure, and few safe crossings.
- Too risky for biking or walking here, especially near the freeway

Trusted Advocates

- Difficult for pedestrians (parked cars, turning into parking lots) – *Additional signage needed to redirect driver attention to pedestrians*
- Difficult left turn to freeway /Roundabout to get on to 1-90 problematic – *Bypass recommended southbound toward Canyon*
- Lack of yielding to pedestrians

509 Teens

- Highest area of concern for youth due to limited crossing areas and speeds

Disability Resources

- Too narrow, no shoulder. – Dangerous for pedestrians
- Need turn lights/signals
- More lighting at night

CWU Students

- Serves as primary route into and out of Ellensburg during peak travel times such as University events or holidays.
- Traffic congestion can occur, leading to delays. (2)

South Canyon Rd & Cascade Ave

Mill Pond Residents

- The intersection currently lacks traffic signalization, particularly affecting the upper section of Cascade Ave. (3)

UNIVERSITY WAY

Trusted Advocates

- Crosswalks are not visible or safe for pedestrians – *Flashing lights recommended*
- Drivers not turning right on red – *Signage recommended*
- Drivers do not follow speed limits – *Enforcement & Signage recommended X2*
- Roads unsafe for bike routes - *Bike lane on sidewalk recommended*

Disability Resources

- Crosswalks need to be repainted and have flashing lights to signal drivers
- No bike lane. Dangerous for bicyclists on university way.
- Speed – Do not honor speed limit. Especially by dominos. Need cameras, more patrols.
- Light at Dominos – Change to flashing light.

Nomms Food Delivery Drivers

- Crosswalks not visible due to speed & lack of enforcement
- Unsafe at night due to poor lighting — especially around the freeway exits and near bars and fast-moving traffic.
- Dangerous for peds, runners and bicycles - Drivers frequently fail to yield, even at marked crossings. This is especially dangerous near campus, where students walk frequently.

University & Water

Nomms Food Delivery Drivers

- Water and University is uncontrolled for left turns

St. Andrews Church

- High pedestrian area. Need speed limit enforcement/signage

University & Wenas

St. Andrews Church

- Parked vehicles obstruct visibility and prohibit turning movements for both drivers and pedestrians. X 4

University & N. Currier (by DQ)

CWU Students & St. Andrews Church

- Fix light. Not in sequence. Major traffic issues

University St by 7-11

CWU Students

- Unsafe for walkers x2
- Need more lighting / unsafe at night

5TH AVENUE

Trusted Advocates

- Crosswalks have low visibility at night – *Additional lighting recommended*

Disability Resources

- Speed – scary for folks with disabilities
- Need crosswalk by Twin City
- Need more parking enforcement, especially along bus stops. Add no parking signage.

St. Andrews Church

- Need crosswalk by Twin City

5th Av & Kittitas

Disability Resources

- *Visibility – near misses*

5th Avenue & Chestnut

Trusted Advocates

- Traffic jams turning left and congestion – *4-way stop recommended X 3*

5th Avenue & Water

Trusted Advocates

- Students feel unsafe due to high speeds

Disabilities Resources

- Yield on traffic, difficult to turn.

5th & Wenas

Trusted Advocates & Mill Pond Residents

- Dangerous crossing for pedestrians and bicyclists
- Speed concerns
- No turn signals

WATER STREET

Nomms Food Delivery Drivers

- Unsafe at night. Needs lighting

Disabilities Resources

Water & 4th

- Speed enforcement. Road rage when people follow speed limits

Water & Petense

- Poor visibility and have almost been hit (several participants)
- Bushes and foliage along here more in the downtown side need to be trimmed and can often block the view.

Water & Washington

Open House

- Transit stop too close to intersection
- Reassess parking – too close / visibility

MAIN ST

Nomms Food Delivery Drivers

- Visibility at intersections, lack of respecting speed limits
- Mix of parked cars, cyclists, and turning vehicles can make certain intersections feel a bit chaotic.

Main & 5th Ave

Trusted Advocates

- Unsafe for bikes
- High speeds concerning students

Disabilities Resources

- Lights don't sync

- Need jaywalking enforcement
- Eliminate parallel parking / assess parking

CWU Students

- Add: "Students Walking" Signs
- Need more crosswalks around University – hard to see/vehicles don't care.

Main & 1st Ave

Disabilities Resources

- Need hang lights

Main & 4th Ave

- Turns block traffic
- Poor visibility

Main St & 14th

St. Andrews Church

- Two-way stop may not adequately manage traffic flow. Implementing four-way stop signs could enhance intersection safety. (3)

OTHER CORRIDORS

MILL POND COMMUNITY

Trusted Advocates

- Lack of documented incidents do not reflect safety and access concerns x 3
- S. Canyon to University – children walking (no sidewalks, signage, shelter)

Mill Pond Residents

- Need speed limit signs close to the entrance and in the park
- Need lanes painted at entrance.
- High % of residents walking - Need public transportation and shelter near the park and on S. Canyon Road
- During winter kids need to walk very far for school bus @ Super 1

CAPITOL ST

Capitol & Chestnut

St. Andrews Church

- Installation of speed limit signs. (3)

Capitol Ave & Willow

St. Andrews Church

- Installation of traffic signals at the intersection of Willow St/Capitol Ave to facilitate safe left turns for drivers approaching Ellensburg High School. (4)

E Capitol Ave and N Ruby St.

St. Andrews Church

- Lincoln Elementary and Morgan Middle School – Need stop and traffic signals including N Walnut St (8)

Capitol & Anderson

St. Andrews Church

- Need stop sign. (1)

SANDERS RD

Sanders St from Airport to Alder

Open House

- Very unsafe
- No sidewalks/shoulder
- No bike lanes
- Too narrow
- Heavy traffic

Sanders & Brick St.

St. Andrews Church

- Add traffic lights signals to reduce high speed limit X 2 responses

RUBY ST.

Mt. View & Ruby

Open House

- High Speed

S Ruby & E. Manitoba

St. Andrews Church

- Signals on E Manitoba Ave to facilitate safe right turn to S Ruby St. (4)

Ruby St Between 3rd through 5th

Trusted Advocates

- Poor visibility - Buses block view

St. Andrews Church

- Speed limit signage installation of additional speed limit signs in school zones. (7)

Ruby & Capitol

Mill Pond Residents

- Installation of traffic lights and sign stops could enhanced safety. (4)

E HELENA

E. Helena & Alder

Disability Resources

- High traffic – Dangerous for pedestrians

E. Helena & Airport

Open House

- 4-way stop needed

United Methodist

- At the light, the visibility is very bad.
- Too many parked cars

Helena & Walnut

St. Andrews Church

- No Stops. Need signs/Blinking stop light approaching walnut or orange flags

INDIVIDUAL STREETS

N Chestnut & E 7th

- Fix potholes by Sherwin Williams

E 18th St

CWU Students

- Need more lighting. Unsafe, especially in winter

Berry St

Trusted Advocates

- No walking paths – very unsafe for pedestrians
- No pedestrian access, lack of transit, vulnerable communities (i.e., urban growth area)

2nd & Pine

Trusted Advocates

- No visibility due to street parking x 2
- Busy entry to town – *flashing and/or roundabout recommended*

Mill Pond Residents

- Add No Parking Signs – Poor visibility

3rd & Pearl

Mill Pond Residents

- Add No Parking Signs – Poor visibility

United Methodist Church

- Need crosswalks and lighting

Umptanum Street

Open House

- Unsafe crossing
- South on Canyon – unsafe turning lane

E 17th Ave/ Bender Rd

St. Andrews Church & United Methodist Church

- Need sidewalks. (1)

E 11th Ave/ N Alder St

St. Andrews Church & United Methodist Church

- Enforcement of traffic signal to facilitate safe left turns. (1)

N Pfenning Rd

St. Andrews & United Methodist Church

- Need side walks. (1)

15th Ave/ Kora St

St. Andrews Church

- Overgrown bushes blocking drivers' views at 15th Ave and Kora St. (5)

North Kittitas St/ W 6th Ave

St. Andrews Church

- Traffic light needed (2)

N. Pine & E 2nd - Blue Stone Academy

United Methodist Church

- Collision: Lack of visibility. (5)

HWY 10

Hwy 10 & Klocke Rd by the train tracks

St. Andrews Church

- Crosswalk needed - kids have to cross tracks to get to school bus.

Hwy 10 & I-97

St. Andrews Church

- Add: *reduced speed* sign

Dean Nicholson Blvd**CWU Students**

- Advertising signs for people riding scooters while crossing streets. (1)

East 5th & North Sprague (Safeway)**CWU Students**

- Current 4-way stop not safe. People run it. Need light

CW - By Science Building**CWU Students**

- Too dark, unsafe at night
- Crosswalk not visible

By Lombard House**CWU Students**

- Ramps uneven, difficult to ride.

UNSAFE – OTHER COMMENTS**509 Teens**

- For youth/pedestrians greater area of concern are school zones. Need more visible markings and crosswalks. Signs "Students walking". More flashing lights. Speed cameras.

Disability Resources

- Biggest concern pedestrians. Most don't have transportation

Nomms Food Delivery

- Ditches near schools, especially EHS
- Add more protected bike lanes and better-lit pedestrian crossings
- Better enforcement of speed limits and pedestrian right-of-way laws
- Need sidewalks on all streets.
- Need e-bike or e-scooter regulations

- Biker education - They can ride through intersections without stopping or looking around which has led to several close calls.

East Side of Campus

CWU Students

- Implement sidewalks and make them accessible to people with disabilities.
- Some side walks are very narrow. (1)
- Need more street lighting in ALL of Ellensburg
- Sidewalks downtown too narrow

SAFE – OTHER

- Bike Lanes – safe (open house)
- 7th Ave Bike Lanes
- Number of crosswalks
- Turn signals
- Pedestrian protections on Main St.
- Sidewalks on University
- Main Street is one of the safer areas for walking and biking due to frequent pedestrian crossings, lower speed limits, and better lighting (Nomms)

IMPROVEMENTS

Disability Resources

- Bus signage and Maps at stops need to be larger.
- More accessible /frequent bus stops
- Repaint crosswalks
- Post office street - pulling out is extremely dangerous to pedestrians on sidewalk/ poor visibility to oncoming traffic.

SAFE/UNSAFE – OPEN HOUSE

	1 <i>Very safe</i>	2 <i>Safe</i>	3 <i>Unsafe</i>	4 <i>Very Unsafe</i>
University	1	5	6	

Water	1	4	5	
Main	3	6	1	
S. Canyon	1	4	6	
5 th Ave	1	3	7	

From: Mechelle Moran <creativekidslc@hotmail.com>

Sent: Tuesday, March 18, 2025 11:02 AM

To: Josh Mattson <mattsonj@ci.ellensburg.wa.us>

Subject: [Ext] Important Request for 4-way Stop on 1st Ave. & Ruby St.

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

Josh,

Hello,

It was great talking with you this morning, thank you for taking my call and allowing me the time to share my concerns regarding the dangers on the 1st Ave. & Ruby St. intersection. I am the owner of Creative Kids Learning Center and have been at this location (102 N. Ruby St.) since 2009. We have always had concerns of the safety of the community (particularly middle school kids), when crossing at the 1st Ave. and Ruby St. intersection. There have been many many many instances where we have witnessed cars speeding down Ruby St. not even paying attention to pedestrians trying to cross the road, car slammin on their brakes (so much so that we can hear the sceaching tires sound from inside out building), watched middle school kids many times dodge cars while they are sprinting across the street racing across after being impatient from waiting a long time to cross. Some of our childcare families have had close calls when using the cross walk with their children, while in the cross walk and cars not paying attention and nearly hitting them. I know that if someone came and observed a few times, they would see what I am describing on a Monday through Friday when public school is in session.

There is a 4 way stop on Capital and Ruby and on 3rd and Ruby, however I feel the foot traffic is heavier with the middle school kids going to the public library, Safeway and downtown area on 1st Ave. & Ruby than it is on Capitol and Ruby where there is no 4 way stop. I have always feared and honestly been surprised that there is yet to be an unfortunate accident to happen yet, although like I said, there have definitely been some close calls.

One of which was today, which is what sparked my reason for finally reaching out to try to request or start the process of requesting a 4-way stop. A community member called our center to tell me that they almost hit a parent and child that was crossing in the cross walk because they didn't see them due to middle school parents/cars being parked on I believe the West side of 1st Ave. during morning drop off time. They called to inquire on requesting a 4-way stop as they were petrified that they almost had hit the child and their parent.

Please consider my request as a serious plea to preventing an unspeakable potential accident that could happen to a community member, even worse a child. I do believe that installing this important 4-way stop would help slow traffic down on Ruby St. in front of the Public Library, a childcare center & the Middle School and would force all vehicles to stop and give pedestrians the right away as the law intends them to have.

Thank you so much for your time and advocacy for the safety of our community members. Please let me know if there is something further I can do to assist in the process of getting a 4 way stop installed at the 1st Ave. And Ruby St. intersection.

