

CITY COUNCIL AGENDA

September 15, 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_bCiclgSmScWQjQCFOZWrvq

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/UCvYUwUwUwUwUwUwUwUwUwUw). 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, September 15, 2025
7:00 PM - Regular Meeting**

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

2.A Hispanic/LatinX Heritage Month 2025 6

2.B Library Card Sign-Up Month 2025 8

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 September 2, 2025 Regular Meeting 9

5.B Approve Minutes of September 2, 2025 Study Session 13

5.C Authorize CHIP grant application for IOOF housing project 14

5.D Resolution 2025-24 Approving Katie Meadows Phase II Final Plat 16

5.E Gateway II Amendment #3 to Aspect Engineering Original Contract Project
Number 21-054 27

5.F Approve September 15, 2025 Voucher Listing 36

6. Petitions, Protests, and Communications

6.A Countywide Economic Development Partnership (Public Comment Opportunity)
37

6.B Ellensburg Crime Report (Public Comment Opportunity) 43

7. Public Comment on Non-agenda Issues

8.	Business Requiring Public Hearings	
9.	Introduction and Adoption of Ordinances and Resolutions	
9.A	Ordinance 4971 (2nd reading) - Amending City Code Regarding Accessory Dwelling Units (ADUs), Street Improvements, and Impact Fees (Public Comment Opportunity)	69
9.B	Ordinance 4972 (1st reading) — Amending City Code Chapter 6.54 relating to business licensing (Public Comment Opportunity)	76
10.	Unfinished Business	
10.A	Request for Qualifications (RFQ) for Developer of Ellensburg Fieldhouse (Public Comment Opportunity)	83
11.	New Business	
12.	Miscellaneous	
12.A	Manager's Report (No Public Comment)	95
12.B	Councilmembers' Reports (No Public Comment)	
13.	Executive Session	
14.	Adjournment	



City of Ellensburg

PROCLAMATION

Hispanic/LatinX Heritage Month, 2025
"Collective Heritage: Honoring the Past, Inspiring the Future"

Whereas, what began in 1968 as Hispanic Heritage Week under President Lyndon Johnson and expanded by Present Ronald Reagan to cover a 30-day period starting September 15 of each year, the United States annually observes Latinx and Hispanic Heritage Month; and

Whereas, Hispanic Heritage Month celebrates the Hispanic and Latinx histories, cultures and contributions of those whose ancestors were indigenous to North America as well as Spain, Mexico, the Caribbean, and Central and South America and nation; and

Whereas, the City of Ellensburg values and honors the rich cultural heritage and significant contributions of Hispanic/Latinx Americans to our community and nation; and

Whereas, we acknowledge the continued growth of the Hispanic/Latinx community organizations and individuals and their contributions to the fabric of our community; and

Whereas, the City of Ellensburg commits to the continued inclusion of the Hispanic/Latinx communities as we build our infrastructure, our partnerships, and our governing structure for the future:

Now, therefore, the Mayor of the City of Ellensburg hereby encourages all segments of our community to include Hispanic/Latinx residents in their events, organizational structures, and individual endeavors as we strive to strengthen community resilience for our future.

Signed this 15th day of September 2025.

Attest:
City Clerk

Rich Elliott, Mayor

Mes de la Herencia Hispana/Latina
"Patrimonio colectivo: Honrando el pasado, inspirando el futuro"

Por cuanto lo que comenzó en 1968 como la Semana de la Herencia Hispana durante el gobierno del presidente Lyndon Johnson y que el presidente Ronald Reagan amplió para que abarque un período de 30 días a partir del 15 de septiembre de cada año, Estados Unidos celebra todos los años el Mes de la Herencia Hispana y Latina.

Por cuanto en el Mes de la Herencia Hispana se celebran las historias, culturas y contribuciones hispanas y latinas de aquellos cuyos antepasados eran indígenas de América del Norte, así como de España, México, el Caribe, América Central y del Sur, y de la nación.

Por cuanto la ciudad de Ellensburg valora y honra la herencia cultural rica y las contribuciones significativas de los americanos de origen hispano/latino a nuestra comunidad y nación.

Por cuanto reconocemos el crecimiento continuo de las organizaciones e individuos de la comunidad hispana/latina y sus contribuciones al entramado de nuestra comunidad.

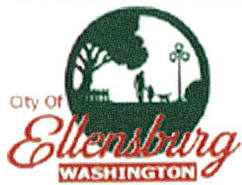
Por cuanto el ayuntamiento se compromete a la inclusión continua de las comunidades hispanas/latinas a medida que construimos nuestra infraestructura, nuestras asociaciones y nuestra estructura de gobierno para el futuro.

Ahora, por lo tanto, el alcalde de la ciudad de Ellensburg insta, por la presente, a todos los segmentos de nuestra comunidad para incluir a los residentes hispanos/latinos en sus eventos, estructuras organizativas y esfuerzos individuales a medida que nos esforzamos por fortalecer la resiliencia de la comunidad para nuestro futuro.

Firmado el 15 de septiembre de 2025.

Testigo: Beth Leader
Secretaría Municipal

Rich Elliott
Rich Elliott, Alcalde



City of Ellensburg

PROCLAMATION

Library Card Sign-Up Month 2025

WHEREAS, libraries are foundational to education, imagination, and opportunity, offering everything from early literacy programs to digital tools that support lifelong learning and personal growth; and

WHEREAS, libraries welcome all people, serving as inclusive and accessible community hubs that connect individuals across cultures, generations, and experiences; and

WHEREAS, libraries curate collections and design programs that reflect the diversity of the populations they serve, ensuring equitable access to information, technology, and culture for all; and

WHEREAS, libraries help individuals navigate life's challenges by providing trusted information, digital access, job search support, and connections to essential services; and

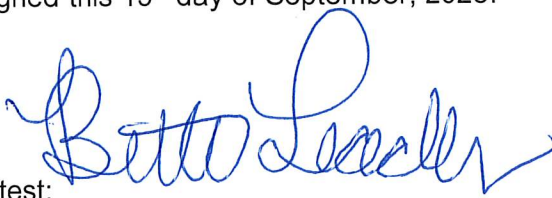
WHEREAS, in times of both crisis and calm, libraries and their staff remain steadfast in supporting and strengthening their communities; and

WHEREAS, library resources help households save money, reduce waste, and make sustainable choices, all through the simple power of a shared public good; and

WHEREAS, a library card opens doors to endless possibilities, from books and technology to lifelong learning and imagination; and

NOW THEREFORE, BE IT FURTHERMORE RESOLVED that as the Mayor of the City of Ellensburg, I do hereby proclaim September 2025 as Library Card Sign-up Month and encourage all residents to sign up for a library card and explore the endless possibilities it offers.

Signed this 15th day of September, 2025.

Attest: 
City Clerk


Mayor



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

September 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 Lillquist

1. Call to Order and Roll Call

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

Excused Absence: Sarah Beauchamp

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, City Clerk Leader, Assistant Finance Director Bassett, HR Director Young, Housing Program Manager Frey, Community Development Director Carlson, and approximately fifteen members of the public

Others present remotely via Zoom: seven members of the public

2. Proclamations

3. Awards and Recognitions

3.A Library Card Design Contest Winner

Josephine Camarillo, Library Director, presented information concerning the contest and the winning design, by Megan Pickerel. Ms. Pickerel spoke about her background and the contest.

3.B Kittitas County Lodging Tax Small Grant Program

Jessica Karraker, Kittitas County Lodging Tax Advisory Committee member, presented information and requested feedback from Council concerning a small capital grant funding process. Council asked questions of Ms. Karraker. County Commissioner Osiadiaz spoke regarding the commission process.

4. Approval of Agenda

Councilmember Lillquist moved to approve the Agenda as presented. **Motion Approved 6-0**

5. Consent Agenda

5.A Approve Minutes of August 18, 2025 Regular Meeting

-
- 5.B Acknowledge Minutes of Boards and Commissions
 - 5.C Shop & Warehouse Facility Backup Generator
 - 5.D Award Bid Call 2025-09 Tree Trimming Contract Utility Electrical Distribution System
 - 5.E Taxicab Service Rate Approval for Ellensburg Taxi Service and Rainier Taxi and Courier
 - 5.F Approve September 2, 2025 Voucher Listing

Councilmember Lillquist moved to approve the Consent Agenda as presented. **Motion Approved 6-0**

6. Petitions, Protests, and Communications

- 6.A Planning Commission Appointment - Skylar Bisom-Rapp
Dan Carlson, Community Development Director, introduced Skylar Bisom-Rapp, who spoke regarding his background.

Councilmember Goodloe moved to approve appointment of Skylar Bisom-Rapp to the Planning Commission. **Motion Approved 6-0**

7. Public Comment on Non-agenda Issues

- Julieann Cleman, County resident, spoke regarding recording of City Council and board and commission meetings

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A Ordinance 4969 (2nd reading) - Utility Billing Disconnect Notices (Public Comment Opportunity)
Keith Bassett, Assistant Finance Director, presented information in the staff report. Council asked questions of staff.

Councilmember Palmer moved to conduct second reading and adoption of Ordinance 4969 Amending Utility Billing Disconnect Notices.

Councilmember Lillquist requested staff make actual contact with customers instead of leaving a voicemail message.

Councilmember Lillquist moved to amend the motion to require actual contact over the phone before disconnect. Motion to amend died due to lack of a second.

Vote on main motion. **Motion Approved 5-1 (Lillquist voted no)**

9.B Ordinance 4970 (2nd Reading) - Amending the 2025/2026 Biennial Budget (Public Comment Opportunity)

Keith Bassett, Assistant Finance Director, presented information in the staff report.

Councilmember Palmer moved to conduct second reading and adoption of Ordinance 4970, amending the 2025/2026 Biennial Budget. **Motion Approved 6-0**

9.C Ordinance 4971 (1st Reading) - Amending City Code Regarding Accessory Dwelling Units (ADUs), Street Improvements, and Impact Fees (Public Comment Opportunity)

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

Councilmember Palmer moved to conduct first reading of Ordinance 4971 amending City Code Regarding Accessory Dwelling Units (ADUs), Street Improvements, and Impact Fees. **Motion Approved 6-0**

10. Unfinished Business

11. New Business

11.A Addison Place Affordable Housing Agreement with HopeSource (Public Comment Opportunity)

Lily Frey, Housing Program Manager, presented information in the staff report. Council asked questions of Bill Hinkle (present remotely), representing HopeSource.

Councilmember Palmer moved to authorize the City Manager to sign the affordable housing agreement and attachments (as attached or in substantially similar form) with HopeSource and fund property acquisition. **Motion Approved 6-0**

11.B Public Facilities District (PFD) for Funding Recreational Facilities (Public Comment Opportunity)

Heidi Behrends Cerniwey, City Manager, reviewed information in a presentation.

Paul Kantwill, Upper Kittitas County Community Recreation Center Board Member, presented information and made a statement regarding the project.

Gary Berndt, (present remotely) Upper Kittitas County Community Recreation Center Board Member, also presented information and background about the Upper County Public Facilities District.

Council asked questions of Mr. Kantwill and Mr. Berndt.

Councilmember Palmer moved to approve continuation of partnership

discussions to explore development of a county-wide Public Facilities District to fund recreational facilities in Ellensburg and CleElum/Roslyn. **Motion Approved 6-0**

12. Miscellaneous

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

Heidi Behrends Cerniwey, City Manager, presented information in the report. Ribbon cutting ceremonies will be scheduled for the Water Street overlay, County Courthouse transit stop and Reecer Creek levee project.

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Goodloe attended LEOFF 1 Disability Board, first Community Conversation, and Employee Appreciation lunch
- Councilmember Thompson spoke about his experience sitting in with KITTCOM dispatchers
- Councilmember Lillquist attended the LEOFF 1 Disability Board and Environmental Commission meeting. She questioned potential advertising on transit buses and requested the TAC to explore further
- Councilmember Palmer attended the Affordable Housing ADU presentation
- Councilmember Miller attended the Rodeo Parade and the Wall That Heals ceremony
- Mayor Elliott attended the Employee Appreciation lunch, Rodeo & Fair events, requested the City Manager's compensation be placed on a future Agenda, attended KCCOG and Kittitas County LTAC meetings, met with Regional Habitat for Humanity representatives, and spoke at the Overdose Awareness event.

13. Executive Session

14. Adjournment

Meeting adjourned at 8:48 pm

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Study Session

September 2, 2025

6:00 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

Study Session

Councilmembers Present: Rich Elliott, Nancy Goodloe, Nancy Lillquist, David Miller, Delano Palmer, Joshua Thompson

Councilmembers Absent: Sarah Beauchamp

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, City Clerk Leader, IT Director Goeben, HR Director Young and approximately three members of the public

Others present remotely via Zoom: No members of the public

- A Board & Commission Meeting Recordings Discussion
Chris Horner, City Attorney, reviewed information in a presentation. Council asked questions of staff.

Councilmembers requested staff provide additional information at the December 2025 or January 2026 meeting regarding recording options for audio only and audio/visual, ADA compliance, effectiveness for cities that do record board & commission meetings and impacts to volunteers, and explore options for closed captioning for Council meetings only, and possibly not consider boards & commissions at this time.

14. Adjournment

Meeting adjourned at 6:53 pm

Mayor

ATTEST:

City Clerk



Meeting Date: September 15, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Authorize CHIP grant application for IOOF housing project
Submitted by: Lily Frey, Housing Program Manager
Department: Community Development

Suggested Motion/Action:

Authorize application for \$1,000,000 in CHIP funding for the IOOF affordable housing project.

Background/Summary:

In 2023 and 2024, the City of Ellensburg applied on behalf of the International Organization of Odd Fellows (IOOF) for Connecting Housing to Infrastructure Program (CHIP) funds administered by the Washington State Department of Commerce. These applications were unsuccessful. Staff and IOOF developer representatives have jointly prepared an application for funding from the CHIP program for the 2025 funding round. The project's revised phase one plan includes 24 units affordable at 50% of Area Median Income (AMI), including 12 one-bedroom and 12 two-bedroom units. Developers plan to build an additional 76 affordable units and 12 market-rate units on the property in future phases. The CHIP application includes \$785,643 for utility improvements and \$214,357 for waived system development charges (water and sewer plant investment fees and water meter fees under ECC 9.30.040). The planned cost of utility improvements for the IOOF project exceeds the \$1,000,000 cap per project per funding round under the CHIP grant facility.

Previous Council Action:

In February 2025, Council enacted Ordinance 4954 to allow affordable housing projects to apply for waivers of water and sewer plant investment fees and water meter fees, which improved scoring for City of Ellensburg projects applying for CHIP funds. On October 21, 2024, Council authorized the Mayor to sign a letter of intent to adopt an ordinance authorizing water and sewer connection fee waivers to accompany the City's 2024 CHIP applications for the IOOF and Pathways projects.

Analysis:

The CHIP program has helped support two affordable housing developments in Ellensburg and the development of additional affordable housing aligns with the City's Housing Action Plan and City Council's Affordable Housing and Living strategic pillar.

Although previous CHIP applications for the IOOF project were unsuccessful, the CHIP scoring prioritizes projects that are ready to implement. The Ellensburg projects that have received funding in past rounds have received CHIP funding during the same cycle when they received awards from other public funding sources. State funds for affordable housing are significantly higher in the 2025 cycle than the 2024 cycle and IOOF is applying for other state funds in coordination with this proposed CHIP grant application.

Financial Impact:

None for application. If awarded, the grant would provide up to \$1,000,000 to support utility improvements and backfill the City's waived water and sewer plant investment fees for the affordable housing project. There is administrative work related to contract signature and administration for CHIP grants across the community development, finance and legal departments and no administrative cost allocation for this facility. City staff have experience managing funds from this grant mechanism.

Budget Adjustment: No

Attachments:

None



Meeting Date: September 15, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Resolution 2025-24 Approving Katie Meadows Phase II Final Plat

Submitted by: Dan Carlson, Community Development Director

Department: Community Development

Suggested Motion/Action:

Adopt Resolution 2025-24 approving the final plat of Katie Meadows Phase II and authorize the Mayor and others to sign the mylars for the final plat.

Background/Summary:

The City has received a final plat application for the Katie Meadows Subdivision Phase II from Tyler Glahn, Crytyl Enterprises, Inc., property owner. The Katie Meadows Subdivision is located on Kittitas County Assessor Parcel ID #781133 and #791133 on the south side of Bender Road, just east of the Bender/Hannah Road intersection in the City of Ellensburg, Washington, and has preliminary approval for 54 lots. Phase I, containing 24 lots, was recorded on November 8, 2023. Phase II will create 30 lots, ranging in size from 4,224 to 8,478 square feet and intended for single-family homes. The location of Phase II is shown in the attached Exhibit 1. The subject property is zoned Residential Suburban (R-S).

Previous Council Action:

A closed record public hearing on the preliminary plat for the Katie Meadows Subdivision was held before the City Council on May 2, 2022. The preliminary plat proposed a total of 40 lots. Based on the evidence and testimony presented at said public hearing, Council conditionally approved (as evidenced in the approved minutes of the May 2, 2022 meeting) the preliminary plat, which was confirmed with the adoption of Council Resolution No. 2022-14 on May 2, 2022. Council approved the Katie Meadows Subdivision Preliminary Plat with the following conditions:

1. Fulfillment of all City code required final plat design and construction requirements for on-site and off-site improvements prior to final plat approval.
2. The applicant will meet the requirements of the Energy Services – Light Department discussed in its memorandum dated March 8, 2022.
3. The applicant will meet the requirements of the Energy Services – Gas Department discussed in its memorandum dated March 17, 2022.
4. The applicant will meet the requirements of the Public Works & Utilities Department discussed in its memorandum dated March 11, 2022.
5. The applicant will meet the requirements of the City of Ellensburg Fire Marshal's memorandum dated March 9, 2022.
6. The applicant will meet the requirements of the SEPA Official's issuance of Mitigated Determination of Non-Significance (MDNS) dated October 18, 2021.

7. If applicable, the applicant may be required to obtain an NPDES Construction Storm Water General Permit from the Washington State Department of Ecology, as well as all other permits (site grading permit, SWPPP, etc.) that may be required as a result of plat development. Subdivision and land development activities shall follow the requirements of the Ellensburg City Code, including the Design Standards.
8. All requirements of utility providers, City departments, and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents.
9. No certificates of occupancy shall be issued prior to completion of required public improvements in a manner acceptable to the City in its sole discretion. Issuance of any certificate of occupancy prior to full completion of any of the required improvements shall not be deemed to be a waiver of this section, and such issuance shall not stop the City or impair its ability to demand full completion of required improvements prior to issuance of any further certificates of occupancy.

On May 30, 2024 property owner Tyler Glahn, Crytyl Enterprises Inc. filed a plat alteration application in order to add approximately .70 acres of land to alter and increase the size of the original plat to allow a more cohesive road system and creation of 14 additional lots for single family housing within the currently undeveloped, unrecorded preliminarily approved phase II portion of the plat. An open record public hearing on the plat alteration for the Katie Meadows Subdivision was held before the City Council on August 5, 2024. Based on the evidence and testimony presented at said public hearing, Council conditionally approved (as evidenced in the approved minutes of the August 5, 2024 meeting) the plat alteration, which was confirmed with the adoption of Council Resolution No. 2024-21 on August 5, 2024. Council approved the Katie Meadows Subdivision Preliminary Plat with the following conditions:

- A. Fulfillment of all City code required final plat design and construction requirements for on-site and off-site improvements prior to final plat alteration approval.
- B. The applicant will meet the requirements of the Energy Services Light Department discussed in its memorandum dated June 26, 2024.
- C. The applicant will meet the requirements of the Public Works & Utilities Department discussed in its memorandum dated July 2, 2024.
- D. The applicant will meet the requirement of the City of Ellensburg Fire Marshall's memorandum dated April 16, 2024.
- E. The applicant will meet the requirements of the SEPA Official's issuance of Mitigated Determination of Non-Significance (MDNS) dated July 24, 2024.
- F. The applicant is required to obtain an NPDES Construction Storm Water General Permit from the Washington State Department of Ecology, as well as all other permits (site grading permit, SWPPP, etc.) that may be required as a result of plat development. Subdivision and land development activities shall follow the requirements of the Ellensburg City Code, including the Design Standards.

Analysis:

With the approval of the plat alteration, the Katie Meadows subdivision has preliminary approval for a total of 54 lots. Phase I, containing 24 lots, was recorded with the Kittitas County Auditor on November 8, 2023. Phase II would plat the remaining 30 lots.

Since the preliminary plat approval was granted by City Council on May 2, 2022, the expiration date for finalizing the plat is May 2, 2027. The applicant is now submitting the Phase II final subdivision application for review by City Council.

The requirements pertaining to final plat approval are found within ECC Sections 15.260.060 through 15.260.100. Specifically, the decision criteria are found in 15.260.100(D) & (E), which states the following:

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

1. Conforms to all of the preliminary subdivision terms and conditions of approval; and
2. Meets all other applicable final subdivision requirements as set forth in Chapter 58.17 RCW, other applicable state laws, this chapter, and any other applicable city ordinances which were in effect at the time of preliminary subdivision approval.
3. Approval and Inscription. The city council shall make written findings of fact relating to its decision on the final subdivision application. If the decision is to approve the final subdivision application, a specific written finding of fact shall also be made that:
 - a. Appropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, natural gas mains and services, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and
 - b. The public use and interest will be served by the approval of such subdivision and dedication.
4. Upon approval of the final subdivision, the city council shall authorize the mayor to suitably inscribe and execute council's written approval on the face of the final subdivision plat drawing.

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

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

G. Recording. The final subdivision plat, in the form specified in this chapter, shall be

recorded by the director with the Kittitas County Auditor within 10 working days after city council approval and shall be recorded in the presence of the applicant and with the cost of recording paid by the applicant. [Ord. 4656 § 1 (Exh. O2), 2013.]

On May 2, 2022, during the preliminary plat review process by City Council, the proposed subdivision was determined to be in conformance with the Land Development Code requirements pertaining to R-S zoning. During review of the final subdivision application, city departments found the final subdivision application for Katie Meadows Phase II to be in conformance with the conditions of approval for the preliminary plat and plat alteration, as well as with all adopted City Codes and other requirements. As required, the civil plans for this plat have been approved by the Public Works Department and the remaining public improvements will be covered by a bond posted by the applicant.

