

# CITY COUNCIL AGENDA

February 2, 2026



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](http://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\\_wmliT7XSQaG2SEckbYuCRQ](https://us02web.zoom.us/webinar/register/WN_wmliT7XSQaG2SEckbYuCRQ)

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

## Accessibility

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

- Closed Captioning is available to Zoom viewers. To enable closed captioning, you will need to click on the "CC" button at the bottom of your Zoom screen and then select either "Show Subtitle" or "View Full Transcript."
- Members of the public who do not speak English or who have limited proficiency may request an interpreter if they wish to participate in public meetings.
- The City will provide reasonable accommodation for members of the public with disabilities.

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# COUNCIL MEETING

## GUIDELINES FOR PUBLIC PARTICIPATION

All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at [www.ectv2.com](http://www.ectv2.com) or on YouTube at [ECTV Ellensburg](https://www.youtube.com/channel/UC1v1v1v1v1v1v1v1v1v1v1v1). 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](mailto: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](mailto: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, February 2, 2026  
6:00 PM – Study Session  
7:00 PM - Regular Meeting**

**Study Session**

A 2026 Comprehensive Plan Periodic Update 6

**Pledge of Allegiance**

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

**2. Proclamations (No Public Comment)**

**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 January 20, 2025 Regular Meeting 92

5.B Approve Minutes of January 20, 2026 Joint Study Session 96

5.C Acknowledge Minutes of Boards & Commissions 97

5.D Bid Award for 22-122 Bull Rd & Mountain View Ave Traffic Signal & Intersection Improvements – Bid Call 2026-01 113

5.E Project Acceptance – Bid Call No. 2025-01 - 2025 Residential Sidewalk Repair Project 115

5.F Project Acceptance – Bid Call 2025-13 Dry Creek 24” Valve Replacement Project 117

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<b>7.</b>	<b>Public Comment on Non-agenda Issues</b>	
<b>8.</b>	<b>Business Requiring Public Hearings</b>	
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<b>11.</b>	<b>New Business</b>	
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11.D	Interlocal Agreement with KVFR for IT Services (Public Comment Opportunity)	221
11.E	Consider Affordable Housing Funding Application from Habitat for Humanity - Willow Street Project (Public Comment Opportunity)	237
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<b>12.</b>	<b>Miscellaneous</b>	
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12.B	Councilmembers' Reports (No Public Comment)	
<b>13.</b>	<b>Executive Session</b>	
<b>14.</b>	<b>Adjournment</b>	



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** 2026 Comprehensive Plan Periodic Update  
**Submitted by:** Stacey Henderson, Planning Manager  
**Department:** Community Development

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**Suggested Motion/Action:**  
For discussion purposes only.

**Background/Summary:**

The City of Ellensburg is required to complete and adopt a major update to the City Comprehensive Plan called a periodic update, by December 31, 2026. This is a significant project, that requires revising and updating all existing chapters of the comprehensive plan, and the addition of a climate resiliency chapter per GMA guidelines. It is our opportunity as a city to evaluate infrastructure and resources, and work with the public to envision and plan for the next twenty years.

The goal of this periodic update is to work with the community to see what information, goals, and policies need to be updated or added to the current community vision in the comprehensive plan. Some chapters such as Land Use, Housing, and Transportation include extensive updates and revisions by the project team. Other departments such as Parks and Recreation address their visioning and planning through preparation of the Parks, Recreation, and Open Space (PROS) plan, which is currently being drafted and will be adopted by reference in the Comprehensive Plan.

Team

City Staff are working with SCJ Alliance, a professional planning team, on this major update. Many City staff have supported this effort, including participating in group interviews, attending the open house, and meeting with consultants to help draft policies and chapters. Regularly involved staff includes the planning team, Arts and Economic Development Manager, Housing Program Manager, Parks and Recreation Director, and several staff from Public Works. The SCJ Alliance team is led by Kirsten Petersen, and they are working with multiple subcontractors who bring specific planning expertise to the project. The subcontractors include Fehr and Peers- a transportation planning firm; Leland Consulting- a planning firm supporting economic and land use needs; and Cascadia Consulting- an environmental planning firm.

Project Timeline

This update started with a kick-off meeting in July of 2025. All team members, City staff and consultants, met in person to discuss timelines, plans, outreach, and overall proposals. The team discussed the time and location of the open house, and specific project branding and themes. This led to the development of the logo and slogan as seen on all projects, boards, webpages, and handouts related to the update. This brand is intended to celebrate Ellensburg,

including history and nature. Ellensburg is a vibrant and unique City. It is important to celebrate the passion of the people who live here, while planning for a bright future.

After the open house in September 2025, the teams began working to audit current City and County code, documents, policies, and studies. They established a baseline of information through analyzing local resources such as the recent Hazard Mitigation Plan, Sustainability and Energy Plan, Economic Development Strategic Plan, and the Ellensburg City Council Strategic vision, to name a few. The team gained insight as to the work the City has already done, existing resources, services, and needs, as well as possible gaps. This information has been synthesized into reports such as Ellensburg Climate Hazards and Impacts Assessment, which will be made available for review on the project landing page.

In addition to research, the consultants have been conducting group interviews with local stakeholders, and reviewing current land use projects to produce a land capacity analysis. In listening to initial public feedback, the consultants have been working with staff to incorporate possible changes to address community needs and meet new and changing state guidelines. This information, in addition to the baseline research, informs policy creation and draft chapters.

The overall project timeline includes completion of the draft Comprehensive Plan by June 2026 with a desired adoption date no later than December 2026. In order to achieve this deadline, the draft chapters will first be vetted by applicable City staff and the Planning Manager, then reviewed by the appropriate boards, commissions, and community work groups, before ultimately being reviewed by the Planning Commission and then Council. See table below.

Chapters/ Appendices		Reviewing Boards and Commissions
-	Table of Contents	Planning Commission
-	Introduction	Planning Commission
-		
<b>Chapter 1</b>	Land Use	Planning Commission
<b>Chapter 2</b>	Housing	Affordable Housing Commission Planning Commission
<b>Chapter 3</b>	Transportation	Transportation Commission Planning Commission
<b>Chapter 4</b>	Capital Facilities and Utilities	Utility Advisory Committee Planning Commission
<b>Chapter 5</b>	Parks and Recreation PROS Plan under development	Parks & Recreation Advisory Board Planning Commission?
<b>Chapter 6</b>	Economic Development	Planning Commission
<b>Chapter 7</b>	Environment (may be combined with new Climate element)	Environmental Commission Planning Commission
<b>Chapter 8</b>	Historic Preservation	Landmarks & Design Commission Planning Commission

<b>Chapter 9</b>	Access Engagement and Belonging	DEI Commission Planning Commission
<b>Chapter 10</b>	<b>*New*</b> Climate	Task Force Environmental Commission Planning Commission
-	Definitions and Acronyms	Planning Commission
<b>Appendix A</b>	6-Year Capital Improvement Plan	Utility Advisory Committee
<b>Appendix B</b>	Transportation Improvement Plan	Transportation Commission
<b>Appendix C</b>	Racially Disparate Impacts Memo	Affordable Housing Commission Planning Commission
<b>Appendix D</b>	Household and Employment Growth	Affordable Housing Commission Planning Commission
<b>Appendix E</b>	Level of Service Reports	Transportation Commission
<b>Appendix F</b>	Travel Demand Documentation	Transportation Commission

The team is on track to complete drafts of all the chapters in June, as planned. As drafts are completed, they will be posted to the project website for review by the public. Focused opportunities to review and discuss during final adoption will also occur. Steps towards draft development include the compilation of an environmental task force to assist in policy development, and consultation with commissions.

Public Outreach

City staff and team members planned outreach including tabling at Saturday markets, Bite of the Burg, and an Open House event for the public. At these events staff advertised this important update, educated on the comprehensive plan, and asked for feedback on a variety of items including City priorities, future visioning, transportation needs, housing needs, and parks and recreation needs. The consultants have also been conducting group interviews with many members of stakeholder and community groups, of which the analysis is provided in this staff report.

**Previous Council Action:**

At the May 19, 2025, City Council meeting, Council approved the professional services agreement with SCJ Alliance for consultant services for the 2026 Comprehensive Plan Periodic Update, and authorize the City Manager to sign the agreement in substantially similar form, and approve necessary budget adjustments. At the July 7, 2025 City Council meeting, Council adopted the Public Participation Plan for the 2026 Comprehensive Plan Periodic update.

**Analysis:**

Open House and Outreach Analysis

On September 17, 2025, the City hosted an Open House at the Hal Holmes Community

Center. Various activities, polls, and boards were available with City staff and consultants available to speak about the Comprehensive Plan and respond to questions.

The following information is a high-level summary of information and feedback gathered at the open house. This will be incorporated with additional feedback that the City will continue to gather throughout the outreach process and utilize for policy development.

Open House participants expressed strong interest in learning about Ellensburg's Comprehensive Plan update and how public input will shape the City's long-term growth and quality of life. Many attendees noted that they came to better understand the planning process, see how policies connect to community priorities, and support the City's future vision.

Based on a penny poll exercise, parks and recreation emerged as the highest priority, followed by housing and economic vitality, with public services, environmental sustainability, and transportation also identified as important. Comments emphasized the need for ongoing maintenance and accessibility of parks and facilities, expanded youth programs, and recreational opportunities for all ages.

Housing affordability was a recurring concern, including the need for affordable housing options, property tax affordability, and services for seniors and vulnerable populations. Several attendees raised concerns about homelessness and emphasized the need for year-round shelter and basic services, as well as increased access to childcare and youth-focused programs to support community wellbeing.

Participants also highlighted the importance of proactive infrastructure and transportation planning, particularly related to growth at the West Interchange and in the industrial areas. Other comments focused on environmental stewardship, including protecting green space, reviewing critical areas regulations, and planning for climate resilience. Attendees expressed a range of perspectives on equity and inclusion in the Comprehensive Plan, underscoring the importance of transparency, clarity, and adherence to legal requirements.

Overall, participants emphasized a shared desire to keep Ellensburg a welcoming, livable community while planning thoughtfully for future growth.

#### Online Open House

Public participation provides important information which is then used while updating the comprehensive plan. As such, the City will be opening up new opportunities to provide feedback online. In February, the City will launch an online open house where folks can respond to the same engagement activities that were available at the open house.

Additionally, documents will be made available for viewing online, with the ability to provide comments on the documents. This will include the existing Comprehensive Plan, Policy Audits, Land Capacity Analysis summary and other documents as they are in draft format.

These documents will be utilized along with community feedback to update the narrative, goals and policies of each chapter of the Comprehensive Plan.

## Community Based Organization and Stakeholder Interviews

To date, SCJ Alliance has completed interviews with community-based and service organizations, economic development partners, housing providers, and utilities and service providers.

Interviews have been conducted with:

- Community-based / Faith-based / Service organizations
  - Kittitas Valley Healthcare
  - HopeSource
- Economic Development
  - Kittitas County Chamber of Commerce
  - EDA Main Street Program
- Housing
  - Habitat for Humanity
  - HopeSource
  - Kittitas County Housing Authority
- Utilities and Services
  - City Public Works and Energy Services Staff
    - Water
    - Wastewater
    - Stormwater
    - Electric
    - Natural
  - Telecom
  - Waste Management
  - CWU Capital Facilities
- CWU
- Elected/appointed officials (City) and regulatory agencies

Cascadia is working more specifically on interviews and outreach related to development of the new climate element. To date, they have conducted five Interviews with seven interviewees:

- Mike Helgeson, Assistant Public Works Director & Rebecca Springer, Water Resources Manager
- Amy McGuffin, Executive Director of the Kittitas County Chamber of Commerce & Teresa Chanes, Ellensburg Downtown Association Director
- Nichole Baker, City Energy Resources Manager
- Arden Thomas, Kittitas County Public Works Water Resources Manager
- Brad Case, Parks & Rec Director

Cascadia interviews focused on current sustainability and climate resilience projects/programs occurring in the City to better understand potential opportunities and gaps for the Climate Element to address. Interview findings were integrated into a policy audit memorandum which will be available on the project webpage.

Additionally, Cascadia Consulting Group is working closely with City staff on development of the new required Climate element. They have also met with the Environmental Commission

and plans are currently in progress to assemble a task force to participate in document review and policy development for the new element.

## **Key Themes from Stakeholder Interviews**

- **Ellensburg can accommodate growth, but systems could be better aligned.**

While infrastructure and land capacity generally exist, stakeholders emphasized that they would like to see policies, processes, and funding mechanisms better coordinated to deliver growth in a timely, equitable, and resilient way.

- **Housing affordability is the most urgent and cross-cutting issue.**

Significant gaps exist below 100% AMI, particularly for families, seniors, and workforce households who do not qualify for subsidies but cannot afford market-rate housing. Rising costs, lengthy timelines, and complex funding requirements are limiting housing production and preservation.

- **Process and predictability can be barriers.**

Interviewees mentioned long and unpredictable permitting timelines, reliance on Conditional Use Permits for essential community facilities, and unclear expectations as obstacles to delivering housing, childcare, healthcare, and social services, especially for nonprofit providers.

- **Ongoing coordination and partnerships are a strength to build on.**

Stakeholders consistently noted strong collaboration with City staff and emphasized the importance of maintaining clear communication, transparency, and continuity over the 20-year planning horizon.

- **Middle housing and housing preservation are critical.**

There is strong support for expanding middle housing options, preserving existing affordable units, addressing aging housing stock, and creating clearer pathways from renting to homeownership.

- **Access to services matters as much as supply.**

Proximity to healthcare, groceries, schools, and social service, along with reliable transit, was consistently identified as essential for seniors, low-income households, and people without access to private vehicles.

- **Transportation investments support equity and community health.**

Free transit, Meditaxi services, and safe emergency access were cited as successful programs that improve access to healthcare, housing stability, and workforce participation.

- **Economic development, workforce, and housing are interwoven.**

Workforce retention, business vitality, and quality of life depend on housing affordability, access to services, and livable-wage jobs. Interviewees emphasized the importance of integrated planning rather than siloed approaches.

- **Community health depends on social infrastructure.**

Housing stability, transportation, childcare, and financial stability were identified as foundational to long-term health outcomes, beyond healthcare facilities alone.

- **Climate resilience is an emerging priority embedded across sectors.**

Climate interviews highlighted existing sustainability and resilience efforts and identified opportunities to better align policies with long-term climate mitigation and adaptation goals through the new Climate Element.

### Land Capacity Analysis

Methodology: Completing a Land Capacity Analysis is an important foundational step in the periodic update process. Through this analysis and research, the City is able to learn if the amount of current vacant land, open land, and current zoning codes and boundaries, can adequately accommodate the City's projected needs into the future. Completing this study helps planners understand if there is enough space currently to accommodate housing and job needs as projected by the state and County, or does the City need to consider expanding the Urban Growth Area to ensure adequate land availability moving forward.

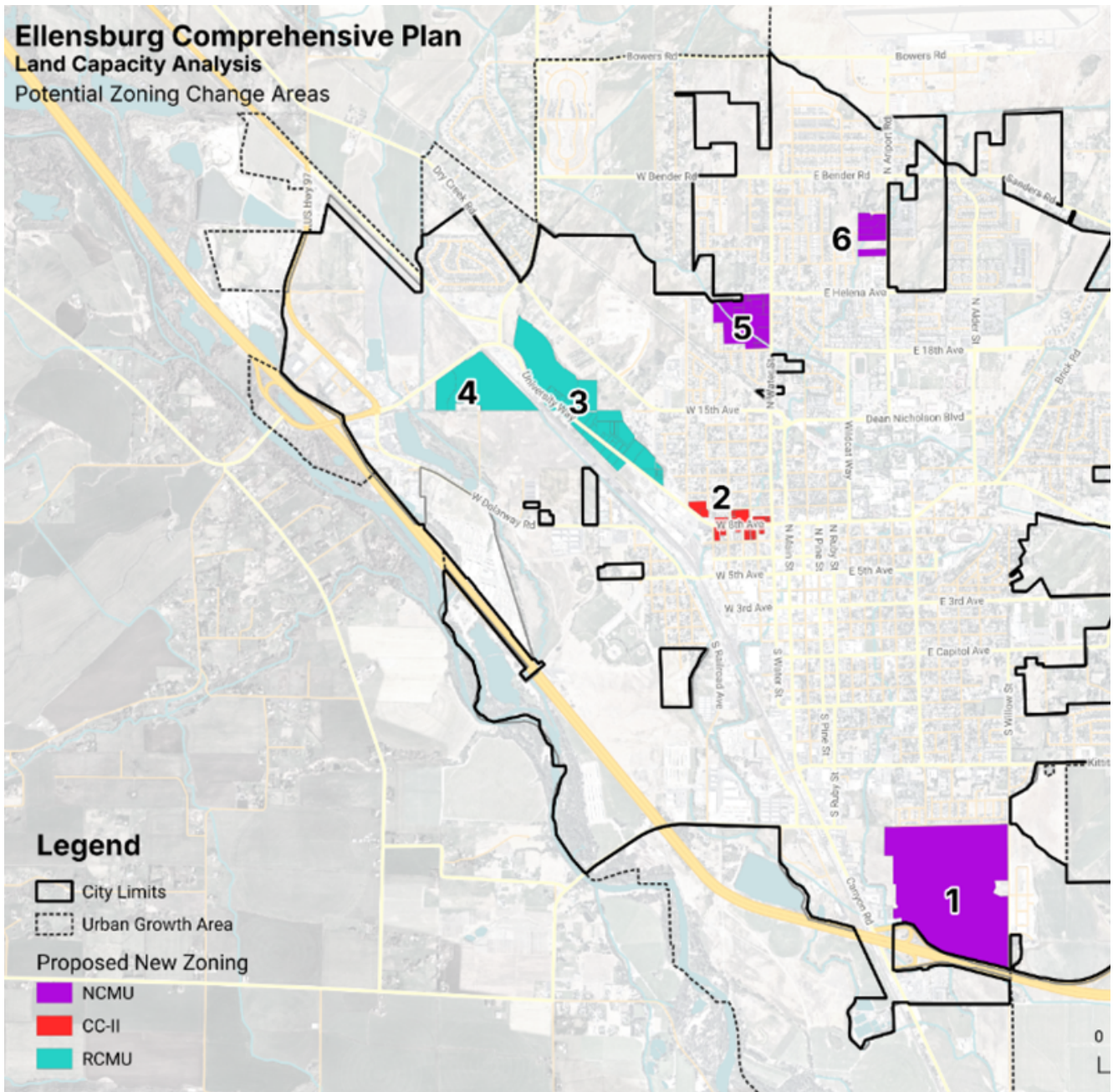
The Land Capacity Analysis (LCA) follows guidance from the state and a County-established methodology to account for planned developments, exclude undevelopable areas and areas unlikely to redevelop (like parks and schools), then analyzes the possible development options for remaining parcels based on recent development trends and market factors. Given state guidance on estimating affordability and Ellensburg's high percentage of low-income housing allocations (92% of the City's housing allocation is 0-80% AMI), the analysis found a slight deficit of available land for multifamily housing that can serve lower-income households earning less than 80% AMI. However, potential rezones would address this gap and add additional capacity to make it easier to build multifamily housing in more areas of the City.

### **Proposed Zoning Changes (as depicted in Image 1):**

1. E Umptanum/Canals of Ellensburg from Residential Suburban to Neighborhood Center Mixed Use to allow for commercial and more dense residential options close to downtown and the south interchange
2. W University Way (central) around Water Ave from Commercial Highway to Central Commercial II to retain business uses and slow multifamily close to downtown.
3. W University Way between Reecer Creek and Cora from Commercial Highway to Regional Center Mixed Use to allow multifamily housing along this corridor of recent improvements and adjacent to other mixed user areas of the west interchange.

4. W University Way (outer) between Reecer Creek and the west interchange from Commercial Highway to Regional Center Mixed Use adjacent to other mixed-use areas of the west interchange.
5. Parcels near E Helena and N Water with proximity to schools and downtown and along minor arterial streets from Residential Suburban and Residential Low to Neighborhood Center Mixed Use to allow more dense housing and potentially commercial uses.
6. Parcels along N Airport Road adjacent to other new multifamily development from Residential Suburban to Neighborhood Center Mixed Use to allow more dense housing and potentially commercial uses.
7. Combine Residential Suburban and Residential Low into a new Residential Low with a density minimum of three dwelling units per acre due to the airport overlay and a maximum of 12 dwelling units per acre to allow for duplexes, townhomes and/or cottage housing in this low-density zone. (This recommendation resulted from adequate provisions analysis for middle housing rather than the land capacity analysis.)

***Image 1: Proposed Zoning Changes***



Based on the Land Capacity Analysis results that incorporate the proposed zoning changes, the chart below displays the results that demonstrate potential housing capacity as required by the GMA and Commerce to demonstrate:

Number	Description	Additional multifamily capacity (DU)
1	Canals C-H to NCMU	887
2	University (east of Cora) C-H to CC-II	139
3	W Univ (between Reecer and Cora) C-H to RCMU	289
4	W University (West of Reecer) C-H to RCMU	246
5	Helena and Water R-S & R-L to NCMU	134
6	N Airport R-S to NCMU	18

These proposed zoning changes were presented in depth at a joint public meeting on January 8 to the Affordable Housing Commission and Planning Commission. This map and these numbers reflect suggestions made by those commissions at that meeting. Overall, the proposed changes as presented in this packet, were endorsed by both commissions.

One item discussed at this joint meeting was proposed change number 6. Originally proposed to rezone to R-M or R-H, it was suggested to consider commercial uses as well, which is why this modeling now shows it as NCMU.

#### Climate Change and Resiliency Element

Cascadia Consulting has developed the Climate Policy Audit Memorandum (Exhibit 3), which analyses current policy documents and research, as well as potential local hazards. This report was reviewed and discussed by the Environmental Commission in November 2025, to ensure it adequately covers local hazards. An online story map is being developed as an interactive online tool for public launch in February. The public will be able to explore the various hazards on the story map, such as extreme heat, wildfires, wildfire smoke, and flooding, to learn how these topics affect our everyday lives and why it is important we plan for them.

Cascadia Consulting and City staff are compiling a task force to discuss, create policy, and review draft chapters for this new element. Two liaisons from the Environmental Commission, and one from the DEI commission, have been assigned to participate in the Environmental Task force discussions and workshops. The team has planned a series of 4 scheduled meetings between now and June, to work with this task force on policy development and draft chapter review. Additional task force members at this time include members from WDFW, KEEN, and Mid-Columbia Fisheries, but we hope to expand this list.

#### Additional Updates:

*Transportation:* Fehr & Peers is nearing completion of the existing conditions memo, and they are well underway on future modeling. It is anticipated that by the end of March they will have the draft future results ready for intersection LOS based on modeled growth.

*EIS:* SCJ Alliance is also developing a new EIS statement for the entire City of Ellensburg. The team has been collaborating to develop the EIS alternatives, draft a scoping notice, and are currently reviewing draft chapters 1 and 2 of the EIS.

*Parks and Recreation:* The Parks and Recreation Department in partnership with MIG Consulting, has been leading their own in-depth studies, surveys, and outreach efforts to complete their PROS plan. Considering the separate requirements and efforts, City staff has worked closely with the policies and Parks and Recreation team to ensure that the data, planning, and modeling in both the PROS plan and updated Comprehensive Plan are cohesive and reflect the same information and goals. The Comprehensive Plan adopts the PROS plan by reference and will adopt the revised new PROS plan and goals into the comp plan.

*Economic Department:* The City Arts & Economic Development Manager has been working closely with Leland Consulting to update the Economic Development Chapter. The

information in this chapter will include a historical overview of the economic landscape of Ellensburg, a high-level look at what economic development is, a current overview, trends, changing economic sectors for the region, updated statistical information, emerging markets and growth opportunities, development of collaborative models pertaining to regional economic development and future growth opportunities.

*Library:* Staff has met several times with the Library Board, and they have reviewed and are in the middle of updating the library section of the Utilities chapter that applies to Library Services and goals.

*Historic Preservation:* Staff has consulted with the Landmarks and Design Commission multiple times to review the Historic Preservation Chapter for potential edits or updates.

*Access, Engagement, and Belonging:* One liaison from the DEI Commission has been assigned to consult with the environmental task force regarding related environmental justice matters required to address in the Climate Resilience Element. One liaison has been assigned to consult on development of the housing chapter, specifically regarding the racially disparate impacts report. City staff is expanding the scope of work with SCJ Alliance to assist with rewriting this chapter. Future drafts will be presented to the DEI Commission and other commissions as applicable, for review.

#### Next Steps

*Ellensburg Academy:* Staff will be presenting updates on the Periodic Update in March, at the Ellensburg Academy. This is an excellent opportunity for further information and continued updates on this process, with an interactive outreach and feedback component currently being developed.

*Online Engagement:* In February, the project team will roll out a complimentary interactive website tool accessible from the current project page. This will be advertised, and will be a place to participate in surveys, review auditing documents, and review draft chapters once available.

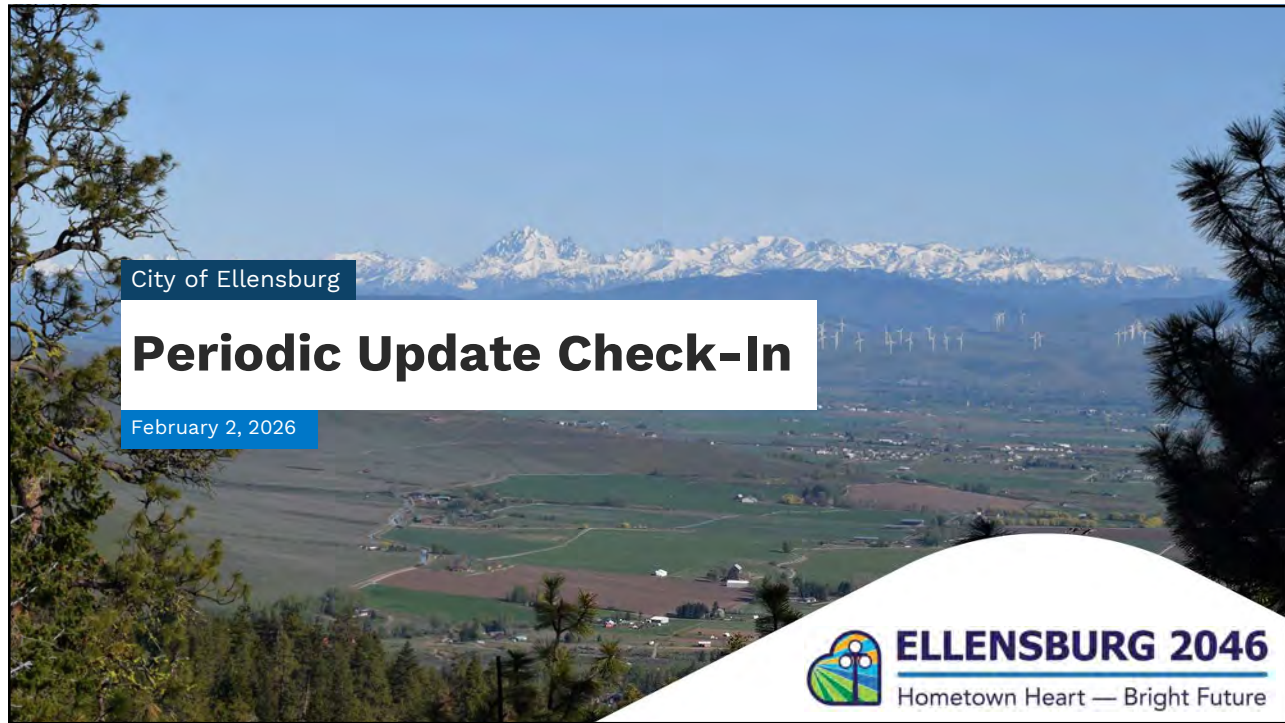
#### **Financial Impact:**

The previously approved scope of work and budget is still the project budget. Staff is currently exploring an amended scope of work for the consultant to work on rewriting the existing chapter 9, now that the 2025 adoption process has completed, to ensure all elements work together within the Comprehensive Plan.

Budget Adjustment: No

#### **Attachments:**

1. Exhibit 1- Presentation Slides
2. Exhibit 2- Land Capacity Analysis Report DRAFT Update
3. Exhibit 3- Climate Impacts Assessment



1

## Background / Summary


**ELLENSBURG 2046**  
 Hometown Heart — Bright Future



**Project Team**



**SCJ ALLIANCE**  
CONSULTING SERVICES



**LELAND**  
CONSULTING GROUP



**CASCADIA**  
CONSULTING GROUP

**FEHR & PEERS**

- City Staff:
- Planning
- Public Works
- Parks and Recreation
- Arts and Economic
- Housing
- Transportation



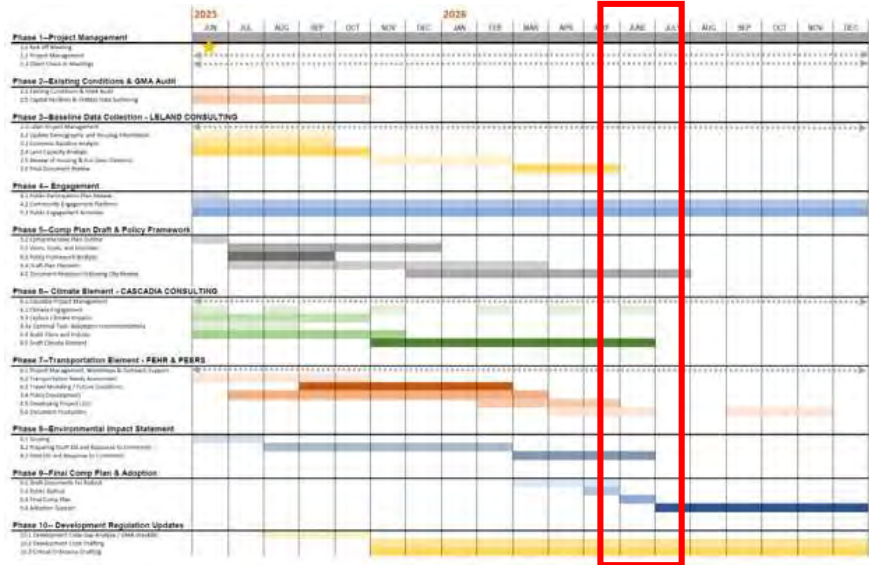




2

# Background / Summary

Scope of Work/  
Timelines



3

# Background / Summary

## Timeline and Checkpoints:

-	Table of Contents	Planning Commission
-	Introduction	Planning Commission
-		
<b>Chapter 1</b>	Land Use	Planning Commission
<b>Chapter 2</b>	Housing	Affordable Housing Commission Planning Commission
<b>Chapter 3</b>	Transportation	Transportation Commission Planning Commission
<b>Chapter 4</b>	Capital Facilities and Utilities	Utility Advisory Committee Planning Commission
<b>Chapter 5</b>	Parks and Recreation PROS Plan under development	Parks & Recreation Advisory Board Planning Commission?
<b>Chapter 6</b>	Economic Development	Planning Commission
<b>Chapter 7</b>	Environment (may be combined with new Climate element)	Environmental Commission Planning Commission
<b>Chapter 8</b>	Historic Preservation	Landmarks & Design Commission Planning Commission
<b>Chapter 9</b>	Access Engagement	DEI Commission

		and Belonging	Planning Commission
<b>Chapter 10</b>	<b>*New*</b> Climate		Task Force Environmental Commission Planning Commission
-		Definitions and Acronyms	Planning Commission
<b>Appendix A</b>	6-Year Capital Improvement Plan		Utility Advisory Committee
<b>Appendix B</b>	Transportation Improvement Plan		Transportation Commission
<b>Appendix C</b>	Racially Disparate Impacts Memo		Affordable Housing Commission Planning Commission
<b>Appendix D</b>	Household and Employment Growth		Affordable Housing Commission Planning Commission
<b>Appendix E</b>	Level of Service Reports		Transportation Commission
<b>Appendix F</b>	Travel Demand Documentation		Transportation Commission

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## Background / Summary

### Outreach

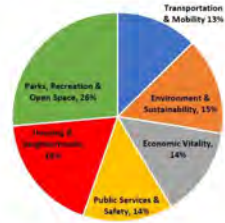
- Saturday Market
- Bite of the Burg
- Open House
- Penny Polls
- Interviews
- Task Force

### Future:

- Online Open House
- Online Surveys
- In Person Workshops



All Tabling (321 Participants)



• Transportation & Mobility
• Environment & Sustainability
• Economic Vitality  
• Public Services & Safety
• Housing & Neighborhoods
• Parks, Recreation & Open Space



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## Analysis

### Ellensburg Comp Plan Open House

Community Visioning: Envision Ellensburg 2046



### Ellensburg Comp Plan Open House

Community Visioning: Describe Ellensburg in Three Words



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# Analysis

## GROUP INTERVIEWS

### Completed:

- Community Based./ Faith Based Service Organizations
- Economic Development
- Housing
- Utilities and Services
- CWU

### Future:

- School District
- Tribes
- Elected/appointed officials (City) and regulatory agencies

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# Analysis

## Land Capacity Analysis- Methodology

Future housing needs broken down by area median income (AMI) groups

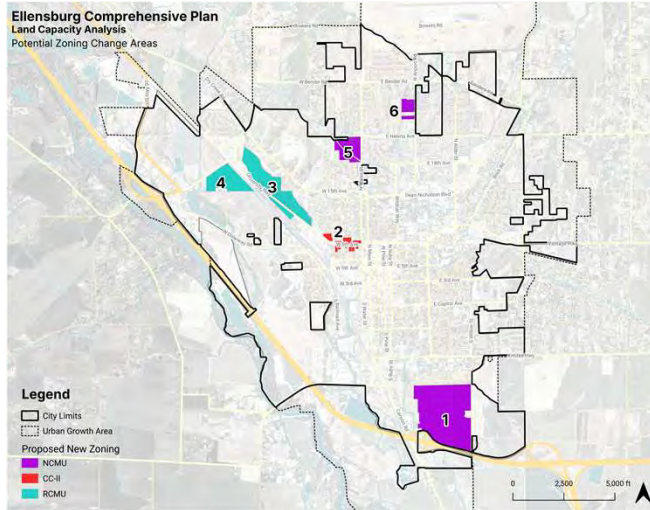


- **Pending Parcels**
  - Development since 2020 and proposed
- **Exclusions and Reductions**
  - Critical areas, public or undevelopable parcels, market and infrastructure factors
- **Parcel Classification**
  - Vacant, partially used, under-utilized
- **Land Use and Density**
  - Residential/commercial split, housing and employment density assumptions
- **Results and Considerations**

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# Analysis

## Proposed Zoning Changes



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# Analysis

## Proposed Zoning Changes

1. E Umptanum / Canals of Ellensburg from Residential Suburban to Neighborhood Center Mixed Use
2. W University Way (central) around Water Ave from Commercial Highway to Central Commercial II
3. W University Way between Reecer Creek and Cora from Commercial Highway to Regional Center Mixed Use
4. W University Way (outer) between Reecer Creek and the west interchange from Commercial Highway to Regional Center Mixed
5. Parcels near E Helena and N Water with proximity to schools and downtown and along minor arterial streets from Residential Suburban and Residential Low to Neighborhood Center Mixed Use
6. Parcels along N Airport Road adjacent to other new multifamily development from Residential Suburban to Neighborhood Center Mixed Use
7. Combine Residential Suburban and Residential Low into a new Residential Low with a density minimum of three dwelling units per acre due to the airport overlay and a maximum of 12 dwelling units per acre to allow for duplexes, townhomes and/or cottage housing in this low-density zone. (This recommendation resulted from adequate provisions analysis for middle housing rather than the land capacity analysis.)

Number	Description	Additional multifamily capacity (DU)
1	Canals C-H to NCMU	887
2	University (east of Cora) C-H to CC-II	139
3	W Univ (between Reecer and Cora) C-H to RCMU	289
4	W Univ (west of Reecer) C-H to RCMU	246
5	Helena and Water R-S & R-L to NCMU	134
6	N Airport R-S to NCMU	18

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# Analysis

## Additional Analysis

### Climate Change and Resiliency Element

- Task force- policy development, workshops, review

### Transportation

- Draft Existing Conditions Memo is complete

### Parks

- Parks, Recreation, and Open Space Plan

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**Thank you! Any questions?**



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# Ellensburg Comprehensive Plan

LAND CAPACITY ANALYSIS FOR HOUSING, EMPLOYMENT, AND HOUSING BY INCOME BAND | DRAFT 2026-01-21

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# Introduction and Targets

Leland Consulting Group (Leland) was retained by the City of Ellensburg as part of a team led by the SCJ Alliance (SCJ) to assist in completing several required analyses for its 2026 Comprehensive Plan update. As part of this work, Leland conducted a Land Capacity Analysis (LCA) to determine potential development capacity for housing and jobs in the city through 2046, including capacity for housing units by income band to comply with recent updates to the Growth Management Act (GMA). This report details the methodology and results of this analysis, which was conducted using the Kittitas County LCA Methodology (May 8, 2025), developed to ensure consistency across the County for the current Comprehensive Plan update cycle. This report follows the order of analysis steps in the County methodology, which is attached as Appendix A.

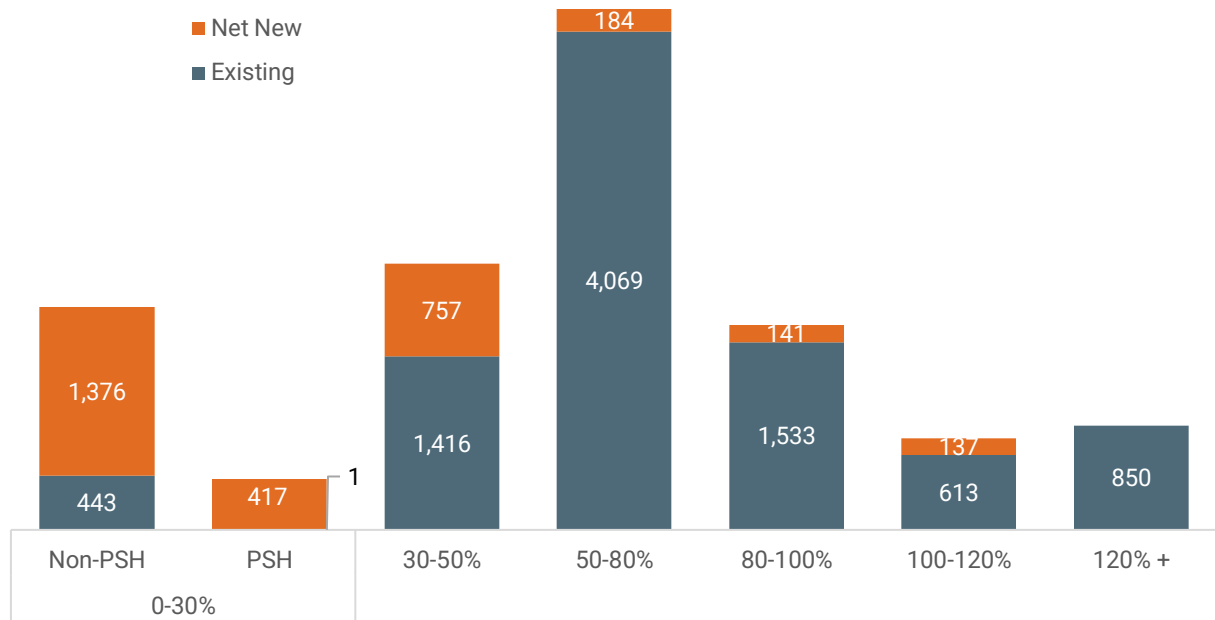
Note that, per the County methodology, the base point in time for this LCA is December 31, 2024, and that this LCA only analyzes incorporated parcels inside the City of Ellensburg. Kittitas County will analyze unincorporated parcels within the Ellensburg Urban Growth Area (UGA).

In accordance with the GMA, all Kittitas County jurisdictions are required to demonstrate that they have sufficient land capacity to accommodate the projected 2046 housing needs and jobs growth based on Washington Office of Financial Management (OFM) countywide forecasts. Kittitas County established population, housing, and employment growth targets for all cities within the County using the OFM forecasts and the Department of Commerce’s Housing for All Planning Tool (HAPT) for this planning horizon, using a 2020 baseline. Ellensburg’s must plan for a total of **25,631 residents by 2046, an increase of 4,834** from the 2020 baseline of 20,797. Using the HAPT, which takes into account household size, future vacancy rates needed to ensure a healthy housing market, and housing needed to accommodate homeless and cost-burdened residents, this translates to a housing target of **3,012 net new units between 2020 and 2046**. The county also established a jobs target based on the existing jobs-to-housing ratio of 0.90. This results in a target of **2,710 net new jobs** for the 2020-2026 period.

The housing unit targets are further broken down by what household income level they can serve. The chart below in Figure 1 shows Ellensburg’s existing housing units (in blue) and projected net new housing units (in orange) needed for the 2020-2046 planning horizon and grouped by income band, expressed as a percentage of Kittitas County Area Median Income (AMI). The 2024 AMI for Kittitas County used in this analysis was **\$99,800**. The AMI is determined by the U.S. Department of Housing and Urban Development (HUD) and is generally higher than the U.S. Census-reported median household income for a given city since it is a countywide metric and based on average family income, which excludes one-person households. The HUD AMI is used to determine eligibility and income limits for subsidized affordable housing units.

Note that the projected housing needs for families earning under 30% AMI are broken down into permanent units (i.e. standard housing units) and permanent supportive housing (PSH), defined in the Department of Commerce guidebook as “subsidized, leased housing for people who are experiencing homelessness or are at risk of homelessness and living with a disabling condition.”

**Figure 1. Ellensburg Existing (2020) and New Housing Units Needed by Income Band, 2020-2046**



Source: Kittitas County, Washington Department of Commerce

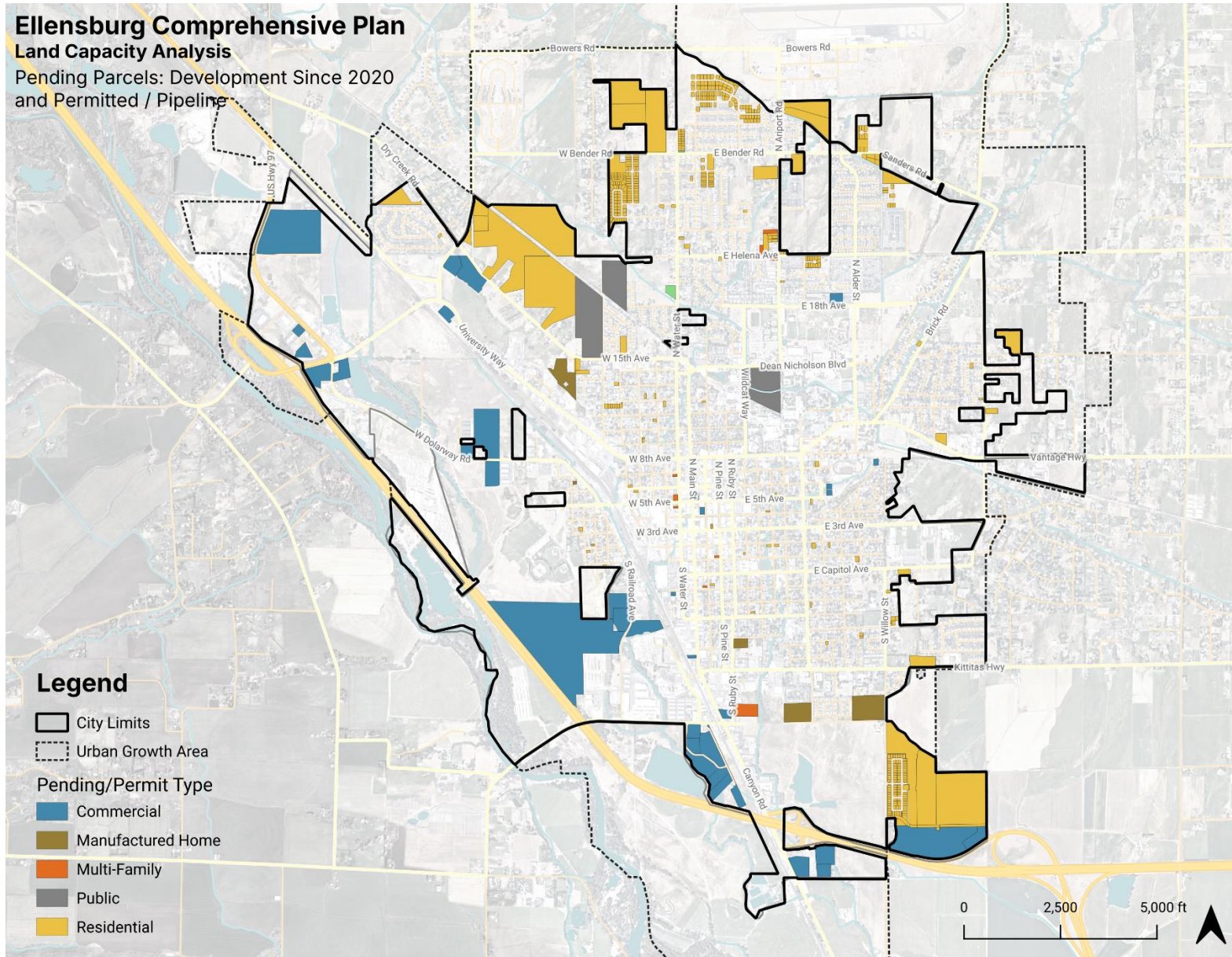
## Data Collection and Calculating Gross Developable Land Inventory

The first step in the analysis involves refining the city’s parcel layer to calculate the total amount of developable land with capacity for development over the 20 year horizon. Kittitas County Assessor parcel data was collected from the County’s GIS hub and used to conduct this analysis.

### Pending Development

Per the County’s methodology, parcels with pipeline development should be removed so as not to double-count parcels in the LCA process. Additionally, as discussed above, the state sets the baseline for the housing and jobs targets at 2020. Therefore, any development which has occurred since 2020 is also counted towards meeting the city’s target. Together, **development since 2020 and planned/pipeline development is called “Pending development”** for the purposes of this LCA. The map below in Figure 2 shows parcels with pending development, and the chart below in Figure 3 shows details of pending development by zone and development type. As noted in the County methodology, these parcels were removed from consideration in the LCA and will be added back into the totals at the end of the analysis.

Figure 2. Pending Parcels in Ellensburg for LCA



Source: City of Ellensburg, Kittitas County Assessor, Leland Consulting Group

Figure 3. Pending Development in Ellensburg by Zone, 2020-2046

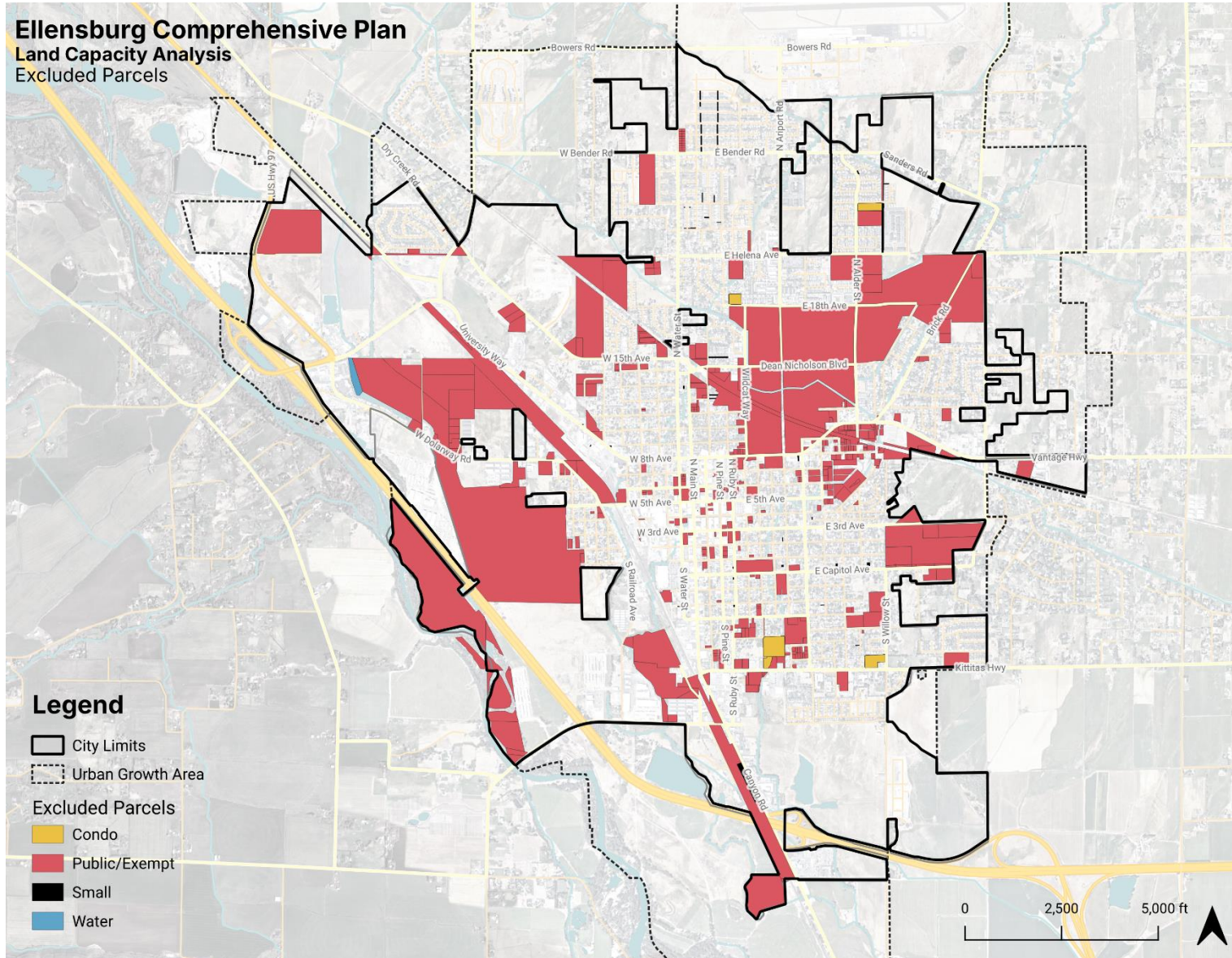
Zone	HOUSING				EMPLOYMENT	
	Single-Family or Middle Housing Units	Manufactured Home Units	Multi-Family Units	Total Units	Total Commercial Square Feet	Estimated Total Jobs
CC	2		100	102	721	2
CC II				0	1,248	3
CH	2			2	25,410	63
CN						0
IH						0
IL		1		1	900,371	1,125
MHP		9		9		
NCMU			78	78		
PR					15,806	40
PUD						
RCMU						
RH	9		20	29		
RL	30			30	2,584	7
RM	36		33	69	600	2
RO	6			6		
RS	1,100			1,100	2,800	7
<b>Grand Total</b>	<b>1,187</b>	<b>10</b>	<b>231</b>	<b>1,426</b>	<b>949,540</b>	<b>1,249</b>

Source: City of Ellensburg, Kittitas County Assessor, Leland Consulting Group

## Excluded Parcels and Undevelopable Land

In addition to the pending parcels, the County methodology removes **publicly owned and tax-exempt parcels** from consideration in the LCA, as well as allowing jurisdictions flexibility in choosing other parcels to remove from consideration. For this analysis, condominiums were also removed, since they typically are unlikely to redevelop and the particulars of assessor data can cause them to be flagged as redevelopable using the methodology detailed below. In addition, very small fragments of parcels that are too small for any significant redevelopment, as well as easements, fragments of right-of-way, and parcels entirely made up of water were removed from consideration in this LCA. The map below shows excluded parcels by type. These parcels total **1,369 acres**.

Figure 4. Parcels Excluded from Consideration in Ellensburg LCA



Source: City of Ellensburg, Kittitas County Assessor, Leland Consulting Group

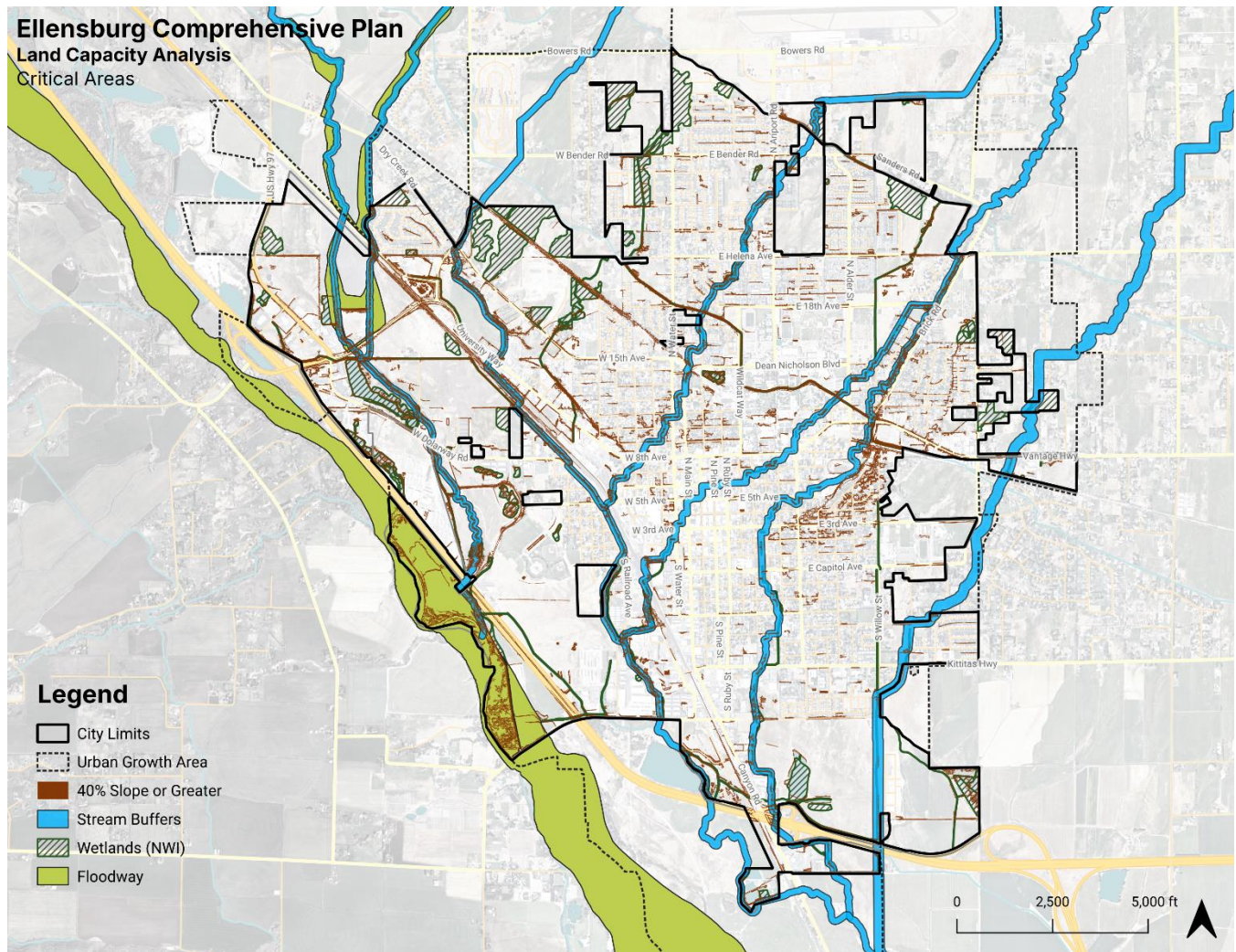
## Critical Areas

The County methodology lists the following critical areas which create undevelopable conditions on properties. Data sources used for this analysis are also listed below:

- **Steep slopes** (Washington State LIDAR data – 40% slope and greater used for this analysis)
- **Streams** (City data)
- **Wetlands** (National Wetland Inventory)
- **Floodways** (FEMA maps)
- **Critical Area Buffers** (City code – 85 feet used for streams and 50 feet for Lyle Creek)

These critical areas were mapped, and the acreage was removed from the total developable acreage at the parcel level. The map below shows the critical areas by type used in this LCA:

**Figure 5. Critical Areas Removed from Ellensburg LCA**



Source: City of Ellensburg, Federal Emergency Management Administration, State of Washington, U.S. Fish and Wildlife Service

The table below shows the gross acres and gross developable acres by zone, after removing excluded parcels and critical area acreage:

**Figure 6. Gross Developable Acres by Zone in Ellensburg for LCA**

Zone	Gross Zone Area (acres)	Gross Developable Land (acres)
CC	51.0	44.0
CC II	59.2	41.5
CH	430.4	323.8
CN	9.3	4.5
IH	62.2	22.4
IL	289.5	162.2
MHP	33.4	32.3
NCMU	17.9	13.1
PR	2.3	1.5
PUD	19.9	18.6
RCMU	96.0	65.0
RH	9.6	8.0
RL	354.6	301.3
RM	250.9	208.9
RO	50.6	44.8
RS	974.0	792.3
<b>Grand Total</b>	<b>2,710.8</b>	<b>2,084.3</b>

## Parcel Classification

To determine developable land capacity in Ellensburg, a set of assumptions was used to categorize the parcel acreage shown above as **vacant**, **partially used**, **under-utilized**, or **fully developed**, according to the County methodology.

### Vacant

Parcels in all zones were identified as “vacant” if one of the following was true:

- Parcels classified as **undeveloped** or **vacant** by the Kittitas County Assessor
- Parcels with a combined improvement (building) and land value of **\$10,000** or less.

### Partially Used

The partially-used classification refers to parcels in single-family zones that are **large enough to be subdivided** for additional units. The threshold set by the County are parcels that are three times larger than the allowed minimum lot size. In Ellensburg, the RS and RL zones were used for this classification methodology. In addition, parcels with an improvement (building) value worth more than the 75<sup>th</sup> percentile of the assessed building value citywide were removed, to represent high-value homes on large properties that are unlikely to subdivide.

### Under-Utilized

This category applies to parcels in all other zones aside from RS and RL. For this analysis, parcels are considered under-utilized if the ratio of the improvement (building) to land is less than **1.0**, indicating that the parcel **can**

**redevelop to a more intense use** than is currently on the parcel. Additionally, single-family homes in zones allowing denser middle housing or multifamily housing are also classified as under-utilized.

### Fully Developed

Parcels which were not excluded earlier in the process (i.e. pending, public, otherwise undevelopable), and which do not meet any of the criteria for vacant, partially used, or under-utilized, are classified as “**fully developed**” and are not assumed to have any development capacity for the purposes of this LCA.

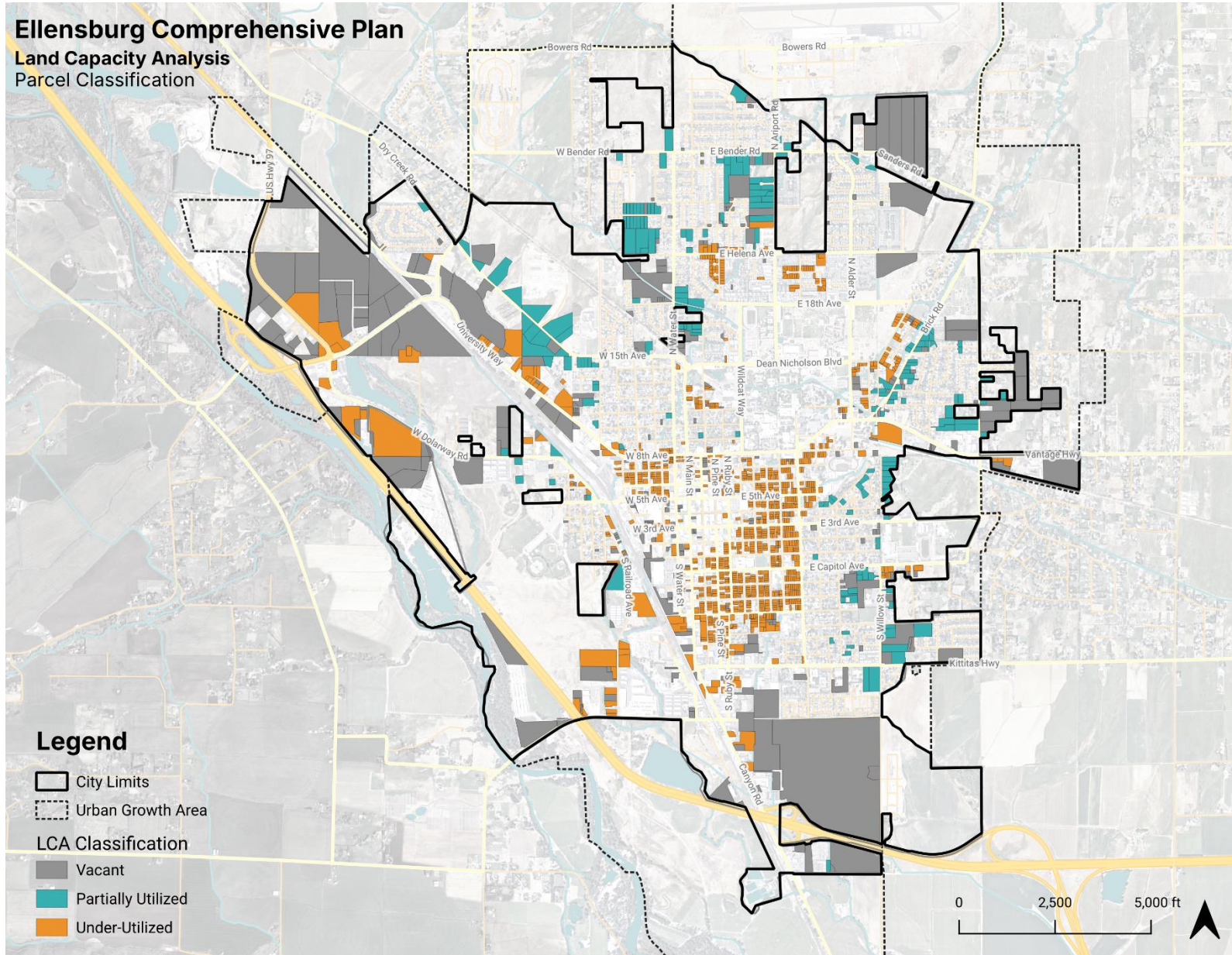
## LCA Parcel Summary

The table below shows the vacant, partially-used, and redevelopable acreage in each zone after the critical area acreage was removed. The locations of these parcels are shown on the map below in Figure 8.