Mechelle Moran

Owner/Director

Creative Kids Learning Center

(509) 962-2552 or (509) 899-1711

CreativeKidsLC@hotmail.com

www.cklcellensburg.com

**CITY OF ELLENSBURG
TRANSPORTATION SAFETY ACTION PLAN
COMMENT CARD COLLECTION
HOME & HIGH SCHOOLS STUDENTS & SPECIAL OLYMPICS**

104 – Ellensburg High School Students

43 – Special Olympics

TOTAL: 147

KEY THEMES BY CORRIDOR & AUDIENCE

S CANYON RD

Special Olympics

- @ Mountain View – people don't stop at blinking crosswalk

Ellensburg High School Students

- Faster speeds
- No nice sidewalks/buffers
- Smaller lanes congestion
- @ Main – congestion, collisions

UNIVERSITY WAY

Special Olympics

- Least safe
- (6) - @ Main (and west beyond college) – cars run lights, short lights
- Heading north – uncomfortable
- East of campus - Fewer stop lights, fewer 4-ways, and less traffic control (add remote ticketing)
- Almost hit by car
- Bright lights +blue safety totems – safe features

Home School Students & Church Community

- Drive too fast, car speeds, heavy traffic
- (3) - @ Water Street
 - too fast
 - bike lanes have created questions about the lane next to the sidewalk
- (3) - @ Chestnut – racetrack at midnight, crossing needs additional time, speeding, busy
- (2) - Crosswalk near Jerrols
- (2) - @ Main – fast traffic, large crosswalk, awful for pedestrians
- @ N. Pearl – too fast

- @ Walnut – people run red lights, pedestrians almost hi
- @ N. Willow Street – cars turning left from Univ. and flying onto Willow
- Crossing at uncontrolled intersections
- No bike lane
- Lots of crosswalks – *safety feature*
- Slow speed limit - *safety feature*
- @Wildcat – well controlled intersection - *safety feature*

Ellensburg High School Students

- (10) - Increased traffic speeds, too fast for amount of people walking, no enforcement
- Multiple lanes, wide street
- @ roundabout near Pilots – bad traffic
- High traffic, congestion
- @ Water – road narrows, lots of traffic
- Well maintained and very populated - *safety feature*
- Slower traffic - *safety feature*
- @ Walnut – easy across crosswalks - *safety feature*
- After Wenas - *safety feature*
- People pay more attention near schools - *safety feature*

5th Avenue

Special Olympics

- @ Chestnut – need crosswalk safety

Home School Students & Church Community

- (3)- @ Main – 4-way light controlled intersection, good visibility to cars/people
- @ Ruby – 4 way stop with 4 crosswalks
- (2) @ Sprague
 - Crossing from Safeway to City Hall – need pedestrian crossing!
 - Across Cornerstone - Bad turns, hard for pedestrians
- @ Pine (in front of Dollar Tree) – diagonal parking, low visibility
- @ Chestnut – poor visibility (drivers have to creep into sidewalk)

Ellensburg High School Students

- (3) - @ Pearl/Pine (incl. dollar tree)– dark, weird people, crashes when you back out of parking, teens crossing street without looking
- (2) - @ Ruby – lots of homeless people, people pay less attention by grocery store
- Cars rushing w/ lots of pedestrians
- @ Anderson – low visibility, bushes in intersection
- Good visibility and lighting- *safety feature*
- (2) - Ample stop lights - *safety feature*

- Well kept road - *safety feature*
- @ Pearl (bull statue) – public, one-way street - *safety feature*
- @ Safeway – cars are slower, has stop signs - *safety feature*
- @ Walnut – no bushes, good visibility - *safety feature*
- @ Pine – one way street, lots of controlled traffic - *safety feature*

Water Street

Special Olympics

- @ Main – no stops
- @ Manitoba – unfamiliar people
- (2) - @ Railroad Ave – no street signs or sidewalks, no people walking around
- @ 9th – no stop signs or lights
- Fewer stop lights, fewer 4-ways, and less traffic control
- Need a flashing crosswalk by jail – can't see crossing at night

Home School Students & Church Community

- (2) - @ 4th
 - bush blocks view of oncoming traffic
 - people don't pay attention to crosswalks

Ellensburg High School Students

- (2) - Increased traffic speeds
- Multiple lanes
- Never been hit
- Very open

Main Street

Special Olympics

- (3) - Too busy with cars
- Manitoba through 5th (downtown)– reduced sidewalks
- Safe
- Traffic lights, crosswalks

Home School Students & Church Community

- Poor bike access
- Parked cars
- @ 1st – Traffic signal in one direction
- @ Manitoba – hard to turn left
- @ W. 14th – no sidewalk or crossing light
- @ W. Capitol Ave
- People darting out

- Drivers not looking – especially at crosswalks without lights (need yellow flashing lights)
- @ Capitol – large, well-known intersection - *Safety feature*
- Traffic lights – *Safety feature*

Ellensburg High School Students

- Multiple lanes
- Increased traffic speeds
- @ 6th Ave – tight right turn, hard to see pedestrians
- @ 4th – fast cars, some stop in crosswalk
- @ 7th – very busy
- Further outside of downtown – more speeding
- Dangerous crossing roads
- (2)- Lots of stop signs - *Safety feature*
- Controlled streets -*Safety feature*
- Good sidewalks - *Safety feature*
- Businesses - *Safety feature*
- Everyone has to be careful - *Safety feature*
- Very spacious - *Safety feature*

Other:

Special Olympics

- (5) - Pearl street – comfort, sidewalk, crosswalks, street signs, one-way
 - (6) - @ 4th – sidewalks, stop signs, people out and about, well lit, next to park, slow traffic
- (3) - Capitol (near schools) – well lit
- (3) - 300 bare road (sunridge) – familiar home
- 6th Ave (across church) – know the community
 - (2) - 6th & Chestnut - comfort
- (2) - Ruby St – not as much traffic in evening
 - @3rd – 4-way stop
 - 4-way stops – clear view
- (2) - Downtown – people walking around, lots of lights, 4-way stops
- (2) - Alder & Dean Nicholson – lights + less traffic
- (2) 3rd
 - @ Pine – stop signs
 - @ Vally View Elem – bike/ped path
- Game Farm – isolated
- Radio Hill – near home, familiar territory
- Wildcat Way – streetlights
- Pine & Manitoba
- 7th – bike boulevard
- Chestnut (near hospital/Manitoba) – people are careful
- Fred Meyer – slower traffic

- Ruby
 - (2) - @ Manitoba - visually uncomfortable
 - @ 5th – madhouse – add stop light
- (2) - West Interchange Roundabout – no one knows how to drive it
- 3rd
 - @ Pine (is a 2-way but people stop at 4)
 - @ Pearl – people blow through 4-way
 - (2) - In town
- 7th (fairground area) – no sidewalks
- #6 Road – Running stop signs, too many accidents (make a 4-way stop)
 - @ Kittitas Hwy – drivers run stop signs
- John Wayne Trail – no people (add lighting), isolation at night
- Capitol & Willow – crosswalk and school
- Brick Road- Fewer stop lights, fewer 4-ways, and less traffic control. Still dangerous despite new sidewalks. People drive too fast
- Unmarked intersections
- Helena & N. Alder – fast drivers (add more 4-way stops)
- Grocery Outlet parking lot
- Chestnut way – speed of traffic
- Everywhere in winter – icy

Home School Students & Church Community

- (5) - 2nd & Pine
 - limited visibility traveling south no Pine for people heading west on 2nd
 - turning left – no visibility until almost fully in intersection, too many cars parked diagonally on Pine
 - Long bodied trucks parked diagonally block view of vehicles
 - Need wider street if cars will be allowed to park, if narrow don't allow street parking
- (4)- Capitol
 - @ Chestnut – drivers roll through without stopping, esp. right turns, ice in winter
 - E Capitol – crosswalks from Youth Center to Middle School need crossing light! Need street lights (too dark)
- (3) Ruby –
 - @ 2nd need a crosswalk for school kids walking to town/library
 - @ 4th - lots of cars entering
 - @ Manitoba – not a regular 4-way and can't tell if someone is going to turn on Ruby
- (2) Chestnut –
 - @ Mountain View - walk signals need more time (especially for wheelchairs)
 - @ 3rd
- (2) - Shoulder-less roads – no access for pedestrians or bikes
- (2) - 7th Ave (between Walnut & Sampson) southside– terrible sidewalk, road not plowed
- 7th Ave realignment of stop signs has created many blind spots

- Southside of Valley View Elementary – no sidewalks
- E. Tacoma Avenue – lacks sidewalks
- Alder (parts of) – no sidewalks, fast speeds
- Railroad Ave – lack of sidewalks + bike lanes
- Bender & Brick Road – crazy curve
- N. Willow & Brick Road – poor visibility
- 6th & Kittitas Highway – bigger stop signs
- Wildcat – lack of any stops
- Walnut & 18th – light timing is deceptive so people make unsafe turns (timing from green to yellow to red needs to be longer)
- (6) - 7th – bike street, bike lanes, clear signs, blocked left turns
- (3)- 4th & Pearl – walkability, slow speed limits, sidewalks, lots of stop signs, pedestrian
- (2) - Trails away from cars – zero cars and less populated, country
- (2) - 7th & Walnut – concrete island
- (2) - On campus – largely pedestrian zone
- (2) 3rd
 - @Ruby
 - wide sidewalks
- Alder Street Park – wide shoulders + sidewalks, slower speed limit
- New Pfenning trail/walk – nice space between walk and road
- Home, work, near police station
- visibility
- Cora street – wide sidewalks
- Walnut Street – everyone stops
- Wildcat Way – ample street lights, pedestrian crossing visible, signs
- N. Chestnut – street lights, stays plowed in winter, lots of visibility, signs
- Mountain View crossing – flashing yellow light

Ellensburg High School Students

Other:

- (8) - E. Capitol Ave – more police around monitoring traffic (|||), slower speed limit (school zone) (|||), rich neighborhood, nice sidewalk, has stop signs, People pay more attention near schools
- (5) 3rd
 - (2) @ Pfenning – low traffic, crosswalks clearly marked, people are careful
 - 3rd (downtown) – slow traffic speeds
 - 3rd (by schools) – large sidewalks
 - @ Ruby – welcoming place with lots of people
- (2) - Pearl/Pine – one way, good sidewalks, traffic lights, businesses
- (2) - Helena – slower speeds, less congestion
- (2)- Wildcat Way – controlled traffic, sidewalks
- (2) Pfenning
 - @ Vantage – light traffic
 - Pfenning – light traffic

- Alder – wide road, car park w/o crowding
- Ruby St (in front of library) – good visibility
- Wilson Creek – not many cars
- Tozer Road – familiar location
- Spar Lane – no one drives there
- Sampson & 4th – slower traffic, lots of stop signs
- N. Sampson – not busy
- Vista & Bonnie Lane – few cars, visible corners
- Black Horse development – lots of police
- Pearl & 4th – in center of town
- Mountain View park area – enforced speed limits
- Emerson Road – not many drivers
- (4) - Brick Road – narrow, low visibility, bad angle for turning on hill, few sidewalks, little lighting, slick roads in winter
- (4)- Kittitas Highway – lots of speeding + crashing, homeless
- (3)- Chestnut (& 3rd, @ Baptist church)– need more stop signs, on hill with congestion, was hit
- (2) - Vantage – fast drivers, cat was run over
- (2)- Alleys behind Palace – not enough sight, shady people, little police
- (2)- Capitol & Willow (by HS) – need protected left turn, need more crosswalks like college, need more police
- (2) Wester Interchange Roundabout – no one can run it, people can't use it, need more signs
- 3rd & Sampson – got hit
- Mountain View – only spooky trucks
- By middle school – cars rushing @ school time w/ pedestrians
- 4th & Ruby – blind crosswalk, obstacles block vision
- 18th & Airport – dark, people not paying attention
- Alder Street – crosswalks
- 2nd Ave (by Boogyman Music) – feels run down
- 1st (by Fred Meyer) – people pay less attention
- Pfenning – people go fast
- Road near Carey Lake – narrow, people use bike lane as right turn lane.

Special Olympics

SUGGESTIONS

- Bikes
 - Protected bike lanes
 - More bike lanes
- Pedestrian focused
 - (6) - Traffic cops for 2-way stops, safety patrols, police take action with unsafe people on public transportation, ticket offenders, enforce violations related to pedestrians/cyclists

- (5) - More overhead lighting, street lights
- (5)- More crosswalks + added crosswalk visibility, more flashing lights
- (3) - More sidewalks (@ water & railroad), including w/ ramps
- Don't allow street parking near intersections
- Decrease traffic speeds
 - (2) - Slow drivers down
 - (2)- Add 4-way stops (@ #6 road, N. Alder)
 - Add stop light (@ Ruby & 5th)
 - More cameras
 - Better signage
 - More remote ticketing
- (2) More disabled parking downtown
 - Disabled parking spots at grocery outlet
- Get rid of roundabout
- Provide blue totems for easy way to reach help near bus stops
- Remove plants/bushes blocking visibility

INVOLVED IN COLLISION?

Yes	10
No	30

Locations:

- (3) - 3rd & Water
- Ruby & 5th
- MountView
- Kittitas & #6 Road
- University & Main
- University & Wildcat Way
- Wenas & 5th
-

Mode of Transport?

- Car -5
- Van - 2
- Bike - 2
- Pedestrian -1

CONCERN RATING

	1	2	3	4	AVG
	<i>(not concerned)</i>	<i>(slightly concerned)</i>	<i>(concerned)</i>	<i>(very concerned)</i>	

Pedestrians/Runners	5	6	17	13	2.93
Children/Youth	4	10	11	16	2.95
Bicyclists	5	6	20	10	2.85
Drivers	6	17	8	10	2.56
Communities with Disabilities	1	7	7	26	3.41
Seniors	1	8	7	25	3.37

ADDITIONAL COMMENTS

- Overall, love the improvements to sidewalks and additional stop lights

HOME SCHOOL STUDENTS + CHURCH COMMUNITY

SUGGESTIONS

- (7) - Improve visibility by trimming down vegetation that blocks corners
- (2)- LED Headlight ban/regulation
- Bikes
 - (5)- More/expand bike lanes
 - (2)- Dedicated bike lanes (main street)
 - Bike helmet law
 - Fewer shared lanes
 - 7th Ave – if it's bicycle avenue then cars should be blocked from crossing
- Pedestrian focused
 - (4) - Expand sidewalks
 - (2) - More 4-way stops
 - (2) - Flashing yellow lights at sidewalks
 - (2) - Increase time for crossings
 - Tree-lined barriers between vehicles and sidewalks/trails
 - Fix sidewalk south of smokestack on 7th between Walnut & Sampson
 - Fix sidewalk on 7th near grocery outlet – bad for strollers, wheelchairs
 - More dedicated street lights
 - Keep working on curb refurbishments
 - If narrow road then don't allow street parking
 - Flags for pedestrians to carry across road (University Way)
- Decrease traffic speeds
 - (5) - More police enforcement, more traffic fines for violators, enforce complete stops
 - (2) - More roundabouts – slows traffic w/o stopping
 - Slower MPH on heavily populated roads
 - More street lights
 - Traffic calming features
- Update City Map @ Chamber of Commerce (library is in the wrong spot)
- Get rid of medians between streets
- Interactive App
- City-wide "Safe Streets" Campaign – engage all community groups
- Increase public transit to get cars off road
- Find ways to keep roads clear in winter

INVOLVED IN COLLISION?

Yes	17
No	24

Locations:

- (2)- Main street
- (2)- Chestnut Street
- Water Street
- Mountain View & Main
- 5th & Ruby
- Brick & Vantage
- Manastash Road
- Manitoba
- Capitol
- Fred Meyers
- EHS Parking Lot
- DQ
- Jerrols
- Running stop lights all over town

Mode of Transport?