The final plat of the Katie Meadows Phase II is ready for City Council action. Staff has provided Resolution 2025-24 attached to this Agenda Report, which incorporates the findings, conclusions, and conditions of the original preliminary plat approval in Resolution 2022-14 and the plat alteration approval in Resolution 2024-21.

Financial Impact:

Costs of plat review and approval are borne by the applicant. City expenditures to perform plat review and approval activities are accommodated within existing budget authority. The financial impact of future development and provision of services has not been analyzed at this time.

Budget Adjustment: No

Attachments:

1. Exhibit 1 - Vicinity Location Map
2. Katie Meadows Phase II Final Plat
3. P25-092 APPLICATION
4. P25-092 Katie Meadows Phase II Final Plat Resolution

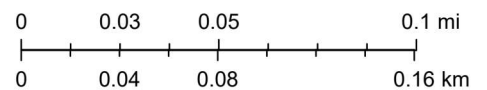
P24-040 Vicinity Location Map



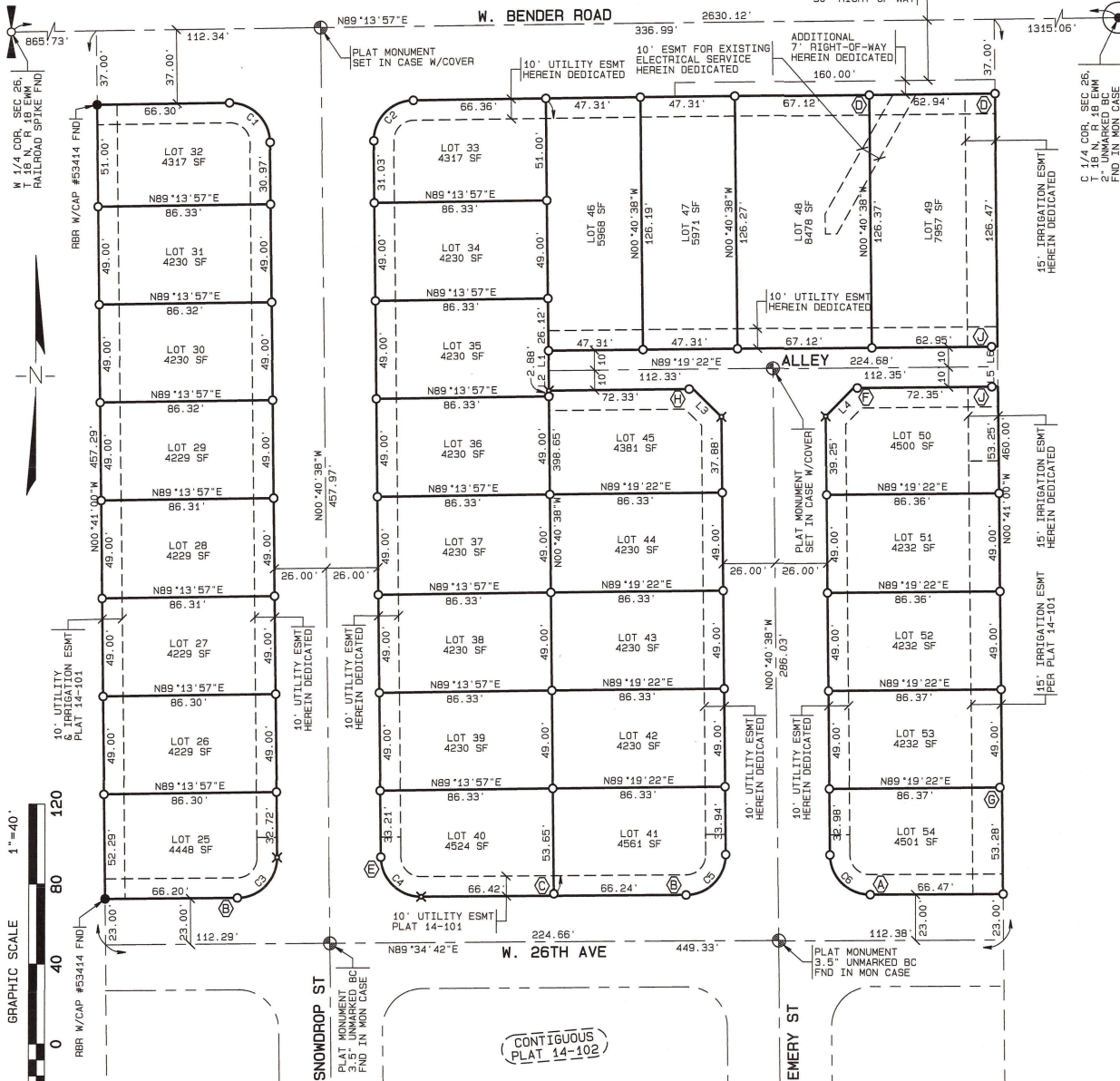
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- | | | | | | |
|--|----------------|--|--------------|--|----------------|
| | County Parcels | | Site Address | | Major Arterial |
| | City Parcels | | Roads | | Addresses |
| | Override 1 | | Road | | Active |
| | Owner Address | | | | Reserved |



COE GIS, Google Maps



PLAT OF KATIE MEADOWS, PHASE II

PARENT PARCEL LEGAL DESCRIPTIONS

PARCEL # 781133

PARCEL 1 OF THAT CERTAIN SURVEY RECORDED ON MAY 10TH, 2021, IN BOOK 43 OF SURVEYS, PAGES 199-200, UNDER AUDITOR'S FILE NUMBER 202106280009, RECORDS OF KITTITAS COUNTY, WASHINGTON; BEING A PORTION OF THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 18 NORTH, RANGE 18 EAST, W.M., IN THE COUNTY OF KITTITAS, STATE OF WASHINGTON.

PARCEL # 963631

LOT 25 OF THE PLAT OF KATIE MEADOWS PHASE I, AS RECORDED IN VOLUME 14 OF PLATS, PAGES 101-103, RECORDS OF KITTITAS COUNTY, WASHINGTON.

NOTES

1. DENOTES 1/2" REBAR WITH CAP NUMBER 56907/24035581 SET
2. DENOTES NAIL W/WASHER NUMBER 56907 SET
3. DENOTES CORNER FOUND, AS NOTED
4. BEARINGS SHOWN ARE ON ASSUMED DATUM RELATIVE TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 18 NORTH, RANGE 18 EAST, W.M., BEING NORTH 89°13'57" EAST
5. PARENT PARCEL BOUNDARIES PREVIOUSLY SURVEYED AND RECORDED IN BOOK 43 OF SURVEYS, PAGES 199-200, AND IN BOOK 14 OF PLATS, PAGES 101-103, RECORDS OF KITTITAS COUNTY, WASHINGTON. SEE SAID RECORDS FOR FURTHER INFORMATION.
6. SURVEY PERFORMED WITH A SPECTRA PRECISION SP85 GNSS RECEIVER USING REAL TIME KINEMATIC PROCEDURES. MEASUREMENTS SHOWN HEREON ARE GROUND DISTANCES.
7. MONUMENTS SHOWN HEREON AS FOUND (FND) WERE VISITED IN APRIL 2024.
8. THIS SURVEY MEETS OR EXCEEDS THE ACCURACY STANDARDS CONTAINED IN WAC 332-130-090.
9. NO GUARANTEE OF OWNERSHIP IS EXPRESSED OR IMPLIED BY THIS SURVEY MAP. THIS SURVEY MAP PORTRAYS THE DEEDED LOCATION OF THE PROPERTY LINES SHOWN HEREON. FENCE LINES AND OTHER OCCUPANCY FEATURES ARE DEPICTED IN ACCORDANCE WITH WAC 332-130-050. OCCUPANCY FEATURES MAY IMPLY A POTENTIAL FOR CLAIMS OF UNWRITTEN TITLE OWNERSHIP WHICH ARE NOT RESOLVED BY THIS SURVEY.
10. THE ENTIRETY OF THE SITE LIES WITHIN THE CITY OF ELLENSBURG, IN THE RESIDENTIAL SUBURBAN (R-S) ZONE.
11. AN EASEMENT FOR AN EXISTING DRAINFIELD EXISTS, WHICH BURDENS PARENT PARCEL #963631 FOR THE BENEFIT OF A CURRENTLY EXISTING RESIDENCE ON PARENT PARCEL #781133, AS RECORDED UNDER AUDITOR'S FILE NO. 202106280009 AND DEPICTED ON THE FACE OF THAT SURVEY RECORDED IN VOLUME 43 OF SURVEYS, PAGES 199 & 200, AND ON THE FACE OF THE PLAT OF KATIE MEADOWS, PHASE I, RECORDED IN VOLUME 14 OF PLATS, PAGES 101-103, ALL IN RECORDS OF KITTITAS COUNTY, WASHINGTON. SAID EASEMENT CONTAINS A TERMINATION CLAUSE, TO TAKE EFFECT WHEN THE PARCEL IS CONNECTED TO CITY OF ELLENSBURG WATER AND SEWER SERVICES. IT IS YOUR UNDERSTANDING THAT SAID EVENT IS PLANNED TO OCCUR IN THE COURSE OF THE PRESENT DEVELOPMENT. SEE THE AFOREMENTIONED RECORD DOCUMENTS FOR FURTHER INFORMATION.

PARENT PARCELS #: 781133 & 963631

KITTITAS COUNTY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT ALL CHARGEABLE REGULAR AND SPECIAL ASSESSMENTS COLLECTIBLE BY THIS OFFICE THAT ARE DUE AND OWING ON THE PROPERTY DESCRIBED HEREON ON DATE OF THIS CERTIFICATIONS HAVE BEEN PAID.

DATED THIS _____ DAY OF _____, 20____

BY: KITTITAS COUNTY TREASURER'S OFFICE

SURVEYOR'S CERTIFICATE

I, DAVID P. CHANDLER, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PLAT AS SHOWN IS BASED UPON AN ACTUAL SURVEY IN ACCORDANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT, THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN HEREON CORRECTLY, AND THAT THE MONUMENTS AND LOT CORNERS HAVE BEEN SET ON THE GROUND AS SHOWN HEREON.

DAVID P. CHANDLER
LS 56907



AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____, 20____ AT _____ M. IN BOOK _____ OF _____ AT _____ PAGE _____ AT THE REQUEST OF CHANDLER SURVEYING LLC.

KITTITAS COUNTY AUDITOR DEPUTY COUNTY AUDITOR

LEGEND OF CORNER OFFSETS

- | | |
|-----|-------------------------------------|
| (A) | SET 0.2 FT NORTH OF RECORD POSITION |
| (B) | SET 0.3 FT NORTH OF RECORD POSITION |
| (C) | SET 1.0 FT NORTH OF RECORD POSITION |
| (D) | SET 0.2 FT SOUTH OF RECORD POSITION |
| (E) | SET 0.2 FT EAST OF RECORD POSITION |
| (F) | SET 2.0 FT EAST OF RECORD POSITION |
| (G) | SET 1.0 FT WEST OF RECORD POSITION |
| (H) | SET 2.0 FT WEST OF RECORD POSITION |
| (I) | SET 3.0 FT WEST OF RECORD POSITION |

CURVE	RAD	Δ	LENGTH	CH BEARING	L CHORD
C1	20.00'	90°05'25"	31.45'	N45°43'21"W	28.34'
C2	20.00'	89°54'35"	31.38'	S44°16'40"W	28.26'
C3	20.00'	90°15'20"	31.51'	N44°27'02"E	28.35'
C4	20.00'	89°44'40"	31.33'	S45°32'58"E	28.22'
C5	20.00'	90°15'20"	31.51'	N44°27'02"E	28.35'
C6	20.00'	89°44'40"	31.33'	S45°32'58"E	28.22'

LINE	BKG	DIST
L1	S00°40'38"E	10.00'
L2	S00°40'38"E	10.00'
L3	S45°40'38"E	19.80'
L4	N44°19'22"E	19.80'
L5	S00°41'00"E	10.00'
L6	S00°41'00"E	10.00'

CHANDLER SURVEYING LLC PHONE: 509-454-8195 EMAIL: ChandlerSurveying@gmail.com		PO BOX 2275 YAKIMA, WA 98907
DRAWN JULY 2025 DATE DRAWN	FOR JULY 2025 SURVEY DATE	CRYTIL ENTERPRISES CITY OF ELLENSBURG KITTITAS COUNTY, WASHINGTON
1 OF 2 SHEET		PTN NW 1/4, SW 1/4, SEC 26, T 18 N, R 18 EWM

NOTES ON BACKFLOW PREVENTION

IN LIEU OF REQUIRING A BACKFLOW ASSEMBLY AT THE SERVICE ENTRANCE ON LOTS 25 THROUGH 54 OF THE PLAT OF KATIE MEADOWS, PHASE II, THE OWNER AGREES NOT TO INTERCONNECT, IN ANY FASHION, THEIR PRIVATE AUXILIARY WATER SYSTEM, AND TO DO NOTHING THAT WOULD LEAD TO OCCURRENCE OF BACKFLOW EVENT(S).

A CROSS CONNECTION IS A DIRECT LINK BETWEEN DOMESTIC WATER LINES AND A CONTAMINATED SOURCE, DECREASED PRESSURE ON THE PERVEYOR'S SIDE OF THE WATER METER MAY LEAD TO A BACKFLOW PROBLEM, AND THIS IS NOT ALLOWED PER WAC 246-290-490.

OWNER FURTHER AGREES TO ACCEPT FULL LEGAL RESPONSIBILITY FOR ALL DAMAGES INCURRED AS A RESULT OF ANY SUCH CROSS CONTAMINATION, INCLUDING BACKFLOW EVENTS. THE OWNER ACKNOWLEDGES THAT THEY HAVE BEEN INFORMED BY THE CITY OF ELLENSBURG OF BACKFLOW PROTECTION REQUIREMENTS AND THE CONSEQUENCES OF A BACKFLOW EVENT.

NOTES ON MAINTENANCE OF PRIVATE STORMWATER FACILITIES

THE STORMWATER FACILITY WITHIN THE PLAT OF KATIE MEADOWS, PHASE II, SHALL BE OWNED, OPERATED AND MAINTAINED BY THE OWNERS, ON LOTS 25 THROUGH 54.

THE CITY OF ELLENSBURG SHALL HAVE THE RIGHT OF INGRESS AND EGRESS TO THE STORMWATER FACILITY FOR PURPOSES OF INSPECTION AND/OR REQUIRED MAINTENANCE PER SS 65 OF THE EASTERN WASHINGTON PHASE II MUNICIPAL PERMIT.

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

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

APPROVALS

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

CITY OF ELLENSBURG ENGINEER _____ DATE _____
CITY OF ELLENSBURG ENERGY SERVICES DIRECTOR _____ DATE _____
CITY OF ELLENSBURG COMMUNITY DEVELOPMENT DIRECTOR _____ DATE _____
CITY OF ELLENSBURG, MAYOR _____ DATE _____

CASCADE IRRIGATION DISTRICT APPROVAL

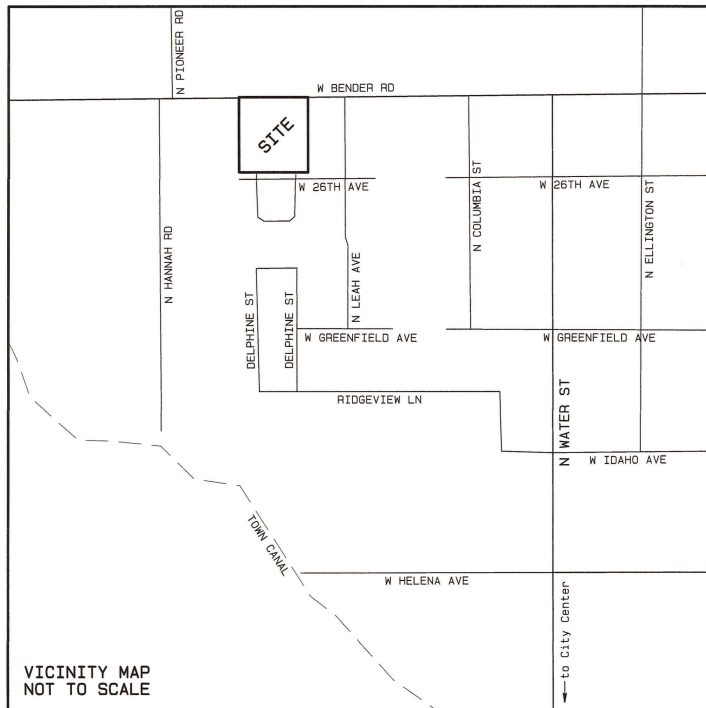
THIS PLAT MEETS ALL MINIMUM REQUIREMENTS AND STANDARDS OF THE CASCADE IRRIGATION DISTRICT.

CASCADE IRRIGATION DISTRICT _____ DATE _____

UTILITY EASEMENT

AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO ALL UTILITIES AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS IN THE AREAS AS SHOWN ON THIS SURVEY. GRANTOR SHALL NOT CONSTRUCT OR MAINTAIN ANY BUILDINGS, STRUCTURES, OR OTHER OBSTRUCTIONS ON THE EASEMENT AREA. ANY USES OF THE PROPERTY ADJACENT TO THE EASEMENT AREA SHALL NOT ENDANGER OR INTERFERE WITH GRANTEE'S USE OF THE EASEMENT AREA FOR THE PURPOSES SET FORTH HEREIN. GRANTOR SHALL NOT ERECT ANY FENCES, GATES OR OTHER OBSTRUCTIONS IN SUCH A WAY AS TO PREVENT VEHICULAR ACCESS BY GRANTEE TO THE EASEMENT AREA.

GRANTEE SHALL HAVE THE RIGHT TO REMOVE ANY OBSTRUCTION WITHIN THE EASEMENT AREA, INCLUDING WITHOUT LIMITATION THE RIGHT TO TRIM, CUT, CLEAR, REMOVE, AND DISPOSE OF BRUSH, TREES, SHRUBS, OR OTHER OBSTRUCTIONS IN THE EASEMENT AREA, AND THE RIGHT TO CONTROL, ON A CONTINUING BASIS AND BY ANY PRUDENT AND REASONABLE MEANS, THE ESTABLISHMENT AND GROWTH OF BRUSH, TREES, SHRUBS, OR OTHER VEGETATION IN THE EASEMENT AREA. GRANTEE SHALL ALSO HAVE THE RIGHT TO TRIM, CUT, CLEAR, REMOVE, AND DISPOSE OF ANY BRUSH, TREES, SHRUBS, OR OTHER OBSTRUCTIONS LOCATED ON THE PROPERTY ADJACENT TO THE EASEMENT AREA.



PLAT OF KATIE MEADOWS, PHASE II

DEDICATION AND WAIVER OF CLAIMS

KNOW ALL MEN BY THESE PRESENTS THAT CRYTYL ENTERPRISES, INC., IS THE OWNER OF THE IN THE LAND HEREON DESCRIBED, THAT JOHNSTON PROPERTY MANAGEMENT, LLC, IS THE BENEFICIARY OF A DEED OF TRUST, AND THAT YAKIMA FEDERAL SAVINGS AND LOAN ASSOCIATION IS THE BENEFICIARY OF A DEED OF TRUST; THAT THEY HAVE WITH THEIR FREE CONSENT AND IN ACCORDANCE WITH THEIR DESIRES CAUSED THE SAME TO BE SURVEYED AND PLATTED AS SHOWN HEREON. DO HEREBY DEDICATE THOSE ROADS AND/OR RIGHTS OF WAY SHOWN AS PUBLIC DEDICATIONS HEREON TO THE USE OF THE PUBLIC; DO HEREBY WAIVE ON BEHALF OF THEMSELVES AND THEIR SUCCESSORS IN INTEREST ALL CLAIMS FOR DAMAGES AGAINST THE CITY OF ELLENSBURG AND ANY OTHER GOVERNMENTAL AUTHORITY WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE, AND MAINTENANCE OF SAID DEDICATED ROADS AND/OR RIGHTS OF WAY; AND DO HEREBY DEDICATE THE EASEMENTS AS SHOWN HEREON FOR THE USES INDICATED.

CRYTYL ENTERPRISES, INC.