**Figure 7. Total Gross Unconstrained Acreage of Vacant, Partially Used, and Under-Utilized Parcels by Zone**

Zone	Description	Vacant	Partially Used	Under-Utilized	Total
<b>RS</b>	Residential Suburban	310.6	66.4	0.0	377.0
<b>RL</b>	Residential Low Density	15.5	22.8	0.0	38.4
<b>RM</b>	Residential Medium Density	25.9	0.0	89.6	115.4
<b>RH</b>	Residential High Density	1.9	0.0	1.9	3.8
<b>RO</b>	Residential Office	3.6	0.0	32.4	36.0
<b>CH</b>	Commercial Highway	172.9	0.0	53.9	226.8
<b>CC</b>	Central Commercial	3.7	0.0	7.9	11.6
<b>CC II</b>	Central Commercial II	8.2	0.0	12.3	20.4
<b>MHP</b>	Manufactured Home Park	3.7	0.0	1.9	5.6
<b>IL</b>	Industrial Light	71.9	0.0	45.6	117.4
<b>IH</b>	Industrial Heavy	3.9	0.0	7.9	11.8
<b>PR</b>	Public Reserve	0.5	0.0	1.0	1.5
<b>RCMU</b>	Regional Center Mixed Use	53.2	0.0	11.8	65.0
<b>NCMU</b>	Neighborhood Center Mixed Use	9.0	0.0	1.8	10.9
	<b>Total</b>	<b>684.6</b>	<b>89.2</b>	<b>267.9</b>	<b>1,041.7</b>

Figure 8. Land Capacity Analysis Parcel Classification Map



## Deductions and Market Factors

The Kittitas County LCA Methodology indicates that jurisdictions should reduce the amount of vacant and redevelopable acreage by a reasonable amount to account for land that may not be available for redevelopment due to the market conditions or property owner decisions and preferences, as well as a deduction for land that may be needed for new infrastructure improvements such as right-of-way, landscaping, open space, stormwater management, etc. The County’s methodology contains a market factor deduction of **10 percent for vacant parcels** and **25 percent for partially used and under-utilized parcels**, which were used in this analysis. The County also suggests an infrastructure deduction of 5-10 percent for cities. Ellensburg staff selected an **infrastructure deduction of 5 percent** given the overall availability of infrastructure in the city. The table below shows the total net developable acres by zone after applying these deductions.

**Figure 9. Deductions and Net Acreage by Zone (after Deductions) for Ellensburg Land Capacity Analysis**

Zone	Vacant		Partially Utilized		Under-Utilized		Total Net Acres
	Total Reduction Factor	Net Acres	Total Reduction Factor	Net Acres	Total Reduction Factor	Net Acres	
RS	15%	264.0	30%	46.5	30%	0.0	<b>310.5</b>
RL	15%	13.2	30%	16.0	30%	0.0	<b>29.2</b>
RM	15%	22.0	30%	0.0	30%	62.7	<b>84.7</b>
RH	15%	1.7	30%	0.0	30%	1.3	<b>3.0</b>
RO	15%	3.1	30%	0.0	30%	22.7	<b>25.7</b>
CH	15%	147.0	30%	0.0	30%	37.7	<b>184.7</b>
CC	15%	3.2	25%	0.0	25%	5.9	<b>9.1</b>
CC II	15%	6.9	25%	0.0	25%	9.2	<b>16.1</b>
MHP	15%	3.2	30%	0.0	30%	1.4	<b>4.5</b>
IL	15%	61.1	30%	0.0	30%	31.9	<b>93.0</b>
IH	15%	3.3	30%	0.0	30%	5.5	<b>8.8</b>
PR	15%	0.4	30%	0.0	30%	0.7	<b>1.1</b>
RCMU	15%	45.2	30%	0.0	30%	8.3	<b>53.5</b>
NCMU	15%	7.7	30%	0.0	30%	1.3	<b>9.0</b>
		<b>581.9</b>		<b>62.5</b>		<b>188.5</b>	<b>832.9</b>

# Housing and Employment Capacity

## Residential/Commercial Split

Having established the amount of available developable acreage, the next step in the analysis is to determine the **share of this acreage which may redevelop as residential and nonresidential uses** in each zone. The County methodology suggests a baseline assumption of a 50/50 residential/commercial split in mixed-use zones. This was used in the CC, CCII, and NCMU zones in Ellensburg. In the RCMU zone, staff adjusted the percentage to 30 percent residential and 70 percent commercial, following recent development trends in the zone and expectations that there will continue to be a higher share of commercial compared with residential developed in the RCMU over the planning horizon. The table below shows the assumed residential share of each zone used in this analysis.

**Figure 10. Assumed Residential/Commercial Share for Ellensburg LCA**

Zone	Description	Assumed % Residential
RS	Residential Suburban	100%
RL	Residential Low Density	100%
RM	Residential Medium Density	100%
RH	Residential High Density	100%
RO	Residential Office	100%
CH	Commercial Highway	0%
CC	Central Commercial	50%
CC II	Central Commercial II	50%
MHP	Manufactured Home Park	100%
IL	Industrial Light	0%
IH	Industrial Heavy	0%
RCMU	Regional Center Mixed Use	30%
NCMU	Neighborhood Center Mixed Use	50%

## Residential Density

The next step is to estimate the density at which the identified residential acreage could be redeveloped. Per the County methodology, this should be a **forward-looking analysis which considers allowed and achieved densities and considers a slight increase in density over existing density**. The table below shows the minimum and maximum density in Ellensburg’s residential zones which have specified densities in the zoning code. It also shows the average achieved density of projects built since 2020 and in the pipeline. Finally, the right column shows the assumed housing density used for this LCA, generally a slight increase over achieved densities per the County methodology. In the case of the CH and RCMU zone which have not seen recent multifamily development, the density assumption used in RH, where apartments have been built recently, was applied since the standards and locations of those zones are most similar to RH. In CCII, the same density as CC was used, based on recent

multifamily apartments in CC and similar zoning standards between the zones. In the MHP zone, an average density of Ellensburg’s three existing mobile home parks was used to forecast the eventual build-out of those parks which still contain some vacant spaces.

**Figure 11. Assumed Residential Densities for Zones Allowing Housing in Ellensburg Land Capacity Analysis**

Zone	Minimum Density (du/ac)	Maximum Density (du/ac)	Achieved Density (2020-2025 and Planned Projects)	Assumed Housing Density for LCA (du/ac)
RS		6.0	2.9	4.0
RL	6.0	8.0	4.4	6.0
RM	8.0		9.2	10.0
RH	15.0		24.2	25.0
RO	8.0		6.0	8.0
CC			96.2	100.0
CC II				100.0
MHP			7.6*	7.6
RCMU				25.0
NCMU			16	16.0

## Employment Density

To determine the density of employment capacity on the nonresidential acreage in Ellensburg, a job density assumption was developed for each zone and measured in jobs per acre. Per the County methodology, and similar to the housing density calculations above, achieved density of commercial development since 2020 was analyzed, as well as pending development, calculated in Floor Area Ratio (FAR). An assumed FAR based on recent development was selected, with IH using the same assumption as IL and the Mixed Use zones using similar assumptions to the CH and CC zones, respectively, based on staff feedback. These FAR assumptions were then multiplied by an assumed square feet per job metric from the County methodology to generate a job capacity per acre on available employment land, as shown below:

**Figure 12. Assumed Employment Densities for Land Capacity Analysis**

Zone	Achieved FAR since 2020	Pending (2020-2025+) FAR	FAR for LCA	Square Feet Per Job	Assumed Job Density for LCA (Jobs/Acre)
CH	0.3	0.1	0.3	400	27.2
CC	1.0	0.0	1.0	400	108.9
CC II	0.4		0.4	400	39.1
IL	0.1	0.2	0.1	800	5.4
IH			0.1	800	5.4
RCMU			0.3	400	27.2
NCMU			0.4	400	39.1

## Additional ADU Capacity

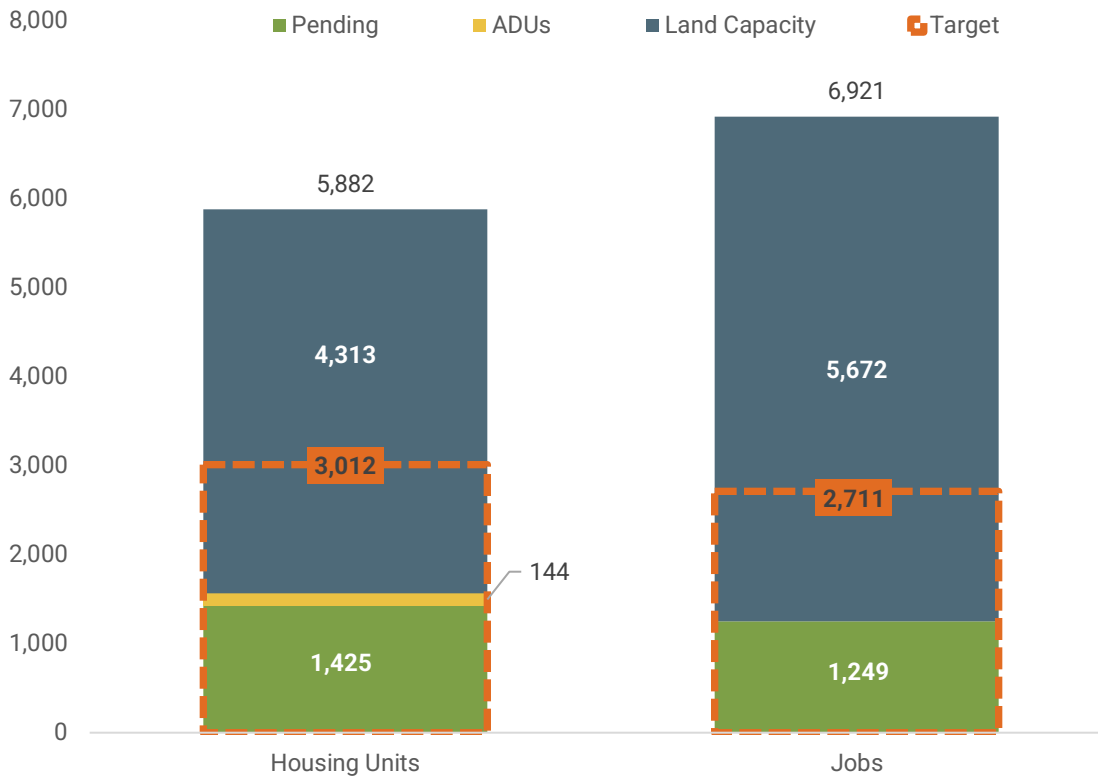
Additional capacity for ADUs was calculated **separately at a parcel level, since new ADUs can be constructed on any parcel where ADUs are allowed, regardless of whether or not it is classified as vacant, partially used, or under-utilized based on the criteria above.** For this analysis, the total number of parcels in RL and RS which are

currently listed as having a single-family use by the Kittitas County Assessor were totaled. Then, the total number of undeveloped parcels which could see single-family development in these zones were also added. This results in a total of 3,601 parcels where an ADU could be constructed over the planning horizon. The Department of Commerce suggests using an uptake rate of 2-5 percent of these parcels to estimate a reasonable ADU capacity over the planning horizon. In Ellensburg, an average of five ADUs have been permitted per year since 2020. Using a four percent uptake assumption would result in a **total ADU capacity of 144 units over the planning horizon**, or about seven per year. This represents a slight increase over recent trends, which is within reason when considering recent state legislation requiring that two ADUs will now be allowed on all lots in the city.

## Results

Figure 13 shows the overall results of the housing and jobs capacity analysis. Pending units that have been developed since the 2020 baseline or are in the pipeline are indicated in green. The land capacity for housing and jobs, as calculated above, is displayed in blue. ADU capacity is shown in yellow. Under the assumptions described above, Ellensburg’s **total housing capacity is 5,882 units** and the **employment capacity is 6,921 jobs**. The targets set by the County are highlighted in dashed yellow boxes. In total, Ellensburg has sufficient capacity to accommodate its housing and job targets, although the next step in the analysis is to break the housing units down by the potential income levels they can serve, which shows a deficit at lower income bands as described in the subsequent section of this report.

**Figure 13. Ellensburg Land Capacity Analysis Results for Total Housing Units and Jobs, 2020-2046**



Source: Kittitas County; Leland Consulting Group

Figure 14 below shows the breakdown of the total unit and job land capacity by zone, after applying the densities discussed above to the net acreage (less critical areas and infrastructure deductions) and subtracting units that would be lost to redevelopment. Note that pending units and ADUs are not included in the table below.

**Figure 14. Housing Unit and Job Capacity by Zone in Ellensburg, 2025-2046**

Zone	Description	Net Unit Capacity	Net Job Capacity
RS	Residential Suburban	1,242	0
RL	Residential Low Density	175	0
RM	Residential Medium Density	847	0
RH	Residential High Density	74	0
RO	Residential Office	206	0
CH	Commercial Highway	0	4,002
CC	Central Commercial	454	173
CC II	Central Commercial II	807	136
MHP	Manufactured Home Park	34	0
IL	Industrial Light	0	333
IH	Industrial Heavy	0	18
PR	Public Reserve	0	0
RCMU	Regional Center Mixed Use	401	861
NCMU	Neighborhood Center Mixed Use	72	150
	<b>Total</b>	<b>4,313</b>	<b>5,672</b>

## Housing Needs by Income Band

Updates to the GMA resulting from HB1220, now codified in RCW 36.70A.070(2), require jurisdictions to analyze their housing capacity by what household income level the new units can serve, as a percentage of Countywide AMI. Each county establishes income-based projections for each city within the county, and the cities must then demonstrate that they have sufficient land capacity for the number of units allocated in each income band, as well as capacity for emergency housing unit projected needs. Ellensburg’s projected housing unit needs for the 2020-2045 period are shown below.

**Figure 15. Ellensburg Projected Housing Needs by Income Band, 2020-2046**

Income Band (% AMI)	0-30 Non-PSH	0-30 PSH	30-50	50-80	80-100	100-120	120+	Total
<b>Net New Units 2020-2045</b>	1,376	417	757	184	141	137	0	<b>3,012</b>

Source: Kittitas County

## Land Capacity by Income Band

Following Department of Commerce guidance, analyzing land capacity by income band is accomplished by grouping zones into zone categories based on the housing types that are allowed and then grouping those categories by the lowest potential income level that could be served by the housing types in that zone category. The table below in Figure 16 shows the Department of Commerce’s guidance on the relationship of housing types to income levels and land capacity. These “moderate-cost” income band classifications are recommended for communities outside the Puget Sound region.

Note that the Commerce table shown below in Figure 16 includes columns for both assumed income bands that can be served by market-rate development and assumed income bands that can be served by subsidized development (i.e. income-restricted low-income housing funded through the Low Income Housing Tax Credit or Multifamily Tax Exemption, etc.). Following Commerce guidance, zones are categorized based on the lowest *potential* income that can be served, including by subsidized development, in the zone. **This does not imply that the entire zone will be built out with subsidized or deeply subsidized units, but it does indicate that the zone allows those types of units to be built without undue regulatory barriers, as required by the GMA.** Commerce guidance also indicates that jurisdictions should document available sources of subsidy that may be used over the planning horizon in order for the capacity for lower income units, particularly under 50 percent AMI, to be realized. This is found in the “Adequate Provisions” analysis in [Appendix xxxx](#)

**Figure 16. Department of Commerce Guidance on Income Band Classification (Moderate-Cost Communities)**

Zone category	Typical housing types allowed	Lowest potential income level served		Assumed affordability level for capacity analysis
		Market rate	With subsidies and/or incentives	
Low Density	Detached single family homes	Higher income (>120% AMI)	Not typically feasible at scale*	Higher income (>120% AMI)
Moderate Density	Townhomes, duplex, triplex, quadplex	Moderate income (>80-120% AMI)	Not typically feasible at scale*	Moderate income (>80-120% AMI)
Low-Rise Multifamily	Walk-up apartments, condominiums (2-3-floors)	Low income (>50-80% AMI)	Extremely low and Very low income (0-50% AMI)	Low income (0-80% AMI) and PSH
Mid-Rise Multifamily	Apartments, condominiums	Low income (>50-80% AMI)	Extremely low and Very low income (0-50% AMI)	Low income (0-80% AMI) and PSH
ADUs (all zones)	Accessory Dwelling Units on developed residential lots	Low income (>50-80% AMI)	N/A	Low income (>50-80% AMI) – Group with Low-Rise and/or Mid-Rise Multifamily

Source: Washington Department of Commerce “Guidance for Updating Your Housing Element” (August 2023, Updated September 2024)

To corroborate the income band classifications shown above for *market rate* units, CoStar data on rents and Redfin data on home sales was analyzed and compared to Kittitas County’s AMI. Figure 17 shows sales prices for single-family and middle housing in Ellensburg, for all sales regardless of age of housing unit as well as for sales of recently built units. Newly built single-family homes are serving households earning 130 percent AMI and higher, confirming the Commerce assumptions above for single-family homes. Note that median sales prices indicate that some single-family homes are serving moderate-income households earning less than 120 percent AMI, but since the LCA is focused mostly on new housing production, the income band assumptions based on

homes built since 2020 were used. For middle housing, there was not sufficient data available on recent sales prices of 2-6 unit buildings, but the table shows the average sales price for all condos and townhomes in Ellensburg as a proxy. Although these are not necessarily new units, it does demonstrate that attached products and condos are selling for significantly less than single-family homes in the city. Finally, the table also shows that recently built mobile homes in the city are selling for prices affordable to households in the 60-80 percent AMI range, on average.

**Figure 17. Market Sales Prices of Housing Units by Type in Ellensburg**

	Sale Price	Affordable to AMI %
<b>Single-Family</b>		
Median 2025 Sales Price (All Single-Family Homes)	\$430,839	110%
Average Price of 199 Homes Built and Sold Since 2020	\$509,950	130%
<b>Middle Housing</b>		
Median 2025 YTD Sale Price (All Condos/Townhomes)	\$297,375	76%
<b>Mobile Homes</b>		
Average Price of 48 Homes Built and Sold Since 2015	\$268,012	68%

Source: Redfin, Leland Consulting Group, HUD

Note: Assumes 20% down payment, 6.5% interest rate, 30-year mortgage, 0.9% property tax rate, and \$5/\$1,000 insurance rate.

Figure 18 shows market rents for all multifamily apartments in Ellensburg and for recently developed apartments, by unit size. It then shows the corresponding percentage of AMI that households of various sizes would need to afford the rent, based on HUD income limits by household size. Overall, most renters earning 80 percent AMI would be able to afford an apartment in the city at an appropriate size for their household. Some 3-person households at 80 percent AMI or below may struggle to afford to rent an apartment in recently built projects. This data only captures rents in multifamily buildings reported by CoStar. For comparison, data from the Washington Center for Real Estate Research reports an average rent citywide of **\$1,265**, which also includes rentals of single-family units. These rents would be affordable to **all household sizes at 80 percent AMI or below**. Overall, this data suggests that **the majority of renters in Ellensburg can afford a unit without being cost-burdened if their incomes are at 80 percent of the AMI**.

**Figure 18. Market Multifamily Rents in Ellensburg, September 2025**

	Average Monthly Rent	% of AMI Needed for 1-Person Household	% of AMI Needed for 2-Person Household	% of AMI Needed for 3-Person Household
HUD Income Limit		\$75,400	\$86,200	\$97,075
Average Rent per Studio Unit (all)	\$821	44%	38%	---
Average Rent per 1-Bedroom Unit (all)	\$973	52%	45%	40%
Average Rent per 1-Bedroom Unit (Built Since 2020)	\$1,342	71%	62%	55%
Average Rent per 2-Bedroom Unit (all)	\$1,139	60%	53%	47%
Average Rent per 2-Bedroom Unit (Built Since 2020)	\$1,598	85%	74%	66%
Average Rent per 3-Bedroom Unit (all)	\$1,415	75%	66%	58%
Average Rent per 3-Bedroom Unit (Built Since 2020)	\$1,852	98%	86%	76%

Source: CoStar, HUD Income Limits, Washington State Housing Finance Commission, Leland Consulting Group

Note: Assumes households can spend 30 percent of their income on rent/housing costs without being cost-burdened.

Based on this cost analysis and the types of housing allowed in each of Ellensburg’s zoning districts, the table below shows the income-band classifications for each zone in the city.

**Figure 19. Affordability Levels by Zone for Ellensburg LCA**

Zone	Zone Description	Share of Zone	Housing Types	Assumed Affordability Level for Capacity Analysis (% of AMI)
RS	Residential Suburban	100%	Detached Single-Family	120% +
RL	Residential Low Density	90%	Detached Single-Family	120% +
		10%	Middle Housing (Plexes, Townhomes)	80-120%
RM	Residential Medium Density	40%	Detached Single-Family	120% +
		20%	Middle Housing (Plexes, Townhomes)	80-120%
		40%	Multifamily	0-80%
RH	Residential High Density	25%	Middle Housing (Plexes, Townhomes)	80-120%
		75%	Multifamily	0-80%
RO	Residential Office	80%	Detached Single-Family	120% +
		20%	Multifamily	0-80%
CH	Commercial Highway	100%	Multifamily	0-80%
CC	Central Commercial	100%	Multifamily	0-80%
CC II	Central Commercial II	100%	Multifamily	0-80%
MHP	Manufactured Home Park	100%	Manufactured Homes	80-120%
RCMU	Regional Center Mixed Use	100%	Multifamily	0-80%
NCMU	Neighborhood Center Mixed Use	100%	Multifamily	0-80%

## Pending Units by Income Band

In addition to land capacity on vacant, partially used, and under-utilized parcels, the pending units discussed previously on p. 3 were also categorized by what income band they can serve. This is primarily based on development type, similar to the methodology above, and supplemented by data on known affordable projects or expected shares of single-family and middle housing in planned and proposed developments and subdivisions. The table below shows the allocations of the 1,425 pending units by income band:

**Figure 20. Pending Units and Capacity Allocations by Zone Category**

Housing Types	Pending Units	Assumed Affordability Level for Capacity Analysis
Detached single-family homes	937	120% AMI
Middle housing types including duplexes and townhomes, manufactured homes	159	80-120% AMI
Multifamily apartments	329	0-80% AMI

### Totals by Income Band

The table below shows Ellensburg’s targets, pipeline units, total capacity, and surplus/deficit by income band. Per the Department of Commerce’s *Guidance for Updating Your Housing Element*, income bands are aggregated into three categories: 0-80% AMI, 80-120% AMI, and 120% AMI and higher, since the typologies that can serve these aggregated income ranges are the same, and the capacity analysis is based on land use and zoning. In particular, multifamily apartments are the most likely housing type to serve all income bands under 80 percent AMI, with different subsidy levels needed for each granular income band within the larger 0-80 percent category. Since these aggregated income bands can be served by the same housing types, and therefore the same land use or zoning districts, it is not meaningfully possible to disaggregate physical zoned land capacity between the more granular income bands at this point in the analysis. Showing land capacity for a variety of housing types, and for multifamily housing that can serve multiple income bands within the same zoning district is the first step in planning for affordable housing. Discussing the subsidies, financing programs, and other measures that would be necessary to actually see that housing built is a subsequent step, described in detail in Commerce’s guidance under the “Adequate Provisions” analysis methodology. Ellensburg’s Adequate Provisions analysis, which builds on the land capacity discussion in this report, can be found in [Appendix xxx](#).

**As shown below in Figure 21, under current zoning, Ellensburg has sufficient capacity for housing serving households earning 80 percent of the AMI and above, but a deficit of land capacity to serve households earning under 80 percent AMI during the 2020-2046 planning horizon. Therefore, per Commerce Guidance and the GMA, the city will need to make zoning and/or regulatory changes to increase capacity for housing that can serve these income bands and adopt them concurrently with this Comprehensive Plan update.**

**Figure 21. Ellensburg Land Capacity Analysis by Income Band Results under Current Zoning, 2020-2046**

Income Band	Housing Needs	Aggregated Housing Needs	Pending Units	Remaining Needs	Total Capacity	Surplus/ Deficit
0-30 PSH	417	2,734	329	2,405	2,314	<b>(91)</b>
0-30 Non PSH	1,376					
30-50	757					
50-80	184	278	159	119	240	<b>121</b>
80-100	141					
100-120	137					
120+	0	0	937	-937	1,903	<b>2,840</b>
<b>Total</b>	<b>3,012</b>	<b>3,012</b>	<b>1,425</b>	<b>1,587</b>	<b>4,457</b>	<b>2,870</b>



and 39.1 jobs per acre), this rezone would increase multifamily capacity (with the potential to serve 0-80 percent AMI households) by **887 units**.

- **Areas 2, 3, and 4** comprise three sets of parcels currently zoned CH (Commercial Highway). In these areas, multifamily is already allowed as a conditional use, but the CH zone has not seen multifamily development in recent years. Rather than proposing to change development regulations in the entire CH zone, staff has proposed three targeted areas which may make sense to change the zoning to a mixed-use designation to provide opportunity for by-right multifamily development in areas which have more potential for denser mixed-use development based on their proximity to employment opportunities and transit. Areas 3 and 4 are proposed to be rezoned to RCMU (30 percent residential, 25 units per acre, 27.2 jobs per acre), which would still allow for a reasonable amount of commercial development, and area 2, closer to downtown, would be rezoned to CC II (50 percent residential, 100 units per acre, 39.1 jobs per acre). Together, these areas would add the capacity for **674 additional units** of multifamily housing.
- **Areas 5 and 6** comprise two areas of R-L and R-S zoning that are already adjacent to higher density housing development. These are being proposed for rezoning to NCMC to compliment the neighboring areas and provide opportunities for small-scale neighborhood commercial in this area of the city which lacks many commercial services. This change would add additional capacity for **152 units** of multifamily housing.

The table below shows the additional multifamily capacity generated by these proposed rezones. Note that not all of this capacity for multifamily housing would necessarily serve households earning under 80 percent AMI. Thus, having a surplus of land capacity for multifamily units that can serve lower-income households can help the city ensure sufficient capacity to meet its housing targets at all income levels. Additionally, as noted above, these proposed rezones are intended to add to Ellensburg’s zoned capacity for housing types that can serve lower-income households. Significant funding and subsidy, in addition to developer interest and capacity, will also be needed in order for these units to be built, as discussed in more detail in the “Adequate Provisions” analysis in [Appendix xxx](#).

**Figure 23. DRAFT Additional Multifamily Capacity Resulting From Proposed Rezones in Ellensburg**

Number	Description	Additional Multifamily DU Capacity
1	Rezoning Canals of Ellensburg from C-H to NCMU	887
2	W Univ (west of Reecer) C-H to RCMU	139
3	W Univ (between Reecer and Cora) C-H to RCMU	289
4	University (east of Cora) C-H to CC-II	246
5	Helena and Water R-S & R-L to NCMU	134
6	N Airport R-S to NCMU	18
	<b>Total</b>	<b>1,713</b>

In addition to these proposed rezones, staff is also proposing to **consolidate the R-S and R-L zones** into a single zone which allows for more flexibility for townhomes and duplexes compatible with the predominant single family residential uses, consistent with the city’s housing action plan goal of adding more variety to the housing stock and strategies for development of more of these housing types. For the purposes of understanding the impacts of this rezone on land capacity, parcels in R-S were reassigned to R-L with the assumed R-L density of 6 units per acre. Parcels currently zoned R-S which are in the airport overlay, which has a maximum density of 3 units per acre, were not assumed to redevelop with this increased density. These changes did not have an impact on lower-

income capacity, since R-L and R-S are unlikely to accommodate housing types that can serve households earning under 80 percent AMI, but did slightly change the capacity at income bands above 80 percent AMI.

The table below shows **revised LCA results incorporating all of the proposed zoning changes noted above** – the rezones of areas 1-6, and the consolidation of R-S and R-L (excepting parcels in the airport overlay). As shown, these changes result in a **significant surplus at all income levels**, allowing Ellensburg to meet its required housing targets as well as provide a **substantial buffer** which ensures sufficient capacity for lower-income housing, since housing in multifamily zones may not all develop at lower income levels, particularly deeply subsidized housing. Note that these rezones also provide surplus capacity at all income levels without any proposed annexations or changes to the UGA boundaries.

**Figure 24. DRAFT Ellensburg Land Capacity Analysis by Income Band Results under Proposed Rezones, 2020-2046**

Income Band	Housing Needs	Aggregated Housing Needs	Pending Units	Remaining Needs	Total Capacity	Surplus/ Deficit
0-30 PSH	417					
0-30 Non PSH	1,376					
30-50	757	2,734	329	2,405	4,086	1,681
50-80	184					
80-100	141	278	159	119	304	185
100-120	137					
120+	0	0	937	-937	1,438	2,375
<b>Total</b>	<b>3,012</b>	<b>3,012</b>	<b>1,425</b>	<b>1,587</b>	<b>5,828</b>	<b>4,241</b>

These rezones also alter the employment capacity. The table below shows job capacity by zone under current zoning (as shown in Figure 14 above) as well as under the proposed rezoning outlined in this section. As shown, the rezoning of several CH districts reduces employment capacity in the CH zone, but the increased land in RCMU and NCMU resulting from these rezones compensates for the reduction in CH as well as adding additional total capacity, based on the assumptions of higher job density in the Mixed-Use zones given higher expected FAR, as detailed above in Figure 12.

**Figure 25. Employment Capacity in Ellensburg Under Current and Proposed Zoning, 2020-2026**

Zone	Job Capacity (Existing Zoning)	Job Capacity (Proposed Rezoning)
CH	4,002	2,404
CC	173	173
CC II	136	142
IL	333	333
IH	18	18
RCMU	861	1,974
NCMU	150	2,764
<b>Total</b>	<b>5,672</b>	<b>7,807</b>

# Emergency Housing Land Capacity Analysis

In addition to permanent housing, jurisdictions are required to show sufficient land capacity to accommodate their allocation of Emergency Housing and Emergency Shelter under RCW 36.70A.070(2)(c). However, Commerce’s Housing for All Planning Tool (HAPT) indicates that Kittitas County already has a sufficient capacity of Emergency Housing and Emergency Shelter to accommodate the projected need during the 2020-2046 planning horizon, as shown below. Therefore, an Emergency Housing Land Capacity Analysis for the City of Ellensburg is not required.

Note that this does not preclude Ellensburg from needing to meet new statewide requirements to plan for STEP (Shelters, Transitional, Emergency, and Permanent supportive housing), it only removes the requirement for a quantitative analysis of land capacity for these housing types. Ellensburg has already amended its zoning code to allow shelters in all zones where hotels are allowed and to allow Permanent Supportive Housing in all zones where housing is allowed, as required by HB1220 (2021).

**Figure 26. Detail from Kittitas County Housing for All Planning Tool (HAPT) Showing No New Emergency Housing Needed Countywide 2020-2046**

**Table 2: Projected Countywide Housing Needs Based on User Inputs**  
**Kittitas County**  
 Population Target = 60,621

	Total	Affordability Level (% of Area Median Income)						Emergency Housing/Shelter Beds
		0-30%	30-50%	50-80%	80-100%	100-120%	120%+	
Total Future Housing Needed (2046)**	25,601	2,763	3,858	6,741	3,131	2,824	5,702	119
Estimated Housing Supply (2020)*	19,975	841	2,799	6,330	2,814	2,519	4,671	119
Net New Housing Needed (2020-2046)	5,626	1,922	1,059	411	317	305	1,031	0

Source: Washington Department of Commerce, Kittitas County

# Appendix A – Kittitas County LCA Methodology

#	Step	Definition/Reason	Method/Assumptions	Data Source	Required Output (where applicable)
1	Base point in time	Determine the point in time at which land capacity will be analyzed. Land use or zoning changes that occur after this point in time should not be considered within the LCA.	December 31st, 2024 is the base point in time for the LCA.	Jurisdiction Code and county assessor data	
2	Study area boundaries	Define the spatial boundary that each jurisdiction will analyze as part of the LCA.	Each City will analyze their respective incorporated city property. The County will analyze unincorporated UGA properties and unincorporated rural properties.	Allocations to each area are on the adopted HAPT output table.	
<b>Data Collection and Calculating Gross Developable Land Inventory</b>					
3	Parcel Data	County Assessor Parcel data is a dataset which has important information that will be used in the LCA. Note information such as: land value, improvement value, zoning designation, lot size, parcel number, legal description, owner, tax exemption, and building footprint (if available).	County parcel data can be requested from the County or downloaded off their open data portal. The parcel analysis can happen within GIS or excel.	County Assessor.	
4	Pipeline Development	Identify and remove all properties with pipeline developments in order to not double count capacity in the LCA. The HAPT results are based on the existing housing supply in 2020 so pipeline developments include parcels which have been built out since Jan 1, 2020. Any development that has occurred between 2020 and 2025 should be identified as "capacity" and the underlying parcels should be removed from the LCA.	<p>Pipeline developments include the following between Jan 1, 2020 and Dec 31, 2024:</p> <ul style="list-style-type: none"> <li>- Housing units built.</li> <li>- Square footage of commercial developments built</li> <li>- Approved building permits.</li> <li>- Approved subdivisions.</li> <li>- Vested applications (including those vested before 2020). Approved commercial developments.</li> <li>- Pre-application meetings may be considered depending on local circumstances and staff knowledge that the application will develop as applied.</li> </ul> <p>Document this information into total pipeline units per zone and total commercial floor area per zone. This information will be used in the final capacity formula.</p>	Jurisdiction-specific permitting data.	<ul style="list-style-type: none"> <li>- Pipeline parcels,</li> <li>- Number of pipeline units and commercial area by zone, and</li> <li>- Pipeline unit types by zone.</li> </ul>
5	Easements and tracts	Remove areas in easements and tracts. Easements are typically placed over utilities and shared access roads. Tracts are typically native growth protection areas, commonly owned property (landscaping, open space, etc.), and drainage areas. Typically, it is unlikely for structures to be built over an existing tract or easement.	Use plat information, utility provider easement data, and County parcel data to map easements and tracts in each zone. Remove these areas from the total developable area of each zone.	Local easement maps, utility providers, and old plats. County parcel data.	<ul style="list-style-type: none"> <li>- Undevelopable area total by zone from easement and tract removal.</li> </ul>

#	Step	Definition/Reason	Method/Assumptions	Data Source	Required Output (where applicable)																		
6	Publicly owned and tax-exempt properties	<p>Remove publicly owned and tax-exempt properties from further analysis.</p> <p>These properties generally include churches, schools, utility buildings, parks, and other protected lands. Most land owned by governments or public agencies is unlikely to be developed for housing in the near future and should be excluded from the available land supply. Other local factors such as historic districts or ownership by a non-profit organization should also be considered for removal when identifying public-use properties.</p>	Use county parcel data to search for tax exempt properties. Use local zoning data to identify publicly zoned lots. Refine this search using local knowledge. Remove these areas from the total developable area of each zone.	County parcel data, local zoning data, aerial imagery, and local knowledge.	- Undevelopable area total by zone from publicly owned or tax-exempt property removal.																		
7	Other lands that should be removed	<p><b>Jurisdictions should use local circumstances to identify other specific types of developments that are unlikely to develop/redevelop.</b></p> <p>Examples of properties to consider removed are condos and gas stations. Condominiums may show up in the results due to the relatively low improvement to land value of any one unit, however, the aggregate improvement to land value generally makes condominiums unlikely to redevelop. Gas stations often have a low improvement to property value because they generally have very limited facilities and expensive real estate; however, they are highly unlikely to redevelop. These parcels should be excluded from further analysis.</p>	Use aerial imagery and County parcel data to search for condos and gas stations. Remove these areas from the total developable area of each zone. Document reasoning used if any area was removed which was not identified in this methodology.	County parcel data, aerial imagery, and local knowledge.	- Undevelopable area total by zone from other factors.																		
8	Critical Areas	<p>Remove critical areas from the area of each zone.</p> <p>Certain critical areas create undevelopable conditions on properties. These critical areas include <b>steep slopes, streams, wetlands, floodways, and critical area buffers</b>. Therefore, these areas should be mapped, labeled as undevelopable area, and removed from the LCA.</p> <p>Critical area buffers impact the developable area of a lot. The intensity of impact depends on local regulations. Buffer area for critical areas should be assumed to be the actual buffer or an average buffer for unrated critical areas using local regulations. Buffers should be mapped for each zone.</p>	<p>Use City, County, and/or State publicly available critical area GIS data to map critical areas (in order of locally available information up to state information). This data can be reinforced with any local studies. Use local regulations to define buffers for each critical area. Use the average buffer distance from all ratings for that critical area when exact rating of a critical area is unknown. Remove these areas from the total developable area of each parcel.</p> <p>The remaining area in each zone at this step is the Gross Developable Land.</p>	City, County, and State critical area information.	<ul style="list-style-type: none"> <li>- Map of critical areas and</li> <li>- Gross Developable Land total by zone (<b>see example below</b>).</li> </ul>																		
	<b>EXAMPLE TABLE</b>																						
			<table border="1"> <thead> <tr> <th>Zone</th> <th>Gross zone area (acres)</th> <th>Gross Developable Land (acres)</th> </tr> </thead> <tbody> <tr> <td>Single Family Residential (R-4)</td> <td>856</td> <td>588</td> </tr> <tr> <td>Medium Density Residential (R-8)</td> <td>512</td> <td>256</td> </tr> <tr> <td>Multifamily Residential (R-30)</td> <td>356</td> <td>301</td> </tr> <tr> <td>Mixed-use (MU-1)</td> <td>250</td> <td>233</td> </tr> <tr> <td>Commercial (CB)</td> <td>644</td> <td>406</td> </tr> </tbody> </table>	Zone	Gross zone area (acres)	Gross Developable Land (acres)	Single Family Residential (R-4)	856	588	Medium Density Residential (R-8)	512	256	Multifamily Residential (R-30)	356	301	Mixed-use (MU-1)	250	233	Commercial (CB)	644	406		
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Mixed-use (MU-1)	250	233																					
Commercial (CB)	644	406																					



#	Step	Definition/Reason	Method/Assumptions	Data Source	Required Output (where applicable)
9	Analysis Parcels	<b>The next section will use the Gross Developable Land of each Analysis Parcel to categorize them into four LCA types.</b> All parcels which were categorized as unlikely to develop in Steps 4-7 were removed from each zone. Step 8 removed critical areas from parcels.	The remaining parcels after Steps 4-8 are the land capacity analysis parcels (Analysis Parcels). The remaining parcel area after Steps 4-8 is the Gross Developable Land of each parcel.  Fully developed parcels will be removed in Step 14.	Local analysis	<ul style="list-style-type: none"> <li>- Analysis Parcels</li> <li>- Gross Developable Land of each Analysis Parcel.</li> </ul>
<b>LCA Types</b>					
10	Vacant Parcels	<b>For use in all zones.</b> Parcels of land that contain no structures or have buildings with low assessed value. Vacant parcels have the lowest base market factor because they have the highest likelihood of developing during the planning period.	Where County parcel data designates the parcel as vacant or if the improvement value is less than \$10,000. Vacant parcels can be reviewed through aerial imagery to ensure that any non-vacant parcels were captured in the initial search. Label these parcels as "Vacant".	County parcel data	<ul style="list-style-type: none"> <li>- Count of Vacant parcels by zone and</li> <li>- Total Developable Area of Vacant parcels by zone.</li> </ul>
11	Partially used Parcels	<b>For use in rural and single-family zones.</b> Parcels occupied by an existing use, but which include enough land to be further subdivided for additional development without rezoning. For example, a 1-acre lot zoned for four units per acre that contains one single-family home could be subdivided to allow development of up to three additional units. Partially used Parcels have a scaling market factor depending on the existing lot size and density.	In single-family and rural zones: search for all parcels that are three times larger (>=3) than the allowed minimum lot size. For single-family and rural zones that use max density, search for parcels with an existing density three times or less (<=3) of the max allowed density. <b>Label these parcels as "Partially used"</b> .  Document the number of existing housing units on these parcels.  Search for parcels with homes worth (improvement value) more than the 75 <sup>th</sup> (>75 <sup>th</sup> ) percentile of home values in the jurisdiction. <b>Remove &gt;75<sup>th</sup> percentile improvement value lots from further analysis.</b>	County parcel data	<ul style="list-style-type: none"> <li>- Number of Partially used parcels,</li> <li>- Total Developable Area of Partially used parcels by zone, and</li> <li>- Total number of existing housing units on Partially used parcels.</li> <li>- Current number of housing units by parcel should be determined based on Assessor land use codes and parcel improvement value. Assume no more than one unit per parcel unless better information is available.</li> </ul>
12	Under-utilized Parcels	<b>For use in multi-family, mixed-use, commercial, and industrial zones.</b> Parcels that are likely to redevelop to a more intensive land use than that which currently occupies the property, either due to market forces or because applicable zoning allows a more intensive use than the current development. For example: A single-family home on property in a multifamily zone. A multifamily residential property developed at a density below that allowed by the applicable zone. A property with relatively low improvement value compared to the value of the land.	For multi-family, mixed-use, commercial, and industrial zones, calculate the improvement-to-land value ratio of each parcel. <b>Parcels with an improvement value to land value ratio below 1.0 should be labeled as "Under-utilized"</b> . Single-family homes in these zones should also be labeled as "Under-utilized".  Document the number of existing housing units or existing commercial/industrial floor area on these parcels.  See the Deductions and Market Factors section for more information on specifying deductions for different zones.	County parcel data	<ul style="list-style-type: none"> <li>- Number of Under-utilized parcels,</li> <li>- Total Developable Area of Under-utilized parcels by zone, and</li> <li>- Total number of existing housing units or commercial square footage on Under-utilized parcels.</li> </ul>
13	Full Developed Parcels	Fully Developed parcels are all parcels which do not fit into either Pipeline, Vacant, Partially used, Under-utilized, or Undevelopable categories.	Label the remaining parcels as "Fully Developed". These parcels will not be used for this analysis as these parcels are assumed to have no capacity for additional development under current zoning regulations.	County parcel data	<ul style="list-style-type: none"> <li>- Fully developed parcels.</li> </ul>
14	LCA parcel summary	Summarize developable area of each LCA type by zone	For each zone, add up the developable area for each LCA parcel type: Vacant, Partially used, and Under-utilized.	Local analysis	<ul style="list-style-type: none"> <li>- Table showing each zone and the Developable Area of each zone by LCA type (example below).</li> </ul>

#	Step	Definition/Reason	Method/Assumptions		Data Source	Required Output (where applicable)	
			Zone	Gross Developable Land (acres)			LCA Type
EXAMPLE TABLE			Single Family Residential (R-4)	588	Vacant	41	
					Partially used	102	
			Medium Density Residential (R-8)	256	Vacant	18	
					Partially used	20	
			Multifamily Residential (R-30)	301	Vacant	28	
					Under-utilized	104	
			Mixed-use (MU-1)	223	Vacant	16	
					Under-utilized	67	
			Commercial (CB)	406	Vacant	68	
					Under-utilized	121	
	<b>Deductions and Market Factors</b>						
15	Vacant parcel deduction	The Vacant parcel deduction accounts for some portion of the remaining developable land supply may remain unavailable for development during the planning period due to site conditions, economic factors, or unwillingness to develop or sell on the part of the property owner.	15% in unincorporated rural areas. 10% in UGAs.		Consistent with State guidance.	Alternatively, if a community has conducted specific market factor analysis, such as analysis performed under the requirements of the buildable lands program, the results of that evaluation may be used here, provided the jurisdiction documents the analysis and associated assumptions.	
16	Partially used parcel deduction	The Partially used parcel deduction accounts for some portion of the remaining developable land supply may remain unavailable for development during the planning period due to site conditions, economic factors, or unwillingness to develop or sell on the part of the property owner.	25%		Consistent with State guidance.		
17	Under-utilized parcel deduction	The Under-utilized parcel deduction accounts for some portion of the remaining developable land supply may remain unavailable for development during the planning period due to site conditions, economic factors, or unwillingness to develop or sell on the part of the property owner.	25%		Consistent with State guidance.		
18	Infrastructure deduction	New development generally requires new infrastructure improvements (roads, utilities, landscaping, open space, etc.). These improvements occupy land, reducing the acreage available for housing development. The amount of the deduction for infrastructure can vary by location and development status. For example, redevelopable land and infill vacant lots in urban areas may already be partially or fully served by existing infrastructure and may require a smaller deduction than greenfield areas.	5-15% depending on specific circumstances of each zone. (Suggested: 15% for rural county and unincorporated UGA, 5-10% scaling by zone for cities, depending on availability of infrastructure).		Local circumstances and staff analysis. Consistent with discussions with city/county staff.		- Infrastructure deduction for each zone.

#	Step	Definition/Reason	Method/Assumptions	Data Source	Required Output (where applicable)		
19	Net Developable Area	Net Developable Area is the remaining developable area after applying the LCA parcel type deduction and the Infrastructure deduction.	Apply the deduction to the previous Developable area of each zone in the following order: 1. LCA Parcel specific deduction; 2. Infrastructure deduction;  The remaining area is the Net Developable Area of each zone.  See example below.	Local analysis.	- Net developable acreage of each zone.		
EXAMPLE TABLE		<b>Zone</b>	<b>LCA Type</b>	<b>Developable Area (acres)</b>	<b>LCA Parcel deduction</b>	<b>Infrastructure deduction</b>	<b>Net Developable Area (acres)</b>
	Single Family Residential (R-4)	Vacant	41	10%	10%	102.06	
		Partially used	102	25%	10%	28.08	
	Medium Density Residential (R-8)	Vacant	18	10%	10%	98.04	
		Partially used	20	25%	5%	61.42	
	Multifamily Residential (R-30)	Vacant	28	10%	10%	136.76	
		Under-utilized	104	25%	10%		
Mixed-use (MU-1)	Vacant	16	10%	5%			
	Under-utilized	67	25%	10%			
Commercial (CB)	Vacant	68	10%	10%			
	Under-utilized	121	25%				
Excel formula can be found in the attached excel file.							
	<b>Housing and Employment Capacity</b>						
20	Assumed Density for zones allowing residential development	Assign assumed residential densities to each zone that allows residential development.  The LCA is a forward-looking analysis. Jurisdictions should focus on the level of development expected to occur during the planning period. Assumed densities for use in the LCA should consider:  - The maximum and minimum densities allowed under current zoning, - Historically achieved residential densities, - Any factors which may cause trends to change in the future.  In some cases, achieved densities will be similar to maximum allowed densities. However, many factors beyond the control of cities and counties can influence the level of future development. Therefore, compare allowed densities to achieved densities	Local jurisdictions will develop their own assumed densities. When developing assumed densities for each zone, do not take into account any decrease in assumed density due to infrastructure, critical areas, or property owner willingness. These deductions have already been made in previous sections of the methodology.  Consider a slight increase in density over existing density in urban zones.  At a minimum, assumed densities should reflect the current achieved residential densities for each zone but should not exceed the maximum density allowed by right under the development code.  In mixed-use zones and areas regulated under form-based codes, assumed residential densities must consider the potential development of non-residential uses. To avoid counting more residential capacity than will develop over the planning period, jurisdictions must account for non-residential uses when calculating capacity in these zones. Mixed-use and form-based development	Local analysis.	- Assumed densities for each zone that allows residential development.  The 2012 Commerce UGA Guidebook and WAC Sections 365-196-210(6), 365-196-310(4)(b)(ii)(E) and 365-196-325(2) establish guidance on the factors that should be considered when establishing growth and density assumptions for a land capacity analysis.		



#	Step	Definition/Reason	Method/Assumptions	Data Source	Required Output (where applicable)																																										
		to identify zones that have historically underperformed relative to planned levels of development.	regulations can vary by geography and urban context, so jurisdictions should choose an approach that is most consistent with their development code. <b>Assume 50% residential and 50% commercial for mixed-use as a baseline.</b>																																												
21	Gross Residential Capacity	Calculate housing capacity by zone using the Assumed Density of each zone which allows residential and the Net Developable Area of each zone.	For each zone, multiply their respective Assumed Density by their Net Developable Area. The result is the Gross Residential Capacity for each zone. Add up all the zones to get total Gross Residential Capacity.	Local analysis.	- Gross Residential Capacity for each zone and for study area.																																										
22	Net Residential Capacity	Add pipeline units and subtract existing units from Partially used and Under-utilized parcels per zone to get Net Residential Capacity by zone	Add pipeline units and subtract existing units from Partially used and Under-utilized LCA parcels by zone to get Net Residential Capacity.  See the table below for an example.	Local analysis.	- Net Residential Capacity in dwelling units for each zone and for study area.																																										
<b>EXAMPLE TABLE</b> <table border="1" style="margin: auto;"> <thead> <tr> <th>Zone</th> <th>Net Developable Area (acres)</th> <th>Assumed Density (du/ac)</th> <th>Gross Residential Capacity</th> <th>Add Pipeline Units</th> <th>Subtract existing units on lots</th> <th>Net Residential Capacity</th> </tr> </thead> <tbody> <tr> <td>Single Family Residential (R-4)</td> <td>102.06</td> <td>6</td> <td>612</td> <td>80</td> <td>246</td> <td>590</td> </tr> <tr> <td>Medium Density Residential (R-8)</td> <td>28.08</td> <td>12</td> <td>337</td> <td>188</td> <td>84</td> <td>505</td> </tr> <tr> <td>Multifamily Residential (R-30)</td> <td>98.04</td> <td>32</td> <td>3,137</td> <td>242</td> <td>104</td> <td>3,275</td> </tr> <tr> <td>Mixed-use (MU-1)</td> <td>61.42</td> <td>20</td> <td>1,228</td> <td>40</td> <td>67</td> <td>1,201</td> </tr> <tr> <td><b>Study Area Total</b></td> <td><b>289.60</b></td> <td></td> <td><b>5,315</b></td> <td><b>550</b></td> <td><b>501</b></td> <td><b>5,572</b></td> </tr> </tbody> </table>						Zone	Net Developable Area (acres)	Assumed Density (du/ac)	Gross Residential Capacity	Add Pipeline Units	Subtract existing units on lots	Net Residential Capacity	Single Family Residential (R-4)	102.06	6	612	80	246	590	Medium Density Residential (R-8)	28.08	12	337	188	84	505	Multifamily Residential (R-30)	98.04	32	3,137	242	104	3,275	Mixed-use (MU-1)	61.42	20	1,228	40	67	1,201	<b>Study Area Total</b>	<b>289.60</b>		<b>5,315</b>	<b>550</b>	<b>501</b>	<b>5,572</b>
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23	Calculate net commercial and industrial floor area	Use existing floor-area-ratio (FAR) in zones allowing commercial and industrial zones to determine total commercial and industrial floor area by zone in square feet.	Calculate assumed FAR using existing commercial and industrial developments (FAR is built floor area divided by site area). <ul style="list-style-type: none"> <li>- Multiply net commercial and industrial developable area by the assumed FAR for each zone to get gross floor area capacity.</li> <li>- Multiply by 95% (generic occupancy rate) to get assumed occupied floor area capacity.</li> <li>- Subtract existing building square footage on partially used and under-utilized land.</li> <li>- <b>Add in floor area of pipeline commercial and industrial development to get net commercial and industrial floor area capacity by zone.</b></li> </ul>	Local analysis.	- Net commercial and industrial floor area in square feet.																																										
24	Assumed Employment Density	Use generic commercial and industrial employment density assumptions to calculate employment capacity. Assumed densities can be adjusted using local knowledge and analysis. Ranges of assumed employment densities have been provided.	Commercial density: 300-500 square feet per employee. Industrial density: 700-900 square feet per employee.	Consistent with State guidance and previous discussions with cities/county. Local analysis.	- Assumed commercial and industrial density by zone.																																										
25	Job Capacity	Calculate total job capacity by zone using the Assumed Employment Density of each zone and the net commercial and industrial floor area of each zone.	Multiply Assumed Employment Density and net floor area of each zone to get <b>total Employment Capacity of each zone. Add up the Employment Capacity of each zone to get total Employment Capacity for the study area.</b>  See example below.	Local analysis.	- Total Employment Capacity in jobs for each zone and by the study area.																																										

#	Step	Definition/Reason		Method/Assumptions			Data Source	Required Output (where applicable)		
		Zone	Net Developable Area (acres)	Assumed FAR	Floor Area	Apply 95% Occupancy Rate	Add Pipeline Floor Area	Subtract existing floor area on lots	Assumed Employment Density (sf/job)	Net Employment Capacity
	<b>EXAMPLE TABLE</b>	Commercial (CB)	136.76	0.4	2,382,819	2,263,678	21,000	121,000	450	4,808
26	Net Population Capacity	Use ACS 5-year estimates to find housing occupancy data (pull the existing vacancy and season/vacation rate) and people per household data.  A portion of new homes may not be occupied year-round due to vacation and seasonal-uses. These homes should not be used as population capacity.		1. Multiply Net Residential Capacity by jurisdiction-specific vacancy rate. 2. Apply the season/vacation home rate to get total occupied units. 3. Multiply Total Occupied Units by jurisdiction-specific persons per household to get Net Population Capacity.			ACS data and local analysis.	- Vacancy Rate - Seasonal/vacation home rate - Average person per household - Net Population Capacity for the study area.		
	<b>EXAMPLE TABLE</b>			Net Residential Capacity	Vacancy Rate	Seasonal/Vacation home rate	Average person per household	Net Population Capacity		
				5,572	4.3%	9.6%	3.11	14,992		
27	Compare Capacity to Allocated growth	Calculate the projected surplus or deficit for housing, population, and employment.		Compare the following to the jurisdiction-specific allocations: - Net Population Capacity, - Total Employment Capacity, and - Net Residential Capacity results			Local analysis and growth targets.	- Projected surplus or deficit for housing, population, and employment.		
	<b>Other State required findings</b>									
	Capacity by Affordability	New HB 1220 legislation requires jurisdictions to split residential capacity by affordability.		Use HB 1220 Housing Element Guidance Book 2 to calculate the residential capacity for each income level (Chapter 3 Land Capacity Analysis). Summarize this data in a table and compare to the allocated growth targets. If there is a deficit in any income level, use Commerce Guidance (linked above) to resolve the gap as part of your comprehensive plan update.			Local analysis, State regulations, and Commerce guidance.	<a href="https://deptofcommerce.app.box.com/s/1d9d5l7g509r389f0mjpowh8isjpirth">https://deptofcommerce.app.box.com/s/1d9d5l7g509r389f0mjpowh8isjpirth</a>		
	<b>Optional Studies for more Capacity</b>									
	Middle Housing	<b>Middle housing legislation and additional capacity for affordable units.</b> With the next periodic update, jurisdictions required to implement middle housing with HB 1110 (2023) must allow increased development potential if some of the units are affordable. Although generally middle housing will not support households earning under 80% of AMI, in these specific circumstances that assumption would not remain true.		From Commerce guidance: Jurisdictions may want to consider using the following approach - drawn from the Puget Sound Regional Council's (PSRC) impact analysis of HB 1110 - to help determine the capacity impacts of this bill. When considering additional density because of middle housing regulation changes, consider: 1. Which lots would be potentially redevelopable (i.e., those without Homeowners Association (HOA) restrictions, those that are vacant or have only one dwelling unit, those with a developable area over 2,000 square feet, etc.). 2. Of the lots in Step 1, determine which subset of lots may			Local analysis, State regulations, and Commerce guidance.			

#	Step	Definition/Reason	Method/Assumptions	Data Source	Required Output (where applicable)
			<p>economically make sense to redevelop. A starting point for this analysis could be where the land value is greater than the improvement value and the built square footage is less than 1,400 square feet.</p> <p>3. Estimate the total development potential of lots selected through Step 2, i.e., the maximum number of dwelling units allowed to be developed on these lots net of existing units. Then determine what percentage of the total development potential (or net maximum dwelling units) could reasonably be expected to redevelop over the 20-year planning period. A conservative estimate could be 25%, but tailor this factor to what is most appropriate for your jurisdiction and local market conditions.</p>		
	ADUs	Changes to the housing element requirements in 2021 call for jurisdictions to consider the role of accessory dwelling units (ADUs) in meeting housing needs. Changes in 2023 require jurisdictions to allow up to two ADUs per lot in urban growth areas, with the option for separate sale. Although capacity for ADUs has not typically been measured in a land capacity analysis, they are very likely to become important in meeting housing needs.	Use the optional methodology outlined in Chapter 1.6 of the Commerce HB 1220 Housing Element Guidance Book 2 to calculate ADU capacity by zone.	Local analysis, State regulations, and Commerce guidance.	<a href="https://deptofcommerce.app.box.com/s/1d9d517g509r389f0mjpgwh8isjpirlh">https://deptofcommerce.app.box.com/s/1d9d517g509r389f0mjpgwh8isjpirlh</a>

# Ellensburg Climate Hazards and Impacts Assessment DRAFT

OCTOBER 2025

LAURA BAETSCHER, CELINE FUJIKAWA, KENTA HIKINO, TAYLOR MAGEE



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The Ellensburg Climate Element is supported with funding from Washington’s Climate Commitment Act. The CCA supports Washington’s climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at [www.climate.wa.gov](http://www.climate.wa.gov).

## Overview

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This climate impacts assessment describes the historical trends and future climate projections to provide insight into how climate hazards are affecting the City of Ellensburg and how they will do so in the future. The following climate hazards are projected to impact the City of Ellensburg, and are detailed in the [Climate Impacts](#) section of this assessment:

- **Extreme Heat:** Temperatures are increasing, especially in the summer. Summer maximum temperatures expected to be 6.5°F over the historical baseline by mid-century and over 11°F degrees hotter by the end of the century.
- **Drought and Snowpack:** Total annual precipitation is declining in Kittitas County. Winter precipitation has been decreasing, by .13 inches per decade, over the last century.
- **Wildfire:** Fire danger is increasing due to rising temperatures and drought conditions. The number of “high fire danger days” is expected to increase from 7 days per year, currently, to 10 days per year by 2070. Poor air quality days caused by smoke from regional fires have already become more frequent. This trend is expected to continue.
- **Extreme Precipitation and Flooding:** Extreme precipitation events are becoming more common and more intense in Kittitas County. The magnitude of the 2-year storm (a measure of heavy rainfall events) is projected to increase by about 15% by mid-century and by 18% by the end of the century.

This local level assessment of climate impacts will inform the climate resilience goals and policies to be integrated into the Comprehensive Plan, as required by Washington State’s Growth Management Act.

### Legislative Background: Climate Planning Guidance in WA

The Washington Growth Management Act (GMA) was amended in 2023 under Washington House Bill (HB) 1181, requiring cities and counties to integrate climate policies<sup>1</sup> into comprehensive plan updates. For the City of Ellensburg, these required policy changes must address climate impacts and increase resilience across various local sectors. Jurisdictions must adopt climate policies through a framework consistent with the Department of Commerce’s (“Commerce”) [Climate Planning Guidance](#) (Washington Department of Commerce, 2023).

Commerce’s guidance integrates the U.S. Climate Resilience Toolkit’s framework and best practices from various organizations, such as the Association of Washington Cities (AWC), Municipal Research and Services Center of Washington (MRSC), and the American Planning Association (APA). Commerce’s framework offers a flexible approach for jurisdictions to incorporate the best available science, assess local impacts, and consider policy options.

The first step in developing a climate element to comply with state guidance is to identify climate impacts most relevant to the City of Ellensburg (Washington Department of Commerce, 2023). This climate impacts

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<sup>1</sup> Climate resilience policies are required for all jurisdictions planning under the GMA with a population of 6,000 or more. Greenhouse Gas (GHG) emission reduction policies are only required for the [11 most populous counties, and the cities](#) within them.

summary aligns precisely with **Commerce’s “Climate Element Workbook” Step 3 Task 1.1, 1.2, and 1.3**, exploring how expected changes in the climate could exacerbate natural hazards (e.g., droughts, floods, etc.) and impact critical assets and sectors (e.g., ecosystems, infrastructure, public health, etc.).

## Summary of Climate Impacts

### Climate Scenarios and Projections

To forecast future scenarios, this climate impacts assessment uses the Representative Concentration Pathway 8.5 (RCP 8.5), which models a high greenhouse gas emissions trend driven by continued reliance on fossil fuels and limited pollution reduction policy action, and assumes high population and economic growth. RCP 8.5 is often referred to as a “business-as-usual” scenario and represents a future with elevated climate risks, helping planners assess worst-case impacts and prepare for more severe outcomes (Lee et al., 2021).

### Climate Impacts

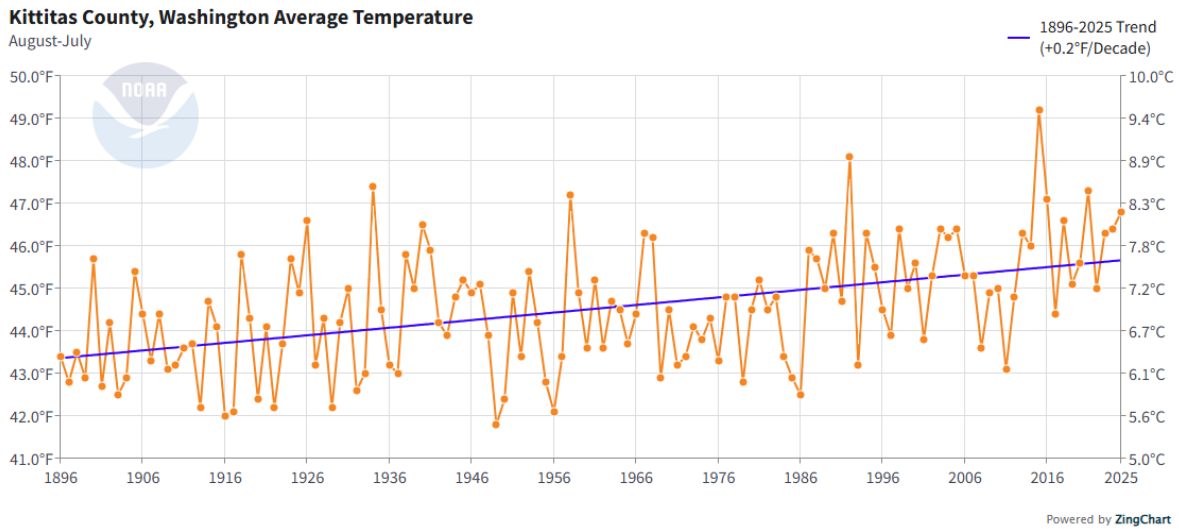
#### Extreme Heat

The City of Ellensburg already experiences extreme heat due to its semi-arid location in Central Washington and hot summer climate. Average annual temperatures are rising (Figure 1) and climate projections show longer and warmer summers with more frequent and intense heatwaves (Figure 2). Extreme heat poses serious risks to human health, particularly to vulnerable groups such as older adults, college-aged students, unhoused residents, people with disabilities, and low-income residents (Brown & Kelso, 2025). Heat reduces soil moisture and tree growth while the combination of less precipitation and resulting drought from prolonged heat waves fosters dry conditions that make vegetation more susceptible to burn in a wildfire (Raymond & Rogers, 2022). The increasing prevalence of extreme heat could limit opportunities to engage in outdoor recreation activities (e.g., hiking, biking, fishing/boating, and camping) and limit access to parks including Irene Rinehart Riverfront Park, Mountain View Park, and Rotary Park, and impact Ellensburg’s outdoor recreation economy as a result (Raymond & Rogers, 2022). Additionally, extreme heat worsens air quality by trapping pollutants closer to the ground and increasing their concentration. This, combined with an increasing frequency of wildfire smoke events, which increase particulate matter in the air, can lead to poorer air quality and greater health risks (Brown & Kelso, 2025).