- Car – 12
- Pedestrian - 5
- Motorcycle - 1

CONCERN RATING

	1 <i>(not concerned)</i>	2 <i>(slightly concerned)</i>	3 <i>(concerned)</i>	4 <i>(very concerned)</i>	AVG
Pedestrians/Runners	7	5	20	16	2.93
Children/Youth	4	6	16	23	3.18
Bicyclists	2	11	22	14	2.98
Drivers	19	15	8	5	1.98
Communities with Disabilities	5	10	16	17	2.94
Seniors	3	6	21	15	3.07
Other – Pets/animals		1	1	3	3.4

Other: Families with strollers, kids wearing earbuds, people on wheels with dogs, college students

ADDITIONAL COMMENTS

- Open up access to canals as readily available for additional trails
- More trails that allow us to get around on bikes or foot away from roads

- Yay to Bike Council!
- I get frustrated by drivers driving too slowly sometimes
- Bikes on sidewalks speeding past doorways is dangerous

ELLENSBURG HIGH SCHOOL STUDENTS: (55)

SUGGESTIONS

- Decrease traffic speeds
 - (8) - Enforce speed control, more police, security, guards
 - (4)- More 4-way stops, stop signs
 - (3)- More signage in rural/outskirts of town (recent adds good!)
 - (2) - More cameras
 - (2) - Have more "your speed" signs
 - More roundabouts instead of stoplights
 - Add traffic calming measures downtown (speed bumps, raised crosswalks)
 - Decrease speed limits
 - Better signs by roundabout i-90 exit
- Pedestrian focused
 - (6) crosswalks – Add /update crosswalks, add signs, make more visible when no stop signs, more light-up crosswalks, raised crosswalks
 - (6) - Add sidewalks (incl. rural area)
 - (5) - Better lighting (incl. rural area), more safety lights
 - (2) - Prioritize visibility at intersections
 - Remove/minimize blind spots at intersections
 - Have cars park away from stop signs to make them easier to see
 - (2) - Trim bushes for visibility
 - Wider/nicer sidewalks (add a buffer for sidewalks)
 - More signs
- Education
 - (4) - Better new driver education (include watch for motorcycles)
 - Encourage pedestrian safety
 - More info on how to deal with accidents when they happen
 - Teach how to do roundabouts
- (3) - Add bike lanes, widen bike lanes, have bikes use sidewalks instead of streets
- Fewer lanes
- Better road maintenance, repair potholed side roads
- More public transportation for lower income people
- Clear ice in winter

INVOLVED IN COLLISION?

Yes	33
No	16

Locations:

- (2)- N. Brick

- (2) Pfenning
 - @ Capitol
 - Pfenning
- Parking lot
- Freeway
- I-90 exit
- End of Capitol Ave
- By courthouse
- 3rd & Sampson
- Valley View Elem
- CWU parking lot
- Cobblefield
- Vantage Highway
- Safeway parking log

Mode of Transport?

- Car – 19
- Pedestrian – 2

CONCERN RATING

	1 <i>(not concerned)</i>	2 <i>(slightly concerned)</i>	3 <i>(concerned)</i>	4 <i>(very concerned)</i>	AVG
Pedestrians/Runners	15	22	13	5	2.15
Children/Youth	4	19	21	11	2.71
Bicyclists	11	21	19	4	2.29
Drivers	11	32	9	3	2.07
Communities with Disabilities	11	22	15	7	2.33
Seniors	11	18	16	10	2.45
Other – animals/pets	1		1		2

ADDITIONAL COMMENTS

Appendix D

Vision Zero Benchmarking Assessment

Ellensburg Vision Zero Benchmarking Assessment

Core Element	Category	Benchmark	Summary of State of Current Practice or Proposed Practice for Consideration	Link/Source	Existing Assessed Level of Commitment/Implementation		
					Not a Current Practice	Occasional Practice	Institutionalized Practice
Safety Planning & Culture	Leadership and Commitment	Leaders publicly commit to a "Zero" goal for traffic fatalities and serious injuries within a specific timeframe, and exhibit buy-in for the Safe System approach through media, public events, and support for related policies and programs. [SS4A Self-Cert Q1]	Through the TSAP efforts, the City is developing a vision zero goal to be presented to city council for adoption and incorporation into the upcoming Comprehensive Plan update.	https://ci.ellensburg.wa.us/DocumentCenter/View/14708/C-3-TRANSPORTATION?bidId=	x		
		Establish key safety performance indicators and implement a monitoring process to evaluate progress and identify if intervention or adjustment is needed. [SS4A Self-Cert Q8 pt 1]	The City's primary performance measure to evaluate progress is the change in the number of KSI crashes in total with supporting performance measures as defined in the TSAP.		x		
		Convene and/or participate in an inter-agency committee, task force, implementation group, or working group that is charged with a Safety Action Plan's development, implementation, and monitoring [SS4A Self-Cert Q2].	A Task Force was established for development of the TSAP. City staff will be identified for implementation and monitoring of the TSAP including inter-agency coordination.		x		
		Provide ongoing training to City staff, directors, elected officials, and community stakeholders on the Safe System approach.	The City will look for opportunities for ongoing training, especially leveraging online webinars from transportation safety agencies like WSDOT, NACTO, and the Vision Zero Network.		x		
		Establish an ongoing Safe Routes to Schools program and funding mechanism.	The City includes SRTS in their current Comprehensive Plan and has successfully obtained SRTS grants to implement safety improvements.	https://ci.ellensburg.wa.us/DocumentCenter/View/14708/C-3-TRANSPORTATION?bidId=			x
		Engage with the public and relevant stakeholders, including the private sector and community groups. Engagement activities should be available in common languages spoken by City residents whose first language is not English. Incorporate information received from the engagement and collaboration into the safety plan. [SS4A Self-Cert Q4]	Engagement activities included online survey, open house, focus groups and meetings with trusted advocates. Spanish resources were made available.			x	
	Meaningful Engagement	Establish a website to inform the public about City's safety program goals and progress and the effectiveness of implemented safety projects. [SS4A Self-Cert Q8]	The adopted TSAP will be posted on the City's Complete Streets website.	Ellensburg Complete Streets Ellensburg, WA	x		
		Apply a proactive and transparent approach to data-driven safety analysis, including the use of systemic profiles, roadway and roadside condition, and modal specific condition assessments (e.g., bicycle network stress or distance between marked crossings). [SS4A Self-Cert Q3]	Included in TSAP				x
	Data and analysis	Establish a process for residents to report safety hazards or request safety interventions and a data-driven approach for evaluating the reports/requests.	The City has an easily accessible Traffic Safety Request Form on the Ellensburg Police Department website. The City processes and summarizes the requests and uses this information to inform safety projects.	https://ci.ellensburg.wa.us/779/Police		x	
		Maintain a GIS inventory and actively work to improve accuracy of crash data and roadway data such as missing sidewalks, bikeways, intersection controls, pedestrian/bicycle volumes, etc.	The City has some roadway data but does not currently publicly host crash data. The City will regularly update and maintain this data.	https://eburg.maps.arcgis.com/home/gallery.html?sortField=title&sortOrder=asc		x	
		Proactively and holistically evaluate risk factors and prioritize locations with high potential for exposure.	The TSAP includes 9 risk factors used for location prioritization.				x
	Funding	Develop a project evaluation framework that prioritizes funding based on fatal and serious injury crash reduction opportunities, especially for equity populations and vulnerable road users [SS4A Self-Cert Q5].	Project prioritization includes crash history, risk factors, and locations of disadvantaged communities, and crash modification factors				x
		Apply for grant programs to fund safety projects.	The City applies for grants to fund in safety projects.				x
		Institutionalize safety considerations in all project types to systematically fund projects through operations and maintenance efforts (such as repaving projects through the CIP).	The City incorporates a safety opportunity and evaluation for all planned transportation projects.			x	
		During the development review process, safety impact is assessed to identify mitigation and cost sharing opportunities that align with safety best practices and encourage active transportation modes.	The City has an adopted complete streets ordinance. Development review should include the appropriate expansion or improvement of the active transportation system and promote access to public transportation. Streets should be designed to encourage appropriate design speeds and traffic calming or speed reduction measures should be considered when appropriate.	https://ci.ellensburg.wa.us/DocumentCenter/View/11668/Ordinance-4744?bidId=		x	

Core Element	Category	Benchmark	Summary of State of Current Practice or Proposed Practice for Consideration	Link/Source	Existing Assessed Level of Commitment/Implementation		
					Not a Current Practice	Occasional Practice	Institutionalized Practice
	Equity first	<i>Use data to identify underserved communities. Analyze how these communities are burdened by traffic crashes and/or include a prioritization criteria that consider equity [SS4A Self-Cert Q5 pt 2].</i>	The TSAP identifies locations in Environmental Justice Areas with a high frequency of crashes.				x
		<i>Meaningfully engage populations that are traditionally underserved in shared decision-making for safety efforts and incorporate equity considerations in implementation and assessment plans. [SS4A Self-Cert Q5 pt 1].</i>	The TSAP included participation from trusted advocates that facilitated engagement from traditionally underserved or underrepresented populations.				x
Safe Users	Education	Perform outreach through educational programs, with a focus on the behaviors and target audiences most linked to death and serious injuries. Utilize partnerships with community-based organizations and advocacy groups.	The City will explore outreach and educational opportunities with community based organizations and advocacy groups.		x		
		Use demonstration projects to raise awareness of new designs, encourage support among stakeholders for safety projects requiring capacity trade-offs, and solicit feedback from the public. Demonstration projects also provide the opportunity to measure safety effects and encourage innovation and design flexibility.	TSAP explores opportunities for demonstration grants			x	
	Enforcement	Reallocate enforcement activities to target those behaviors and locations most linked to death and serious injury.	The City will consider targeted enforcement activities such as speed monitoring and sobriety testing.		x		
Safe Roadways	Collision avoidance	Systematically implement proven countermeasures to enhance pedestrian and bicyclist safety and connectivity by providing separation in space and time, increasing attentiveness and awareness, and addressing infrastructure gaps. Measures include protected signal phases, clear zones, and vertical and horizontal separation, prioritized based on crash exposure, crash history, roadway characteristics, and adjacent land uses associated with higher levels of use.	The City follows WSDOT, FHWA, and NACTO guidelines.			x	
	Kinetic energy reduction	Systemically install proven countermeasures to manage motor vehicle speed and collision angles. Measures include roadside appurtenances, roundabouts, refuge islands, hardened center lines, and road diets.	The City evaluates roadway design characteristics for encouragement of desired travel speed.			x	
		Evaluate intersection design and control decisions in the planning or scoping stage for opportunities to better prioritize reducing kinetic energy transfer, following FHWA guidance.	The City follows WSDOT Intersection Control Evaluation (ICE) and FHWA guidelines on intersection design to enhance safety.				x
	Policies and tradeoffs	Designate functional class and modal priority for roadways to pinpoint the most effective safety countermeasures.	City identifies road functional classification, designated bicycle routes, and transit routes.				x
		Put curbside management, shared mobility, or micromobility policies (e.g., permitting, enforcement) in places that prioritize pedestrian and bicyclist safety.	The City designates locations where bikes and scooters are not allowed on sidewalks. The City designates and enforces no-parking areas that improve the visibility of pedestrians and bicyclists at crossings			x	
		Ensure safety for all users is prioritized, and accessibility maintained, during construction and road maintenance projects.	All construction activities must follow the city's Standard Specifications, ensuring safe construction areas, protection of facilities, and traffic control for all users to pass safety through or around work zones.				x
Safe Vehicles	Curbside Management	Provide supportive infrastructure for curbside management to limit user conflicts around stopped or loading vehicles.	The City evaluates loading zone policies and locations.				x
	Fleet Management and Vehicle Size	Support safer operations of City and commercial vehicles through a transition plan of City's vehicle fleet to lower-mass and safety feature enhanced vehicles; heavy vehicle route restrictions to avoid high-pedestrian areas.	City considers safety implications of vehicle size when acquiring fleet vehicles. The City provides driver operation trainings. The City implements truck routes to focus heavy vehicles on select corridors.				x
Safe Speeds	Design and operations	Adopt roadway design standards that are focused on speed management, such as target speed-based design. Adjust roadway geometries for context-appropriate speeds.	Subdivisions, and neighborhood streets are to be designed to discourage excessive traffic volumes and vehicle speeds.			x	
	Enforcement	Deploy automated speed enforcement, with a focus on equitable fee structures.	The City uses collected data to determine time and locations of targeted speed enforcement.			x	
	Policy and training	Follow speed limit setting methodologies that determine appropriate speeds based on roadway context and modal priority, rather than the historic behavior of road users. Provide speed management training to staff focused on fatality and serious injury minimization.	The City employs a context-based approach to setting speed limits on transportation projects. The city has implemented lower speed limits on certain roads to enhance safety, including areas near schools and residential neighborhoods.				x
Post Crash Care	Crash investigation	Create a feedback loop such that key insights from crash investigations are shared with roadway designers.	TSAP uses historical crash data to determine factors contributing to traffic fatalities and injuries to inform countermeasure selection.				x
	Partnerships	Share data across agencies and organizations, including first responders and hospitals, to develop a holistic understanding of the safety landscape and improve accuracy.	The City coordinates with agency partners and shares available crash data.				x

Appendix E

Safety Project Analyses

University Way Safety Project Analysis

Existing Corridor Description

Extents	N Wenas St to N Alder St
Classification	Principal Arterial
Land Use	Central Commercial, Commercial Highway, Central Washington University
Posted Speed	20-25 MPH
Cross Section	Two travel lanes in each direction 11-12 foot lane widths
Pedestrian Facility	<u>Sidewalks</u> Curb-tight Sidewalks Both Sides Buffered Sidewalk from Main St to Chestnut St (northside) <u>Crossings</u> Signed and Marked Crosswalk – 2 Signalized Crosswalk – 2 Signalized Intersections – 6 Pedestrian Signals – at all signalized intersections Curb Ramps – Present and updated <u>Crossing Distances</u> 250 feet – 1000 feet
Bicycle Facility	None on University Way Parallel designated bikeway 1 block south on 7 th Ave
Intersections	<u>Signalized</u> -Water Street – No Protected Left -Main Street – Designated left turn lanes, with protected lefts -N Sprague Street/N Wildcat Way – Designated left turn lanes, with protected lefts -Walnut Street – No Protected Left -N Chestnut – Designated left turn lanes, with protected lefts -Alder Street – Designated left turn lanes, with protected lefts <u>Unsignalized</u> – 13 side street stop controlled <u>Driveways</u> – Frequent Commercial Driveways