JOHNSTON PROPERTY MANAGEMENT, LLC YAKIMA FEDERAL SAVINGS AND LOAN ASSOCIATION

ACKNOWLEDGMENT

STATE OF WASHINGTON }
COUNTY OF } SS

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT IS THE PERSON WHO APPEARED BEFORE ME AND SAID PERSON ACKNOWLEDGED THAT (HE/SHE) SIGNED THIS INSTRUMENT, ON OATH STATED THAT (HE/SHE) WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND

ACKNOWLEDGED IT AS THE

OF CRYTYL ENTERPRISES, INC., TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

NOTARY PUBLIC

MY APPOINTMENT EXPIRES: _____

ACKNOWLEDGMENT

STATE OF WASHINGTON }
COUNTY OF } SS

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT IS THE PERSON WHO APPEARED BEFORE ME AND SAID PERSON ACKNOWLEDGED THAT (HE/SHE) SIGNED THIS INSTRUMENT, ON OATH STATED THAT (HE/SHE) WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND

ACKNOWLEDGED IT AS THE

OF JOHNSTON PROPERTY MANAGEMENT, LLC, TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

NOTARY PUBLIC

MY APPOINTMENT EXPIRES: _____

ACKNOWLEDGMENT

STATE OF WASHINGTON }
COUNTY OF } SS

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT IS THE PERSON WHO APPEARED BEFORE ME AND SAID PERSON ACKNOWLEDGED THAT (HE/SHE) SIGNED THIS INSTRUMENT, ON OATH STATED THAT (HE/SHE) WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND

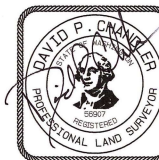
ACKNOWLEDGED IT AS THE

OF YAKIMA FEDERAL SAVINGS AND LOAN ASSOCIATION TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

NOTARY PUBLIC

MY APPOINTMENT EXPIRES: _____

		CHANDLER SURVEYING LLC		PO BOX 2275 YAKIMA, WA 98907	
PHONE: 509-454-8195 EMAIL: ChandlerSurveying@gmail.com					
BDW	PLAT				
DRAWN	FOR				
JULY 2025					
DATE DRAWN					
JULY 2025	CRYTYL ENTERPRISES				JOB NO. 24034
SURVEY DATE	CITY OF ELLENSBURG KITITIAS COUNTY, WASHINGTON				
2 OF 2	PTN NW 1/4, SW 1/4, SEC 26, T 18 N, R 18 EWM				
SHEET					



4/3/25



Final Subdivision Application

RECEIVED

AUG 01 2025

P25-092

PA-13 APPLICATION

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning)

COMMUNITY DEVELOPMENT
comdev@ci.ellensburg.wa.us

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

Application Fee: No application fee

OFFICIAL USE ONLY:

Staff Person:	KB
Date Submitted:	8/1/25
Fee Total:	XXXX
FILE #:	P25-092
Associated Permit File #:	P24-040 P24-041

P24-017

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

Legal Owner Name(s):	Crytl Enterprises Inc	Day Phone:	
Mailing Address:	PO Box 454 Ellensburg WA 98926		
E-mail:	tylerglahn@gmail.com	Cell Phone:	360 220-6518
*APPLICANT:	☐ Owner ☐ Contractor ☐ Tenant ☐ Other		
Name:	Same as legal owner	Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	
CONTACT PERSON:	☐ Owner ☐ Contractor ☐ Tenant ☐ Other		
Name:	Tyler Glahn	Day Phone:	
Mailing Address:	PO Box 454 Ellensburg WA 98926		
E-mail:	tylerglahn@gmail.com	Cell Phone:	
PROJECT INFORMATION:			
Parcel Number(s) of Site:	781133, 963631		
Site Address (if any):	NKA, and 510 W Bender		

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

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

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

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

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

Signature of Legal Owner:
(or Authorized Agent)



Date: 7/23/25

RESOLUTION NO. 2025-24

A RESOLUTION OF THE CITY COUNCIL OF ELLENSBURG, WASHINGTON
approving the Final Plat of the Katie Meadows Phase II (P25-092).

WHEREAS, on December 15, 2021, Tyler Glahn, Crytyl Enterprises, Inc., property owner filed a preliminary plat application (P21-157) for forty (40) lots to be developed on Kittitas County Assessor Parcel ID #791133 (7.32 acres), located at 604 W Bender Road, commonly referred to as the "Katie Meadows Subdivision"; and

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

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

WHEREAS, the Owner submitted the Preliminary Plat to the City for review and consideration by Council at a duly-advertised closed record public hearing held on May 2, 2022; and

WHEREAS, based on the evidence and testimony presented at said public hearing, City Council conditionally approved the subdivision of the property to allow residential development of said property as evidenced in the approved minutes of the Council meeting of May 2, 2022, and the adoption of Council Resolution No. 2022-14 on May 2, 2022; and

WHEREAS, per RCW 58.17.140, as this preliminary plat was approved after January 1, 2015 and is not subject to the Shoreline Management Act, the applicant has five (5) years to file for final plat approval, or until May 2, 2027; and

WHEREAS, the final plat of Katie Meadows Phase I containing 24 lots was recorded in the Kittitas County Auditor's Office on November 8, 2023; and

WHEREAS, on May 30, 2024 property owner Tyler Glahn, Crytyl Enterprises Inc. filed a plat alteration application in order to add approximately .70 acres of land to alter and increase the size of the original plat to allow a more cohesive road system and creation of 14 additional lots for single family housing within the currently undeveloped, unrecorded preliminarily approved phase II portion of the plat for property located on Kittitas County Assessor Parcel ID #'s 781133 & 791133, on the south side of Bender Road, just east of the Bender/Hannah Road intersection in the City of Ellensburg, WA; and

WHEREAS, following a duly noticed open record public hearing held before the City Council on August 5, 2024, to consider the Katie Meadows Phase II plat alteration application, as provided by Chapter 15.260 ECC, the City Council conditionally approved the plat alteration as evidenced in the approved minutes of the Council meeting of August 5, 2024, and the adoption of Council Resolution No. 2024-21 on August 5, 2024; and

WHEREAS, the Owner submitted the Final Plat for Phase II of the Katie Meadows Subdivision to the City for review and consideration, and City of Ellensburg staff have found that the conditions of preliminary approval and plat alteration approval have been satisfied; and

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

WHEREAS, the Final Plat application was reviewed by City Council in a public meeting held on September 15, 2025; and

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

NOW, THEREFORE, the City Council for the City of Ellensburg do resolve as follows:

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

Section 2. The City Council finds that the conditions of preliminary plat approval and plat alteration approval for the Katie Meadows Subdivision final plat have been met and the requirements for recording the Phase II final plat have been satisfied.

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

ADOPTED by the City Council of Ellensburg this 15th day of September, 2025.

Rich Elliott, Mayor

ATTEST:

Beth Leader, City Clerk



Meeting Date: September 15, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Gateway II Amendment #3 to Aspect Engineering Original Contract Project Number 21-054
Submitted by: Rebecca Springer, Water Resources Manager
Department: Public Works

Suggested Motion/Action:

Authorize the City Manager to sign Amendment #3 to Aspect's contract for the Gateway II project and authorize the Finance Director to increase the Stormwater budget to accommodate the increase.

Background/Summary:

The original contract with Aspect to design, permit, and construct the project was approved by the Council on October 4, 2021. Two amendments have been processed for the design related to road widening and environmental issues concerning Lyle Creek.

Project delays occurred due to additional work related to road widening and environmental issues, necessitating the completion of a Grant Extension through the Department of Ecology to extend the grant period until January 2026.

Ongoing conversations with Ecology indicate a favorable position for the City to obtain construction funding using the 90% design deliverable from this phase of the Gateway II project. It is staff's intention to apply for construction funding for the Gateway II project in July 2026.

Following completion of the Ecology Grant Extension in July 2025, Aspect informed PW Staff that an amendment was required to cover Aspect's additional environmental and cultural permitting efforts related to the widening of the project footprint. According to Aspect, the widened project footprint necessitated the disturbance of wetland and waterway features, triggering a federal permitting nexus.

Previous Council Action:

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

Amendment #1 was presented to the Council on February 21, 2023, reducing the overall agreement cost to \$977,129.00 and eliminating the costs of construction management and project closeout activities.

Amendment #2 was a no-cost amendment that extended Aspect's agreement until January

2026 to align with the Ecology Grant Extension. Therefore, it did not require Council approval.

Amendment #3 addresses the cost increase associated with completing project deliverables, considering the extended disturbance footprint, and therefore requires approval from the City Council.

Analysis:

Multiple obstacles have been encountered during the design and permitting phase of the Gateway II project. However, staff have overcome these obstacles through close collaboration with Ecology and Aspect.

Staff have worked diligently with Ecology to gain additional approval for reimbursement of these additional efforts undertaken by Aspect. To fulfill our existing grant requirements and to pursue subsequent construction funding for Gateway II, staff are recommending City Council approval of Amendment #3 to Aspect's agreement for Gateway II.

Financial Impact:

This amendment increases the cost of the existing agreement by \$132,900.00.

Costs of construction management and project close-out activities for the Gateway II project are no longer part of the agreement, as they were eliminated with Amendment #1.

Based on conversations with Ecology between June 16, 2025, and the present, approximately \$80,000 of this increase is eligible for grant reimbursement under the Gateway II project grant.

Staff requests authorization for the Finance Director to increase the Gateway II budget amount by \$133,000.00.

Budget Adjustment: Yes

Attachments:

1. Gateway II Amendment 3 081225

Amendment to Professional Services Agreement

Amendment No.: 3	Project No.: 190390	Date: August 12, 2025
Client: City of Ellensburg		
Project Name: Gateway to the City of Ellensburg Stormwater LID Retrofit Project II		
Description of Amendment Aspect (a Geosyntec Consultants Inc. company) is providing this Amendment No. 3 to the Professional Services Agreement for the City of Ellensburg's (Client) <i>Gateway to the City of Ellensburg Stormwater LID Retrofit Project II</i> (Gateway II). This amendment supplements the consultant budget for completion of a 90% design and permitting package. The project has evolved since its inception and now includes road widening; creek crossing work; federal cultural resources; and wetland and stream mitigation, design, and permitting not originally planned. The Department of Ecology recently amended the City's funding grant from "design, permitting, and construction" to "90% design and permitting" and extended the grant deadline to January 31, 2026. The grant amendment also provides additional grant funding for the revised Project work. At Ecology's request, changes were made to Aspect's Task 1 and Task 3 services and budgets in February 2022. The changes rearranged but did not change the total scope of work or budget and Ecology did not process an associated grant budget amendment. In February 2023, Aspect and the City executed Amendment 1 to provide some non-grant budget for road widening related work, which has since been depleted. In addition, Aspect has incurred extra work requested by the City which is described in Attachment 1. Amendment 3 provides additional budget to complete the revised Project Scope of Work as described in Attachment 1. Amendment 3 revises the Professional Services Agreement between Aspect and the City dated October 4th, 2021 (original Agreement), revised February 2022 and amended February 1, 2023. 1. The Exhibit A Scope of Work provided under Section 2 of the original Agreement, as previously revised and amended, is amended as shown in Attachment 1. 2. The Maximum Compensation Section 5.1 of the original agreement as amended by Amendment 1 is increased from \$977,129 to \$1,110,029. 3. The Budget for Each Task Section 5.2 and Exhibit D of the original Agreement as previously amended is amended as shown in Attachment 2, along with a schedule.		Cost Amendment No. 3 Cost: \$132,900 Total Revised Agreement Section 5 and Exhibit D Cost: \$1,110,029 Amendment No. 3 work will be billed lump sum as established by the original Agreement Amendment No. 3 work will be itemized as done previously and billed to existing Tasks 1, 2, & 3.
Except as previously amended or amended above, all terms and conditions of the October 4, 2021 agreement apply to this Amendment.		
ASPECT CONSULTING	By: 	
	Printed Name: John Knutson, PE Senior Principal Water Resources Engineer	
	Office: 1106 N 35th Ave, Yakima, WA 98902	
CLIENT City of Ellensburg	By:	
	Printed Name/Date:	

Aspect Consulting

Scope of Work

Gateway to the City of Ellensburg Stormwater LID Retrofit Project II

August 12th, 2025

Background

Aspect Consulting (a Geosyntec Consultants Inc. company) has developed this **Amendment 3** Scope of Work to describe the revised consulting services tasks and task budgets for the City of Ellensburg (City) **Gateway to the City of Ellensburg Stormwater LID Retrofit Project II** (Project).

Amendment 3 work is at least partially funded by a Stormwater Financial Assistance Program grant from the Washington Department of Ecology. The original grant covered design and construction of curbs and gutters, pathways, and stormwater treatment swales along Vantage Highway for its current road width. As discussed in Amendment 1, the City realized that the grant project did not address forward compatibility issues, specifically the functional classification of Vantage Highway and its need to support future commercial and residential development along the project corridor. Therefore, for the road to meet future functional needs, the City intends to add new lanes along the existing lanes, resulting in 4 lanes and an overall pavement width of 48 ft (from approximately 24 ft).

The existing pavement will be sawcut along the edges but will not be removed during the widening or stormwater retrofit process which, based on an assessment by Ecology staff, allows the overall revised project to still utilize grant funding with the recognition that the original grant funds would not likely be adequate to fully design, permit, and construct the revised project. Aspect and the City executed Amendment 1 to cover some of the extra widening related permitting and design effort. Amendment 1 also removed the public information process and construction management services from Aspect's scope of work.

Amendment 1 funds were spent developing a revised overall 30% design for the widened condition and initiating wetland and creek impact assessments, mitigation site selection, and mitigation designs - leaving no non-grant funds to continue the widening design process. In addition, Aspect has incurred significant out of scope work which was requested by the City, including: (a) coordination and meetings with the City, WDFW, and Ecology about the deregulation of East Branch Lyle Ditch; (b) redesign of portions of the project following the deregulation of East Branch Lyle Ditch; (c) preparation of a supplemental Design Report for Ecology review and approval; (d) Federal cultural resources investigation and reporting; (e) addition of retaining walls at the Lyle Creek crossing and redesign of the crossing; (f) updating the pathway design to use porous pavement rather than permeable pavers; (g) revisions to wetland and creek mitigation planning and design documents; and (h) significant related project management effort.

Due to the project delay associated with a separate fish screen design and construction project to deregulate the East Branch Lyle Ditch, the Department of Ecology has amended the funding

Attachment 1 to Amendment 3 – Scope of Work

grant from “design, permitting, and construction” to “90% design and permitting only” and the grant deadline has been extended to January 31, 2026. While the Ecology grant amendment removes funding for construction and construction management, it does provide funding to cover the bulk of the revised permitting and design work for the widened project.

This Amendment 3 Scope of Work describes Aspect’s revised scope of work to continue grant and loan administration support, prepare and submit project permit applications, produce a 90% design package, and provide other associated grant deliverables.

Amendment 3 Scope of Work

Task 1: Grant and Loan Administration

Aspect will continue to provide the City with support for quarterly grant progress reports, City reimbursement requests, and the project close-out and outcome summary reports (Task 1 as revised by the City and Ecology in February 2022). There is no change to Aspect’s current Task 1 budget of \$90,000.

Task 1 Deliverables

- *Quarterly grant progress reports (Ecology deliverables) and draft City reimbursement requests.*
- *Grant project close-out report (Ecology deliverable) and outcome summary report (Ecology deliverable).*

Task 1 Assumptions

- *All grant and loan administration support is complete by January 31, 2026.*

Task 2: Cultural and Environmental Reviews and Permitting

Task 2 will integrate the roadway widening related permitting work, which includes:

- Preparing a Joint Aquatic Resources Permit Application (JARPA), including CWA Section 404 and 401 associated with wetlands and creek work and mitigation.
- Water quality monitoring plan for Lyle Creek work (per CWA Section 401 process)
- Finalization and submittal of the Federal cultural resources review report.
- Preparing Hydraulic Project Approval (HPA) Application.
- Preparing a Biological Assessment and initiating ESA review.
- Preparing a draft Stormwater Pollution Prevention Plan (SWPPP) to support a contractor’s later coverage under the Construction Stormwater General Permit (CSGP).
- Coordination with the City, WDFW, Ecology, Corps of Engineers, and other agencies during the permit review process.

Aspect will develop and submit initial permit applications, but the permit agency review, feedback, and approval process will likely still be underway when the Ecology grant terminates. Support for later permit application revisions and final approval is not included in this scope of work. It appears that no additional Ecology grant budget has been provided to the City for

Attachment 1 to Amendment 3 – Scope of Work

permitting work beyond the original budget, therefore Aspect will continue to utilize our existing remaining Task 2 budget after which the expected additional permitting effort will need to be covered by City non-grant funds or our revised Task 3 budget.

Task 2 Deliverables

- *Permit applications and draft construction SWPPP that incorporate roadway widening components.*
- *List of permit applications submitted (Ecology deliverable)*

Task 2 Assumptions

- *State Cultural Resources Review Form for Executive Order 21-02 and an Inadvertent Discovery Plan (Ecology deliverables) have been submitted to Ecology with a finding no cultural resource impacts within the State's jurisdictional area. However, the State and Federal Cultural Resources Review coordination process and Ecology's adoption of the Federal Cultural Resources determination within the Federal jurisdictional area will likely still be pending upon the grant end date.*
- *City does SEPA (Ecology deliverable) at 90% design with minor support from Aspect if budget and time remains (comment responses).*
- *No CAO related wetland buffer impact mitigation will be required due to: (a) the project is a planned public improvement project occurring within City road ROW; (b) the presence of multiple existing utilities in the buffer area; and (c) the overall degraded condition of the existing buffer area.*
- *In-water work permitting involves some inherent uncertainty therefore, Aspect will provide flexible permitting services within the revised budget and will inform the City and obtain approval if additional budget becomes necessary to complete the permitting scope of work.*

Task 3: Design Plans and Specifications

Since the Ecology grant now only covers work through 90% design, Task 3 as previously revised in February 2022 and amended in February 2023 is being revised to remove Final Design and Bidding Package Tasks 3.6.1 through 3.6.4 of the original scope of work. However, all project 90% design work, including widening related elements, will now be integrated into Task 3. Aspect is currently working on the overall project 90% design and will:

- Continue consultant project and team management - team coordination, monthly status reports, budget/schedule updates, invoices.
- Continue coordination with the City Project Manager and hold meetings on status of the project.
- Update hydrologic and hydraulic analyses as needed for 90% design.
- Produce a draft 90% design package (plans, specifications, quantities, cost estimate) for a rapid City review.
- Review City comments, discuss potential responses with the City, and make design updates (assumed minor) to reflect City comments and produce a revised 90% design package for Ecology review.

Attachment 1 to Amendment 3 – Scope of Work

- Review and address Ecology comments/questions on the revised 90% design package.
- Prepare a preliminary new/redevelopment water quality and flow control equivalency analysis.
- Prepare a preliminary project shapefile, geodatabase file.

Task 3 Deliverables

- *Monthly status reports, budget/schedule updates, invoices*
- *Draft 90% design package*
- *Revised 90% design package (Ecology deliverable)*
- *Recommended responses to Ecology 90% review comments/questions (Ecology deliverable)*
- *Preliminary new/redevelopment water quality and flow control equivalency analyses (Ecology deliverable)*
- *Preliminary project shapefile, geodatabase file (Ecology deliverable)*

Task 3 Assumptions

- *Work is completed by January 31, 2026.*
- *No change in established project management, status and budget reporting, or invoicing effort unless additional budget is provided.*
- *One week City review process on the draft 90% design with only minor comments.*
- *No City review process on the preliminary new/redevelopment water quality and flow control equivalency analyses or preliminary project shapefile, geodatabase file.*
- *Only minor Ecology comments on the revised 90% design package, no redesign work is required.*
- *Aspect will strive to provide adequate time for Ecology's 90% review process, which is expected to occur over the 2025/26 winter holiday season. Ecology's review timeline is ultimately outside Aspect's control and, due to the aggressive schedule, may need to be abbreviated or could still be in process upon the grant end date.*

Task 4 Widening Related Environmental Reviews & Permitting and Task 5 Rework and Roadway Widening Design Plans & Specs

Task 4 and 5 budgets have been spent. All further permitting and design work will be covered by Tasks 2 and 3.

Attachment 2 to Amendment 3 – Task Budgets and Schedule

Task Budgets	Aspect's Current Budget	Amend. 3 Budget Change	Amend 3. Revised Budget
Task 1: Grant and Loan Admin.	\$90,000	\$0	\$90,000
Task 2: Cultural /Envr Reviews & Permitting	\$200,000	\$0	\$200,000
Task 3: Design Plans and Specifications	\$494,472	\$132,900	\$627,372
Task 4: Widening Related Envr Rev/Permitting (non grant \$)	\$29,759	\$0	\$29,759
Task 5: Rework/Road Wide Des. Plans/Specs (non grant \$)	\$162,868	\$0	\$162,898
Totals	\$977,129	\$132,900	\$1,110,029
Net Budget Change For Amendment 2			\$132,900
Prior Total Contract Amount			\$977,129
Revised Total Contract Amount			\$1,110,029

Approximate Schedule to Complete 90% Design

Task	Month																							
	Aug				Sep				Oct				Nov				Dec				Jan			
Task 1																								
Grant prog rpts/pay rqsts																								
Grant close-out report																								
Outcome summary report																								
Task 2																								
Final 30% for permitting																								
City/Agency Coord																								
Update wetland docs																								
Update mit. designs																								
Prep BA for 404																								
Prep WQ Monitoring Plan																								
Prep Draft SWPPP																								
Prep. Permit ap. exhibits																								
Prep applications/forms																								
Submit Applications																								
Task 3																								
Prep draft 90% PSE																								
City review/comments																								
Prep Rev 90% PSE																								
Ecology 90% PSE review																								
Resp. to Ecy comments																								
Prelim WQ/FC Analysis																								
Prelim Proj. shapefile																								

Attachment 2 to Amendment 3 – Task Budgets and Schedule

1Additional Budget Request Detail for Remaining Permitting and Design Work

Remaining Project Activities (as of June 4, 2025)	Est. Aspect Labor Cost	Est. Aspect Expenses w/MU	Est. Subconsultant w/MU	Est. Activity Budget Request
Finalize Plateau's CR Assess. Report for Fed. l Jurisdictional Aeras	\$2,000.00			\$2,000.00
Coord w/Corps & Ecology re Ecology adoption of Fed CR determination	\$3,200.00			\$3,200.00
Prep updated wetlnd rpt (dereg of EB Lyle Ditch, new Lyle Cr. cross. des)	\$2,500.00		\$5,500.00	\$8,000.00
Continue discuss. w/permitting agencies (Ecology, WDFW, USACE, City)	\$5,000.00		\$2,500.00	\$7,500.00
Finalize wetland mitigation needs	\$1,500.00		\$1,700.00	\$3,200.00
Develop revised wetland mit plan doc (mit at Paul Rogers Wildlife Park)	\$2,000.00		\$2,500.00	\$4,500.00
Review permit applications for mitigation planning and design	\$2,500.00		\$1,500.00	\$4,000.00
Develop Biological Assessment	\$2,500.00		\$12,000.00	\$14,500.00
Prep/submit JARPA form and permit applications	\$9,000.00		\$2,500.00	\$11,500.00
90% construction SWPPP	\$12,000.00			\$12,000.00
Initiate SEPA review at 90%	\$2,500.00			\$2,500.00
Continue PM - team coord, status rpts, bud./sched updates, invoices	\$25,000.00			\$25,000.00
Continue coord with City PM and meetings on status of the project	\$8,000.00			\$8,000.00
Develop revised creek & wetland mit. designs (30% PSE)	\$10,000.00			\$10,000.00
Complete rework - prep revised path surfaces (30% PSE)	\$5,000.00			\$ 5,000.00
Complete rework to prep revised Lyle Cr crossing (30% PSE)	\$10,000.00			\$10,000.00
90% design activities				
90% H/H and WQ treatment calcs work	\$15,000.00			\$15,000.00
90% bus stops & Striping	\$12,000.00			\$12,000.00
90% driveways, swales, paths	\$17,500.00			\$17,500.00
90% Lyle Creek crossing w/retaining walls	\$20,000.00			\$20,000.00
90% adjacent property landscaping restoration	\$5,000.00			\$5,000.00
90% ditches/ pipes/ inlets realignments/profiles	\$21,000.00			\$21,000.00
90% curb/gutter/return table	\$10,000.00			\$10,000.00
90% TESC	\$5,000.00			\$5,000.00
90% street sections with utilities shown where needed	\$10,000.00			\$10,000.00
90% wetland and stream mitigation des/plan sheets	\$10,000.00			\$10,000.00
90% landscaping/irrigation des/plan sheets	\$10,000.00			\$10,000.00
90% quantities & cost estimates	\$13,000.00			\$13,000.00
90% specs	\$8,000.00			\$8,000.00
90% new/redevelopment WQ & FC analyses (Ecology deliverable)	\$5,000.00			\$5,000.00
90% Prelim project area shapefile, geodatabase file (Ecy deliverable)	\$1,000.00			\$1,000.00
90% City & Ecy review process & resp to comments (Ecy deliverable)	\$8,000.00			\$8,000.00
90% design trips to project area	\$8,000.00	\$500.00		\$ 8,500.00
2Estimated Total Permitting and Design Budget Request for Revised Project =	\$281,200	\$500.00	\$ 28,200	\$309,900.00
Approx. Permitting and Design Budget Remaining (as of June 4th) =				\$177,000.00
Amendment 3 Budget Necessary to Provide Requested Permit+Design Budget =				\$132,900.00

¹Detail is for budget estimate back-up only, Aspect will not track, manage, or report task status or budgets by detailed subtasks or activities. ²These numbers do not include grant and loan administrative support - assumed to fit within our remaining Task 1 budget.