#### HISTORICAL TRENDS AND PROJECTIONS

Over the last century, Washington State’s average annual temperatures have increased and are projected to warm at an even faster rate into the future. On average, Washington is now 2°F hotter than it was in the early 1900s, while the coldest day of the year is an average of 4°F warmer than the 1901 – 1960 baseline average temperature (Chang, et al., 2023). Consistent with statewide trends, temperatures in Kittitas County have increased over the past century and are projected to increase through mid-and late-century (Raymond & Rogers, 2022).

Specifically, average annual temperatures in Kittitas County have increased by 3.3°F since the early 1900s, while average summer temperatures have risen by 1.2°F (Figure 1). The frequency of extreme heat is also projected to increase sharply; the county, which historically averaged zero days above 100°F per year, is projected to experience about 10 such days annually by late century (2070 – 2099).



**Figure 1: Average summer temperature in Kittitas County between July – August, 1895 – 2025**

Source: (NOAA, 2025).

Figure 2 shows a mid-century increase of 6.5 °F and a late-century increase of 11.1°F in the average summer maximum temperature for the county compared to the average summer maximum temperature between 1980 – 2009. Hotter summers have direct consequences for Ellensburg residents’ well-being and health, as well as water availability for crops and the surrounding environment, and may lead to high energy demand to cool buildings (Raymond & Rogers, 2022).

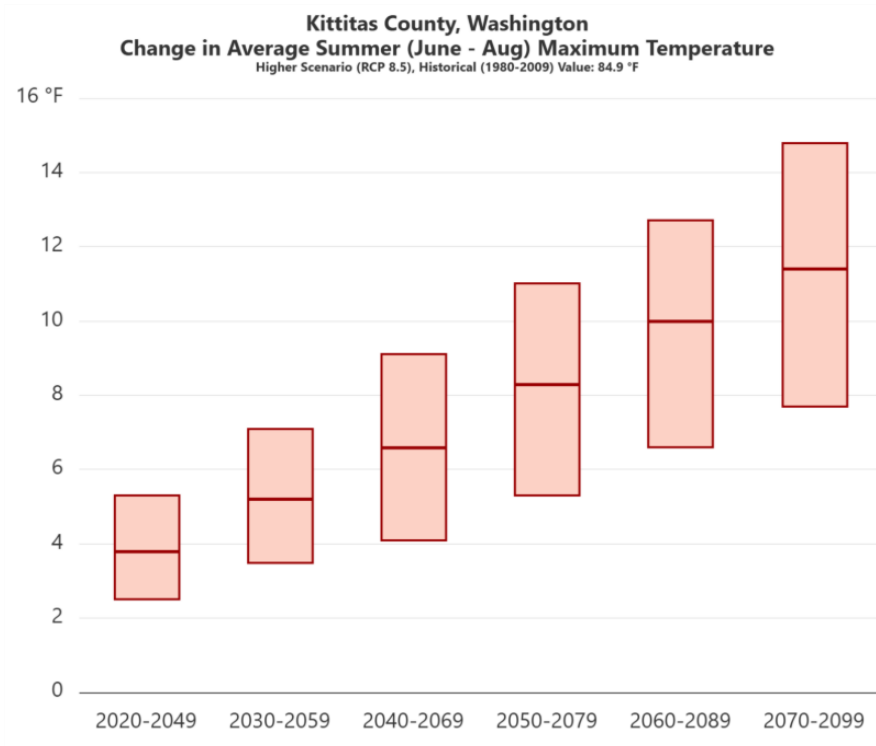


Figure 2: Change in average summer maximum temperature in Kittitas County, 2020 – 2099.

Source: (Raymond & Rogers, 2022).

### AFFECTED SECTORS AND ASSETS

Table 1: Table showing how extreme heat may affect sectors and assets in Ellensburg.

Sector	Extreme Heat Impacts	Affected Assets
<b>Agriculture and Food Systems</b>	<ul style="list-style-type: none"> <li>Heat stress could lead to lower crop and livestock yields.</li> <li>The demand for irrigation water is predicted to increase with warmer and longer summers.</li> <li>Certain agricultural pests are predicted to grow in population and survive for longer.</li> </ul>	<ul style="list-style-type: none"> <li>Agriculture within city limits and surrounding area.</li> </ul>
<b>Buildings and Energy</b>	<ul style="list-style-type: none"> <li>A projected average increase in temperatures over the course of the next century will reduce the number of days that buildings require heating, which will decrease demand for energy.</li> <li>Reduced heating demand could be offset by the increased energy demand required to cool buildings, given a projected increase in hotter days.</li> </ul>	<ul style="list-style-type: none"> <li>City residential / commercial / retail buildings.</li> <li>Local businesses.</li> </ul>

Sector	Extreme Heat Impacts	Affected Assets
	<ul style="list-style-type: none"> <li>Demand for and use of cooling infrastructure, such as air conditioning or industrial systems, is predicted to increase.</li> </ul>	
<b>Historic and Cultural Resources</b>	<ul style="list-style-type: none"> <li>Northwest Tribes such as the Pshwanapum (K'titas), Kiala, Tatxanixsha, Yumi'sh, and Che-lo-han bands have historically relied on access to culturally significant species, such as salmon, in addition to other aquatic life (City of Ellensburg, 2023). The habitat quality of all cold-water reliant marine life is projected to decline with warming stream temperatures, which decreases access for these tribes.</li> </ul>	<ul style="list-style-type: none"> <li>First foods, such as salmon and disruption of culture and traditions involving these foods.</li> </ul>
<b>Ecosystems</b>	<ul style="list-style-type: none"> <li>Greater heat stress on cold-water aquatic life affects salmon migration and increases mortality.</li> <li>Habitats are projected to shift, such as forest being converted to shrublands resulting in changing ecosystems .</li> <li>Pest outbreaks, like mountain pine beetles that thrive in heat, are predicted to increase.</li> </ul>	<ul style="list-style-type: none"> <li>Riparian areas and urban green spaces, including shorelines along the Yakima River, Carey Lake, Mattoon Lake, Irene Rinehart Riverfront Park, and Reecer Creek.</li> </ul>
<b>Emergency Management</b>	<ul style="list-style-type: none"> <li>Greater number of extreme heat events leads to increased demand for emergency response and preparation.</li> </ul>	<ul style="list-style-type: none"> <li>Local police and fire stations and emergency medical facilities like Kittitas Valley Healthcare (KVH).</li> </ul>
<b>Health and Well-being</b>	<ul style="list-style-type: none"> <li>Greater concentrations of air pollutants, ozone, vector-borne illnesses due to heat lead to health impacts for Ellensburg residents.</li> <li>Greater number of days with heat above 90°F are predicted to result in more heat-induced hospitalizations, illness, and deaths.</li> </ul>	<ul style="list-style-type: none"> <li>Hiking trails and recreation areas.</li> <li>All park systems, including Irene Rinehart Riverfront Park, Mountain View Park, and Rotary Park.</li> <li>Key community facilities that can serve as cooling centers or essential service hubs, such as schools, elder care centers, clinics, grocery stores, the Ellensburg Adult Activity Center, Kittitas Valley Memorial Pool, and the Ellensburg Public Library.</li> </ul>

Sector	Extreme Heat Impacts	Affected Assets
Transportation	<ul style="list-style-type: none"> <li>Increase in the number of days with extreme heat could damage road and bridge surfaces, resulting in higher repair and maintenance costs and disruptions.</li> </ul>	<ul style="list-style-type: none"> <li>All bus stations, roads/major arterials, highways, and bridges that cross Yakima River.</li> </ul>
Water Resources	<ul style="list-style-type: none"> <li>More controlled allocation and potential water rationing in dry seasons resulting in greater competition for water between ecosystems and city utilities.</li> </ul>	<ul style="list-style-type: none"> <li>City of Ellensburg Water Utilities and managed resources.</li> </ul>

Source: (Raymond & Rogers, 2022)

## Drought and Snowpack

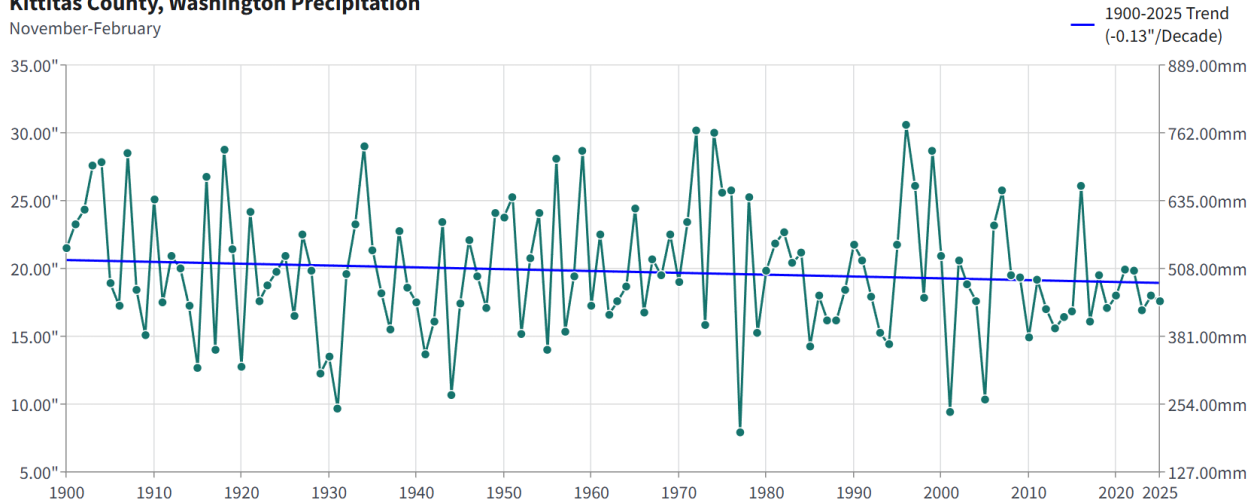
Drought is a period of dry weather, abnormal in length or severity of dryness, that causes an ecological imbalance and occurs with regularity in the Yakima River Basin, where Ellensburg is located. The Washington Department of Ecology has declared three drought emergency declarations in Kittitas County since 2015 (2015, 2021, and 2023) driven by low snowpack and lack of rainfall (Kittitas County HMP, 2025). Droughts are becoming more frequent and severe in the region due to declining snowpack, faster melt, and warmer summers, and these trends are projected to intensify through the century (National Integrated Drought Information System, 2025; Bumbaco, 2025). These conditions already strain water availability for agriculture, recreation, and municipal use and—when combined with Ellensburg’s persistent winds—increase the likelihood of large and destructive wildfires (Fitzgerald, 2025).

### HISTORICAL TRENDS AND PROJECTIONS

Precipitation trends show that winter precipitation has decreased on average by 0.13 inches per decade over the past century (Figure 3) (NOAA, 2025). Because winter is typically the wettest season, this decline impacts water availability throughout subsequent seasons. Summer rainfall is also expected to decrease. Currently, there is a 25% chance that any given summer will get less than 75% of normal rainfall in the region. By the end of the century, that chance increases to 30% (Raymond & Rogers, 2022).

**Kittitas County, Washington Precipitation**

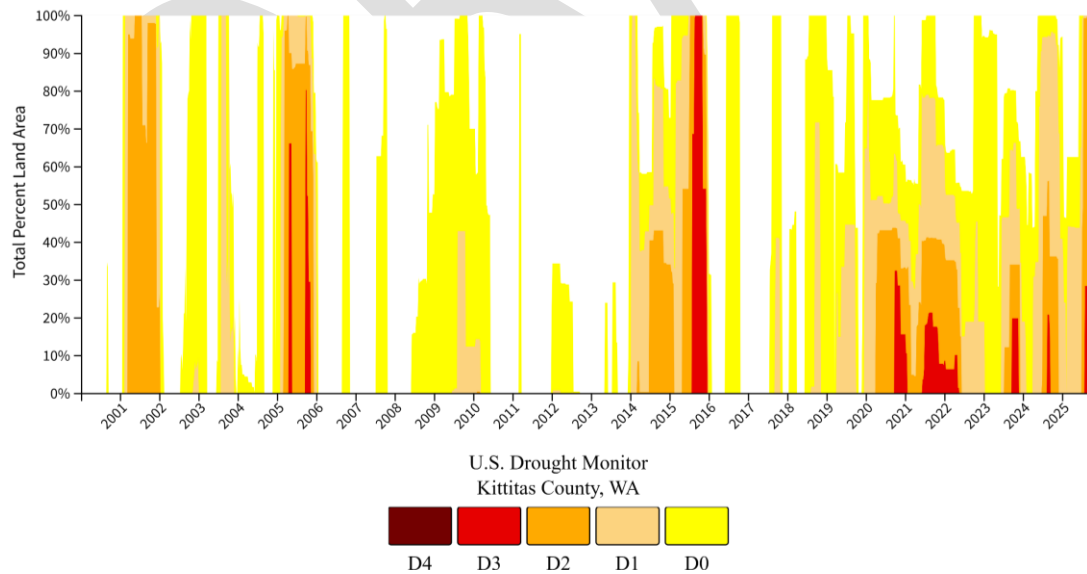
November-February



**Figure 3: Change in winter precipitation in Kittitas County, 1900 – 2025.**

Source: (NOAA County Time Series, 2025)

Drought conditions are common in central Washington, as monitored by the federal and state government and declared in stages of severity or emergency. In recent decades, drought years have become more frequent, and the number of consecutive years in drought conditions has grown. The U.S. Drought Monitor shows that since 2019, Kittitas County has been in a near constant state of drought, ranging from *abnormally dry* (D0) to *extreme* (D3) (Figure 4). The chart below also shows that *extreme drought* (D3) declarations have become more frequent since 2021. *Exceptional drought* (D4) has not been declared in Kittitas County as of 2025. Local governments can restrict non-essential water use or shift water allocations during a D3 classification (Washington State Department of Ecology, 2018).



**Figure 4: Historical drought declarations and their severity in Kittitas County.**

Source: (National Integrated Drought Information System, 2025)

The Palmer Drought Severity Index shows that spring water levels are getting lower. When measured annually in the month of May, Kittitas County has been in some level of drought severity for most of the past 25 years. All but one of the last 12 years have been drought years (Figure 5).

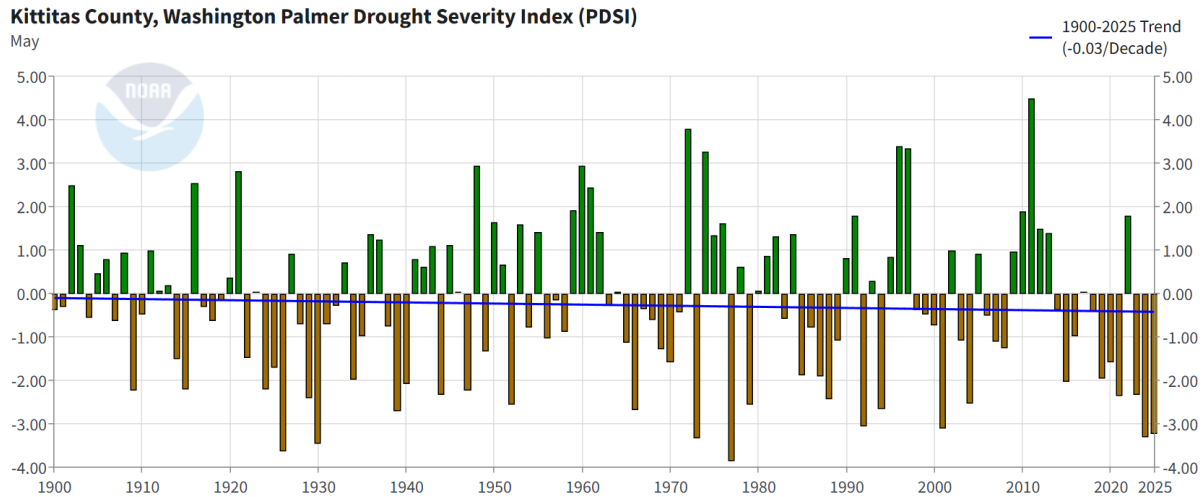


Figure 5: Kittitas County drought trends for May, 1895 – 2025.

Source: (NOAA, 2025).

Additionally, starting around the year 2000, the length of the dry summer periods has been increasing. Septembers have been consistently drier since the late 1990s, compared to earlier in the 20<sup>th</sup> century (Figure 6) (NOAA, 2025).

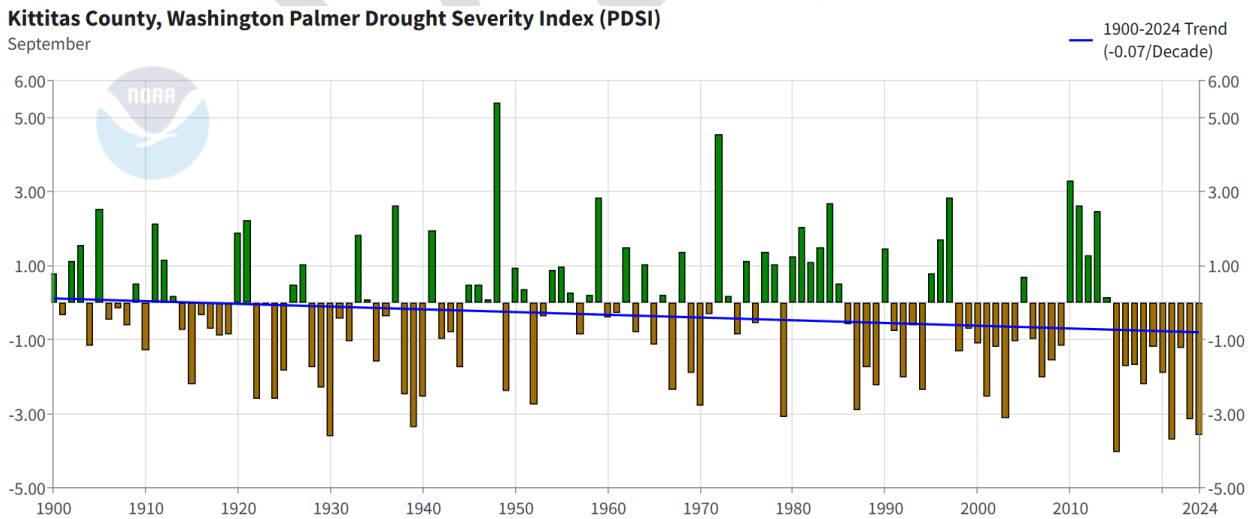


Figure 6: Kittitas County drought trends for September, 1895-2025.

Source: (NOAA, 2025).

## SNOWPACK

Ellensburg, like most of Central Washington, relies on snowpack from the Cascades for much of its summer water. Due to warmer temperatures, the Cascade snowpack levels have been declining as more precipitation in the winter and spring falls as rain instead of snow, and the snow that does fall melts earlier—a pattern expected to continue. By the end of the century, Kittitas County will see on average about 45% less snowpack on April 1<sup>st</sup> compared to the baseline time period of 2020 – 2049 (Figure 7) (Raymond & Rogers, 2022). At the same time, warmer and drier summers will result in increased water demand for domestic and commercial uses, which is likely to stress water supply. Additionally, much of Ellensburg’s electricity comes from hydroelectric sources, so diminished water in rivers means less available electricity when demand is high for cooling and air filters (Kittitas County Public Works Department, 2025).

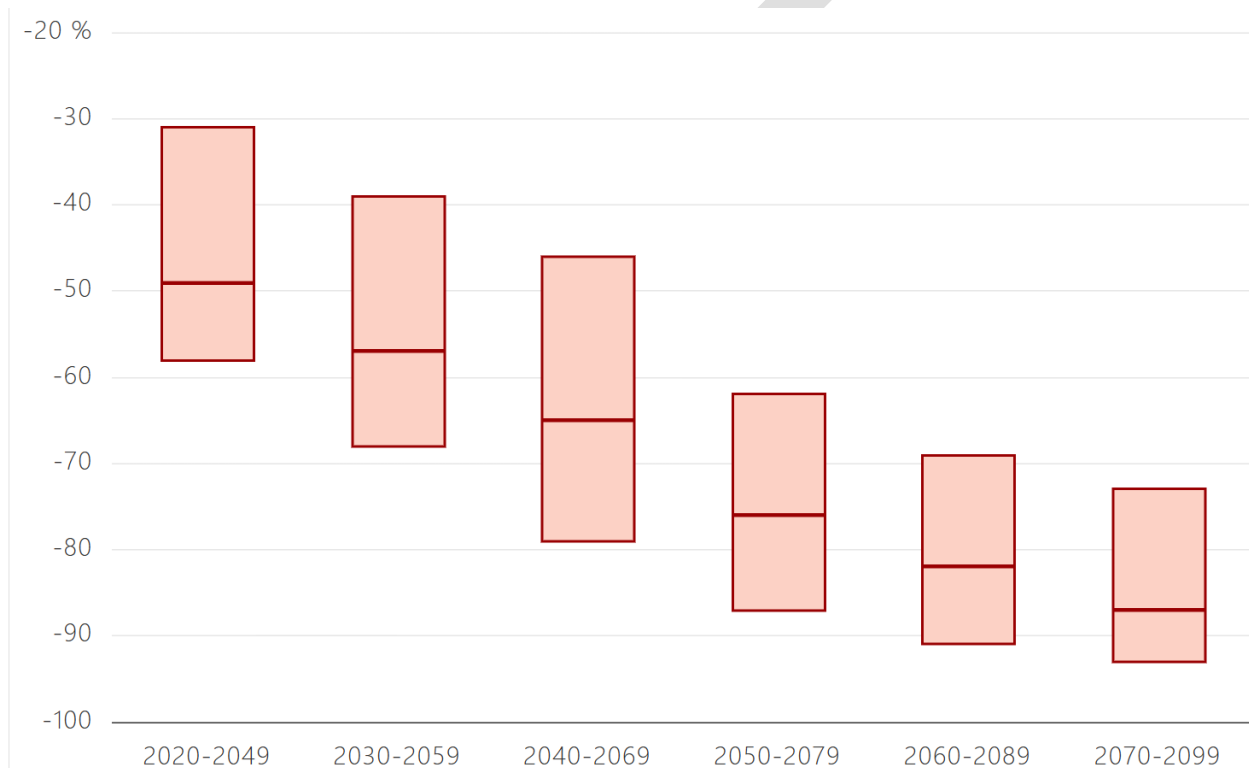


Figure 7: Change in average April 1st snowpack in Kittitas County relative to a baseline average snowpack from 2020 to 2099.

Source: (Raymond & Rogers, 2022).

## AFFECTED SECTORS AND ASSETS

Table 2: How drought and reduced snowpack may affect sectors and assets in Ellensburg.

Sector	Drought Impacts	Affected Assets
<b>Agriculture and Food Systems</b>	<ul style="list-style-type: none"> <li>Reduced water availability and increased water demand for crops and livestock due to warmer temperatures and less precipitation during the growing season.</li> </ul>	<ul style="list-style-type: none"> <li>Small-scale farms and pastureland.</li> <li>Salmon.</li> </ul>

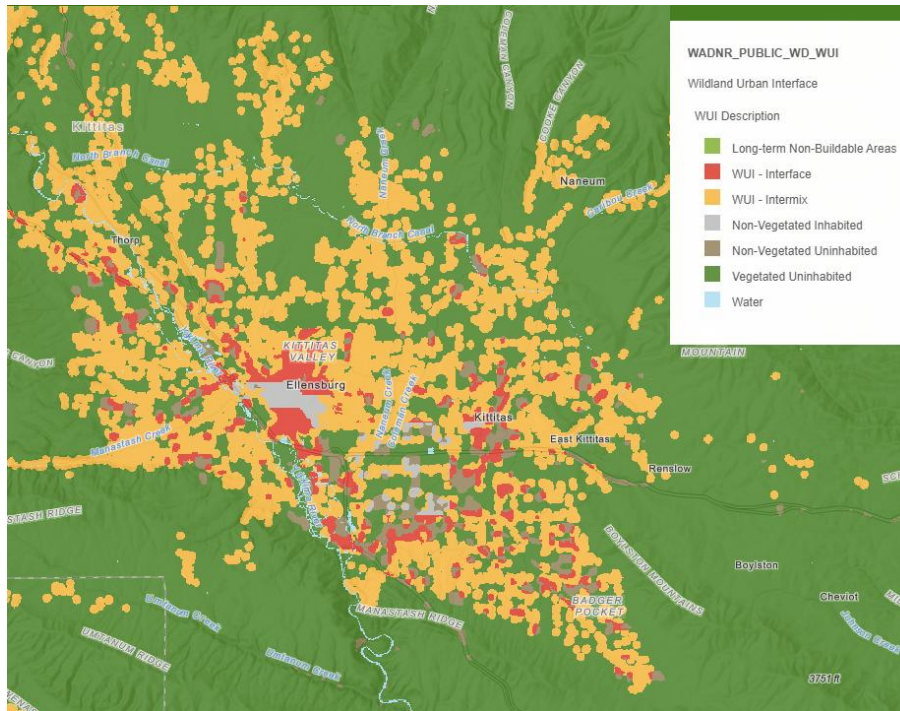
Sector	Drought Impacts	Affected Assets
Building and Energy	<ul style="list-style-type: none"> <li>Drought can lead to lower water levels in rivers and streams, which can impact salmon runs and lifecycles.</li> </ul>	<ul style="list-style-type: none"> <li>Irrigation and drainage systems.</li> </ul>
	<ul style="list-style-type: none"> <li>Lower water levels in rivers and streams can lead to lower energy production from hydroelectric dams.</li> <li>Residential and commercial heating, ventilation, and air conditioning (HVAC) costs will increase, and service may be disrupted.</li> </ul>	<ul style="list-style-type: none"> <li>Residential and commercial buildings</li> </ul>
Historic and Cultural Resources	<ul style="list-style-type: none"> <li>Lower water levels in rivers and streams can impact salmon runs and lifecycles.</li> </ul>	<ul style="list-style-type: none"> <li>Salmon.</li> </ul>
Ecosystems	<ul style="list-style-type: none"> <li>Stressed vegetation, leading to diminished habitat quality.</li> <li>Higher vulnerability to wildfire risks due to increased fuel load and stressed ecosystems (e.g., grassland dries out and increases tinder for large wildfire).</li> </ul>	<ul style="list-style-type: none"> <li>Parks and Open Space Assets.</li> <li>Yakima River Shoreline.</li> <li>Reecer, Wilson, and Mercer Creeks.</li> </ul>
Emergency Management	<ul style="list-style-type: none"> <li>Reduced water availability can impact firefighting efforts and increase the risk of wildfires. (National Integrated Drought Information System, 2025).</li> </ul>	<ul style="list-style-type: none"> <li>Municipal reservoirs (2).</li> </ul>
Health and Well-being	<ul style="list-style-type: none"> <li>Increased erosion, dust storms, and heightened wildfire risks impact the health of sensitive or vulnerable populations.</li> <li>Reduced opportunities for outdoor recreation activities, such as rafting or tubing, may impact local quality of life as well as employment based on the city's recreation-based economy.</li> <li>Disruptions to electricity and water supplies may impact emergency medical care for vulnerable populations and exacerbate health problems.</li> </ul>	<ul style="list-style-type: none"> <li>Healthcare facilities and services dedicated to helping populations vulnerable to poor air quality and heat.</li> <li>Electricity-dependent medical equipment.</li> <li>Recreation-based businesses.</li> </ul>
Water Resources	<ul style="list-style-type: none"> <li>Less snowpack and lower water availability in Yakima River Basin.</li> <li>Poor river/stream/groundwater water quality from reduced pollutant dilution in rivers.</li> <li>Reduced water supply and increased demand will result in stricter management of water resources.</li> </ul>	<ul style="list-style-type: none"> <li>Water and wastewater services.</li> </ul>

Source: (Raymond & Rogers, 2022).

## Wildfire

Wildfire risks near Ellensburg have increased and followed similar trends across the central Washington region, with fires beginning earlier in the year and continuing later into the year (Washington Department of

Ecology, 2024). Rising temperatures, declining snowpack, and reduced rainfall are projected to increase the likelihood of high-fire risk conditions, while Ellensburg’s persistent winds exacerbate the speed and spread of fire once ignited (Kittitas County Public Works Department, 2025). Homes, businesses, and infrastructure in the wildland-urban interface (WUI) have higher exposure to wildland fire risk (Figure 8). Reduced rain and snowpack, as well as rising temperatures and drier conditions, are projected to increase the likelihood of high-risk conditions for wildfires. High winds can exacerbate the spread of wildfire (Kittitas County Public Works Department, 2025).



**Figure 8: City of Ellensburg Wildland Urban Interface (WUI), where wildlands with significant burnable vegetation intersect with developed areas.**

Source: (Washington State Department of Natural Resources, 2019).

### WILDFIRE TRENDS AND PROJECTIONS

Between 1973 – 2023, there were 74 fires that burned more than 354,692 acres in Kittitas County, including the 2012 Taylor Bridge Fire (which destroyed 61 homes), the 2014 Carlton Complex Fire, and the 2015 Okanagan Complex Fire. As shown in Table 3, Kittitas County is expected to experience an additional seven high-fire danger days per year by 2039 compared to the 1971 – 2000 average, and this increases to 10 days per year by 2069. High-fire danger days are instances where 100-hour fuel moisture indicators dip below the historical 20<sup>th</sup> percentile. These changes reflect hotter, drier summers and more frequent extreme fire weather conditions, which, combined with ongoing development into the WUI, can further heighten Ellensburg’s wildfire exposure.

**Table 3: Wildfire danger in Kittitas County.** The table shows the change in annual high-fire danger days compared to the historical 1971 – 2000 average.

Wildfire Danger	2010-2039 Kittitas County	2040-2069 Kittitas County
Change in annual high-fire danger days	7 days (0-12 days)	10 days (1-21 days)

Source: (Raymond & Rogers, 2022).

The likelihood of a wildfire developing in Kittitas County is projected to increase over the coming decades. Figure 9 shows that by mid-century (2040 – 2069), there is a 36% annual chance of wildfire compared to about 3% today, and by late century (2070 – 2099), the probability rises to 58% (Raymond & Rogers, 2022).

### SMOKE AND AIR QUALITY

One of the significant impacts of wildfires is the production of smoke. As the number of wildfires increases, the number of smoke days will also increase. Air quality worsens due to hazardous chemicals and tiny airborne particles such as PM<sub>2.5</sub> (fine particulate matter with a diameter of 2.5 micrometers or less). More recently, Ellensburg experiences an average of 52 smoky days per year due to wildfire (Holappa, 2021; Saldanha, 2021). Future climate change projections estimate that more than 82 million individuals across the Western United States will experience a 57% increase in the frequency of smoke events and a 31% increase in their intensity (Liu, et al., 2016). The number of smoky days Ellensburg experiences has already increased from an average of 37 smoky days per year between 2009 – 2013 to an average of 52 days per year between 2016 – 2020 (Saldanha, 2021).

Smoke affects the health of Ellensburg’s communities and ecosystems, puts stress on health systems, and contaminates the water supply with ash (Kittitas County Public Health Department, 2025; Raymond & Rogers, 2022). The Yakima River could be contaminated by wildfire ash and sediment during wildfire events, affecting fish and wildlife habitats. Extended exposure to smoke from wildfires poses a greater risk of cardiovascular and respiratory complications, especially for vulnerable groups like children, the elderly, and those with pre-existing health conditions (Brown & Kelso, 2025). Wildfires and ensuing smoke also negatively affect the wages and productivity of outdoor workers by reducing the amount of time they can safely spend working.

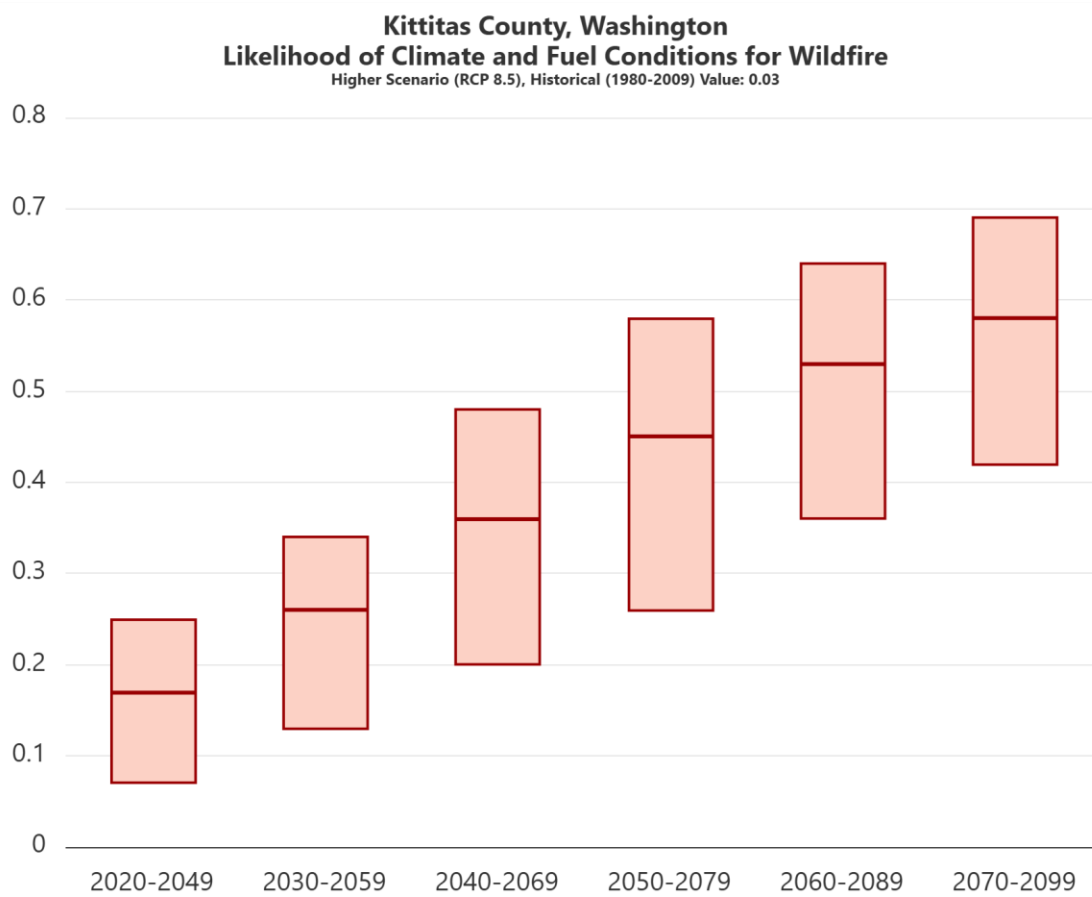


Figure 9: Wildfire likelihood in Kittitas County, 2020 – 2099.

Source: (Raymond & Rogers, 2022).

### AFFECTED ASSETS AND SECTORS

Table 4: Wildfire and smoke can affect sectors in Ellensburg in a variety of ways, detailed in the table below.

Sector	Wildfire/Smoke Impacts/Exposure	Affected Assets
<b>Agriculture and Food Systems</b>	<ul style="list-style-type: none"> <li>• Reduced crop yields/crop destruction from smoke and ash.</li> <li>• Ash contamination of water sources.</li> </ul>	<ul style="list-style-type: none"> <li>• Crops.</li> <li>• Irrigation water sources.</li> <li>• Irrigation canals and storage facilities.</li> </ul>
<b>Buildings and Energy</b>	<ul style="list-style-type: none"> <li>• Wildfires could result in damage or destruction of buildings, especially in the WUI (see <b>Error! Reference source not found.</b>).</li> <li>• Wildfires could result in damage or destruction of energy infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• Power facilities, transmission lines, and substations.</li> <li>• Buildings within higher-risk WUI zones.</li> </ul>

Sector	Wildfire/Smoke Impacts/Exposure	Affected Assets
<b>Historic and Cultural Resources</b>	<ul style="list-style-type: none"> <li>Wildfires could result in increased cost of insurance and expensive repairs for fire damaged properties.</li> <li>Wildfires could lead to the destruction of heritage sites and culturally important resources.</li> </ul>	<ul style="list-style-type: none"> <li>Local businesses.</li> <li>Historic buildings.</li> <li>Heritage sites.</li> </ul>
<b>Ecosystems</b>	<ul style="list-style-type: none"> <li>Wildfires and smoke could lead to habitat loss and fragmentation.</li> <li>Wildfires and smoke could result in changes in vegetation patterns; increased invasive species</li> <li>Destruction of vegetation could result in soil erosion and water quality degradation post-fire.</li> </ul>	<ul style="list-style-type: none"> <li>Natural open spaces within and around Ellensburg and the Yakima River.</li> </ul>
<b>Emergency Management</b>	<ul style="list-style-type: none"> <li>There is likely to be an increased demand for firefighting resources and emergency response capacity.</li> <li>Evacuation and emergency response routes may be affected by road closures due to wildfires.</li> </ul>	<ul style="list-style-type: none"> <li>Interstate 90 freeway, Kittitas Highway, Vantage Highway, N Chestnut Street, and other key evacuation and transit routes.</li> <li>Shelters, schools, and healthcare facilities (Kittitas Valley Healthcare) that can serve as emergency hubs.</li> </ul>
<b>Health and Well-being</b>	<ul style="list-style-type: none"> <li>Residents may suffer from respiratory and cardiovascular issues from PM<sub>2.5</sub> exposure.</li> <li>Residents may face increased healthcare costs due to smoke-related illnesses.</li> <li>The community may face mental health impacts due to displacement or stress from wildfire risks.</li> <li>Smoke resulting from wildfires and may increase health risks for outdoor workers exposed to poor air quality.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Water Resources</b>	<ul style="list-style-type: none"> <li>Smoke from wildfires may result in sediment and ash contamination of water supplies.</li> <li>Wildfires may result in damage to water conveyance infrastructure, including irrigation canals.</li> </ul>	<ul style="list-style-type: none"> <li>Clinesmith Irrigation Ditch and related irrigation infrastructure.</li> </ul>

Source: (Raymond & Rogers, 2022).

## Extreme Precipitation and Flooding

Ellensburg has an arid climate, receiving an average of about 9 inches of rainfall annually, along with 20–25 inches of snow. The city sits in the Kittitas Valley on the Yakima River, which flows from the Cascade

Mountains through Kittitas County and is joined by tributaries such as Wilson Creek. Historically, much of Ellensburg and the east Cascades’ winter precipitation fell as snow, but warming winter temperatures are resulting in more rainfall. The shift in winter precipitation from snow to rain contributes to higher winter and early-spring streamflows and increases the likelihood of flood events that affect agriculture, transportation, and neighborhoods near floodplains. Flooding in Ellensburg and the surrounding county is often tied to rapid snowmelt, rain-on-snow events, and high-intensity rainfall that can overwhelm the Yakima River and its tributaries (Kittitas Public Works Department, 2025).

### HISTORICAL TRENDS AND PROJECTIONS

In Kittitas County, the intensity of the 2-year storm (a measure of heavy rainfall events) is projected to increase substantially by mid- and late-century. By mid-century (2050 – 2079), the magnitude of a 2-year storm in Kittitas County is projected to increase by about 15%, with a range of 5% to 24% (**Error! Reference source not found.**). By the late century (2070-2099), storm intensity is projected to increase by 18%, with a range of 6% to 25%. These changes are measured relative to the 1980 – 2009 baseline, meaning that future storms are expected to be significantly stronger than storms Ellensburg has historically experienced. Such increases suggest that storms comparable to past damaging events, such as the 2011 floods, may become more severe in the future, increasing risks of flooding, infrastructure damage, and soil erosion.

Table 5: Projected Percent Change in the Magnitude of 2-Year Storm Events, Kittitas County.

Time Period	Percent Change (Median)	Range (10th to 90th Percentile)
2050 – 2079	+15%	+5 to +24%
2070 – 2099	+18%	+6 to +25%

Source: (Raymond & Rogers, 2022)

### FLOODING

Ellensburg has experienced flood events in recent decades. In January 2011, warm temperatures and heavy rain caused rapid snowmelt, submerging roads and homes along Dolarway Road and causing the Yakima River to rise above its designated flood stage (NOAA, 2011). Flood stage refers to the river level at which water begins to spill over its banks and cause damage to nearby property and infrastructure. In May 2011, a second event led officials to declare a state of emergency after roads such as Cove Road, Cedar Cove Road, Hanson Road and properties along them were washed out, losing up to 8 to 10 feet of roadway and underlying soil in places (Johnston, 2011).



**Figure 10: Rushing flood waters near Manastash Creek where a portion of Hanson Road being washed away in May 2011.**

*Source: Myrick, 2011*

Figure 11 shows Ellensburg’s flood hazard zones as defined by FEMA. The pink shaded areas represent the 0.2% annual chance flood hazard (500-year floodplain). The green shaded areas represent the 1% annual chance flood hazard (100-year floodplain), with different designations depending on the type of flood risk. Zone A areas (green) are within the 100-year floodplain but lack detailed elevation data. Zone AE areas (light green/teal) are within the 100-year floodplain and have established base flood elevations. Zone AO areas (darker green) indicate shallow flooding hazards, typically sheet flow of 1–3 feet in depth. These flood hazard zones are concentrated along the Yakima River and Reecer Creek and extend into parts of Ellensburg’s residential neighborhoods and transportation corridors such as I-90 and US 97.

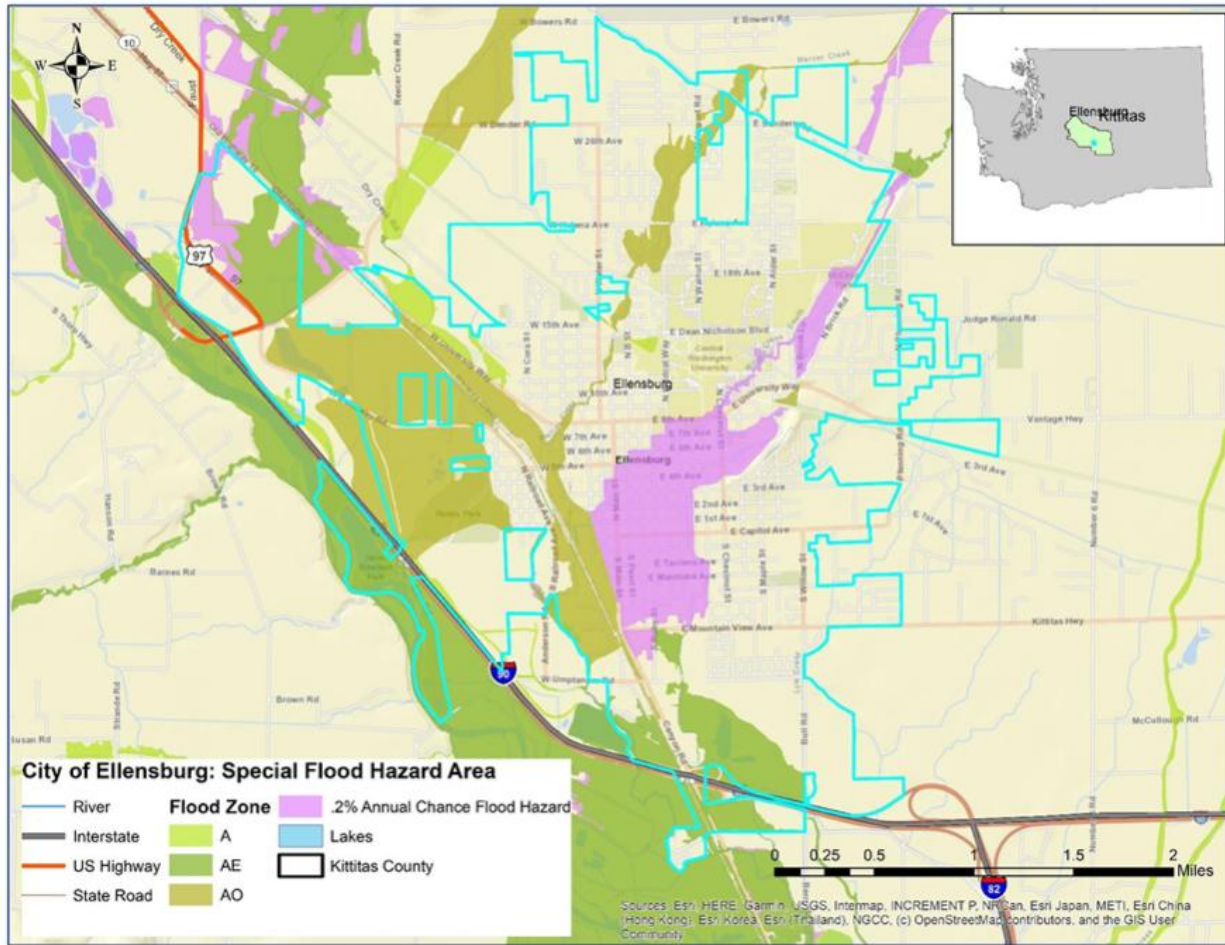


Figure 11. Special flood hazard area in Ellensburg.

Source: (Kittitas County Public Works Department, 2025).

### AFFECTED SECTORS AND ASSETS

Table 6: Extreme precipitation and flooding can affect sectors in a variety of ways, detailed below.

Sector	Extreme Precipitation Impact	Affected Assets
<b>Agriculture and Food Systems</b>	<ul style="list-style-type: none"> <li>• Delayed planting/harvest, drowned seedlings, and stunted growth can result in reduced crop yields (timothy hay, alfalfa, orchard grass).</li> <li>• Heavy precipitation can cause soil erosion and nutrient runoff that degrades farmland and water quality.</li> <li>• Excessive moisture and contaminated runoff can lead to increased crop disease, pests, and livestock health risks.</li> </ul>	<ul style="list-style-type: none"> <li>• Farmland in the Kittitas Valley.</li> <li>• Irrigation and drainage systems (Kittitas Reclamation District).</li> <li>• Livestock facilities and dairies.</li> </ul>

Sector	Extreme Precipitation Impact	Affected Assets
Buildings and Energy	<ul style="list-style-type: none"> <li>• Extreme precipitation and flooding can cause damage to agricultural infrastructure and supply chains, leading to price volatility and reduced food security.</li> </ul>	<ul style="list-style-type: none"> <li>• Agricultural storage, roads, and transport infrastructure.</li> </ul>
	<ul style="list-style-type: none"> <li>• Flooding can cause water damage to basements, foundations, and building envelopes.</li> <li>• Saturated soils and freeze-thaw cycles can cause structural weakening.</li> <li>• Flooding threatens power outages and risks to substations and transmission lines.</li> </ul>	<ul style="list-style-type: none"> <li>• Residential, commercial, and industrial buildings in 100-year and 500-year floodplains.</li> <li>• Community-serving facilities (e.g., Hal Holmes Community Center, Ellensburg Youth &amp; Community Center, Ellensburg Adult Activity Center).</li> <li>• Energy substations and grid infrastructure.</li> </ul>
Historic and Cultural Resources	<ul style="list-style-type: none"> <li>• Extreme precipitation and flooding can cause water damage and structural weakening of downtown historic buildings.</li> <li>• Erosion and flooding threaten archaeological sites and cultural landscapes.</li> </ul>	<ul style="list-style-type: none"> <li>• Kittitas County Historical Museum.</li> <li>• Yakima Nation Reservation Ellensburg annex.</li> </ul>
Economic Development	<ul style="list-style-type: none"> <li>• There may be business closures and tourism losses from damage to historic districts and events.</li> <li>• Agricultural losses may reduce local economic output.</li> <li>• Supply chain and infrastructure disruptions may raise costs for businesses and households.</li> </ul>	<ul style="list-style-type: none"> <li>• Downtown businesses and retail centers.</li> <li>• Museums and cultural institutions (e.g., Kittitas County Historical Museum, Clymer Museum of Art, Museum of Culture &amp; Environment).</li> <li>• Transportation networks serving regional commerce.</li> </ul>
Ecosystems	<ul style="list-style-type: none"> <li>• Extreme precipitation can lead to streambank erosion, sedimentation, and degraded water quality from heavier runoff.</li> <li>• Altered stream flows and flooding can reduce habitat quality for fish and wildlife.</li> </ul>	<ul style="list-style-type: none"> <li>• Yakima River riparian zones and wetlands.</li> <li>• Salmon, trout, and other aquatic habitats in the Yakima River and tributaries.</li> </ul>
Emergency Management	<ul style="list-style-type: none"> <li>• Increased demand for rescues, evacuations, emergency calls may strain personnel and budgets.</li> </ul>	<ul style="list-style-type: none"> <li>• Ellensburg Fire Department.</li> <li>• Kittitas Valley Healthcare and KVH Hospital.</li> </ul>

Sector	Extreme Precipitation Impact	Affected Assets
<b>Health and Well-being</b>	<ul style="list-style-type: none"> <li>• Flooding and washouts can disrupt emergency access, slow response times, and damage facilities.</li> <li>• There may be greater challenges coordinating services for vulnerable populations during severe weather events.</li> <li>• There may be an increase in waterborne illnesses from contaminated drinking water, private wells, and wastewater overflows.</li> <li>• There may be an increase in injuries, respiratory problems, and mold exposure linked to flooding and prolonged damp conditions.</li> <li>• Mental health stress, anxiety, and PTSD may result from property loss, displacement, and repeated flood events.</li> <li>• Disrupted access to healthcare, pharmacies, and essential services could occur during storms and road closures.</li> </ul>	<ul style="list-style-type: none"> <li>• Major emergency evacuation routes (e.g., Highway 97 and Highway 10).</li> <li>• Emergency facilities and resources responding to residents in flood-prone areas</li> <li>• Healthcare facilities and services serving vulnerable groups including the elderly, children, unhoused residents, and people with chronic illnesses who have more difficulty responding during emergencies.</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Flooding of city streets and storm drains may disrupt travel and emergency access.</li> <li>• Extreme precipitation and flooding may lead to erosion and damage to bridges and culverts, including those crossing Reecer Creek.</li> <li>• Extreme precipitation and flooding could cause washouts and service interruptions on the BNSF freight rail line.</li> </ul>	<ul style="list-style-type: none"> <li>• Major transportation corridors (e.g., Highway 97 and Highway 10).</li> <li>• Reecer Creek levee system and crossings.</li> <li>• BNSF rail line, Historic Ellensburg Train Depot, and supporting infrastructure.</li> </ul>
<b>Water Resources</b>	<ul style="list-style-type: none"> <li>• Extreme precipitation and flooding could result in surface water contamination, sedimentation, and stormwater overload.</li> </ul>	<ul style="list-style-type: none"> <li>• Stormwater systems, groundwater recharge zones.</li> </ul>

Source: (Raymond & Rogers, 2022; Kittitas County Public Works Department, 2025).

## Additional Weather Hazards

There are some weather phenomena specific to the City of Ellensburg and its surrounding areas that amplify the climate impacts discussed above. Wind and severe storms can stress City assets and infrastructure.

Ellensburg experiences strong winds all year, primarily from the west and northwest, as a result of its geography and topography, combined with global weather patterns and differences seasonal atmospheric pressure differences. The wind tunnel effect felt in Ellensburg is due to its location directly east of the Cascade Mountains and east of the Yakima River Canyon. Air from the Pacific Ocean and more humid western Washington speeds up as it passes through the mountain passes. The Yakima River Canyon also helps channel wind into the Kittitas Valley (Lillquist, 2025).

**Wind:** Wind can serve as a threat multiplier, fueling bigger wildfires when combined with drought conditions and high temperatures, and is a key component in “fire weather” (National Weather Service, n. d.). When added to extreme precipitation events, wind can increase the danger to health and safety and destruction of property (NOAA, 2025). It can worsen water damage to buildings already stressed by rain and increase the likelihood of utility infrastructure failure. Additionally, the combination of wind and rain is more likely to fell trees or powerlines, which become public safety hazards (NOAA, 2025).

**Severe Winter Storms:** During the winter, wind and precipitation combine to form severe winter storms, in which wind and snowfall cause blowing and drifting snow, which can lead to whiteout conditions and road closures. Sometimes freezing rain, sleet, or hail is present, which can coat roads, electric infrastructure, and trees in ice, posing further hazards to safety (CWU, 2025).

## Community Vulnerability

Ellensburg’s economy is driven by Central Washington University, agriculture, and healthcare (City of Ellensburg, 2023). Hazards such as extreme heat, drought, flooding, and wildfire (and wildfire smoke) pose risks not only to individuals but to the systems the community depends on. For example, extreme heat and smoke disrupt student life and outdoor activities; drought undermines the agricultural economy and impact water supply for irrigation; and wildfire, flooding, and heat emergencies increase strain on the county’s sole hospital, Kittitas Valley Healthcare (EPA, 2025; Raymond & Rogers, 2022; City of Ellensburg, 2023). As a semi-arid community with persistent winds, Ellensburg is also especially exposed to wildfire spread and smoke, while declining snowpack and earlier melt reduce late-summer streamflow needed for drinking water, irrigation, and hydropower (Raymond & Rogers, 2022).

## Public Health

Climate impacts are experienced differently across different populations and communities, based on sociodemographic factors, location of impacts resulting in different levels of exposure, and other community characteristics (Figure 12). Ellensburg has a total population of 18,666, with a poverty rate of 21%, more than double the statewide average (American Community Survey, 2023). Poverty levels are high across the region, with the City of Yakima and Kittitas County also experiencing above-average poverty rates compared to Washington overall (American Community Survey, 2023). While agriculture is a dominant land use and economic driver in Kittitas County, relatively few agricultural workers live within Ellensburg’s city limits, which shifts local vulnerability more toward students, renters, and service-sector workers (City of Ellensburg, 2023).

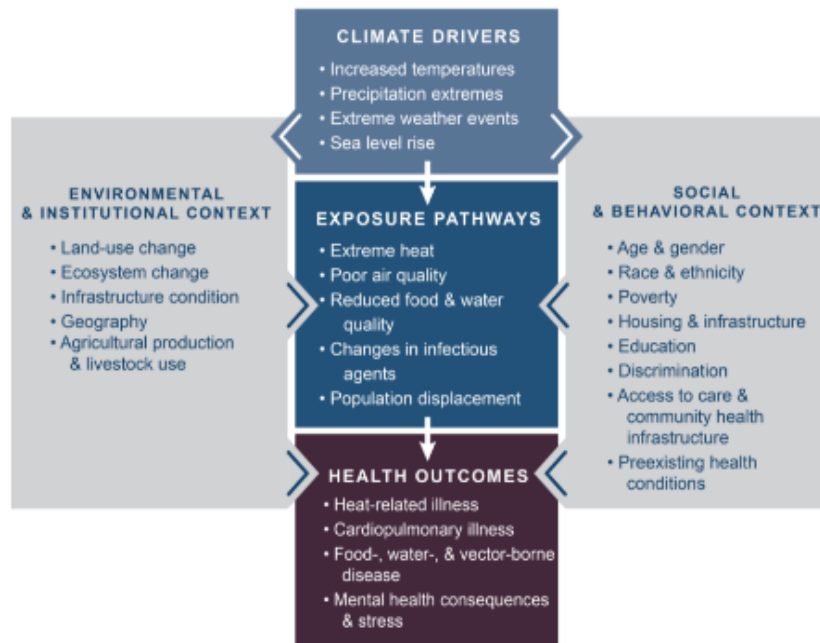


Figure 12. Determinants of health outcomes from climate change.

Source: (USGCRP, 2016).

Many students and low-income households that live in older housing stocks that lack air conditioning or insulation experience increased risk to heat and smoke exposure (Gabbe, Mallen, & Varni, 2022). Rent-burdened households face financial barriers to recovery after floods or fires and may be unable to purchase cooling, filtration, or insurance (EPA, 2025). Vulnerable populations, including older adults, people with disabilities, and unhoused residents, face the greatest risks given mobility challenges, pre-existing health conditions, and lack of reliable shelter (EPA, 2025). These and other community-wide stressors and demographic realities amplify the impacts of climate hazards. Table 7 summarizes the key demographic groups most vulnerable to climate change in Ellensburg and the risks they face.

Climate hazards stress community services such as emergency response, healthcare, and social services. Wildfire and flood events can put increased demand on fire, police, and emergency managers, and evacuation routes can be blocked by hazardous conditions (Kittitas County, 2025). Healthcare facilities may be overwhelmed by spikes in respiratory illness, heat stress, and flood-related injuries (Gkouliaveras, Kalogiannidis, & Kalfas, 2025). Social services, including HopeSource, FISH Food Bank, and APOYO, anticipate greater demand during extreme events, especially from low-income households and unhoused residents (City of Ellensburg, 2023).

Table 7: Key demographic populations in the City of Ellensburg and potential climate impacts.

Demographic	Population Estimates	Potential Climate Impacts
Low-Income Families & Rent-	21% poverty rate; among the highest rent-burdened rates in Washington (American Community Survey, 2023),	<ul style="list-style-type: none"> <li><b>Extreme Heat:</b> Limited ability to afford or access cooling, increasing risk of heat-related illness.</li> </ul>

Demographic	Population Estimates	Potential Climate Impacts
<b>Burdened Households</b>	more than double the state rate: 10.3%	<ul style="list-style-type: none"> <li>• <b>Extreme Precipitation/Flooding:</b> Greater risk of housing instability and recovery challenges.</li> <li>• <b>Drought:</b> Increased food insecurity and financial stress.</li> <li>• <b>Wildfire &amp; Smoke:</b> Elevated health risks without access to air filtration or healthcare.</li> </ul>
<b>Students (Central Washington University)</b>	Large share of population; majority of those in poverty are ages 18–24 (City of Ellensburg, 2023).	<ul style="list-style-type: none"> <li>• <b>Extreme Heat:</b> Students in older, non-air-conditioned housing face higher exposure.</li> <li>• <b>Wildfire &amp; Smoke:</b> Health impacts from prolonged smoke exposure during the academic year.</li> <li>• <b>Extreme Precipitation/Flooding:</b> Off-campus rental housing near creeks or floodplains may be vulnerable.</li> </ul>
<b>Older Adults (65+)</b>	14.6% of population vs. 16.2% statewide	<ul style="list-style-type: none"> <li>• <b>Extreme Heat:</b> High sensitivity to heat stress, dehydration, and related illnesses and hospitalizations.</li> <li>• <b>Extreme Precipitation/Flooding:</b> Greater risk of injury or displacement.</li> <li>• <b>Wildfire &amp; Smoke:</b> Increased vulnerability to respiratory illness.</li> </ul>
<b>People with Disabilities</b>	14.4% of population vs. 13.4% statewide	<ul style="list-style-type: none"> <li>• <b>Extreme Heat:</b> Difficulty accessing or traveling to cooling centers.</li> <li>• <b>Flooding:</b> Mobility challenges during evacuation.</li> <li>• <b>Wildfire &amp; Smoke:</b> Pre-existing health conditions may be worsened by smoke exposure.</li> </ul>
<b>Unhoused Residents</b>	Exact estimate for the city not available; Kittitas County, 2024 Point-in-Time (PIT) identified over 45 individuals experience homelessness per night (City of Ellensburg, 2024).	<ul style="list-style-type: none"> <li>• <b>Extreme Heat &amp; Flooding:</b> No reliable shelter from climate hazards, high exposure risk.</li> <li>• <b>Wildfire &amp; Smoke:</b> Prolonged exposure to unhealthy air quality.</li> </ul>

Source: American Community Survey, 2023; City of Ellensburg, 2023; City of Ellensburg, 2024.

## Resilience Policy Implementation

Resilience policy implementation ranges from individual actions to regional capital projects, with both short- and long-term options. Achieving community resilience to climate hazards often requires a combination of actions at varying scales and a recognition that the cost of working towards adaptation is less than the potential costs of inaction. Increasing adaptive capacity efforts across systems can reduce the vulnerability of infrastructure, the community, and ecosystems to climate hazards.

### Best practices for deploying adaptation and resilience strategies may include:

- **Using best available science:** Using the best available science ensures that policies and actions are grounded in reliable data and up-to-date research.
- **Promoting environmental justice outcomes:** Centering equity and promoting environmental justice during planning and implementation can ensure that vulnerable and overburdened populations are protected from disproportionate climate risks. Inclusive planning strengthens social cohesion and creates fairer, more effective solutions.
- **Community engagement and partnerships:** Engaging communities ensures that adaptation strategies reflect local needs, knowledge, and priorities. Partnering with local organizations can help build trust and increase the likelihood that solutions are adopted and sustained over time.
- **Adaptive management:** A flexible approach that adjusts strategies as conditions change and new information emerges is crucial when developing adaptation strategies.

### Successful implementation of adaptation and resilience strategies should consider:

- **Funding:** Adequate and sustained funding is essential in ensuring successful implementation of adaptation strategies. Ellensburg can seek funding opportunities where available, such as grants that promote climate work.
- **Staffing, capacity, and buy-in:** Timely implementation requires staff with training, capacity, and buy-in. Limited staff capacity can limit Ellensburg's ability to move climate projects forward. Building staff capacity around climate projects can help ensure successful adaptation implementation. Additionally, community buy-in and support can further resilience goals.
- **Leadership:** Strong staff leadership and leader buy-in are essential for sustaining adaptive policy momentum over time.

Adaptation strategies described below are **organized by the climate impacts** detailed in this Climate Hazard and Impact Assessment. In each section, adaptation strategies are **arranged by community system** and further **bucketed into short-term or long-term strategies**.

Community systems are defined as:	Timeframes are defined as:
<ul style="list-style-type: none"> <li>• <b>Built Environment:</b> This system represents physical infrastructure such as buildings and energy, transportation networks, and capital facilities (e.g., water resources, sewer).</li> <li>• <b>Social Systems:</b> This system represents networks, programs, and governance that supports community well-being (e.g., social services that are provided, codes and policies, education, historic and cultural resources, economic development).</li> <li>• <b>Ecosystems:</b> This system represents natural resources and landscapes that support ecological health (e.g., forests, rivers, wetlands, public parks, ecosystem function).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Short term:</b> Adaption strategies that could be implemented in the next 5 years.</li> <li>• <b>Long term:</b> Adaption strategies that could be implemented in 6+ years.</li> </ul>

## Extreme Heat

Ellensburg faces risks from extreme heat, both with rising annual temperatures and the increasing frequency of extreme heat events. Extreme heat poses significant threats across the community, to public health, ecosystems, community infrastructure, and outdoor recreation economies. Adapting to extreme heat impacts and promoting resilience is essential in safeguarding community health.