University Way Photos



University Way Looking East at N Pine Street



University Way Looking West at Alder Street
Note: Location of a KSI

Safety Review

Risk Factors

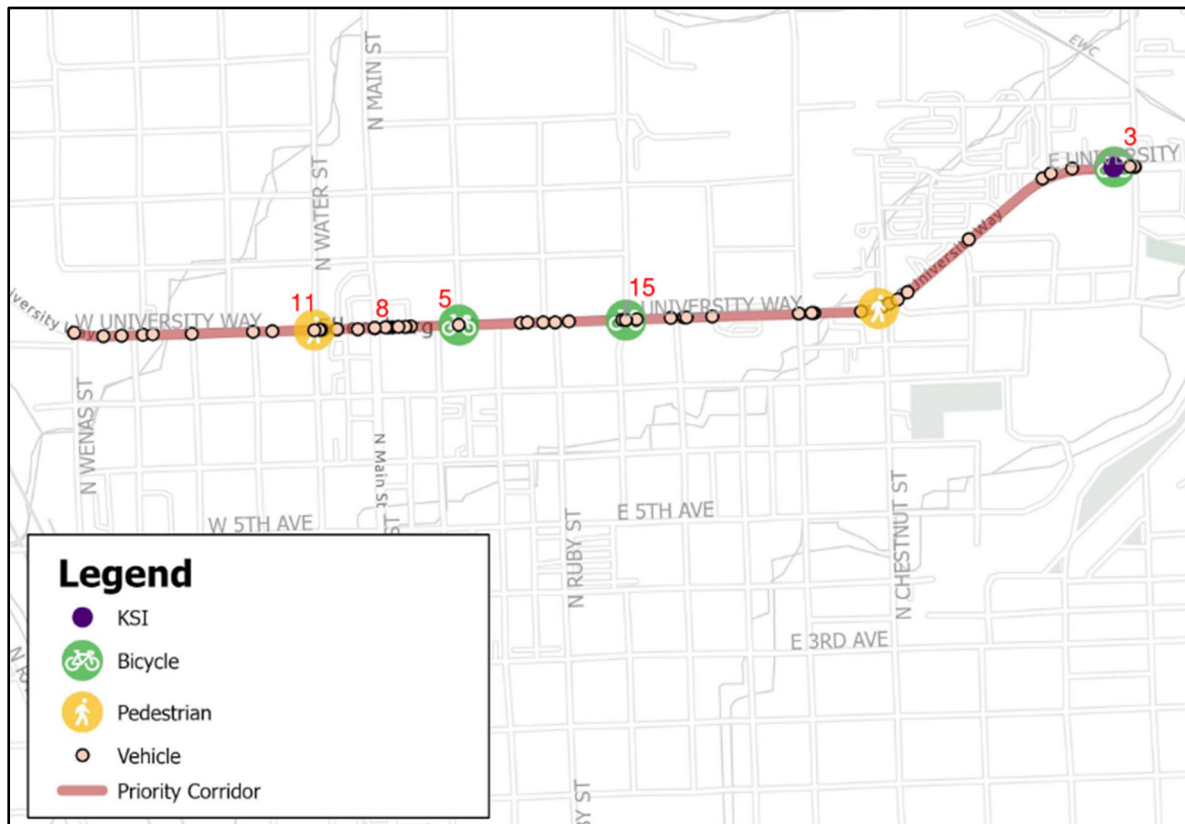
All Users		Vulnerable Users	
Commercially Zoned Areas	X	Commercially Zoned	X
Arterial Roadway	X	Intersections on the Bike Network	X
Large Intersections	X	Pedestrians Crossing Intersections	X
		Near Transit Stops	X

Crash History

Total Crashes	93
KSI	1
Vulnerable User Crashes	5
Prevalent Crash Types	Rear End / Entering at Angle / Left Turn

Notes:

- 1 KSI crash occurred near the intersection of Alder St
- 15 crashes occurred at the intersection of Wildcat Way/Sprague St
- 13 (14%) of crashes happened at night
- 3 crashes involving bicycles, all resulting in injuries



Community Input

Concerns	Recommendations
Excessive speeds	Flashing lights and repainting for all crosswalks
Crosswalks not visible	Increase crossing time at crosswalks
Poor lighting	Clarify bike lane
	Speed enforcement cameras
	Signage: "Student Walking"
	Consider reducing to two lanes with a center turn lane

Goal

Improve safety at pedestrian crossings and discourage speeding.

Countermeasures Proposed

Countermeasure	Crash Reduction Factor (Crash Type)	Cost	Quick Build Alternative Option Available
Restripe Crosswalks	Not Available	\$	Yes
Speed Legends on Pavement	Not Available	\$	Yes
RRFB	35% (P/B)	\$\$	No
Leading Pedestrian Intervals	60% (P/B)	\$	No
Lighting Evaluation	35-40% (Night)	\$\$	No
Targeted Enforcement and Deterrence	N/A	N/A	N/A

Planned Associated Projects

TIP 25 – University Way and Water Street Intersection Enhancements and Widening

TIP 54 – University Way and Alder Street Intersection Enhancements and Widening

TIP 56 – University Way and Main Street Intersection Enhancements and Widening

ATP Long Term Investment Project 8 – Crossing Improvements along University Way

ATP TE 3 - Crossing Improvements along University Way

ATP CG-4 – Crossing Improvements at University Way and Ruby

5Th Avenue Safety Project Analysis

Existing Corridor Description

Extent	Pearl Street to Chestnut Street
Classification	Minor Arterial
Land Use	Central Commercial, Residential Office, Residential Medium Density
Posted Speed	25 MPH
Cross Section	One travel lane in each direction 12-foot lane widths Street Parking – Parallel Both Sides
Pedestrian Facility	<u>Sidewalks</u> Curb-tight Sidewalks Both Sides <u>Crossings</u> Signed and Marked Crosswalk – 2 Signalized – 0 Curb Ramps – Present <u>Crossing Distances</u> 1,800 feet (between marked crossings)
Bicycle Facility	None Parallel designated bikeway 2 blocks north on 7 th Ave
Intersections	<u>Unsignalized</u> 2 all-way stop controlled 5 side street stop controlled <u>Driveways</u> – Few Commercial Driveways, Few Residential Driveways

5th Avenue Photos



5th Avenue Looking East at Pine Street



5th Avenue Looking West at Anderson Street

Note: Location of a KSI

Safety Review

Risk Factors

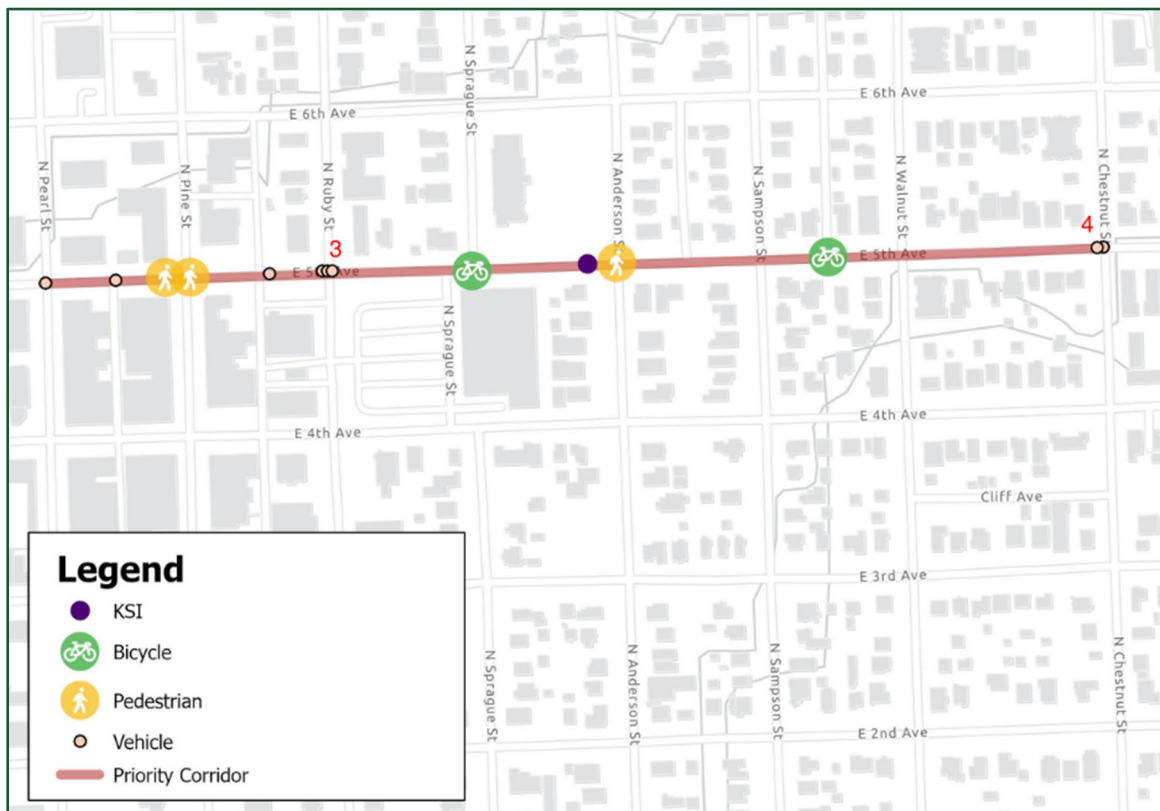
All Users		Vulnerable Users	
Commercially Zoned Areas	X	Commercially Zoned	X
Arterial Roadway	X	Intersections on the Bike Network	X
Large Intersections	-	Pedestrians Crossing Intersections	X
		Near Transit Stops	-

Crash History

Total Crashes	15
KSI	1
Vulnerable User Crashes	5
Prevalent Crash Types	Entering at Angle / Pedestrian / Bicyclist / Rear End

Notes:

- 1 KSI occurred at the intersection of Anderson Street involving a pedestrian.
- 11% of all pedestrian and bicyclist crashes in the city occurred on this stretch of 5th Ave.
- 4 crashes occurred at the intersection of Chestnut; 3 crashes occurred at the intersection of Ruby.
- 2 (13%) of crashes occurred at night, including the one KSI involving a pedestrian.



Community Input

Concerns	Recommendations
Dangerous Crossings	Crosswalks at targeted areas
Speeding	Assess parking – add no parking zones
	Add lighting to improve visibility

Goal

Improve safety at pedestrian crossings and bicyclists.

Countermeasures Proposed

Countermeasure	Crash Reduction Factor (Crash Type)	Cost	Quick Build Alternative Option Available
Restripe Crosswalks	Not Available	\$	Yes
Curb Extensions	35% (P/B)	\$\$	Yes
Remove Obstructions for Sightlines	20% (All)	\$	Yes
Lighting Evaluation	35-40% (Night)	\$\$	No
Add Signs to Marked Crossings	35% (P/B)	\$	Yes

Planned Associated Projects

TIP 47 – 5th and Ruby Intersection Enhancements and Widening

ATP CG 3 – Crossing Improvements at Walnut St/5th Ave

ATP CG 9 – Crossing Improvements at Sprague St/5th Ave

Water Street Safety Project Analysis

Existing Corridor Description

Extent	University Way to Manitoba Avenue
Classification	Principal Arterial
Land Use	Central Commercial
Posted Speed	25 MPH
Cross Section	One travel lane in each direction plus two-way-center-turn lane 11-12 foot lane widths Street Parking – Parallel Both Sides
Pedestrian Facility	<u>Sidewalks</u> Curb-tight Sidewalks Both Sides <u>Crossings</u> Signed and Marked Crosswalk – 4 Signalized – 4 Pedestrian Signals – at all signalized intersections Curb Ramps – Present <u>Crossing Distances</u> 300 feet – 1000 feet
Bicycle Facility	Non-buffered 5-foot bike lanes – both sides
Intersections	<u>Signalized</u> -University Way – No Protected Left -5 th Street – No Protected Left -3rd Street – No Protected Left -Capital Ave – No Protected Left <u>Unsignalized</u> – 6 side street stop controlled <u>Driveways</u> – Frequent Commercial Driveways

Water Street Photos



Water Street Looking South at 5th Avenue



Water Street Looking North at Capital Avenue

Note: Location of a KSI

Safety Review

Risk Factors

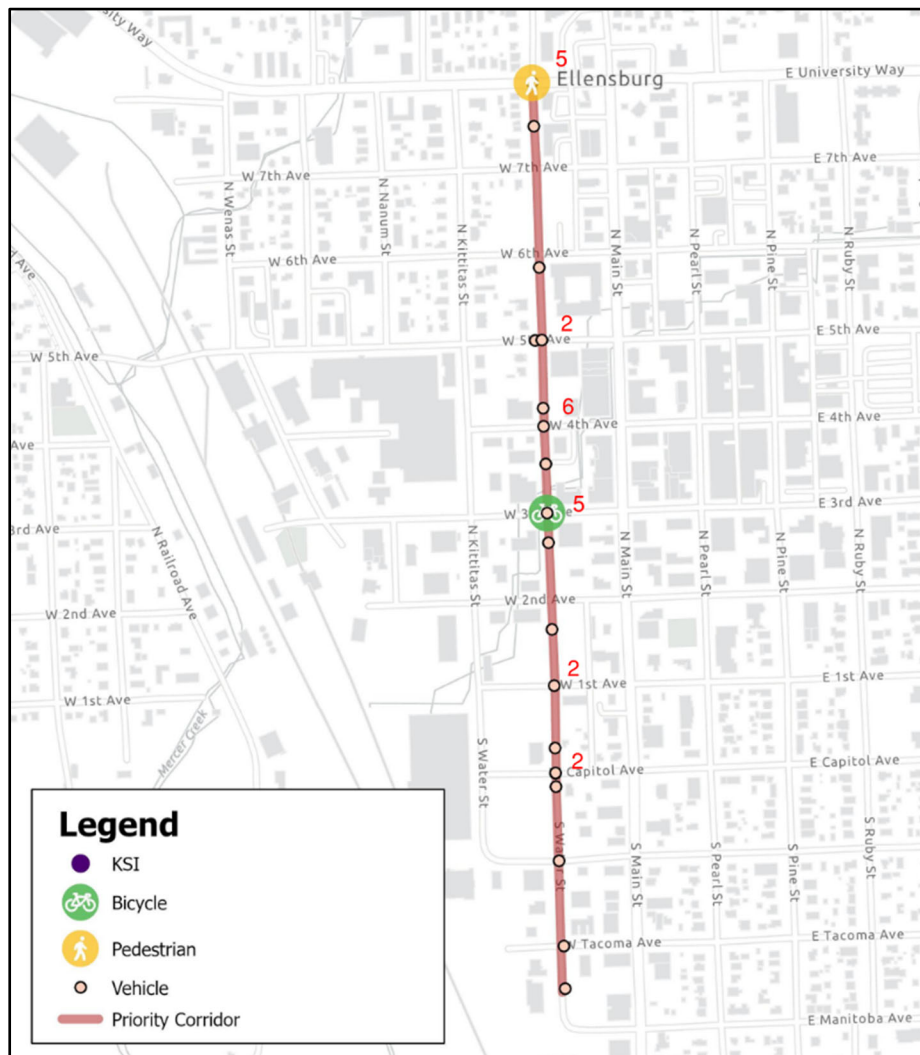
All Users		Vulnerable Users	
Commercially Zoned Areas	X	Commercially Zoned	X
Arterial Roadway	X	Intersections on the Bike Network	X
Large Intersections	X	Pedestrians Crossing Intersections	X
		Near Transit Stops	X

Crash History

Total Crashes	34
KSI	0
Vulnerable User Crashes	2
Prevalent Crash Types	Rear End / Entering at Angle

Notes:

- 6 crashes occurred at 4th Ave and 5 crashes occurred at both 3rd Ave and University Way
- 5 (15%) of crashes occurred at night



Community Input

Concerns	Recommendations
Poor visibility – lack of lighting	More lighting throughout
Fewer stop lights and 4-ways	Flashing crosswalks
Lack of traffic control (parking)	Assess parking and consider no parking zone in areas of poor visibility

Goal

Improve safety at pedestrian crossings and bicycle facilities and discourage speeding and improve safety at intersections.