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: 2025.08.22 11:40:46 -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 **2ND DAY OF SEPTEMBER 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	171263	TO	171423	\$ 1,301,814.31
EFT #'s	7575	TO	7586	\$ 277,096.46
Treasure Cash				Total Amounts
EFT #'s	1327	TO	1328	\$ 17,059.63
Check #'s	34404	TO	34413	\$ 8,012.67
Payroll Fund				Total Amounts
Check #'s	96469	TO	96473	\$ 4,680.02
Direct Deposits	87464	TO	87734	\$ 590,753.34

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



Meeting Date: September 15, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Countywide Economic Development Partnership
Submitted by: Kelle Vandenberg, Arts & Economic Development Manager
Department: City Manager

Suggested Motion/Action:

No Council Action Required. This item is for informational purposes only.

Background/Summary:

In 2021, Kittitas County partners engaged in the development of the Kittitas County Economic Development Strategic Plan (KCEDSP), utilizing Tip Strategies as the consultant to facilitate this work. The strategic plan was completed in February 2023. The partners representing all the municipalities, Kittitas County, Central Washington University, and the economic development organizations throughout the county together drafted and signed The Letter of Mutual Partnership. This document served as the first formal pledge and commitment from all parties to collaborate and work together to ensure implementation of the KCEDSP. Following this commitment, over the course of the next 24 months, a task force was established, in collaboration with the Institute of Decision-Making at the University of Northern Iowa to create a matrix of the initiatives that would become the roadmap for implementation of the Kittitas County Economic Development Strategic Plan. This task force has evolved into the Kittitas County Economic Development Partnership (The Partnership).

Previous Council Action:

- On July 17, 2023, Ellensburg City Council approved signature onto the Letter of Mutual Partnership to reinforce the City's participation and leadership in collaborative county-wide economic development. The City previously agreed to fund 50% of the cost to develop the economic development strategic plan through an Interlocal Agreement with Kittitas County on September 20, 2021.
- Through the 2023-2024 Biennial Budget, Council approved a new position, Arts and Economic Development Manager, to add capacity to the City's workforce to improve results toward achieving the City's goals and priorities.
- In late 2023, key partners continued discussions to evaluate roles and responsibilities, specifically around CenterFuse, and the need for additional capacity within the County's economic development ecosystem. This work resulted in a proposal to dissolve the organization. On October 7, 2024, Council approved Ordinance 4944, to repeal Ordinance 3895, Codified as Chapter 1.62 of the Ellensburg City Code, thereby dissolving the Ellensburg Business Development Authority (EBDA), dba CenterFuse.

Analysis:

With the Partnership entering the implementation phase of the Kittitas County Economic Development Strategic Plan, the need for added capacity to coordinate, track, and oversee the implementation of the collaborative work is necessary. To that end, a partnership model was developed to expand capacity and successfully implement county-wide economic development.

Financial Impact:

There is no financial impact for the City of Ellensburg with the initial proposed partnership structure.

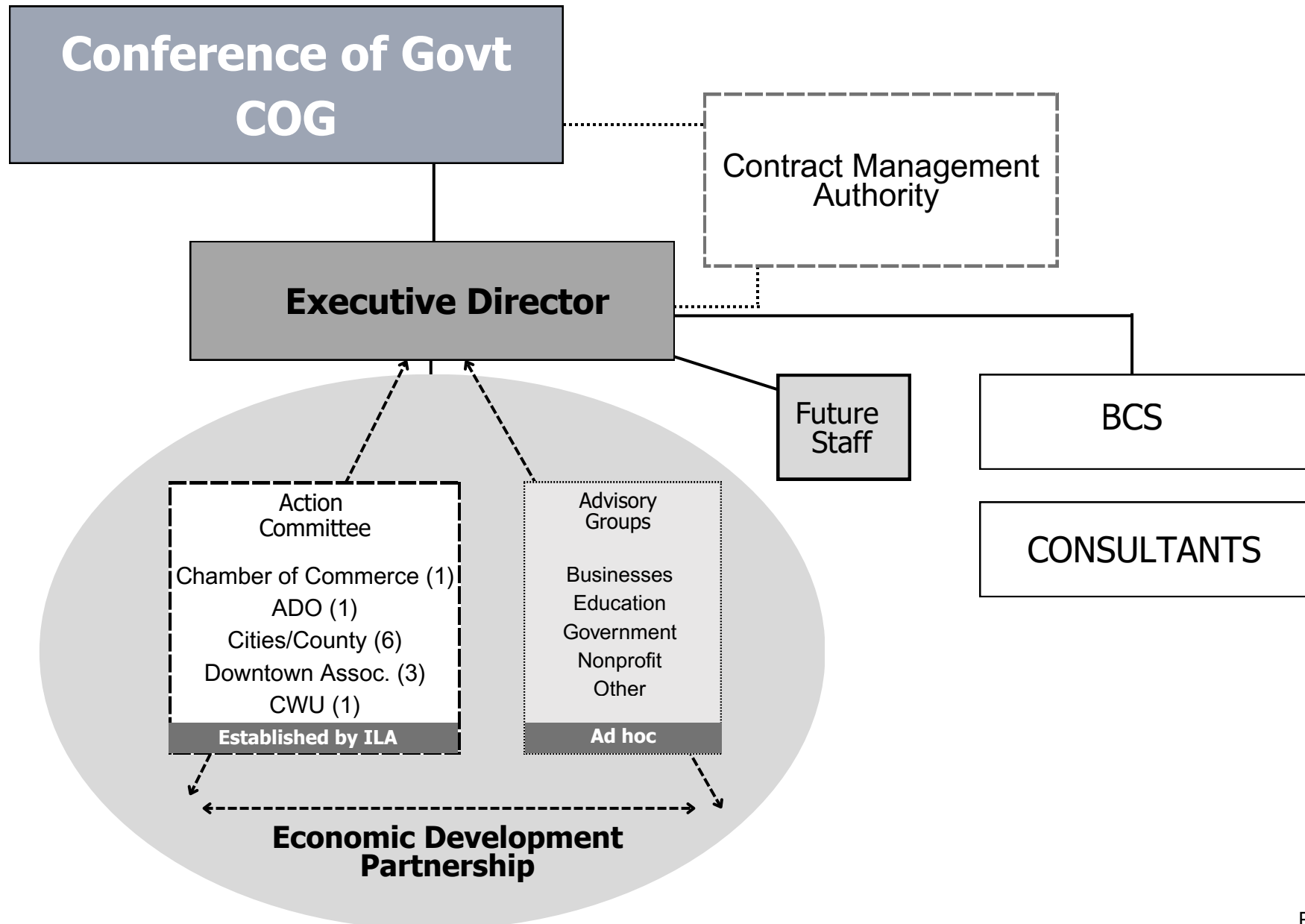
Budget Adjustment: No

Attachments:

1. DRAFT- Economic Development Partnership Model-Council (11 x 8.5 in) (8)

Kittitas County Economic Development

Partnership Framework for Collaboration and Transformative Economic Development



Kittitas County Economic Development

DRAFT

Partnership Framework for Collaboration and Transformative Economic Development

Definition of Economic Development for Kittitas County

Economic development in Kittitas County is the active work and intentional choices we make to foster diverse local businesses, recruit compatible industries, and create pathways to sustainable, living-wage jobs, driven by strategic decisions on community and infrastructure investment. It demands conscious effort to ensure this growth strengthens our quality of life by expanding opportunities and improving housing affordability, while deliberately safeguarding the agricultural roots, rural & historic character, and natural beauty unique to Kittitas County.

Roles

The **Conference of Governments (COG)** is charged with oversight, accountability, and resourcing of the KCEDP. Facilitates the establishment of the partnership via interlocal agreement. Provides guidance, oversight and support to the partnership. Hires and supervises the staff. Appoints membership to the KCEDP. Contracts with external support as needed to successfully implement the mission/vision of the partnership.

The **Executive Director (ED)** will be directly hired and supervised by COG but will have a collaborative relationship both with the KCEDP and external support partners. Staff will be responsible for ensuring the coordination and follow through of the committee and will report regularly to COG on implementation progress. Additional responsibilities that support the mission/vision of the partnership may be directly assigned by COG.

Consultants: As needed, the KCEDP, Staff and/or COG may identify external stakeholders who can bring additional value, resources, and expertise to the partnership. These external support partners will contract directly with COG but will report to the Economic Development Director and work with KCEDP to accomplish their scope of work.

The **Kittitas County Economic Development Partnership (KCEDP)** is a group comprised of “doers” who will leverage their subject matter expertise to collaborate and conduct the work necessary to achieve the mission/vision of the partnership, using a collaborative action model. It consists of two working teams, the Action Committee and an Advisory Group:

Action Committee:

Made up of county-wide representatives from the municipalities, economic development organizations, representing member businesses, and Central Washington University. This committee of “doers” will work on the successful implementation of the economic development strategic plan.

Advisory Groups:

**Businesses | Education | Government | Nonprofit
Other**

As needed, the KCEDP, Staff and/or COG may identify external businesses and/or organizations who can bring additional value, resources, and expertise to the partnership. These external support partners will work with the KCEDP, COG, and the EDD, as needed.

Kittitas County Economic Development

Partnership Framework for Collaboration and Transformative Economic Development

Vision Statement

Kittitas County will become a model hub for transformative economic development.

Mission Statement

The KCEDP is committed to fostering a vibrant, resilient, and diversified economy by uniting public and private partners across the county. We work together to implement a strategic plan that honors our unique character, strengthens local communities, and creates a sustainable economy for all residents of Kittitas County.

Values:

The KCEDP is guided by the following goals identified in the Kittitas County Economic Development Strategic Plan:

Collaboration: Unite upper and lower County government and organizations in shared goals and actions that benefit the County as a whole.

Economic Resilience: Provide residents with tools and resources to access jobs and opportunities in the area, including entrepreneurship.

Balanced Growth: Direct and manage the County's growth to build a dynamic community that remains an attractive and affordable place to live.

Community Investment: Develop the County's infrastructure to meet its current and future needs and position it to amplify the advantage of its central location.

Preservation: Preserve the legacy of the County, valuing its assets and resources to turn them into opportunities for future generations.

Kittitas County Economic Development Timeline

2021-2022

Kittitas County engages in the development of the KCED Strategic Plan with TIP Strategies. This included extensive community engagement and all the municipalities, EDOs, and several nonprofit organizations

2023

- City of Ellensburg creates and hires Economic Development Manager role.
- Small team of County, Ellensburg, CWU travels to UNI to meet with Institute for Decision Making. (IDM)
- Held first county-wide economic development summit meeting.

2025

- Implementation Task Force w/IDM develops the Implementation Matrix.
- Begin to layout the structural framework for the governance of the implementation work.
- Develop Economic Development Partnership (doers)
- Hire Executive Director to oversee implementation.

Feb. 2023

Kittitas County Economic Development Strategic Plan completed.

2023-2024

- Small team of County, Ellensburg, CWU begin the 'road show' to other municipalities to secure commitment to continue to work together on implementation of the strategic plan. This became known as the Letter of Mutual Partnership.
- CWU engages the IDM team to facilitate development implementation plan.



Meeting Date: September 15, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Ellensburg Crime Report (Public Comment Opportunity)
Submitted by: Ken Wade, Police Chief
Department: Police

Suggested Motion/Action:
Informational only

Background/Summary:

Each year, the Ellensburg Police Department prepares and provides a report summarizing the criminal activity affecting Ellensburg. Preparation of this report is dependent on the Federal Bureau of Investigations (FBI), National Incident Based Report System (NIBRS), which is distributed through the Washington Association of Sheriffs and Police Chiefs (WASPC). The final report, titled *Crime In Washington*, is a summary of Washington State and the city and counties within. The NIBRS data is a snapshot of reported data taken this past April for the previous 12 months and does not reflect a calendar year.

It is important to point out that some of the information provided is program-related and is the department's response to our continued efforts to monitor and respond to changing crime problems.

Previous Council Action:
No Action

Analysis:

Our precision policing crime control model is working, and public safety is improving the quality of life in Ellensburg. I am very optimistic about the impact our evidence-based policing strategy is having on crimes in Ellensburg and in our development of short and long-term prevention and enforcement programs.

For context - In 1980 and 2000, crime was reported as a crime index, the sum of seven selected crimes and population was not a factor. The 1980 crime index was 980, and in 2000 it was 1072. In 2024, the Ellensburg Crime Index would be 457, a 53% reduction since 1980 and a 57% decrease from the 2000 high..

2024 Detailed Crime Summary

- **Overall Reduction in Crime:**
 - 11% decrease in crime rate from 2023 to 2024, to the lowest crime rate in Ellensburg since NIBRS reported data. 56.4

- A significant reduction of 28% since the implementation of evidence-based policing strategies in 2022.
- **Specific Crime Reductions:**
 - Juvenile crime arrests decreased by 20% (from 92 in 2023 to 74 in 2024).
 - Motor vehicle theft was reduced by 70% (from 48 in 2023 to 14 in 2024).
 - Domestic offenses decreased by 15% (from 206 in 2023 to 176 in 2024)¹.
- **Call Volume:**
 - Total calls handled were 16,018 in 2024, marking a 5% reduction from 2023.
- **Hate Crimes:**
 - No reported hate crimes in Ellensburg in 2024.

Detailed Crime and Call Reduction Programs

1. **Precision Policing:**
 - **Data-Driven Decision-Making:** Employing comprehensive analysis of crime and call data to identify underlying causes.
 - **Focused Deterrence:** Enhanced enforcement and prevention strategies focusing on changing environments that facilitate crime.
 - **Community Engagement:** Engaging through surveys, social media, and public interactions to encourage community partnership.
 - **Technology Integration:** Incorporating advanced tools to properly identify and measure crime-related issues and progress.
2. **Juvenile Crime Prevention Initiatives:**
 - Collaborative efforts with schools, probation services, and support organizations to provide presentations on gang violence, internet safety, and bullying prevention.
3. **High Density Residential Call Project:**
 - Partnered with apartment management and residents to survey and address safety perceptions, providing insights into safety enforcement and community-building.
4. **Community Engagement Projects:**
 - Addressed increases in alarm calls by communicating directly with locations experiencing frequent alarms, leading to corrective action by most top locations.
5. **Criminal Analysis Sharing Project:**
 - Conducted detailed analysis and sharing of gang-related activity data within Kittitas County, resulting in cooperative efforts between various law enforcement agencies.

These ongoing initiatives highlight our commitment to reducing crime rates and building trust with the community of Ellensburg. The continued collaboration between police and community members has proven vital in these efforts, and we will persist in enhancing safety and trust in 2025 and beyond.

Further exploration of our precision policing methods, juvenile crime prevention strategies,

and the integration of technology in policing may provide deeper insights into our approaches and their effectiveness in enhancing public safety and reducing crime in Ellensburg.

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. 2024 Department Crime Rpt Presentation final



ELLENSBURG

POLICE DEPARTMENT

Ellensburg Police Department 2024 Crime Report

Ellensburg City Council Crime Report

September 15, 2025



City of

Ellensburg
WASHINGTON

MISSION, VISION, & VALUES

MISSION:

The Ellensburg Police Department's mission is to provide our community with efficient, effective and ethical police services through relationships with our public, business and educational communities, and law enforcement partners.

VISION:

Our vision is to protect our citizens and improve the quality of life for all of those in our community by providing excellence in professional law enforcement through our commitment to transparency, compassion and honor of our service.

VALUES:

As a member of the Ellensburg Police Department, we demand:

- Moral, Ethical, and Compassionate service to our community
- Personal Accountability
- Respect for human life
- Transparency in our practices
- Commitment to all that we serve

STRATEGIC GOALS & MOTTO

STRATEGIC GOALS:

- Reduce crime and improve traffic safety within our community.
- Provide quality community services.
- Provide leadership and resources.
- Build trust within our community.

MOTTO:

Serving with Pride, Compassion, and Excellence.

2024 Crime Report

- Annual Crime Report created to report and compare crime statistics for the Ellensburg Police Department.
- Utilized National Incident Based Reporting System (NIBRS) data for this report, using standardized definitions and reporting procedures, which allow for local comparisons.
- NIBRS data is a snapshot of data taken April 2025 covering the previous 12 months. Non-NIBRS data presented in this report is for calendar year 2024.
- This report details calls and criminal activity within the City of Ellensburg.

2024 Crime Report

(Taken from July 28, 2025, WASPC Press Release)

Summary of Washington State Crime Data for 2024

In 2024, Washington State's population rose to 8,035,515 residents. Number of commissioned law enforcement officers remains very low at 1.38 per 1000 population, with the national per capita rate averaging 2.31 officers.

Key crime statistics for 2024 include:

- Murders: The state recorded 312 murders, marking a decrease of 18.8% from 2023.
- Crimes Against Persons showed a **decrease** of 0.8% with 110,065 offenses reported; compared to 110,989 offenses reported in 2023.
- Crimes Against Property showed a **decrease** of 13.4% with 308,506 offenses reported; compared to 356,438 offenses reported in 2023.
- Crimes Against Society showed an **increase** of 31.0% with 27,973 offenses reported; compared to 21,360 offenses reported in 2023.
- Violent Crimes showed a **decrease** of 7.6% with 29,036 offenses reported; compared to 31,441 offenses reported in 2023
- In the category of Crimes Against Property, the three offense types with the highest percentage are Larceny-Theft with 44.6%, Destruction of Property with 21.4%, and Motor Vehicle Theft with 11.0%.
- Juveniles comprised 5.6% of the total arrests.