### Extreme Heat Adaptation & Resilience Strategies

Built Environment	<p><b>Short Term – Next 5 Years</b></p> <ul style="list-style-type: none"> <li>• <b>Shade structures:</b> Temperatures in the shade are up to 10 °F lower than in the sun in arid climates (like Ellensburg). Shade structures provide immediate relief from sun, which reduces heat risks to health and safety (Keith &amp; Meerow, 2022).</li> <li>• <b>Cool pavements:</b> Cool pavements store less heat than traditional pavement, leading to lower surface temperatures during the day and emitting less heat at night. Cool pavements can reduce heat exposure for pedestrians and those waiting for buses.</li> <li>• <b>Cool roofs/walls:</b> Cool roofs and walls use light-colored materials that increase solar reflection to reduce heat absorption during the day. This reduced heat absorption helps keep buildings cooler and can reduce the urban heat island effect (Keith &amp; Meerow, 2022).</li> <li>• <b>Cooling centers:</b> Cooling centers can reduce the risk of heat-related illness by providing shelter and resources to community members. Cooling centers are often staged in community buildings such as libraries and schools with cooling systems in place. Ensure equitable access to cooling centers by siting facilities in centrally located areas, near existing transportation hubs, and in historically underserved areas.</li> <li>• <b>Green stormwater infrastructure:</b> Implementing green stormwater infrastructure, such as permeable surfaces and green roofs, supports stormwater management and can increase pedestrian thermal comfort through evapotranspiration (evaporation and transpiration, the process of water moving from Earth’s surface into the atmosphere).</li> </ul>
	<p><b>Long Term – 6+ Years</b></p> <ul style="list-style-type: none"> <li>• <b>Land use, expansion of green spaces:</b> Vegetation and trees have cooling properties through evapotranspiration and shade benefits, making green spaces an important tool in reducing heat risk. Updating land use code and policies to promote greenspace expansion can increase the concentration of vegetation and green space in Ellensburg, which reduces the urban heat island effect by cooling the air.</li> </ul>
Social Systems	<p><b>Short Term – Next 5 years</b></p> <ul style="list-style-type: none"> <li>• <b>Rental codes</b> (upper thermal temperatures): Cities such as Phoenix, AZ, have adopted codes that require all rental units to have air conditioners that cool to 82°F or evaporative coolers that cool to 86°F (Keith &amp; Meerow, 2022). Instituting or updating rental codes to include upper temperature thresholds aims to reduce the risk of heat illness for renters.</li> </ul>

### Extreme Heat Adaptation & Resilience Strategies

- **Education:** Increasing education on heat risks and heat related illnesses allows community members to better protect themselves during heat events. Awareness is the first step in promoting behavior that can protect people from heat.
- **Park services, splash pads:** Green spaces and splash pads can offer a reprieve from the heat. Ensuring parks and splash pads are operational and maintained during extreme heat events improves community access to cooling spaces and reduces community heat risk.

#### Long Term – 6+ Years

- **Municipal tree planting and maintenance programs:** Increasing tree canopy coverage can reduce surface temperatures and offer immediate shade relief, particularly in communities with less tree canopy and green space. Tree planting programs need to include maintenance.
- **Green spaces development and access:** Development of green spaces and parks can reduce surface temperatures and overall air temperatures. The design, implementation, and maintenance of new parks and green spaces promotes equitable access, promoting better heat safety and community resilience to heat risks for all.

#### Short Term – Next 5 years

- **Riparian planting and restoration:** Restoring riparian areas introduces more water into landscapes, which can absorb heat and act as a buffer against rising temperatures for plants and animals (Nathaniel E. Seavy, 2010).
- **Green infrastructure:** Increasing permeable surface coverage and integrating green roof designs mitigates urban heat island effects by reducing heat-absorbing surfaces and promotes ecosystem health by improving water and air quality.

### Ecosystems

#### Long Term – 6+ Years

- **Tree planting:** Trees support ecosystem and public health by promoting improved air quality, enhancing stormwater management and water quality, and providing wildlife habitat (EPA, 2025). Urban tree planting reduces surface and air temperatures by providing shade and cooling and can reduce the urban heat island effect by 3.6 - 5.4 °F on average.
- **Floodplain reconnection:** Floodplain reconnection restores the natural functions that benefit river ecosystems and people. A naturally functioning floodplain can also reduce stream temperatures, protecting salmon and other key species from heat threats (Loos & Shader, 2016).

## Drought

Droughts are becoming more frequent and severe in the region due to declining snowpack, faster melt, and warmer summers. Ellensburg is already facing drought conditions that are likely to worsen, straining water availability for agriculture, recreation, and municipal use.

### Drought Adaptation & Resilience Strategies

#### Short Term – Next 5 years

**Drought Adaptation & Resilience Strategies**

**Built Environment**

- **Leak detection and smart metering:** Early leak detection in City water systems and real-time water monitoring can help minimize leaks, which reduces water loss, lowers operation costs, and decreases energy consumption. Reducing unnecessary water consumption conserves water resources, which are at risk during droughts.
- **Drought tolerant landscaping:** Drought tolerant vegetation and landscaping practices, known as xeriscaping, can help reduce water needed for irrigation on City owned properties and land.
- **Water re-use and recycling:** Water re-use involves collecting and treating previously used water for future purposes. Re-used water is often used for plant irrigation and supports water supply resiliency (EPA, 2025).
- **Greywater systems and rainwater harvesting systems:** Greywater and rainwater harvesting systems are household systems that collect previously used water and rainwater for future non-potable uses. These systems promote water resiliency during drought by reducing household dependence on the potable water supply (Rodrigues, Formiga, & Milograna, 2023).

**Long Term – 6+ Years**

- **Permeable pavements:** Permeable pavements reduce runoff by allowing rain and melting snow to infiltrate soil, replenishing groundwater resources.
- **Green stormwater infrastructure:** Implementing green stormwater infrastructure, such as permeable surfaces, green roofs, and bioswales, supports stormwater management by reducing runoff and enhancing groundwater recharge.

**Short Term – Next 5 years**

**Social Systems**

- **Water allocation rules:** Water allocation rules, such as landscape ordinances, can reduce water supply demand by requiring water conservation and water-recycling measures (FEMA, 2021).
- **Tiered water pricing:** This pricing structure is designed to discourage households from excessive water usage outside of basic needs, charging progressively higher rates for more usage. Tiered water pricing is a strategy often set by utilities to incentivize water conservation (Choy, 2015).
- **Peer-to-peer learning:** Peer learning is an effective tool to raise community awareness and buy-in related to drought mitigation efforts. Rooting education in relatable topics for Ellensburg residents, such as the impacts of drought to outdoor recreation, can be a powerful adaptation mechanism (Fisher, 2022).
- **Water-efficient fixtures and appliances in homes:** Switching traditional showerheads, washing machines, dishwashers, and other appliances for water-efficient versions reduces water usage and conserves water resources. Ellensburg could explore programs that subsize water-efficient appliances for low-income households, or other similar programs to promote equitable access to conservation measures.

## Drought Adaptation & Resilience Strategies

### Long Term – 6+ Years

- **Water sharing agreements:** Water sharing agreements work to address competing demands for water by optimizing water use across a landscape. Water sharing agreements can be used for working lands and households that share a well and seek to meet water supply challenges, such as drought-related shortages (Smith, 2025).
- **Embedding conservation as a shared community value:** Promoting conservation and engaging community members in relevant ways can increase community buy-in and further City efforts to conserve water. Relating drought resilience to Ellensburg specific issues, such as drought impacts to salmon, water supply, or outdoor recreation, is a useful adaptation tool.
- **Adopt building codes:** Updating building codes to require or incentivize water conservation measures can help reduce the impact of drought. Building code updates can include the adoption of rain harvesting for new buildings or retrofitting old buildings (OECD, 2025). *In the short term, Ellensburg can begin developing new building code recommendations.*
- **Community-based water management:** Community-based water management is a watershed-scale approach that involves local governments coordinating directly with residents to promote water resource stability and sustainability (Ikhlas & Ramadan, 2024). Community-based management includes active involvement of community members, allowing Ellensburg residents more direct influence in how their water resources are managed.

### Short Term – Next 5 years

- **Riparian and wetland restoration:** Restored wetlands retain more soil moisture, and improved water levels support base flow and ground water replenishment, mitigating future drought impacts (Ratcliffe, 2025).
- **Invasive species control:** Non-native species may worsen drought conditions, as some invasive species have earlier growing windows than native species and therefore capture more of the available soil moisture than native species. Many drought-tolerant invasive species impact ecosystem health in ways that worsen drought, making invasive species management an important drought adaption measure (USDA Forest Service).
- **Limit pollution and land use pressures:** Reduced stream and river flows from drought can increase the concentration of pollutants in water, leading to potential health impacts for plants, wildfire, and public health (CDC, 2024). Limited pollution from land use pressures such as working land and agricultural runoff can reduce the concentration of pollutants.

## Ecosystems

### Long Term – 6+ Years

- **Floodplain reconnection:** Floodplains are critical water storage areas that also enhance local water quality by filtering pollutants and sediments. Regulating streamflow through reconnection can improve base flow conditions that buffer ecosystems during drought conditions (USDA, n.d.).
- **Tree planting:** Trees can help reduce runoff and enhance water retention and infiltration, thus replenishing groundwater resources and enhancing resiliency to droughts (OECD, 2025).

## Wildfire and Smoke

Wildfire risks in Central Washington are growing, with fires beginning earlier in the year and continuing later into the year. Wildfire risk is compounded by rising temperatures and drought conditions, and the City’s expansion into WUI zones places homes and infrastructure at risk. Wildfire smoke also poses as a concern for Ellensburg brought on by increased wildfires in the region.

### Wildfire and Smoke Adaptation & Resilience Strategies

#### Short Term – Next 5 years

- **Defensible space:** Clearing the space around homes and buildings of combustible materials, including dead leaves and debris, creates a key buffer zone against wildfires. Creating defensible space reduces the risk of wildfire spreading and causing property damage (USDA Forest Service , 2021).
- **Prescribed burns and thinning:** Small, controlled fires and forest thinning reduce available fuel loads, thus reducing wildfire risk and severity (Brodie, Knapp, Brooks, Drury, & Ritchie, 2024). Additionally, prescribed burns have been shown to reduce net smoke pollution by an average of 14% (Kelp, et al., 2025).

Smoke Strategy:

- **Air filtration:** Installing air filtration systems or air cleaning devices can help reduce negative health impacts from smoke inhalation.

#### Long Term – 6+ Years

- **Adopt building codes (fire resistant materials):** Updating building codes to require fire resistant materials in new construction can prevent the spread and intensity of wildfires. *In the short term, Ellensburg can begin developing new building code recommendations.*
- **Underground powerlines:** Moving powerlines underground enhances wildfire resiliency by reducing the risk of initial wildfire ignition and spread (Lawrence Berkeley National Laboratory, 2024).
- **Land use:** Discouraging development in high-fire risk areas or WUI interface and intermix zones can direct community growth away from areas that may face higher wildfire risk (Figure 8).

#### Short Term – Next 5 years

- **Community Wildfire Protection Plans (CWPP):** CWPPs are local plans that seek to make jurisdictions more resilient to wildfire impacts. Ellensburg could adopt a city-specific CWPP, modeled after the Kittitas County CWPP that promotes wildfire and wildfire smoke adaptation efforts.
- **Early detection and rapid suppression systems:** Wildfire sensors can detect multiple wildfire indicators, including heat, gases, temperature changes, and humidity, and—when triggered—can notify the connected software and emergency services. Early detection is an integral part in wildfire risk reduction (Western Fire Chiefs Association , 2025).

**Built Environment**

**Social Systems**

### Wildfire and Smoke Adaptation & Resilience Strategies

- **Community outreach:** Focused outreach can promote community resilience to wildfire and wildfire smoke impacts. Outreach efforts can include education on promoting wildfire reduction measures and align with the Kittitas County CWPP where possible.

Strategies specific to wildfire smoke hazards:

- **Clean air centers:** Clean air centers and resilience hubs are community-serving facilities that support residents during climate events. Consider developing resilience hubs/clean air centers in community buildings and equip with cooling and air filtration measures to promote health outcomes.
- **Air filtration program:** Portable air cleaners (PACs) are standalone devices equipped with filters that trap free particulates in the air, such as PM<sub>2.5</sub>, a class of particles from wildfire smoke. PACs have been estimated to reduce indoor PM<sub>2.5</sub> concentration by 63-88% making them a powerful tool in reducing wildfire smoke impacts (Public Health Seattle & King County, 2025). Programs prioritizing underserved and low-income households that may lack resources to prepare themselves against smoke impacts may be the most impactful.

#### Long Term – 6+ Years

- **Land use planning:** Discourage development in high-fire risk areas or WUI interface and intermix zones that may face higher wildfire risk (Figure 8).

Smoke Strategies:

- **Data collection and monitoring:** Regularly collecting and updating air quality data can help inform current and future decisions related to wildfire and wildfire smoke and public health for residents and the government.
- **Adopt building codes:** Update building codes for new buildings to require air filtration systems to protect against air pollutants, such as PM<sub>2.5</sub>, emitted from wildfire smoke. Ellensburg could also consider retrofitting opportunities for existing buildings to add filters where possible. *In the short term, Ellensburg can begin developing new building code recommendations.*

#### Short Term – Next 5 years

- **Invasive species control:** The spread of invasive species, particularly fire-intolerant grasses, has been linked to an increased spread in wildfire (USDA, n.d.). Invasive species management and removing fire-intolerant species can reduce the risk of wildfire spreading.
- **Riparian and wetland restoration:** Restored wetlands retain more soil moisture, and improved water levels support base flow and ground water replenishment, which can reduce the risk of wildfire spreading (Ratcliffe, 2025).

### Ecosystems

#### Long Term – 6+ Years

- **Prescribed burns and thinning:** Small, controlled fires and forest thinning reduce available fuel loads, thus reducing wildfire risk and severity (Brodie, Knapp, Brooks, Drury, & Ritchie, 2024).
- **Promoting forest diversity:** Increasing the diversity of forests species and development stages can promote wildfire resilience, and diversified forests often have greater capacity to maintain and recover ecological functions (King County, 2022).

## Extreme Precipitation and Flooding

Precipitation patterns are shifting in Ellensburg, with more winter precipitation falling as rain rather than snow. This shift in precipitation creates higher winter and early-spring streamflows that may increase the risk of flooding, affecting agriculture, transportation, and neighborhoods near floodplains.

### Extreme Precipitation and Flooding Adaptation & Resilience Strategies

#### Built Environment

#### Short Term – Next 5 years

- **Green stormwater infrastructure:** Implementing green stormwater infrastructure, such as permeable surfaces and green roofs, reduces flows to sewer systems by increasing filtration and absorption (Keith & Meerow, 2022). Green infrastructure reduces flooding impacts and improves water and air quality.
- **Hardening:** Storm hardening is the physical strengthening of infrastructure buildings to make them more resilient to precipitation and flooding impacts.
- **Rainwater harvesting systems:** Installing rain barrels or cisterns captures runoff from roofs, easing pressure on stormwater systems during heavy rainfall. This can provide both flood relief and drought relief.

#### Long Term – 6+ Years

- **Stormwater management upgrades:** Upgrading stormwater systems, such as expanding pipe capacity, separating combined sewers, and installing detention basins, helps reduce flooding by improving the ability to handle heavy rainfall.
- **Relocating critical facilities to higher elevations:** Relocating critical facilities in flood-prone areas to higher elevations or reduced flood risk zones can increase adaptive capacity to flooding impacts (Indiana University).
- **Elevating structures:** Raising buildings, utilities, or other critical infrastructure above projected flood levels reduces the risk of damage during storm surges and heavy rainfall events.

#### Social Systems

#### Short Term – Next 5 years

- **Encourage flood insurance:** Promoting awareness of flood insurance benefits among residents and businesses in flood-prone areas can help reduce the financial risk associated with flooding for community members (Center for Climate and Energy Solutions, n.d.).
- **Early warning systems:** Installing or upgrading local flood alerts and notification systems can help give residents timely warnings. Early alerts can reduce injuries, property loss, and emergency response burdens associated with flooding.
- **Community education:** Community flooding education, through flyers, workshops, social media can promote flood safety for residents.

#### Long Term – 6+ Years

### Extreme Precipitation and Flooding Adaptation & Resilience Strategies

- **Adopt building codes:** Adopting and enforcing flood resistant codes, such as the International building Code (IBC) can promote flood resilience by reducing negative impacts of flooding and extreme precipitation. *In the short term, Ellensburg can begin developing new building code recommendations.*
- **Land use controls:** Restricting high-risk uses in flood zones and encouraging flood-compatible activities like parks and open spaces can help to reduce flood risk.
- **Floodplain zoning:** Regulating development in flood-prone areas through zoning and land-use planning helps limit exposure to flood risks (Indiana University).

#### Short Term – Next 5 years

- **Bioswales/Green Infrastructure:** Bioswales are a green infrastructure tool that manages stormwater runoff by using vegetation, topsoil, and other natural features. Bioswales and green infrastructure reduce flood risk and extreme precipitation impacts by slowing runoff velocity.
- **Wetland protection and enhancement:** Protecting existing wetlands and restoring degraded areas can increase water storage and slow floodwaters.

#### Ecosystems

#### Long Term – 6+ Years

- **Riparian restoration:** Planting vegetation along rivers and streams slows runoff, stabilizes banks, and filters pollutants. Restoration projects support groundwater filtration, reduce localized flooding, and improve water quality.
- **Floodplain reconnection:** Floodplain reconnection restores the natural functions that benefit river ecosystems and people. A naturally functioning floodplain can absorb excess water, reducing the risk of flooding downstream. (Loos & Shader, 2016).

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**CITY OF ELLENSBURG**

**Date of Meeting**

**Time of Meeting**

**Place of Meeting**

**Minutes of City Council, Regular Meeting**

**January 20, 2026**

**7:00 PM**

**Council Chambers**

**501 North Anderson Street**

**Ellensburg, WA 98926**

**And remotely via Zoom**

**Pledge of Allegiance**

The Pledge of Allegiance was led by Councilmember Goodloe

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

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

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, City Clerk Leader, HR Director Young, Arts & Economic Development Manager Vandenberg, Associate Planner Rud, Community Development Director Carlson, Housing Program Manager Frey, Assistant Finance Director Bassett, Transit Manager Dunbar and approximately ten members of the public

Others present remotely via Zoom: Three members of the public

**2. Proclamations**

**3. Awards and Recognitions**

**4. Approval of Agenda**

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

**5. Consent Agenda**

- 5.A Approve Minutes of January 5, 2026 Regular Meeting
- 5.B Acknowledge Minutes of Boards and Commissions
- 5.C Amendment to the Cabulance Operating Agreement between the City of Ellensburg and HopeSource
- 5.D Amendment to the Paratransit Operating Amendment Agreement between City of Ellensburg and HopeSource
- 5.E Public Transit Amendment Agreement between the City of Ellensburg and HopeSource
- 5.F Amendment 3 to the City Janitorial Contract

- 5.G Collective Bargaining Agreement with Teamsters Local 760 (Police)
- 5.H 2026 Payment Agreement with Kittitas County Emergency Medical Services (EMS) and Trauma Care Council
- 5.I Approve January 20, 2026 Voucher Listing

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

## 6. Petitions, Protests, and Communications

- 6.A Ellensburg Transportation Advisory Committee Reappointment - Jim Hurson  
Betsy Dunbar, Transit Manager, presented the information to Council.

Bill Hinkle provided public comment.

Councilmember Miller moved to approve reappointment of Jim Hurson to the Ellensburg Transportation Advisory Committee. **Motion Approved 7-0**

- 6.B Replacement Educational Programs and Operations Levy (ESD Superintendent Troy Tornow)  
Troy Tornow, Ellensburg School District Superintendent, presented information concerning the replacement levy to be on the ballot in February 10th. Board Member, Cindy Coe, spoke regarding the board position on the levy.

Council asked questions. No action was requested.

## 7. Public Comment on Non-agenda Issues

## 8. Business Requiring Public Hearings

- 8.A Closed Record Hearing (Quasi-Judicial) for Rezone Application P25-115, Commercial Highway (C-H) to Light Industrial (I-L), and First Reading of Ordinance 4980 (Limited Public Comment)  
Mayor Elliott opened the public hearing and asked the standard questions regarding appearance of fairness and conflict of interest. There were no appearance of fairness, ex parte contacts or conflicts of interest disclosed by the Mayor or the Councilmembers. Mark Rud, Associate Planner, presented information in the staff report.

With no public comment and no questions from Council, Mayor Elliott closed the public hearing.

Councilmember Lillquist moved to approve rezone application request P25-115 to rezone parcels 952909 and 952910 (Lot G of Kittitas County Auditor's File Number 202506160017) to Light Industrial (I-L) and adopt the Hearing Examiner's Recommended Findings of Fact, Conclusions of Law, and Decision, and to conduct first reading of Ordinance 4980. **Motion Approved 7-0**

## 9. Introduction and Adoption of Ordinances and Resolutions

- 9.A First Reading of Ordinance 4978 - Amending Ellensburg City Code Chapter 2.07 - Sale or Disposition of Surplus Personal Property (Public Comment Opportunity)  
Keith Bassett, Assistant Finance Director, presented information in the staff report. Council asked questions of staff.

Councilmember Miller moved to conduct First Reading of Ordinance 4978 - Amending Ellensburg City Code Chapter 2.07 - Sale or Disposition of Surplus Personal Property. **Motion Approved 7-0**

- 9.B Resolution 2026-03 for Allocation of 2026 Lodging Tax Funds (Public Comment Opportunity)  
Kelle Vandenberg, Arts & Economic Development Manager, presented information in the staff report.

Councilmember Beauchamp moved to adopt Resolution 2026-03, approving the allocation and distribution of 2026 Lodging Tax Funds for special events and projects as presented. **Motion Approved 7-0**

## 10. Unfinished Business

## 11. New Business

- 11.A 2026 Professional Services Agreement Between City of Ellensburg and Kittitas County Chamber of Commerce for Tourism and Visitor Center Services (Public Comment Opportunity)  
Kelle Vandenberg, Arts & Economic Development Manager, presented information in the staff report. Council asked questions of staff.

Councilmember Palmer moved to approve the 2026 Professional Services Agreement between the City of Ellensburg and the Kittitas County Chamber of Commerce as recommended by the Lodging Tax Advisory Committee and authorize City Manager's signature on the Agreement. **Motion Approved 7-0**

- 11.B Pathways Place Amended and Restated Affordable Housing Agreement (Public Comment Opportunity)  
Lily Frey, Housing Program Manager, presented information in the staff report. Council asked questions of staff.

Councilmember Miller moved to authorize the City Manager to sign the amended and restated affordable housing agreement and related documents for the Pathways Place project as presented or in substantially similar form. **Motion Approved 7-0**

- 11.C Pathways Place Traffic Impact Fee Exemption and Water and Sewer Connection Fee Waiver Request (Public Comment Opportunity)

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

Councilmember Goodloe moved to approve full water meter and water and sewer plant impact fee waivers and traffic fee exemption for Pathways Place project and approve the necessary budget adjustments. **Motion Approved 7-0**

## 12. Miscellaneous

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

Heidi Behrends Cerniwey, City Manager, presented information in the report. A discussion took place with the Dept of Commerce regarding the Public Facility District Feasibility Study. The 2025 Recap of City Communications was provided to Council on the dais.

### 12.B Councilmembers' Reports (No Public Comment)

- Councilmember Lillquist reported on Mid Columbia Fisheries webinar series, County Airport Advisory Committee, ETAC meeting, and attended the Library birthday party
- Councilmember Goodloe attended the DEI commission meeting and reported on KCCOG
- Councilmember Thompson attended the Parks & Recreation Commission meeting and met with Councilmember Lillquist regarding the County Airport Advisory Committee
- Councilmember Palmer attended the Affordable Housing and Planning Commission joint meeting
- Councilmember Miller attended the Affordable Housing & Planning joint meeting
- Mayor Elliott attended the County Developmental Disabilities Advisory Committee meeting, Mayors Lunch in Roslyn, reported on KCCOG projects and participated in CCA discussions with the City of Enumclaw

## 13. Executive Session

## 14. Adjournment

Meeting adjourned at 8:16 pm

\_\_\_\_\_  
Mayor

ATTEST:

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



**CITY OF ELLENSBURG**

**Date of Meeting**

**Time of Meeting**

**Place of Meeting**

**Minutes of City Council, Study Session**

**January 20, 2026**

**6:00 PM**

**Council Chambers**

**501 North Anderson Street**

**Ellensburg, WA 98926**

**And remotely via Zoom**

**Joint Study Session with DEI Commission**

Councilmembers present: Sarah Beauchamp, Rich Elliott, Nancy Goodloe, Nancy Lillquist, David Miller, Delano Palmer, Joshua Thompson

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, City Clerk Leader, Arts & Economic Development Manager Vandenberg, HR Director Young and approximately ten members of the public

DEI members present: Kandee Cleary, Amber Hoefer, Phil Backlund (remotely) and M. Eliatamby-O'Brien

Others present remotely via Zoom: No members of the public

- A Review of ECC Chapter 1.88 - Discussion and Council Guidance on Commission Role, Duties, and Responsibilities  
Heidi Behrends Cerniwey, City Manager, began the discussion and provided background of the creation of the commission. It was also explained what future action and direction to staff would be requested by Council.

Councilmembers made suggestions on particular sections of the code that were posted and provided comment on sections. DEI members asked clarification questions.

**14. Adjournment**

Meeting adjourned at 6:54 pm

\_\_\_\_\_  
Mayor

ATTEST:

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



**CITY OF ELLENSBURG**  
**Date of Meeting**  
**Time of Meeting**  
**Place of Meeting**

**Minutes of Environmental Commission, Regular Meeting**  
**October 15, 2025**  
**5:15 PM**  
**Council Conference Room**  
**501 North Anderson Street**  
**Ellensburg, WA 98926**  
**And remotely via Microsoft Teams**

[Environmental Commission Regular Meeting | Meeting-Join | Microsoft Teams](#)

## **1. Call to Order and Roll Call of Members**

## **2. Approval of Agenda**

10/15/2025 Agenda

Commissioner Devore moved to approve the agenda. Motion passed 4-0.

## **3. Approval of Minutes**

### **3.A Approval of the September 17, 2025 Meeting Minutes**

Commissioner Lillquist moved to approve the 9/17/2025 meeting minutes.

Motion passed 4-0.

## **4. New Business**

### **4.A 2026 Clean Energy Implementation Plan (CEIP)**

- Consultant Presentation
- Request for Feedback
- Request for EC Recommendation for City Council to Approve the CEIP

Nichole Baker, Energy Resources Manager, introduced the 2026 Clean Energy Implementation Plan (CEIP) and asked the Commission to provide a favorable recommendation to City Council. The presentation was delivered via PowerPoint by the City's consultants, Ted Light of Lighthouse Consulting and Angela Long of Rockcrest Consulting.

They summarized the Clean Energy Transformation Act (CETA), adopted by the state in 2019, which establishes targets of coal-free electricity by the end of 2025, greenhouse-gas neutrality by 2030, and 100% non-emitting electricity by 2045. The CEIP is updated every four years and outlines the actions the City will take to achieve those targets. The City is currently using 91% clean electricity, and no additional actions are required for the interim compliance

period of 2026–2029.

Commissioners asked questions regarding the feasibility of demand voltage reduction, whether local wind and solar resources are being used by the City, and the impact of residential solar on the CEIP. Commissioner Lillquist moved to approve a favorable recommendation for City Council to approve the CEIP. The motion passed 4–0.

## **5. Unfinished Business**

### **5.A 2026 Water Quality Grant**

- Applicant Presentation: Mid-Columbia Fisheries
- Applicant Scoring and Grant Funding Decision

Aaron Balagot presented the Mid-Columbia Fisheries Enhancement Group’s application for 2026 water quality grant funding, which would continue supporting the Adopt-a-Stream and Backyard Buffer programs. Adopt-a-Stream currently partners with eight volunteer groups that perform semi-annual cleanups across approximately 4–5 miles of Ellensburg creeks. Balagot reported that last year’s funding supported a crack willow removal and restoration project at HayDay Bake & Brew, as well as installation of new educational signage at project sites. The group would like to add the City of Ellensburg logo to these signs to acknowledge the City’s funding support. Commissioners asked follow-up questions regarding the historical introduction of crack willow as a replacement vegetation in agricultural areas, and about the criteria used to distinguish irrigation ditches from natural stream channels.

Commissioners completed individual scoring rubrics. Commissioner Lillquist moved to select the Mid-Columbia Fisheries Enhancement Group as the recipient of the 2026 water quality grant. Motion passed 4-0.

## **6. Citizen Comment**

None

## **7. Staff Update/Discussion Items**

### **7.A City-Wide Voluntary Water Conservation**

- Ecology 2025 Surface Water Withdrawal Curtailment
- Surface vs. Groundwater Supply - Implications for different communities
- Coaching our community

Rebecca Springer, Water Resources Manager, led a discussion on the City’s voluntary water conservation notice. The Washington State Department of Ecology recently issued a surface water withdrawal curtailment order for certain jurisdictions within the Yakima Basin. While the City of Ellensburg was not

included in the order, it voluntarily reduced its surface water use by limiting irrigation to only what is necessary for life and safety purposes, such as maintaining soccer fields. The City also issued a public notice encouraging residents to voluntarily reduce irrigation where possible.

Springer emphasized the importance of providing the community with accurate information and noted that directing residents to the Department of Ecology's resources is the best way to ensure they receive current and reliable updates.

Commissioners asked questions regarding the long-term implications of surface water curtailment, the surface/groundwater connection related to the Aquifer Storage and Recovery (ASR) study, steps the City is taking to better understand regional hydrology for long-term sustainability, and whether the voluntary curtailment extends beyond city limits to county residents.

No action was taken.

## **8. Adjournment**

Commissioner Linhart adjourned the meeting at 6:42 pm.



**CITY OF ELLENSBURG**  
**Date of Meeting**  
**Time of Meeting**  
**Place of Meeting**

**Minutes of Environmental Commission, Regular Meeting**  
**November 19, 2025**  
**5:15 PM**  
**Council Conference Room**  
**501 North Anderson Street**  
**Ellensburg, WA 98926**

[Environmental Commission Regular Meeting | Meeting-Join | Microsoft Teams](#)

[IGNORE\_INDENT]

## **1. Call to Order and Roll Call of Members**

- 1.A **Nancy Lillquist:** City Council Member  
   OPEN   : CWU-Appointed Representative  
**Christina Wollman:** Chairperson  
**Brenda DeVore:** Member at Large (2025-2029)  
**Jean-Marie Linhart:** Member at Large  
**Kamran Hermann:** Member at Large (2025-2029)  
**Raven Harlin:** Member at Large  
   OPEN   : EHS Env. Club President (Ex-officio Member)  
Commissioner Wollman called the meeting to order at 5:15 p.m.

Present: Nancy Lillquist, Christina Wollman, Brenda DeVore, Jean-Marie Linhart, Kamran Hermann, Raven Harlin.

Absent: None

Others Present: Rebecca Springer - Water Resources Manager; Erin McGowan - Water|Storm Program Coordinator; Nichole Baker - Energy Resource Manager; Jay Howard - Sustainability Coordinator; Jordon Spradlin - CWU Sustainability Coordinator; Stacey Henderson - Planning Manager; Nicole Gutierrez - Cascadia Consulting Group.

## **2. Approval of Agenda**

- 2.A Approval of the Proposed Agenda for November 19, 2025  
Commissioner Linhart requested her resignation from the Environmental Commission be added to the agenda.

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

## **3. Approval of Minutes**

- 3.A Approval of the Meeting Minutes from October 15, 2025  
Commissioner Linhart motioned to approve the October 15, 2025 meeting minutes. Motioned passed 6-0.

## 4. New Business

### 4.A Comprehensive Plan Update - Chapter 7: Environment

- Consultant Presentation
- Request for Feedback

Stacey Henderson provided an overview of the 10-year Comprehensive Plan update and introduced Nicole Gutierrez from Cascadia Consulting Group, which is developing the updated Environment Chapter and the newly required Climate Chapter. New regulations from the Washington State Department of Commerce require the plan to include a Climate Chapter with a required resiliency sub-element, while a GHG emissions reduction sub-element is optional but under consideration. The work includes a policy audit, climate hazards and impacts assessment, community engagement, and policy development.

The timeline is partly driven by the Department of Commerce, with a December 2026 deadline. Planned review opportunities for the Environmental Commission include climate impacts and the audit report, draft Climate Element goals and policies, and a full draft element review. The key goals of the update are to strengthen climate resilience by reducing risks from climate-aggravated hazards and to establish achievable policies for continued GHG emissions reduction.

The commission asked about the division of content between the Climate and Environmental Chapters, the focus on resiliency versus GHG reduction, and how the chapters will interact. They raised air quality, wildfire impacts, solid waste and recycling, and community engagement as important considerations. Questions included desired outcomes of the project, alignment with zoning and critical areas, and connections to other plans like the new UMFP. Commissioners suggested strategies such as tree planting, water conservation, and sustainable printing practices, and inquired about public feedback from recent outreach events and how it aligns with existing initiatives.

No action was taken.

### 4.B 2026 Community Recycling Event

- Planning and logistics for the 2026 Community Recycling Event.
- Key event components.

The 2026 Community Recycling Event includes \$2,000 in in-kind services from Waste Management. Feedback from last year suggested that large bulky items be addressed separately, possibly through informational booths, and additional components under consideration include battery recycling, medicine take-back, and composting. Collaboration with other organizations, including Master Gardeners, the WSU Extension Office, and CWU's Professional Closet, will be explored. Planning for the event requires significant lead time, and suggestions

were made to locate it in a more visible area, such as the City Hall parking lot. Questions were raised regarding the event timeframe and whether there would be sufficient time to refurbish bikes collected for Bike Month in May.

No action was taken.

## **5. Unfinished Business**

None.

## **6. Citizen Comment**

None.

## **7. Staff Update/Discussion Items**

7.A Promotion of Erin McGowan to Water / Storm Program Coordinator  
Rebecca Springer introduced Erin McGowan as the new Water/Storm Program staff member, noting her promotion from Stormwater/Urban Forestry Technician effective October 1, 2025.

7.B Introduce Jay Howard - New Sustainability and Energy Coordinator  
Nichole Baker, Energy Resource Manager, introduced Jay Howard as the new Sustainability Coordinator. Jay began in the role on October 15, 2025.

7.C Bicycle Advisory Update  
Consider forming a subcommittee to plan the May bike event, with the event date to be set at the next regular meeting.

No action was taken.

7.D Jean-Marie Linhart's Resignation  
Commissioner Linhart confirmed her resignation from the Environmental Commission effective December 31, 2025.

No action was taken.

## **8. Adjournment**

Commissioner Wollman adjourned the meeting at 6:32 p.m.



**CITY OF ELLENSBURG**  
**Date of Meeting**  
**Time of Meeting**  
**Place of Meeting**

**Minutes of Environmental Commission, Regular Meeting**  
**December 17, 2025**  
**5:15 PM**  
**Council Conference Room**  
**501 North Anderson Street**  
**Ellensburg, WA 98926**

[Environmental Commission Regular Meeting | Meeting-Join | Microsoft Teams](#)

## **1. Call to Order and Roll Call of Members**

Commissioner Wollman called the meeting to order at 5:15 p.m.

## **2. Approval of Agenda**

2.A Approval of the Proposed Agenda for December 17, 2025

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

## **3. Approval of Minutes**

3.A Approval of the Meeting Minutes from November 19, 2025

Commissioner Linhart motioned to approve the November 19, 2025 meeting minutes with a spelling correction. Motion passed 5-0.

## **4. New Business**

4.A Review the 2025-2027 Department of Ecology Water Quality Stormwater Capacity Grant Agreement and consider providing a Recommendation for Approval to City Council

Rebecca Springer presented the 2025–2027 Biennial Stormwater Capacity Grant and requested that the Environmental Commission provide a favorable recommendation to City Council. The grant is funded by the Washington State Department of Ecology and is offered to permittees to support compliance with stormwater permit requirements. The grant amount varies each biennium based on the State budget and is \$120,000 for this funding cycle.

Staff plan to use the grant funds to support the Stormwater Companion Document project, which is intended to develop stormwater standards specific to Ellensburg and provide clearer guidance to developers and their engineers

on local stormwater management challenges. In previous cycles, grant funds have been used to support street sweeping removal. Staff noted that a \$10,000 reduction in the budget will be requested due to a reduction in projected grant funds.

Commissioners asked for clarification regarding the scope of activities funded by the grant, including whether it supports the \$10,000 Stormwater Water Quality grant and whether Outreach and Education activities are a required component of the City's stormwater permit.

Commissioner Lillquist moved to provide a favorable recommendation to City Council for the Public Works Director to sign the 2025–2027 Biennial Stormwater Capacity Grant Agreement.

The motion passed 5–0.

#### 4.B Sustainability & Energy Plan Presentation

Jay Howard presented an overview of the Sustainability & Energy Plan (SEP), including the purpose of the plan, the reasons for its development, and general implementation strategies. He noted that public perception data indicate that more than half of Ellensburg's population supports reducing greenhouse gas (GHG) emissions. He explained that most local GHG emissions result from combustion sources rather than electricity use.

Commissioners asked questions regarding the Environmental Commission's role in implementing the SEP, whether the plan establishes priorities or functions primarily as a strategic framework, and how greenhouse gas emissions from the Wastewater Treatment Facility are calculated, including the role of methane generation and electricity use. Staff clarified that the SEP is primarily a strategic document and that methane recapture is not currently feasible.

No action was taken.

#### 4.C Bike Month Subcommittee Creation

Commissioner Lillquist provided a brief update on Bike Month planning, with a tentative event date of May 30th. Proposed activities include a "ride on your own" option and participation in Adventure Lab. Commissioners were asked if there was interest in forming a small subcommittee to assist with planning and coordination. Commissioners Lillquist and DeVore volunteered to participate on the subcommittee, as well as, Jordon Spradlin.

Commissioners also discussed the possibility of offering adult bicycle skills training, including riding in traffic. It was noted that this may not be feasible in

the spring but could be considered in the summer if instructor availability allows.

No action was taken.

## **5. Unfinished Business**

### **5.A 2026 Community Recycling Event**

Rebecca Springer created a spreadsheet to track completed and upcoming event planning tasks. Waste Management (WM) availability was reviewed, and May 2nd was identified as the preferred date for Recycling Day, which will also serve as a kickoff for Bike Month. The event has been approved to be held in the parking lot of City Hall.

Commissioners discussed potential event components, noting that document shredding has been a popular service in the past. Medication disposal was identified as cost-prohibitive, with providing information on disposal resources suggested as an alternative.

WM promotional materials will be distributed now that a date has been selected. A flyer and QR code will be used to allow for updates as planning progresses. The event is anticipated to run from 10:00 a.m. to 1:00 p.m.

No action was taken.

## **6. Citizen Comment**

None.

## **7. Staff Update/Discussion Items**

### **7.A Kelli Capps promoted to Stormwater & Urban Forestry Technician**

Rebecca Springer introduced Kelli Capps as the new Stormwater & Urban Forestry Technician. Kelli has been with the City for six years, and most recently she worked as an Engineering Tech II in the Engineering Division.

## **8. Adjournment**

Commissioner Wollman adjourned the meeting at 6:06 p.m.



**CITY OF ELLENSBURG**

**Minutes of Landmarks & Design Commission, Regular Meeting**

**Date of Meeting**

**November 18, 2025**

**Time of Meeting**

**5:45 PM**

**Place of Meeting**

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

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

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

Present: Marty Blackson, Julia Stringfellow, Scott Carlson, Jeff Watson, Vicki Sannuto, Teresa Chanes

Absent: Fred Redmon (excused)

Others Present: Chace Pedersen, Associate Planner; Kathy Boots, Planning Technician; Sadie Thayer; Connor Anderson-Hayes; one member of the public.

Commissioner Chanes motioned to approve the absence of Fred Redmon. Motion passed 6-0.

**2. Approval of Agenda**

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

**3. Approval of Minutes**

**3.A September 16, 2025 LDC Minutes**

Commissioner Carlson motioned to approve the September 16, 2025, regular meeting minutes. Motion passed 6-0.

**3.B September 30, 2025 LDC Special Meeting Minutes**

Commissioner Carlson motioned to approve the September 30, 2025, regular meeting minutes. Motion passed 6-0.

**4. New Business**

None.

**5. Unfinished Business**

None.

**6. Public Comment**

None.

**7. Staff Update/Discussion Items**

7.A Comprehensive Plan Update

Community Development is working with the Consultant on the Comprehensive Plan update. A draft may be available to review in December 2025. The land acknowledgment was sent to the Consultant. It has not been determined where the land acknowledgment will be added into the Comprehensive Plan.

7.B 2026 Historic Preservation Grants Update

Staff member Pedersen updated the Commission that Ellensburg City Council approved both recommendations. He provided an update on the 2024 grants and has reached out to the grantees for an update.

7.C 2026 LDC Work Plan

The 2025 work plan will be reviewed to see if the items have been addressed or need to be added to the 2026 work plan. The December 2, 2025 meeting may be cancelled. At the December 16, 2025, meeting the 2026 work plan will be created.

**8. Commission Representative Update**

The planning for the 2026 historic preservation month has started. The awards ceremony will be on May 2, 2026. Preservation presentations are being prepared, and the scavenger hunt will be easier for the public to increase participation.

The City of Ellensburg has joined the NAPC membership. There are free webinars and videos on youtube.

The EDA mural will be completed on Sunday.

**9. Adjournment**

The meeting was adjourned at 6:04 p.m.



**CITY OF ELLENSBURG**

**Minutes of Landmarks & Design Commission, Regular Meeting**

**Date of Meeting**

**December 16, 2025**

**Time of Meeting**

**5:45 PM**

**Place of Meeting**

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

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

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

Present: Scott Carlson, Jeff Watson, Vicki Sannuto, Teresa Chanes, Fred Redmon, Marty Blackson (arrived after roll call)

Absent: Julia Stringfellow

Others Present: Chace Pedersen, Associate Planner; Stacey Henderson, Planning Manager; Conor Anderson-Hayes; Sadie Thayer

**2. Approval of Agenda**

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

**3. New Business**

**3.A 2026 LDC Work Plan**

Staff member Chace Pedersen reviewed the 2025 work plan. The Department of Commerce has secured funding for the CLG grant that was postponed. The CLG grant proposal is to start an interactive historical GIS map. The Comprehensive Plan is being updated, and the land acknowledgment will be added to the plan. Community education and outreach occurred with the Historic Preservation month and scavenger hunt.

Pedersen listed three items for the 2026 projects. 1. Historic Preservation month. Outreach to community members, business owners, and historic preservation homeowners will take place. 2. CLG consultant will be creating content for the GIS mapping project. Commissioner Watson gave an update on his work on the project. 3. PLACES annual conference will be held in Ellensburg in 2026, so the EDA will be preparing mobile tours, seminar sessions, and securing local establishments for sessions to be held at. The 2026 project list will include subcommittees for each item.

The 2026 work goals will be to increase public education and outreach as part of the Comprehensive Plan update, prepare for the PLACES conference, the 250-year Anniversary of America National celebration, develop brochures, and

secure swag for the historic preservation scavenger winners. Commissioners expressed their ideas. Pedersen will come to the next meeting with a timeline of the work plan for 2026.

#### **4. Unfinished Business**

None

#### **5. Public Comment**

None.

#### **6. Staff Update/Discussion Items**

##### **6.A CLG Grant Project Update**

Pedersen provided an update during the work plan section of the agenda.

##### **6.B City Historic Preservation Grant Updates**

The Historic Preservation Grant contracts are being created for the 2026 approved grantees. Pedersen has reached out to several of the 2025 grantees for an update and has not heard back from Jodi Polak regarding window replacements or Richard Huie. The Oddfellows, Marissa Lee, and KCHM are on track to finish their projects in 2025. The EDA and Jodi Polak 2024 grants have been completed and reimbursed.

#### **7. Commission Representative Update**

The Commissioners were informed the note taker for the LDC meetings resigned.

#### **8. Adjournment**

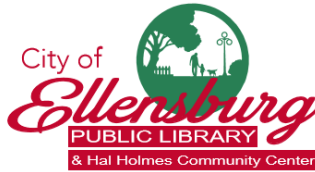
The meeting was adjourned at 6:34 p.m.

**CITY OF ELLENSBURG**

**Date of Meeting:**

**Time of Meeting:**

**Place of Meeting:**



**LIBRARY BOARD**

**December 9, 2025**

**4:30 p.m.**

**Council Conference Room**

Richard Moreno, Chair term expires 12- 31-2026

Vikki Carpenter, Co-Chair, term expires 12-31-2028

Mary James, term expires 12-31-2027

Marty Blackson, term expires 12- 31-2027

Josh Aubol, term expires 12-31-2027

Andreina Delgado, term expires 12-31-2028

Emily Brown-Pratz, term expires 12- 31-2030

**I. CALL TO ORDER**

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

**II. ATTENDANCE**

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

ABSENT (excused): Marty Blackson

COUNCIL LIAISON: Sarah Beauchamp

GUEST(S): None

OTHERS PRESENT: None

**III. APPROVAL OF AGENDA**

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

**Motion approved. Motion passed 6-0.**

**IV. APPROVAL OF MINUTES**

Motion made by Brown-Pratz to approve the November 2025 minutes; motion seconded by Carpenter.

**Motion approved. Motion passed 6-0.**

**V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS**

None

**VI. REPORTS**

A. Director Report: City will be looking toward a priority-based budget process for 2026-27. There will be a budget retreat early February 2026 to include Council and City Directors. Unfortunately, our library did not receive funding from T-Mobile hometown grants program. We will reapply early next year.

B. Budget Report: November report not yet available.

C. Friends of the Library Report: FOL has set up a giving tree for patrons to donate monies to purchase books for the library. FOL will also be hosting a staff breakfast on Wednesday, Dec. 10<sup>th</sup> in the break room.

D. Library Birthday Event: Date set for January 20, 2026, 4:30pm-5:30pm. Melina Meador suggested Peter Waldman. Board unanimously selected flier option number 2 to be used.

**VII. UNFINISHED BUSINESS**

A. Library user survey- City in process of putting together a survey. Eli Carr will look at our survey to see how it can work with the city survey. We are still hoping to distribute survey January 2026.

**VIII. NEW BUSINESS**

A. Levels of Service Standards- Two samples were reviewed, and Board agrees LOS document should only be up to two pages. Board will narrow down section headings to be included.

**IX. UNSCHEDULED BUSINESS**

Sarita Dasgupta, Library Assistant, has been named One Book One County author for 2026.

Staff Retreat will be February 27, 2026, with Library Board meeting from 3:30pm-5pm.

Kittitas Library looking for new location with a deadline of June 2026.

**X. UPCOMING PROGRAMS/EVENTS**

Upcoming events presented.

**XI. NEXT MEETING**

Tuesday, January 13, 2026, at Council Conference Room, City Hall/ ZOOM.

**XII. ADJOURNMENT**

With no further discussion, the meeting was adjourned by Moreno at 5:24 p.m.

Respectfully submitted,  
Josephine Camarillo, staff



**Parks & Recreation Advisory Commission  
Meeting Minutes – November 12, 2025**

**DATE OF MEETING:** November 12, 2025  
**MEMBERS PRESENT:** Nikki Pollock, Frana Milan, Ron Parga, Charlie Smith, Devin Shea  
**OTHERS PRESENT:** Parks & Recreation Director Case  
**LOCATION:** Council Conference Room and Virtually

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

**MEETING MINUTES** – Minutes from the October 9, 2025, meeting was approved.

**NEW BUSINESS – West Ellensburg Park Playground** – The Commission reviewed three playground options provided by Landscape Structures, a commercial playground manufacturer. The playgrounds included various types of surfacing and play elements, including equipment designed for kids with special needs. The Commission recommended that the surfacing in the adaptive play area be park grass, the inclusive equipment include a merry go 'round and sensory wall and selecting the playground in 'Option C'.

**OLD BUSINESS – Review of Park Plan Mission, Goals, and Objectives** – The Commission started the process of reviewing the Mission, Goals, and Objectives document and decided that it was too much information to review during a meeting. Staff asked Commission members to review the information and provide feedback to staff by December 1, 2025. Staff will bring comments and recommendations to the December 10, 2025 meeting for further discussion.

**COMMISSION MEMBER REPORTS**

A Commissioner recommend that the city develop a parks and recreation department specific app rather than relying on the city website.

**STAFF REPORTS**

Staff reported the following: 1. Locations for temporary disc golf baskets have been identified by city staff and disc golf course organizers. 2. The HAC and flat roof replacement projects at the Kittitas Valley Memorial Pool & Fitness Center are complete. 3. Work on the pedestrian bridge at Irene Rinehart Riverfront Park was recently completed by the City Parks Maintenance Division. In early September staff noticed that the bridge was starting to fail and immediately closed it and started working on the repairs. 4. The City of Ellensburg received the 'Heart of Downtown' award from the Ellensburg Downtown Association for Unity Park. This award acknowledges a business or group whose efforts have significantly enhanced the downtown experience. The recipient actively contributes to a welcoming atmosphere and the overall appeal of downtown Ellensburg. They foster the vitality of public gathering spaces and go the extra mile to promote community engagement.

Meeting was adjourned at 6:55pm.



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Bid Award for 22-122 Bull Rd & Mountain View Ave Traffic Signal & Intersection Improvements – Bid Call 2026-01  
**Submitted by:** Grant Maskal, Construction Project Manager  
**Department:** Public Works

**Suggested Motion/Action:**

Award bid call 2026-01, to Western Excavating, Inc for the amount of \$945,670, the lowest responsive and responsible bidder and approve the necessary budget adjustments.

**Background/Summary:**

12 bids were received on Tuesday, January 20, 2026 for the project. Western Excavating, Inc. was the lowest responsive and responsible bidder in the amount of \$945,670. Council is being requested to award the bid to Western Excavating, Inc. This project consists of a signalized intersection, updated ADA ramps, a 10-foot-wide sidewalk along the East side of the alignment, and the undergrounding a portion of the existing irrigation system to facilitate widening of Bull Road to make room for a left turn. Ardura designed and prepared bid specifications for this project, Bid Call #2026-01. City staff will provide administration for the scope of work associated with this bid call.

**Previous Council Action:**

Council authorized the City Manager to execute an Agreement for Professional Services with T-O Engineers (now Ardurra) on January 18, 2023, to perform a traffic survey and independent cost estimate of the existing intersection, and provide an analysis and recommendation of a roundabout and a traffic signal at this location.

Council authorized the City Manager to execute an Agreement for Professional Services with Ardurra on September 18, 2023, to implement design services for a signalized intersection after a signal was recommended by the previous consulting agreement.

Council authorized the City Manager to execute an Additional Services Authorization with Ardurra on July 11, 2024, to add scope to the design project for unforeseen circumstances while actively searching for signal pole locations.

Council authorized the City Manager to execute an Additional Services Authorization with Ardurra on January 8, 2025 includes additional time and effort in coordinating widening of Bull Road to create a straighter alignment through the project corridor, milling and paving of the intersection and Bull Road down to South Gregory Place as well as installing curb and gutter with a 10' wide sidewalk on the East side of Bull Road down to South Gregory Place to assist with closing the existing sidewalk gaps. This ASA will also provided a roll plot for an open house to be used as a communication tool with the public.

**Analysis:**

The project was advertised and bids were received as follows:

Western Excavating, Inc:	\$ 945,670.00
Selland Construction, Inc:	\$1,026,481.00
Belsaas & Smith Construction, Inc:	\$1,043,525.00
East Slope Earthworks, LLC:	\$1,049,241.00
Midway Underground, LLC:	\$1,091,654.00
Pro Grade Enterprises, Inc:	\$1,124,266.95
Current Electric NW, LLC:	\$1,175,472.00
Active Construction, Inc:	\$1,199,199.00
Mass X Construction, LLC:	\$1,302,660.00
Interstate Concrete & Asphalt:	\$1,349,408.00
Wakefield Excavation, LLC:	\$1,357,670.00
Neppel Electric & Controls, LLC:	\$1,536,729.35
<b>Engineer's Estimate:</b>	<b>\$1,181,625.00</b>

This preliminary bid amounts listed above were presented to the 1/20/2026 ETAC meeting after the bid opening. Staff received a recommendation to award the project to Western Excavating.

**Financial Impact:**

The total project is estimated to cost \$945,670. The project will be funded through the Arterial Street Fund. Revenues to fund this project will include a transfer from the Transportation Impact Fees in the amount of \$745,670 and a Sales Tax transfer of \$200,000. Both funds have sufficient fund balance to accommodate this project.

Budget Adjustment: Yes

**Attachments:**

None



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Project Acceptance – Bid Call No. 2025-01 - 2025 Residential Sidewalk Repair Project  
**Submitted by:** Josh Mattson, Assistant City Engineer  
**Department:** Public Works

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**Suggested Motion/Action:**  
Approve Project Acceptance for Bid Call 2025-01 2025, Residential Sidewalk Repair Project.

**Background/Summary:**

Bids were opened on Thursday, April 3<sup>rd</sup>, 2025, for the 2025 Residential Sidewalk Repair Program. Eastern Washington Groundworks LLC was the lowest bidder in the amount of \$326,371.38.

This project contained four separate schedules “A” through “D” and Change Orders #1 through #3.

Bid schedule “A” was for general repair of concrete curb ramps and sidewalks in the City, with focus on upgrading existing curb ramps to ADA compliance.

Bid schedule “B” consisted of City-wide transit improvements, upgrading existing sites to ADA compliance with improved wheelchair and ambulatory passenger deployment. Two new transit shelters were installed, and one new stop was completed with a transit shelter and accessories at Rotary Park.

Bid schedules “C” & “D” were on call schedules for all City departments to utilize throughout 2025 for curb and sidewalk repairs required by their respective operations.

Change Order #1 completed sidewalk continuity and upgrades for pedestrian and bike safety at Rotary Park.

Change Order #2 completed ADA compliance upgrades at the Irene Rinehart vault toilet with a new concrete ramp and landing.

Change Order #3 expanded the boundary of the new transit shelter pad at Les Schwab on Umptanum & Ruby to accommodate a larger transit shelter. In addition, three more boulders were installed at Rotary Park to keep vehicles from driving on newly constructed transit pad and sidewalk.

**Previous Council Action:**

Council approved award of Bid Call 2025-01 to Eastern Washington Groundworks LLC at its regular meeting on April 21<sup>st</sup>, 2025.

**Analysis:**

Physical completion was reached for this project on December 18, 2025. All proper labor documentation has now been received and the project can be closed out.

**Financial Impact:**

The final cost for this project consists of the following schedules of work.

<b>COST</b>	<b>BID COST</b>	<b>FINAL</b>
Schedule "A" – Residential Sidewalk Repair	\$131,052.50	\$135,643.21
Schedule "B" – Transit Stop Improvements	\$119,187.50	\$128,130.73
Schedule "C" – Streets On Call Repairs	\$ 30,161.00	\$ 36,939.44
Schedule "D" – Utilities On Call Repairs	\$ 45,970.38	\$ 12,678.84
<i>Subtotal Sch "A" – "D"</i>	<i>\$326,371.38</i>	<i>\$313,392.22</i>
Change Order #1 – Rotary Park Sidewalk	\$ 24,590.00	\$ 25,989.00
Change Order #2 – Irene Rinehart Toilet Ramp & Landing	\$ 7,595.05	\$ 8,908.82
Change Order #3 – Les Schwab & Rotary Park Imprmnts	\$ 2,033.80	\$ 2,033.80
<i>Subtotal Change Order #1, 2 &amp; 3</i>	<i>\$ 34,218.85</i>	<i>\$ 36,931.62</i>
<b>TOTAL</b>	<b>\$360,590.20</b>	<b>\$350,323.84</b>

Schedule "A" is paid from the Sidewalk Fund, Schedule "B" and Change Orders #1 & #3 are paid through the City Transit Fund, Schedule "C" is paid from the Arterial Street Fund, Schedule "D" is shared between the Water Department and Light Department, and Change Order #2 is covered by the Parks Department. Adequate expenditure authority for each of these schedules exists within the respective budgets.

Budget Adjustment: No

**Attachments:**

None



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Project Acceptance – Bid Call 2025-13 Dry Creek 24” Valve Replacement Project  
**Submitted by:** Austin Nickerson, Civil Engineer  
**Department:** Public Works

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**Suggested Motion/Action:**  
Accept Bid Call 2025-13 as complete.

**Background/Summary:**  
The project was sent to six small works contractors for quotes on October 10. Three quotes were received on Thursday, October 23, 2025, for the above-mentioned project. The scope of work was for water utility improvements at two sites. Site 1 required the removal and replacement of an existing 24” gate valve with a butterfly valve, backfill, and surface restoration. Site 2 required backfill and surface restoration of a previously completed valve swap. Both sites required traffic control.

Staff has recently now received all necessary project closeout paperwork from the contractor and Council is now being requested to accept the project as complete.

**Previous Council Action:**  
November 3, 2025 Regular Council Meeting – Council awarded the above-mentioned project to Belsaas & Smith Construction, Inc.

**Analysis:**  
The original contract amount was for \$77,974.80, and the final contract amount was \$76,212.49.

**Financial Impact:**  
The project was included in the 2025 Water Utility Fund budget.

Budget Adjustment: No

**Attachments:**  
None



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Interlocal Agreement for Provision of Yakima-Ellensburg  
Commuter Service

**Submitted by:** Betsy Dunbar, Transit Manager

**Department:** Public Works

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**Suggested Motion/Action:**

Approve the Interlocal Agreement for Provision of Yakima-Ellensburg Commuter Services between the City of Yakima and the City of Ellensburg with an increased yearly contribution of \$40,000 annually as attached or in substantially similar form, and approve the necessary budget adjustments.

**Background/Summary:**

Since 2015, the City of Ellensburg has contributed \$20,000 annually in support of the Yakima-Ellensburg Commuter Service without an increase. This is a valuable commuter service in Central Washington, which provides transportation for passengers to and from Ellensburg for employment, education and recreation.

**Previous Council Action:**

Council has historically supported the Yakima-Ellensburg Commuter Service with approved Interlocal Agreements dated 2015 and 2017 along with the annual contribution of \$20,000.

**Analysis:**

Approval of the Interlocal Agreement for Provision of Yakima-Ellensburg Commuter Service would aid the commuter service to continue providing the valuable service between Yakima and Ellensburg. The Ellensburg Transportation Advisory Committee recommended approval at their December 16th, 2025 meeting.

**Financial Impact:**

The Transit Fund includes sufficient fund balance to accommodate the necessary budget adjustment for this amended agreement.

Budget Adjustment: Yes

**Attachments:**

1. City of Yakima-Interlocal Agreement for Yakima-Ellensburg Commuter Service (2)

**INTERLOCAL AGREEMENT  
FOR PROVISION OF YAKIMA-ELLENSBURG COMMUTER SERVICE  
(City of Yakima – City of Ellensburg)**

THIS INTERLOCAL AGREEMENT is entered into by and between the City of Yakima and City of Ellensburg to provide for the support of the public transportation service known as the “Yakima-Ellensburg Commuter” service, which provides fixed-route commuter service to and from the Cities of Yakima, Selah, and Ellensburg.

**I. RECITALS**

A. City of Yakima, hereafter “Yakima,” is a municipal corporation of the State of Washington located at 129 North 2nd Street, Yakima, WA 98901.

B. City of Ellensburg, hereafter “Ellensburg,” is a municipal corporation of the State of Washington located at 501 N. Anderson St., Ellensburg, WA 98926.

C. Pursuant to the provisions of Revised Code of Washington (RCW) 39.33.050, Yakima has developed and operates a public mass transportation system (“Yakima Transit”), and, therefore, has the authority to contract with any other municipal corporation or political subdivision of the State for mass public transportation services.

D. RCW Ch. 39.34, entitled “Interlocal Cooperation Act,” permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other municipalities on the basis of mutual advantage.

E. On August 1, 2023, Yakima entered into an agreement with CWA, Inc., D/B/A “Bellair”, a Washington corporation, whereby Bellair provides commuter bus service to and from the Cities of Yakima and Selah and Ellensburg. Yakima and Ellensburg previously entered into a “Yakima-Ellensburg Commuter Service” Agreement, as amended, whereby Bellair would provide such commuter service under the condition that Yakima Transit received Washington State grant funding in the amount equal to at least current funding levels.

F. Yakima and Ellensburg agree that the Yakima-Ellensburg commuter service benefits citizens of both cities, and that provision of such service is in the best interests of the residents of Yakima and Ellensburg and will promote the general health, safety, and welfare.

G. Pursuant to the authority of RCW Chapter 39.34 and RCW 39.33.050, Yakima and Ellensburg desire to enter in this Interlocal Agreement to provide for supportive funding during this time to enable and promote the Yakima-Ellensburg commuter service.

**II. AGREEMENT**

IN CONSIDERATION of the mutual covenants, conditions and mutual benefits herein, the parties agree as follows:

1. **Purpose.** The purpose of this Agreement is to set forth the terms and conditions under which Yakima will continue to provide Ellensburg with commuter bus services to and from the Cities of Yakima, Selah and Ellensburg.

2. **Scope of Services.** Yakima shall provide Ellensburg with the Scope of Services as detailed in the attached Exhibit A. The Scope of Services may be amended upon written approval of both parties.

3. **Agreement to Participate in Funding.** Effective January 1, 2026, Ellensburg agrees to contribute Forty Thousand Dollars (\$40,000) annually toward the provision of the Yakima-Ellensburg commuter service. Such amount shall be paid by Ellensburg in quarterly \$10,000 installments for services rendered during the previous quarter within 30 days of receipt of Yakima's invoices.

4. **Provision of Commuter Service.** The continuation of the Yakima-Ellensburg Commuter service is conditioned upon Yakima's receipt of funds from all sources sufficient to pay for the cost of such service. The commuter service is currently funded in large part by grant funds administered by the Washington State Department of Transportation. Such funds are appropriated pursuant to the biennial budget adopted by the State of Washington, and Yakima desires to continue the commuter service, so long as grant funding in an amount sufficient to enable Yakima to continue such service.

5. **Term of Agreement.** This Agreement shall commence on upon execution by both parties, and shall continue for an indefinite period unless terminated as provided in Section 6 below.

6. **Termination of Agreement.** This Agreement may be terminated in any of the following ways:

(a) At any time by mutual agreement of both parties.

(b) By either party delivering written notice of termination to the other party at least ninety (90) days prior to the effective date of termination.

(c) This Agreement shall automatically terminate upon cessation of the Yakima-Ellensburg Commuter.