Countermeasures Proposed

Countermeasure	Crash Reduction Factor (CRF)	Cost	Quick Build Alternative Option Available
Restripe Crosswalks	Not Available	\$	Yes
Curb Extensions	35% (P/B)	\$\$	Yes
Remove Obstructions for Sightlines	20% (All)	\$	Yes
Protected Left Turn	30-55%	\$\$	No
Pedestrian Crossings (Signs and Markings)	35% (P/B)	\$	Yes
Bike Box	15% (All)	\$	Yes
Green Conflict Striping	Not Available	\$	Yes
Lighting Evaluation	35-40% (Night)	\$\$	No

Planned Associated Projects

TIP 16 – Water St Overlay – University Way to Manitoba, Manitoba from Water to Main

TIP 25 – University Way and Water Street Intersection Enhancements and Widening

Main Street Safety Project Analysis

Existing Corridor Description

Extent	University Way to Mountain View Avenue
Classification	Principal Arterial
Land Use	Central Commercial
Posted Speed	25 MPH
Cross Section	One travel lane in each direction plus two-way-center-turn lane 12 foot lane widths Street Parking – Parallel Both Sides North of 2nd St / East Side Only Between 2nd Street and Capital Ave / none south of Capital Ave
Pedestrian Facility	<u>Sidewalks</u> Curb-tight Sidewalks Both Sides <u>Crossings</u> Signed and Marked Crosswalk – 3 Signalized – 7 Pedestrian Signals – at all signalized intersections Curb Ramps – Present and updated Curb Extensions <u>Crossing Distances</u> 300 – 1000 feet
Bicycle Facility	None North of 2nd Ave Non-buffered 5-foot bike lane – SB only between 2nd Ave and Capital Ave / Both Side South of Capital
Intersections	<u>Signalized</u> -University Way – Designated left turn lanes, with protected lefts -5 th Ave – Designated left turn lanes, with protected lefts -4 th Ave – No Protected Left -3 rd Ave – Designated left turn lanes, with protected lefts -1 st Ave – Designated left turn lanes, with protected lefts -Capital Avenue – No Protected Left -Manitoba Ave – Designated left turn lanes, with protected lefts <u>Unsignalized</u> – 5 side street stop controlled <u>Driveways</u> – Frequent Commercial Driveways

Main Street Photos



Main Street Looking North at 4th Avenue

Note: Location of a KSI



Main Street Looking North at Manitoba Avenue

Safety Review

Risk Factors

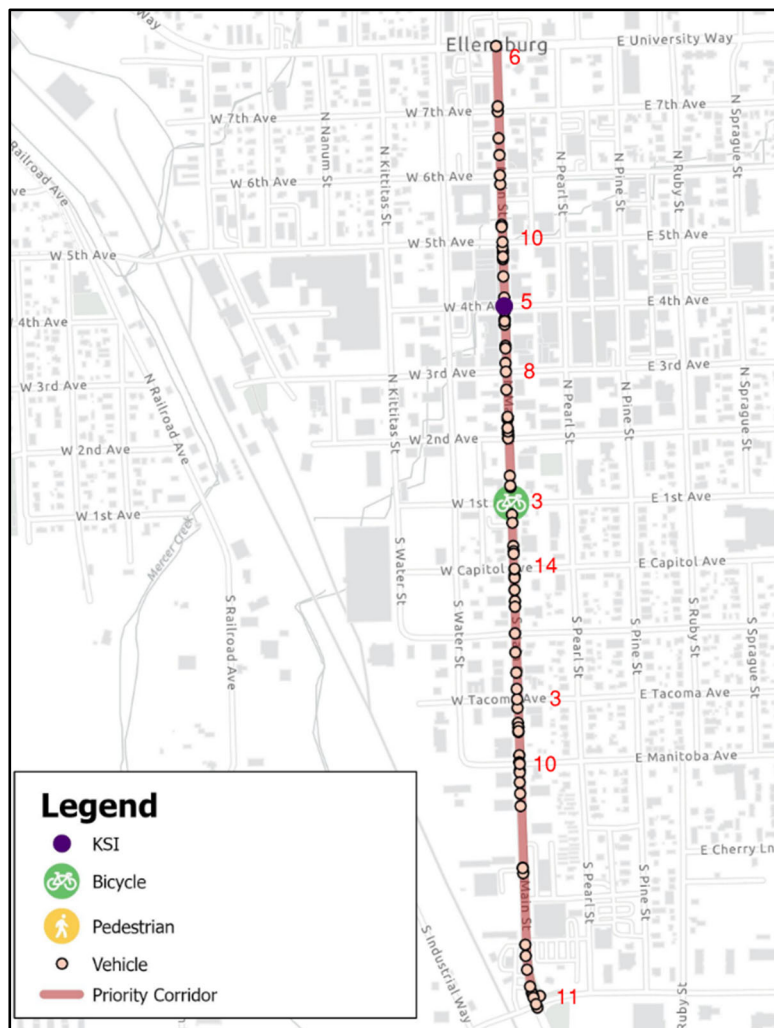
All Users		Vulnerable Users	
Commercially Zoned Areas	X	Commercially Zoned	X
Arterial Roadway	X	Intersections on the Bike Network	X
Large Intersections	X	Pedestrians Crossing Intersections	X
		Near Transit Stops	X

Crash History

Total Crashes	120
KSI	1
Vulnerable User Crashes	1
Prevalent Crash Types	Rear End / Entering at Angle / Left Turn / Fixed Object

Notes:

- 1 KSI crash occurred at 4th Ave when a person driving under the influence of alcohol ran into a building while making a right turn
- 21 (18%) of crashes occurred at night



Community Input

Concerns	Recommendations
Mix of parked cars, cyclists & turning vehicles interfere with visibility on some intersections	Flashing Crosswalks
Lights don't sync up	Speed enforcement closer to downtown
Crosswalks not visible	

Goal

Improve safety at pedestrian crossings and bicycle facilities. Discourage speeding and reduce left turn conflicts.

Countermeasures Proposed

Countermeasure	Crash Reduction Factor (CRF)	Cost	Quick Build Alternative Option Available
Restripe Crosswalks	Not Available	\$	Yes
Remove Obstructions for Sightlines	20% (All)	\$	Yes
Protected Left Turn	30-55%	\$\$	No
Pedestrian Crossings (Signs and Markings)	35% (P/B)	\$	Yes
Bike Box	15% (All)	\$	Yes
Green Conflict Striping	Not Available	\$	Yes
Lighting Evaluation	35-40% (Night)	\$\$	No

Planned Associated Projects

TIP 56 – University Way and Main Street Intersection Enhancements and Widening

ATP Long Term Investment Project 4 – Main Street Pedestrian Safety Corridor

ATP WEB 1 – Main Street Pedestrian Safety Corridor

South Canyon Road Safety Project Analysis

Existing Corridor Description

Extent	Mountain View Avenue to Berry Road
Classification	Principal Arterial
Land Use	Commercial Highway
Posted Speed	25-35 MPH
Cross Section	-One travel lane in each direction plus two-way-center-turn lane between Mountain View Hwy and Umptanum Road -Two travel lanes in each direction plus two-way-center-turn lane between Umptanum Road and I90 -One travel lane in each direction plus two-way-center-turn lane south of I90 12 foot lane widths
Pedestrian Facility	<u>Sidewalks</u> Curb-tight Sidewalks Both Sides, missing south of to Berry Road <u>Crossings</u> Signed and Marked Crosswalk – 0 Signalized – 3 Pedestrian Signals – at all signalized intersections Curb Ramps – Present and updated <u>Crossing Distances</u> + 1400 feet
Bicycle Facility	Non-buffered 5-foot bike lane between Mountain View Hwy and Umptanum Road None south of Umptanum
Intersections	<u>Signalized</u> -Mountain View Road – Designated left turn lanes, with protected lefts -Umptanum Road – Designated left turn lanes, with protected lefts -I90 WB Ramp - Designated left turn lanes, with protected lefts <u>Roundabout</u> -I90 EB Ramp <u>Driveways</u> – Frequent Commercial Driveways

South Canyon Road Photos



S Canyon Road Looking North at Berry Road
Note: Location of a KSI



S Canyon Road Looking South at Umptanum Road

Safety Review

Risk Factors

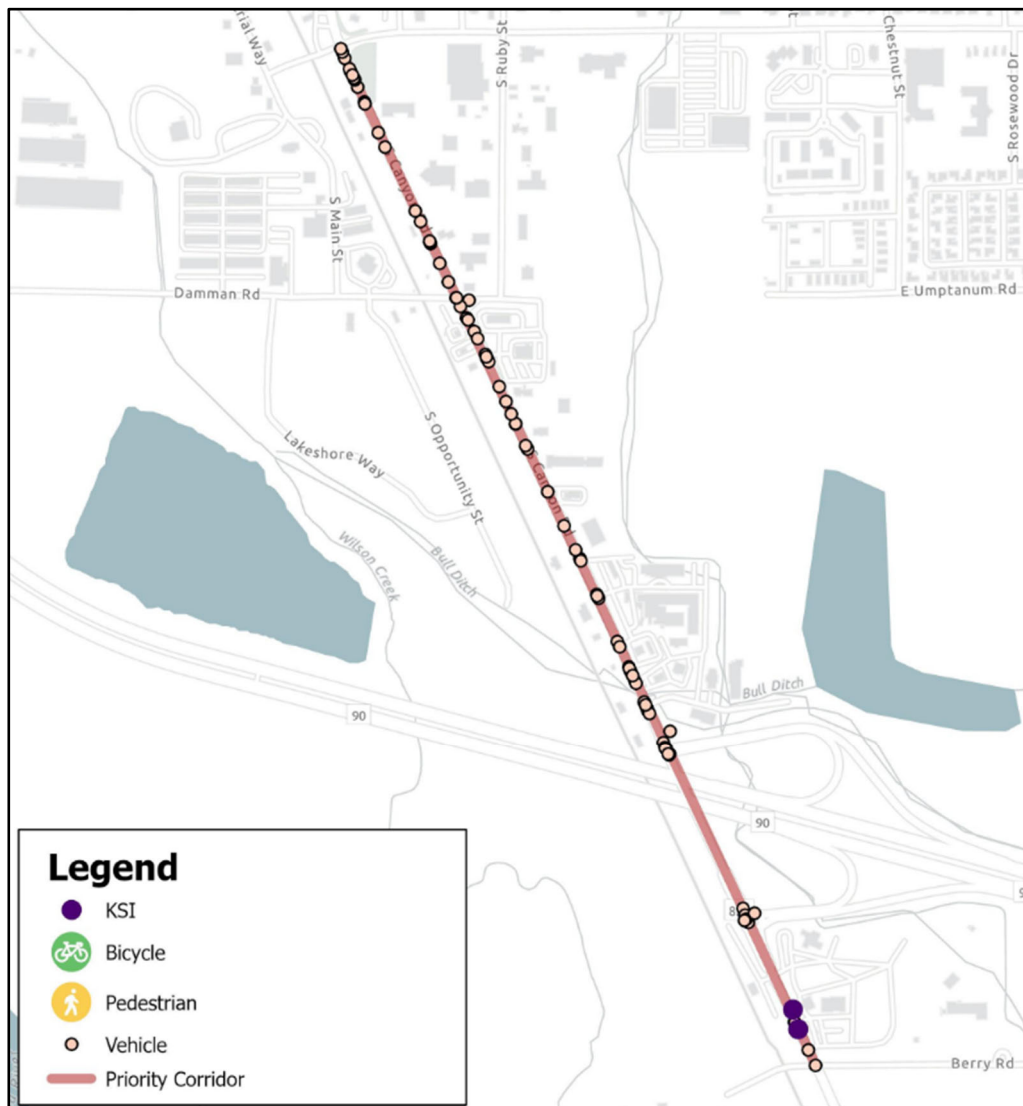
All Users		Vulnerable Users	
Commercially Zoned Areas	X	Commercially Zoned	X
Arterial Roadway	X	Intersections on the Bike Network	X
Large Intersections	X	Pedestrians Crossing Intersections	X
		Near Transit Stops	-

Crash History

Total Crashes	116
KSI	2
Vulnerable User Crashes	0
Prevalent Crash Types	Entering at Angle / Rear End / Left Turn

Notes:

- Two KSIs involved turning left from Canyon Road onto a driveway near Berry Road
- Entering at angle, specifically from driveways is the most frequent crash type
- 18 (16%) of crashes occurred at night



Community Input

Concerns	Recommendations
Excessive speeds	Additional signage needed to redirect attention to pedestrians and bikers
Limited pedestrian (sidewalks/buffers) & biking infrastructure (bike lanes)	Bypass recommended southbound toward S Canyon Road
Lack of safe crossings	Speed enforcement
I-90 roundabout – unsafe left turns on freeway	

Goal

Improve safety at pedestrian crossings and bicycle facilities. Discourage speeding and reduce left turn conflicts.