2024 Crime Report

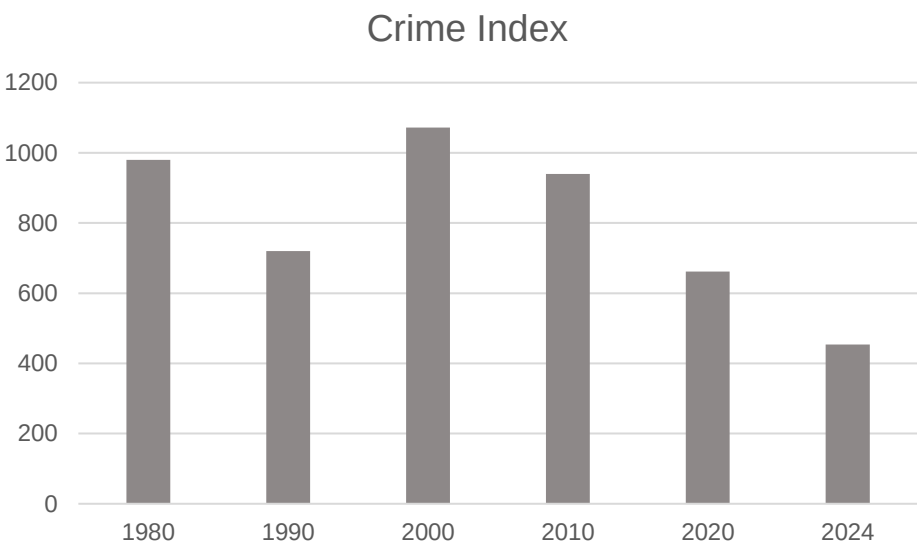
Ellensburg at a glance:

- Ellensburg 2024 population estimated 20,970 (OFM)
- Handled 16,018 calls in 2024, 879 fewer than 2023, a 5% reduction
- Reported 1183 NIBRS crimes. A 11% decrease over 2023
- Made 447, Group A, NIBRS related arrests, a 12% decrease from 2023
- Crimes Against Persons, Ellensburg down 6%, Statewide down .8%
- Crimes Against Property, Ellensburg down 20%, Statewide down 13.4%
- Crimes Against Society, Ellensburg up 30%, Statewide up 31%.
- **Concerning crime categories noted during 2023 Crime Report, 2024 results:**
 - Rape: 15 in 2023, 16 in 2024. 6%
 - Juvenile Crime Arrests: 92 in 2023, 74 in 2024. -20%
 - Motor vehicle theft: 48 in 2023, 14 in 2024. -70%
 - Domestic Offenses: 206 in 2023, 176 in 2024. -15%
- Crime rate decreased to the lowest level since reporting NIBRS data to 56.4, an 11% decrease compared to 2023
- Since implementing evidence-based policing strategy in 2022, Ellensburg's crime rate has been reduced 28%

2024 Crime Report

Historical Crime Perspective

Index Crimes	1980	1990	2000	2010	2020	2024
Murder	0	0	0	0	2	1
Forcible Rape	2	5	9	10	9	16
Robbery	13	3	6	10	7	4
Agg Assault	27	18	23	26	35	20
Burglary	199	100	163	153	90	50
Theft	693	566	842	703	494	349
Auto-Theft	46	28	29	38	25	14
Crime Index Score	980	720	1072	940	662	454



Note- Stats taken from WASPC Historical crime reports

2024 Crime Report

NIBRS

	2020	2021	2022	2023	2024
Murder	2	0	2	1	1
Manslaughter	0	6	2	0	0
Rape	9	10	8	15	16
Sodomy	0	0	1	1	0
Sexual Assault w/object	0	0	0	0	1
Fondling	12	8	12	8	4
Agg. Assault	35	31	30	21	20
Simple Assault	169	179	166	168	143
Intimidation	9	7	8	3	5
Kidnapping	1	1	0	1	1
Incest	0	0	1	0	0
Stat. Rape	0	1	0	0	0
Human Trafficking	0	0	0	0	0
Viol. No-Contact Order	62	69	90	89	96
Robbery	7	8	9	4	4
Burglary	90	95	77	75	50
Larceny-Theft	494	515	432	398	349
Motor Vehicle Theft	25	41	40	48	14
Arson	1	2	1	4	7
Destruction of Property	337	323	364	248	208
Counterfeiting/Forgery	28	17	22	19	16

	2020	2021	2022	2023	2024
Fraud	101	74	124	107	96
Embezzlement	3	3	4	2	2
Extortion/Blackmail	4	6	6	6	9
Bribery	0	0	1	0	0
Stolen Property	18	23	16	23	16
Animal Cruelty		2	6	1	4
Drugs/Narco	95	46	29	38	62
Drug Equip	26	20	8	22	25
Gambling	0	0	0	0	0
Pornography	4	1	3	5	3
Prostitution	2	0	0	0	1
Weapons Violations	28	38	38	30	30
Bad Checks	0	2	0	0	0
Curfew	0	0	0	0	0
Disorderly	10	20	20	8	14
DUI	38	36	61	62	96
Family Offenses	0	0	0	0	0
Liquor Violations	37	28	36	21	27
Peeping Tom	0	0	0	0	0
Trespass	52	48	62	70	37
All Other Offenses	43	56	60	59	59
Crime Rate Per 1000	75.9	78.2	71.6	63.9	56.4
Property Value	\$1,123,219	\$447,220	\$1,582,003	\$1,378,922	\$1,805,517

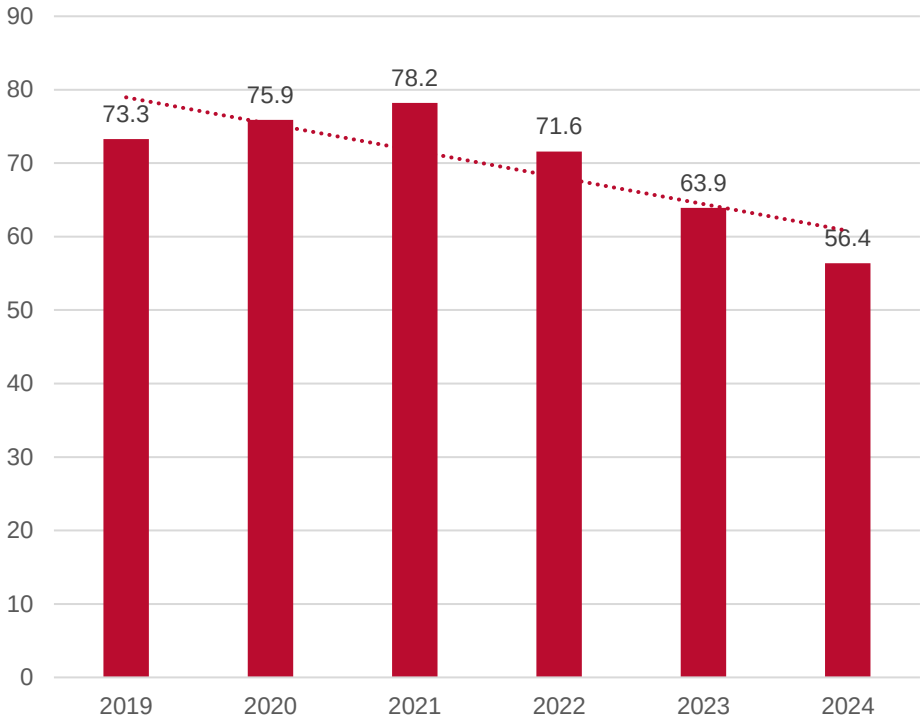
2024 Crime Report

NIBRS

	2020	2021	2022	2023	2024
Population	20640	19510	20940	20914	20970
Offense total	1566	1526	1500	1337	1183
#cleared	498	499	546	561	486
%cleared	31.8	32.7	36.4	42	41.1
Group A Arrest total	440	437	488	506	447
Adult Arrest	396	392	443	414	373
Juvenile Arrest	44	45	45	92	74

	2020	2021	2022	2023	2024
Crime Rate Per 1000	75.9	78.2	71.6	63.9	56.4
WASPC Rprt FTE	26	29	29	29	29
Offenses per FTE	60.2	52.6	51.7	46.1	41.0

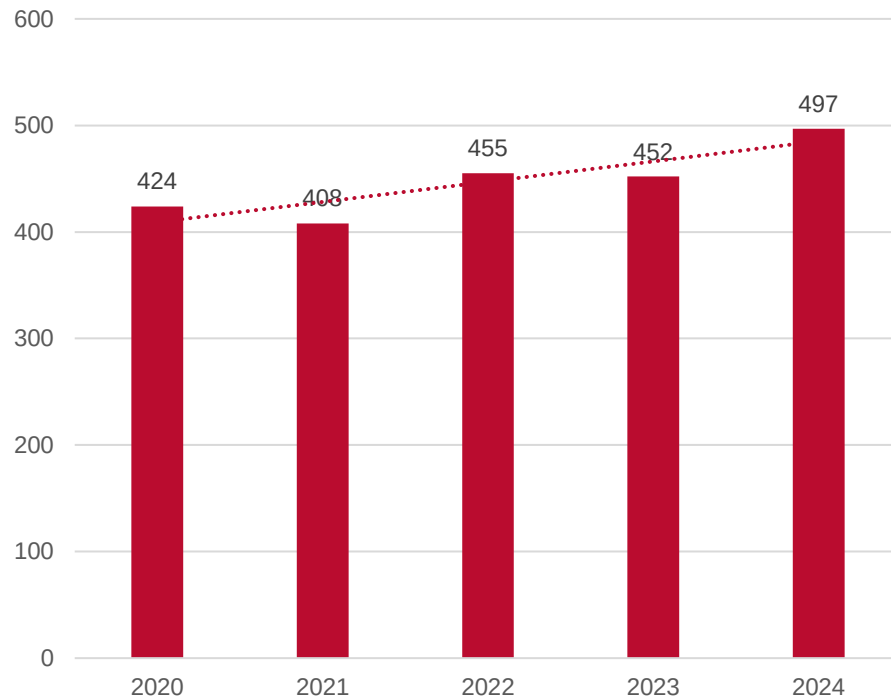
Crime Rate Per 1000



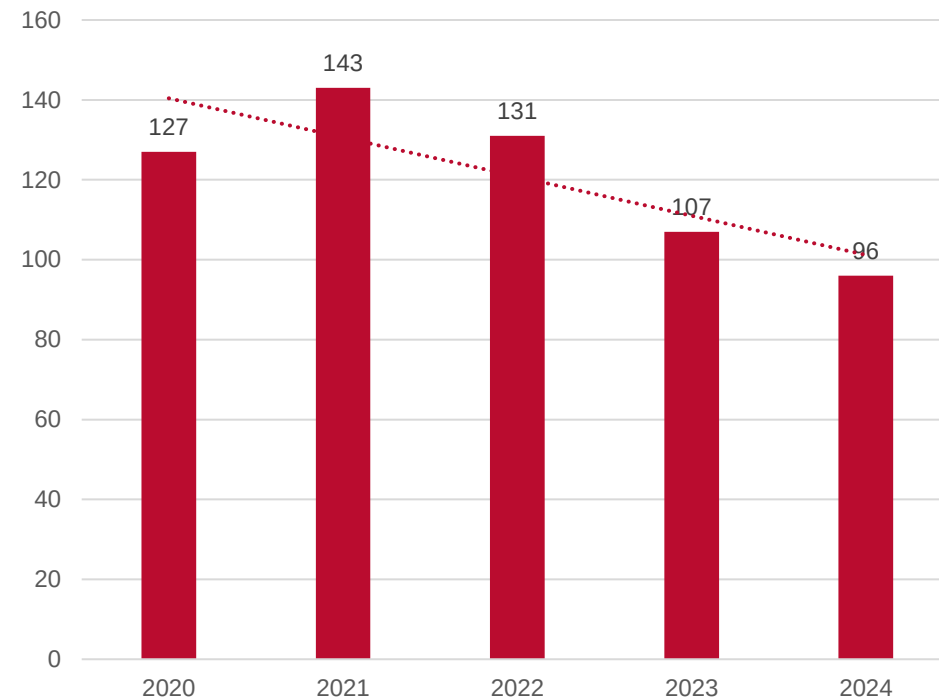
Mental Health Impacts

Calendar year

Mental Health Referrals

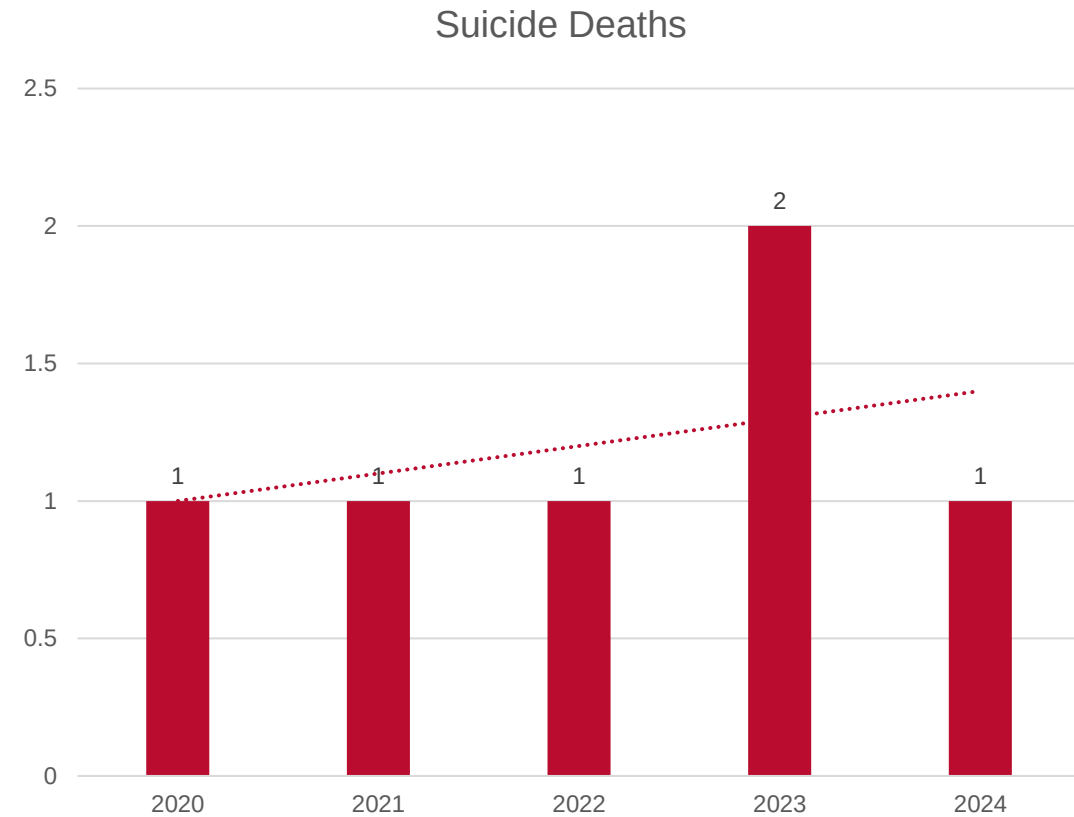
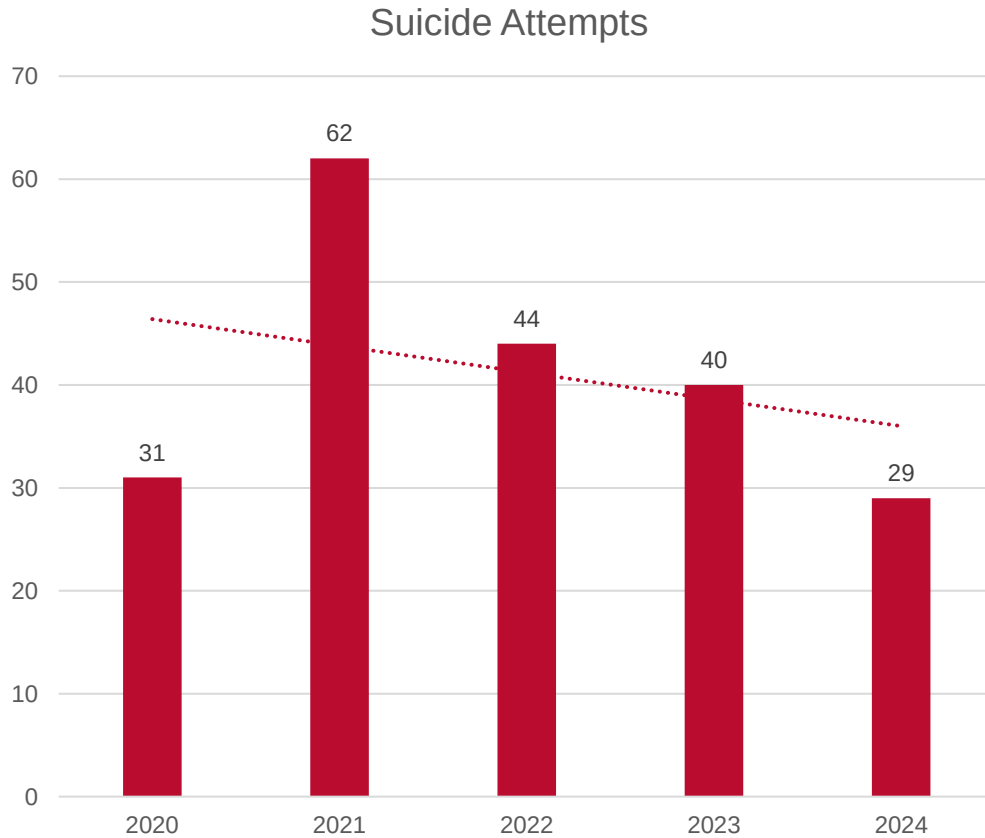


Suicidal Calls



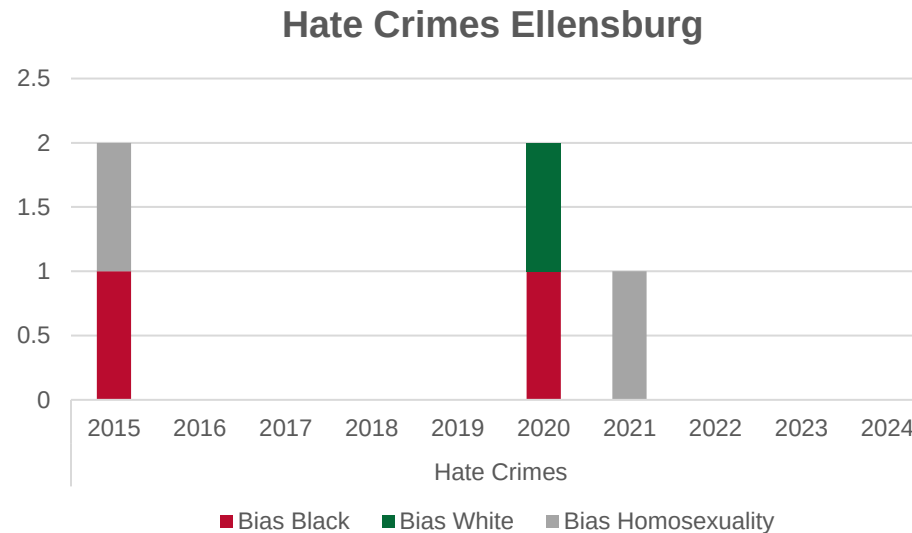
Mental Health Impacts

Calendar year



Hate Crime Reports

- **Definition:** A criminal offense committed against a person or property which is motivated in whole or in part, by the offender's bias against a race/national origin, religion, sexual orientation, mental/physical/sensory disability, gender or ethnicity.



There were no reported hate crimes in Ellensburg in 2024.

Offense & Arrest Totals

NIBRS

Offense Total

	2020	2021	2022	2023z	2024
Ellensburg PD	1566	1526	1500	1337	1183
Kittitas County	581	570	591	560	524
CWU	143	184	149	0	129
Cle Elum	255	230	237	201	135
Kittitas PD	0	0	0	0	6
Total	2545	2510	2477	2098	1977
EPD %	61.53%	60.80%	60.56%	63.73%	59.84%
Kittitas County %	22.83%	22.71%	23.86%	26.69%	26.50%
CWU %	5.62%	7.33%	6.02%	0.00%	6.53%
Cle Elum %	10.02%	9.16%	9.57%	9.58%	6.83%
Kittitas PD %	0.00%	0.00%	0.00%	0.00%	0.30%

EPD -11% decrease in offenses compared to 2023
 Countywide – 6% reduction in crimes compared to 2023

A + B Arrest total *

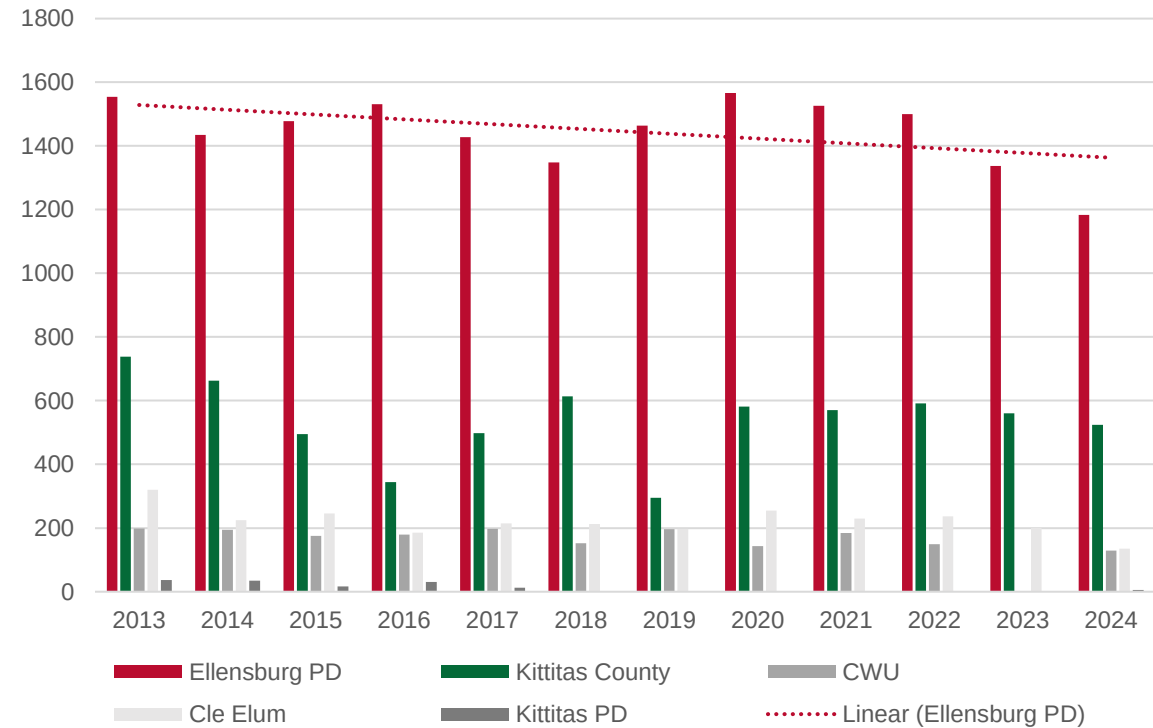
	2020	2021	2022	2023	2024
Ellensburg PD	625	627	727	726	690
Kittitas County	136	98	126	151	201
CWU	48	20	15	0	47
Cle Elum	67	55	65	60	60
Kittitas PD	0	0	0	0	0
Totals	876	800	933	937	998
EPD %	71.35%	78.38%	77.92%	77.48%	69.14%
Kittitas County %	15.53%	12.25%	13.50%	16.12%	20.14%
CWU %	5.48%	2.50%	1.61%	0.00%	4.71%
Cle Elum %	7.65%	6.88%	6.97%	6.40%	6.01%
Kittitas PD %	0.00%	0.00%	0.00%	0.00%	0.00%

EPD - 5% decrease in arrests compared to 2023
 Countywide – a 7% increase in arrests compared to 2023

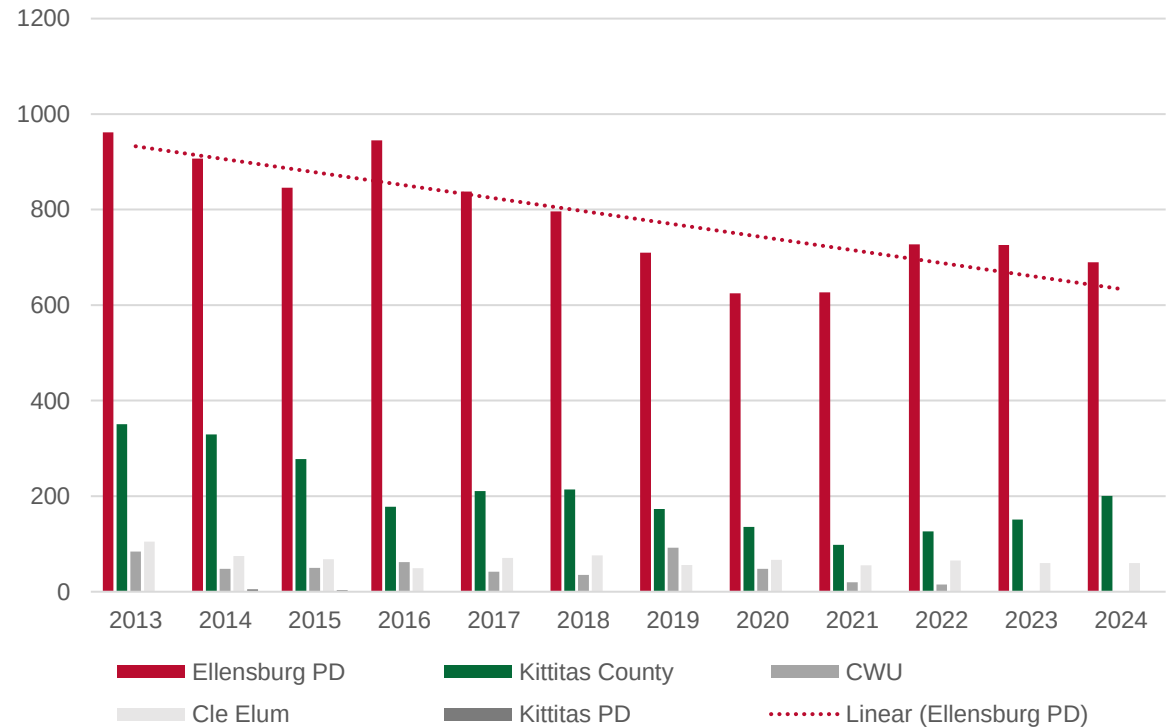
Countywide Data

NIBRS

Offense Total



Arrest Total



In 2024 EPD handled 60% of all reported crimes and made 69% of all arrests

Precision Policing

Implemented mid-2022, this method aims to enhance our community's well-being through precise, effective, and efficient law enforcement strategies, focusing on where they are most needed.