(d) This Agreement may be terminated at any time by Yakima when Yakima determines, in its sole discretion, that funds on hand or committed are insufficient to fully fund the continuation of the commuter service. In the event Yakima determines that such funding may be insufficient to continue the service, it will provide notice of such insufficiency to Ellensburg as soon as reasonably possible so as to enable the parties to mutually agree on the date of termination of this Agreement. If the parties cannot agree, Yakima reserves the right to terminate this Agreement at any time and will deliver written notice of such termination to Ellensburg.

7. **Effect of Termination.** Upon the effective date of termination, the rights and obligations of both parties under this Agreement shall terminate; provided, however, that Ellensburg shall remain responsible for payment of any unpaid (prorated by service day) portion of the \$40,000 annual payment earned by Yakima through the effective date of termination. Likewise, if Ellensburg has prepaid to Yakima any portion of the \$40,000 annual payment, the portion of such payment representing prepayment for services to occur after the effective date of termination shall be refunded and remitted by Yakima to Ellensburg.

Termination of this Agreement shall not cancel or terminate the parties' obligations to hold the other party harmless for any liability, claim, or demand arising or occurring during the term of the Agreement.

**8. Compliance with All Laws.** Each party shall comply with all federal, state and local laws, rules, regulations and ordinances applicable to the performance of this Agreement, including without limitation all those pertaining to wages and hours, confidentiality, disabilities and discrimination. Each party shall be responsible for its discriminatory acts, including the acts of its own officers, agents and employees.

**9. Independent Contractor.** The parties agree and understand that Ellensburg's participation in this Agreement is limited solely to provision of partial funding to enable Yakima to continue to provide the commuter service through a separate agreement with a third-party contractor. Yakima retains sole responsibility and authority to administer all contracts with providers of the commuter service and with each agency providing funding for such service. Ellensburg and Yakima are each independent contractors, and will be solely responsible for the negligent or wrongful acts of their respective employees, officers and officials, and, as such, do not provide insurance covering the acts and/or omissions of the other party, its officials, officers and/or employees. Nothing in this Agreement shall be construed to create any relationship between the parties other than independent contractors, and the officials, officers, employees, and volunteers of each party shall not be deemed for any purpose to be the officials, officers, employees or volunteers of the other party.

**10. Indemnification.** Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions of those of their officers, employees, and agents to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. Neither party to this Agreement shall be responsible for the acts and/or omissions of those not a party to this Agreement. It is further provided that no liability shall attach to the parties by reason of entering into this Agreement except as expressly provided herein.

**11. Insurance.** Each party hereto shall at all times during the term of this Agreement maintain insurance coverage (or participate in a local government risk pool) adequate to cover its activities under this Agreement. A certificate of coverage indicating full policy limits shall be provided upon ratification of this agreement and annually thereafter. Any exclusions that may have an impact on services shall be communicated to the other party as soon as they are known. Each party may choose to share the other party's coverage documents with their insurance carrier or risk pool. The failure of any insurance carrier or self-insured pooling organization to agree to or follow the terms of this section shall not relieve any individual party from its obligations under this Agreement.

Yakima shall, in any contract executed during the term of this agreement with the commuter bus service provider, require the commuter bus service provider obtain insurance of sufficient type and coverage amounts to protect and minimize liability to both Yakima and Ellensburg. Yakima shall require that the commuter bus service provider's insurance be primary and non-contributory to the coverage that Yakima and Ellensburg have, and the commuter bus service provider must provide proof of such insurance (such as, but not limited to, a certificate of insurance and endorsement naming Yakima and Ellensburg as an additional insureds), and Yakima shall ensure Ellensburg receives a copy of any and all of the commuter bus service provider's insurance documents/policies.

12. **Disputes.** Yakima and Ellensburg will, prior to institution of litigation of any dispute under this agreement, seek mediation of the disputes upon selection of a mutually acceptable mediator.

13. **Governing Law – Venue.** This Agreement shall be governed and construed in accordance with the laws of the State of Washington. Venue for any action shall lie in Yakima County State of Washington, at the discretion of the party commencing such action.

14. **Administration.** This Agreement shall be jointly administered by the City Managers of each party, who delegate such administrative duties to the following individuals:

City of Yakima  
Yakima Transit Manager  
2301 Fruitvale Boulevard  
Yakima, WA 98902

City of Ellensburg  
City Manager  
501 N. Anderson St  
Ellensburg, WA 98926

15. **Acquisition of Property and Assets.** The parties do not intend to jointly acquire or manage any property. Costs, expenses, and disbursements of each party in the performance of this Agreement shall be administered separately by each party. Acquisition of property by either party shall be in accordance with the laws and procedures applicable to such party.

16. **Posting of Agreement.** Upon execution of this Agreement, a copy thereof shall be posted or published in conformity with the provisions RCW Ch. 39.34.

17. **Records and Reports.** Reports and documents generated by Yakima for Ellensburg pursuant to the services provided under this Agreement shall be delivered by Yakima to Ellensburg; provided, however, Yakima shall be entitled to retain copies of such reports and documents. All such documents and reports shall be subject to disclosure pursuant to the *Public Records Act*, RCW Ch. 42.56, as applicable. Yakima records and reports documenting services rendered and billings based thereon shall be made available to Ellensburg for inspection and copying, as appropriate, during regular business hours of Yakima or Yakima Transit, as applicable, upon request by Ellensburg.

18. **Improper Influence.** Each party agrees, warrants, and represents that it did not and will not employ, retain, or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining, or extending this Agreement. Each party agrees, warrants, and represents that no gratuity whatsoever has been or will be offered or conferred with a view towards obtaining, maintaining, or extending this Agreement.

19. **Conflict of Interest.** The elected and appointed officials and employees of the parties shall not have any personal interest, direct or indirect, which gives rise to a conflict of interest.

20. **Waiver and Amendments.** Waiver of any breach or any term or condition of this Agreement shall not waive any prior or subsequent breach. No term or condition is waived, modified or deleted except by an instrument in writing signed by both parties.

21. **Entire Agreement and Modifications.** This Agreement sets forth the entire agreement of the parties with respect to the subject matter herein and supersedes any and all other agreements, understandings, negotiations, and discussion, oral or written, express or implied. There are no understandings or agreements between parties other than those set forth in this Agreement. No other statement, representation or promise has been made to induce either party

to enter into this Agreement. All exhibits referred to herein are deemed to be incorporated in this Agreement in their entirety. The parties may supplement the Agreement by addenda or amendments, when agreed upon by both parties in writing. The parties shall attach copies of such addenda and amendments and by reference incorporate them herein.

**22. No Third-Party Beneficiary.** Nothing in this Agreement is intended to create any rights in any entity not a party to this Agreement nor is any person or entity not named a party herein a third party beneficiary to this Agreement.

**23. No Public Official Liability.** No provision of this Agreement nor any authority granted by this Agreement is intended to create or result in any personal liability for any public official or agent of a party, nor is any provision of this Agreement to be construed to create any such liability.

**WHEREFORE**, this Agreement is executed and effective upon the date signed by the last party to sign below:

CITY OF YAKIMA

CITY OF ELLENSBURG

\_\_\_\_\_  
Victoria Baker, City Manager

\_\_\_\_\_  
Heidi Behrends Cerniwey, City Manager

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

ATTEST:

ATTEST:

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

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

Approved as to form:

Approved as to form:

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

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

## EXHIBIT A

### SCOPE OF SERVICES

#### **Yakima- Ellensburg Commuter Service in Ellensburg.**

- a. **Stop Locations**. The route schedules for the Yakima-Ellensburg Commuter are identified in the 2025 Yakima Bus Book – Route 11: [Route 11 Schedule \(Yakima - Ellensburg Commuter\) | Yakima Transit](#).
- b. **Routes/Stops**. The Yakima-Ellensburg Commuter include the bus stops North and South at 4<sup>th</sup> Ave. and Ruby Street, 11<sup>th</sup> Ave. and Maple Street and Ruby Street and Umptanum.
- c. Requested changes in locations within Ellensburg shall be subject to final approval by the City of Ellensburg, after consultation with Central Washington University . Yakima shall be responsible for taking reasonable measures to ensure that Yakima Transit's Contractor adheres to the route and stop locations with the exception of variances required for emergency or weather-related reasons.
- d. Additional stops and route revisions for the Yakima-Ellensburg Commuter service shall be negotiated by the parties and incorporated in the Yakima Transit Bus Book/Route 11 subject to mutual agreement of the parties.



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Microsoft License Annual Payment  
**Submitted by:** Jim Goeben, IT Director  
**Department:** Information Technology

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**Suggested Motion/Action:**

Authorize the City Manager to sign the CDW Government payment for year 3 of the 3-year Microsoft licensing agreement, and approve the necessary budget adjustments.

**Background/Summary:**

The City of Ellensburg utilizes Microsoft products and software technology solutions to conduct business and support the services provided to the community. The license agreement purchased from CDW-G via the Washington State DES contract is a 36-month agreement paid annually. 2026 is the third and final year of the enterprise agreement. Later this year, Council will be asked to consider an agreement renewal.

**Previous Council Action:**

March 4, 2024 - City Council authorized the City Manager to sign the 36-month agreement with CDW-G for Microsoft product licensing.

**Analysis:**

The licensing cost in 2024 was \$136,563, in 2025 was \$134,751, and the 2026 renewal is \$141,774. The changes in annual cost are due to a true-up of the number of licenses and cloud storage space used.

**Financial Impact:**

The Microsoft licensing payment for 2026 is \$141,774.09 and is \$4,537 more than adopted in the 2025/2026 Biennial Budget.

Budget Adjustment: Yes

**Attachments:**

- 1. Microsoft EA Renewal 2026



Thank you for choosing CDW. We have received your quote.

# QUOTE CONFIRMATION

ANDREW HOUCK,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

Quote Expiration Date: 2/13/2026

**Quote valid for 30 days, subject to OEM price changes.**  
**This order is non-cancelable, non-returnable unless warranted by the manufacturer.**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PSLB122	1/8/2026	ANNUAL PAYMENT DUE 3/1	154225	<b>\$141,774.10</b>

**IMPORTANT - PLEASE READ**

**Special Instructions:** This order is non-cancelable and non-returnable unless warranted by the manufacturer. ANNUAL PAYMENT DUE 3/1 YEAR 3 OF 3 EA 62424014 TERMS 3/1/2026 - 2/28/2027

## QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Microsoft Office 365 Extra File Storage Add-on - subscription license - 1 G</a> Mfg. Part#: M9T-00002-12-SLG TERMS 3/1/2026 - 2/28/2027 YEAR 3 OF 3 This order is non-cancelable, non-returnable unless warranted by the manufacturer Electronic distribution - NO MEDIA Contract: SVAR_WA_L_14922-02 (14922-02)	2000	5580209	\$2.19	\$4,380.00
<a href="#">Microsoft Entra ID P1 - subscription license - 1 user</a> Mfg. Part#: MQM-00001-12-SLG TERMS 3/1/2026 - 2/28/2027 YEAR 3 OF 3 This order is non-cancelable, non-returnable unless warranted by the manufacturer Electronic distribution - NO MEDIA Contract: SVAR_WA_L_14922-02 (14922-02)	317	5430962	\$55.80	\$17,688.60
<a href="#">Microsoft Audio Conferencing Select Dial Out - subscription license - 1 lic</a> Mfg. Part#: NYH-00001-12-SLG TERMS 3/1/2026 - 2/28/2027 YEAR 3 OF 3 This order is non-cancelable, non-returnable unless warranted by the manufacturer Electronic distribution - NO MEDIA Contract: SVAR_WA_L_14922-02 (14922-02)	306	6976615	\$0.01	\$3.06

**QUOTE DETAILS (CONT.)**

<b><u>Microsoft Core CAL Bridge for Office 365 - subscription license (1 month) -</u></b>	301	3880908	\$16.08	\$4,840.08
<p>Mfg. Part#: AAA-12417-12-SLG            TERMS 3/1/2026 - 2/28/2027            YEAR 3 OF 3            This order is non-cancelable,            non-returnable unless warranted by            the manufacturer            Electronic distribution - NO MEDIA            Contract: SVAR_WA_L_14922-02 (14922-02)</p>				
<b><u>Windows Enterprise - software assurance - 1 license</u></b>	220	3813261	\$46.41	\$10,210.20
<p>Mfg. Part#: KV3-00353-SLG            TERMS 3/1/2026 - 2/28/2027            YEAR 3 OF 3            This order is non-cancelable,            non-returnable unless warranted by            the manufacturer            Electronic distribution - NO MEDIA            Contract: SVAR_WA_L_14922-02 (14922-02)</p>				
<b><u>MS EA O365 E3 GCC FROM SA P USER</u></b>	194	3764637	\$209.50	\$40,643.00
<p>Mfg. Part#: AAA-11924-12-SLG            TERMS 3/1/2026 - 2/28/2027            YEAR 3 OF 3            This order is non-cancelable,            non-returnable unless warranted by            the manufacturer            Electronic distribution - NO MEDIA            Contract: SVAR_WA_L_14922-02 (14922-02)</p>				
<b><u>O365 G3 GCC Sub Per User</u></b>	118	3753337	\$246.52	\$29,089.36
<p>Mfg. Part#: AAA-11894-12-SLG            TERMS 3/1/2026 - 2/28/2027            YEAR 3 OF 3            This order is non-cancelable,            non-returnable unless warranted by            the manufacturer            Electronic distribution - NO MEDIA            Contract: SVAR_WA_L_14922-02 (14922-02)</p>				
<b><u>Microsoft Exchange Online Plan 2G - subscription license - 1 user</u></b>	90	3069416	\$72.84	\$6,555.60
<p>Mfg. Part#: 3NS-00003-12-SLG            TERMS 3/1/2026 - 2/28/2027            YEAR 3 OF 3            This order is non-cancelable,            non-returnable unless warranted by            the manufacturer            Electronic distribution - NO MEDIA            Contract: SVAR_WA_L_14922-02 (14922-02)</p>				
<b><u>MS EA CIS STD 2 CORE SA</u></b>	48	4378882	\$35.77	\$1,716.96
<p>Mfg. Part#: 9GA-00313-SLG            TERMS 3/1/2026 - 2/28/2027            YEAR 3 OF 3            This order is non-cancelable,            non-returnable unless warranted by            the manufacturer            Electronic distribution - NO MEDIA            Contract: SVAR_WA_L_14922-02 (14922-02)</p>				
<b><u>Microsoft Windows Remote Desktop Services - software assurance - 1 user CAL</u></b>	45	2288626	\$23.75	\$1,068.75
<p>Mfg. Part#: 6VC-01254-SLG            TERMS 3/1/2026 - 2/28/2027            YEAR 3 OF 3            This order is non-cancelable,            non-returnable unless warranted by            the manufacturer            Electronic distribution - NO MEDIA</p>				

**QUOTE DETAILS (CONT.)**

Contract: SVAR\_WA\_L\_14922-02 (14922-02)

<b><u>MS EA WIN SVR DCCORE SA MVL</u></b>	32	4354663	\$126.18	\$4,037.76
Mfg. Part#: 9EA-00278-SLG TERMS 3/1/2026 - 2/28/2027 YEAR 3 OF 3 This order is non-cancelable, non-returnable unless warranted by the manufacturer Electronic distribution - NO MEDIA Contract: SVAR_WA_L_14922-02 (14922-02)				
<b><u>Microsoft Core CAL Bridge for Office 365 - subscription license (1 month) -</u></b>	10	4011242	\$19.24	\$192.40
Mfg. Part#: AAA-12415-12-SLG TERMS 3/1/2026 - 2/28/2027 YEAR 3 OF 3 This order is non-cancelable, non-returnable unless warranted by the manufacturer Electronic distribution - NO MEDIA Contract: SVAR_WA_L_14922-02 (14922-02)				
<b><u>MS EA POWER BI PRO GCC P USER</u></b>	13	4385631	\$90.98	\$1,182.74
Mfg. Part#: DDJ-00001-12-SLG TERMS 3/1/2026 - 2/28/2027 YEAR 3 OF 3 This order is non-cancelable, non-returnable unless warranted by the manufacturer Electronic distribution - NO MEDIA Contract: SVAR_WA_L_14922-02 (14922-02)				
<b><u>Microsoft SQL Server Standard Core Edition - software assurance - 2 cores</u></b>	8	2716749	\$646.51	\$5,172.08
Mfg. Part#: 7NQ-00292-SLG TERMS 3/1/2026 - 2/28/2027 YEAR 3 OF 3 This order is non-cancelable, non-returnable unless warranted by the manufacturer Electronic distribution - NO MEDIA Contract: SVAR_WA_L_14922-02 (14922-02)				
<b><u>Microsoft O365 G5 GCC Subscription License Per User</u></b>	5	4613210	\$407.30	\$2,036.50
Mfg. Part#: T2N-00001-12-SLG TERMS 3/1/2026 - 2/28/2027 YEAR 3 OF 3 This order is non-cancelable, non-returnable unless warranted by the manufacturer Electronic distribution - NO MEDIA Contract: SVAR_WA_L_14922-02 (14922-02)				
<b><u>MS EA VISIO P2 GCC P USER</u></b>	2	3576069	\$136.66	\$273.32
Mfg. Part#: P3U-00001-12-SLG TERMS 3/1/2026 - 2/28/2027 YEAR 3 OF 3 This order is non-cancelable, non-returnable unless warranted by the manufacturer Electronic distribution - NO MEDIA Contract: SVAR_WA_L_14922-02 (14922-02)				
<b><u>Microsoft Project Plan 1 - subscription license - 1 user</u></b>	2	7016188	\$91.33	\$182.66
Mfg. Part#: PF1-00002-12-SLG TERMS 3/1/2026 - 2/28/2027 YEAR 3 OF 3 This order is non-cancelable, non-returnable unless warranted by				

**QUOTE DETAILS (CONT.)**

the manufacturer  
 Electronic distribution - NO MEDIA  
 Contract: SVAR\_WA\_L\_14922-02 (14922-02)

**Microsoft Exchange Server - software assurance - 1 server**      1      2026945      \$137.93      \$137.93

Mfg. Part#: 312-02257-SLG  
 TERMS 3/1/2026 - 2/28/2027  
 YEAR 3 OF 3  
 This order is non-cancelable,  
 non-returnable unless warranted by  
 the manufacturer  
 Electronic distribution - NO MEDIA  
 Contract: SVAR\_WA\_L\_14922-02 (14922-02)

**Microsoft Visio Standard - software assurance - 1 user**      1      2026966      \$58.63      \$58.63

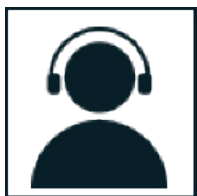
Mfg. Part#: D86-01253-SLG  
 TERMS 3/1/2026 - 2/28/2027  
 YEAR 3 OF 3  
 This order is non-cancelable,  
 non-returnable unless warranted by  
 the manufacturer  
 Electronic distribution - NO MEDIA  
 Contract: SVAR\_WA\_L\_14922-02 (14922-02)

**Microsoft Visual Studio Enterprise with MSDN - software assurance - 1 user**      1      3891396      \$1,077.41      \$1,077.41

Mfg. Part#: MX3-00117-SLG  
 TERMS 3/1/2026 - 2/28/2027  
 YEAR 3 OF 3  
 This order is non-cancelable,  
 non-returnable unless warranted by  
 the manufacturer  
 Electronic distribution - NO MEDIA  
 Contract: SVAR\_WA\_L\_14922-02 (14922-02)

<b>SUBTOTAL</b>	\$130,547.04
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$11,227.06
<b>GRAND TOTAL</b>	<b>\$141,774.10</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> CITY OF ELLENSBURG ACCTS PAYABLE 501 N ANDERSON ST ELLENSBURG, WA 98926-3147 <b>Phone:</b> (509) 962-7204 <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>Shipping Address:</b> CITY OF ELLENSBURG ATTN:BEN FAUBION 501 N ANDERSON ST ELLENSBURG, WA 98926-3147 <b>Phone:</b> (509) 962-7204 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



**Sales Contact Info**

**Rashena Hill** | (866) 253-2510 | [rashena.hill@cdwg.com](mailto:rashena.hill@cdwg.com)

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<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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Meeting Date: February 2, 2026  
City of Ellensburg  
City Council Agenda Report

**Agenda Subject:** City-County Library Services Agreement  
**Submitted by:** Josephine Camarillo, Library Director  
**Department:** Library

**Suggested Motion/Action:**  
Authorize the Mayor to sign the 2026 City-County Library Services Agreement.

**Background/Summary:**  
On October 9, 2025, the Kittitas County Regional Library Advisory Board, consisting of the cities of Ellensburg, Kittitas, Roslyn and Cle Elum City libraries, submitted their annual funding request for library services for 2026 to the Kittitas County Commissioners. The Ellensburg Public Library requested \$130,000 from the County for the year 2026 to help with the costs of serving county residents. The County has agreed to pay \$130,000 for contract services with the Ellensburg Public Library to provide library services. This is a \$7,000 increase from the 2025 funding level. In addition, the County has agreed to pay \$1,000 to the City towards the cost of the One Book One County program.

The 2026 City-County Interlocal Agreement for Library Services was approved by the Kittitas County Board of Commissioners on December 16, 2025.

**Previous Council Action:**  
Council approved the 2025 City-County Services Agreement at its January 21, 2025 meeting.

**Analysis:**  
Library usage by Kittitas County residents comprises at least 25% of our current cardholders.

**Financial Impact:**  
The sum of \$130,000 will help cover additional costs to provide materials and services to county residents. It is included in the 2026 budget.

Budget Adjustment: No

**Attachments:**  
1. 2026 City-County Library Services Agreement

**CITY-COUNTY LIBRARY SERVICES AGREEMENT  
CITY OF ELLENSBURG**

THIS AGREEMENT is entered into on this 16<sup>th</sup> day of December 2025, between the City of Ellensburg (hereinafter referred to as the "City") and Kittitas County (hereinafter referred to as the "County"); whereby the City, in return for stated consideration, agrees to provide library services to residents to the County.

WHEREAS; the Ellensburg City Council desires to make available to all County Citizens the materials of the Ellensburg Public Library, upon certain terms and conditions; and

WHEREAS, the County desires to contract for library services from the Ellensburg Public Library for all its residents, and is willing to provide payments from its current revenues to assist in obtaining and reducing the costs of such services for its residents;

NOW THEREFORE, the parties hereto agree as follows:

1. Services. The usual public library services provided by the Ellensburg Public Library will be provided to all residents of the County who come to the library to use its facilities in accordance with its rules, regulations, operating policies and procedures. This includes the ability to borrow or check out library materials for persons who reside in the unincorporated areas of the County.
2. Compensation. Kittitas County shall pay the sum of \$130,000.00 directly to the City as a subsidy to the City for library services provided annually to unincorporated County residents from January 1, 2026, through December 31, 2026. Payment shall be made on a quarterly basis on the last day of March, June, September, and December of 2026. Payments shall be made at such times as to allow their receipt and deposit before the last business day of the month due. Kittitas County shall pay the sum of \$1000.00 directly to the City as a subsidy for the One Book One County Program. Payments for this program shall be made upon written receipt from the City.

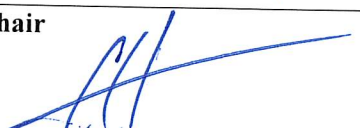
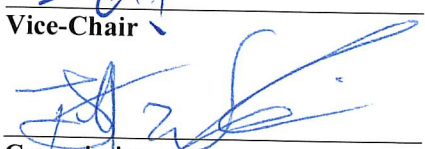
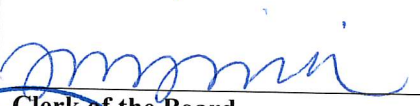

County residents who reside in an incorporated area of the County may obtain a library card from the City, allowing them to borrow or check out library materials at the City of Ellensburg Public Library.

3. Records. The following statistics shall be compiled and maintained by the Ellensburg Public Library and reported to the Kittitas County Board of Commissioners annually:
  - (a) The number of individuals receiving library cards.
  - (b) Statistics on library materials circulation compared to the prior year's circulation statistics.
  - (c) Comparative statistics reflecting the services received by residents of unincorporated Kittitas County to the total services provided by the library.

4. Amendments. Any amendment to this agreement shall be in writing and shall be only as specifically authorized by the Kittitas County Board of County Commissioners and the Ellensburg City Council.
5. Duration of Agreement. This agreement shall take effect on January 1, 2026, and shall continue in effect for a period of one year until December 31, 2026;

SUBJECT, HOWEVER, to the County's right to cancel or terminate the agreement, without penalty or obligation by the County for further payment, at any time for any reason during said period on a prorated basis and to recover as refund from the City of Ellensburg any prepayment made by the County for remaining unused portions of the County's quarterly payment, upon thirty days written notice by the County to the City of Ellensburg, sent certified mail, return receipt requested.

DATED this 16<sup>th</sup> day of December, 2025.

BOARD OF COUNTY COMMISSIONERS	CITY OF ELLENSBURG
<p><b>ABSENT</b></p>	
<p>Chair _____</p> 	<p>Mayor _____</p>
<p>Vice-Chair _____</p> 	
<p>Commissioner _____</p>	
<p>ATTEST:</p>  <p>Clerk of the Board</p>	<p>ATTEST:</p>
<p>Approved as to form:</p>  <p>_____ Kittitas County Prosecuting Attorney</p>	<p>City Clerk _____</p> <p>Approved as to form:</p> <p>_____ City Attorney</p>



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Community Grant Deadline Extension Request - Ellensburg Community Radio (Public Comment Opportunity)  
**Submitted by:** Gretchen Delaford, Executive Assistant  
**Department:** City Manager

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**Suggested Motion/Action:**  
Approve the 2025 Community Grant deadline to be extended on a one-time basis for Ellensburg Community Radio.

**Background/Summary:**  
On January 7, 2026, staff emailed the applicant a request for grant documentation. The applicant responded with the following request: “We were unable to complete the project. We had two contractors look at the project and it was decided we should move the system to another location. We’ve found a new location, but we were unable to complete the project until the lease was up at the new spot. It’s available now, and we would still love to do the project. Is there any way we could ask for a continuance?” Additional information was requested but not provided.

**Previous Council Action:**  
On November 4, 2024, Council awarded Ellensburg Community Radio \$2,000 in Community Grant funding to support the restoration of their existing outdoor rooftop speaker system within the 2025 calendar year.

**Analysis:**  
The applicant was unable to complete the project in 2025. This extension would move the project deadline to December 31, 2026.

**Financial Impact:**  
Financial impact to the City will be the original \$2,000 awarded to the applicant. If approved, these funds will need to be reallocated from the 2025 budget to be used within 2026.

Budget Adjustment: No

**Attachments:**  
None



	Residency Requirement	Members within City Limits	Members outside City Limits	CWU-Appointed	ESD-Appointed	Ex Officio (EHS-Appointed)	Utility Customers	Alternates	Total Members	Current Vacancies	Applicant Name
Affordable Housing Commission	Y	6	1	N/A	N/A	N/A	N/A	N/A	7	0	
Arts Commission	N	4	2	N/A	N/A	N/A	N/A	N/A	7	1	
Civil Service Commission	Y	2	0	N/A	N/A	N/A	N/A	N/A	3	1	
Diversity, Equity & Inclusion Commission	Y	5	0	N/A	N/A	N/A	N/A	N/A	9	4	Amber Darting, Judd Ike Grey, Cody Natland
Ellensburg Transportation Advisory Committee	N	6	1	2	1	N/A	N/A	1	7	1 (alternate)	
Environmental Commission	Y	5	1	1	1		N/A	N/A	7	1 (EHS appointment)	
Landmarks & Design Commission	Y	6	1	N/A	N/A	N/A	N/A	N/A	7	0	
LEOFF Board	Y	3	1	N/A	N/A	N/A	N/A	N/A	5	1	
Library Board	Y	7	0	N/A	N/A	N/A	N/A	N/A	7	0	
Lodging Tax Advisory Committee	N	4	1	N/A	N/A	N/A	N/A	N/A	7	2	
Parks & Recreation Commission	Y	6	1	N/A	N/A	N/A	N/A	N/A	7	0	
Planning Commission	Y	7	0	N/A	N/A	N/A	N/A	N/A	7	0	
Utility Advisory Committee	N	5	0	1	N/A	N/A	4	N/A	7	2 (Utility customers)	

Print

**Application for Appointment - Submission #11871**

Date Submitted: 12/30/2025

## Application for Appointment

For volunteering to serve on a Board or Commission

**Boards & Commissions\***

Diversity, Equity, and Inclusion ▼

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

No ▼

**Name of Applicant:\***

Amber Darting

**Address\***

[Redacted]

**Mailing Address (If Different)**

[Redacted]

**City\***

Ellensburg

**State\***

WA

**Zip\***

98926

**Email Address\***

[Redacted]

**Phone Number\***

[Redacted]

**Length of Residency in Kittitas County\***

12 years for the most recent period.

**Do you live within the city limits?\***

Yes  No

**ECC 1.12.120 Residency qualification. Except where a commission, board or committee specifically requires city residency as a condition of appointment, members of all other commissions, boards and committees shall maintain residency within the Kittitas County limits. "Residency," as used herein, means residing within the city or county limits, as applicable, both at the time of appointment and for at least 270 days within each calendar year for the duration of the member's term, but shall not include any period for which a member is absent due to military service.**

**Occupation Status and Background:\***

I have been employed full time at CWU since 2007. Prior to that, I was a student at CWU. I hold degrees in philosophy (specializing in religious studies), humanities, and organizational leadership.

**Organization Affiliations:\***

CWU

**Why are you seeking appointment?\***

As a long time resident of Ellensburg and homeowner, I want to help ensure that Ellensburg is a welcoming community, that people feel like they can find their home here and that we are actively building and maintaining a community that respects and cares for all people.

**Will you be able to attend meetings regularly if appointed?\***

Yes  No

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

**Boards & Commissions**

-- Select One --

**Boards & Commissions**

-- Select One --

Print

Application for Appointment - Submission #11866

Date Submitted: 12/27/2025

## Application for Appointment

For volunteering to serve on a Board or Commission

**Boards & Commissions\***

Diversity, Equity, and Inclusion

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

No

**Name of Applicant:\***

Judd Ike Grey

**Address\***

[Redacted]

**Mailing Address (If Different)**

[Redacted]

**City\***

Ellensburg

**State\***

WA

**Zip\***

98926

**Email Address\***

[Redacted]

**Phone Number\***

[Redacted]

**Length of Residency in Kittitas County\***

6.5 years

**Do you live within the city limits?\***

Yes

No

**ECC 1.12.120 Residency qualification.** Except where a commission, board or committee specifically requires city residency as a condition of appointment, members of all other commissions, boards and committees shall maintain residency within the Kittitas County limits. "Residency," as used herein, means residing within the city or county limits, as applicable, both at the time of appointment and for at least 270 days within each calendar year for the duration of the member's term, but shall not include any period for which a member is absent due to military service.

**Occupation Status and Background:\***

Full-time employed, CWU. Part-time Iron Horse.

**Organization Affiliations:\***

CWU, Iron Horse Brewery

**Why are you seeking appointment?\***

I love Ellensburg and want to see it grow in new and exciting ways. We have a unique blend of college town that is something special and not like many other college towns. I grew up on a horse farm and can appreciate the challenges of the rural community. Many moons ago I was an Air Force Meteorologist. I have lived in many places including New England, the Deep South, the Mid-West and here in Ellensburg. I work on campus and meet with well over a thousand students a year, many of whom are local to this area. I also help run the veterans book club on campus, which has a strong focus on DEI.

Ellensburg has a rich sense of community and I want to be part of the DEI Commission to bring that same sense of community to other folks.

**Will you be able to attend meetings regularly if appointed?\***

Yes  No

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

**Boards & Commissions**

-- Select One --

**Boards & Commissions**

-- Select One --

Print

**Application for Appointment - Submission #11796**

Date Submitted: 12/1/2025

## Application for Appointment

For volunteering to serve on a Board or Commission

**Boards & Commissions\***

Diversity, Equity, and Inclusion ▼

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

Yes ▼

**Name of Applicant:\***

Cody Natland

**Address\***

[Redacted]

**Mailing Address (If Different)**

[Redacted]

**City\***

Ellensburg

**State\***

Washington

**Zip\***

98926

**Email Address\***

[Redacted]

**Phone Number\***

[Redacted]

**Length of Residency in Kittitas County\***

2.5 Years

**Do you live within the city limits?\***

Yes  No

**ECC 1.12.120 Residency qualification. Except where a commission, board or committee specifically requires city residency as a condition of appointment, members of all other commissions, boards and committees shall maintain residency within the Kittitas County limits. "Residency," as used herein, means residing within the city or county limits, as applicable, both at the time of appointment and for at least 270 days within each calendar year for the duration of the member's term, but shall not include any period for which a member is absent due to military service.**

**Occupation Status and Background:\***

I am the Pastor of Ellensburg United Methodist Church. I grew up in Selah, WA and have always considered Central Washington to be my home. I have a BA in Government/Political Science from Eastern Washington University, and a Master of Divinity degree from Louisville Presbyterian Theological Seminary. I have worked with a diverse group of people in my work as a pastor, including people representing many ages, races, cultures, gender identities, sexual orientations, and abilities. I have experience speaking, leading, and building community in a variety of settings, and helping people to understand the diverse needs and abilities of those they share community with.

**Organization Affiliations:\***

Ellensburg United Methodist Church, Pastor  
Central Washington Justice For Our Neighbors, Board Secretary  
Kittitas Valley Ministerial Association  
FISH Food Bank, Volunteer (Monday morning volunteer in the warehouse/pantry)  
Participant in Kittitas County Health Network's Community Resource Work Group  
Member of City of Ellensburg Transportation Safety Action Plan Task Force (Fall 2024-Spring 2025)  
  
Previous Board Member of Shalom Ministries in Spokane, WA serving meals to unhoused community members

**Why are you seeking appointment?\***

Ensuring that the City of Ellensburg is a safe place for all people is important to me. Being a community that welcomes and includes everybody, across every category of human diversity, makes us a better place to live, work, play, and learn. While this is important for every community, Ellensburg has a particular need to prioritize the values of diversity, equity, and inclusion due to our role in welcoming college students from every background, along with the faculty, staff, and businesses that support that. It is a blessing to have such a richly diverse population, especially for such a small city in the heart of Central Washington, and it takes intentionality to continue to live into that value.

Many in our community are often overlooked or made to feel less included due to their race, gender identity, sexual orientation, disability status, or income level. While it is clear that the City values diversity, equity, and inclusion, there is still work to be done so that we can be better. In my work at Ellensburg UMC, located across Ruby Street from the Ellensburg Public Library, I have the opportunity to engage not only with members of my congregation (where we have a high proportion of people who identify as LGBTQIA+) but also with the community more generally, including many who are part of marginalized and vulnerable populations. I hear regularly about how we need to continue in diversity, equity, and inclusion work, and that many still feel unsafe, uncomfortable, and unwelcome in the community that they call home.

I want to be a part of finding solutions and building the community that I long for. I want to make sure that my kids grow up in a place where they know they belong as people with neurodivergent conditions and special needs. I believe my background, passion, and experience would make me an asset to the Diversity, Equity, and Inclusion Commission.


While I live outside of the Ellensburg City Limits (in the Black Horse Community, part of the Urban Growth Area), the majority of my life happens within the City of Ellensburg. My family uses the City's parks, we take swimming lessons at the City Pool, we buy the majority of our groceries and household necessities at Ellensburg stores, and I work in the heart of the City of Ellensburg and the downtown area. Living in the Urban Growth Area, I also anticipate that my home will eventually be within the City of Ellensburg, and I am passionate about being a part of building the kind of world now that I want to see in the future.

**Will you be able to attend meetings regularly if appointed?\***


Yes  No

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

**Boards & Commissions**

Parks and Recreation Commission 

**Boards & Commissions**

Affordable Housing Commission 

**To: City Council**  
**From: Diversity, Equity & Inclusion Commission**  
**Date: January 28, 2026**  
**Re: Recommendation of Appointment**

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Amber Darting submitted an application for appointment to the Diversity, Equity & Inclusion Commission on December 30, 2025. Amber attended the January 13, 2026 Diversity, Equity & Inclusion Commission meeting.

Judd Ike Grey submitted an application for appointment to the Diversity, Equity & Inclusion Commission on December 27, 2025. Judd attended the January 13, 2026 Diversity, Equity & Inclusion Commission meeting.

Cody Natland submitted an application for appointment to the Diversity, Equity & Inclusion Commission on December 1, 2025. Cody attended the December 9, 2025 Diversity, Equity & Inclusion Commission meeting.

The Diversity, Equity & Inclusion Commission subcommittee consisting of Nancy Goodloe, Amber Hoefler, and Kandee Cleary conducted the interview on Monday, January 26, 2026.

The commission interviewed 5 applicants, and one decided to withdraw from the process. Based on the interviews, the subcommittee is recommending that the City Council appoint Amber Darting, Judd Ike Grey, and Cody Natland to the Diversity, Equity & Inclusion Commission.

Amber Darting will fill the current vacancy with a term expiring on 5/31/2028.  
Judd Ike Grey will fill the current vacancy with a term expiring on 5/31/2028.  
Cody Natland will fill the current vacancy with a term expiring on 5/31/2027.



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Second Reading of Ordinance 4978 - Amending Ellensburg City Code Chapter 2.07 - Sale or Disposition of Surplus Personal Property (Public Comment Opportunity)

**Submitted by:** Keith Bassett, Assistant Finance Director

**Department:** Finance

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**Suggested Motion/Action:**  
Conduct Second Reading and Adoption of Ordinance 4978 - Amending Ellensburg City Code Chapter 2.07 - Sale or Disposition of Surplus Personal Property.

**Background/Summary:**  
Chapter 2.07 of Ellensburg City Code which outlines policies for disposing of surplus personal property is due for an update. State requirements for disposal of surplus personal property originally acquired for utility purposes were modified in 2018 and other opportunities for efficiencies have been identified by staff.

**Previous Council Action:**  
Chapter 2.07 was last amended in 2016. The prior surplus personal property ordinance was adopted in 1991. Currently, all surplus personal property with an estimated value over \$10,000 and surplus personal property of any value originally acquired for utility purposes is brought to Council for formal declaration of surplus and disposition approval. Council conducted First Reading of the ordinance at the January 20, 2026 regular meeting.

**Analysis:**  
Departments of the City regularly identify personal property that is no longer of public use to the City or is otherwise in the best interest of the City to sell or dispose of. Chapter 2.07 of Ellensburg City Code identifies the process by which various City departments may dispose of surplus personal property. The Washington State Legislature amended RCW 35.94.040 in 2018 to set a threshold of an estimated surplus value of \$50,000 before requiring a public hearing for declaration of surplus personal property or equipment originally acquired for public utility purposes.

Requiring a formal declaration by Council for all surplus personal property with an estimated value greater than \$10,000 and requiring a public hearing before declaring items of any value acquired for public utility purposes as surplus can cause delays in replacing surplus property and equipment, missing out on opportunities for best-value disposition, and impose some administrative costs.

This ordinance streamlines surplus personal property disposition for items with an estimated value of \$50,000 or less and clarifies the requirements for disposition for all surplus personal

property. Several sections of Chapter 2.07 relating to disposition of surplus personal property are unchanged by this ordinance. Specifically, Section 2.07.100 related to intergovernmental transfer of personal property over \$50,000 in value, Section 2.07.120 related to disposition of confiscated, forfeited and released firearms, and Section 2.07.140 related to sale of surplus personal property to Councilmembers or City employees are unmodified by this Ordinance.

**Financial Impact:**

Updating the City's surplus personal property policies as proposed in the ordinance is anticipated to result in minor administrative cost savings and allow for more timely disposition of items.

Budget Adjustment: No

**Attachments:**

1. Ordinance 4978- Chapter 2.07 Surplus Personal Property (Second Reading)

ORDINANCE NO. 4978

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, AMENDING ELLENSBURG CITY CODE CHAPTER 2.07 SALE OR DISPOSITION OF SURPLUS PERSONAL PROPERTY TO CLARIFY POLICIES AND ALIGN WITH STATE REQUIREMENTS.

WHEREAS, the City Council approved Ordinance No. 4749, in 2016 which revised and expanded the City's policies for disposition of surplus personal property; and

WHEREAS, the Washington State Legislature amended RCW 35.94.040 in 2018 to set a threshold of an estimated surplus value greater than \$50,000 before requiring a public hearing for declaration of surplus personal property or equipment originally acquired for public utility purposes; and

WHEREAS, requiring a formal declaration by Council for all surplus personal property with an estimated value greater than \$10,000 and requiring a public hearing before declaring items of any value acquired for public utility purposes as surplus can cause delays in replacing surplus property and equipment, missing out on opportunities for best-value disposition, and impose some administrative costs; and

WHEREAS, obligations for disposition of surplus personal property in the best interest of the City do not change depending on the value of the personal property or procedures used to declare personal property surplus; and

WHEREAS, revising Chapter 2.07 to clarify recordkeeping and other administrative considerations for declaring and disposing of surplus property demonstrates enhanced accountability for all personal property of the City;

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

**Section 1. Sections 2.07.020 through 2.07.080 of Chapter 2.07 the Ellensburg City Code, as last amended by Section 2 of Ordinance 4749, are hereby emended to read as follows:**

**2.07.020 Sale or disposition of surplus property owned by the city.**

Except as provided in ECC 2.07.040(B), the city manager may authorize department directors to declare as surplus any personal property owned by the city and which is in the custody of their departments when they have certified in writing that the property is no longer of public use to the city, or that the sale or other disposition thereof would be in the best interests of the city.

Records of property surplus declaration and disposition shall be prepared by each department director or their designee, retained as required by law, and the surplussing department shall cause city asset management records to be updated as appropriate.

#### **2.07.040 Sale or disposition of surplus personal property.**

A. Approval of the council is given for the sale or disposition of any personal property with an estimated value of ~~\$10,000.00~~\$50,000.00 or less which has been certified for disposition by the city manager, who shall designate the appropriate department director to proceed with such sale or disposition in accordance with informal procedures, requirements of the original funding source, and in the city's best interests.

B. If surplus property has an estimated value greater than ~~\$10,000.00~~\$50,000.00, prior approval of the sale and/or method of disposition must be obtained from the city council.

C. Surplus property may be transferred between city ~~departments~~funds upon approval by the city manager regardless of value in exchange for payment of fair market value. Notwithstanding the foregoing, transfer of property originally acquired for public utility purposes shall only be transferred to another city department as provided in ECC 2.07.080.

#### **2.07.060 Methods of sale.**

A. Notwithstanding any other section of this chapter, ~~when surplus city property with an estimated value of over \$10,000.00 is to be sold,~~ department directors with custody of surplus personal property, or his/her designee may, with prior approval of the city manager, or city council if required, sell or dispose of the property in any legal, commercially reasonable manner in the best interests of the city and obtain fair market value for the property, including but not limited to:

1. *Public auction.* The city may use a professional auction service or online auction site.
2. *Sealed bids.* Sealed bids may be solicited for the sale of surplus personal property. Surplus personal property disposed of in this manner shall be sold to the highest responsible bidder.
3. *Negotiated sale.* If the city has been unable to find a buyer for surplus personal property after having used a competitive public process, the city may negotiate to sell the personal property outright if a potential buyer is subsequently found.
4. Intergovernmental transfer to the state, any municipality or any political subdivision.

5. *Selling for scrap.* Surplus personal property may be sold as scrap if the city deems that the value of the raw material exceeds the value of the property as a whole.

6. *No value item.* Where the department director determines that specific supplies or equipment are surplus and of minimal or no value to the city due to spoilage, obsolescence or other cause, or where the cost of disposal of such supplies or equipment would exceed the recovery value, the department director shall dispose of the same in such a manner as he or she deems appropriate and in the best interest of the city.

7. *Trade-in.* Personal property declared as surplus may be offered as a trade-in for credit toward the acquisition of new personal property. All trade-in offers will be submitted for the review and approval of the city manager. If surplus personal property is to be applied to a purchase order, the trade-in value shall be itemized on the purchase order.

8. *Transfer to nonprofit agency.* Surplus personal property may be sold, transferred, or donated to qualified nonprofit agencies. Surplus personal property may also be sold below fair market to qualified nonprofit agencies if the cost of selling or otherwise disposing of it would exceed the fair market value.

B. The city shall comply with any notice and hearing requirements imposed by law for the sale or disposal of any surplus property.

**2.07.080 Sale or disposition of personal property or equipment originally acquired for public utility purposes.**

Whenever the city shall determine, ~~by council resolution,~~ that any personal property or equipment originally acquired for public utility purposes with an estimated value of more than \$50,000.00 is surplus to the city's needs and is not required for providing continued public utility service, then the council by resolution and after a public hearing may cause such property or equipment to be sold or leased. Such resolution shall declare that the property is surplus to the city's needs and is not required for providing continued public utility service, state the fair market value and such other terms and conditions for such disposition as the council deems to be in the best public interest per RCW 35.94.040. Personal property or equipment originally acquired for public utility purposes with an estimated value of \$50,000.00 or less may be disposed of without a public hearing or council action in accordance with the other provisions of this chapter.

**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  
Ordinance 4978 – Amending Chapter 2.07 ECC - Page 3 of 4 (2/2/2026)

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

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 2<sup>nd</sup> day of February, 2026.

\_\_\_\_\_  
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. 4978 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4978 was published as required by law.

\_\_\_\_\_  
BETH LEADER



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Ordinance 4980 (2nd Reading) - Approving Rezone of 2011 Old Hwy 10 (Public Comment Opportunity)  
**Submitted by:** Mark Rud, Associate Planner  
**Department:** Community Development

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**Suggested Motion/Action:**

Move to conduct second reading and adoption of Ordinance 4980, approving rezoning of 2011 Old Hwy 10 from Commercial Highway (C-H) to Light Industrial (I-L).

**Background/Summary:**

City Council held a closed record hearing on January 20, 2026, to consider Hearing Examiner Andrew Kottkamp’s December 29, 2025, Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision pertaining to the site-specific rezoning request submitted by Joel Greear on behalf of property owner Solar Dolar LLC. The rezoning request was approved at the conclusion of the Closed Record hearing and was immediately followed by first reading of Ordinance 4980.

The subject property is 5.82 acres at 2011 Old Hwy 10; parcels #952909 and 952910 were recently combined into a single lot of record via Boundary Line Adjustment, being Lot G of Kittitas County Auditor's document # 202506160017. After taking evidence at the open record hearing on December 16, 2025, and considering the record, the Hearing Examiner recommended that City Council approve the rezoning from Commercial Highway (C-H) to Light Industrial (I-L). The request is consistent with the City’s Comprehensive Plan future land use designation of Mixed Business Park. At the conclusion of the closed record hearing on January 20, 2026, City Council approved a motion to adopt the Hearing Examiner’s Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision.

**Previous Council Action:**

On January 20, 2026, City Council voted to approve the rezoning of Lot G of Kittitas County Auditor's document # 202506160017, and conducted first reading of Ordinance 4980.

**Analysis:**

City Council adopted the Hearing Examiner’s Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision. Therefore, the ordinance reflects the applicable conclusions and findings to adopt the zone change as discussed and approved by City Council on January 20, 2026. The ordinance also directs staff to make appropriate changes to the City’s zoning map and to the Geographic Information System (GIS) data.

**Financial Impact:**

None

Budget Adjustment: No

**Attachments:**

1. Ord 4980
2. Exhibit A-HE Recommendation

ORDINANCE NO. 4980

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO ZONING AND AMENDING TITLE 15 OF THE ELLENSBURG CITY CODE BY CHANGING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY WITHIN THE CITY OF ELLENSBURG FROM COMMERCIAL HIGHWAY (C-H) TO LIGHT INDUSTRIAL (I-L).

WHEREAS, on October 9, 2025, the City received an application (P25-115) from Joel Greear of property owner Solar Dolar LLC, requesting a rezone of one lot of land located at 2011 Old Highway 10, being Lot G of Kittitas County Auditor's File Number 202506160017, which combined Parcel ID Numbers 952909 and 952910 previously shown as Lots 3A and 4A of Kittitas County Auditor's File Number 202310130011; and

WHEREAS, the application proposed to rezone the parcel from Commercial Highway (C-H) to Light Industrial (I-L); and

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

WHEREAS, the request is exempt from the State Environmental Policy Act pursuant to Washington Administrative Code 197-11-800(6)(a),(c) and ECC 15.270.110(A); and

WHEREAS, the Hearing Examiner held a duly noticed open record hearing on December 16, 2025, where the Examiner received evidence and heard testimony regarding the proposed rezone; and

WHEREAS, the Hearing Examiner on December 29, 2025, issued "Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision" for the rezone request from C-H to I-L; and

WHEREAS, the Ellensburg City Council held a closed record hearing on January 20, 2026, and at the conclusion of the hearing approved a motion to adopt the Hearing Examiner's "Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision" dated December 29, 2025, and to approve the applicant's request to rezone the subject property from C-H to I-L; and

WHEREAS, the Ellensburg City Council conducted the second reading of Ordinance 4980 on February 2, 2026, approving the rezone of Lot G of Kittitas County Auditor's File Number 202506160017 from C-H to I-L.

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

**Section 1.** The City Council adopts the findings of fact and conclusions based thereon, made and entered by the Hearing Examiner in support of the recommendation to the City Council for approval with regard to the rezone for the hereinafter described property located at 2011 Old Highway 10, being Lot G of Kittitas County Auditor’s File Number 202506160017, which combined Parcel ID Numbers 952909 and 952910 previously shown as Lots 3A and 4A of Kittitas County Auditor’s File Number 202310130011, as set forth in the Hearing Examiner’s “Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision,” dated December 29, 2025 attached as Exhibit A.

**Section 2.** Title 15 of the Ellensburg City Code is hereby amended by changing the city’s zoning map as adopted in ECC 15.300.020 for the following described area from Commercial Highway (C-H) to Light Industrial (I-L):

Parcels 3A and 4A of that certain Survey as recorded October 13, 2023, in Book 45 of Surveys, page 241, under Auditor’s File No, 202310130011, records of Kittitas County, Washington; being a portion of the Northwest Quarter of Section 34, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

said area being Lot G of Kittitas County Auditor’s File Number 202506160017.

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

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

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

**Section 6. Corrections.** Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 2<sup>nd</sup> day of February 2026.

\_\_\_\_\_  
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. 4980 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, that Ordinance No. 4980 was published as required by law.

\_\_\_\_\_  
Beth Leader

**CITY OF ELLENSBURG  
LAND USE HEARING EXAMINER**

<b>IN THE MATTER OF</b>  <b>P25-115</b> <b>Solar Dolar, LLC Rezone Request</b>	) ) ) ) ) ) )	<b>RECOMMENDED FINDINGS OF FACT, RECOMMENDED CONCLUSIONS OF LAW, AND RECOMMENDED DECISION</b>
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THIS MATTER having come on for hearing in front of the City of Ellensburg Hearing Examiner on December 16, 2025, the Hearing Examiner having taken evidence hereby submits the following Recommended Findings of Fact, Recommended Conclusions of Law, Recommended Decision and Recommended Condition of Approval as follows:

**I. RECOMMENDED FINDINGS OF FACT**

1. **Applicant:** Joel Greear for property owner Solar Dolar LLC
2. **Requested Action:** The applicant seeks to rezone the subject property from Commercial Highway (C-H) to Light Industrial (I-L) for the purpose creating zoning conformance for an existing use and potential future development of similar uses.
3. **Location:** The property is located at 2011 Old Hwy 10 near the intersection of Reecer Creek Rd; Kittitas County Assessor’s Parcel ID #952909 & 952910 were recently combined into a single parcel via Boundary Line Adjustment (BLA) under City File # P25-045 recorded as Kittitas County Survey document # 202506160017 (Exhibit A).
4. **BACKGROUND AND SITE INFORMATION**
  - 4.1. **Site History:** The property is in the C-H zone, with 5 commercial storage unit buildings (“miniwarehouse facility”). The Applicant has recently requested final inspections for occupancy.
  - 4.2. **Site Characteristics:** The site topography is relatively flat except for on-site stormwater retention swales along north and south property line, and a large on-site floodplain compensatory storage pond at the east of the property. The Old Hwy 10 frontage is largely unimproved outside the road pavement section. A previous plat was approved with a deferral of street improvements (sidewalks, etc.). See Exhibit B.
  - 4.3. **Surrounding Properties:** A zoning map of the surrounding properties is attached as Exhibit C and further described below:
    - 4.3.1. **North:** Zoned Residential Suburban (R-S): consisting of detached single-family homes (Currier Creek Estates subdivision)

- 4.3.2. **South:** Zoned I-L and C-H: consisting of mixed uses including open-air aggregate storage between Old Hwy 10, Reecer Creek Rd, and W University Way; and unimproved agricultural lands south of the BNSF right-of-way (ROW) and W University Way
- 4.3.3. **East:** Zoned C-H, Commercial Neighborhood (C-N), and R-S: consisting of “miniwarehouse facilities” and open-air storage; and low-density residential and agricultural lands
- 4.3.4. **West:** Zoned C-H and Regional Center Mixed Use (RCMU): consisting of light industrial use northeast of Old Hwy 10 and the BNSF ROW; and unimproved agricultural lands southwest of the BNSF ROW
- 4.3.5. **Access:** Access to the property is from Old Hwy 10, designated a Minor Arterial, with secondary legal emergency access via existing thirty-foot (30’) wide easement established by the Currier Square Business Park short plat as shown on BLA P25-045.
- 4.4. **Zoning and Development Standards, ECC Title 15:** Ellensburg City Code (ECC) Table 15.310.040, “Nonresidential Uses,” indicates that “miniwarehouse facilities” are not permitted in current C-H zoning, and are permitted as a Conditional Use in the proposed I-L zone.
- 4.5. **Comprehensive Plan:** See the map attached as Exhibit D. The Ellensburg Comprehensive Plan’s Future Land Use Designation of the property is Mixed Business Park, intended to accommodate a range of commercial and industrial activities typified by office uses, low impact light industrial uses, businesses that may include several uses such as manufacturing, research and development, warehousing, distribution, office, retail customer service, or showrooms. Mixed Business Park Zoning Options include I-L, C-H and RCMU – see Exhibit E. The proposed I-L zoning is consistent with parcels south, and the Mixed Business Park Future Land Use designation is also consistent with the same south parcel, and those immediately east and west of the subject property.
- 4.6. **Public Comments:** Community Development issued a Notice Public of Application and Rezone hearing on November 6, 2025 via publication in the Ellensburg *Daily Record*, initiating a 21-day comment period that concluded November 27, 2025 (Exhibit F). The site was posted with a land use action sign on November 6, 2025 (Exhibit G). Notice of the Rezone was mailed to property owners within 300 feet of the proposed site on November 6, 2025 (Exhibit H).
- 4.6.1. As of the date of this decision, one public comment was received. The City of Ellensburg Public Works Department submitted comments on November 13, 2025 stating that future development applications will require consistency with Public Works development standards (Exhibit I). These general requirements will apply absent any specific conditions pursuant to approval of the proposal.
5. **Environmental (SEPA) Review**
- 5.1. Structures have been established on the property as part of the site’s development for “miniwarehouse facilities.” This development was previously subject to SEPA Mitigated

Determination of Non-Significance (MDNS) P22-027 (Exhibit J). No project is currently subject to review except the rezone's land use decision.

- 5.2. Rezones are exempt from SEPA if in an Urban Growth Area for jurisdictions planning under the Growth Management Act (RCW 36.70A.040), the proposal is consistent with and does not require an amendment to the jurisdiction's Comprehensive Plan, and the Plan was previously subjected to an Environmental Impact Statement prior to its adoption that adequately addressed environmental impacts of the rezone. Ellensburg is part of a Kittitas County Urban Growth Area as a fully planning jurisdiction under the Growth Management Act. The rezone is consistent with the Ellensburg Comprehensive Plan, which has not required an amendment for the rezone and was subject to a Supplemental EIS prior to adoption of its Future Land Use Map and Zoning Conversion Table.
- 5.3. The rezone is categorically exempt from SEPA pursuant to WAC 197-11-800(6)(a),(c) and ECC 15.270.110(A).

## 6. PROJECT ANALYSIS

### 6.1. Ellensburg City Code Requirements for Site-Specific Rezone

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

- 6.1.1.1. Conditions have changed since the imposition of the zoning classification on the property;
- 6.1.1.2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare;
- 6.1.1.3. The proposed rezone is consistent with the comprehensive plan;
- 6.1.1.4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the Land Development Code for the zoning district.

### 6.2. Analysis of Criteria for a Site-Specific Rezone

6.2.1. The applicant has submitted an application, a narrative with Comprehensive Plan attachments, and a site plan (Exhibits K, L & M) addressing the rezone criteria. Information submitted by the applicant is followed by Hearing Examiner Findings.

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

6.2.1.1.1. Applicant narrative: At the time of permitting the existing self storage facility, the use of "miniwarehouse facility" was allowed via a conditional use process in the Commercial Highway zone. A conditional use was approved by the City of Ellensburg per project #P22-029 on

7/20/2022 to allow the development and vesting of the existing self storage facility. Since then, the City Of Ellensburg development code has changed and the allowed use of miniwarehouse facility via Conditional Use Process is no longer allowed as a conditional use in the C-H zone. The applicant desires to rezone the property from Commercial Highway to Industrial Light to more closely conform the existing use with current allowed uses. Miniwarehouse facility is currently an allowed use via Conditional Use Process in the Industrial Light zone.

- 6.2.1.2. Hearing Examiner Findings: Previous property owners applied for a Conditional Use Permit (CUP) on March 8, 2022 (File # P22-029) to develop storage units. At the time, “miniwarehouse facilities” were a Conditional Use in the C-H zone, and the application vested the proposal as submitted. Ellensburg City Council adopted Ordinance No. 4887 on May 16, 2022, which thereafter prohibited “miniwarehouse facilities” in the C-H zone; the existing use on the property would have no longer been permitted in the current C-H zoning district but for the vested CUP. CUP P22-029 was approved by the Ellensburg Planning Commission on July 20, 2022, with no expiration; concurrent SEPA MDNS P22-027 limited project evaluation to a set square footage of storage building space.
  - 6.2.1.3. Solar Dolar LLC subsequently took ownership of the property and applied for storage unit building permits on February 2, 2025. Applicant’s intent is to align the existing property entitlement (via CUP) with a zone that permits the use (as a Conditional Use). Following second reading of Ordinance No. 4975 on November 17, 2025, the I-L zone is the only Ellensburg zoning district that permits “miniwarehouse units,” and only as a Conditional Use.
  - 6.2.1.4. The requested site-specific rezone to I-L is consistent with the Mixed Business Park and Zoning Options outlined in the Comprehensive Plan, and implementing development regulations under ECC Title 15 have since been revised several times to impact zones that permit the existing use of the subject property. Conditions have thus changed on the property since the imposition of its existing zoning.
- 6.2.2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare.
- 6.2.2.1. Applicant narrative: Rezoning this parcel to Industrial Light will promote a safer, healthier, and more vibrant community. The parcel is served by City of Ellensburg infrastructure to enhance public health and safety. There are ample off-street parking spaces to accommodate a variety of commercial, retail and service opportunities. The existing structure will conform to the Ellensburg City Code and will meet the goal of encouraging Industrial Light development as supported by the Comprehensive Plan without increasing an unexpected demand on utilities and services.
  - 6.2.2.2. Hearing Examiner Finding: The purpose of ECC Title 15 is in part “for the conservation, protection and enhancement of the public health, safety and

general welfare” per ECC 15.110.020. The rezone of the subject property to I-L zoning would permit existing “miniwarehouse facilities” as a Conditional Use such as already entitled via CUP and developed, as well as permit other uses identified for the I-L zone by ECC 15.310.040. I-L is a commercial and industrial zone “intended to accommodate certain industrial structures and uses and having physical and operational characteristics which might adversely affect the economic welfare of adjoining residential and commercial uses” per ECC 15.300.050(C), purposes accomplished in part by “allowing a range of general service and light industrial uses which can be operated in a relatively clean, quiet and safe manner compatible with adjoining industrial uses and without serious effect, danger or hazard to nearby residential uses” per ECC 15.300.050(C)(1). The applicant will be responsible for meeting all standards in ECC Title 15 as applicable for any future development proposals or establishing any new uses. The proposed rezone thus bears a substantial relationship to the public health, safety, morals and general welfare of the City of Ellensburg as regulated by ECC Title 15.

6.2.3. The proposed rezone is consistent with the comprehensive plan.

6.2.3.1. Applicant narrative: The proposed rezone to Industrial Light is consistent with the comprehensive plan. The comprehensive plan land use category of this parcel is “mixed business park” (see attached “Exhibit A”). According to the COW “Future Land Use-Zoning Conversion Table (Exhibit B), Industrial Light (I-L) is an allowed zoning option in the Mixed Business Park future land use category. The comprehensive plan outlines goals for sustainable development, efficient land use, and vibrant neighborhoods. Rezoning to Industrial Light aligns with these objective by promoting consistent and compact growth patterns, maximizing land use efficiency, and facilitating convenient access to amenities and services for residents. In addition.

6.2.3.1.1. Staff Note: Applicant’s documents are included as Narrative attachments under this packet’s Exhibit L; referenced information is also found in packet Exhibits D & E.

6.2.3.2. Hearing Examiner Findings: The Comprehensive Plan’s Future Land Use Designation for the parcel is Mixed Business Park, concentrated in 3 areas: at and near the subject property; south of Bowers Field airport on the north side of East Sanders Road; and on either side of West Umptanum Road near its South industrial Way intersection. This Future Land Use designation is intended to accommodate a range of commercial and industrial activities typified low impact light industrial uses such as currently on the property (among others), often as a transitional area between other uses, and whose scale and intensity of implement zoning districts should be compatible with adjacent developments. This applies to the subject property and parcels immediately east and west, and that south across Old Hwy 10.

6.2.3.3. The Plan’s Future Land Use-Zoning Conversation Table also indicates the rezone request to I-L is consistent with the Future Land Use Map.