Countermeasures Proposed

Countermeasure	Crash Reduction Factor (CRF)	Cost	Quick Build Alternative Option Available
Restripe Crosswalks	Not Available	\$	Yes
Roundabout	Varies (All)	\$\$\$	No
Signalize Intersection	30% (All)	\$\$\$	No
Access Management/Close Driveway	N/A	\$\$	No
Bike Box	15% (All)	\$	Yes
Green Conflict Striping	Not Available	\$	Yes
Targeted Enforcement and Deterrence	N/A	N/A	N/A

Planned Associated Projects

TIP 18 – Canyon Rd Overlay – Umptanum to Mountain View Ave

TIP 33 – Canyon Rd and Umptanum Rd Intersection Enhancements and Widening

TIP 60 – Canyon Rd Sidewalk – I90 to Berry Rd



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Council Rules Discussion (Public Comment Opportunity)
Submitted by: Heidi Behrends Cerniwey, City Manager
Department: City Manager

Suggested Motion/Action:

This item is for discussion purposes only.

Background/Summary:

At the meeting on May 19, 2025, Council requested to revisit their Rules and Procedures and consider changes related to public comments.

Previous Council Action:

The most current version of Council Rules and Procedures was adopted by Resolution 2024-13 on May 20, 2024.

Analysis:

Staff request more specific direction from Council for drafting changes to Council Rules and Procedures to consider at a future meeting.

Financial Impact:

No financial impact at this time.

Budget Adjustment: No

Attachments:

1. 2024-13 Council Rules and Procedures

RESOLUTION NO. 2024-13

A RESOLUTION relating to the Ellensburg City Council, replacing the Rules and Procedures for the Ellensburg City Council, and repealing Resolution No. 2024-11.

WHEREAS, Resolution 2024-11 updated the "Rules and Procedures for the Ellensburg City Council" (Council Rules); and

WHEREAS, the City Council has determined the Council Rules should again be updated;

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

Section 1. This Resolution supersedes and replaces City Council Resolution No. 2024-11, which is hereby repealed.

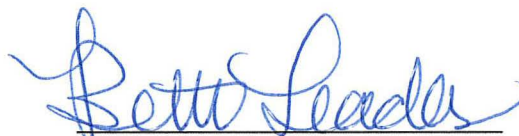
Section 2. The Rules and Procedures for the Ellensburg City Council, attached to this Resolution, are hereby adopted and are effective immediately upon passage of this Resolution.

ADOPTED by the City Council of the City of Ellensburg this 20th day of May, 2024.



Mayor

Attest:



City Clerk

City of Ellensburg
City Council Rules of Procedure
May 20, 2024

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1. General Rules

1.1 **Authority.** The Ellensburg City Council hereby establishes the following procedures for the conduct of Council meetings, proceedings, and business. These procedures shall be in effect upon adoption by the Council and until such time as they are amended or new procedures are adopted in the manner provided in these rules.

1.2 **Meetings to be Public.** The meetings of the Council shall be open to the public with the exception of executive or exempt sessions for certain limited topics (as defined in Chapter 42.30 RCW). The Council minute book shall be open to public inspection.

1.3 **Quorum.** A majority of four councilmembers shall be required to be in attendance to constitute a quorum at any regular or special meeting of the Council. In the absence of a quorum, the Mayor or Mayor pro tempore, at the instance of any three (3) members present, may compel the attendance of absent members.

1.4 **Roll Call - Absences.** Before proceeding with the business of the Council, the City Clerk or his or her deputy shall call the role of the members, and the names of those present shall be entered in the minutes. A Councilmember may be excused from the meeting by contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend the meeting. If the Councilmember is unable to contact the Mayor, the Councilmember shall contact the Mayor pro tempore, the City Clerk or Deputy City Clerk, who shall convey the message to the Mayor. The Mayor shall inform the Council of the Councilmember's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of Councilmembers present, the absent Councilmember shall be considered excused, and the Clerk will make an appropriate notation in the minutes. If the motion is not passed, the Clerk will note in the minutes that the absence is unexcused.

1.5 **Records of Council Proceedings.** The City Clerk shall record all business transacted at a Council meeting. In recording Council minutes, the Clerk, in addition to the names of the Councilmembers in attendance, shall record the names of

all city officials or employees in attendance at the Council meeting and all persons who have addressed the Council.

1.6 **Right of Floor.** Any Councilmember desiring to speak shall be recognized by the presiding officer and shall confine his or her remarks to one subject under consideration or to be considered. Minutes of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

1.7 **Remote Attendance.** Councilmembers may appear at a Council meeting via video conferencing or telephone ("remote attendance") when approved by the Mayor or Mayor pro tempore, or if remote attendance is required by reason of legislative or governor's proclamation/order, or other emergency order enacted by Council. Councilmembers attending remotely must keep their video camera turned on during the meeting unless they are unable to do so because of technical infeasibility (e.g., poor or no internet connection, no video camera available, etc.).

1.8 **Rules of Order.** *Robert's Rules of Order Newly Revised* shall be the guideline procedures for the proceedings of the Council. If there is a conflict, these rules shall apply.

2. Types of Meetings

2.1 Regular Meetings. The City Council shall hold regular meetings on the first and third Mondays of each month at 7:00 p.m. and will adjourn no later than 11 p.m. To continue past this time of adjournment, a majority of the Council must concur. If the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday. The Council may reschedule regular meetings to a different date or time by motion. The location of the meetings shall be the Council Chambers at City Hall, 501 N. Anderson Street, unless specified otherwise by a majority vote of the Council, legislative proclamation, governor's proclamation/order, or other emergency order. All regular and special meetings shall be public.

2.2 Special Meetings. The City Clerk, upon request of the Mayor or by a majority of the Council shall call special meetings of the Council for the purpose of conducting official action. Notice shall be given at least 24 hours in advance as required by RCW 42.30.080. Notice may be provided to each member of the Council by telephone, e-mail, regular mail or otherwise, of the special meeting.

2.3 Study Session and Workshops. The Council may meet informally in study sessions and workshops (open to the public), at the call of the Mayor or by a majority of the Council, to review forthcoming programs of the city, receive progress reports on current programs or projects, receive other similar information from city department heads or conduct procedures workshops, provided that all discussions and conclusions thereon shall be informal and do not constitute final action of the Council.

2.4 Emergency Meetings. An emergency meeting is a Special Council meeting called without 24-hour notice. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor as provided by RCW 42.30.070. The Council minutes will indicate the reason

for the emergency.

2.5 Executive Sessions. An executive session is a Council meeting that is closed except to the Council, City Manager, City Attorney and authorized staff members and/or consultants authorized by the Mayor. The public is restricted from attendance. Executive sessions may be held during Regular or Special council meetings and will be announced by the Mayor.

a. Executive Session subjects are limited to matters authorized pursuant to Ch. 42.30 RCW, including but not limited to considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, public employment applications and public employee evaluation, elective office appointments, and attorney-client discussions regarding agency enforcement actions, litigation, or threatened litigation.

b. Before convening in executive session, the Presiding Officer shall publicly announce the purpose for excluding the public from the meeting place, the anticipated time when the executive session will be concluded, and whether any action is anticipated to be taken following the executive session. Should the executive session require more time, a public announcement shall be made extending the meeting for a time certain. Should the executive session end prior to the time specified,¹ Council may reconvene to formally adjourn, if appropriate. If action is required, the Council may not take action until the specified time has lapsed.

c. At the conclusion of the executive session, if appropriate, the public meeting will reconvene to formally adjourn the meeting, for taking action on the item resulting from the executive session if properly noticed, or to continue the meeting.

2.6 Council Contact Outside an Official Meeting. Generally, Councilmembers have the same freedoms of association as any other citizen. Councilmembers must take great care when present at the same social, unofficial functions, or in any public setting to refrain from engaging in any activity which could be interpreted as de facto deliberation or action on a matter of city business.

3. Conduct of Meetings

3.1 **The Mayor - Election.** The Mayor shall act as the presiding officer of the Council and shall be elected biennially at the first meeting of a new Council by the members from their membership, or otherwise when there is a vacancy in the position. The Mayor shall assume the chair immediately after his or her election. In the absence of the Mayor, the Mayor pro tempore shall act as the presiding officer. In the absence of both the Mayor and Mayor pro tempore, the Council shall elect a presiding officer to preside over the meeting or to act for the Mayor in his or her absence.

3.2 **Call to Order.** The presiding officer shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Council to order. In the absence of the Mayor and the Mayor pro tempore, the City Clerk or his or her assistant shall call the Council to order, whereupon a temporary presiding officer shall be elected by the members of the Council present. Upon the arrival of the Mayor or Mayor pro tempore, the temporary presiding officer shall immediately relinquish the chair upon the conclusion of the business immediately before the council.

3.3 **Preservation of Order.** The presiding officer shall preserve strict order and decorum at all regular and special meetings of the Council, as set forth by Rules 6 and 7. The presiding officer may request the Sergeant-at-Arms to enforce actions consistent with this rule pursuant to Rule 7.4.

3.4 **Points of Order.** The presiding officer shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be "Shall the decision of the Presiding Officer be sustained?"

3.5 **Questions to be Stated.** The presiding officer shall state every question coming before the Council, announce the decision of the Council on all subjects and decide all questions of order, subject to, however, an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order. A roll call vote may be taken on any question.

3.6 **Mayor - Powers.** The Mayor shall vote on all questions, his or her name being called last. He or she shall sign all ordinances and resolutions adopted by the Council during his or her presence. In the event of the absence of the Mayor, the Mayor pro tempore or presiding officer shall sign ordinances or resolutions as then adopted.

3.7 **Reading of Minutes.** Unless a reading of the minutes of a Council meeting is requested by a member of the Council, such minutes may be approved without reading if the Clerk has previously furnished each member with a copy of the minutes.

4. Order of Business and the Agenda. All meetings of the Council shall be open to the public. Promptly at the hour specified herein on the date of each regular meeting, the members of the Council, the City Clerk, City Attorney, and City Manager shall be present for the meeting and the business of the Council shall be taken up for consideration and disposition in the following order:

4.1 Flag Salute.

4.2 Call to Order - Roll Call. The presiding officer calls the meeting to order and will announce the attendance of Councilmembers, indicate any Councilmember who is not in attendance and whether the Councilmember has requested an excused absence. Excused absences will be handled as stated in Rule 1.4.

4.3 Proclamations. A proclamation is defined as an official announcement made by the Mayor. It is the policy of the City Council for the Mayor to consider requests to proclaim certain events or causes when such proclamations pertain to a City of Ellensburg event, person, organization, or cause with local implications. The Mayor will consider requests that are timely, have potential relevance to the Ellensburg community, and either forward positive messages and/or call upon the support of the community. The Mayor will choose proclamations to read at a Council meeting subject to the following guidelines. The Mayor may act on requests for proclamations without a vote of the City Council. In addition:

a. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation and submit a copy of the proposed Proclamation to the City Clerk's office at least thirty calendar days before the proclamation is desired.

b. The sponsor must be a city resident.

c. Proclamations must have citywide significance and demonstrate relevancy to Ellensburg.

d. Proclamations should have a positive message and should not promote political, ideological or religious positions.

e. The Mayor shall not recognize groups or individuals who seek economic benefit by endorsement or for-profit commercial events or endeavors.

f. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations. The proclamation shall not exceed one page of text.

g. The Mayor may consult with City Boards, Commissions or other subject matter experts when considering appropriate proclamation language.

h. The Mayor retains the right to limit the number of proclamations at a City Council meeting.

i. The Mayor, in consultation with the City Manager and City Attorney, will determine if the proposed proclamation meets the intent of this policy

4.4 Awards and recognitions.

4.5 Approval of regular agenda.

a. The presiding officer may, with the concurrence of the Councilmembers by majority vote, take agenda items out of order. The agenda may be amended upon majority vote of the Councilmembers.

b. Because adoption of any item on the consent agenda, as provided in Rule 4.6, implies unanimous consent, any member of the Council shall have the right to remove any item from the consent agenda. Therefore, prior to the vote on the motion to adopt the regular agenda, the presiding officer shall inquire if any Councilmember, or any member of the public with concurrence of a Councilmember wishes an item to be withdrawn from the consent agenda. If an item is withdrawn, it shall be placed at an appropriate place on the regular agenda for the current or a future meeting, to be followed by a motion to approve the regular agenda, as amended, by the item's removal from the consent agenda.

4.6 Consent agenda. The consent agenda is designed to contain items which are of a routine and non-controversial nature, including, but not limited to the following: minutes from Council, commission, and committee meetings; excused absence requests from Councilmembers; letters of resignation; approval of appropriations;

resolutions which do not involve significant policy issues; routine contracts; labor agreements; and certain administrative actions, such as consideration of banner requests and such other items as may be requested for inclusion by Council or by the City Manager and approved by Council. Any and all items on the consent agenda are approved by single motion and vote of the City Council.

4.7 **Petitions, protests, and communications.**

4.8 **Citizen comment on non-agenda issues.**

4.9 **Business requiring public hearings.**

4.10 **Introduction and adoption of resolutions and ordinances.**

4.11 **Unfinished business.**

4.12 **New Business.**

4.13 **Miscellaneous.**

4.14 **Executive session.**

4.15 **Adjournment.** The presiding officer shall adjourn Council meetings upon the conclusion of the agenda.

5. Agenda Preparation

5.1 Preparation. The City Clerk will prepare an agenda packet for each Council meeting and work session specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review and approval by the City Manager and Mayor (or Mayor pro tempore when acting in the absence of the Mayor), either of whom may add or delete any proposed agenda item for reasons of ensuring council meeting efficiency or for reasons that are in the best interests of the City.

5.2 Placement of Agenda Items. An item may be placed on a Council meeting agenda by any of the following methods: 1) approval of the City Manager; 2) approval of the Mayor; 3) upon request of any Councilmember prior to preparation of the agenda; or 4) upon request of any Councilmember and approval by majority vote during the Councilmember Reports portion City Council meetings, in which case the item shall be placed on the agenda for the next regular Council meeting.

5.3 Completion. Agenda items will be completed by the appropriate City department staff and submitted to the City Clerk for finalizing by 10 a.m. on the Wednesday prior to the following Council meeting. The "agenda report" form will be used for all items submitted for a meeting agenda of committees, regular or special meetings, and work sessions.

5.4 Availability. An agenda shall be prepared and provided to the Council and available to the public on the Thursday prior to each meeting. Public availability shall include posting on the City website, distribution by email to an established mailing list and copies provided in the City Hall and Ellensburg Public Library lobbies.

5.5 Agenda Retention. The City Manager will prepare and keep current a calendar of agenda items for all Council regular and special meetings, work sessions, and committee meetings.