Key Aspects of Precision Policing:

- **Data-Driven Decision-Making:** Utilizing crime/call data and analysis to identify the root cause of crime and quality of life issues.
- **Focused Deterrence:** Understanding the cause of crime better prepares the department to focus on enforcement and prevention strategies, changing the environment that supports criminal behavior
- **Community Engagement:** Through our annual community survey, social media, conversations, and presentations, we learn what concerns our community.
- **Technology Integration:** This is a key element of a successful evidence-based strategy. Being able to analyze the mountains of data allows for the proper identification of the problem and to measure our progress requires appropriate new tools and technology.

Precision Policing

Benefits to the Ellensburg Community:

- **Increased Safety:** By concentrating resources where they are most needed, we aim to reduce crime rates and enhance public safety.
- **Efficient Use of Resources:** Ensures taxpayer funds are used effectively, promoting fiscal responsibility.
- **Enhanced Trust:** Through continuous community-police partnerships, foster a safer, more informed, and cohesive community environment.
- **Programs:** Development of programs to address crime and victimization from all angles, utilizing information, training, partnerships, non-enforcement compliance and enforcement strategies to make Ellensburg a safe community.

Precision Policing represents a commitment to safety, trust, and collaboration.

Juvenile Crime Prevention Projects

- Handle with Care
- Juvenile Education Presentations:
 - Gang Violence
 - Internet Safety
 - Bullying Prevention
- Graffiti Tracking/Abatement
- Gang Enforcement

We are working collaboratively with school districts, juvenile probation, mental health, prevention and support organizations, and other law enforcement partners to protect and save our youth.

NOTE – Kids ages 13 & 14 accounted for 30% of all statewide juvenile crime arrests in 2024.



JUVENILE ENGAGEMENT REPORT

HANDLE WITH CARE PROGRAM REPORT *As of July 2, 2025

Total Children To Date
286

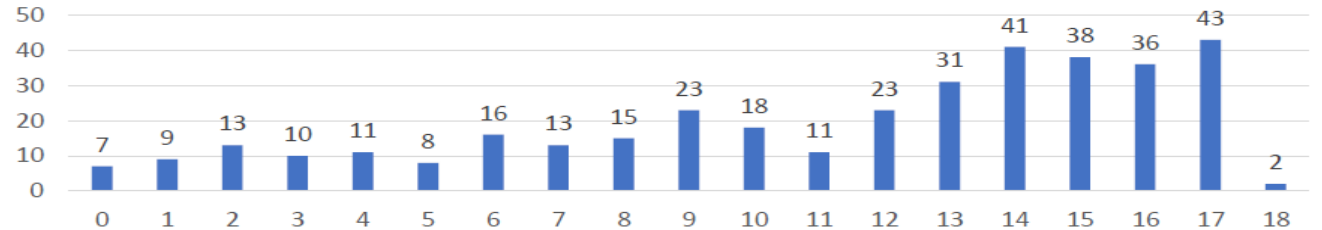
Top 5 Contact Natures

NATURE	COUNT
Domestic	79
Check Welfare	38
Assault-Child	29
Harassment	25
Suicidal Subject	18

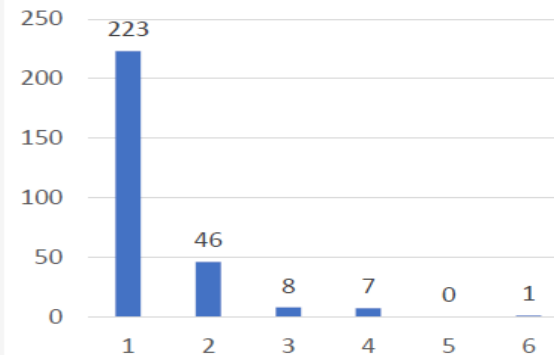
Top 5 Types of Involvement

NATURE	COUNT
Mentioned	211
Participant	46
Arrested	33
Victim	32
Suspect	9
Witness	9

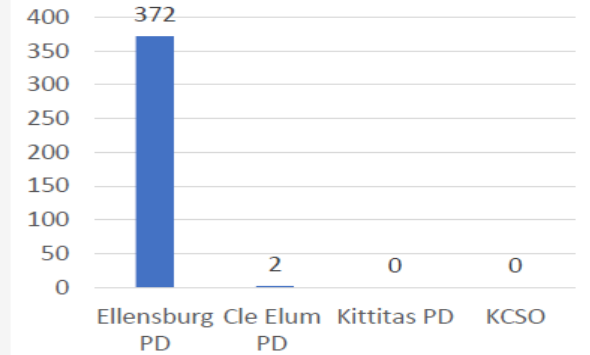
Count by Age



Count of Children by # of Contacts



Supporting Agencies Contacts



COMMUNITY SURVEY RESULTS: YOUTH/CHILD RELATED CONCERNS

- 2025- Requested EPD Presentation/Training Topics: Gang Violence & Mitigation, Internet Safety, Bullying Prevention, Self-Advocation Techniques
- 2024- Strengthen community awareness about issues that impact children and adolescents:
 - Internet exploitation
 - Cyber-bullying
 - Mental health concerns
 - Gang recruitment/association
 - Drug abuse

High Density Residential Call Project

- Partnered with local apartment management
- Met with residents and developed a survey to better understand their perspective of safety
- Met with representatives from successful apartment management groups to identify best-practice protocol
- Interviewed past president of rental association to better understand business side of apartment management
- Increase community resources to educate residents on resources and support organizations available in Ellensburg
- Fostering inclusive activities between different age-cohorts to expel stereo-typing and ostracizing
- Provide aggregated report of complaints to inform residents on common rule violations and managements response without identifying specific incidents or resident names

Calls for Service
BY YEAR

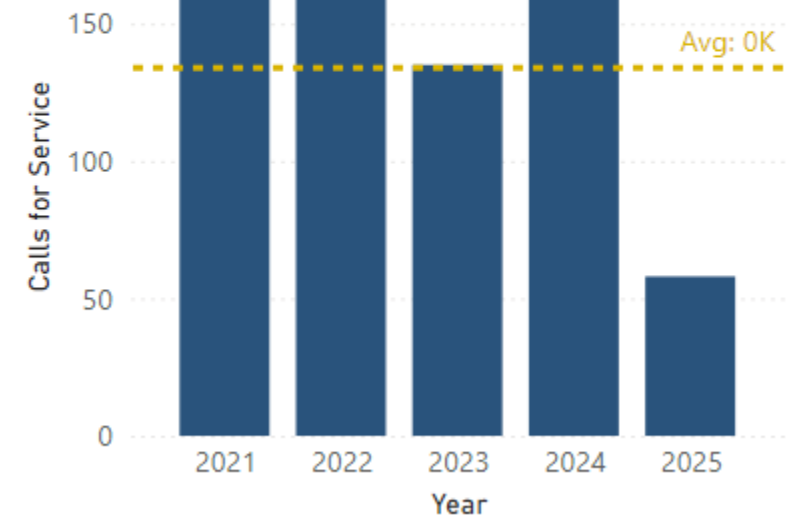


Chart represents January – June of each year

Community Engagement Project:

- Review of call data identified an increase in number of alarm calls over the first 9 months of 2024
- Identified top call locations, sent letters informing of problem; provided best practices; and offered continuing support
- 9 of the top 10 took immediate action and corrected false alarm problem
- Followed up with businesses, meeting in person to discuss solutions
- Continue to closely monitor false alarms and work with responsible individuals to fix recurring issues

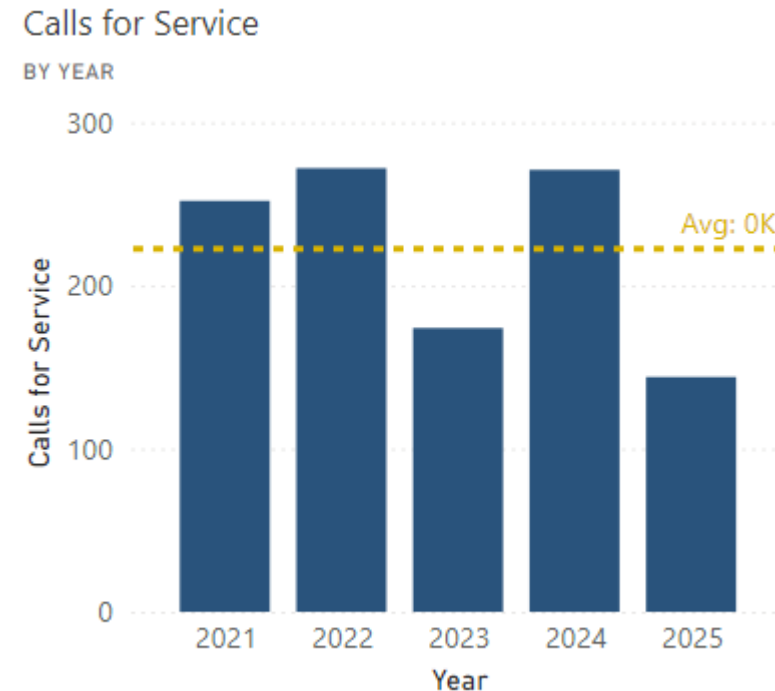


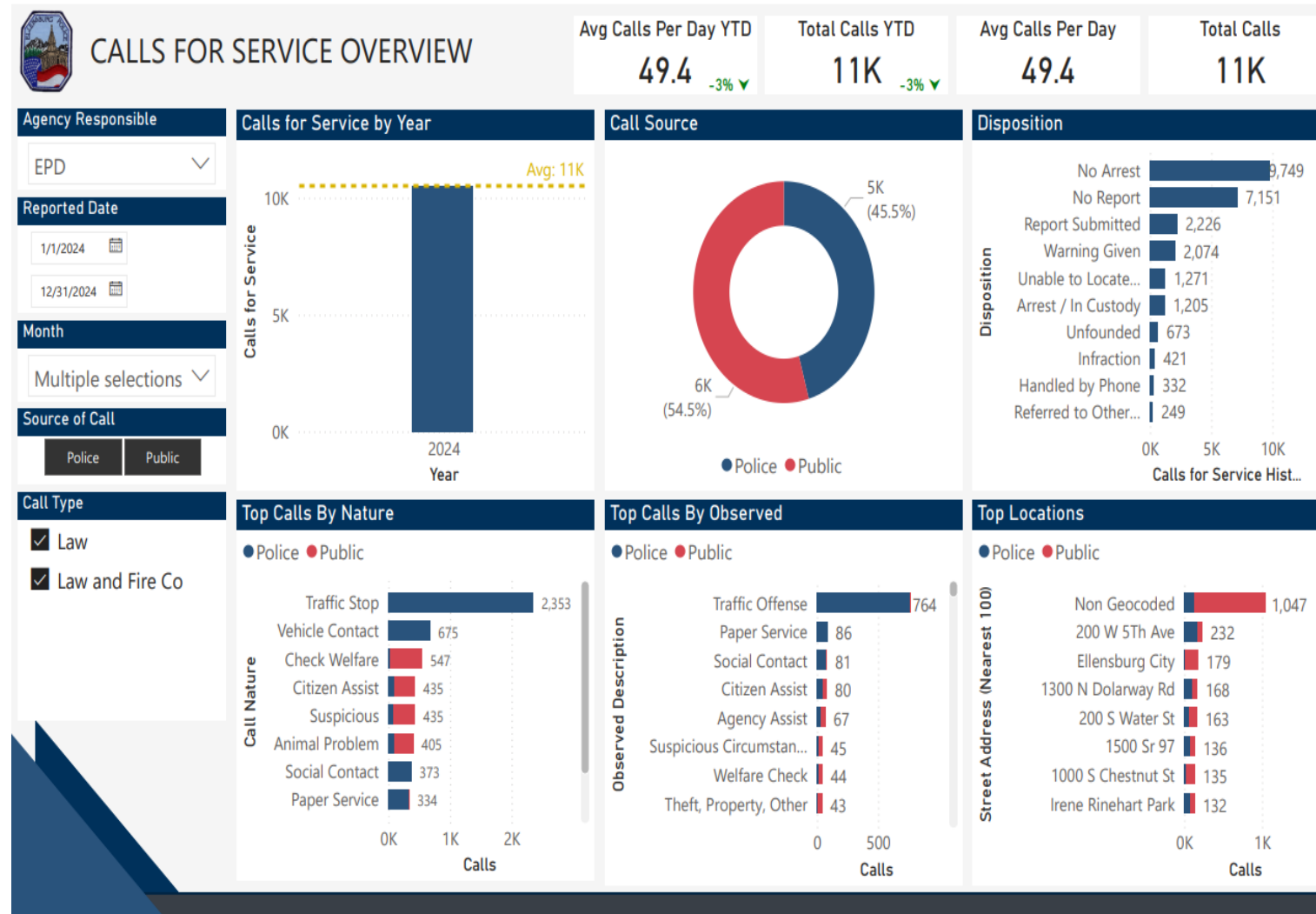
Chart represents January – June of each year

Criminal Analysis Sharing Project:

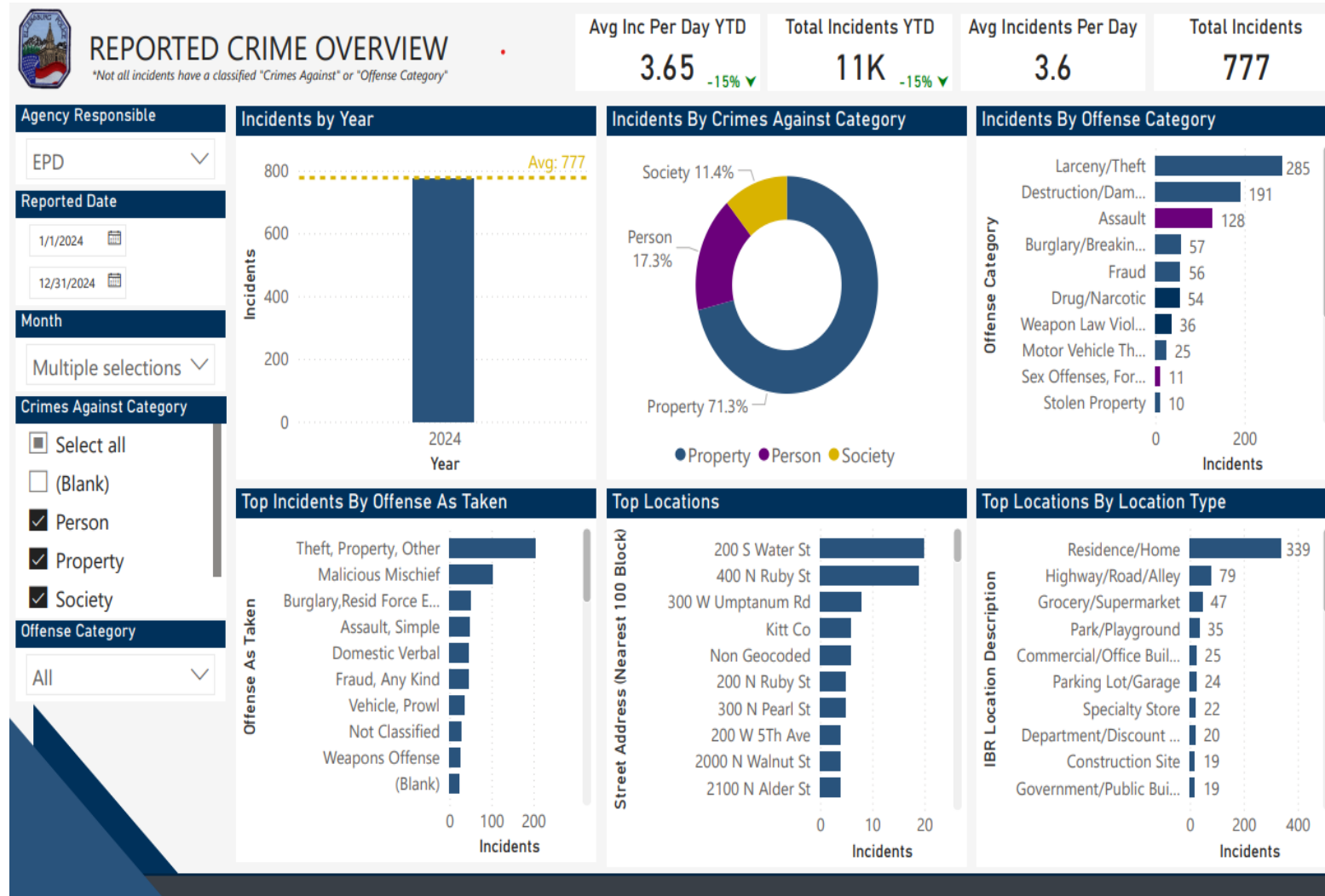
- Information gathered and analyzed regarding increase of gang related activity/crimes throughout Kittitas County.
- Met representatives from the local schools, juvenile probation, and law enforcement partners to discuss how to address data collection, reporting, and assessment, to determine crime mitigation response.
- Results of this project has gathered attention and was presented to law enforcement and prosecutors in Yakima and Spokane Counties, at their request, to assist with their gang problems.
- Officers and Analyst attend and share local intelligence regionally.
- Information is utilized during community meetings and training.
- We continue to develop both deterrent and enforcement responses.



Crime & Call Data Tracking



Crime & Call Data Tracking



Thank you for your time

We recognize that businesses, educational partners, and our community joined in the efforts to make our residents safer. The reduction of crime shows we are having an impact.

We will continue our crime prevention programs while holding offenders responsible for the betterment of our community.

Questions?

For more information regarding statewide crime data,
see [2024 Crime in Washington-compressed.pdf](#)



Meeting Date: September 15, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Ordinance 4971 (2nd reading) - Amending City Code Regarding Accessory Dwelling Units (ADUs), Street Improvements, and Impact Fees (Public Comment Opportunity)

Submitted by: Lily Frey, Housing Program Manager

Department: Community Development

Suggested Motion/Action:
Move to conduct second reading and adoption of Ordinance 4971 Amending City Code Regarding Accessory Dwelling Units (ADUs), Street Improvements, and Impact Fees

Background/Summary:
In 2023, the Washington State Legislature passed Engrossed House Bill 1337, which relates to expanding housing options by easing barriers for the construction and use of Accessory Dwelling Units (ADUs). The majority of required changes to comply with RCW 36.70A.681 were in Title 15 of the Ellensburg City Code, which was amended through Ordinance 4953 in January 2025. The Washington State Department of Commerce's review of Ellensburg's code identified additional changes to code sections for sidewalks, curbs and gutters (public street improvements) and traffic impact fees to achieve compliance.

In addition, the City's Housing Action Plan (HAP) includes goals of producing more housing and adding variety to the housing stock. The HAP includes a strategy to encourage the construction of ADUs. On average, between 2022 and 2024, builders have produced 106 new housing units annually, compared to a HAP target of 281 units annually, or less than 40% of our target production.

Previous Council Action:
Council conducted first reading of Ordinance 4971 at the September 2, 2025 meeting.

City Council adopted Ordinance 4953 at its January 21, 2025 meeting, encompassing Title 15 Land Development Code changes to comply with RCW 36.70A.681. City Council adopted the Housing Action Plan in October 2021.

Analysis:
The City of Ellensburg is required to fully comply with the provisions of EHB 1337 and RCW 36.70A.681 no later than December 31, 2026. Ordinance 4971 will complete these compliance requirements. The exemption from frontage improvement requirements will decrease costs for affected ADU construction permits, making them more financially viable, potentially resulting in increased residential unit development. ADU construction, however,

provides additional housing units in developed areas, which may increase demand for frontage improvements.

Financial Impact:

Traffic impact fees, based on currently adopted fees, for ADUs would be reduced from \$1,301.24 per unit to \$1,150.21, a decrease of about \$150 per ADU. Future fees will be adjusted as allowed by State law and as adopted by City Council. An average of nine ADUs were permitted annually from 2021-2024, which would represent an average decrease in traffic impact fees collected of about \$1,360 annually.

In accordance with ECC 14.06, some ADU construction permits require the construction or recorded deferral for future construction of sidewalk, curb and gutter improvements (frontage improvements), which provide a financial contribution to public street improvement projects when the City completes projects adjacent to these properties. Future construction of these frontage improvements would need to be funded from other sources.

Budget Adjustment: No

Attachments:

1. Ordinance 4971 - ADUs, street improvements, impact fees (2nd reading)

ORDINANCE NO. 4971

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO ACCESSORY DWELLING UNITS (ADUs) AND STREET IMPROVEMENTS AND IMPACT FEES, TO AMEND SECTIONS 4.06.060 AND 14.04.170 OF THE ELLENSBURG CITY CODE.