- 6.2.3.4. In addition, the request for I-L zoning is consistent with the following goals, policies and action items in the Comprehensive Plan:
- 6.2.3.4.1. Goal LU-5: Plan for commercial and industrial areas that serve the community, are attractive, and have long-term economic vitality.
  - 6.2.3.4.2. Policy A: Provide a diversity of commercial and industrial lands to provide an array of businesses and development opportunities that serve the community.
  - 6.2.3.4.3. Goal T-2: Prioritize connection with state highway routes and removal of bottlenecks that delay the movement of people and goods.
  - 6.2.3.4.4. Policy G: Focus industrial growth along specific transportation corridors that are designed to accommodate heavy vehicles and other industrial users.
  - 6.2.3.4.5. Goal ED-2: Stimulate and diversify Ellensburg's economic.
  - 6.2.3.4.6. Policy D: Encourage development of light industrial uses within the City of Ellensburg.
    - 6.2.3.4.6.1. Action Item: *Increase usable industrial zoned property.* Review the industrial land inventory and identify and implement steps within the City's control to make more light industrial land available in less constrained areas.
- 6.2.3.5. Based on the preceding, the proposed rezone is consistent with the Comprehensive Plan.
- 6.2.4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC [ECC Title 15, "Land Development Code"] for the zoning district.
- 6.2.4.1. Applicant narrative: The proposed rezoning to Industrial Light adheres to the specific development standards outlined in the Land Development Code (LDC) of the zoning district. The applicant will ensure any future development complies with regulations regarding building heights, setbacks, lot coverage, and other relevant criteria, maintaining the character and quality of the area while accommodating Industrial Light development. The proposed rezone shall be consistent with the development standards in the LDC for the Light Industrial.
  - 6.2.4.2. Hearing Examiner Finding: The property is developed with existing "miniwarehouse facility" use from previously obtained entitlement via CUP P22-029. "Miniwarehouse facilities" have since been prohibited in the property's current C-H zone, and permitted as a Conditional Use in the proposed I-L zoning designation. For any future uses, the applicant will be responsible for meeting all use permissions and development standards in ECC Title 15, as well as Public Works, Energy Services and building code standards as applicable for a project. The proposed rezone to I-L is thus consistent with ECC Title 15 regulations and related development and construction standards as applicable

7. An open record public hearing was held, after legal notice, on December 16, 2025.
8. Appearing and testifying on behalf of the Applicant was Joel Greear. Mr. Greear testified that he is an agent authorized to appear and speak on behalf of the applicant and property owner. Mr. Greear stated that they agreed with all the representations set forth within the staff report.
9. No members of the public testified at the hearing.
10. The following exhibits were admitted into the record:
  - 10.1. Ex. A. Recorded Boundary Line Adjustment Survey P25-045
  - 10.2. Ex. B. Location Map
  - 10.3. Ex. C. Current Zoning Map
  - 10.4. Ex. D. Comprehensive Plan Future Land Use Map
  - 10.5. Ex. E. Comprehensive Plan Future Land Use-Zoning Conversion Table
  - 10.6. Ex. F. Affidavit of Publication, Ellensburg Daily Record
  - 10.7. Ex. G. Affidavit and Evidence of Posted Land Use Action Sign
  - 10.8. Ex. H. Affidavit of Mailed Notice & Buffer Map
  - 10.9. Ex. I. City of Ellensburg Public Works Comments
  - 10.10. Ex. J. SEPA P22-027 MDNS
  - 10.11. Ex. K. Rezone Application
  - 10.12. Ex. L. Applicant's Narrative & Comprehensive Plan Attachments
  - 10.13. Ex. M. Applicant's Site Plan
  - 10.14. Ex. N. Staff Report
  - 10.15. Ex. O. Staff Power Point
  - 10.16. Ex. P. Public Comment from Pam McMullin-Messier
11. The City of Ellensburg Hearing Examiner considered all evidence within the record in rendering this decision.
12. Any Conclusion of Law that is more correctly a Finding of Fact is hereby incorporated as such by this reference.

## **II. RECOMMENDED CONCLUSIONS OF LAW**

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

### III. RECOMMENDED DECISION

Based on the above Recommended Findings of Fact and Recommended Conclusions of Law, P25-115 the Hearing Examiner hereby recommends that this Rezone Request be **APPROVED**.

Dated this 29 day of December, 2025

CITY OF ELLENSBURG HEARING EXAMINER

A handwritten signature in blue ink, appearing to read "Andrew L. Kottkamp", is written over a horizontal line.

Andrew L. Kottkamp



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Yakima Humane Society Ellensburg Animal Shelter Contract (Public Comment Opportunity)  
**Submitted by:** Cameron Clasen, Captain  
**Department:** Police

**Suggested Motion/Action:**

Move to authorize the City Manager to sign a contract agreement as attached or in substantially similar format with Yakima Humane Society to continue animal shelter operations for the City of Ellensburg through 2028, and approve the necessary budget adjustments.

**Background/Summary:**

The Yakima Humane Society has operated the City of Ellensburg's animal shelter since 2022. This contract would extend the Yakima Humane Society's ability to operate the animal shelter through 2028. The current contract expired on December 31, 2025. The City has been in negotiations with the Yakima Humane Society over the past several months.

**Previous Council Action:**

Council has previously approved the existing Yakima Humane Society contract, which has been in place since 2022.

**Analysis:**

With rising costs of animal care driven by increased demand for shelter services and record trends in intakes, adoptions, and surgeries, this contract establishes a sustainable financial plan to support operational requirements. There will be no change in services provided.

**Financial Impact:**

The total cost of the agreement per year is as follows:

- 2026:** \$150,000
- 2027:** \$157,500
- 2028:** \$165,375
- Total:** \$472,875

This reflects an overall increase of \$112,875 over the 3-year contract, which equates to approximately 31.35%. The additional amount will be funded through general fund revenue sources.

Budget Adjustment: Yes

**Attachments:**

1. City of Ellensburg 2026 Contract (signed by YHS)

## ANIMAL SHELTER OPERATIONS AGREEMENT BETWEEN THE CITY OF ELLENSBURG AND THE YAKIMA HUMANE SOCIETY

This agreement is made and entered into this \_\_\_\_ day of January, 2026 by and between the City of Ellensburg, Washington ("City"), a Washington municipal corporation, and the Yakima Humane Society ("Humane Society"), a Washington non-profit corporation, for the operation of the City's Animal Shelter by the Humane Society ("Agreement").

### 1. RECITALS

- a. The City owns and maintains an Animal Shelter facility ("City Shelter") at 1007 S. Industrial Way, Ellensburg, WA 98926.
- b. Ellensburg City Code provides for dog and cat licensing and animal shelter services in Ellensburg; and
- c. The Humane Society is a 501(c)(3) non-profit organization incorporated in Washington State and registered as a charitable organization with the Washington Secretary of State for the purpose of operating animal shelters and the adoption of abandoned and unwanted animals through providing food, shelter, veterinary care, supplies, equipment, and shelter staffing.
- d. The Humane Society wishes to license the City Shelter and provide on behalf of the City the daily Animal Shelter operations within the facility to temporarily shelter, care for, and find suitable homes for companion animals, and provide for the disposal of deceased animals at the shelter, and to act as a licensing agent for the City.
- e. The Humane Society agrees to assume the cost of all utilities for the facility during the license period.
- f. The Humane Society and City mutually recognize that assumption by the Humane Society from the City of financial responsibility for some or all the costs of regular, routine maintenance and capital maintenance of the facility may better ensure the long-term upkeep and operability of the facility, and the parties wish to annually review the respective capital and financial capacities of the Humane Society and the City for this purpose.
- g. The Humane Society and City also recognize that providing for continued Humane Society operations in the existing Animal Shelter facility and animal licensing ensures uninterrupted shelter operations, and promotes the efficiency of these important services to the public and to the City.

- h. The City Council has determined that it is in the best interest of the City to enter into a contract for continued animal shelter services in accordance with the terms and conditions of this Agreement.

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

**2. SCOPE OF WORK.** The Humane Society shall perform services as set forth in Exhibit A, attached hereto and incorporated by reference.

**3. PREMISES LICENSE.**

- a. Premises License. As part of this Agreement, the City hereby grants a revocable license to the Humane Society to possess and use the Shelter Facility located at 1007 S. Industrial Way, Ellensburg, WA 98926, commonly known as "the Animal Shelter," including the building, in its entirety, and the grounds and appurtenances of the Animal Shelter, together comprising approximately 1.48 acres, along with the parking lot located directly east of the Animal Shelter across Industrial Way.
- b. Use. The Humane Society shall use the Shelter Facility solely for the purposes of performing the duties of Shelter Operator and Licensing Agent on behalf of the City and as described herein, and for no other purposes, without prior written consent of the City.
- c. Premises License Fee. In consideration of the Humane Society operating the Shelter Facility, thereby resulting in significant savings of operational and capital expenses for the City, the Premises License Fee is twelve dollars (\$12.00) for each year. The License Fee for 2026 shall be paid after execution of this Agreement and no later than January 31, 2026 and on January 1st of each license year thereafter.
- d. The City retains the right access the Premises as provided for by law, and as set forth in Exhibit A-Scope of Work.

**4. TERM.** The term of this Agreement shall be January 1, 2026 through December 31, 2028. This Agreement may be extended upon written agreement mutually executed by the parties regarding the terms and conditions.

**5. PAYMENT.**

- a. Effective January 1, 2026, the City agrees to compensate the Humane Society a total of Twelve Thousand Five Hundred Dollars (\$12,500.00)

- monthly for a total annual amount of One Hundred Fifty Thousand Dollars (\$150,000.00) for providing the Shelter Facility services described herein.
- b. Effective January 1, 2027, the City agrees to compensate the Humane Society a total of Thirteen Thousand One Hundred Twenty-Five Dollars (\$13,125.00) monthly for a total annual amount of One Hundred Fifty-Seven Thousand Five Hundred Dollars (\$157,500.00) for providing the Shelter Facility services described herein.
  - c. Effective January 1, 2028, the City agrees to compensate the Humane Society a total of Thirteen Thousand Seven Hundred Eighty-One Dollars and Twenty-Five Cents (\$13,781.25) monthly for a total annual amount of One Hundred Sixty-Five Thousand Three Hundred Seventy-Five Dollars (\$165,375.00) for providing the Shelter Facility services described herein.

In no event shall the amount paid by the City exceed this amount unless otherwise agreed to by the City in writing. The Humane Society shall present the City with a monthly invoice before the tenth (10th) of the month following the month in which services were provided. It is understood and agreed that the monthly contract sum shall be paid within thirty (30) days of receiving the Humane Society's billing invoice.

**6. LEASEHOLD EXCISE TAX.** The Washington State Department of Revenue ("DOR") has determined that licensing of animal shelters to the Humane Societies for their operation may not be subject to a Leasehold Excise Tax. The Humane Society shall be responsible for obtaining the Leasehold Excise Tax Exemption from the DOR specific to its operation of the City's Animal Shelter.

**7. UTILITIES.** The Humane Society will directly pay all utilities at the Animal Shelter, including but not limited to:

- Water/Sewer
- Electric
- Gas
- Stormwater
- Garbage (via Waste Management)
- Telephone (via Consolidated Communications, Inc.)

**8. MAINTENANCE AND REPAIRS.** The City shall be responsible for the ordinary repair and maintenance caused by normal wear and tear of the City Shelter building and property.

The Humane Society shall, at its own expense, be responsible for:

- Maintaining clean and sanitary conditions, including but not limited to keeping floors, counters, restrooms, breakrooms, and other facilities in a clean and sanitary condition.
- Contacting designated City staff as soon as possible regarding any leaks or damages which occur during the use of the Premises by the Humane Society.
- Snow removal from the Premises in compliance with City Code.
- Paying for any damage, beyond normal wear and tear and/or contributed to age or state of disrepair of the facility (e.g. aging plumbing lines, inadequate electrical connections, etc.), to any structure, landscaping, equipment, etc. that can be attributed directly to the Humane Society's use, equipment, staff, or attendees. The City will bill all attributed damages to the Humane Society and will not be responsible for collection from individuals.
- Not making any alterations or improvements to the Premises without the prior written consent of the City.

**9. STATUS OF HUMANE SOCIETY.** The Humane Society and the City understand and expressly agree that the Humane Society is an independent contractor in the performance of each and every part of this Agreement. The Humane Society and its employees shall make no claim of City employment nor shall claim against the City any related employment benefits, social security, and/or retirement.

**10. TAXES AND ASSESSMENTS.** The Humane Society shall be solely responsible for compensating its employees and for paying all related taxes, deductions, and assessments, including but not limited to, federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement, the Humane Society shall pay the same before it becomes due.

**11. NONDISCRIMINATION PROVISION.** During the performance of this Agreement, the Humane Society shall conduct its business in a manner, which assures fair, equal and non-discriminatory treatment of all persons, in particular:

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

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

**12. COMPLIANCE WITH LAW.** The Humane Society agrees to perform all services under and pursuant to this Agreement in full compliance with any and all applicable laws, rules, and regulations adopted or promulgated by any governmental agency or regulatory body, whether federal, state, local or otherwise.

**13. NO INSURANCE.** It is understood that the City does not maintain liability insurance for the Humane Society and/or its employees.

**14. NO CONFLICT OF INTEREST.** The Humane Society represents that neither it nor its employees have any interest and shall not hereafter acquire an interest, direct or indirect, which would conflict in any manner of degree with the performance of this Agreement. The Humane Society further covenants that it will not hire anyone or any entity having such a conflict of interest during the performance of this Agreement.

**15. INDEMNIFICATION AND HOLD HARMLESS.**

- a. The Humane Society shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Humane Society in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
- b. However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Humane Society and the City, its officers, officials, employees, and volunteers, the Humane Society's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Humane Society's negligence.
- c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Humane Society's waiver of immunity under

Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

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

## **16. INSURANCE.**

- a. The Humane Society shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Humane Society, its agents, representatives, employees or subcontractors.
- b. The Humane Society's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Humane Society to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- c. Minimum Scope of Insurance. The Humane Society shall obtain insurance of the types described below:
  - i. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contract liability coverage; and,
  - ii. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. The CITY shall be named or added as an additional insured under the Consultant's Commercial General Liability insurance policy using ISO endorsement form CG 20 26, or coverage at least as broad; and,
  - iii. Professional Liability insurance.
  - iv. Excess or Umbrella Liability insurance shall be excess over and at least as broad in coverage as the Contractor's Commercial General

Liability and Automobile Liability insurance. The City shall be named as an additional insured on the Contractor's Excess or Umbrella Liability insurance policy. The Excess or Umbrella insurance coverage will drop down when underlying policy aggregate limits are exhausted.

- v. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- d. Minimum Amounts of Insurance. The Humane Society shall maintain the following insurance limits:
  - i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
  - ii. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
  - iii. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.
  - iv. Excess or Umbrella Liability insurance shall be written with limits of not less than \$5,000,000 per occurrence and annual aggregate.
- e. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
  - i. The Humane Society's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Humane Society's insurance and shall not contribute with it.
  - ii. Any payment of deductible or self-insured retention shall be the sole responsibility of the Humane Society.
  - iii. The Humane Society's insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.
- f. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- g. Verification of Coverage. the Humane Society shall furnish the City with original certificates and a copy of the amendatory endorsements, including

but not necessarily limited to the additional insured and primary coverage endorsement(s), evidencing the insurance requirements of the Humane Society before commencement of the work.

- h. Cancellation. The Humane Society will provide notice to the City of any cancellation of coverage by no later than three (3) days after the Humane Society is notified by its insurer that coverage will or has been canceled, whichever occurs earliest.
- i. City Full Availability of the Humane Society Limits. If the Humane Society maintains higher insurance limits than the minimum amounts shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Humane Society, irrespective of whether such limits maintained by the Humane Society are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Humane Society.

**17. NON-DELEGATION OF SERVICES.** The services provided for herein shall be performed by the Humane Society, and no other person other than regular associates or employees of the Humane Society shall be engaged upon or subcontract for such work or services except upon written approval of City.

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

**19. TERMINATION.**

- a. By Either Party. Either party may terminate this Agreement for any reason upon not less than six (6) month's written notice to the other party. Written notice will be by certified mail sent to the other party's designated representative at the address provided in Section 23 below. If this Agreement is terminated in its entirety by the City, the City shall pay the Humane Society for satisfactory services performed through the date of termination.

- b. For Default. The Humane Society shall be in default of this Agreement on the occurrence of any of the following:
  - i. Failure to pay the License Fee scheduled payment or other expenses when due;
  - ii. Failure to comply with any law, regulation, policy, or order of any lawful governmental authority;
  - iii. Failure to comply with any other provision of this Agreement; or
  - iv. Its vacation or surrender of the Premises prematurely, i.e., before the License expires or in any manner not consistent with this License.
- c. A default shall become an event of default ("Event of Default") if the Humane Society fails to cure the default within the applicable cure period after the City provides the Humane Society with written notice of default, which specifies the nature of the default. The cure period shall be fifteen (15) days except for those matters which involve threats to the health, safety or welfare of animals in the shelter, in which case the issue must be resolved to the City's satisfaction within 24 hours.
- d. Upon an Event of Default, the City may terminate this License and remove the Humane Society by summary proceedings or otherwise. Upon an Event of Default, the City may also, without terminating this Agreement, reassign the Premises to a City department or license it to a different entity, firm or person on any terms and conditions as the City in its sole discretion may decide are appropriate and obtain from the Humane Society any difference between the compensation obtained from that other entity, firm or person and the applicable License Fee that the Humane Society would otherwise owe. The City may at any time after reassigning elect to terminate this Agreement, including the Premises License, for the previous Event of Default.

**20. SURRENDER OF PREMISES:** The Humane Society agrees, upon termination of this Agreement, to peacefully quit and surrender the premises, leave the premises neat and clean and to deliver all keys to the premises to the City. If City elects to require the Humane Society to remove alterations, additions or improvements made by the Humane Society, then the Humane Society shall at its sole cost restore the premises to their previous condition, less reasonable wear and tear.

**21. NON-WAIVER.** The waiver by the Humane Society or the City of the breach of any provision of this Agreement by the other party shall not operate or be construed as a

waiver of any subsequent breach by either party or prevent either party thereafter enforcing any such provision.

**22. MODIFICATION OF AGREEMENT.** This Agreement may only be modified in writing upon mutual agreement of the parties.

**23. PERSONAL PROPERTY AND FIXTURES.** All of the Humane Society's personal property and trade fixtures, if any, located in, on or about the Premises shall remain the Humane Society's property and the Humane Society may remove such personal property at any time during the Term provided the Humane Society is not in default under the terms of this Agreement. Upon the expiration or sooner termination of this Agreement, the Humane Society shall remove from the Premises its personal property and the personal property of any party other than the City. If the Humane Society shall fail to remove its personal property as provided in this Agreement, the Humane Society shall, upon demand, reimburse the City for the documented cost of any such removal. Any personal property left on the Premises after the expiration or sooner termination of the Term, or after the Humane Society's vacation or abandonment of the Premises (hereinafter "Abandoned Property"), shall be deemed to have been abandoned and to have become the property of the City to dispose of in the City's sole and absolute judgment and discretion. The Humane Society shall reimburse the City for any of the City's documented court costs, attorney fees, and storage charges related to Abandoned Property. The City may, at its option, sell Abandoned Property at private sale without notice or legal process, for such price as the City may obtain, and apply the proceeds of such sale to any amounts due under this Agreement from the Humane Society to the City, including expenses incident to the removal and sale of Abandoned Property, or the City may otherwise dispose of Abandoned Property.

The Humane Society may continue to use the City's personal property at the City's sole discretion, but shall immediately return said personal property upon the City's request. In addition, the Humane Society shall promptly return any City personal property no longer in use and shall return all City personal property on or before the last day of this Agreement.

**24. NOTICES.** Unless stated otherwise here, all notices and demands shall be in writing and sent or hand-delivered to the parties to their addresses as follows:

To City:

Heidi Behrends Cerniwey

City Manager 501 N. Anderson Street

Ellensburg, WA 98926

For Animal Control Issues:

Ellensburg Police Department Attn: Administrative Captain  
100 N. Pearl Street Ellensburg, WA 98926

To Humane Society:

Jeff Boyd, Executive Director Yakima Humane Society  
2405 West Birchfield Road Yakima, WA 98901

**25. Governing Law; Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Washington. The City and the Humane Society agree that venue of any action between the parties relating to the Agreement shall be in the Superior Court for Kittitas County, Washington.

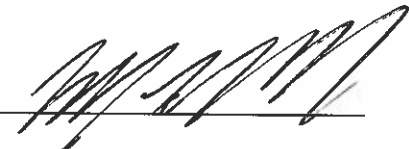
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

THE CITY OF ELLENSBURG

YAKIMA HUMANE SOCIETY

By: \_\_\_\_\_

Heidi Behrends Cerniwey, City Manager

By:  \_\_\_\_\_

Jeff Boyd, Executive Director

Approved as to Form: \_\_\_\_\_

Chris Horner, City Attorney

## EXHIBIT A

### Scope of Work

The Yakima Humane Society will perform the Scope of Work, set forth below, pursuant to the Animal Shelter Operations Agreement between the City of Ellensburg and the Yakima Humane Society ("Agreement").

**A. Shelter Location:** The Humane Society shall operate the City's animal shelter located at 1007 S. Industrial Way, Ellensburg, WA 98926 ("the shelter").

**B. Operation and Communication:**

1. **Communications Plan.**

- The Yakima Humane Society will coordinate with the City to develop a communications plan during its transition to operating under the Ellensburg Humane Society name. This plan will include, at a minimum, a joint press release announcing the name change and updates to branding information on both the City's and the Humane Society's websites or social media platforms.
- The Humane Society will seek to recruit and hire at least two Kittitas County residents to the Board by April 1, 2026. The process will focus on attracting quality candidates committed to being active and devoted members, helping to expand the Humane Society's mission.
- The Humane Society shall commit to progressively increasing donation revenue over time.
- The Humane Society shall participate in planning meetings with the City regarding a potential building remodel scheduled for 2027-2028.

2. **Transition Meetings.** During the first year of operation of the shelter by the Humane Society, there shall be meetings between representatives of the Humane Society, the City, other local animal welfare and rescue volunteer organizations and others to be identified by the City. The purpose of the meetings will be to ensure proactive problem-solving and positive communications regarding the operation of the shelter. The frequency of the meetings shall be determined by mutual agreement of the Humane Society and the City.

**C. Shelter Services:**

1. **General Requirements.** including all structures, grounds, spaces and equipment, and provide animal shelter services, as may be necessary to properly receive, maintain, care for and provide for the appropriate

disposition of all domestic dogs and cats that come within the legal animal control authority and responsibility of the City. The Humane Society shall also receive and evaluate animals, feed, provide water, emergency medical attention, health, and condition evaluation, administer preventative medicine, clean kennels and cages, clean and disinfect animal spaces, provide shelter for animals, provide necessary grooming, flea and tick control, rodent control, provide euthanasia when deemed necessary, animal body storage and removal, and animal exercise.

2. **Impounded Animals.** On delivery by the City, the Humane Society shall board all animals impounded by the designated Animal Control Officers at the animal shelter. The Humane Society shall keep accurate records of all animals impounded by the designated Animal Control Officers that are delivered to its animal shelter. The Humane Society shall submit a monthly report of all animals impounded, the date delivered to the animal shelter, the number of days impounded, the date of release, and/or the date euthanized.
3. **Stray Animals.** The Humane Society shall keep accurate records of all stray animals picked up within the City limits and delivered to its animal shelter by animal control officers and private citizens.
4. **Owner-Surrendered Animals.** The Humane Society shall also keep accurate records on all owner-surrendered animals accepted at its animal shelter and originating within the City limits.
5. **Unclaimed Animals.** Unclaimed animals impounded by the City and delivered to the animal shelter shall become the property of the Humane Society. All dogs without any form of ID (License, ID Tag, Microchip etc.) will be held for three (3) days. All dogs with some form of ID (license, ID Tag, microchip etc.) will be held for five (5) days excluding Sundays major holidays.
6. **Disposal of Dead Animals.** Upon delivery by the City, the Humane Society shall properly dispose of all dead animals (dogs, cats, and other animals of similar size) picked up by the designated Animal Control Officer. The Humane Society shall provide a means of proper disposal for these dead animals at no additional cost to the City.
7. **Redemption of Animals.** The owner of any redeemed animal shall be responsible for the boarding charges and impound fees for such animal. The

City shall not be responsible to the Humane Society for any fee in connection with a redeemed animal.

8. **Collection of fees/fines.** The Humane Society shall collect from the owner of any redeemed animal the appropriate license fees and such amounts of money required by City law. The Humane Society shall not release an unlicensed animal to an owner that resides within the City until a license has been purchased with the appropriate copies of the license distributed to the owner and the City, and the license tag delivered to the animal owner.
9. **Treatment of Animals.** The Humane Society shall, at all times, both during and after the impound period, treat animals delivered by the City to its animal shelter in a humane manner. The Humane Society may euthanize, in a humane manner, any animal delivered to the animal shelter by the City which obviously has a contagious disease, is so injured that it cannot be helped with medical treatment or is otherwise unadaptable due to behavioral issues.

**D. Standards of Care:** The City shall have the right to inspect the Humane Society's operations during regular business hours at the shelter. Where applicable within this Scope of Work, standards of care will follow Guidelines for Standards of Care in Animal Shelters - 2010 by the Association of Shelter Veterinarians, as recommended by the Humane Society of the United States.

**E. Hours of Operation:** The Animal Shelter will be open a minimum of 4 hours per day, 7 days per week (excluding Holidays), for public redemption or surrender. The shelter will be open a minimum of 20 hours per week, to include Saturday hours, for adoptions. The Humane Society must specify hours of proposed operation, on a schedule to be approved by the City. The shelter shall be available, or made available, from 8:00 a.m. to 5:00 p.m., Monday through Friday (at a minimum), for acceptance of animals from the Animal Control Officer or other law enforcement personnel.

**F. After-Hours, Temporary Shelter Facility:** In the absence of the Animal Control Officer, or after-hours, the Humane Society will provide access to the shelter facility, which will be available to law enforcement personnel 24 hours per day, 7 days per week.

**G. Condition of Animal Shelter:** The shelter facility will be maintained in a clean and sanitary condition. Animals will be provided adequate housing, food and water, emergency medical attention, health and condition evaluation, preventative

medicine, and clean kennels and cages. The shelter will not be permitted to be operated at a capacity larger than designed, to ensure adequate space for animals at the shelter.

- H. Exercise of Animals:** The Humane Society will incorporate a program that will provide for the exercising of animals as appropriate (dogs on leash, interaction with cats).
- I. Euthanasia of Animals:** The costs for euthanasia of animals will be the responsibility of the Humane Society. It is the City's policy regarding a minimal/low kill facility that an unadopted animal will not be euthanized except those animals deemed dangerous by the City, or for medical reasons as determined by a veterinarian. Euthanasia, using the most modern and humane method available, is to be carried out by certified euthanasia technicians under the provisions established by Washington law.
- J. Unadopted Animals:** The Humane Society will allow unadopted animals to be gifted to a bona fide animal care or rescue organization that accepts otherwise "unadaptable" animals, if available. No unadopted animals shall be sold or given to any organization for the purpose of research.
- K. Return to Owner:** It shall be the Humane Society's responsibility to make every available effort to identify and promptly attempt to notify the owner of any animal taken into custody, working in conjunction with the City Animal Control Officer, when needed.
- L. Scanning for Microchips:** Every effort will be made to locate the owner of animals. The shelter will be equipped with universal scanners to check for the presence of a microchip to help facilitate return of animals to owners.
- M. Adoption Program:** The Humane Society shall be responsible for making every reasonable effort to prepare and present animals for adoption by the public and to facilitate the same. All animals released for adoption shall be vaccinated and spayed/neutered. Documentation shall be maintained as to why animals are deemed unsuitable for adoption.
- N. Veterinary Services:** The Humane Society shall provide humane treatment of all domestic animals while in the shelter and provide basic first aid services, including licensed veterinary care, for all sick and injured animals, at the Humane Society's expense.

**0. Disposal of Animals:** The Humane Society will be responsible for any costs associated with the disposal of animals, will comply with applicable state and federal law regarding the disposal of animal remains.

**P. Animal Licensing and Fees:**

1. The Humane Society shall implement a program to encourage the licensing of dogs and cats. The Humane Society will receive all license fees and related fines as detailed by City ordinance and may add a reasonable animal license processing fee (currently \$5). No later than the last day of the month the Humane Society will remit to the City payment equal to all animal licensing fees and fines collected from the preceding month and provide an accounting of licenses issued and fees and fines collected.
2. The City of Ellensburg will explore implementing cost-effective licensing plans for dogs and cats to alleviate the burden on the Humane Society.
3. Criminal penalties or civil infraction penalties paid through the Kittitas County Lower District Court will not be paid to the Humane Society. The Humane Society shall retain all fees connected with the impounding and boarding of animals.

**Q. Audit, Records, and Reports:** The Humane Society will provide the following reports and records.

1. Annual reports of all income and expenditures that result from the Agreement.
2. A monthly accounting on shelter activities and disposition of animals to the City no later than the last day of the following month and made available to the public. At a minimum, reports will include the following data:
  - a. Number of impounded animals received from the City;
  - b. Number of stray animals accepted from residents;
  - c. Number of animals adopted;
  - d. Number of animals transferred to other animal welfare agencies;
  - e. Number of spay and neuters performed; and
  - f. Number of animals euthanized

3. Maintain books, records and documents, which sufficiently and properly reflect all direct and indirect costs related to operations, and maintain such accounting procedures and practices as may be necessary to assure proper accounting. These records shall be subject at all reasonable times to inspection, review, or audit, by the City, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

**R. Partnering:** The Humane Society may choose to partner with another shelter(s) or organization(s) to provide services under this Scope of Work. If a partnering situation is to be used, that information shall be provided in the proposal. Use of volunteers is encouraged.



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Peregrine Software Annual Subscription (Public Comment Opportunity)  
**Submitted by:** Cameron Clasen, Captain  
**Department:** Police

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**Suggested Motion/Action:**

Move to authorize the City Manager to sign the Order Form as attached or in substantially similar format with Peregrine.

**Background/Summary:**

The Peregrine platform is an interoperable, fully secure data analysis and integration solution hosted in the CJIS-compliant AWS Gov-Cloud. It delivers enhanced operational and investigative capabilities to law enforcement agencies by integrating different data sources and streaming them into one unified environment for search, analysis, alerting, reporting, and dashboarding use cases.

Peregrine software is a platform used by public safety agencies to merge and analyze data from different sources. This integration allows these agencies to access information in real-time, which helps them make informed decisions and respond more effectively to situations. Peregrine's user-friendly tools, like maps and charts, make data easy to navigate. By using machine learning, it identifies patterns and trends, providing critical insights for improved public safety responses. The Ellensburg Police Department intends to use the Peregrine system to integrate data from Spillman and Axon body cameras for data analysis.

**Previous Council Action:**

None

**Analysis:**

Peregrine's software helps law enforcement by integrating and analyzing data from various sources, allowing for informed decisions. It identifies patterns using techniques like network and spatial mapping, providing actionable insights. Importantly, it organizes existing data rather than creating new data, enhancing its effectiveness. Peregrine transforms complex data into clear insights in real time, benefiting agencies that depend on data-driven decision-making.

**Financial Impact:**

**2026:** \$31,473.68

**2027:** \$31,473.68

**2028:** \$31,473.68

**Total:** \$94,421.04

The 2026 cost of this software was included in the Mid-Biennial Review supplemental budget ordinance.

Budget Adjustment: No

**Attachments:**

1. 1Carahsoft - Peregrine Technologies - 01.09.2026 - Quote 61937040
2. Carahsoft-WA DES PA #05116-NASPO AR2472 with Amend1

**PRICE QUOTATION**  
**CARASOFT TECHNOLOGY CORP**

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190  
 PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH  
 WWW.CARASOFT.COM | SALES@CARASOFT.COM



**TO:** Ken Wade  
 Chief  
 Ellensburg Police Department  
 100 N. Pearl Street  
 Ellensburg, WA 98926 USA

**FROM:** Sonja Baur  
 Carahsoft Technology Corp.  
 11493 Sunset Hills Road  
 Suite 100  
 Reston, Virginia 20190

**EMAIL:** wadek@ellensburgwa.gov

**EMAIL:** Sonja.Baur@carahsoft.com

**PHONE:** (509) 962-7280

**PHONE:** (571) 662-3819

**TERMS:** Contract Number: 05116  
 NASPO Master Contract Number: AR2472  
 Contract Term: 07/17/2017 to 09/15/2026  
 Shipping Point: FOB Destination  
 Credit Cards: VISA/MasterCard/AMEX  
 Remit To: Same as Above  
 Payment Terms: Net 30 (On Approved Credit)  
 Sales Tax May Apply

**QUOTE NO:** 61937040  
**QUOTE DATE:** 01/09/2026  
**QUOTE EXPIRES:** 01/31/2026  
**RFQ NO:**  
**SHIPPING:** ESD  
**TOTAL PRICE:** \$94,421.04  
**TOTAL QUOTE:** \$94,421.04

LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
1	AR2472-CAR001-1YR	Software subscription for 1 year term, including data integration, unlimited users Peregrine Technologies - AR2472-CAR001-1YR		\$31,473.68 COOP	1	\$31,473.68
2	AR2472-CAR001-1YR	Software subscription for 1 year term, including data integration, unlimited users Peregrine Technologies - AR2472-CAR001-1YR		\$31,473.68 COOP	1	\$31,473.68
3	AR2472-CAR001-1YR	Software subscription for 1 year term, including data integration, unlimited users Peregrine Technologies - AR2472-CAR001-1YR		\$31,473.68 COOP	1	\$31,473.68
<b>SUBTOTAL:</b>						\$94,421.04
<b>TOTAL PRICE:</b>						<b>\$94,421.04</b>
<b>TOTAL QUOTE:</b>						<b>\$94,421.04</b>

Please reference NASPO WA on PO.

Ellensburg Police Department

**Scope of Work:**

Peregrine Technologies, Inc. will deliver the Peregrine software platform ("Peregrine") to provide access to Peregrine's data integration and analysis software. Under this scope of work Peregrine will integrate data from: Spillman RMS; Spillman CAD; and Evidence.com..

The Customer is responsible for any third-party data access or API fees.

Peregrine is providing these capabilities under a firm-fixed-price license that includes all support, training, and cloud hosting services needed to achieve the project objectives.

**PARTICIPATING ADDENDUM  
NASPO ValuePoint**

**CLOUD SOLUTIONS 2016-2026**

Administered by the State of Utah (hereinafter "Lead State")

**MASTER AGREEMENT**

**Master Agreement No: AR2472**

**Carahsoft Technology Corporation**

(hereinafter "Contractor")

and

**State of Washington**

(hereinafter "Participating State")

**Washington Master Contract No.: 05116**

This Participating Addendum for the above referenced Master Agreement ("Participating Addendum") is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and Carahsoft Technology Corporation, a Maryland corporation ("Contractor") and is dated and effective as of August 1, 2017.

1. **SCOPE:** This Participating Addendum covers Cloud Solutions led by the State of Utah for use by state agencies and other entities located in the Participating State authorized by that state's statutes to utilize state contracts with the prior approval of the State's chief procurement official.
2. **PARTICIPATION:** Use of specific NASPO ValuePoint cooperative contracts by agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes to use state contracts are subject to the prior approval of the respective State chief procurement official. Issues of interpretation and eligibility for participation are solely within the authority of the State chief procurement official. Pursuant to this Participating Addendum, the Master Agreement may be utilized by the following ("Purchasing Entities"):
  - (a) **WASHINGTON STATE AGENCIES.** Washington state agencies, departments, offices, divisions, boards, and commission; and any the following institutions of higher education in Washington: state universities, regional universities, state college, community colleges, and technical colleges.
  - (b) **MCUA PARTIES.** The Master Agreement also may be utilized by any of the following types of entities that have executed a Master Contract Usage Agreement (MCUA) with Enterprise Services:
    - Political subdivisions (e.g., counties, cities, school districts, public utility districts);
    - Federal governmental agencies or entities;
    - Public-benefit nonprofit corporations (i.e., § 501(c) (3) nonprofit corporations that receive federal, state, or local funding); and

- Federally-recognized Indian Tribes located in the State of Washington.

**3. PARTICIPATING STATE MODIFICATIONS OR ADDITIONS TO MASTER AGREEMENT:**

- 3.1. **WASHINGTON’S ELECTRONIC BUSINESS SOLUTIONS (WEBS) SYSTEM:** Within seven (7) days of execution of this Participating Addendum, Contractor shall register in the Washington State Department of Enterprise Services’ Electronic Business Solutions (WEBS) System at <https://fortress.wa.gov/ga/webs/>. Contractor shall ensure that all of its information therein is current and accurate and that, throughout the term of the Master Agreement, Contractor shall maintain an accurate profile in WEBS.
- 3.2. **WASHINGTON’S STATEWIDE PAYEE DESK:** To be paid for contract sales, Contractors must register with Washington’s Statewide Payee Desk. Washington state agencies cannot make payments to a contractor until it is registered. Registration materials are available here: [Receiving Payment from the State](#).
- 3.3. **CONTRACT SALES REPORTING.** Contractor shall report total contract sales quarterly to Enterprise Services, as set forth below.
- (a) **REPORTING.** Contractor shall report quarterly Contract sales in Enterprise Services’ [Contract Sales Reporting System](#). Enterprise Services will provide Contractor with a login password and a vendor number.
- (b) **DATA.** Each sales report must identify every authorized Purchasing Entity by name as it is known to Enterprise Services and its total combined sales amount invoiced during the reporting period (i.e., sales of an entire agency or political subdivision, not its individual subsections). The “Miscellaneous” option may be used only with prior approval by Enterprise Services. Upon request, Contractor shall provide contact information for all authorized Purchasing Entities specified herein during the term of this Participating Addendum. Refer sales reporting questions to the Primary Contact set forth below. If there are no contract sales during the reporting period, Contractor must report zero sales.
- (c) **DUE DATES FOR CONTRACT SALES REPORTING.** Quarterly Contract Sales Reports must be submitted electronically by the following deadlines for all sales invoiced during the applicable calendar quarter:

For Calendar Quarter Ending	Contract Sales Report Due
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31

- 3.4. **VENDOR MANAGEMENT FEE:** Contractor shall pay to Enterprise Services a vendor management fee (“VMF”) of 1.5 percent on the purchase price for all contract sales (the purchase price is the total invoice price less applicable sales tax).
- (a) The sum owed by Contractor to Enterprise Services as a result of the VMF is calculated as follows:

$$\text{Amount owed to Enterprise Services} = \text{Total contract sales invoiced (not including sales tax)} \times .015$$

- (b) The VMF must be rolled into Contractor's current pricing. The VMF must not be shown as a separate line item on any invoice unless specifically requested and approved by Enterprise Services.
- (c) Enterprise Services will invoice Contractor quarterly based on contract sales reported by Contractor. Contractor shall not remit payment until it receives an invoice from Enterprise Services. Contractor's VMF payment to Enterprise Services must reference the following:
  - This Washington Master Contract No.: 05116
  - The NASPO Master Agreement No.: AR2472
  - The year and quarter for which the VMF is being remitted, and
  - Contractor's name as set forth in this Contract, if not already included on the face of the check.
- (d) Contractor's failure accurately and timely to report total net sales, to submit usage reports, or remit payment of the VMF to Enterprise Services, may be cause for suspension or termination of this Participating Addendum or the exercise of any other remedies as provided by law.
- (e) Enterprise Services reserves the right, upon thirty (30) days advance written notice, to increase, reduce, or eliminate the VMF for subsequent purchases.
- (f) For purposes of the VMF, the parties agree that the initial management fee is included in the pricing. Therefore, any increase or reduction of the management fee must be reflected in contract pricing commensurate with the adjustment.

3.5. **COMPLIANCE WITH LAW; TAXES, LICENSES, & REGISTRATION:** Contractor shall comply with all applicable law. Contractor shall register to conduct business in the State of Washington and promptly acquire and maintain all necessary licenses and registrations and pay all applicable taxes and fees. In addition, for all sales to purchasers in the State of Washington, Contractor shall calculate, collect, and remit, as appropriate, the applicable state and local sales tax on all invoices.

3.6. **COMPLIANCE WITH PARTICIPATING STATE'S (WASHINGTON'S) STATEWIDE IT POLICIES:** Contractor shall comply with Participating State's statewide information technology policies, as applicable, for Purchasing Entities – promulgated by Washington's Office of the Chief Information Officer (OCIO). Such policies are located on the OCIO website at: <https://ocio.wa.gov/policies>. These policies include, but are not limited to, the following:

- Security Policy 141
- Accessibility Policy 188

Prior to final execution of a Purchasing Entities' contract with a Contractor, the Contractor's application(s) will be subject to a Security Design Review performed by Washington Consolidated Technology Services to ensure compliance with Office of the Chief Information Officer (OCIO) Security Policies.

4. **LEASE AGREEMENTS:** Leasing, renting, or purchasing equipment is not allowed throughout the term of the Master Agreement.

5. **PRIMARY CONTACTS:** The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor	Participating State
Carahsoft Technology Corporation 1860 Michael Faraday Drive, Suite 100 Reston, VA 20190	State of Washington Department of Enterprise Services Contracts, Procurement and Risk Mgmt. P.O. Box 41411 Olympia, WA 98504-1411
Contract Management Attn: Bethany Blackwell Tel: (703) 230-7453 Email: <a href="mailto:NAPSO@carahsoft.com">NAPSO@carahsoft.com</a>  Legal Notice Attn: Robert Moore, Vice President	Attn: Mike Dombrowsky Tel: (360) 407-8717 Email: <a href="mailto:mike.dombrowsky@des.wa.gov">mike.dombrowsky@des.wa.gov</a>

6. **FULFILLMENT PARTNER:** All Contractor’s Distributors authorized in the State of Washington, as shown on the dedicated Contractor NASPO ValuePoint website, are approved to provide sales and service support to participants in the NASPO ValuePoint Master Agreement. The Contractor’s Distributor’s participation will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement.

7. **ORDERS:** Unless the parties to the Order agree in writing that another contract or agreement applies to such order, any Order placed by a Participating Entity or Purchasing Entity for a Product and/or Service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions of) the Master Agreement as conditioned by this Participating Addendum.

8. **GENERAL:**

- (a) **INTEGRATED AGREEMENT; MODIFICATION.** This Participating Addendum and Master Agreement, together with its exhibits, set forth the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. This Participating Addendum may not be modified except in writing signed by the Parties.
- (b) **AUTHORITY.** Each party to this Participating Addendum, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Participating Addendum and that its execution, delivery, and performance of this Participating Addendum has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- (c) **ELECTRONIC SIGNATURES.** A signed copy of this Participating Addendum or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Participating Addendum or such other ancillary agreement for all purposes.

- (d) COUNTERPARTS. This Participating Addendum may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Participating Addendum at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Participating Addendum.

EXECUTED as of the date and year first above written.

STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

By: 

Scott Smith

Its: State IT Procurement Manager

CARASOFT TECHNOLOGY CORPORATION,  
A MARYLAND CORPORATION

By: 

Robert Moore

Its: Vice President

**PARTICIPATING ADDENDUM  
NASPO ValuePoint**

**CLOUD SOLUTIONS 2016-2026**

Administered by the State of Utah (hereinafter "Lead State")

**MASTER AGREEMENT**

**Master Agreement No: AR2472**

**Carahsoft Technology Corporation**

(hereinafter "Contractor")

and

**State of Washington**

(hereinafter "Participating State")

**Washington Master Contract No.: 05116**

This Participating Addendum for the above referenced Master Agreement ("Participating Addendum") is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and Carahsoft Technology Corporation, a Maryland corporation ("Contractor") and is dated and effective as of August 1, 2017.

1. **SCOPE:** This Participating Addendum covers Cloud Solutions led by the State of Utah for use by state agencies and other entities located in the Participating State authorized by that state's statutes to utilize state contracts with the prior approval of the State's chief procurement official.
2. **PARTICIPATION:** Use of specific NASPO ValuePoint cooperative contracts by agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes to use state contracts are subject to the prior approval of the respective State chief procurement official. Issues of interpretation and eligibility for participation are solely within the authority of the State chief procurement official. Pursuant to this Participating Addendum, the Master Agreement may be utilized by the following ("Purchasing Entities"):
  - (a) **WASHINGTON STATE AGENCIES.** Washington state agencies, departments, offices, divisions, boards, and commission; and any the following institutions of higher education in Washington: state universities, regional universities, state college, community colleges, and technical colleges.
  - (b) **MCUA PARTIES.** The Master Agreement also may be utilized by any of the following types of entities that have executed a Master Contract Usage Agreement (MCUA) with Enterprise Services:
    - Political subdivisions (e.g., counties, cities, school districts, public utility districts);
    - Federal governmental agencies or entities;
    - Public-benefit nonprofit corporations (i.e., § 501(c) (3) nonprofit corporations that receive federal, state, or local funding); and

- Federally-recognized Indian Tribes located in the State of Washington.

**3. PARTICIPATING STATE MODIFICATIONS OR ADDITIONS TO MASTER AGREEMENT:**

- 3.1. **WASHINGTON’S ELECTRONIC BUSINESS SOLUTIONS (WEBS) SYSTEM:** Within seven (7) days of execution of this Participating Addendum, Contractor shall register in the Washington State Department of Enterprise Services’ Electronic Business Solutions (WEBS) System at <https://fortress.wa.gov/ga/webs/>. Contractor shall ensure that all of its information therein is current and accurate and that, throughout the term of the Master Agreement, Contractor shall maintain an accurate profile in WEBS.
- 3.2. **WASHINGTON’S STATEWIDE PAYEE DESK:** To be paid for contract sales, Contractors must register with Washington’s Statewide Payee Desk. Washington state agencies cannot make payments to a contractor until it is registered. Registration materials are available here: [Receiving Payment from the State](#).
- 3.3. **CONTRACT SALES REPORTING.** Contractor shall report total contract sales quarterly to Enterprise Services, as set forth below.
- (a) **REPORTING.** Contractor shall report quarterly Contract sales in Enterprise Services’ [Contract Sales Reporting System](#). Enterprise Services will provide Contractor with a login password and a vendor number.
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  - The NASPO Master Agreement No.: AR2472
  - The year and quarter for which the VMF is being remitted, and
  - Contractor's name as set forth in this Contract, if not already included on the face of the check.
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- (e) Enterprise Services reserves the right, upon thirty (30) days advance written notice, to increase, reduce, or eliminate the VMF for subsequent purchases.
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Prior to final execution of a Purchasing Entities' contract with a Contractor, the Contractor's application(s) will be subject to a Security Design Review performed by Washington Consolidated Technology Services to ensure compliance with Office of the Chief Information Officer (OCIO) Security Policies.

4. **LEASE AGREEMENTS:** Leasing, renting, or purchasing equipment is not allowed throughout the term of the Master Agreement.

5. **PRIMARY CONTACTS:** The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor	Participating State
Carahsoft Technology Corporation 1860 Michael Faraday Drive, Suite 100 Reston, VA 20190	State of Washington Department of Enterprise Services Contracts, Procurement and Risk Mgmt. P.O. Box 41411 Olympia, WA 98504-1411
Contract Management Attn: Bethany Blackwell Tel: (703) 230-7453 Email: <a href="mailto:NAPSO@carahsoft.com">NAPSO@carahsoft.com</a>  Legal Notice Attn: Robert Moore, Vice President	Attn: Mike Dombrowsky Tel: (360) 407-8717 Email: <a href="mailto:mike.dombrowsky@des.wa.gov">mike.dombrowsky@des.wa.gov</a>

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7. **ORDERS:** Unless the parties to the Order agree in writing that another contract or agreement applies to such order, any Order placed by a Participating Entity or Purchasing Entity for a Product and/or Service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions of) the Master Agreement as conditioned by this Participating Addendum.

8. **GENERAL:**

- (a) **INTEGRATED AGREEMENT; MODIFICATION.** This Participating Addendum and Master Agreement, together with its exhibits, set forth the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. This Participating Addendum may not be modified except in writing signed by the Parties.
- (b) **AUTHORITY.** Each party to this Participating Addendum, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Participating Addendum and that its execution, delivery, and performance of this Participating Addendum has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- (c) **ELECTRONIC SIGNATURES.** A signed copy of this Participating Addendum or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Participating Addendum or such other ancillary agreement for all purposes.

- (d) COUNTERPARTS. This Participating Addendum may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Participating Addendum at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Participating Addendum.

EXECUTED as of the date and year first above written.

STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

By: 

Scott Smith

Its: State IT Procurement Manager

CARASOFT TECHNOLOGY CORPORATION,  
A MARYLAND CORPORATION

By: 

Robert Moore

Its: Vice President

<b>State of Washington</b> Contracts, Procurement, & Risk Management Division Department of Enterprise Services P.O. Box 41411 Olympia, WA 98504-1411	<b>PARTICIPATING ADDENDUM AMENDMENT</b>	
	Contract No.:	05116
Carahsoft Technology Corporation 1860 Michael Faraday Drive, Suite 100 Reston, VA 20190	NASPO No.:	AR2472
	Amendment No.:	1
	Effective Date:	July 1, 2017

**FIRST AMENDMENT**  
**TO**  
**PARTICIPATING ADDENDUM**  
**FOR**  
**NASPO VALUEPOINT MASTER AGREEMENT No. AR2472**  
**STATE OF WASHINGTON CONTRACT No. 05116**  
**CLOUD SOLUTIONS**

This First Amendment (“Amendment”) to the State of Washington’s Participating Addendum for NASPO ValuePoint Master Agreement No. AR2472 and State of Washington Contract No. 05116 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency (“State”) and Carahsoft Technology Corporation, a Maryland corporation (“Contractor”) and is effective as of July 1, 2017.

**R E C I T A L S**

- A. Master Agreement No. AR2472 is a NASPO ValuePoint cooperative contract led by the State of Utah.
- B. The State and Contractor (collectively the “Parties”) entered into that certain Participating Addendum effective August 1, 2017 pursuant to which the State of Washington and its authorized purchasers could use the above referenced NASPO ValuePoint Master Agreement and State Contract.
- C. The amendment set forth herein is within the scope of the Participating Addendum.
- D. The Parties now desire to amend the Participating Addendum as set forth herein.

**A G R E E M E N T**

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree to amend the Contract, as previously amended, as follows:

1. PAY EQUALITY. The Participating Addendum is amended to add the following section:

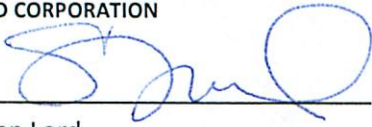
3.7. PAY EQUALITY. Contractor represents and warrants that, as required by Washington state law (Laws of 2017, Chap. 1, § 147), during the term of this Participating Addendum for the time period of July 1, 2017 through June 30, 2019, it agrees to equality among its workers by ensuring similarly employed individuals are compensated as equals. For purposes of this provision, employees are similarly employed if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed. Contractor may allow differentials in compensation for its workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience, that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential. A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential. Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Enterprise Services may suspend or terminate this Participating Addendum and any Purchaser hereunder similarly may suspend or terminate its use of the Participating Addendum and/or any agreement entered into pursuant to the Participating Addendum.

2. NO CHANGE OTHER THAN AMENDMENT. Except as amended herein, the Participating Addendum is unaffected and remains in full force and effect.
3. INTEGRATED AGREEMENT; MODIFICATION. This Amendment constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Amendment and the Participating Addendum or any earlier amendment, this Amendment shall control and govern. This Amendment may not be modified except in writing signed by the Parties.
4. AUTHORITY. Each party to this Amendment, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Amendment and that its execution, delivery, and performance of this Amendment has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
5. ELECTRONIC SIGNATURES. A signed copy of this Amendment or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Amendment or such other ancillary agreement for all purposes.

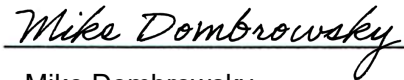
6. COUNTERPARTS. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Amendment at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Amendment.

EXECUTED AND EFFECTIVE as of the day and date first above written.

**CARASOFT TECHNOLOGY CORPORATION,  
A MARYLAND CORPORATION**

By:   
Name: Ellen Lord  
Title: Contracts Manager  
Date: November 8, 2017

**STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES**

By:   
Name: Mike Dombrowsky  
Title: IT Contracts Consultant  
Date: 11/08/2017



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Professional Services Agreement between the Ellensburg Downtown Association and the City of Ellensburg (Public Comment Opportunity)  
**Submitted by:** Kelle Vandenberg, Arts & Economic Development Manager  
**Department:** City Manager

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**Suggested Motion/Action:**  
Move to approve the City Manager's signature on the 2026-2027 Professional Services Agreement (PSA) between the Ellensburg Downtown Association and the City of Ellensburg.

**Background/Summary:**  
The City of Ellensburg has funded activities to support the Ellensburg Downtown Association (EDA) through a professional services agreement. The EDA, formed in 2004, is a nonprofit corporation, established to support business retention and expansion, historic property preservation/development, downtown beautification, and community engagement within the downtown core. They achieve this work through a comprehensive process that is part of the National Main Street America programming that includes outreach, promotion, design, and economic vitality.

**Previous Council Action:**  
The City Council approved previous agreements and proposed funding. The previous contract expired December 31, 2025.

**Analysis:**  
The EDA has continued to expand the partnership with the City of Ellensburg as a key stakeholder in the Ellensburg Creative District, the Kittitas County Economic Development Partnership, and supporting and promoting City news and events throughout the downtown. The EDA has a paid staff of two and has cultivated a strong community volunteer network averaging over 650 volunteer hours per quarter to support EDA programming. The EDA and Ellensburg were selected to host the 2026 Washington State Places Conference, bringing a statewide focus to Ellensburg and over 450 attendees for a three-day event.

**Financial Impact:**  
This agreement provides for an annual rate of \$60,000 for the base annual agreement for a total of \$120,000 for the term of the two-year professional services contract. There is no change in the year-over-year budgetary amount for this contracted professional services agreement.

Budget Adjustment: No

**Attachments:**

1. Ellensburg Downtown Assoc-Prof Svcs Agmnt-Promote-Sustain Economic Dev

**AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN THE CITY OF ELLENSBURG  
AND  
ELLENSBURG DOWNTOWN ASSOCIATION**

**RELATING TO: PROMOTE AND SUSTAIN THE ECONOMIC DEVELOPMENT OF  
ELLENSBURG DOWNTOWN BUSINESSES**

THIS LUMP SUM AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026 (“Effective Date”), by and between THE CITY OF ELLENSBURG, a non-charter code city of the State of Washington (hereinafter called the “CITY”) and ELLENSBURG DOWNTOWN ASSOCIATION, a 501c3 nonprofit authorized to do business in the state of Washington (hereinafter called the “CONSULTANT”).

**1. RECITALS.**

1.1. The CITY desires to obtain professional services for work related to promoting and sustaining the economic development of the downtown businesses for the benefit of the City’s residents.

1.2. The CITY has a need for additional assistance in the planning and implementation of downtown revitalization and improvement.

1.3. The CITY desires to provide for the protection of the health, safety, and general welfare of the CITY’s residents and visitors.

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

1.5. The CONSULTANT is a private, nonprofit corporation, established to promote downtown business, property development, and community engagement through a comprehensive process that includes outreach, promotion, design, and economic development of the downtown core.

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

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

NOW, THEREFORE, in consideration of the above representations and the

terms, conditions, covenants, and agreements set forth below, the parties hereto agree as follows:

**2. SCOPE OF WORK.**

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

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

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

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

**3. TIME OF PERFORMANCE.** The CONSULTANT may begin work upon the Effective Date of this Agreement by both parties, or the CITY’s issuance of a Notice to Proceed, whichever is applicable, and the duration of the Agreement shall extend through December 31, 2027. The work shall be completed in accordance with the schedule set forth in the attached Exhibit C.

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

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

4.2. The CONSULTANT shall submit invoices to the CITY for work completed in accordance with Exhibit B. Invoices shall detail the work, and shall itemize with receipts and invoices the non-salary direct costs.

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

4.4. The CONSULTANT invoices are due and payable within 30 days of

receipt. In the event of a disputed billing, only the disputed portion will be withheld from payment.

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

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

## **5. MAXIMUM COMPENSATION.**

5.1. The CONSULTANT's total compensation and reimbursement under this Agreement, including labor, direct non-salary reimbursable costs and outside services, shall not exceed the maximum sum of One Hundred and Twenty thousand dollars (\$120,000.00). The City shall pay the CONSULTANT in quarterly installments over the two (2) year term of the Agreement. The not to exceed sum listed in this section is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from CITY in the form of a negotiated and executed amendment of this Agreement.

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

## **6. RELATIONSHIP OF PARTIES.**

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

6.2. Employees of the CONSULTANT, while engaged in the performance of any work or services under this Agreement, shall be considered employees of the CONSULTANT only and not of the CITY, and claims that may arise under the Workman's Compensation Act on behalf of said employees while so engaged, and any and all claims made by a third party as a consequence of any negligent act or omission on the part of the CONSULTANT'S employees while so engaged, on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility

of the CONSULTANT. On or before the Effective Date, CONSULTANT shall file, maintain and/or open all necessary records with the Internal Revenue Service and the State of Washington, and as may be required by RCW 51.08.195, to establish CONSULTANT's status as an independent contractor.

## **7. OWNERSHIP OF DOCUMENTS.**

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

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

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

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

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

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

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

## **10. SUBCONTRACTING.**

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

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

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

## **11. SUPERVISION, INSPECTION AND PERFORMANCE.**

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

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

11.3. CONSULTANT shall be responsible for the professional quality, technical adequacy, accuracy, timely completion, and coordination of the Services and all plans, designs, drawings, specifications, reports, and other work performed pursuant to this Agreement. CONSULTANT shall perform the Services in accordance with the standard of care of its profession in the same or similar localities at the time services are performed. CONSULTANT shall be responsible for the professional standards, performance, and actions of all persons and firms performing the Services under this

Agreement. CONSULTANT shall, without additional compensation, correct any specific breach of a contractual obligation in the Services and revise any errors or omissions in any plans, designs, drawings, specifications, reports, and other products prepared under this Agreement.

**12. CHANGES IN WORK.** Other than changes directed by the CITY as set forth in Section 2 above, either party may request changes in the scope of work. Such changes shall not become part of this Agreement unless and until mutually agreed upon and incorporated herein by written amendments to this Agreement executed by both parties.

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

**14. TERMINATION.**

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

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

filing claims and/or commencing litigation to secure compensation for damages incurred beyond that covered by withheld payments.

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

## **15. INDEMNIFICATION/HOLD HARMLESS.**

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

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

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

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

## **16. INSURANCE.**

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

the CONSULTANT, its agents, representatives, employees or subcontractors.

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

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

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

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

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

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

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

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

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

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

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

16.5.1. The CONSULTANT's insurance coverage shall be primary insurance with respect to the CITY. Any insurance, self-insurance, or insurance pool

coverage maintained by the CITY shall be excess of the CONSULTANT's insurance and shall not contribute with it.

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

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

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

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

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

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

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

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

City of Ellensburg  
Department of Arts & Economic Development  
Attention: Kelle Vandenberg  
501 N. Anderson  
Ellensburg, WA 98926

Ellensburg Downtown Association  
Attention: Teresa Chanes  
109 E. 3<sup>rd</sup> Avenue  
Ellensburg, WA 98926

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

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

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

**22. ASSIGNMENT.** Any assignment of this Agreement by CONSULTANT without the prior written consent of CITY shall be void.

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

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

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

- Exhibit A – Scope of Work
- Exhibit B – Budget and Expenditure Breakdown
- Exhibit C – Committee Work Plan/Events

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

**CONSULTANT:**

By: \_\_\_\_\_

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

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

Tax ID#: \_\_\_\_\_

**THE CITY OF ELLENSBURG:**

By: \_\_\_\_\_  
Heidi Behrends Cerniwey, City Manager

ATTEST: \_\_\_\_\_  
Beth Leader, City Clerk

Approved as to Form:

\_\_\_\_\_  
Chris Horner, City Attorney

## EXHIBIT A

### SCOPE OF WORK

#### 1. Overview and Purpose.

The CITY desires to obtain professional services for work related to promoting and sustaining the economic development of the downtown businesses for the benefit of the City's residents.

#### 2. Description of Services.

The CONSULTANT will provide services to promote downtown business, property development, and community engagement through a comprehensive process that includes outreach, promotion, design, and economic development of the downtown core.

#### 3. Activities and Deliverables.

The CONSULTANT will, in conformance with the Fiscal Year 2026 Committee Work Plan/Events Schedule (Exhibit C), provide the following Activities and Deliverables:

- A. Continue to maintain an active organization that supports the growth, development, and vitality of downtown businesses, owners, and properties within the downtown focus area.
- B. Actively participate in business retention and recruitment for downtown Ellensburg.
- C. Work with property owners and business owners on opportunities and education regarding the rehabilitation and restoration of buildings within the downtown area.
- D. Continue to work with the CITY to improve overall beautification of the downtown area, oversee the revitalization plan of Pine Street, contract for cleaning, maintenance, and seasonal planting and lighting of the downtown, including installation of snowflakes or other approved seasonal decorations in November and removal by February 28 each year.
- E. Work with various community partner organizations, the CITY's Boards and Commissions, and other groups to promote the CITY and Downtown area and expand inclusion in and through various events. (Exhibit C)
- F. Conduct an inventory and assessment of decorative trash receptacles and work collaboratively with the CITY to develop and implement a plan to refurbish or replace them.
- G. Meet with the CITY to discuss and review the flower order for the Downtown planters by March 15 of each year. The CITY will purchase plants, within the budget established by the CITY, for downtown beautification and will provide watering service for the planters throughout the season. CONSULTANT's staff and volunteers will clean, plant, and

- maintain the planters.
- H. Provide a quarterly written report summarizing outcomes from the annual Work Plan (Exhibit C) and Events (Exhibit C).
  - I. Provide the CITY an Ellensburg Downtown Association operational budget for review by February 2, 2026.