6. Comments and Debates of the Council

6.1 Rules of Debate. Presiding Officer May Debate and Vote. The Mayor, or such other member of the Council as may be acting as presiding officer, may move, second and debate from the chair, subject only to such limitations of debate imposed by these rules on all members. Neither the Mayor nor any Councilmember shall be deprived of any of the rights and privileges of a Councilmember by reason of his or her acting as the presiding officer.

6.2 Getting the Floor- Improper References to be Avoided. Every Councilmember desiring to speak shall address the presiding officer and, upon recognition, shall confine his or her comments to the question under debate, avoiding all personalities and indecorous language.

6.3 Interruptions. A Councilmember, once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or as herein otherwise provided. If a Councilmember, while speaking, is called to order, he or she shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.

6.4 Courtesy. All staff and Councilmembers during the discussion, comments, or debate of any matter or issue, shall address their remarks to the presiding officer, be courteous in their language and deportment, and shall not discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

6.5 Privilege of Closing Debate. The Councilmember making the motion shall have the privilege of closing the debate.

6.6 Motion to Reconsider. A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. It may be seconded by any member and may be made at

any time and have precedence over all other motions or while a member has the floor and shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council.

6.7 Remarks of Councilmember - When Entered in Minutes. A

Councilmember may request, through the presiding officer, the privilege of having an abstract of his or her statement on any subject under consideration by the Council entered in the minutes. If the Council consents to the request, the statement shall be entered in the minutes.

6.8 Synopsis of Debate - When Entered in Minutes. The Clerk may be directed by the presiding officer, with consent of the Council, to enter a synopsis of the discussion on any question coming before the Council into the minutes.

7. Duties and Privileges of Citizens

7.1 Meeting Participation and Addressing the Council. Members of the public are welcome at all Council meetings and are encouraged to provide comments and testimony on matters including agenda items, non-agenda items, and public hearings prior to the deliberations of the Council. Any person desiring to address the Council shall adhere to the rules below:

- a. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office or discuss or campaign for or against a ballot proposition.
- b. All remarks shall be addressed to the Council as a body and not to any individual member thereof. No question shall be asked of a Councilmember or staff except through the presiding officer.
- c. Council meetings are considered a "limited public forum" which means the time, place and manner of speech can be regulated. At any time, the Presiding Officer, in their sole discretion, may set such reasonable limits, or terminate that individual's comment period, as necessary to prevent disruption or undue delay of other necessary business, or due to the person's violation of the Council's Rules for public participation.
- d. Prior to speaking, members of the public shall first obtain recognition by the presiding officer by raising their hand for in-person attendance and "virtual hand" if remotely attending the meeting, and once recognized shall state their name, whether they live in the City of Ellensburg, Kittitas County, or elsewhere, and whether they are speaking as an individual or in a representative capacity. An address may be required when providing public comment for specific instances when needed for staff to contact the speaker, such as public hearings.
- e. When addressing the Council, members of the public are urged to speak in an audible and articulate tone of voice for the record.

7.2 Public Comment on Matters Before the Council. Members of the public may address the Council on any matter which concerns the City's business or over which the Council has control during the comment portion of the agenda item subject to the following:

a. Agenda Items.

1. Members of the public may comment on items on the City Council agenda when required under the Washington Open Public Meetings Act, Chapter 42.30 RCW (as indicated on the agenda page), and which are not adjudicatory or administrative in nature. The City Council Agenda page shall state which items allow for public comment.

2. Members of the public shall limit their remarks to three (3) minutes unless additional time is granted by the presiding officer.

b. Non-Agenda Items.

1. Members of the public wishing to speak are requested to sign a register maintained by the City Clerk in advance of the Council meeting or raise their "virtual hand," as directed, if attending the meeting remotely. Members of the public wishing to speak using the City's remote meeting platform for public comment under this subsection must: 1) register to attend the meeting remotely by no later than 24 hours prior to the start of the meeting; and 2) provide a description of the topic upon which they wish to speak with sufficient detail to allow the Mayor to determine whether it pertains to City business or a matter over which Council has control.

2. Members of the public may address the Council on any matter not on the agenda which concerns the City's business or over which the Council has control, and must state the topic(s) upon which they wish to speak before addressing the Council if they have not done so in the City Clerk's register. The presiding officer has authority to silence the microphone of any speaker who refuses to clearly identify their comment topic or when the proposed topic(s) does not concern the City's business or is not one over which the Council has control.

3. Members of the public shall limit their remarks to three (3) minutes. Time may not be shared between members of the public in order to speak longer than three (3) minutes each.

4. No action will be taken by the Council at the meeting during which the subject is introduced.

5. The total time allocated for comments on non-agenda items is thirty (30) minutes for all speakers. The total time may be extended upon vote of the Council.

c. **Public Hearings.**

1. For legislative hearings, any member of the public may comment or provide testimony.

2. For quasi-judicial or appeal hearings, comments will be limited to persons who participated in the proceedings prior to the City Council public hearing, as established by the record below.

3. Members of the public shall limit their remarks to five (5) minutes unless additional time is granted by the presiding officer.

d. **"Out of Order" Comments and Enforcement.** Any person engaging in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting, including but not limited to: unduly repetitive or irrelevant remarks; use of intimidating, threatening, or abusive language; disobedience of an order to be seated or to discontinue further comments; and/or engaging in violent behavior, will be deemed out of order and may, at the discretion of the presiding officer or upon a majority vote of the Council, be removed from the Council Chamber and/or have his or her virtual microphone muted.

7.3 Written Communications. Interested parties, or their authorized representatives, may address the Council through written communications, including email, in regard to matters under discussion. Communication should be directed to the City Clerk or to Councilmembers directly.

7.4 **Designation of Sergeant-at-Arms.** The presiding officer may designate the Chief of Police or such member of members of the Police Department as a Sergeant-at-Arms for the purpose of maintaining order and decorum at Council meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meetings.

8. **Council Actions.** The following actions may be considered at Council meetings:

8.1 **Ordinances.** "Ordinances" are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance.

8.2 **Resolutions.** "Resolutions" are adopted to express Council policy or to direct certain types of administrative action. They have the same effect as a motion, but in a written form. A resolution may be changed by adoption of a subsequent resolution.

8.3 **Motions.** "Motions" are official Council actions which do not require prior documentation in writing. They often are the Council authorizing action (e.g., signing an agreement by the Mayor) or to provide direction to staff to prepare an item for future consideration.

8.4 **Protests of Council Action.** Any Councilmember shall have the right to have the reasons for his or her dissent from, or protest against, any action of the Council entered in the minutes.

9. Ordinances, Resolutions and Motions.

9.1 Preparation of Ordinances. All ordinances shall either be prepared by or submitted to the City Attorney for review prior to presentation to the Council.

9.2 Prior Review by Administrative Staff. All ordinances and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney and shall have been reviewed for administration by the City Manager or the Manager's authorized representative, where there are substantive matters of administration involved.

9.3 Introducing for Passage or Approval.

a. Ordinances, resolutions, and other matters or subjects requiring action by the Council must be introduced and sponsored by a member of the Council; provided, however, such items may be presented to the Council by the City Manager or City Attorney, or such City staff as may be designated by the City Manager. Any Councilmember may assume sponsorship of an item of business submitted by the City Manager or City Attorney by moving that it be introduced; otherwise, the item shall not be considered.

b. No ordinance shall be put on its final passage on the same day on which it was introduced unless this rule is waived as provided by Rule 9.7 and not otherwise prohibited by state law from final passage in a single meeting. Where such a motion to waive this Rule 9.3(b), as provided in Rule 9.7, is approved, the ordinance may then be adopted through a single reading followed by a roll call vote.

c. All ordinances shall have two separate readings, each of which readings may be accomplished by a reading of the title paragraph only: provided, however, any or all of the readings may be required to be accomplished by a reading of the full text of the proposed ordinance if the rules are waived as provided by Rule 9.7 to require such readings of the full text. When such a reading of the full text is required, upon a vote of a majority of the Council members present, it shall not be necessary to read excessive detail set forth in a particular ordinance, including but not limited to legal

descriptions of land areas, and in lieu thereof an oral statement summarizing the contents so omitted may be made by the presiding officer, or by the City Clerk or other recording secretary if so directed by the presiding officer.

d. No ordinance shall relate to more than one subject and that subject shall be clearly summarized in its title paragraph. No ordinance or section thereof, or City Code section, shall be amended unless the title paragraph of the amendatory ordinance indicates that the ordinance, or a part thereof, is amendatory.

e. The vote on amendments to a proposed ordinance may occur at any time prior to its final adoption; provided, that in the case of any ordinance which under state law cannot be adopted at the same meeting in which it is introduced, the ordinance as amended shall not be finally voted upon until the next regular council meeting.

f. All ordinances introduced for the purpose of amending, in whole or in part, any existing City Code title, chapter, section, or subsection, shall state the number of such provisions, together with a reference to the ordinance or ordinances and the sections thereof from which the code provisions were most recently codified. Any such amendatory ordinances shall state how the pertinent City Code provisions shall be amended to read thereafter, and any so stated amended language of any such code provisions shall be deemed and shall constitute sufficient compliance with any other statutory or ordinance requirement that all ordinances, or sections or subsections thereof be set forth in full.

9.4 **Resolution.** A resolution may be approved on the same day it is introduced. While it is not necessary to have the title of a resolution read aloud, Council may invoke the two reading procedures described above to facilitate public understanding and/or comment on the resolution. If Council invokes the two reading procedures, a Councilmember may request that the entire resolution or certain sections be read, and such request shall be granted and the City Clerk shall read as requested.

9.5 Voting and Motions.

a. **Consensus Voice Votes.** When a formal motion is not required on a Council action or opinion, a consensus voice vote will be taken except that any Councilmember may require the vote of each Councilmember be recorded. The presiding officer will state the action or opinion. The Council as a group will indicate concurrence or non-concurrence. Silence of a Councilmember during a voice vote shall be recorded as a vote with the prevailing side, except where such a Councilmember abstains because of a stated conflict of interest or appearance of fairness.

b. **Motions.** No motion shall be entertained or debated until duly seconded and announced by the presiding officer. The motion shall be recorded and, if desired by any Councilmember, it shall be read by the Clerk before it is debated and, by the consent of the Council, may be withdrawn at any time before action is taken on the motion.

c. **Votes on Motions.** Each member present shall vote or abstain on all questions put to the Council except on matters in which he or she has a conflict of interest. If a conflict of interest exists for a councilmember, such member shall announce their conflict and abstention from voting prior to any discussion of the matter, and shall be prohibited from participating in discussion of the matter. A roll call vote shall be taken on the adoption of all ordinances and on motions to suspend rules. The order of voting shall be alphabetically according to the surnames of the Council members, except that the presiding officer shall vote last.

d. **Abstention from Vote.** Any Councilmember who abstains from voting will not have his or her abstention counted or tallied with the votes of the Council on the question or matter under consideration, which must pass by a majority of those Councilmembers who voted.

9.6 Filing with Clerk. All reports, petitions, ordinances and resolutions shall be filed with the Clerk and entered into the minutes.

9.7 **Waiver of Rules/Effect.** Except as otherwise provided by law, any rule established by this chapter may be waived upon an affirmative vote of five members of the City Council. No action taken by a Councilmember or by the Council, which is not in compliance with these rules but which is otherwise lawful, shall invalidate such Councilmember's or Council action, or be deemed a violation of the oath of office, misfeasance or malfeasance. These rules do not grant rights or privileges to members of the public or third parties.

10. Creation of Committees, Boards and Commissions.

10.1 Citizen Committees, Boards and Commissions. The Council may create committees, boards and commissions to assist in the conduct of the operation of city government with such duties as the Council may specify consistent with the Ellensburg City Code.

10.2 Types of Committees. There shall be two types of committees in the City of Ellensburg:

a. Standing Committees. Such committees are established to conduct business delegated by the legislative body and may be authorized by either state statute or city ordinance. An example would be the Utility Advisory Committee.

b. Citizen Advisory Committees. Such committees are formed to promote citizen participation on a particular subject and provide guidance on community views on a subject.

c. Special Committees. All special committees shall be appointed by the presiding officer, unless otherwise directed by the Council.

10.3 Membership and Selection. Membership and selection of members shall be as provided by the Council if not specified otherwise in the Ellensburg City Code or state law. The Mayor makes all other appointments, subject to confirmation by the City Council, at an open public meeting. No committee so appointed shall have powers other than advisory to the Council or to the Mayor except as otherwise specified in the Ellensburg City Code or state law. City Council seeks to create diverse and inclusive committees, boards and commissions, and strives to ensure that such committees, boards and commissions are representative of the entire Ellensburg community.

10.4 Attendance.

a. An aggregate of five absences for any committee, board or commission member per calendar year will be permitted. An excess of five unexcused absences may result in the member forfeiting his or her office, subject to the provisions of Rule 10.5.

b. No more than three consecutive member unexcused absences from regularly scheduled meetings will be permitted, with any excess absences resulting in potential forfeiture of office, subject to the provisions of Rule 10.5, unless such consecutive absences are excused by the board or commission in an open public meeting.

10.5 Removal of Members of Committees, Boards and Commissions. A committee, board or commission may, by majority vote, recommend to the city council that an appointed member be removed for reasons stated in Rule 10.4 or any other reasonable grounds that include, but are not limited to inefficiency, neglect of duty, or an unlawful act. Council shall consider the recommendation as provided in ECC 1.12.060.

10.6 Formal Reports of Committee, Boards and Commission. All committees, boards and commissions shall make their formal reports in writing.

10.7 Council Liaisons to Committees, Boards and Commissions.

a. Councilmembers may be assigned as liaisons to City Committees, Boards and Commissions on a voluntary basis.

b. Council liaisons shall serve for the purpose of providing a constructive relationship between the City Council and the advisory body without implying direction, review, or oversight of the activities of the advisory body. In general, liaisons should not participate in committee, board or commission meetings where they serve a liaison, and must exercise particular care when attending quasi-judicial public hearings to avoid an Appearance of Fairness doctrine violation.

c. This Rule shall not limit a Councilmember's full participation as a member of a committee, board or commission that was not created by the City.

10.8 Hybrid Meetings. Unless otherwise prohibited by legislative or governor's proclamation/order, or other emergency order, all committee, board and commission meetings shall be held both in-person at a City-owned facility and hosted remotely through videoconferencing technology. Committee, board and commission members shall be allowed to any meeting remotely as provided in ECC 1.12.100.

Committee, board or commission members attending a meeting remotely must keep their video camera turned on during the meeting unless they are unable to do so because of technical infeasibility (e.g., poor or no internet connection, no video camera available, etc.).