WHEREAS, Engrossed House Bill (EHB) 1337, passed in 2023, which is an Act relating to expanding housing options by easing barriers to the construction and use of accessory dwelling units (ADUs);

WHEREAS, agencies are required to be in compliance with changes enacted by EHB 1337 by the completion of their next comprehensive plan update;

WHEREAS, per RCW 36.70A.681, the City may not require public street improvements as a condition of permitting for ADU construction;

WHEREAS, the City may not assess impact fees on the construction ADUs that are greater than 50 percent of the impact fees that would be imposed on the principal unit per RCW 36.70A.681;

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

Section 1. Section 4.06.060 of the Ellensburg City Code, as last amended by Section 16 of Ordinance 4955, is hereby amended to read as follows:

4.06.060 Sidewalks, curbs and gutters for building permit applicants.

When an application is made for a building permit, subdivision, conditional use, SEPA review project or other development permit, the public works director shall evaluate the proposed building or development site to determine the need for new or reconstructed street surfaces, curbs, gutters and sidewalks based upon the following criteria (Per RCW 36.70A.681, public street improvements are not required as a condition for permitting Accessory Dwelling Units (ADUs) as defined in ECC 15.130.010, which means ADUs are exempt from the requirements of this section):

- A. New curbs, gutters and sidewalks shall be constructed on all street frontages where those street improvements are not already present and in serviceable condition.
- B. Reconstruction of curbs, gutters and sidewalks shall be required if, in the opinion of the public works director, the present improvements are deteriorated to an unserviceable, hazardous state.

C. All curb, gutter and sidewalk improvements which are constructed, reconstructed or repaired shall be done so entirely in the public right-of-way, and further sidewalks shall be separated from the traveled way by landscaping, concrete curbing, a median or other approved physical barrier.

D. Applicants for a subdivision, SEPA review project, conditional use, building permit or other development permit, upon payment of a \$100.00 fee, may apply for deferred installation of sidewalks, curbs and gutter under the following circumstances:

1. Applicants for all development permits may apply for deferrals for the above improvements if their construction involves a significant physical obstacle to the construction of such improvements. In those cases in which bridges, large-diameter (in excess of four feet in diameter) culverts, retaining walls in excess of four feet in height, or other construction deemed necessary by the public works director due to the presence of major physical obstacles are required for the construction of a sidewalk, the public works director shall grant a deferral of the improvement upon application for such. Such deferral shall be made contingent upon the acceptance by the public works director of the written recorded assurances by the applicant, heirs, successors and assigns of the property of their participation in a future larger local improvement district, sidewalk improvement district or other cooperative financing arrangement which would include the deferred section of improvement.

2. Applicants for industrial development projects that involve the construction of new streets may apply for waivers or deferrals for sidewalks only. The public works director shall grant deferrals or waivers, as deemed appropriate, for those projects in which no mixed commercial, residential or through traffic would use the affected streets, or in which no regular pedestrian traffic can be reasonably expected. If deferrals are granted, such deferrals shall be made contingent upon the acceptance by the public works director of the written recorded assurances by the applicant, heirs, successors and assigns of the property of their participation in a future larger local improvement district, sidewalk improvement district or other cooperative financing arrangement which would include the deferred section of improvement.

3. Applicants for building permits for new construction, additions which valuation exceeds 50 percent of the assessed valuation for the existing structure, or short plats all of which result in, by zoning or covenants, the development of single-family residential structures may apply for deferrals for the above improvements. The public works director shall review such requests, and shall grant deferrals if the construction results in an isolated segment of improvements. In order to qualify as an isolated segment of improvements, the edges of the improvements, once constructed, must be physically separated from connecting curb, gutter or sidewalk improvements by a minimum of 100 linear feet and not reasonably be subject to an LID or other major street improvements in the next two years. If such a deferral is granted, such deferrals shall be made contingent upon acceptance by the public works director of the written recorded assurances by the applicant, heirs, successors and assigns of the property of their participation in

a future larger local improvement district, sidewalk improvement district or other cooperative financing arrangement which would include the deferred section of improvement.

4. The public works director shall direct the public works department to provide the necessary determinations of grade, location and other engineering information deemed necessary for the completion of street, curb, gutter and sidewalk improvements for those building permits and short plats which result in, by applicable zoning or voluntary covenants, lots which are limited to single-family residential construction. For subdivisions which result in more than four single-family lots of record, or any number of lots which are subject to multifamily, commercial, or industrial development zoning uses, the developer shall be required to supply necessary engineering studies for public improvements as part of their public improvements requirement. Any existing plans, specifications or engineered designs in the public works department are considered as part of the public record and shall be made available to all persons constructing public improvements for review and use as is appropriate to their project.

5. Applicants for development permits may apply for short-term deferral of completion of required improvements due to weather or other unforeseen construction-related problems. The public works director shall consider each request for short-term deferral. In those cases where the delay of the completion of construction would not result in any hazardous condition, or other problems of site use, the public works director may grant such requests for short-term deferral. Such deferral shall be subject to acceptance by the public works director of adequate financial security needed to complete the improvements and pay potential city costs to accomplish said improvements completion, and a definite construction timetable for completion of the deferred improvements.

6. In all cases in which sidewalk, curb and gutter improvements are required to be installed, a useful life of 15 years for the improvements shall be established. If, during the 15-year period, subsequent street construction causes the improvements to be removed and reconstructed, the adjoining landowner shall obtain prorated credit against any assessment of costs based upon the estimated value of the improvements and the amount of useful life left. The estimated value of improvements shall be determined at the time of the permit application, and should be mutually agreed to by the city and the applicant. In those cases where mutual agreement cannot be reached, the estimated value shall be established by the average cost experienced for similar improvements in other city right-of-way locations.

7. Applicants for all developments which consist of a building which is less than 4,000 square feet in size and, in the opinion of the public works director, consist of an accessory or intermittent use of the lot, or consist of street frontage of less than 100 lineal feet on a separate street frontage, may apply for deferrals of curb, gutter and sidewalk improvements in those instances where the required street improvements would qualify as isolated segments of improvements. In order to qualify as an isolated segment of improvement, the improvement once completed must be physically separate from connecting curb, gutter or sidewalk improvements

by a minimum of 100 feet or, in the opinion of the public works director, cause a practical problem of surface water drainage or street configuration. If such a deferral is granted, such deferral shall be made contingent upon acceptance by the public works director of the written recorded assurances by the applicant, heirs, successors and assigns of the property of their participation in a future larger local improvement district, sidewalk improvements district, or council-ordered improvement which would include the deferred section of improvement.

E. Appeals. Applicants have the right to appeal decisions of staff made under the authority of this chapter to the city council. All appeals shall be made in writing and be submitted to the city within ten days of receiving a written determination from staff on the permit request.

In filing an appeal with the city council, it shall be the responsibility of the appellant to establish in writing why the staff decision did not follow the appropriate requirements and standards of this chapter in rendering the decision. Each section of this chapter which applies to the appellant's deferral request shall be referenced and addressed in the written appeal presented to the city council prior to the hearing of the appeal.

The city council, upon hearing the appeal and staff position, shall be authorized to uphold the public works director's decision as consistent with this chapter, or find the decision to be in whole or part in conflict with this chapter and amend the decision to ensure consistency with this chapter.

(Ord. No. 4955, § 16, 2-18-2025; Ord. 4804 §§ 3, 4, 2018; Ord. 4612 § 1, 2012; Ord. 4467 § 5, 2007; Ord. 4148, 1998; Ord. 4026 § 2, 1996)

Section 2. Section 14.04.170 of the Ellensburg City Code, as last amended by Section 3 of Ordinance 4876, is hereby amended to read as follows

14.04.170 - Schedule of fees.

A traffic impact fee shall be assessed against all new development based on development type in an amount provided for in the [Traffic Impact Fee Schedule, Appendix C](#), of the "Traffic Impact Fee Rate Study Update, dated August 18, 2021," which is filed in the office of the city clerk and incorporated herein by this reference as if set forth in full. The traffic impact fee is hereby established at \$2,324.00 per peak hour trip (PHT). This fee schedule represents the city's determination of the appropriate share of system improvement costs to be paid by new growth and development. Per RCW 36.70A.681(1)(a), ADUs will be charged traffic impact fees of 50% of what would be imposed on the principal unit, or Single-Family Residence (SFR).

(Ord. 4876 § 3, 2021; Ord. 4808 § 2, 2018; Ord. 4534 § 1, 2009)

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

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

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

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the _____ day of September, 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. 4971 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4971 was published as required by law.

BETH LEADER



Meeting Date: September 15, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Ordinance 4972 (1st reading) — Amending City Code Chapter 6.54 relating to business licensing (Public Comment Opportunity)

Submitted by: Beth Leader, City Clerk

Department: City Clerk

Suggested Motion/Action:

Move to conduct first reading of Ordinance 4972, amending ECC Chapter 6.54 relating to business licensing.

Background/Summary:

Council approved an agreement with the state's Business Licensing Service (BLS) in May 2017, to comply with EHB 2005, codified in Chapter 39.90 RCW. At that time, Ordinance 4809 was adopted which included multiple changes to Section 6.54 of the Ellensburg City Code (ECC) as well as a definition of "engaging in business" and setting a minimum threshold exemption to establish when an out-of-town or transient business is required to be licensed, which was \$2,000.

Previous Council Action:

Ordinance 4809 was adopted at the October 1, 2018 meeting.

Analysis:

The City received notice from BLS and the Association of Washington Cities (AWC) that the Business License Model Threshold was being updated, and the threshold for out-of-city businesses would increase from \$2,000 to \$4,000 annually. The model threshold was reviewed and updated by a work group of cities in 2024. Changes to the model license are set to take effect on January 1, 2026. All cities who partner with the state's Department of Revenue Business Licensing Service must notify BLS by mid-October that they will be adopting the threshold (to provide the 75 days' notice of the change before they take effect). The revised model also includes language for an automatic increase to that minimum by inflation every four years thereafter.

At the same time, staff recommends updates to additional sections in that Chapter:

- Section 6.54.120 - change to item A, number of employees and removing reference to a solicitor's license;
- Section 6.54.260 - removal of item D, Solicitor licenses, which are no longer issued; and

- Section 6.54.720 - Penalty for Violations, to allow for more realistic penalties for non-compliance and to align with RCW 19.20.085

Financial Impact:

No financial impact is anticipated at this time.

Budget Adjustment: No

Attachments:

1. Ordinance 4972 - Business License Updates

ORDINANCE NO. 4972

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO CHAPTER 6.54 BUSINESS AND OCCUPATION TAX AND AMENDING SECTIONS 6.54.120, 6.54.200, 6.54.260, and 6.54.720 OF THE ELLENSBURG CITY CODE

WHEREAS, EHB 2005 required cities with business licenses to administer their business licenses through the State’s Business Licensing System (BLS) or FileLocal; and

WHEREAS, EHB 2005 required cities to adopt a model ordinance developed by the Association of Washington Cities (AWC) with a definition of “engaging in business” and a minimum threshold exemption to establish when out-of-town or transient businesses are required to be licensed; and

WHEREAS, Council approved an agreement with BLS in 2017 and the City transferred business license functions to BLS in November 2017 as required by state law; and

WHEREAS, AWC has updated the business license model threshold to increase the current threshold of \$2,000 to \$4,000 for out-of-city businesses, which will take effect January 1, 2026; and

WHEREAS, solicitor licensing is no longer utilized or issued by city staff and compliance will be by requiring the business to obtain a general city business license; and

WHEREAS, staff also recommends updating the section addressing penalty for violations concerning business licensing, to allow for additional enforcement options to gain compliance with business licensing requirements.

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

Section 1. Chapter 6.54 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4809, is hereby amended to read as follows:

6.54.120 Persons subject to license fee—Amount.

On and after the effective date of the ordinance codified in this chapter, there is hereby levied upon and shall be collected from every person engaging in business in the city an annual license fee or tax for the privilege of engaging in business activities at each location. The license fee shall be measured by the number of employees of each business employed during the 12-month period immediately preceding the year for which the license fee is payable as follows:

- A. For every person employing zero to five employees: \$30.00 per year.
- B. For every person employing six to 12 employees: \$65.00 per year.

- C. For every person employing 13 to 25 employees: \$120.00 per year.
- D. For every person employing 26 to 50 employees: \$150.00 per year.
- E. For every person employing 51 or more employees: \$200.00 per year.
- F. A home occupation, as defined in the zoning ordinance: a fee of \$10.00 per year.
- G. A temporary business license not to exceed 90 days within any 12-month period: a fee of \$25.00 for each 30-day period.
- ~~H. A solicitor's license not to exceed 30 days: a fee of \$10.000 per solicitor.~~
- H. A temporary Kittitas County Fair business license not to exceed six days immediately preceding and including Labor Day each year: a fee of \$10.00. This fee is to be collected by the Kittitas County Fair acting as agent for the city of Ellensburg. The Kittitas County Fair will remit fees collected to the city of Ellensburg by warrant, accompanied by a listing of temporary Kittitas County Fair businesses and their addresses.
- I Employees working more than 1,600 hours, including legal holidays and vacation time, during the 12-month period immediately preceding the year for which the license fee is payable shall be considered permanent. Employees working 1,600 hours or less, including legal holidays and vacation time, shall be considered temporary employees.
- J. In determining the license fee to be paid hereunder by each business, the total number of employees shall be computed by adding together the number of permanent employees and the number of temporary employees, the latter figure to be computed by dividing total man-hours, including legal holidays and vacation time, worked by all temporary employees by 1,600.

(Ord. 4809 § 1, 2018; Ord. 4774 § 3, 2017; Ord. 3425 § 2, 1984; Ord. 3239 § 2, 1979; Ord. 2751 § 1, 1968; Ord. 2372 § 3, 1958)

6.54.200 - Exemptions.

Notwithstanding any other section of this chapter, the requirements to obtain a business license under this chapter shall not apply to:

- A. Any person or business whose annual value of products, gross proceeds for sales, or gross income of the business in the city is equal to or less than ~~\$2,000~~ \$4,000 and who does not maintain a place of business within the city.
- B. Telephone and television cable businesses for which a license is required by special ordinance.
- C. Fraternal benefit societies, as defined in RCW 48.36A.010, and fraternal mutual property insurers, as defined in RCW 48.36A.390.
- D. Any religious society, association or corporation, through the operation of any hospital, clinic, resort or other institution devoted exclusively to the care or healing of human beings; provided,

that no exemption is granted where the income therefrom inures to the benefit of any physician, surgeon, stockholder, or individual by virtue of ownership or control of such hospital, clinic, resort or other institution.

E. Any instrumentality of the United States, state of Washington, or political subdivision thereof.

F. Any farmer, gardener or other person who shall sell, deliver or peddle any fruits, vegetables, berries, butter, eggs, milk, poultry, meats, or any farm produce or edibles raised, caught, produced or manufactured by such person within the state of Washington.

G. Any person or business that has obtained a special events permit under [chapter 6.64](#) ECC.

H. Lessors of rental property. As used in this chapter, "lessor" means the owner, landlord or sublessor of rental housing or rental property, and a person designated as a representative of the landlord; or a person or business entity such as a corporation, limited liability corporation, partnership, or agency that owns, operates, or manages rental housing or rental property; or a person, designated by the landlord, who has authority to sign a lease or rental agreement.

(Ord. 4809 § 1, 2018; Ord. 4774 § 3, 2017; Ord. 3239 § 3, 1979; Ord. 3027 § 5, 1974; Ord. 2971 § 1, 1973; Ord. 2372 § 5, 1958)

6.54.260 Application review.

With the exception of temporary business licenses, all city business licenses are processed and issued through the state of Washington Business Licensing Service (BLS). All city application reviews will be completed within ten working days from the day the city clerk receives the applicant's information from BLS. Prior to BLS issuance of a business license authorized by this chapter, application review shall be conducted by the city as follows:

- A. *Permanent and temporary business licenses.* All permanent and temporary business licenses shall be referred for zoning ordinance compliance, location approval and compliance with other city ordinances to the building official, community development department, and fire marshal.
- B. *Renewals of permanent licenses.* No review shall be required for zoning, building or fire unless a location change has been made, in which case the application will be referred for review as outlined in subsection (A) of this section.
- C. *Home occupation licenses.* All new home occupation license applications shall be referred for compliance with zoning ordinance requirements, location approval and review as outlined in subsection (A) of this section.
- ~~D. *Solicitor licenses.* All solicitor licenses shall be issued by the police department.~~

(Ord. 4809 § 1, 2018; Ord. 4774 § 3, 2017; Ord. 4566 § 24, 2010; Ord. 3425 § 4, 1984)

6.54.720 - Penalty for violations.

A. It shall be unlawful:

1. For any person to engage in business without having obtained a required business license or for a person to engage in business after denial of a business license application or renewal or after revocation of a business license.
2. For any person to violate any provision of this chapter.

B. The city finance director/treasurer shall have the power and responsibility to enforce the requirements of this chapter, and to pursue and/or impose the following penalties for violations of this chapter:

1. Nonpayment Penalty: Failure to pay the City license fee prior to engaging in business in the City, or otherwise within ninety (90) days after such payment is due, pursuant to subsection (A) of this section, may subject the licensee to a monetary penalty imposed directly to the City in the amount of fifty dollars (\$50), in addition to the required license fee.
2. License Cancellation: A license will be cancelled if the license renewal fee, or any part thereof, remains delinquent for 120 or more days. Cancellation of a license requires reapplication for a business license; payment of the business license fee; and payment of any late renewal penalty fees in order to conduct business within the City.
3. Civil Penalties: Any violation of subsection (A) of this section constitutes a civil violation under chapter 1.80 ECC, for which a monetary penalty, in a sum not to exceed one thousand dollars (\$1000.00), may be assessed and enforcement may be required as provided therein. Each day of noncompliance with any of the provisions of this chapter shall constitute a separate violation.
4. Criminal Penalties. In addition to the foregoing penalties, violations of subsection (A) of this section constitutes a misdemeanor. Every person convicted of a misdemeanor shall, unless otherwise specified, be punished by a fine not to exceed one thousand dollars (\$1000.00), or by confinement in jail for a term not to exceed ninety (90) days or by both such fine and confinement. Each day of noncompliance with any of the provisions of this chapter shall constitute a separate offense.

~~A. Businesses must renew their license on or before the expiration date. Any business which fails to renew by the expiration date may be assessed a late penalty authorized in RCW 19.02.085. This additional penalty will be assessed by and is payable directly to the city. A license that remains delinquent for 120 or more days after the expiration date will be cancelled. Cancellation of a license requires reapplication for a business license in order to conduct business within the City, in addition to paying any late renewal penalty fees.~~

~~B. Any person violating or failing to comply with any of the provisions of this business license ordinance shall be subject to criminal prosecution and upon conviction of a subsequent violation, shall be fined a sum not exceeding one thousand dollars or by imprisonment for a period not to~~

~~exceed ninety days. Each day of noncompliance with any of the provisions of this chapter shall constitute a separate offense.~~

(Ord. 4809 § 1, 2018; Ord. 4774 § 3, 2017; Ord. 2372 § 17, 1958)

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 on January 1, 2026.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the _____ day of October, 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. 4972 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4972 was published as required by law.

BETH LEADER



Meeting Date: September 15, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Request for Qualifications (RFQ) for Developer of Ellensburg Fieldhouse (Public Comment Opportunity)
Submitted by: Heidi Behrends Cerniwey, City Manager
Department: City Manager

Suggested Motion/Action:

Move to approve publication of proposed Request for Qualifications (RFQ) for Developer of Ellensburg Fieldhouse in substantially similar form.

Background/Summary:

On July 7, 2025, Council approved a conceptual plan to pursue construction of a fieldhouse facility through a private/public partnership as allowed by RCW 35.42.

Previous Council Action:

The City Council has taken multiple actions approving work associated with the Ellensburg Fieldhouse Project moving it forward. The actions and associated project work have included:

- In late 2023, authorizing an agreement with the Helix Design Group to verify project scope, budget and schedule, followed by: work to: reconcile scope, budget and schedule based on the functional program and funding; seek jurisdictional project approvals through permitting; establish a realistic project schedule; research and evaluate/select Alternative Delivery Method; and prepare 30% design documents for the building and site. As a result of the work the Helix Design group performed, the City determined that an Alternative Delivery Method was the preferred approach to building the Fieldhouse, specifically the progressive design-build (PDB) approach. Thus, the preliminary design work was suspended. Relevant engineering and site studies are available for use in future development of this project.
- With progressive design-build there were requirements the City to follow. In early 2024, authorizing an agreement with Thaxton Parkinson PLLC to provide specialized legal counsel to assist with PDB option.
- At the meeting on April 1, 2024, Council authorized an agreement with the Weneha Group to serve as the City's Owner Advisor on the project, which is a required component when developing a project using the progressive design build method (RCW 39.10.220).
- In October 2024, authorizing an agreement with Absher/Helix for design-build Services through the Validation phase.
- At the February 3, 2025, study session, Council reviewed options for a new fieldhouse facility developed through the Validation phase of the Progressive Design Build process. The resulting facility construction cost exceeded \$60,000,000 for each of

three options for full build-out. Costs for operating scenarios for each of three facility design options were explored through a Market and Operation Plan conducted by Ballard |King & Associates LTD. Subsequently, the City Council directed staff to look at a potential for public private partnerships (lease options) for a facility

- On July 7, 2025, Council approved a conceptual plan to pursue construction of a fieldhouse facility through a private/public partnership as allowed by RCW 35.42.

Analysis:

Staff have consulted with Pacifica Law Group to explore lease alternatives to deliver a Fieldhouse facility to the community. Chapter 35.42 of the Revised Code of Washington (RCW) authorizes development of a facility on public property by means of a lease-leaseback transaction on terms acceptable to a developer and the City provided that allows for:

- a. No part of the cost of construction of the facility shall ever be or become an obligation of the City;
- b. The City shall have a right to occupy the facility or a portion thereof based on exchange for lease payments agreed upon by the parties, which lease payments shall not exceed prevailing rates for comparable space;
- c. Upon the expiration of the lease, and unless an earlier purchase option is exercised, the facility shall become the property of the City.