**EXHIBIT B - BUDGET AND EXPENDITURE BREAKDOWN**

<u>EDA Annual Budget 2026</u>		
<u>Revenue</u>	<u>Amount Anticipated</u>	<u>Notes</u>
Donations	\$ 10,000	
City Contract	\$ 60,000	
Sponsorships	\$ 20,000	Taking this down since we're down and employee
B&O Tax	\$ 200,000	Board needs to set this goal / 2025= \$133K
Bank Interest	\$ 2,500	Same as LY
Event/ Program Income	\$ 15,000	Conservative - depends on what events we move forward with
LTAC: Year Round Programing	\$ 47,600	
LTAC: PLACES 2026	\$ 5,500	Potential for \$14,500 from City LTAC
Mural Society / Blank Canvas Party	\$ 10,000	Not sure if this should go into revenue as anything from it will cycle back to Mural Society
Board Fundraiser	\$ 30,000	Is this doable?
Grants Income	\$ 2,500	Guestimate - depending on what we're awarded
<b>TOTAL INCOME</b>	\$ 403,100	
<u>Expenses</u>	<u>2026 Budget Estimates</u>	<u>Notes</u>
Administrative	\$ 70,000	
Marketing	\$ 10,000	LTAC funds cover the majority of this
Payroll	\$ 175,000	3rd employee - part time (25 hrs./ week) no 401k or health stipend
Payroll Taxes	\$ 13,000	
Holiday Décor, Tree & Snowflakes	\$ 16,000	If we can continue to find creative ways to install -we can keep this cost down
Design, Mural Society	\$ 18,000	Raised at 2025 BCP - needs to be moved to a mural fund account
Design, Lighting	\$ 20,000	
Design, Blank Canvas Party	\$ 10,000	off set by event income
Design, Other	\$ 10,450	
Promotions	\$ 5,000	
Outreach, Other	\$ 500	
Outreach, Annual Meeting	\$ 5,000	
Economic Vitality, Other	\$ 6,000	
EV, Business Fund	\$ 5,500	EV will raise money to do more (plan is to give out 10k - remaining \$4,500 will come from grants & sponsorships)
EV, Night Market	\$ 3,000	off set by event income
Events, Hoedown	\$ 14,000	
Events, Trick or Treat	\$ 1,000	
Events, Shop local	\$ 1,500	
Events, Moments to Remember	\$ 2,500	
Events, Night Out Series	\$ 5,000	GNO - Spring + Winter & CWU Night Out
Places 2026 (EDA obligation)	\$ 10,000	Might be covered by LTAC funds - will know on 11/14
Trainings / Seminars	\$ 2,500	No travel to PLACES this year so expense will be much lower
<b>TOTAL EXPENSES</b>	\$ 403,950	
Starting Cash	\$ 120,000	
2025 Profit	\$ (850)	
<b>Ending Cash</b>	\$ <b>119,150</b>	
<b>Starting Cash</b>	\$ <b>120,000</b>	

**EDA x City Contract - Expenditure Breakdown**

<b>Projects</b>	<b>Est Cost</b>	<b>Service Category</b>
Snowflakes & Holiday Tree	\$ 16,000.00	Beautification & Revitalization
Lighting	\$ 20,000.00	Beautification & Revitalization
Planter Refurbishment/ Repairs	\$ 2,000.00	
<b>Events</b>		
Clean Up Days (2x a year)	\$ 1,200.00	Beautification & Revitalization
Night Out Series - (3x year)	\$ 7,500.00	Business Retention and Promotion
Hoedown	\$ 14,000.00	Promote the Downtown area and expand inclusion in and through various events.
Trick or Treat	\$ 2,500.00	
MTR	\$ 5,000.00	
Shop Local	\$ 2,500.00	Business Retention and Promotion
 Total Expenses	 <b>\$ 70,700.00</b>	
 Current Contract	 \$ 60,000.00	
 % covered to do the outlined work.	 <b>85%</b>	

## EXHIBIT C - COMMITTEE WORK PLAN / EVENTS

2026 EDA Events & Programs				
Quarter	Title	Date	Lead	Type of Event
	<b>Monthly Committee Meetings</b>	<b>2nd Tuesday @ 4:30-6:00</b>		
	<b>Monthly Board Meetings</b>	<b>4th Monday @ 4-5:30</b>		
	<b>Monthly Business Meetings</b>	<b>2nd Wednesday @ 10-11</b>		
Q1	<b>B&amp;O Q1 Pledge Push</b>	<b>January - March 31</b>	<b>Board/Staff</b>	Fundraiser
Q1	Winter Leadership Meeting (Olympia)	January 27-29	Executive Director	Program
Q1	Fortuity Give Back Night	February 27	Mural Society	Fundraiser
Q1	Love Your Downtown Series	February	Economic Vitality/Staff	Campaign
Q1	Event Sponsorship Launch	February/March	Staff	Fundraiser
Q1	Board Fundraising Event/Program	Q1 - TBD	Board	Fundraiser
Q2	<b>B&amp;O Q2 Pledge Push Cont.</b>	<b>April 1</b>	<b>Board/Staff</b>	Fundraiser
Q2	Downtown Spring Cleanup	April 11	Design Committee	Community Event
Q2	Spring Girls Night Out	April 23	Promotions Committee	Community Event
Q2	Spring Leadership Meeting (Pullman)	April 28-30	Executive Director	Program
Q2	Launch Business Grant Fund	June	Economic Vitality Committee	Program
Q2	Summer Night Market #1	6/17/2025 (TBD)	Economic Vitality Committee	Community Event
Q2	Mural Festival	June 26-27	Design Committee/Mural Soc.	Community Event
Q3	<b>B&amp;O Q3 Pledge Push Cont.</b>	<b>July 1</b>	<b>Board/Staff</b>	Fundraiser
Q3	Summer Night Market #2	7/15/2025 (TBD)	Economic Vitality Committee	Community Event
Q3	Summer Leadership (Ridgefield)	July 28-30	Executive Director	Program
Q3	Blank Canvas Party	August 8	Design Committee/Mural Soc.	Fundraiser
Q3	Summer Night Market #3	8/19/2025 (TBD)	Economic Vitality Committee	Community Event
Q3	Hoedown in the Downtown	August 29	Staff	Community Event
Q3	PLACES: Downtown Cleanup	September - TBD	Design Committee	Community Event
Q4	<b>B&amp;O Q4 Pledge Push Cont.</b>	<b>October 1</b>	<b>Board/Staff</b>	Fundraiser
Q4	PLACES: Welcome Event	October 6th	Board/ Staff	Program
Q4	PLACES: Conference	October 7-9	Staff/Board	Program
Q4	Wildcat Night Out	TBD	Promotions Committee	Community Event
Q4	Trick or Treat Harvest Fest	October 31	Staff/Board	Community Event
Q4	Holiday Ornament Program	October	Staff / Design Committee	Fundraiser
Q4	Holiday Publication/Postcard	November - TBD	Economic Vitality/Promotions	Campaign
Q4	Downtown Fall Cleanup	November 7	Design Committee	Community Event
Q4	Moments to Remember Tree Lighting	November 27	Staff	Community Event
Q4	Plaid Friday/Shop Local	November 27 - Dec TBD	Staff	Campaign
Q4	Holiday Girls Night Out	December 3	Staff (Promotions)	Community Event
Q4	Holiday Night Market	TBD	Economic Vitality Committee	Community Event

## 2026 EDA COMMITTEE WORK PLANS

\*Printed 1/13/26

**Mission:** The Ellensburg Downtown Association mission is to empower and preserve community by amplifying our economy and creating a sense of place for all.  
**Lens:** Given the state of the economy and projected economic downturn all tasks should ultimately support our downtown brick and mortar businesses.

<b>Transformation Strategy #1:</b> Experience-First Downtown: Make downtown Ellensburg the easy first choice for families and young adult.		<b>Transformation Strategy #2:</b> Strengthen the connection between CWU and downtown: By encouraging collaboration that supports local businesses and enriches campus life.		<b>Annual Responsibilities:</b> Fundraising Beautification / clean up days / planters Signature Events Snowflakes / Tree Quarterly Business Check Ins
<b>Goal 1</b>	<b>Goal 2</b>	<b>Goal 1</b>	<b>Goal 2</b>	
Find ways to make downtown more accessible during already heavy traffic nights like first Friday.	Recruit family friendly and youth activity based businesses and programs into our downtown district.	Enhance wildcat pride and spirit within the downtown core through year-round engagement for Students, Staff and Alumni.	Provide opportunities for CWU affiliates to integrate in the economic vitality of Ellensburg.	

Promotions - Committee Projects									
Task	Committee Lead	Due Date	Projected Cost <i>(calculate total projected budget at the bottom of this tab)</i>	Funding Source and Potential Community Partnerships	Progress	Committee Support	Task Description	Committee Support Details	Misc. Notes:
Supporting EDA staff with their editorial calendar content and identifying themes at least once a quarter.	Emily lead - committee assist	Quarterly (at a min) - April 1, July 1, October 1					In 2025, the Committee developed an editorial calendar and identified monthly themes. We strived to develop content and ideas targeting a variety of businesses in the Downtown in all of the known sectors. We tackled these themes on a quarterly basis and committee members volunteered to develop content, with some success. We'd like to continue this calendar in 2026, but more of an assistance role. It's thought that some of the feedback Block Captains can receive will also feed into the calendar.		
Quarterly Community Mailings	Stephanie	Quarterly (at a min) - April 1, July 1, October 1	\$4,000.00	EDA budget			500 mailings for \$1200, \$5000 total placeholder (mailings once a quarter)		
Overseeing the <a href="#">Block Captain</a> program in collaboration with the other committees	Samantha & Dania	Monthly	\$1,000.00			Outreach , Economic Vitality	The Block Captain program was originally managed by Promotions but Block Captains themselves were an ad-hoc committee. Promotions can continue to manage the "behind the scenes" administrivia, but volunteers from every committee are encouraged to participate in the program and have a voice in the program re-development process.  Block Captains could reach out to downtown businesses on information that we can then use in content for social media and EDA newsletter items. Additionally, our committee could ask D'town businesses on a quarterly business to update the CWU discount/offer that could then be promoted on CWU comms channels (e.g. HR website, Alumni, Student)		Projected costs are for supplies and printing for t-shirts, name badges, etc.
Continue to support the Night Out series (Girl's Night, Wildcat, Holiday)	Katelyn - committee assist		\$0.00	Sponsorships			The committee will continue to support EDA staff with event prep/day-of/wrap-up tasks, in addition to event participation.		Placeholder \$5000 (\$1300 per event, plus a buffer)
Ongoing committee recruitment with EDA board and other committees	ALL		\$0.00			Outreach , Design , Economic Vitality	It should not just rest with the committee to recruit, but anyone within the organization can recruit people they think will fit.		
3 new B&O	Everyone								
<b>Total Ask</b>			<b>\$5,000.00</b>						

### Outreach Committee Projects

Task	Committee Lead	Due Date	Projected Cost <i>(calculate total projected budget at the bottom of this tab)</i>	Funding Source and Potential Community Partnerships	Progress	Committee Support	Task Description	Committee Support Details:	Misc. Notes:
<b>B&amp;O Donor Engagement Work</b>									
Maintain B&O Donor List	Outreach Committee + ED Support	Quarterly Updates; List updated 4x/year; new contacts added	\$0.00				Update and organize list of existing and potential B&O donors quarterly.		
Identify New Prospects	Outreach Committee + ED Support	Quarterly Updates; 20-40 new prospects added annually	\$0.00				Identify 5-10 potential new B&O prospects per quarter through business check-ins and local networks.		
Business Check-Ins	Outreach Committee + ED Support	Minimum 8 business check-ins/quarter; no less than 32 annually	\$250.00	General Fund			Conduct quarterly business check-ins to identify interest and opportunities for B&O program engagement.		
Support Follow-Ups	Outreach Committee + ED Support	Second Monday of January April 1 July 1 October 1 November 17 (final release of available credits)	\$0.00				After ED outreach, assist with reminder emails, scheduling, and follow-up calls when appropriate at high volume times		
<b>Annual Meeting Preparation</b>									
Nomination Engagement	Outreach Committee + Staff Event Manager	September 1	\$0.00				Encourage businesses, committees, board, & community members to submit award nominations through personal outreach, sharing links, and door-to-door reminders.		
Award nominee Input & Story C	Outreach Committee + Staff Event Manager	October 1	\$0.00			Promotions	Help gather short stories, quotes, or highlights for nominated individuals/businesses to support scriptwriting, slides, and presentations.	Creating posts and blogs telling the story of the event	
Invitation Distribution	Outreach Committee + Staff Event Manager + Executive Director	October 1	\$250.00	General Fund		All Committees	Distribute Invitations to downtown businesses, financial partners, strategic partners and other VIPs	Distribution	
Post-Event Follow-Up	Outreach Committee + Staff Event Manager	Within 1 week of event	\$0.00				Support staff with sending thank-you emails, cards, draft press release, recognition posts to businesses, nominees, sponsors, and volunteers.		
<b>PLACES Preparation</b>									
Volunteer Recruitment	Outreach Committee + EDA Di	September 1	\$0.00				Lead volunteer recruitment efforts using a sign-up platform to fill all PLACES 2026 volunteer roles. Meet with local volunteer organizations to drive engagement and build a strong volunteer base. Outreach groups may include but are not limited to Kittitas County Rotary and Kiwanis clubs, KCCC, Central Washington University, local churches, and other community service organizations.		

Business Touch Points	Committee + EDA Director + Eve	September 1	\$0.00	Conduct touchpoints with all local businesses to inform them that PLACES 2026 is coming to Ellensburg and share opportunities for engagement. Create a one-page info sheet with a QR code linking to a JotForm that outlines event details, partnership opportunities, volunteer needs, and ways businesses can participate. Distribute the one-pager during business visits, at check-ins, and through email.
Post Event Follow Up	Outreach Committee + EDA Director	Within 1 weeks of the National Trust releasing their community impact report	\$0.00	Create press release outlining the positive impact places had on Ellensburg and sharing key stories
3 new B&O				Everyone
<b>Other</b>				
Build a stronger connection between CWU Athletics and the downtown district.	Outreach committee led by Sara Tucker Kastens			The committee will distribute promotional flyers to downtown businesses in support of key CWU athletic events.
<b>Other Ideas 2027</b>				
		<b>Total Ask</b>	<b>\$ 500.00</b>	
ACTIVATING WILDCATS (STUDENT DOWNTOWN PASSPORT, ALUMNI NIGHT OUT BEFORE BREWFEST)				
ACTIVATING FAMILIES (SPRING FAM. NIGHT OUT)				

Economic Vitality - Committee Projects									
Task	Committee Lead	Due Date	Projected Cost <i>(calculate total projected budget at the bottom of this tab)</i>	Funding Source and Potential Community Partnerships	Revenue	Progress	Committee Support	Committee Support Details:	Misc. Notes:
Business Fund			\$10,000.00		4500		Economic Vitality		Committee/EDA to raise \$4500 (\$5500 from last grant- Total \$10,000)
Night Market	Haley/Lindsey		\$3,000.00	Grants, Chamber, Vendor Fees	\$6,700		Economic Vitality		
Love Your Downtown	Kelle/Karen	Jan 30th	\$0.00	Chamber			Promotions	And Staff	
Hometown Holidays	Kelle/Megan	September 30th	\$4,000.00				Design , Outreach, Promotions		Get sponsorship to cover some costs.
Burg Herd	Kelle/Haley/Megan	March 30th	\$1,000.00	EDA, Chamber			Promotions		
Progressive Dinner	Steve		\$250.00	Downtown Businesses			Design		
Sport Tourism Guide	Kelle/Brooke/Karen	Winter/Spring/Summer/Fall	\$250.00				Promotions		
KOA Marketing	Haley		\$500.00				Promotions		
3 new B&O	Everyone	June					Economic Vitality		
		<b>Total</b>	<b>projected cost of proj</b>	<b>Total Revenue</b>	<b>\$11,200</b>				
			<b>Projected Revenue:</b>						
			<b>\$19,000.00</b>						
			<b>\$11,200.00</b>						
			<b>Total Ask</b>						
			<b>\$7,800.00</b>						

Design - Committee Projects									
Task	Committee Lead	Due Date	Projected Cost <i>(calculate total projected budget at the bottom of this tab)</i>	Funding Source and Potential Community Partnerships	Revenue	Progress	Committee Support	Committee Support Details:	Misc. Notes:
Lighting	Joe		\$7,000.00			In progress	Design		To be completed for Conference
G1 Alley Lighting	Renee/Joe		\$2,000.00			Q1 2026	Design		To be completed for Conference
Holiday Ornament	TBD		\$3,500.00		\$3,500.00	Q2 2026	Design		
Tree Topper	Teresa		\$1,200.00				Design		
Blank Canvas Party	Renee		\$10,000.00		\$10,000.00	Q3 2026	Design, Promotions		August?
DT Cleanup/Nodes	Committee		\$750.00				Design , Outreach		
Sidewalk Seals for Conf.	TBD		\$1,000.00				Promotions, Outreach		Sidewalk seal signage for 2026 Conference
Visitors Center	Renee		\$500.00						Visitors center interior design
Mural Festival	Renee		\$10,000.00		\$10,000.00				
Murals	TBD			\$10,000.00					Ask from EDA for Mural fund allocation
Possible Planter Repair /As Needed			\$1,500.00						As planters fall apart fix
Total projected cost of proj			\$37,450.00	Total Revenue	\$23,500.00				
Projected Revenue:			\$23,500.00						
Total Ask			\$13,950.00						

Committee Totals	
Promotions	\$5,000
Outreach	\$500
Economic Vitality	\$7,800
Design	\$13,950
Total	\$27,250



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Interlocal Agreement with KVFR for IT Services (Public Comment Opportunity)  
**Submitted by:** Jim Goeben, IT Director  
**Department:** Information Technology

**Suggested Motion/Action:**

Move to authorize the City Manager to sign the Interlocal Agreement for IT Services between the City of Ellensburg and KVFR and future annual adjustments to the cost allocation.

**Background/Summary:**

The City of Ellensburg and Kittitas Valley Fire and Rescue (KVFR), a municipal corporation, pursuant to the authority granted by Chapter 39.34 RCW, Intergovernmental Cooperation Act, entered into an agreement for IT Service on March 12, 2012. The main objective of the agreement was to improve KVFR’s computer and information technology services, including joining KVFR’s network with the City’s network. Compensation was calculated based on the IT Department’s cost allocation methodology. The Interlocal Agreement was updated on November 5, 2015, to modify the scope of work and include the cost allocation methodology.

The Finance Department updated the City's written cost allocation plan in 2018. The plan outlined the administrative and overhead costs of the city and provided sound methodology to ensure the costs were appropriately allocated to other funds of the city and external customers. The costs allocated as part of this plan included the IT Division (now a department) and is the basis for IT’s cost allocation methodology.

Both City and KVFR staff wish to continue this agreement and have determined it is advisable to update the agreement to further define the scope of work and ownership, and to include data sharing, public records, and insurance requirements.

KVFR’s board will meet on February 12, 2026 to consider the agreement.

**Previous Council Action:**

Council approved the first Interlocal Agreement by consent on March 19, 2012, and the updated agreement on November 16, 2015.

**Analysis:**

IT has updated the cost allocation calculations to accurately reflect City costs related to the agreement. The cost allocations will be updated annually. Executing this agreement will ensure realignment of financial responsibilities, enhance efficiency, and reflect true costs, safeguarding the city's financial interests while empowering KVFR’s internal capabilities.

**Financial Impact:**

Since 2012, the scope of work, number of KVFR employees and assets, and the number of Microsoft Enterprise Agreement licenses used by KVFR has increased.

The allocated increases in revenue will need to be adjusted in the 2026 budget. Revenue amounts will be adjusted as appropriate to better align costs with the cost driver.

Budget Adjustment: Yes

**Attachments:**

1. KVFR Interlocal - Sharing IT Services 2026

**INTERLOCAL COOPERATIVE AGREEMENT  
BETWEEN KITTITAS VALLEY FIRE AND RESCUE AND CITY OF ELLENSBURG  
FOR SHARING INFORMATION TECHNOLOGY (IT) SERVICES**

THIS AGREEMENT is made and entered into this 12<sup>th</sup> day of February 2026, by and between City of Ellensburg (“Ellensburg”) and Kittitas Valley Fire and Rescue (“KVFR”), both of which are municipal corporations, pursuant to the authority granted by Chapter 39.34 RCW, Intergovernmental Cooperation Act.

WHEREAS, the Interlocal Cooperation Act, as amended and codified in Chapter 39.34 RCW provides for interlocal cooperation between government agencies; and

WHEREAS, KVFR desires to use Ellensburg’s services for maintaining its Information Technology (“IT”) systems and equipment, and Ellensburg agrees to provide services in return for payment by KVFR; and

WHEREAS, this Agreement maximizes public benefit by providing Ellensburg’s services to KVFR that they are not equipped to provide themselves; and

WHEREAS, both Ellensburg and KVFR will benefit from using an agreement which defines and protects the interests of both parties; and

WHEREAS, Ellensburg and KVFR arranged for the sharing IT services under an Interlocal Agreements executed March 12, 2012, and November 5, 2015, and agree to continue sharing IT services under the terms and conditions of this Agreement which supersedes and replaces those previous agreements; and

WHEREAS, City Council authorized the execution of this Agreement by action taken at a regular meeting; and

WHEREAS, KVFR’s Board authorized the execution of this Agreement by action taken at a regular meeting.

NOW THEREFORE, in consideration of the benefits to be derived and the terms and conditions set forth herein Ellensburg and KVFR do hereby agree as follows:

**ARTICLE I  
PURPOSE**

1.01 PURPOSE. The purpose of this Agreement is to set forth the terms and conditions under which Ellensburg will continue to provide and/or share IT resources with KVFR.

**ARTICLE II  
SERVICES BY ELLENSBURG**

2.01 RESOURCES OF CITY. Ellensburg shall provide KVFR with the scope of work described in Exhibit A attached hereto and incorporated herein.

2.02 AVAILABILITY OF RESOURCES. Ellensburg shall make a reasonable effort to assure the availability of the IT services to KVFR. KVFR recognizes that from time to time, planned and inadvertent loss of access to resources may occur.

2.03. COOPERATIVE PURCHASING. Each year of this Agreement, Ellensburg will procure hardware and invite KVFR to be included in a cooperative purchase, providing KVFR pays Ellensburg for the cost of the hardware.

**ARTICLE III  
ADMINISTRATION**

3.01 ADMINISTRATOR. The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

- 3.01.01 Ellensburg's representative shall be the IT Director
- 3.01.02 KVFR's representative shall be the Fire Chief

**ARTICLE IV  
DURATION AND RENEWAL OF AGREEMENT**

4.01 DURATION AND RENEWAL. This Agreement shall be effective on the date first indicated above and when executed by both parties, and shall continue through December 31, 2026. Thereafter, this Agreement shall automatically renew annually on January 1<sup>st</sup>, unless terminated by either party.

**ARTICLE V**  
**COMPENSATION TO ELLENSBURG**

5.01 COMPENSATION TO ELLENSBURG. Ellensburg agrees to provide KVFR the scope of work specified in Exhibit A, Scope of Work, in exchange for the payment of an annual fee based on the IT Cost Allocation and Description of Fees methodology specified in Exhibit B, attached hereto and incorporated herein, which shall be updated on October 1, 2026, and on October 1<sup>st</sup> annually thereafter, to establish the annual fee for the following year.

Exhibits A and B shall be reviewed by the IT Director during Ellensburg's biennial budget process. The IT Director may change or modify Exhibits A and B to ensure they are equitable for both parties. The IT Director shall provide KVFR a sixty-day advance notice of any change to Exhibit B that increases the annual fee to KVFR.

5.02 INVOICES. Ellensburg shall invoice KVFR one half of the annual fee established in Section 5.01 in the first and third quarters of each calendar year for resources to be provided by Ellensburg for that calendar year.

5.03 PAYMENT TO ELLENSBURG. KVFR shall pay the amount invoiced and due within thirty (30) days after billing.

**ARTICLE VI**  
**PERFORMANCE OF AGREEMENT**

6.01 COMPLIANCE WITH ALL LAWS. Each party shall comply with all federal, state, and local laws, rules, regulations, and ordinances applicable to the performance of this Agreement, including without limitation, all those pertaining to wages and hours, confidentiality, disabilities, and discrimination. In addition, the parties agree to comply with the City's Data Sharing Agreement, Exhibit C, attached hereto and incorporated herein.

6.02 MAINTENANCE AND AUDIT OF RECORDS. Each party shall maintain books, records, documents and other materials relevant to its performance under this Agreement. These records shall be subjected to inspection, review and audit by either party or its designee, and the Washington State Auditor's Office. Each party shall retain all such books, records, documents and other materials for the applicable retention period under federal and Washington law.

6.03 ON-SITE INSPECTIONS. Either party or its designee may evaluate the performance of this Agreement through on-site inspection to determine whether performance is in compliance with

the standards set forth in this Agreement, and in compliance with federal, state and local laws, rules, regulations and ordinances.

6.04 TREATMENT OF ASSETS AND PROPERTY. No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of, except as provided by this Agreement. KVFR designated server space shall be considered exclusive to KVFR. The compensation paid by KVFR shall cover all associated costs.

6.04.01 PUBLIC RECORDS REQUESTS. Except as otherwise provided for in this agreement, each party will be responsible for responding to requests for public records made to their respective agency. In no event shall KVFR records stored in the KVFR designated server space be considered to relate to the conduct of City government; or be prepared by the City, owned by the City, used by the City for City purposes, retained by the City, or in the possession of the City. Any KVFR records, whether primary or backup, that are located on City owned servers shall be considered KVFR property. KVFR shall have full ownership of the interest, and the City shall have no right to access KVFR records on the KVFR designated portions of the server except for the purpose of providing IT support in the manner outlined in this Agreement.

6.05 IMPROPER INFLUENCE. Each party agrees, warrants, and represents that it did not and will not employ, retain, or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining, or extending this Agreement. Each party agrees, warrants, and represents that no gratuity whatsoever has been or will be offered or conferred with a view towards obtaining, maintaining, or extending this Agreement.

6.06 CONFLICT OF INTEREST. The elected and appointed officials and employees of the parties shall not have any personal interest, direct or indirect, which gives rise to a conflict of interest.

## **ARTICLE VII INDEMNIFICATION AND INSURANCE**

7.01 INDEMNIFICATION. Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to Ellensburg by reason of entering into this contract except as expressly provided herein.

7.02 INSURANCE. Each party shall maintain general liability coverage at all times, and such liability coverage documents shall be made available to the other party on an annual basis. Each

party may choose to share the other party's coverage documents with their insurance carrier or risk pool. The failure of any insurance carrier or self-insured pooling organization to agree to or follow the terms of this section shall not relieve any individual party from its obligations under this Agreement.

**ARTICLE VII  
DISPUTES**

8.01 TIME. Time is of the essence of this Agreement.

8.02 GOVERNING LAW AND VENUE. This Agreement shall be governed exclusively by the laws of the State of Washington. The Kittitas County Superior Court shall be the sole proper venue for any and all suits brought to enforce or interpret the provisions of the Agreement.

8.03 ATTORNEY'S FEES. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provision of this Agreement, each party shall pay its own attorney's fees incurred in that action, arbitration or proceeding.

**ARTICLE IX  
TERMINATION**

9.01 TERMINATION. Any party hereto may terminate this Agreement upon ninety (90) days' notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, any outstanding fees which have not been billed by Ellensburg and paid by KVFR shall be prorated as of the termination date based on the annual fee for that contract year.

**ARTICLE X  
GENERAL PROVISIONS**

10.01 CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS. Except as provided in Article V - Compensation to Ellensburg, the Agreement may only be changed, modified, amended, or waived by written agreement signed by the parties and approved by each party's legislative authority. Any waiver of a term or condition of this Agreement shall apply only to the specific act, occurrence or omission and shall not constitute a waiver as to any other term or condition or future act, occurrence or omission. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

10.02 ASSIGNMENT. Neither party may assign its rights or delegate its duties under this Agreement, whether by assignment, further subcontract or other means. Any such attempted assignment or delegation shall be void and shall constitute a material breach of this Agreement.

10.03 SEVERABILITY. In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

10.04 ENTIRE AGREEMENT. This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement this 12th day of February, 2026.

APPROVED BY THE CITY OF ELLENSBURG

APPROVED BY KITTITAS VALLEY FIRE &  
RESCUE

\_\_\_\_\_  
Heidi Behrends Cerniwey, City Manager

\_\_\_\_\_  
Andrew Polak, Commissioner

ATTEST:

By: \_\_\_\_\_  
Beth Leader, City Clerk

\_\_\_\_\_  
Pat Clerf, Commissioner

APPROVED AS TO FORM:

\_\_\_\_\_  
Jerry Pettit, Commissioner

By: \_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Neil O'Neill, Commissioner

\_\_\_\_\_  
Scott Ciraulo, Commissioner

## Exhibit A - Scope of Work

### 1. Overview and Purpose.

With guidance from KVFR's staff regarding the specifics of work, Ellensburg shall assist KVFR's staff with IT services, including but not limited to, acquisition and configuration of personal computing, network, and server equipment, Microsoft licensing, and help desk support.

### 2. Description of Services

During regular business hours, 8:00 AM to 5:00 PM, Monday to Friday excluding Ellensburg recognized holidays, Ellensburg will provide:

- Based on Ellensburg's technology equipment maintenance plan, acquire and replace
  - Desktop, laptop, and tablet computers on a four-year cycle
  - Network and server equipment, if any, on a six-year cycle
- Microsoft Enterprise Agreement software licenses (Microsoft 365 and Windows, Teams, SharePoint, OneDrive, server operating system, SQL, Exchange, and client access licenses)
- Software updates for Microsoft Enterprise Agreement software, as evaluated and approved by Ellensburg
- Centrally managed antivirus, malware, and spam protection
- Backup and recovery of Ellensburg's file stores
- Public records request search of email
- On-site and virtual desktop support services for
  - KVFR desktops, laptops, tablets, network hardware, and servers (if any)
  - Software utilized on KVFR desktops, laptops, network hardware and servers (if any)
  - Email, voice, and data access
  - GIS data and mapping
  - Printer connectivity
  - WiFi door locks

Additional services may be requested and scheduled during normal business hours, as available, billed at a rate of \$35/hour.

Ellensburg may also provide IT support services for KVFR mission critical hardware and software outside of regular business hours, billed at a rate of \$65/hour.

Ellensburg is under no obligation to provide maintenance and support for any hardware that exceeds replacement life based on Ellensburg's maintenance plan.

KVFR will request support from Ellensburg by email to [help@ellensburgwa.gov](mailto:help@ellensburgwa.gov).

## Exhibit B – Cost Allocation and Description of Fees

The fee to KVFR for IT Services will be calculated based on the principles in the Ellensburg's Cost Allocation Policy and the Budgeting, Accounting, and Reporting System (BARS) manual published by the Washington State Auditor's Office (SAO). In addition, if activity for KVFR significantly exceeds the allocation amounts, additional charges will be negotiated between the IT Department and KVFR.

This includes the requirements of RCW 43.09.210. This RCW states in part,

*"All service rendered by, or property transferred from, one department,... institution, or public service industry to another, shall be paid/or at its true and full value by the department,... institution, or public service industry receiving the same, and no department,... institution, or public service industry shall benefit in any financial manner whatever by an appropriation or fund made for the support of another. "*

This statute is regularly summarized as the "beneficiary pays" principle.

The SAO requires the city to maintain a well-developed plan that includes relevant, up-to-date information about our administrative costs and how to distribute them. Additionally, SAO requires that the allocation factors must equitably allocate the costs based on the beneficiary pays principle.

In addition to the requirements for equitable and well documented allocation, the city endeavors to implement a cost allocation plan that creates predictable and steady allocations. Although the city cannot guarantee specific allocations in future years because future activity isn't certain, the allocation amount can be predictably estimated and presumed to follow the general proportional usage of IT Department services and the underlying changes to IT Department costs.

Cost allocation analysis will be completed every two years in preparation for the city's biennial budget development process. The analysis will establish the rates for the following two years. Allocation factors and their relative weights will be evaluated to ensure compliance with the city's cost allocation policy. Additional allocation factors may be identified to better assign the costs of the IT Department work to the beneficiary (KVFR).

The allocation factors are described as follows for each of the IT Department cost centers.

- **Administrative** – Services necessary for managing and maintaining the IT Department, including leadership and supervision, policy development, budget, utilities, space rental, risk management, and professional services.
- **Network** – Services necessary for providing networking, business continuity, disaster recovery, and security.

- **Desktop** – Services necessary for providing desktop support, including training and travel, vehicle, small tools and minor equipment, and supplies.
- **Enterprise** – Services necessary for providing communications, and enterprise software, e.g., Microsoft, financial, human resource, records management.
- **Business Analyst** – Services necessary for process improvement and application support.
- **GIS** – Services necessary for providing geo-special systems and support.

Allocation amounts are based on the cost to provide the cost center services, times the percentage of replacement cost of equipment used by KVFR, times a weight factor of the amount of the cost center services used by KVFR.

For example, if the cost of providing the Desktop cost center services is \$100,000, and KVFR uses 15% of the equipment on the Ellensburg maintenance plan, the cost center base would be \$15,000 (100,000 \* 0.15). If KVFR uses 80% of the services provided in the cost center, the allocation cost would be \$12,000 (15,000 \* 0.8).

Based on the current cost allocation analysis, 2026 KVFR costs will be.

<b>KVFR Annual Equipment Replacement Cost</b>				
Equipment	Qty	Cost		Total
Desktop	17	\$ 400	\$	6,800
Laptop	25	\$ 400	\$	10,000
Tablet	27	\$ 225	\$	6,075
Mini PC	1	\$ 300	\$	300
24" Monitor	23	\$ 55	\$	1,265
27" Monitor	0	\$ 88	\$	-
Server	3	\$ 2,000	\$	6,000
Switch	0	\$ 1,500	\$	-
KVFR Equipment Replacement Cost			\$	30,440
Ellensburg Equipment Replacement Cost			\$	247,828
KVFR % of Total Equipment Cost				10.94%

<b>KVFR Service Cost</b>				
Cost Center	Factor	IT Cost		KVFR Cost
	10.94%			
Administrative	5.47%	\$ 517,547	\$	28,307
Network	5.47%	\$ 303,680	\$	16,610
Desktop	10.94%	\$ 206,832	\$	22,626
Enterprise	2.73%	\$ 1,307,573	\$	35,759
Business Analysts	0.00%	\$ 312,275	\$	-
GIS	2.73%	\$ 522,346	\$	14,285
KVFR Service Cost			\$	117,587

## Exhibit C - Data Sharing Agreement

This Data Sharing Agreement (“DSA”) is entered into by and between City of Ellensburg (“Ellensburg”) and Kittitas Valley Fire and Rescue (“KVFR”), both of which are municipal corporations organized and existing under the State of Washington, each a “Party” or collectively “Parties,” pursuant to the authority granted by Revised Code of Washington (“RCW”) Chapter 39.34 RCW and 43.09 RCW.

### AGENCY PROVIDING DATA:

Agency Name: KVFR  
Contact Name: Roy Palmer  
Title: Interim Fire Chief  
Address: 400 E Mountain View, Ellensburg, WA 98926  
Phone: (509) 933-7235  
E-Mail: palmerr@kvfr.org

### AGENCY RECEIVING DATA:

Agency Name: City of Ellensburg  
Contact Name: Jim Goeben  
Title: IT Director  
Address: 501 North Anderson Street, Ellensburg, WA 98926  
Phone: (509) 925-8617  
E-Mail: goebenj@ellensburgwa.gov

### 1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for KVFR to exchange confidential information with Ellensburg. This DSA is entered into between Ellensburg and KVFR to ensure compliance with legal requirements and Executive Directives (Washington State Governor’s Executive Order 16-01, RCW 42.56, and Office of the Chief Information Officer (“OCIO”) policy 141.10) in the handling of information considered confidential.

### 2. DEFINITIONS

“Confidential Data” means any (i) nonpublic information or Data designated as confidential; (ii) any information or Data, given the nature of the information, Data, or circumstances surrounding disclosure, should reasonably be understood to be confidential; or (iii) any information not subject to or exempted from disclosure under the Washington State Public Records Act pursuant to 42.56 RCW.

“Data” means any digital representation of information, knowledge, facts, concepts, data programs, or instructions that are being prepared or have been prepared in a formalized

manner and are intended for use in a data network, data program, data services, or data system.

“Data Access” refers to rights granted to Ellensburg employees to access KVFR Data stored on Ellensburg systems/networks; directly connect to KVFR systems, networks and/or applications; combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the Data between systems, networks and/or employee workstations.

“Data Storage” refers to the place Data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or Ellensburg managed systems or OCIO or Washington State approved services.

“Data Encryption” refers to enciphering Data with a National Institute of Standards and Technology (“NIST”)-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders Data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

### 3. PERIOD OF AGREEMENT

The term of this DSA shall coincide with the Sharing IT Services Interlocal Cooperative Agreement.

### 4. JUSTIFICATION FOR DATA SHARING

Ellensburg and KVFR arranged for Ellensburg’s IT Department to provide Sharing IT Services (“Services”) to KVFR as defined in Exhibit A of the Interlocal Agreement dated January 5, 2026. In the performance of the Services, KVFR will share data with Ellensburg.

### 5. DESCRIPTION OF DATA TO BE SHARED

The Data to be shared includes information and Data related to conducting business and those stored in systems and passing through networks identified in Exhibit A.

### 6. DATA ACCESS

For Ellensburg to provide IT Services identified in Exhibit A to KVFR, Ellensburg IT Department staff will have direct access to KVFR data stored on or passing through Ellensburg’s network and systems, or network or systems managed by Ellensburg. Ellensburg shall restrict and limit access to KVFR’s Data and system only to those employees who require access in support of the Services. Ellensburg shall immediately notify KVFR in writing when access is no longer needed.

If desired, with Ellensburg's express written permission, Ellensburg may provide direct, access into its network or system for the express and limited purpose of accessing Ellensburg's systems necessary to perform the Services. KVFR shall restrict and limit access to Ellensburg's system only to those employees who require access in support of the Services. KVFR shall immediately notify Ellensburg in writing when access is no longer needed.

#### 7. DATA TRANSMISSION

Transmission of Data between KVFR and Ellensburg outside of Ellensburg's network or managed systems will use a secure and encrypted NIST approved, method that is commensurate to the sensitivity of the Data being transmitted.

#### 8. DATA STORAGE AND HANDLING REQUIREMENTS

KVFR shall clearly identify all Confidential Data and store it in a secure and compartmentalized location with access limited to the least number of Ellensburg employees and only those employees who reasonably and necessarily require access specifically to perform their obligations pursuant to this DSA.

#### 9. INTENDED USE OF DATA

Ellensburg will access KVFR Data in support of their Services and responsibilities described in Exhibit A of the Interlocal Agreement.

#### 10. CONSTRAINTS ON USE OF DATA

Ellensburg agrees and warrants that it will strictly limit use of information obtained under this DSA to the purpose of carrying out the Services described in Exhibit A of the Interlocal Agreement.

#### 11. SECURITY OF DATA

Ellensburg shall exercise the highest duty of care and take all such actions as are reasonably necessary and appropriate to preserve and protect KVFR's Data from unauthorized physical and electronic access, incursion, or loss. Ellensburg complies with the requirements of WaTech Policy and Standards for data security and access controls to ensure the confidentiality, and integrity of all data shared. Ellensburg and its employees who require access to KVFR's Data shall not disclose, use, sell, transmit, inform, or make available to any entity, person, or body any of KVFR's Data, nor shall it copy, photograph, or otherwise reproduce any of KVFR's Data, except as a necessary part of performing its obligations pursuant to this DSA, or as otherwise required by law.

## 12. NON-DISCLOSURE OF DATA

Ellensburg employees shall not disclose, in whole or in part, KVFR Data to any individual or agency, unless this DSA specifically authorizes the disclosure. Data may be disclosed only to persons and entities that have the need to use the Data to achieve the stated purposes of this DSA. In the event of a public disclosure request for the KVFR's Data, Ellensburg will notify the requestor to contact KVFR and timely notify the KVFR in writing to [records@kvfr.org](mailto:records@kvfr.org). Further restrictions include:

- a) Ellensburg shall not access or use KVFR's information or Data for any commercial or personal purpose.
- b) Any exceptions to these limitations must be approved in writing by KVFR.
- c) Ellensburg shall ensure that all staff and employees with access to the Data described in this DSA are aware of the use and disclosure requirements of this DSA and shall advise new staff and employees of the provisions of this DSA.

## 13. DATA DISPOSAL

Upon request by Ellensburg or KVFR, or at the end of the DSA term, or when no longer needed, copies of Confidential Information/Data must be returned or destroyed, except as required to be maintained for compliance or accounting purposes.

## 14. INCIDENT NOTIFICATION AND RESPONSE

The compromise of Confidential Information or reasonable belief that confidential information has been acquired and/or accessed by an unauthorized person that may be a breach that requires timely notice to affected individuals under RCW 42.56.590 or any other applicable breach notification law or rule must be reported to the KVFR contact.

If Ellensburg does not have full details about the incident, it will report what information it has and provide full details within 15 business days of discovery. To the extent possible, these initial reports must include at least: A. The nature of the unauthorized use or disclosure, including a brief description of what happened, the date of the event(s), and the date of discovery; B. A description of the types of information involved; C. The investigative and remedial actions Ellensburg took or will take to prevent and mitigate harmful effects and protect against recurrence; D. Any details necessary for a determination of whether the incident is a breach that requires notification under RCW 42.56.590, or any other applicable breach notification law or rule. E. Any other information KVFR or Ellensburg reasonably requests.

## 15. OVERSIGHT

KVFR and Ellensburg shall have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this DSA to assure compliance.

16. TERMINATION

The term of this DSA shall coincide with the Sharing IT Services Interlocal Cooperative Agreement. However, once Data is accessed by Ellensburg or any Ellensburg staff or employees, this DSA is binding as to the confidentiality, use, and disposition of all Data received as a result of access, unless amended in writing by the mutual agreement of both parties.

17. AWARENESS AND TRAINING

Ellensburg and KVFR shall ensure that all staff with access to the data shared through this DSA are aware of the use and disclosure requirements of applicable WaTech Policy and Standards and RCW 42.56.590. Ellensburg will comply with all state requirements and training regarding handling, storage, and transmission of confidential data.

18. DISPUTE RESOLUTION

This DSA has and shall be constructed as having been made and delivered in the State of Washington and the laws of the State of Washington shall be applicable to its construction and enforcement. In the event a dispute arises between the parties concerning any matter involving this DSA, the parties shall first meet and confer in an attempt to resolve their dispute informally. If the parties cannot agree on a resolution, any judicial proceeding between the parties needed to enforce any provision of this DSA shall be brought solely in a court of competent jurisdiction in Kittitas County, Washington.

19. GOVERNANCE

- a) The provisions of this DSA are severable. If any provision of this DSA is held invalid by any court that invalidity shall not affect the other provisions of this DSA, and the invalid provision shall be considered modified to conform to the existing law.
- b) In the event of a lawsuit involving this DSA, venue shall be proper only in Kittitas County, Washington.

20. AMENDMENTS/MODIFICATIONS

No Provision of this DSA may be amended or modified except by written agreement signed by the Parties.



Meeting Date: February 2, 2026  
**City of Ellensburg**  
**City Council Agenda Report**

**Agenda Subject:** Consider Affordable Housing Funding Application from Habitat for Humanity - Willow Street Project (Public Comment Opportunity)  
**Submitted by:** Lily Frey, Housing Program Manager  
**Department:** Community Development

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**Suggested Motion/Action:**

Authorize the Mayor to sign the letter of intent and direct staff to develop affordable housing agreement for the Willow Street Project.

**Background/Summary:**

The City of Ellensburg has had an open process for review of affordable housing project applications since 2020. In March 2025, the City issued a Notice of Funding Availability (NOFA) summarizing resources available for capital projects and housing services in 2025. On November 18, 2025, Habitat for Humanity Seattle - King and Kittitas Counties (SKKC) submitted an application for funding in the amount of \$1,100,000 to construct three new dwelling units on a currently vacant lot at 510 S Willow Street.

On January 7, 2026, the Affordable Housing Commission considered the funding application and recommended that Council fully fund the proposed project with a 3-2 vote. The commission discussed the value of homeownership projects and availability of funding, as well as the project's cost per unit and per square foot and opportunities for combining City funding with other funding sources which would delay the project.

**Previous Council Action:**

None on this proposal.

**Analysis:**

Habitat Willow Street new homeownership project details:

Total project budget	\$1,775,300
Total units planned	3 units (all two-bedroom)
City funds requested	\$1,100,000
City funds/unit	\$366,667
Approximate total cost/unit	\$591,767
Approximate total cost/square foot	\$627
Target completion date	August 2027

This project meets the minimum requirements for housing and related services funding under RCW 82.14.530, specifically planning to serve households with incomes up to 60% of the

area median and with all units planned for veterans, one of the eligible populations.

The Affordable Housing Commission recommended (3-2) that Council fully fund the project as proposed to meet community housing needs. If approved, staff will coordinate with the applicant and legal counsel to develop an affordable housing agreement to ensure the project proceeds in line with City interests and complies with applicable state and local laws and requirements.

**Financial Impact:**

The total financial impact to the City would be up to \$1,100,000 when fully reimbursed with funds distributed as determined in a future agreement.

As of the end of December 2025, the available fund balance was about \$2,800,000. The estimated annual sales tax revenue is about \$805,000, approximately \$725,000 of which can be allocated annually after reserves and administrative costs.

Budget Adjustment: Yes

**Attachments:**

1. HFHSKKC\_Award\_Letter\_Willowdraft DC Edits
2. Willow St Project Summary
3. City of Ellensburg - Willow Street Application
4. HFHSKKC - Willow St\_application responses
5. 251028\_HAB\_Willow Street Drawings
6. Ellensburg Sharp MFP\_20250829\_131226



**501 North Anderson Street  
Ellensburg, Washington 98926**  
Phone: (509) 962-7221 | Fax: (509) 962-7143

February 2, 2026

Liz Beebe  
Habitat for Humanity Seattle-King & Kittitas Counties  
560 Naches Ave SW Suite 200  
Renton, WA 98057

**RE: Award Letter and Funding Conditions for Affordable Housing Funds - Willow Street Project**

Dear Ms. Beebe:

Congratulations! Your application for up to \$1,100,000 from the City of Ellensburg's Affordable Housing Fund for the Willow Street Project has been conditionally approved by Ellensburg City Council. This amount is subject to change based on final project costs. If there are decreases in development costs, the City explicitly reserves the right to decrease the final subsidy award to the minimum level needed.

This award is conditional and is not a guarantee of funds. This letter provides an overview of City conditions and some details you can expect in the contractual agreement. Upon issuance of this letter, the City will initiate contract negotiations to make funds available for your project.

This letter does not cover all local requirements or all the terms that will be included in loan documents including legal rights and obligations.

Please read this letter carefully and return a signed copy of the Acknowledgement of Funding Conditions at the bottom to the City of Ellensburg Community Development Department.

The City's reservation of funds is based upon representations made in your application. Changes to those representations must be reported as specified in the Funding Conditions and approved by Community Development in writing. Unreported changes may result in a delay and/or a loss of City funding. These requirements are designed to ensure productive communication between the applicant and the City regarding project status prior to City funding.

**FUNDING CONDITIONS**

The City of Ellensburg will initiate contract negotiations after receipt of the signed Acknowledgement of Funding Conditions. The City requires that the contract stipulate:

1. All funds will be paid through reimbursements documented through invoices.
2. Use of the funds is restricted to construction of housing for households whose income is at or below 60% of the area median income for Kittitas County and who are in the population categories specified in RCW 82.14.530. The contract will be consistent with these provisions and the requirements of the Ellensburg Affordable Housing program.

3. Reimbursements for development fees will be linked to project milestones (permits issued, certification of occupancy, or other negotiated milestones).
4. The contract term will be consistent with the development timeline. Any extension of the timeline is subject to City approval.
5. In addition to the overall project completion term, the contract will also include a schedule of performance that will include but not be limited to submitting a finance plan (pro forma), obtaining civil permits, commencing construction, completing construction, and conveyance to eligible buyer households.
6. The budget and scope of work will be based on the applications submitted.
7. Applicant shall submit a written status report when changes to the project cause the proposal to differ from the application or previous status reports. Reports must explain any problems, or needed modifications, and propose a plan for addressing them. Modifications may require a mutually agreed-upon amendment of the contract documents.
8. Contract terms must be agreed to by May 30, 2026 or the City of Ellensburg reserves the right to withdraw this award.

Please notify the Community Development Department as you reach each funding and other milestones or encounter challenges. The City anticipates reserving this funding for the time period specified in your application (through August 2027) conditioned upon the contractual schedule of performance being met.

Thank you for your commitment to make the City of Ellensburg more affordable for everyone in our community!

Sincerely,

Rich Elliott, City of Ellensburg Mayor

**Acknowledgement of Funding Conditions**

I acknowledge that I have read and understand the above funding conditions.

**ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL**

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

# Willow Street

*Permanently Affordable Homeownership in Ellensburg WA*



*Figure 1. Rendering of Proposed Development by Manastash Architecture*

## Project Summary

Habitat for Humanity Seattle-King & Kittitas County (Habitat SKKC) is building Willow Street Affordable Homes, a new 3-unit development in Ellensburg. These homes will be permanently affordable to income-qualified individuals and families at or below 60% AMI. We acquired the property in August 2025 and plan to complete and sell the homes by Summer 2027.

Willow Street will feature 3 permanently affordable 2-bedroom homes. Each home will be approximately 944 square ft with one parking spot each. It is centrally located in Ellensburg at 510 S. Willow St, across the street from Mountain View Park and St. Andrew's Church.

## Home Sale Restrictions

In accordance with funding requirements, three units will be restricted to buyers earning less than 60 percent of the Area Median Income. These homes will be affirmatively marketed to veterans through our existing relationship with Kittitas County Veterans Services and the relationship we have established with Veterans of Foreign Wars Post 683. We will also seek homebuyers who fall into other categories, including those at risk of homelessness, seniors, people with special needs, and survivors of domestic violence.

To ensure long-term affordability and community benefit, the units will be placed in a land trust stewarded by HFH SKKC and maintained as affordable housing for a minimum of 99 years. HFH SKKC will also oversee the resale of the restricted homes to ensure ongoing compliance with affordability requirements.

## Project Budget

**Total Developments Costs:** \$1,775,300

### Pending Funding Requests

- City of Ellensburg \$1,100,000
- SHOP \$75,000

**Mortgage (60% AMI):** \$600,300

Average mortgage per unit: \$200,100

## Project Timeline

<b>Site Control</b>	August 2025
<b>Design/Permitting</b>	May 2026
<b>Begin Construction</b>	July 2026 (if fully funded)
<b>Certificate of Occupancy</b>	August 2027

We acquired the property in August 2025 and expect final permits by May 2026. If fully funded, construction will begin in May of 2026 and we will start selling the homes in August of 2027.

## Anticipated Project Outcomes

Rent increases have impacted households earning below 80% AMI across Kittitas County, with vulnerable populations facing the greatest impacts. A 2022 report published by the Kittitas County Public Health Department revealed that 19% of all households in Kittitas County face severe cost burden (Community Health Assessment). Since 2020, rent in Kittitas County has risen by 50% (Rentdata.org, Kittitas County Fair Market Rent, 2020 and 2025). Meanwhile, the state minimum wage has only increased 24% (Washington State Department of Labor and Industries, History of Washington State's Minimum Wage). The consequences of these increases are overcrowding, cost burden, and even homelessness. HFH SKKC's solution is to provide permanently affordable homes to income-qualified homebuyers. These two-bedroom homes will accommodate households of three or more members, stabilizing them from the risk of displacement and freeing up rental space for overcrowded, cost-burdened, and housing insecure households in the City of Ellensburg.

## Conclusion

We are deeply grateful for the City of Ellensburg's support of Habitat for Humanity SKKC's permanent affordable homeownership projects. The Willow Street development represents another strategic investment in Ellensburg, and your partnership enables us to sustain our development momentum in Kittitas County - expanding access to safe, affordable housing for as many local community members as possible.



# AFFORDABLE HOUSING APPLICATION

FOR CITY SALES TAX FUNDING OR PROPERTY CONTRIBUTION

## APPLICATION COVER SHEET

### Application Instructions

A complete application must include a signed application and the following attachments:

1. Documentation of site control (i.e. fee simple title, valid lease agreement, contract for the purchase and sale of property), not necessary if your application is limited to one of the city-owned properties
2. Completed City of Ellensburg [Pre-Funding Submittal Meeting Application](#)
3. Documentation to support collaboration
4. Project site/development plan

Incomplete applications will not be considered. Missing or incomplete information will result in a forfeiture of application. Do not include any information beyond what is requested in the application. Please note, all funding applications are public record.

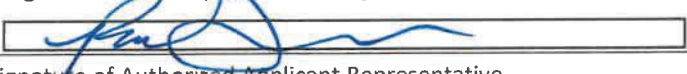
### Questions

- Questions on land use regulations and building codes, please contact the Community Development Department at 509-962-7231
- Questions on affordable housing funding, please contact Lily Frey at 509 962-7270 or [freyl@ci.ellensburg.wa.us](mailto:freyl@ci.ellensburg.wa.us).

**CERTIFICATION and AUTHORIZED SIGNATURE:** To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. I understand that any false information or omission may disqualify my organization from further consideration for City assistance. I authorize the investigation of any or all statements contained in this application and any other information pertinent to this application and my organization and its employees and board members.

The signatory possesses the legal authority to apply for and receive City of Ellensburg assistance, and the person signing the application has the proper authority from the governing body of the organization. The applicant understands the City will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the City and applications are public record.

The applicant agrees that if this project is allocated City funding or property, the applicant will enter into a contract with the City of Ellensburg and will be required to submit annual reports attesting to compliance with the agreed upon retention of affordability and residents of housing developments funded through the City's local housing fund or constructed on property contributed by the City. The applicant further agrees that if this project is allocated City funding or property, it will comply with all federal, state, and local statutes, regulations, policies, and requirements applicable to City assistance. If the awarded project does not show substantial progress within two years of funding award the funds will revert back to the City's affordable housing program for reallocation.

	11/18/2025
Signature of Authorized Applicant Representative	Date
Patrick Sullivan	COO
Name of Authorized Applicant Representative (Please Print or Type)	Title (Please Print or Type)

# 1. PROJECT DESCRIPTION AND ELIGIBILITY

**A. Project Name:**

Agency Name:

Contact Person:

Mailing Address:

City, State, Zip:

Phone:

Email:

Federal Tax ID:

Unified Business Identifier (UBI):

## B. Project Location

Primary Street Address:

City, State, Zip:

Tax Parcel ID#:

## C. Project Activity (check all that apply)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Acquisition    | <input type="checkbox"/> Demolition/Redevelopment | <input checked="" type="checkbox"/> New Construction |
| <input type="checkbox"/> Adaptive Reuse | <input type="checkbox"/> Rehabilitation           | <input type="checkbox"/> Other                       |

If you checked Other above, please explain:

## D. Type of organization or company

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Nonprofit organization 501(c)(3) | <input type="checkbox"/> Public organization         |
| <input type="checkbox"/> For profit organization                     | <input type="checkbox"/> Other: <input type="text"/> |

## E. Has this organization/developer previously received funding from the City of Ellensburg?

Yes     No    If yes, please indicate funding source

**F. City Assistance Request.** Please indicate City sales tax funding request and/or property contribution parcel number. *If you are not applying for sales tax funding or property contribution, please indicate N/A.*

Sales tax funding request:  Total project budget:

City property contribution:   
(Parcel Number)

**G. Project Summary.** Briefly summarize your proposed project in a couple of paragraphs; include a general statement of the project’s overall purpose, scope, and intent. (300 words or less)

Habitat for Humanity Seattle-King and Kittitas Counties (HFHSKCC) plans to construct three (3) three-bedroom homes at 510 S Willow St. Each home will be 944 square feet and have one parking spot. Homes are located within a convenient distance to schools, grocery stores, and employers, accessible by public transportation or by foot/wheelchair.

These homes are intended for households living in the City of Ellensburg who have an income at or below 60% of the Area Median Income (AMI). We plan to affirmatively market the units to veterans through our existing relationship with Kittitas County Veterans Services and the relationship we have established with Veterans of Foreign Wars Post 683. This population will be our primary focus. However, we will also seek homebuyers who fall into other categories, including individuals and families at risk of becoming homeless, seniors, people with disabilities, people with behavioral health disabilities, and/or survivors of domestic violence.

Rent increases have impacted households earning below 80% AMI across Kittitas County, with vulnerable populations facing the greatest impacts. A 2022 report published by the Kittitas County Public Health Department revealed that 19% of all households in Kittitas County face severe cost burden (Community Health Assessment). Since 2020, rent in Kittitas County has risen by 50% (Rentdata.org, Kittitas County Fair Market Rent, 2020 and 2025). Meanwhile, the state minimum wage has only increased 24% (Washington State Department of Labor and Industries, History of Washington State’s Minimum Wage). The consequences of these increases are overcrowding, cost burden, and even homelessness. HFHSKCC’s solution is to provide permanently affordable homes to income-qualified homebuyers. These three-bedroom homes will accommodate households of 4+ members, offsetting the displacement of roughly twelve people and freeing up rental space for overcrowded, cost-burdened, and housing insecure households in the City of Ellensburg.

**H. Populations to be served.** Please select the primary target population and household income for each unit or group of units requested to be funded by City sales tax and/or to be developed on a City-owned property. If a unit has the potential to be targeted to more than one population group listed, please select “multiple population groups” and describe in the notes field provided below.

*PLEASE NOTE: Development proposals that serve households earning greater than 60% of AMI and no identified population group are only eligible for City assistance in the form of city-owned property contributions.*

% of Area Median Income	Population group	Qty.	Unit type	Tenant monthly rent/mortgage
60%	Multiple population groups	3	3 Bedroom	
80% Above 60%	None identified		3 Bedroom 4+ Bedroom	
80% Above 60%	None identified		3 Bedroom 4+ Bedroom	
80% Above 60%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
80% Above 60%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
80% Above 60%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
80% Above 60%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
80% Above 60%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
<b>Total</b>				

**If applicable, multiple population group notes**

We will affirmatively market these units to veterans, families at risk of becoming homeless, seniors, people with disabilities, people with behavioral health disabilities, and/or survivors of domestic violence. We estimate the monthly housing cost for home buyers to be roughly \$1885, with \$1445 going toward principle/interest and the additional \$400 covering taxes, insurance, and HOA dues.

**I. Summary of all housing units.** Please include ALL housing units in the project. Projects proposed for City-owned property may be eligible for households earning 80% or below Area Median Income. Projects proposed for City funding must serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

If applicant is applying for City funding for a mixed-income development the funding request must be proportional to the number of units that will serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

Area Median Income	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom	Total Units
At or below 30%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
40%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
50%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
60%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>
70%*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
80%*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Above 80%**	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b># of ADA Compliant Units</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Average Square feet</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Not eligible for City funding.

\*\*Not eligible for City-owned property contribution or City funding.

## 2. COMMUNITY IMPACT

**A. Community impacts.** The following targets have been identified as having a tangible benefit for intended residents. Please check all that apply to the proposed project location.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Within ½ mile of public transit stop     | <input type="checkbox"/> Within ½ mile of senior center                 |
| <input checked="" type="checkbox"/> Within ½ mile of park or recreation area | <input type="checkbox"/> Within ½ mile of grocery store with fresh food |
| <input checked="" type="checkbox"/> Within ½ mile of public school           | <input checked="" type="checkbox"/> Within ½ mile of medical services   |
| <input type="checkbox"/> Other _____   |   |

**B. Housing needs and financial stability.** Please describe how this project will address housing needs in Ellensburg including opportunities for beneficiaries to build financial stability. (200 words or less)

According to the Kittitas County Comprehensive Plan, it is estimated that the county will need to construct close to 10,000 new homes in the next 20 years to keep up with demand. To achieve this housing goal, roughly 430 housing units will need to be developed each year. Further, with a poverty rate of 11%, exceeding that of both King County and Washington State, a large percentage of the housing units needed must be affordable housing (US Census).

The cost of housing is the most significant barrier in Kittitas meeting their housing production goal. According to Zillow's Home Values Index, the median price of a home in Ellensburg is \$450,885. Homes near this price point are entirely out of reach for most households. To meet the housing needs of those excluded from traditional homeownership, HFHSKCC has been intensifying our homebuilding efforts. The homes we build provide households with predictable payments, which is a profound gain for community members that have witnessed skyrocketing rent over the years. The stabilization of housing costs allows families to build savings, contribute to community resilience, and – most importantly – plan for their futures with confidence.

**C. Sense of place and community.** Please describe how the proposed project will promote a sense of place and community for intended residents and the greater Ellensburg community. (100 words or less)

Homeowners invest in their homes and communities in a way that renters cannot. Knowing that they will not be compelled to relocate due to unforeseen cost increases allows homeowners to recognize themselves as part of the community. Consequently, they devote more time and resources to community improvement and connect more with neighbors. These connections become networks, which improve community resilience.

At HFHSKCC we start the community-building process early. Since we rely on volunteer support, HFHSKCC homes are the manifestation of neighborly collaboration. These homes bring together people of all ages and backgrounds for a shared purpose: service to their community.

**D. Other community impacts.** Please describe other tangible benefits the project will have for the intended beneficiaries as well as the greater Ellensburg community. (200 words or less)

Benefits from our Willow St development extend to:

1. The Ellensburg economy: Stable residency allows residents to remain at their job and enjoy a greater capacity for their work. They are also more likely to have expendable income and to spend it in the local economy. These spending habits will support small businesses, allowing them to retain their full staff year-round.
2. Health outcomes. Eliminating the stress from rent fluctuations and regular moves improves physical and mental health outcomes, which in turn improves the function and wellbeing of the wider community. A healthier community equates to less criminal activity, greater rates of graduation, and improved cohesion
3. Housing availability: By providing permanently affordable housing, HFHSKCC homes, including our Willow St development, will free up affordable and market rate rentals, thereby reducing demand and lowering rates. While affordable rentals may remain so for 25 – 50 years, our Willow St homes will remain affordable indefinitely. These homes will bring the City of Ellensburg a few steps closer to the 333 new units needed each year (Katauskas, 2022, Association of Washington Cities).

### 3. RETENTION OF AFFORDABILITY

**A. Please indicate how this project will help to retain affordable housing units in the community.** Please note a *minimum* 25-year period of affordability will be required for any housing projects receiving City funding or *minimum* 40-year period of affordability for property contribution. (200 words or less)

HFHKKC units remain affordable indefinitely. The initial sales price is set at the total development cost less public subsidies. The availability of public subsidies varies based on the specific location of the development, with some subsidies covering over half the total development cost. These homes are sold to community members with household incomes at or below 80% AMI (though purchase of our Willow St units will be limited to households earning at or below 60% AMI).

When purchasing a HFHKKC unit, homebuyers must sign a restrictive covenant or land lease. This contract ensures affordability by bequeathing the unit to the homebuyer while retaining for HFHKKC the land on which the unit is located; guaranteeing HFHKKC the right of first repurchase upon resale by the homebuyer; capping the appreciation of the home at 1.5%, compounded annually; and limiting any and all resales to income qualifying households. These contracts are active for 99 years after which they may be renewed by homebuyers or their descendants. Additionally, for both original purchases and resales, HFHKKC partners with organizations that provide down payment assistance, further reducing the cost of buying a home.

**B. Describe how you plan to monitor and report on affordability requirements.** (200 words or less)

To assess whether households meet the 60% AMI limit, HFHKKC determines the total number of household members who would be living in the home and the income of all household members 18 years of age or older. Further, we take into consideration debt and assets as well as whether the applicants are first time homebuyers.

When homebuyers purchase the home, we monitor compliance with our primary residency requirement, restrictions on the use of the unit as a business, and their involvement with the HOA/COA in the following ways:

- We distribute an annual primary residency form that homeowners sign and return to us to ensure owner-occupancy. If we do not receive a form, we follow up to confirm in alternative ways, such as confirming if the tax bill goes to the homeowner.
- Partnering banks alert us of any address changes, which would indicate a violation of residency requirements. We are also alerted if homeowners are behind on payments, behind on their escrow account, or have lapsed insurance.
- We maintain constant communication with the Property Managers, who alert us to any suspicious activity. They alert us of residency use, mailing address changes, and if homeowners are late in paying their HOA/COA dues.