11. Internet & Electronic Resources - Equipment Use.

11.1 **Policy.** It is the policy of the City Council that Internet and electronic resources equipment use by Councilmembers shall conform to and be consistent with the requirements of City of Ellensburg Personnel Policies Manual Section 9.6, "COMPUTER SYSTEM, INTERNET AND E-MAIL USE POLICIES," adopted hereby and incorporated herein by this reference.

11.2 **Use of Electronic Communication and Internet during Council Meetings.** Councilmembers will avoid accessing, responding to, or sending any electronic message (text, e-mail, instant message, social media etc.) during Council meetings, whether such communication involves a citizen or other Councilmember. Such communication could be construed as inviting or receiving public comment, or engaging in a non-public discussion, regarding Council business, which should be conducted in an open meeting. Likewise, Councilmembers will avoid any browsing of the Internet of non-City business during Council meetings in order that Council's full attention can be given to the topic at hand.

11.3 **Public Records.** All letters, memoranda, interactive computer communication or other forms of electronic communication involving City Councilmembers and members of advisory boards and commissions, the subject of which relates to the conduct of government or the performance of any governmental function, with exceptions stated by the Public Records Act (Ch. 42.56 RCW), are public records.

11.4 **Open Public Meetings.** In most cases, the Washington Open Public Meetings Act (OPMA) applies to electronic communications, which can include e-mail, instant messaging, texting or other methods that allow electronic interaction. Interactive e-mail or text discussions among a quorum of a governing body, whether shared concurrently or serially, regarding a matter which will come to the body for a vote is a "meeting" under the OPMA. The same result would apply to an interactive discussion among a quorum of Councilmembers conducted in any electronic format. Further,

electronic communication should not be used to form a collective decision of the Council.

11.5 Public Records and Open Public Meetings Act Training. All newly elected or appointed Councilmembers shall complete basic training in public records and the Open Public Meetings Act (OPMA) within 90 days of taking the oath of office. Refresher training must be taken no later than every four years thereafter.

11.6 The Appearance of Fairness Doctrine. The Appearance of Fairness Doctrine applies if an electronic communication to or from the Mayor or Councilmembers relates to a quasi-judicial matter that will come before Council for a decision (e.g., appeals from land use hearing examiner decisions). As with any ex parte communication about a quasi-judicial matter, the Mayor or Councilmember who receives the e-mail should:

- a. Advise the sender that on advice of the City Attorney, he or she may not comment outside a public meeting on a pending matter before Council and that the sender's e-mail will be included in the public record on the matter.
- b. Immediately forward the communication to the City Manager for inclusion in the public record of the matter.
- c. Disclose on the record in the public hearing or meeting on the matter that the communication has been received and is in the record.

11.7 Electronic Communications.

a. Electronic communication should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other confidential City business. In general, electronic communication is discoverable in litigation, and even deleted electronic communication is not necessarily removed from the system. Confidential electronic communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

b. As a cautionary note, if an elected public official uses his or her personal home computer to send electronic communications dealing with City business, the electronic communications and electronic records may be subject to discovery demands and public disclosure requests. That possibility amplifies the need for caution in how one uses electronic communication for City business.



Meeting Date: June 16, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Memorandum of Understanding - Emergency Drought Relief in Yakima River Basin

Submitted by: Ryan Lyyski, Public Works Director

Department: Public Works

Suggested Motion/Action:

Authorize City Manager to sign a Memorandum of Understanding with the US Bureau of Reclamation and Washington State Department of Ecology's Office of the Columbia River, in a substantially similar form, as well as sign all associated documents necessary to finalize this agreement.

Background/Summary:

The City of Ellensburg's Water Division holds a water right with the US Bureau of Reclamation (the Bureau). The right is to use Certificate of Adjudicated Water Right No. S4-83580-J for diversion of 23.33 cubic feet per second and 6,000 acre-feet per year with priority date May 10, 1905.

Central Washington and the Kittitas Valley are experiencing drought conditions, so the Washington State Department of Ecology, by order dated April 8, 2025, declared a drought emergency in the Yakima River Basin. The drought order determined that projected 2025 water supply "represents an extreme departure from normal" with hardship conditions for agriculture and fisheries and instream flows.

Previous Council Action:

N/A

Analysis:

The City of Ellensburg has an opportunity to partner with other agencies in the Yakima Basin aiding relief for the benefit of fish and farms. The purpose of this Memorandum of Understanding (MOU) is to enable the Bureau to provide emergency drought relief by using the City's Water Right in the Yakima Project to meet Total Water Supply Available demands, as well as to specify the amount of compensation the City will receive from the Washington State Department of Ecology. The Parties intend for this MOU to be effective for the 2025 irrigation season and to terminate no later than December 31, 2025.

Staff recommends Council authorize City Manager to sign Memorandum of Understanding with the US Bureau of Reclamation and Washington State Department of Ecology's Office of the Columbia River, in a substantially similar form, as well as sign all associated documents necessary to finalize this agreement.

Financial Impact:

The City of Ellensburg's Water Division will receive the compensation associated with this agreement.

Budget Adjustment: No

Attachments:

1. 2025 Memorandum of Understanding draft 061325

Memorandum of Understanding
Regarding
2025 Emergency Drought Relief in the Yakima River Basin

This Memorandum of Understanding (MOU) is made by and between the US Bureau of Reclamation (Bureau), Washington State Department of Ecology Office of Columbia River (OCR), and the City of Ellensburg, Washington (City).

A. Washington State Department of Ecology, by order dated April 8, 2025, declared a drought emergency in the Yakima River Basin. The drought order determined that projected water supply “represents an extreme departure from normal” with hardship conditions for agriculture and fisheries and instream flows.

B. The Bureau reports that the Yakima Project went on pro-rationing on May 20, 2025, went on storage control on June 5, 2025, and the current pro-ration rate of total water supply available (TWSA) is currently 43%.

C. OCR is coordinating drought relief activities in the Yakima River basin and is administering funding for drought relief contributions.

D. The City holds and has the right to use Certificate of Adjudicated Water Right No. S4-83580-J for diversion of 23.33 cubic feet per second and 6,000 acre-feet per year with priority date May 10, 1905 (the “Water Right”). The City wishes to contribute to regional drought relief by dedicating the Water Right for the benefit of fish and farms.

E. The parties to the MOU seek to work together in good faith, with other Yakima River basin stakeholders and sovereigns, to achieve drought relief on an emergency timetable.

NOW, THEREFORE, the Parties agree as follows:

1. Purpose and Intent. The purpose of this MOU is to enable the Bureau to provide emergency drought relief by using the City’s Water Right in the Yakima Project to meet TWSA demands. The Parties intend for this MOU to be effective for the 2025 irrigation season and to terminate no later than December 31, 2025.

2. Roles and Responsibilities of the Parties.

a) The Bureau agrees to use up to 43% of the Water Right to meet TWSA demands in 2025.

b) The City agrees to forego the right to divert or use up to 43% the Water Right in 2025.

c) OCR agrees to fund the City’s Water Right contribution in the amount of \$258,000 in 2025.

d) The Parties agree that time is of the essence and intend to act with all possible and appropriate speed in carrying out each Party’s role and responsibilities.

3. General.

- a) All notices and correspondence made in relation to this MOU shall be in electronic form and shall be deemed given when received at the addresses set forth below via electronic mail.

To Bureau: Chad Stuart: cstuart@usbr.gov

To OCR: Larry Mattson: lama461@ecy.wa.gov
With a copy to: miho461@ecy.wa.gov

To City: Ryan Lyyski: lyyskir@ci.ellensburg.wa.us
With a copy to: hornerc@ci.ellensburg.wa.us

- b) This MOU may be executed in counterparts, each of which shall be deemed an original and with the same effect as if the Parties had signed the same document.

THEREFORE, the Parties have executed this Memorandum of Understanding as set forth below.

US BUREAU OF RECLAMATION

By: _____
Chad Stuart, Yakima Field Office Manager

Dated: _____

WASHINGTON DEPARTMENT OF ECOLOGY OFFICE OF COLUMBIA RIVER

By: _____
Larry Mattson, Director, Office of Columbia River

Dated: _____

CITY OF ELLENSBURG

By: _____
Heidi Behrends Cerniwey, City Manager

Dated: _____



MANAGER'S REPORT

DATE: June 16, 2025

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Touch A Truck on June 18

The City's Public Works and Energy Services Departments are hosting the Touch A Truck event on Wednesday, June 18, 2025, from 11:00 a.m. to 2:30 p.m. at Rotary Park. The event is free, fun, informative, and open to all ages. The City Public Works and Energy Services Department offices will be closed from 8:00 a.m. through the Touch-a-Truck event on June 18. This closure will allow employees to be onsite and assist with the event.

The Kittitas County Chapter of the Evergreen Mountain Bike Alliance, in partnership with local bike shops, will be conducting a "Bike Rodeo" at the Touch A Truck event. Bicyclists, ages 5 to 12 can participate in a skills course and non-competitive fun, as well as have their bikes inspected and tuned-up, and their helmets fitted.

2. Public Works Project Updates

- **Anderson Road Sewer Project:** The sewer main line has been completed in the West Ellensburg neighborhood—1st Ave. and Lincoln Ave. The contractor received approval from the Department of Ecology to proceed with installation adjacent to the potentially contaminated site with a prescribed and monitored treatment for groundwater before it is discharged. With this, sewer installation will resume through the end of June along Anderson Road. Repaving is scheduled for 1st Avenue and Lincoln Street, and a large portion of Anderson Road for June 17-18. Due to restrictions for the fish window, work will be paused at the end of June and resumed mid-July to extend the last portion of the sewer main across Mercer Creek. All project work should be completed by early August.
- **Water Street Overlay:** The contractor is 70% complete with the ADA ramp upgrades along Water Street. This work will continue into early July. Beginning the week of June 16, the contractor will begin lowering utilities (manholes, valves, monuments, etc.) to allow for better results after grinding and paving the street. This work will take approx. 2 weeks. Asphalt grinding/roto milling is scheduled to begin mid-July, immediately followed by 2-3 weeks of paving. After paving, the contractor will then raise all utilities back to the new asphalt grade and install the permanent striping.

- **University Way Road Repair (East of Alder Street):** Approx. 175' of the northern lane of University Way is going to be removed and replaced due to poor asphalt conditions. This work is scheduled to be completed on June 19-20.
- **Sidewalk Repair Program/Transit Stop Upgrades:** Work is underway and will be completed this summer at various locations around town.
- **Striping Contract:** City crews have begun repainting crosswalks around town. The contract crew painted long lines on June 8 and 10.

3. Juneteenth Event

Kittitas County residents and visitors are invited to join together on Thursday, June 19, to celebrate the annual Juneteenth holiday with a series of events scheduled throughout the day. A family-friendly celebration, highlighted by a community gathering from 4-7 p.m. at Unity Park in Ellensburg, commemorates the end of slavery in 1865. Organizers view the celebration as a way to honor the past while embracing the unity and strength of our local community. During the month of June, the Kittitas County Historical Museum and CWU Library will host a series of educational and cultural programs focused on Juneteenth and its significance as a federal holiday since 2021. On Thursday, June 19, from 10 a.m. to 7 p.m., the Kittitas County Historical Museum at 114 E. Third Ave., will be open to the public, offering historic programming dedicated to Juneteenth. Then, from 4-7 p.m., a free community gathering will take place at Unity Park, offering live music and other family entertainment activities. Bring a lawn chair, relax, and enjoy this opportunity to come together as community members. To learn more and find a detailed schedule, please visit the CWU Libraries website.

4. 2026 Grant Applications Now Available

Applications are available for Ellensburg's Council-funded Grant Programs and Arts Commission Grants for work to be completed in 2026. Each program has a specific purpose, application, and set of requirements:

- **Community Grants** - \$22,225.94 available to support actions to address community needs
- **Parks Partnership Grants** - \$22,225.94 available to support capital projects to improve City parks, trails, open space, and recreation facilities
- **Water Quality Grants** - \$10,000 to improve and protect local surface water quality
- **Historic Preservation Grants** - \$22,225.94 available for historic preservation efforts
- **Arts Commission Grants** - up to \$2,500 (organizations) and \$1,000 (individuals) to expand local arts programs and performances

Information and application materials for each program are available on the City's website at www.ellensburgwa.gov/grants. The application deadline to be considered for potential 2026 funding is 5 p.m. on Friday, **August 29, 2025**.

5. Preview of July 7 Agenda

The Study Session at 6:00 p.m. will include a Comprehensive Plan 101 education opportunity for Council and the community to learn about the Growth Management Act

and the importance of the 20-year plan elements and how to be involved in shaping a common vision. No public comment is taken during study sessions. At the regular meeting, KVH Hospital District 1 will present information on their upcoming ballot measure; Council will be asked to consider staffing resource plan for the City's multi-year Enterprise Resource Planning (ERP) software project, and a ballot measure to renew/replace Ellensburg Central Transit sales tax funding at the general election in November 2025. Tentatively scheduled is a property transfer agreement with Kittitas County, Central Washington University, and the City and a discussion on a public-private partnership to build the Fieldhouse facility.

6. Apply to Serve on a City Advisory Board or Commission

Help make a difference in your community and apply to join a City advisory board or commission! Visit the City website for more information: [Boards & Commissions | Ellensburg, WA](#) Note: Some positions may have specific eligibility requirements.

7. July 4 Events in Ellensburg

SAVE THE DATE

IGNITE THE ARTS

ELLENSBURG

FRIDAY, JULY 4, 2025

CELEBRATING COMMUNITY THROUGH THE ARTS!

BROUGHT TO YOU BY:







INFO: www.myellensburg.com/events/

SCHEDULE

2 PM
PAY WHAT YOU CAN
Minimum ticket price: \$4.00

THE SOUND OF MUSIC
VALLEY THEATRE COMPANY
@ MORGAN PERFORMING ARTS CENTER

5 PM
FREE

FIRST FRIDAY
ART WALK
DOWNTOWN ELLENSBURG

7 PM
FREE

PICNIC IN UNITY PARK
DANCING | MUSIC | ARTIST IN THE PARK
BRING A PICNIC OR PRE-ORDER FROM ONE OF THE PARTICIPATING RESTAURANTS

9 PM
FREE

MOVIE NIGHT IN UNITY PARK
INDEPENDENCE DAY
1996 MOVIE STARRING WILL SMITH & JEFF GOLDBLUM

FIREWORKS PROHIBITED AT ALL LISTED EVENTS