Steps to initiate a potential lease of City property at Rotary Park for construction of a Fieldhouse facility include:

- Issuing a formal request for qualifications (RFQ) to establish an open and competitive opportunity for developers to propose projects with parameters set by the City. Rough estimates provide construction costs for a 50,000 to 60,000-square-foot facility to be \$13-16 million. Lease terms and maximum project cost details can be established in the RFQ process and reinforced through agreements.
- The City must create a segregated leasable parcel at Rotary Park for construction of the Fieldhouse facility, likely through a boundary line adjustment action, which may take approximately 90 days. Lease terms are outlined in the RFQ.
- The statute provides for a contract to be awarded pursuant to a procurement process on terms most advantageous to the City.

City staff have worked closely with legal consultants to develop the attached DRAFT Request for Qualifications (RFQ) for Council's consideration as lease and refinancing options are explored and secured. Special terms and conditions included in the RFQ to protect the City's interests and provide necessary project termination (off-ramps) are:

- A. The City reserves the right to reject any and all applications or to waive any irregularities in such applications.
- B. Applicants responding to this RFQ must follow the procedures and requirements stated in the RFQ document. Adherence to the procedures and requirements of this

- RFQ will ensure a fair and objective analysis of firm qualifications. Failure to comply with or complete any part of this RFQ may result in rejection of a firm's application.
- C. The City reserves the right to request clarification of information submitted, and to request additional information in connection with any submission.
 - D. The City reserves the right to terminate this RFQ process at any point in the RFQ process.
 - E. The City reserves the right to negotiate a contract with the next most qualified Developer if it cannot come to an agreement on contract terms acceptable to the City.
 - F. The contract(s) resulting from acceptance of a qualification by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ.
 - G. The City shall not be responsible for any costs incurred by any applicant in preparing, submitting or presenting its response to this RFQ.
 - H. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provisions of executed agreements.
 - I. The City reserves the right not to award any portion or all of the project if it finds that none of the qualifications submitted meets the specific needs of the project. The City reserves the right to modify the scope of work and award portions of this RFQ to the selected Developer.

Financial Impact:

The Public-Private Partnership authorized in RCW 35.42 allows for the construction of public facilities to be leased back to a city. When awarding the project resulting from the best qualified respondent to the RFQ, the City will negotiate a fixed price for the Fieldhouse facility, inclusive of all development costs for design, development, permitting, financing, and construction of the facility. The anticipated fixed price of approximately \$13 million to \$16 million, depending on negotiated design, specifications, and lease payment schedule. The City does not anticipate that the fixed price for the facility will exceed \$16 million.

The City has secured approximately \$7.2 million in replacement funds for the facility. Additional revenue would be required for the full cost of lease payments, operations and maintenance (O&M), and potential refinancing of the future facility. Staff will continue to refine financing and O&M costs and further identify and secure funding sources to ensure certainty for project success.

Budget Adjustment: No

Attachments:

1. RFQ DRAFT Fieldhouse Facility for Council Consideration 9-15-2025



City of Ellensburg

Request for Qualifications

Developer of Ellensburg Fieldhouse

Issue Date: _____, 2025

Due Date: _____, 2025 – 4:00 p.m. (Pacific Time)

REQUEST FOR STATEMENTS OF QUALIFICATIONS

Notice is hereby given that qualifications from interested firms will be received by the City of Ellensburg, WA ("City") for:

Developer of Ellensburg Fieldhouse

Qualifications from firms or teams of firms ("firms") received later than **4:00 p.m. _____, 2025, may not be considered.**

A copy of this Request for Qualifications ("RFQ") may be obtained from City's web site <https://www.ci.ellensburg.wa.us/>

The City reserves the right to reject any and all submissions, and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by responding firms in the preparation and submission of qualifications. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

A response that indicates that any of the requested information in this RFQ will only be provided if and when the firm is selected as the apparently successful firm is not acceptable, and, at the City's sole discretion, may disqualify the submission from consideration.

The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that disadvantaged business enterprises will be afforded full and fair opportunity to submit qualifications in response to this RFQ and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award of any contract entered into pursuant to this RFQ.

In addition to nondiscrimination compliance requirements, any firm ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Dated this _____ day of _____ 2025

Beth Leader
City Clerk
509-925-8614

**Advertised in The Daily Journal of Commerce on _____ and _____, 2025
And The Daily Record on _____ and _____, 2025.**

Scope and Approach

A firm chosen as the developer (“Developer”) through this RFQ process would finance, design and construct a new, recreational facility (“Facility”) to be located on Rotary Park, City-owned property at located at 1200 West 5th Avenue, Ellensburg, WA 98926 (“Site”).

The Facility would be approximately 60,000 square feet in size and consist of a hard surface area that could accommodate up to five basketball courts, a synthetic turf area, offices, and multi-purpose recreation rooms operated by the City.

Pursuant to the authority provided by Chapter 35.42 RCW, the City anticipates the most likely development scenario as follows: the City will negotiate and execute a ground lease for the Site with the selected Developer; the Developer will design and construct the Facility at its sole cost and expense; and the City will lease back the Facility from the Developer, with an option to purchase the completed Facility at any point during the term of the ground lease. Ownership of the Facility would revert to the City at the end of the ground lease term unless the City has earlier exercised its purchase option.

As further described in this RFQ, the Developer will be responsible for financing the initial design and construction of the Facility, either directly or through third-party financing, subject to a fixed price for the Facility. The fixed price will be inclusive of all development costs for design, development, permitting, financing, and construction of the Facility. The City anticipates a fixed price of approximately \$13 million to \$16 million, depending on negotiated design, specifications, and lease payment schedule. The City does not anticipate that the fixed price for the Facility will exceed \$16 million.

General Facility Descriptions and Anticipated Contracting Relationships

The Facility would include three primary components. First, the Facility would include up to five basketball courts that would include court lining for volleyball and pickleball. Second, the Facility would include a synthetic turf area approximately 14,400 square feet in size with protective netting surrounding the turf that could lowered and raised. Third, the Facility would include office space and multipurpose activity rooms.

Known Design Requirements

Based upon preliminary information, the development will result in a Facility that includes and meets the following:

- Five basketball courts with each court measuring 84' long X 50' wide
- Synthetic turf area approximately 14,400 square feet in size
- Office space and multipurpose room
- Batting/pitching cages that lower and raise
- Three lane walking/running track around the perimeter of the courts and turf
- On site parking for up to 400 vehicles
- The City expects to achieve occupancy by March 31, 2027
- The Facility will be constructed upon City-owned property located at 1200 West 5th Avenue, Ellensburg, WA 9826 (a separate legal parcel will be created to establish the project site). A map / aerial photo identifying this area is attached as Attachment A is included for general reference)

- The Facility and required improvements will comply with all federal, state, and local requirements
- The City will negotiate a fixed price for the Facility, inclusive of all development costs for design, development, permitting, financing, and construction of the Facility, and anticipates a fixed price of approximately \$13 million to \$16 million, depending on negotiated design, specifications, and lease payment schedule. The City does not anticipate that the fixed price for the Facility will exceed \$16 million.

Procurement Process: Chapter 35.42 RCW

The City intends to negotiate a series of agreements with the selected Developer, including a Site ground lease, a development agreement, and a Facility lease, pursuant to which the Developer will finance, design and construct the Facility pursuant to a design and specifications approved by the City.

As noted, Chapter 35.42 RCW authorizes development of the Facility on the Site by means of a lease-leaseback transaction on terms acceptable to a successful firm and the City provided that:

- a) No part of the cost of construction of the Facility shall ever be or become an obligation the City;
- b) The City shall have a right to occupy the Facility or a portion thereof based in exchange for lease payments agreed upon by the parties, which lease payments shall not exceed prevailing rates for comparable space;
- c) Upon the expiration of the lease, and unless an earlier purchase option is exercised, the Facility shall become the property of the City.

The statute provides for this contract to be awarded pursuant to a procurement process on terms most advantageous to the City result. The City has initiated this RFQ process to obtain the best possible Facility for the City on the best possible terms.

The Developer will be required to pay prevailing wages in connection with the construction of the Facility accordance with RCW 39.04.260.

This project will be highly visible and **requires Ellensburg City Council approval.**

RFQ Process

The City expects that the Facility will be functional, efficient, safe and secure; will incorporate quality systems and materials; will be energy efficient with low operating and maintenance costs; will be aesthetically pleasing in its design and architecture; and will offer excellent economic value.

This RFQ is intended to identify the most qualified firms based upon responses to the Statement of Qualifications ("SOQ") submittal. Any firm interested in this project and having the expertise, experience, and financial and other resources necessary to become the Developer is invited to tender an SOQ submittal. Firms that respond and tender a complete SOQ submittal pursuant to

the terms of this RFQ will be identified as “Applicants.” Applicant scores will be numerically ranked in accordance with the Selection Criteria identified below. Based upon the numerical ranking, the highest ranked applicants, at the determination by the City, will be identified as “Applicant Finalists” and invited to participate interviews and/or contract and lease negotiations. Each Applicant is encouraged to identify and describe its intended development team in its SOQ.

Submission Criteria

SOQs should be prepared simply, providing straightforward, concise descriptions of the Applicant’s capabilities to satisfy the requirements of the RFP. SOQs should not exceed 50 single-sided pages (8-1/2” x 11”) in length.

SOQs must include the following:

1. Previous Experience in similar projects including references (please identify the specific members of your proposed team that have the required or preferred relevant experience)
 - Project specific experience related to the design, construction, and management of large recreation and community center facilities.
 - General project experience of a similar size and scope.
 - Company information including time the company has been in business and business experience.
 - A list of names and phone numbers of at least three (3) client references that would be most knowledgeable of your company’s performance on these similar projects. Please verify both name and contact phone number in advance before including this information in the qualifications.
2. Expertise of Key Personnel and/or Team Partners for Identified Roles
 - Specialized experience and technical competence of the team members with their titles and roles identified. This should include the team for both design and construction.
 - Highlight the experience of identified personnel with projects of similar scope and scale.
3. Project Understanding and Proposed Strategy for Success
 - A statement of your understanding of the various aspects of the project.
 - Capacity to perform the work within desired time and budget limitations.
 - Proposed methods to accomplish the work; ability to identify and solve issues related to ease of use, identify problems, and manage density, neighborhood and traffic issues; appreciation of design potential to minimize cost and construction impacts.
 - Demonstrate capability to explore and develop innovative or advanced techniques and design.
4. Approach to Project Management and Delivery
 - A discussion of your firm’s approach to this project.
 - A complete description of method to complete the scope of work.
 - A summary work coordination plan and schedule(s) describing how the goals, tasks, and other elements of the project can be expected to be completed during the project duration.
5. Financial Resources (Pass/Fail)
 - Evidence of the Applicant’s financial strength and stability to complete this project.
 - Evidence of established relationship with financial institutions under which financing would be available for the execution and completion of the work called for.

SOQ Submittal Instructions

Please note: The following general requirements are mandatory for all SOQs. SOQs submitted after the deadline date and time or lacking one or more of the following requirements may not be accepted, in the discretion of the City.

1. **Qualifications must be submitted by e-mail and be received no later than 4:00 pm PST on _____, 2025.**
2. E-mailed qualifications should include “Developer of Ellensburg Fieldhouse” in the subject line and be addressed to cityclerk@ellensburgwa.gov
3. All qualifications sent electronically must be in the form of a PDF and cannot exceed 20MB.
4. Please make sure you stay within 50-page limit on your proposal.
5. All qualifications must include the legal name of the organization, firm, individual or partnership submitting the SOQ. Include the address of the principal place of business, mailing address, phone numbers, emails, fax number and primary contact person.
6. To be evaluated, SOQs must address all requirements and instructions contained within.

Questions: Questions regarding the scope of the project, RFQ, or the SOQ evaluation process must be submitted in writing and addressed to Brad Case, Parks & Recreation Director, at caseb@ellensburgwa.gov. Questions must be submitted by 2:00 PM PST on _____, 2025.

Submittal Deadlines

The Department’s schedule for review of the RFQ submittals and final selection of the Contractor is as follows:

TBD	RFQ posted
TBD	Deadline for questions: 2:00 p.m.
TBD	Responses to questions posted: 5:00 p.m.
TBD	Request for Qualifications Submittals Deadline: 4:00 p.m.
TBD	Evaluation Period – including interviews
TBD	Developer Selected / Negotiations Commence

Selection Criteria

The City will make a selection based on the evaluation of the SOQs. The City may also, at its sole discretion, conduct a selective interview process with additional scoring to determine the highest rated proposed Developer, but the City reserves the right to make a selection based only on the evaluation of the SOQs.

SOQs will be evaluated based on the following criteria:

Criteria	Points
Previous experience in similar projects/references included	0-15
Expertise of key personnel and/or team partners for identified roles	0-20
Project understanding and proposed strategy for success	0-35
Approach to project management and delivery	0-30
Financial Resources	PASS/FAIL
Maximum Points	100

Optional: If conducting interviews, each interview shall not exceed one hour and will generally follow this format:

- Applicant presentation, specific prompt to be provided (approximately 20 minutes)
- Predetermined interview questions from City staff (approximately 20 minutes)
- Open question and answer session (approximately 20 minutes)

Interview scoring will be based on the following criteria and relative weighting:

Criteria	Points
Presentation	0-30
Approach to project management and delivery	0-30
Predetermined interview questions	0-30
<u>Open question and answer session</u>	<u>0-10</u>
Maximum Points	100

Predetermined interview questions from City will be provided to each firm selected for interview within three (3) business days of being notified of their selection, along with the scoring criteria and weighting to be used by the panel of City staff interviewers. Questions asked during the open question and answer session will not be provided to the interviewed firm in advance.

Selection Process and Contract

A City selection committee will review all SOQs and may conduct interviews and check references prior to selecting the highest rated proposed Developer.

Prior to the commencement of work, the City and the Developer will agree on Facility finance, components, design, construction, management, and lease terms. Definitive agreements are expected to include a Site ground lease, development agreement, and lease agreement. The Developer will be expected to enter into contracts with the City that includes standard contract provisions acceptable to the City such as those related to:

- Standards of performance
- Schedule
- Lease Terms
- Compliance with any applicable public works requirements
- Insurance
- Hold Harmless, Indemnification, and Defense
- Breach of Contract and Remedies
- Termination
- Ownership of work product
- Resolution of disputes
- Governing law and venue for actions
- Nondiscrimination

Other RFQ Terms and Conditions

- A. The City reserves the right to reject any and all applications or to waive any irregularities in such applications.

- B. Applicants responding to this RFQ must follow the procedures and requirements stated in the RFQ document. Adherence to the procedures and requirements of this RFQ will ensure a fair and objective analysis of firm qualifications. Failure to comply with or complete any part of this RFQ may result in rejection of a firm's application.
- C. The City reserves the right to request clarification of information submitted, and to request additional information in connection with any submission.
- D. The City reserves the right to terminate this RFQ process at any point in the RFQ process.
- E. The City reserves the right to negotiate a contract with the next most qualified Developer if it cannot come to an agreement on contract terms acceptable to the City.
- F. The contract(s) resulting from acceptance of a qualification by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ.
- G. The City shall not be responsible for any costs incurred by any applicant in preparing, submitting or presenting its response to this RFQ.
- H. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provisions of executed agreements.
- I. The City reserves the right not to award any portion or all of the project if it finds that none of the qualifications submitted meets the specific needs of the project. The City reserves the right to modify the scope of work and award portions of this RFQ to the selected Developer.

Public Disclosure

Once submitted to the City, qualifications shall become the property of the City, and all qualifications shall be deemed public records as defined in Washington's public records statute, Chapter 42.56 RCW. Any qualification containing language which copyrights the submission, declares the entire submission to be confidential, declares that the document is the exclusive property of the applicant, or is any way contrary to public disclosure laws may be removed from consideration in the discretion of the City. The City cannot accept responsibility for determining what an applicant may consider to be confidential and proprietary and exempt from public disclosure. Therefore, any application materials the applicant claims is confidential and proprietary and exempt from disclosure must be clearly designated as such and the applicant will be given notice and an opportunity to seek a court order preventing disclosure.

OWMBE Participation

The City encourages OWMBE firms to submit qualifications and encourages all firms to team with OWMBE firms in their pursuit of this project.

Federal Debarment

Neither the Applicant nor any member of the Applicant's team shall be currently debarred or suspended by the Federal government. The Applicant shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov).



MANAGER'S REPORT

DATE: September 15, 2025

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. City to Hold Common Ground Workshop to Discuss DEI on October 4

The Common Ground Workshop is scheduled for Saturday, October 4, 2025, from 10:00 a.m.-3:30 p.m. at Hal Holmes Community Center, 209 N Ruby Street, Ellensburg, WA. This workshop will follow the Braver Angels organization's "Common Ground" structure where, "...a small, balanced group of Reds and Blues dive deep on an issue to identify areas of common interest, discuss possible solutions and develop unanimously held Points of Agreements on values, concerns and policies." Participants and Observers for this workshop will be limited to those that are registered for the event only.

Participants in the common ground workshop were nominated during the Community Conversation events on August 20 and September 6. Six participants for each side—"Remove DEI Chapter 9" and "Keep/Modify Chapter 9"—have confirmed their availability and commitment for the event. Observers will be limited to 30, including fifteen from each side of the issue (Remove DEI Chapter 9 and Keep/Modify Chapter 9).

A web page with materials is available: www.ellensburgwa.gov/2025DEI

Materials from the Community Conversation workshops, an online comment form (open through September 19) for those that were not able to participate, and additional information is available on the web page.

A sign-up link for observers will be posted on the web page on September 17.

Since the Common ground workshop is a closed event, we are asking Council to select three representatives as Observers. Our staff will register Councilmembers for the event.

2. Coffee with Council on October 4

The Ellensburg City Council is hosting Coffee with City Council on Saturday, October 4, 2025, from 10 a.m.-12 p.m. at Unity Park. Stop by for a cup of coffee and conversation with a couple of Councilmembers.

3. Notice of CCA Auction Results

Staff participated in the recent Climate Commitment Act (CCA) Auction #11 on September 3rd, 2025, and successfully obtained allowances at the settlement price of \$64.30/allowance.

4. Ribbon Cutting for Water Street & Transit Project on October 9

The City of Ellensburg invites the community to a ribbon cutting ceremony for the Water Street Overlay Project and the installation of the new Ellensburg Central Transit bus stop and sidewalk in front of the Kittitas County Courthouse on Friday, October 10, 2025, at 9 a.m. The brief ceremony will take place at the northeast corner of Water Street and 5th Avenue.

5. Take the Ellensburg Parks, Recreation, Open Space and Sustainable Funding Community Survey

The City of Ellensburg is developing a Parks, Recreation, Open Space, and Sustainable Funding Plan (PROS Plan) to identify an investment strategy for enhancing parks, recreation facilities, and trails. Our goal is to create a shared community vision for improving the City's park and recreation system. Please share your thoughts with us, and encourage your family, friends, co-workers, teammates, and neighbors to do the same. The survey takes about 10 minutes to complete and is available in English and Spanish. It will remain open until September 26. A link can be found on the City website at: <https://survey.alchemer.com/s3/8414857/ellensburg-pros-community-survey>

6. Central Transit Strategic Plan Survey Closes September 26

The City of Ellensburg is updating the Ellensburg Central Transit Strategic Plan and has launched a survey to learn about residents' experiences and priorities related to services. The survey, available at www.ellensburgwa.gov/transitsurvey takes about ten minutes to complete. The survey closes September 26, 2025.

7. Waste Management Fall Cleanup Days October 4-11

The Waste Management contract with the City of Ellensburg provides for a fall and spring waste disposal coupon program. The coupons are valid for each Waste Management customer (one per subscribing household) to self-haul to the County Transfer Station. Customers are required to show proof of residency. Coupons have been mailed out and are available at City Hall. This fall's event is scheduled for October 4-11, 2025. Waste Management customers within the city limits who are unable to haul garbage to the transfer station because of disability may request curbside collection of extra garbage during Fall Cleanup Days by calling the City of Ellensburg at 509-962-7230.

8. Clean Energy Implementation Plan (CEIP) Public Input Workshop on September 23

The City of Ellensburg is holding a public input workshop for community members to

provide feedback on the City's Clean Energy Implementation Plan (CEIP). Scheduled for completion this year, the CEIP will outline how the City of Ellensburg will continue to deliver safe, reliable, affordable, and clean electricity from 2026 through 2029. The workshop will be held from 5:30-7 p.m. on September 23, 2025, in the City Hall Council Chambers, 501 N. Anderson St. A remote attendance option will be available and will be posted at www.ellensburgwa.gov/ceip ahead of the workshop.

9. Next Ellensburg Academy on September 24

Join the next session of the Ellensburg Academy at 6 p.m. September 24 in the Hal Holmes Community Center, 209 N. Ruby St. Learn about economic development, Ellensburg history and historic preservation, and trees and weeds. The Ellensburg Academy is a series of civic education workshops designed to inform residents and community stakeholders about the operations of City government and what is involved in delivering and maintaining services to the residents of Ellensburg. Find more and register at www.ellensburgwa.gov/academy.

10. Ribbon Cutting Ceremony for Addison Place on September 19

Council is invited to attend the Ribbon Cutting Ceremony for Addison Place on September 19 at noon. This event will celebrate the hard work and partnership between the City, County, HopeSource, and other partners that made this project possible. Tours will be offered after the ceremony.

11. Preview of October 6 Council Agenda

The next meeting will include an Interlocal Agreement Amendment for Consolidated Grant Process, SWAT Interlocal with Kittitas County, and a Resolution for Property Acquisition. The Study Session topic will be an overview of the City's Code Enforcement Tools and Program.



ELLENSBURG 2046

Hometown Heart — Bright Future

JOIN US FOR THE COMPREHENSIVE PLAN OPEN HOUSE!

The City of Ellensburg is updating its **Comprehensive Plan**, our community's roadmap for the next 20 years, and **we need your input!** Stop by the Hal Holmes Community Center on Wednesday, September 17th, anytime between 4–7 PM for an **open-house event**.



Comprehensive Plan Open House

Wednesday, September 17th | 4:00 –7:00 PM
Hal Holmes Community Center at 209 N. Ruby St,
Ellensburg, WA 98926

Join us to share ideas, meet the project team, learn about the update, and play games! Help shape the City's future — **come be a part of the conversation!**