## 4. PROPERTY MANAGEMENT AND DEVELOPMENT

### A. Architect (if known)

Firm Name	Marc Brown Architecture & Design
Contact Person and Title	Marc Brown, Principal Architect
Phone	(206) 240-4580
Email	marc@mapd.co

### B. General Contractor (if known)

Firm Name	Habitat for Humanity Seattle-King and Kittitas Counties
Contact Person and Title	John Gillilan
Phone	(206) 855-5083
Email	john.gillilan@habitatskc.org

### C. Property Management Firm (as applicable)

Firm Name	N/A
Contact Person and Title	N/A
Phone	N/A
Email	N/A

## 5. PROPERTY MANAGEMENT AND DEVELOPMENT TEAM EXPERIENCE

**A. Project Applicant/Developer Experience.** For completed projects, list only projects completed in the last five years. For pipeline projects, list projects for which you plan to seek funding in the next 12 months or have received at least one funding commitment.

Projects Completed							
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date development activities began	Placed in service date	Type of financing
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	17	7/10/23	5/14/25	Grants, Loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Ellensburg	12	8/24/25	9/1/25	Grants, Loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	3	4/29/24	3/6/25	Grants, Loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	1	8/6/24	4/25/25	Grants, Loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	12	5/17/21	7/31/24	Grants, Loans

Project Pipeline						
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date development activities began	Type of financing
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	30	9/15/25	Grants, Construction loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	22	11/18/25	Grants, Construction loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Cle Elum	13	3/31/26	Grants, Construction loans

**B. Project Property Management Firm Experience.** Please list up to 10 similar projects that your organization, or your selected Property Management firm, has managed or currently manages.

Project	City and State	# Units	Population Served	Effective date of management contract	End date (current if still managing)

## 6. LEVERAGE AND COLLABORATION

**A. Financing Sources.** Please complete all information applicable to your project. Include all financing term assumptions even if they are funder's standard terms. Include funds contributed by applicant through initial start-up capital or expected applicant contribution.

Name	Type	Proposed Amount	Committed Amount	Date Applied	(Projected) award date	Grant/loan	Term	Payment structure
City of Ellensburg	Bank City funds City property County	\$1,100,000	N/A	11/18/2025	TBD	Grant	25	
Mortgage Revenue	Applicant Bank City funds City property	\$675,300	N/A	N/A	At time of sales	N/A	N/A	N/A
	Applicant Bank City funds City property			N/A				
	State Federal Fannie/Freddy/Sallie Mortgage Insurance							
<b>TOTAL</b>		<b>1,775,300</b>						
<b>CITY FUNDS REQUESTED</b>		<b>1,775,300</b>						

**B. Please describe how the City funds/property contribution requested will be leveraged. What other funds are expected, how will the city funds/property contribution be used to leverage other funds?**

We are applying for a sizable contribution from the City of Ellensburg. We purchased this property in Summer 2026 as part of our ongoing commitment to expanding our footprint in Kittitas County. The City of Ellensburg has the opportunity to be our lead contributor, allowing this project to get underway as soon as July 2026, with homes completing August 2027. If the City of Ellensburg chooses to support the project below \$1.1MM, we will pursue additional funding options. Due to award cycles and fund availability, this will delay project start by at least an additional 12-18 months. For reference, at our Stuart Meadows project, also in Ellensburg, we leveraged USDA, SHOP and Housing Trust Fund dollars (in addition to City Funding). We no longer have access to USDA funding, SHOP funding would not exceed \$75,000, and HTF would not be awarded until January 2027, thereby delaying our ability to start this project in the near future.

**C. Please describe active partnerships, collaboration and/or in-kind contributions and/or volunteers/pro-bono services that support project development. Examples might include membership on advisory groups, in-kind, volunteer time or financial contributions, sharing data or best practices, and/or soliciting input from community partners. Please focus your narrative on contributions to the proposed project, not for the agency in general.**

HFHSKCC's Willow St project will be a volunteer build. This means that we will host groups of volunteers who come from the Ellensburg community, specific groups, or corporations. These volunteers work under the direction of HFHSKCC site staff and contractors to complete basic construction tasks, such as painting, siding and flooring installation, and other volunteer-friendly tasks.

We will partner with Kittitas County Veterans Services and Veterans of Foreign Wars Post 683 as well as other Kittitas-based organizations, such as HopeSource. Area partners affirmatively market our units to underserved populations, such as veterans. In turn, we offer our homebuyers the opportunity to complete volunteer hours with a partnering organization if they do not feel comfortable or able to volunteer on a construction site.

For our Stuart Meadows development, we have received generous donations from the community and corporations. Donations include laptops, books, coffee, and handmade quilts. These donations are evidence of community support and provide homeowners with a touching inauguration into the neighborhood.

## 7. PROJECT SCHEDULE AND BUDGET

**A. Project Schedule.** Provide date completed and status information for the following project tasks. If a task does not apply to your project, enter N/A. To add additional tasks, insert additional lines as needed. For each new task you enter in this form, also enter the appropriate category in the "Category" column. For tasks that require additional details, please enter the details only in the "Notes/Status" Column.

Category	Tasks	Date completed or expected completion	Notes/Status
Site Control	Purchase and Sale Agreement/Option	Summer 2025	Complete
Site Control	Closing	08/29/2025	Complete
Feasibility/Due Diligence	SEPA	N/A	N/A
Financing	Appraisal	7/11/25	Complete
Financing	Financial underwriting	TBD	In Progress
Financing	Application(s) for other funding source(s)	TBD	As needed - will secure bank financing 03/2026
Design/Permitting	Preliminary drawings completed	2/27/26	
Design/Permitting	Site plan approval	3/31/26	
Design/Permitting	Building/civil permit submitted	4/1/26	
Design/Permitting	Building/civil permits issued	5/4/26	
Design/Permitting	Other agency permits issued	N/A	
Construction	Selection of general contractor	N/A	
Construction	Begin construction	7/1/26	
Construction	Issued certificate of occupancy	8/31/27	
Occupancy	Selection of management firm	N/A	
Occupancy	Begin leasing	N/A	

**B. Project Budget.** Amounts in the total project cost must be accounted for in full by assigning them to funding sources as appropriate. Do not combine funding sources in a column. All residential development costs should be included in this budget.

	\$ amount	% of total project cost	City funds	Applicant funds	Bank funds	Other funds
<b>Cost Category</b>						
<b>Acquisition Costs</b> (existing structures, land, closing costs, etc.)	\$190,000	11%				
<b>Construction Costs</b> (demo, new, rehab, overhead/profit, site work, infrastructure costs, etc.)	\$1,350,300	76%				
<b>Soft Costs</b> (appraisal, legal, tech. experts, enviro. studies, project management, other consultant)	\$145,000	8%				
<b>Other Development Costs</b> (permits, utility hook-ups, etc.)	\$75,000	4%				
<b>Financing Costs</b> (loans, legal fees, etc.)	\$15,000	1%				
<b>Operational or Reserve Costs</b>	0	0				
<b>Total Project Cost</b>	\$1,775,300	99.99%				

**C. Budget Narrative.** As necessary, include budget narrative to support and/or supplement the information included in the budget tables above (100 words or less)

Total construction costs for Willow Street will be \$1,775,300. With City of Ellensburg's support, we will be able to begin construction as soon as July 2026, with approximately a one-year construction period.

**8. ATTACHMENTS TO APPLICATION**

- Documentation of site control (not necessary if project proposal is limited to city-owned property)
- Completed City of Ellensburg [Pre-Funding Submittal Meeting Application](#)
- Documentation to support collaboration
- Project site/development plan



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we build **strength, stability** and **self-reliance through shelter**

### Willow Street Application | Application Follow-Up Responses

1. **If the project were fully funded, what factors could delay the completion beyond the proposed schedule?**

If the project were fully funded, we do not anticipate any additional factors that would materially delay the proposed schedule.

2. **If the project were partially funded, when would you expect to establish the completion date and when are the earliest and latest potential completion dates?**

If the City of Ellensburg is unable to fully fund the project, we would need to pursue alternative financing sources to complete the capital stack. The most viable supplemental sources include the Housing Trust Fund (HTF) and the CHIP program; however, both require waiting until the Fall 2026 application cycle, with awards anticipated between December 2026 and January 2027.

Because we do not initiate construction until full project funding is secured, the start of construction would be deferred until additional funds are awarded. Moreover, due to the seasonal limitations associated with civil work during Ellensburg's winter months, construction commencement would likely be delayed until Spring 2027. As a result, the overall project timeline would be extended by a minimum of 12 months from our current projection.

3. **How did you estimate the overall costs per unit and what factors drive the cost per unit?**

We estimated the total development cost for our Willow St units based on the total development cost of Stuart Meadows, which we calculated based on the cost of materials, soft costs, salaries, and then added inflation. We then divided this total by three to determine the per-unit cost.

At Stuart Meadows, the average development cost for Phases 1 and 2 was approximately **\$609,000** per unit. Applying updated cost assumptions and current market conditions, we estimate that the Willow Street units will cost approximately **\$591,000 per unit** to construct.

4. **Do you plan to apply for any additional funding fee waivers/exemptions for this project? (e.g. traffic impact fee exemption, CHIP grant, water and sewer connection fee waivers?)**

We intend to pursue the traffic impact fee exemption and water and sewer connection fee waivers. If not fully funded by the City of Ellensburg, we plan to pursue a CHIP grant. However, doing so could extend the project timeline and may delay construction until Spring 2027 due to seasonal weather constraints.



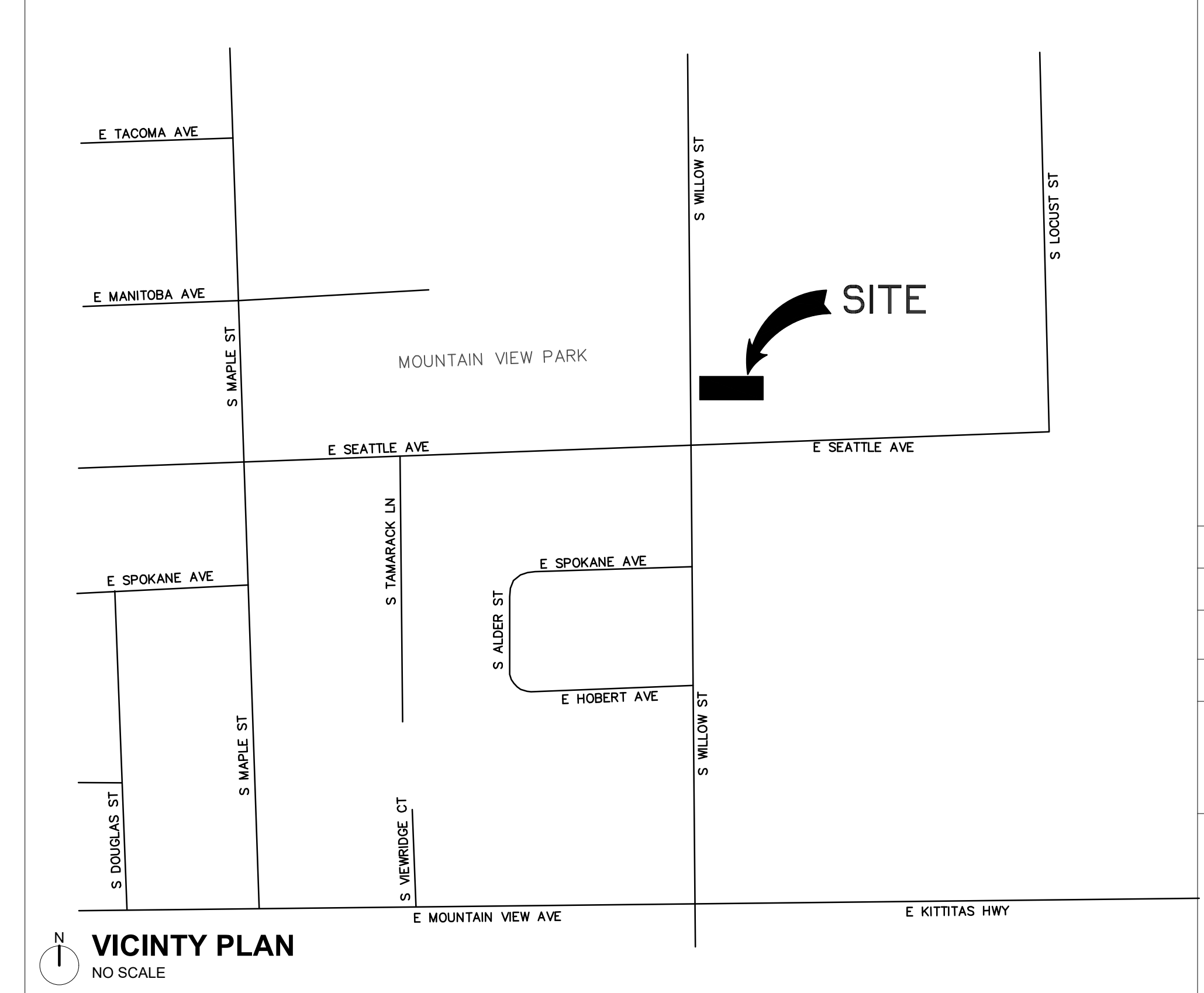
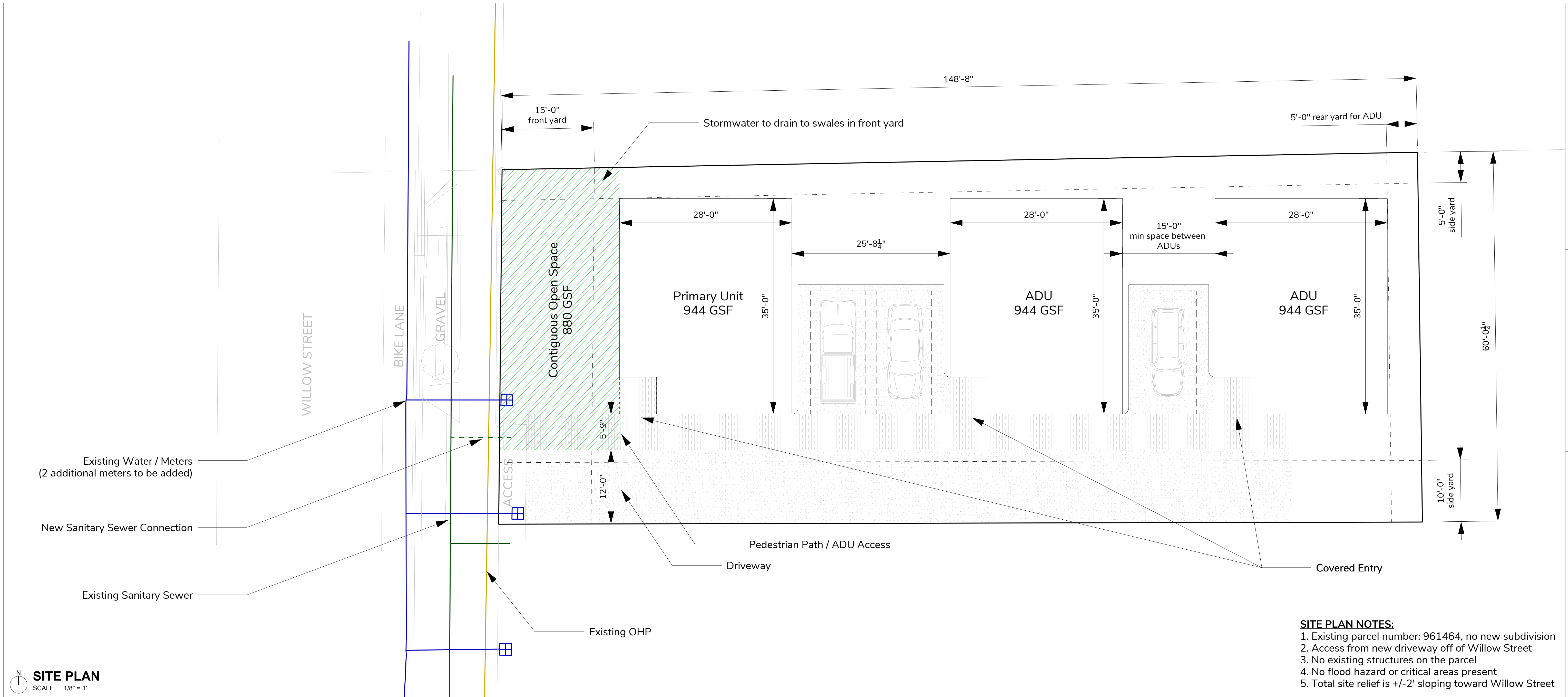
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**for Humanity**<sup>®</sup>

Seattle–King & Kittitas Counties

we build **strength, stability** and **self-reliance** *through shelter*

#### 5. What factors led you to propose three-bedroom units for this development?

Following an additional round of design review with our architectural team, we have refined the unit mix and transitioned from the original three-bedroom concept to a two-bedroom configuration. This revision provides more appropriately sized and functional bedrooms while maintaining the overall project budget. The updated unit design better aligns with space efficiency goals and anticipated resident needs.





Real Estate Excise Tax  
Exempt

Kittitas County Treasurer

By JV

Affidavit No. 2025-1494

Date: 8/29/2025

When recorded return to:

Habitat for Humanity Seattle-King County, a Washington public benefit corporation  
500 Naches Ave SW Suite 200  
Renton, WA 98057

Order No.: 634661AM

**STATUTORY WARRANTY DEED**

THE GRANTOR(S) **Andrew Facchini and Brittanie Facchini, husband and wife**  
for and in consideration of Ten and no/100 Dollars (\$10.00) and other valuable  
consideration

in hand paid, conveys, and warrants to **Habitat for Humanity Seattle-King County, a  
Washington public benefit corporation**

the following described real estate, situated in the County of Kittitas, State of  
Washington:

Lot 1 of DALE MEADOR SHORT PLAT, Kittitas County Short Plat No. P-20-018, as recorded July 1, 2020 in  
Book "L" of Short Plats, Pages 196 and 197, under Auditor's File No. 202007010055, records of Kittitas  
County, Washington; being a portion of the Southwest Quarter of the Southeast Quarter of Section 1,  
Township 17 North, Range 18 East, W.M., Kittitas County, Washington, lying Northerly of the following  
described line:

Beginning at the Northwest corner of said Lot 1;  
Thence South 0°19'18" East along the West line of Lot 1, 57.55 feet to the true point of beginning of the  
herein described line;  
Thence North 88°59'58" East, 149.99 feet to the west line of the East 1 foot of said Lot 1 and the  
terminus point of the herein described line;

EXCEPT the East 1 foot of said Lot 1.

Tax Parcel Number(s): 961464

Subject to: Current Year Taxes, conditions, covenants, restrictions, reservations,  
easements, rights and rights of way, apparent or of record.

Dated: Aug 26<sup>th</sup> 2025

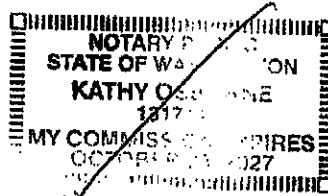
Andrew Facchini  
Andrew Facchini

Brittanie Facchini  
Brittanie Facchini

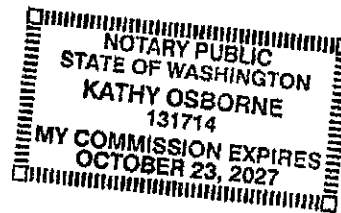
State of Washington } ss  
County of Kittitas }

On this 26 day of August, 2025, before me, the undersigned a Notary Public in and for said state, personally appeared Andrew Facchini and Brittanie Facchini, known or identified to me to be the person(s) whose name(s) is/are subscribed to the within Instrument and acknowledged to me that he/she/they executed same. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Kathy Osborne  
Notary Public for the State of Washington  
Residing at: Ellensburg  
Commission Expires: 10-23-27



KO





Meeting Date: February 2, 2026  
City of Ellensburg  
City Council Agenda Report

**Agenda Subject:** Consider Affordable Housing Funding Application for Odd Fellows Lodge #20 Housing Project (Public Comment Opportunity)  
**Submitted by:** Lily Frey, Housing Program Manager  
**Department:** Community Development

**Suggested Motion/Action:**

Move to authorize the Mayor to sign the letter of intent and direct staff to prepare an affordable housing agreement with Odd Fellows Lodge #20.

**Background/Summary:**

The City of Ellensburg has had an open process for review of affordable housing project applications since 2020. On November 15, 2025, the Odd Fellows Lodge #20 submitted an application for funding in the amount of \$1,200,000 to construct 24 new multifamily housing units on a currently vacant lot owned by the organization at 1900 Brick Road.

On January 7, the Affordable Housing Commission considered the funding application and unanimously (5-0) recommended that Council fully fund the proposed project. The Commission discussed target populations, site design and additional phases of development, and frontage and utility improvements.

On January 15, Commerce notified the City that we were selected for a \$1,000,000 Connecting Housing to Infrastructure Program (CHIP) grant on behalf of the Odd Fellows Lodge #20 Housing Project. (This award will come back to Council for acceptance when we have a draft contract from Commerce.)

**Previous Council Action:**

On September 15, 2025, City Council authorized the City to apply for the CHIP grant on behalf of the Odd Fellows Lodge #20 Housing Project as part of its consent agenda.

**Analysis:**

Odd Fellows Lodge #20 Housing Project details:

Total project budget	\$8,600,000
Total units planned	24 units (phase 1)
City funds requested	\$1,200,000
City funds/unit	\$50,000
Approximate total cost/unit	\$358,333
Approximate total cost/square foot	\$508
Target completion date (estimate)	September 2027

This project meets the minimum requirements for housing and related services funding under RCW 82.14.530, specifically planning to serve households with incomes up to 50% of the area median (up to 60% AMI is allowed). Half of the units are planned for veterans, one of the eligible population groups.

The Affordable Housing Commission unanimously recommended that Council fully fund the project as proposed to meet community housing needs. If approved, staff will coordinate with the applicant and legal counsel to develop an affordable housing agreement to ensure the project proceeds in line with City interests and complies with applicable state and local laws and requirements.

**Financial Impact:**

The total financial impact to the city would be up to \$1,200,000 when fully reimbursed with funds distributed as determined in a future agreement.

As of the end of December 2025, the available fund balance was about \$2,800,000. The estimated annual sales tax revenue is about \$805,000, approximately \$725,000 of which can be allocated annually after reserves and administrative costs.

Budget Adjustment: Yes

**Attachments:**

1. IOOF Award Letter\_draft
2. REV\_1-7-26\_IOOF Affordable Housing funds Handout
3. CoEAffordableHousingDevApplication 2025 Final
4. Q&A OFLHP
5. Preliminary Design
6. Kittitas Co Support Letter
7. NASWAP Housing Letter of Support
8. City of Ellensburg support letter
9. Documentation of Site Control



**501 North Anderson Street  
Ellensburg, Washington 98926**  
Phone: (509) 962-7221 | Fax: (509) 962-7143

February 2, 2026

David Sturgell  
Odd Fellows Lodge 20 Housing Project  
P.O. Box 154  
Ellensburg, WA 98926

**RE: Award Letter and Funding Conditions for Affordable Housing Funds – Odd Fellows Lodge #20 Housing Project**

Dear Mr. Sturgell:

Congratulations! Your application for up to \$1,200,000 from the City of Ellensburg's Affordable Housing Fund for the Odd Fellows Lodge #20 Housing Project has been conditionally approved by Ellensburg City Council. This amount is subject to change based on final project costs. If there are decreases in development costs, the City explicitly reserves the right to decrease the final subsidy award to the minimum level needed.

This award is conditional and is not a guarantee of funds. This letter provides an overview of City conditions and some details you can expect in the contractual agreement. Upon issuance of this letter, the City will initiate contract negotiations to make funds available for your project.

This letter does not cover all local requirements or all the terms that will be included in contract documents including legal rights and obligations.

Please read this letter carefully and return a signed copy of the Acknowledgement of Conditions at the bottom to the City of Ellensburg Community Development Department.

The City's reservation of funds is based on representations made in your application. Changes to those representations must be reported as specified in the funding conditions and approved by the City of Ellensburg in writing. Unreported changes may result in a delay and/or loss of the City funding. These requirements are designed to ensure productive communication between the applicant and the City regarding project status prior to City funding.

**FUNDING CONDITIONS**

The City of Ellensburg will initiate contract negotiations after receipt of the signed Acknowledgement of Conditions. The City requires that basic contract terms stipulate:

1. All funds will be paid through reimbursements documented through invoices.
2. Use of the funds is restricted to construction of housing for households whose income is at or below 60% of the area median income for Kittitas County and who are in the population categories specified in RCW 82.14.530. The contract will be consistent with these provisions and the requirements of the Ellensburg Affordable Housing program.

3. Reimbursements for development fees will be linked to project milestones (permits issued, certification of occupancy, or other negotiated milestones).
4. The contract term will be consistent with the development timeline. Any extension of the timeline is subject to City approval.
5. In addition to the overall project completion term, the contract will also include a schedule of performance that will include but not be limited to submitting a finance plan (pro forma), obtaining civil permits, commencing construction, completing construction, leasing to eligible tenants and regular reporting on tenant eligibility and project financials.
6. The scope of work will be based on the project documentation submitted.
7. The proposal and contract must meet the requirements of the City of Ellensburg Affordable Housing program and RCW 82.14.530.
8. Applicant will submit a written status report when changes to the project cause the proposal to differ from the RFP application or previous status reports. Reports must explain any problems or needed modifications and propose a plan for addressing them. Modifications may require a mutually agreed-upon amendment of the contract documents.
9. Contract terms must be agreed to by May 30, 2026 or the City of Ellensburg reserves the right to withdraw this award.

Please notify the Community Development Department as you reach each funding and other milestone or encounter challenges. The City anticipates reserving this funding for the period specified in your application (through September 2027), conditioned upon the contractual schedule of performance being met.

Thank you for your commitment to make the City of Ellensburg more affordable for everyone in our community!

Sincerely,

Rich Elliott, City of Ellensburg Mayor

**Acknowledgement of Funding Conditions**

I acknowledge that I have read and understand the above conditions.

**ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL**

<b>Signature:</b>	<b>Title:</b>
<b>Name:</b>	<b>Date:</b>
<b>Organization:</b>	

## Odd Fellows Lodge 20 Housing Project - Phase 1

1900 Brick Road, Ellensburg

### 1. History/Mission of IOOF

- Independent Order of Odd Fellows Lodge 20 founded 1881 in Ellensburg
- Original Command of the IOOF “Visit the sick, relieve the distressed, bury the dead, and educate the orphan.”
- To improve and elevate the character of mankind by promoting the principles of friendship, love, truth, faith, hope, charity, and universal justice.
- To help make the world a better place to live by aiding each other, the less fortunate, the youth, the elderly, the environment, and the community in every way possible.
- To promote good will and harmony amongst peoples and nations through the principle of universal fraternity, holding the belief that all men and women regardless of race, nationality, religion, social status, gender, rank and station are brothers and sisters

### 2. Why Housing?

- Fewer burials at the IOOF Brick Road Cemetery
- 10 acres of excess cemetery land
- Aligns with IOOF’s mission
- Ellensburg needs 51.6 units of affordable housing (30-50 AMI) per year through 2045
- Ellensburg has averaged 3.6 units of affordable housing over the past five years
- 60.6% of Ellensburg renters are cost or severely cost burdened – this addresses Strategic Pillar 4 of the City Councils strategic vision – close gap between units and needs, decrease the number of cost burdened households.
- In conversations with Veteran organizations, there is a need for veteran housing

### 3. Experience

- ORFH – Over 45 years of Affordable Housing Development
- IOOF – First time in housing

### 4. The Project, Phase 1

- 12 affordable units for Veterans at or below 50% AMI
- 12 affordable units for Households/Families with Children at or below 50% AMI

### 5. Long Term Affordable Rents

- 40 Year Minimum
- Yearly reporting on use and affordability

## 6. Leverage and Funding

- \$62,000 private donations
- Land/Volunteer value
- Pending Funding Applications
  - \$5,000,000 WA St Housing Trust Fund
  - \$1,000,000 WA St Dept of Commerce CHIP
  - \$1,200,000 City of Ellensburg Affordable Housing (\$50,000/unit)
- Funding to be applied for
  - \$350,000 RCAC Capital Magnet Funds
  - \$388,000 Kittitas County
  - Permanent Loan

## 7. Project Costs

- Total Development Cost - \$8,600,000
- Cost/Unit - \$358,333 (includes common areas)
- Gross Per Square Foot - \$355 (24,201 sq ft)
- City of Ellensburg Grant per unit -\$50,000

## 8. Construction

- Begin 9/2026
- Complete 9/2027

## 9. What's Next?

- 10.4 acres with up to 101 units of affordable housing
- 12 units of market rate housing
- Childcare Center

### Contact information:

ORFH—509-248-7014

Frank Rowland, *Housing Developer*

[frankr@orfh.org](mailto:frankr@orfh.org)

Doug Bommersbach, *Housing Developer*

[dougb@orfh.org](mailto:dougb@orfh.org)

IOOF—509-929-3258

David Sturgell, *OFLHP Director*

[housing@ellensburgoddfellows.org](mailto:housing@ellensburgoddfellows.org)



# AFFORDABLE HOUSING APPLICATION

FOR CITY SALES TAX FUNDING OR PROPERTY CONTRIBUTION

## APPLICATION COVER SHEET

### Application Instructions

A complete application must include a signed application and the following attachments:

1. Documentation of site control (i.e. fee simple title, valid lease agreement, contract for the purchase and sale of property), not necessary if your application is limited to one of the city-owned properties
2. Completed City of Ellensburg [Pre-Funding Submittal Meeting Application](#)
3. Documentation to support collaboration
4. Project site/development plan

Incomplete applications will not be considered. Missing or incomplete information will result in a forfeiture of application. Do not include any information beyond what is requested in the application. Please note, all funding applications are public record.

### Questions

- Questions on land use regulations and building codes, please contact the Community Development Department at 509-962-7231
- Questions on affordable housing funding, please contact Lily Frey at 509 962-7270 or [freyl@ci.ellensburg.wa.us](mailto:freyl@ci.ellensburg.wa.us).

**CERTIFICATION and AUTHORIZED SIGNATURE:** To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. I understand that any false information or omission may disqualify my organization from further consideration for City assistance. I authorize the investigation of any or all statements contained in this application and any other information pertinent to this application and my organization and its employees and board members.

The signatory possesses the legal authority to apply for and receive City of Ellensburg assistance, and the person signing the application has the proper authority from the governing body of the organization. The applicant understands the City will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the City and applications are public record.

The applicant agrees that if this project is allocated City funding or property, the applicant will enter into a contract with the City of Ellensburg and will be required to submit annual reports attesting to compliance with the agreed upon retention of affordability and residents of housing developments funded through the City's local housing fund or constructed on property contributed by the City. The applicant further agrees that if this project is allocated City funding or property, it will comply with all federal, state, and local statutes, regulations, policies, and requirements applicable to City assistance. If the awarded project does not show substantial progress within two years of funding award the funds will revert back to the City's affordable housing program for reallocation.

  
Signature of Authorized Applicant Representative

25 NOV 25  
Date

David Sturgell  
Name of Authorized Applicant Representative (Please Print or Type)

President  
Title (Please Print or Type)

# 1. PROJECT DESCRIPTION AND ELIGIBILITY

## A. Project Name:

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

Contact Person \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

Unified Business Identifier (UBI): \_\_\_\_\_

## B. Project Location

Primary Street Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Tax Parcel ID#: \_\_\_\_\_

## C. Project Activity (check all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Acquisition    | <input type="checkbox"/> Demolition/Redevelopment | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Adaptive Reuse | <input type="checkbox"/> Rehabilitation           | <input type="checkbox"/> Other            |

If you checked Other above, please explain:

## D. Type of organization or company

- |   |  |
|---|--|
| <input type="checkbox"/> Nonprofit organization 501(c)(3) | <input type="checkbox"/> Public organization |
| <input type="checkbox"/> For profit organization          | <input type="checkbox"/> Other: _____        |

## E. Has this organization/developer previously received funding from the City of Ellensburg?

Yes     No    If yes, please indicate funding source \_\_\_\_\_

**F. City Assistance Request.** Please indicate City sales tax funding request and/or property contribution parcel number. *If you are not applying for sales tax funding or property contribution, please indicate N/A.*

Sales tax funding request: \$ \_\_\_\_\_ Total project budget: \$ \_\_\_\_\_

City property contribution: \_\_\_\_\_  
(Parcel Number)

**G. Project Summary.** Briefly summarize your proposed project in a couple of paragraphs; include a general statement of the project’s overall purpose, scope, and intent. (300 words or less)

**H. Populations to be served.** Please select the primary target population and household income for each unit or group of units requested to be funded by City sales tax and/or to be developed on a City-owned property. If a unit has the potential to be targeted to more than one population group listed, please select “multiple population groups” and describe in the notes field provided below.

*PLEASE NOTE: Development proposals that serve households earning greater than 60% of AMI and no identified population group are only eligible for City assistance in the form of city-owned property contributions.*

% of Area Median Income	Population group	Qty.	Unit type	Tenant monthly rent/mortgage
Choose an item	Choose an item.			
Choose an item	Choose an item.			
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			
<b>Total</b>				

**If applicable, multiple population group notes**

**I Summary of all housing units.** Please include ALL housing units in the project. Projects proposed for City-owned property may be eligible for households earning 80% or below Area Median Income. Projects proposed for City funding must serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

If applicant is applying for City funding for a mixed-income development the funding request must be proportional to the number of units that will serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

Area Median Income	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom	Total Units
At or below 30%						
40%						
50%						
60%						
70%*						
80%*						
Above 80%**						
<b>Total</b>						
<b># of ADA Compliant Units</b>						
<b>Average Square feet</b>						

\*Not eligible for City funding.

\*\*Not eligible for City-owned property contribution or City funding.

## 2. COMMUNITY IMPACT

**A. Community impacts.** The following targets have been identified as having a tangible benefit for intended residents. Please check all that apply to the proposed project location.

- |   |   |
|---|---|
| <input type="checkbox"/> Within ½ mile of public transit stop     | <input type="checkbox"/> Within ½ mile of senior center                 |
| <input type="checkbox"/> Within ½ mile of park or recreation area | <input type="checkbox"/> Within ½ mile of grocery store with fresh food |
| <input type="checkbox"/> Within ½ mile of public school           | <input type="checkbox"/> Within ½ mile of medical services              |
| <input type="checkbox"/> Other _____                              |   |

**B. Housing needs and financial stability.** Please describe how this project will address housing needs in Ellensburg including opportunities for beneficiaries to build financial stability. (200 words or less)

**C. Sense of place and community.** Please describe how the proposed project will promote a sense of place and community for intended residents and the greater Ellensburg community. (100 words or less)

**D. Other community impacts.** Please describe other tangible benefits the project will have for the intended beneficiaries as well as the greater Ellensburg community. (200 words or less)

### **3. RETENTION OF AFFORDABILITY**

**A. Please indicate how this project will help to retain affordable housing units in the community. Please note a *minimum* 25-year period of affordability will be required for any housing projects receiving City funding or *minimum* 40-year period of affordability for property contribution. (200 words or less)**

**B. Describe how you plan to monitor and report on affordability requirements. (200 words or less)**

**4. PROPERTY MANAGEMENT AND DEVELOPMENT**

**A. Architect (if known)**

Firm Name

Contact Person and Title

Phone

Email

**B. General Contractor (if known)**

Firm Name

Contact Person and Title

Phone

Email

**C. Property Management Firm (as applicable)**

Firm Name

Contact Person and Title

Phone

Email

## 5. PROPERTY MANAGEMENT AND DEVELOPMENT TEAM EXPERIENCE

**A. Project Applicant/Developer Experience.** For completed projects, list only projects completed in the last five years. For pipeline projects, list projects for which you plan to seek funding in the next 12 months or have received at least one funding commitment.

Projects Completed							
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date development activities began	Placed in service date	Type of financing
Choose an item.	Choose an item.						
Choose an item.	Choose an item.						
Choose an item.	Choose an item.						
Choose an item.	Choose an item.						
Choose an item.	Choose an item.						

Project Pipeline						
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date development activities began	Type of financing
Choose an item.	Choose an item.					
Choose an item.	Choose an item.					
Choose an item.	Choose an item.					

**B. Project Property Management Firm Experience.** Please list up to 10 similar projects that your organization, or your selected Property Management firm, has managed or currently manages.

Project	City and State	# Units	Population Served	Effective date of management contract	End date (current if still managing)

## 6. LEVERAGE AND COLLABORATION

**A. Financing Sources.** Please complete all information applicable to your project. Include all financing term assumptions even if they are funder’s standard terms. Include funds contributed by applicant through initial start-up capital or expected applicant contribution.

Name	Type	Proposed Amount	Committed Amount	Date Applied	(Projected) award date	Grant/loan	Term	Payment structure
	Choose an item.	\$	\$					
	Choose an item.	\$	\$					
	Choose an item.	\$	\$					
	Choose an item.	\$	\$					
<b>TOTAL</b>		<b>\$</b>						
<b>CITY FUNDS REQUESTED</b>		<b>\$</b>						

**B. Please describe how the City funds/property contribution requested will be leveraged. What other funds are expected, how will the city funds/property contribution be used to leverage other funds?**

**C. Please describe active partnerships, collaboration and/or in-kind contributions and/or volunteers/pro-bono services that support project development. Examples might include membership on advisory groups, in-kind, volunteer time or financial contributions, sharing data or best practices, and/or soliciting input from community partners. Please focus your narrative on contributions to the proposed project, not for the agency in general.**

## 7. PROJECT SCHEDULE AND BUDGET

**A. Project Schedule.** Provide date completed and status information for the following project tasks. If a task does not apply to your project, enter N/A. To add additional tasks, insert additional lines as needed. For each new task you enter in this form, also enter the appropriate category in the “Category” column. For tasks that require additional details, please enter the details only in the “Notes/Status” Column.

Category	Tasks	Date completed or expected completion	Notes/Status
Site Control	Purchase and Sale Agreement/Option		
Site Control	Closing		
Feasibility/Due Diligence	SEPA		
Financing	Appraisal		
Financing	Financial underwriting		
Financing	Application(s) for other funding source(s)		
Design/Permitting	Preliminary drawings completed		
Design/Permitting	Site plan approval		
Design/Permitting	Building/civil permit submitted		
Design/Permitting	Building/civil permits issued		
Design/Permitting	Other agency permits issued		
Construction	Selection of general contractor		
Construction	Begin construction		
Construction	Issued certificate of occupancy		
Occupancy	Selection of management firm		
Occupancy	Begin leasing		

**B. Project Budget.** Amounts in the total project cost must be accounted for in full by assigning them to funding sources as appropriate. Do not combine funding sources in a column. All residential development costs should be included in this budget.

\$ amount	% of total project cost	City funds	Applicant funds	Bank funds	Other funds
-----------	-------------------------	------------	-----------------	------------	-------------

**Cost Category**

<b>Acquisition Costs</b> (existing structures, land, closing costs, etc.)						
<b>Construction Costs</b> (demo, new, rehab, overhead/profit, site work, infrastructure costs, etc.)						
<b>Soft Costs</b> (appraisal, legal, tech. experts, enviro. studies, project management, other consultant)						
<b>Other Development Costs</b> (permits, utility hook-ups, etc.)						
<b>Financing Costs</b> (loans, legal fees, etc.)						
<b>Operational or Reserve Costs</b>						
<b>Total Project Cost</b>						

**C. Budget Narrative.** As necessary, include budget narrative to support and/or supplement the information included in the budget tables above (100 words or less)

**8. ATTACHMENTS TO APPLICATION**

- Documentation of site control (not necessary if project proposal is limited to city-owned property)
- Completed City of Ellensburg [Pre-Funding Submittal Meeting Application](#)
- Documentation to support collaboration
- Project site/development plan

Follow-up questions on Odd Fellows Lodge #20 Housing Project. Questions from City of Ellensburg; responses provided by Office of Rural and Farmworker Housing (ORFH) on December 8, 2025.

1. The UBI you submitted doesn't look correct. I found 603-210-236 on the DOR page; can you please confirm?

*UBI 603-210-236 is correct. You should have certificate of existence in your files. I attached it here just in case.*

2. How will your project timeline change if you receive an HTF award or do not in the 2025 cycle?

*The timeline won't change if with receive an HTF award this funding cycle. If we do not receive an award this year, we will reevaluate after meeting with Commerce to determine the feasibility of the project and options available.*

3. Are all the completed projects listed in your application ORFH development experience? How are ORFH and IOOF collaborating on this project to make sure it can be successful? What are your respective roles in predevelopment and what will they be during construction and lease-up? Will ORFH play any ongoing role after the units are placed in service?

*Since this is OFLHP's first project, ORFH has provided the Odd Fellows with Rural Technical Assistance. ORFH is a Technical Assistance provider for Commerce's Capacity Building, Outreach and Support (CBOS) Program. ORFH has provided Housing 101 training, overview of funding opportunities, AMI restrictions, timeline and process of construction, and the roles of management. ORFH is the development consultant on this project and regularly meets with the Odd Fellows to ensure that there are no gaps in project management, and they are aware of resources to help build capacity. ORFH staff will oversee the project budget and schedule, coordinate 3rd party providers, negotiate contracts with the contractor, architect, and financing, and review all funding applications. In addition, ORFH will work closely with the development team and funders to coordinate financing applications, close financing, and move smoothly into construction. During construction, ORFH will be responsible for all draw tracking, monitoring change orders and coordinating with funders to ensure adequate cash flow. ORFH staff will stay involved through lease up, placed in service and 3<sup>rd</sup> party review and close out with funders. ORFH will not have an ongoing role during operation of the Odd Fellows Lodge 20 Housing Project. However, ORFH is helping the Odd Fellows*

*Lodge 20 Housing Project develop a strong, capable, mission driven Board of Directors and operating plan for the project to ensure the project's long-term success.*

4. Do you plan to hire a property manager or self-manage?

*We will hire a property manager or partner with another non-profit housing provider to operate the facility.*

5. City sales tax funds are subject to prevailing wage requirements for applicable work. Is this reflected in your planning and budget?

*Prevailing wages are also required for HTF and are reflected in our planning and budget. The cost estimate provided by our general contractor assumed prevailing wage.*

6. Do you have a sense of veteran demand for housing units from your work with supportive services for veteran families (SSVF)?

*David Sturgell, Present of Odd Fellows Lodge 20 Housing Project (OFLHP), has more than 12 years of experience providing veteran services in Ellensburg and Kittitas County and was previously the county lead on the veteran assistance program administered through the Auditor's office. He and other OFLHP have a long and close relationship working with the Supportive Services for Veteran Families (SSVF), the VA's housing assistance program. SSVF is locally administered by community action agency HopeSource, and together we have determined that the need for veteran housing will easily fill the 12 units for veterans in this project. In 2024, SSVF coordinator Desi Theisen said "we could fill 50 units tomorrow with veterans if the units existed".*

7. Are the veteran set-asides based on planned SSVF vouchers? What is the status of your discussions with Yakima Housing Authority about availability of these vouchers? Can this project pencil without vouchers or are they an essential part of your funding strategy?

*SSVF Vouchers are our first priority for these units. We continue to work with the Yakima Housing Authority to plan for availability. Additionally, the Washington State Department of Veteran Affairs (WDVA) is assisting us in coordinating with the nearest VA HUD-VASH office in Spokane to see if they can provide vouchers as well. Acknowledging our first priority is to obtain building vouchers, we are committed to*

*housing veterans at 50% AMI and if vouchers are not initially available, we will still proceed with the project, rent to the veterans, and continue to work with state and federal legislators and agencies to obtain SSVF HUD-VASH vouchers.*

8. How much private lender outreach have you done? How much funding do you expect to raise?

*We included a construction loan in our development budget which will be switched to a permanent loan after placed in service in the amount of \$650,000. We have a letter of interest from Yakima Federal Savings and Loan and are considering them to provide this financing.*

9. What do you see as the greatest risks to this project and how do you plan to mitigate them?

*The greatest risk to the project is the lack of availability of state affordable housing funding and the risk of withdrawal of federal pass-through funds due to partisan politics in Washington DC. OFLHP scored at the top threshold of unfunded projects in the 2024 HTF round, so we are optimistic that with the changes we made to the project, that our project will receive an HTF award this round. Mitigation actions we are taking against these risks are continuing to seek funding through direct legislative appropriation, further research to demonstrate the severe housing shortage in Ellensburg, and flexibility in our ability to react to change. This land has been in our possession since 1881, our Lodge has fifteen decades of experience as a viable organization, and we are planning for the next 145 years of life in the Kittitas Valley.*



000 INDEX - FUNDING	
SHT. NO.	DESCRIPTION
P001	SITE PLAN
P002	PLAN - LEVEL 1
P003	PLAN - LEVEL 2
P004	EXTERIOR ELEVATIONS
P005	EXTERIOR ELEVATIONS
P006	SECTIONS
P007	ENLARGED PLANS - UNIT PLANS
P008	3D VIEWS
P000	COVER SHEET

GROSS BUILDING AREAS	
LEVEL	GSF

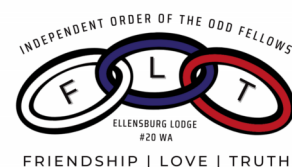
LEVEL 1	12847 SF
LEVEL 2	11354 SF
TOTAL AREA	24201 SF

UNIT MIX			
UNIT TYPE	COUNT	%	AVG UNIT TYPE NSF

1-BDRM	12	52.17%	589.34 SF
2-BDRM	12	47.83%	822.89 SF
TOTAL	24		1412.22 SF

BUILDING PROGRAM	
PROGRAM TYPE	NSF

	1727 SF
CIRCULATION	3354 SF
MEP/STORAGE	232 SF
RESIDENTIAL COMMON	1256 SF
RESIDENTIAL UNITS	16124 SF
TOTAL AREA	22692 SF



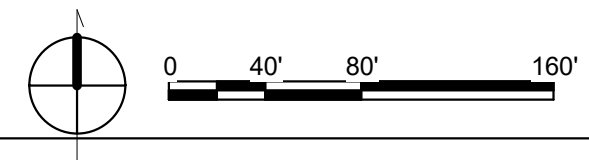
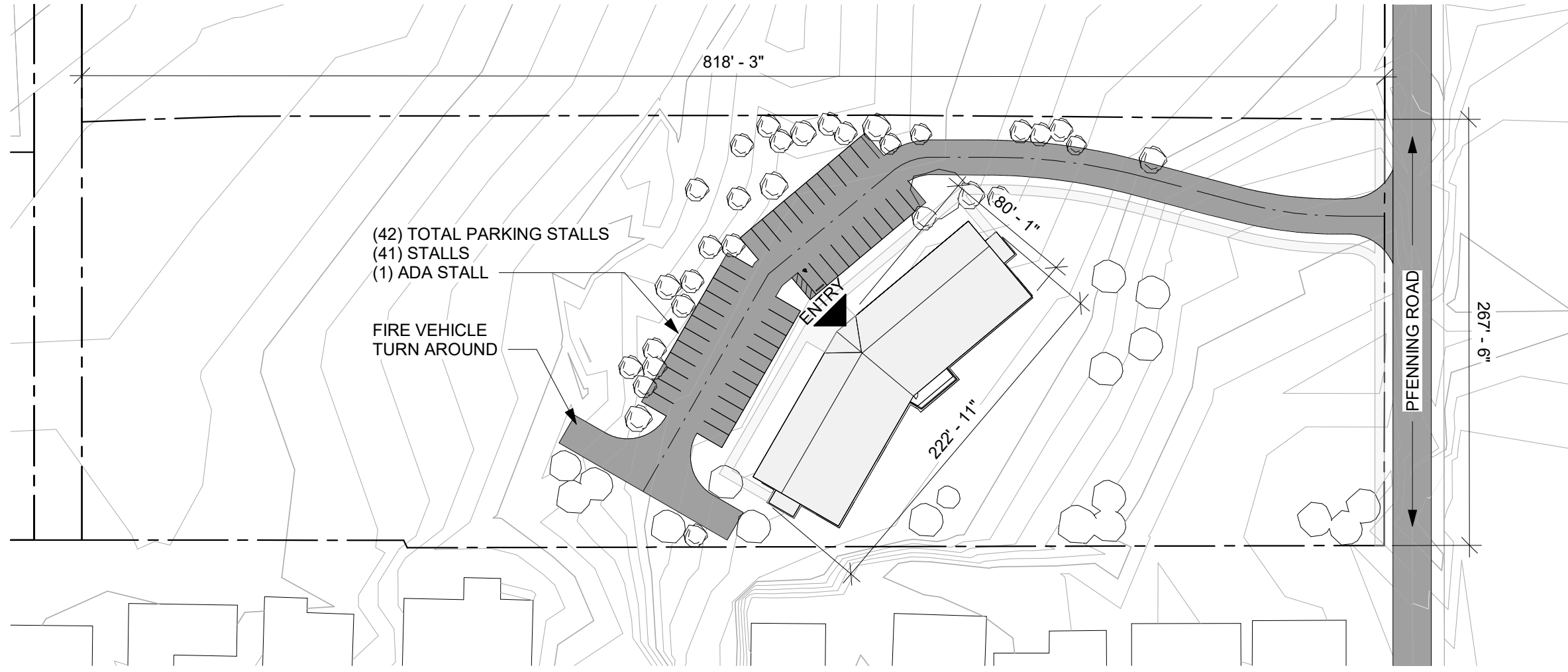
## IOOF ELLENSBURG

1900 BRICK ROAD  
ELLENSBURG, WA 98926

COVER SHEET

P000

09/25/2025



**IOOF ELLENSBURG**  
 1900 BRICK ROAD  
 ELLENSBURG, WA 98926

**SITE PLAN | P001**

09/25/2025

UNIT TYPE

- 1-BDRM
- 2-BDRM
- CIRCULATION
- MEP/STORAGE
- RESIDENTIAL COMMON



UNITS PER FLOOR	
UNIT TYPE	COUNT

LEVEL 1	
1-BDRM	5
2-BDRM	6
	11

LEVEL 2	
1-BDRM	7
2-BDRM	6

TOTAL	13
	24



**IOOF ELLENSBURG**

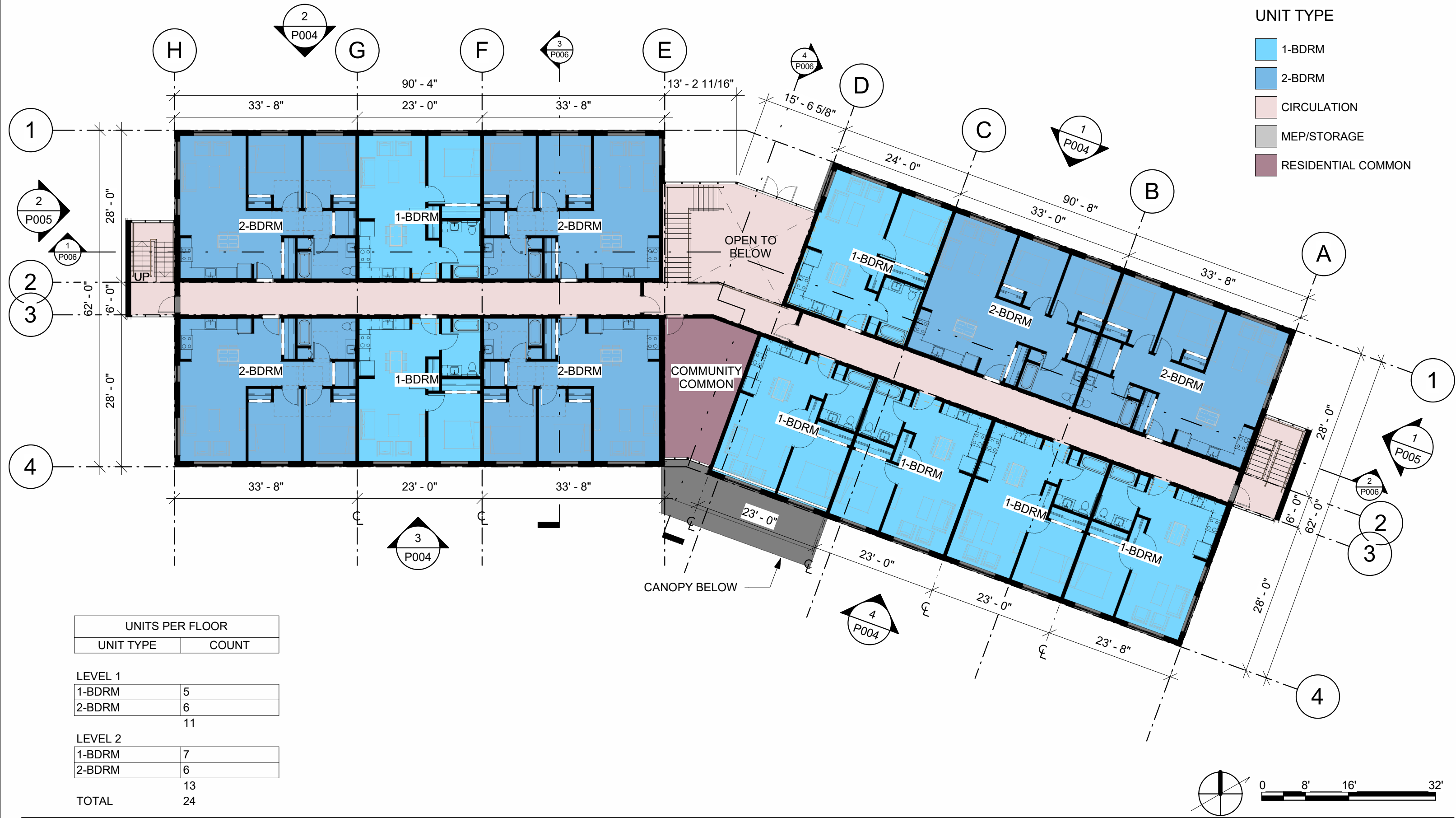
1900 BRICK ROAD  
ELLENSBURG, WA 98926

PLAN - LEVEL 1 | P002

09/25/2025

UNIT TYPE

- 1-BDRM
- 2-BDRM
- CIRCULATION
- MEP/STORAGE
- RESIDENTIAL COMMON



UNITS PER FLOOR	
UNIT TYPE	COUNT

LEVEL 1	
1-BDRM	5
2-BDRM	6
	11

LEVEL 2	
1-BDRM	7
2-BDRM	6

TOTAL	13
	24



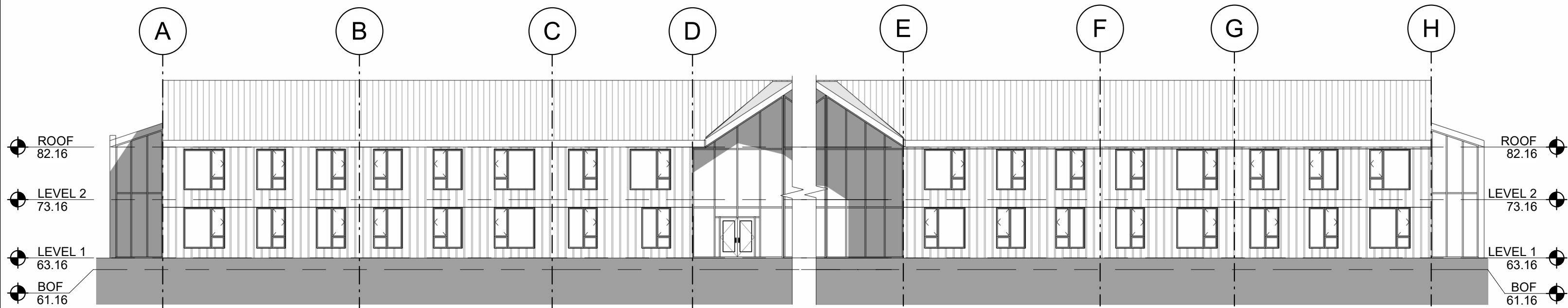
**IOOF ELLENSBURG**

1900 BRICK ROAD  
ELLENSBURG, WA 98926

PLAN - LEVEL 2

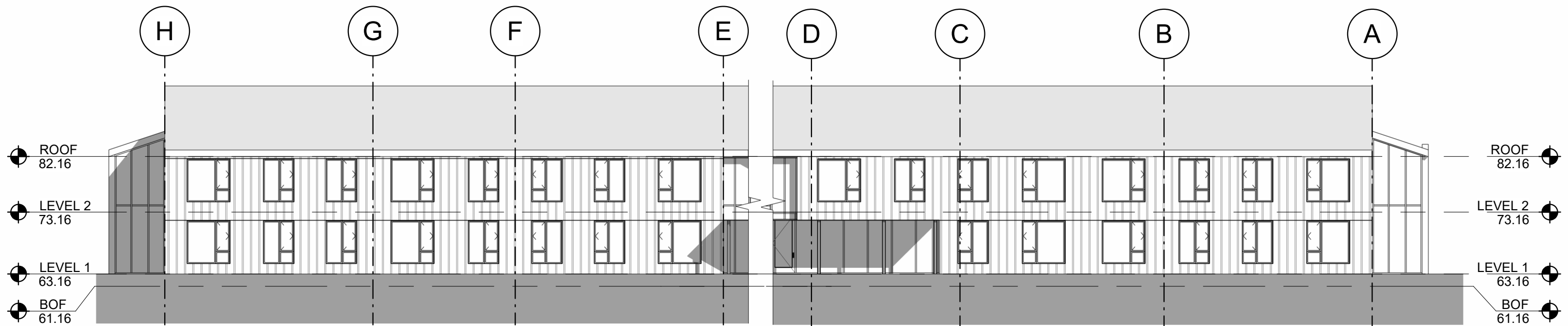
P003

09/25/2025



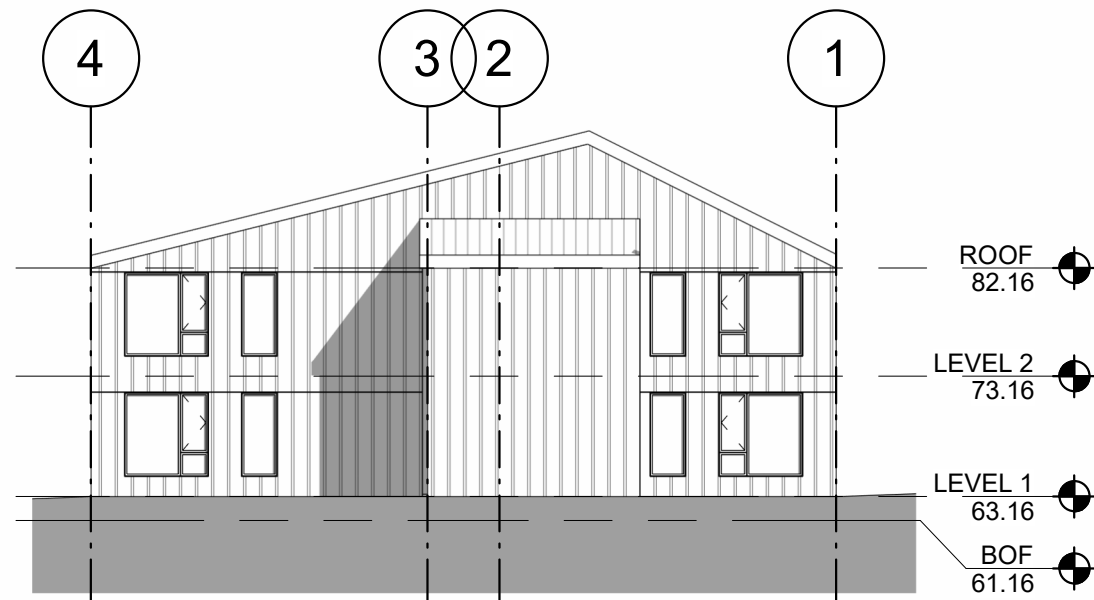
**1** ELEVATION - NORTH A  
SCALE: 1/16" = 1'-0"

**2** ELEVATION - NORTH B  
SCALE: 1/16" = 1'-0"

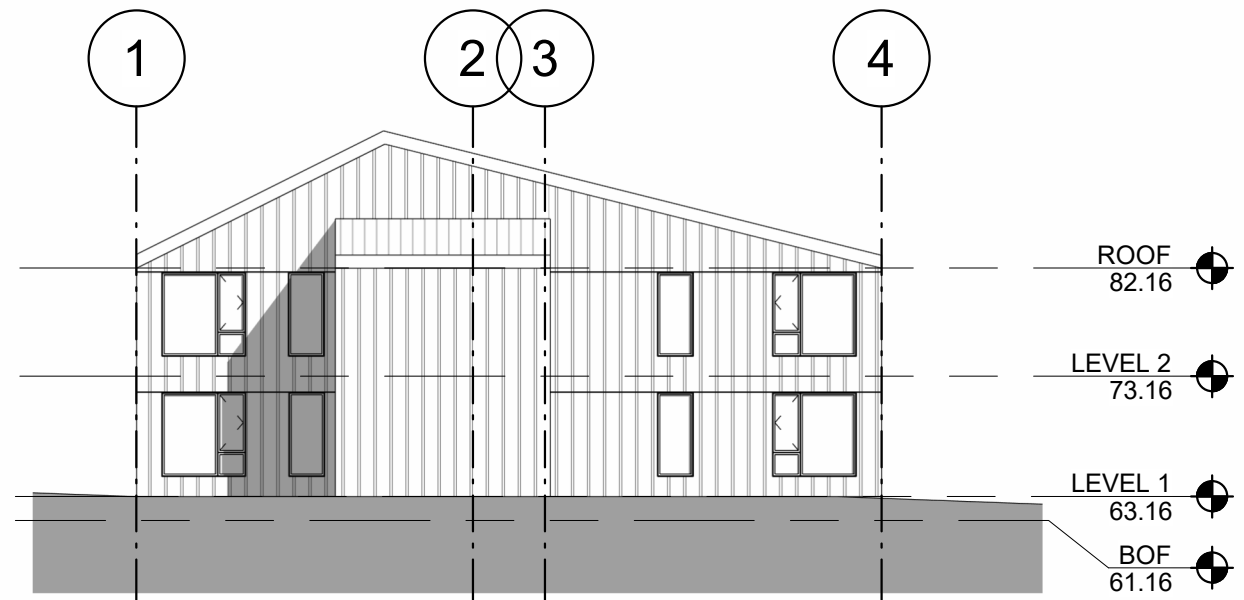


**3** ELEVATION - SOUTH A  
SCALE: 1/16" = 1'-0"

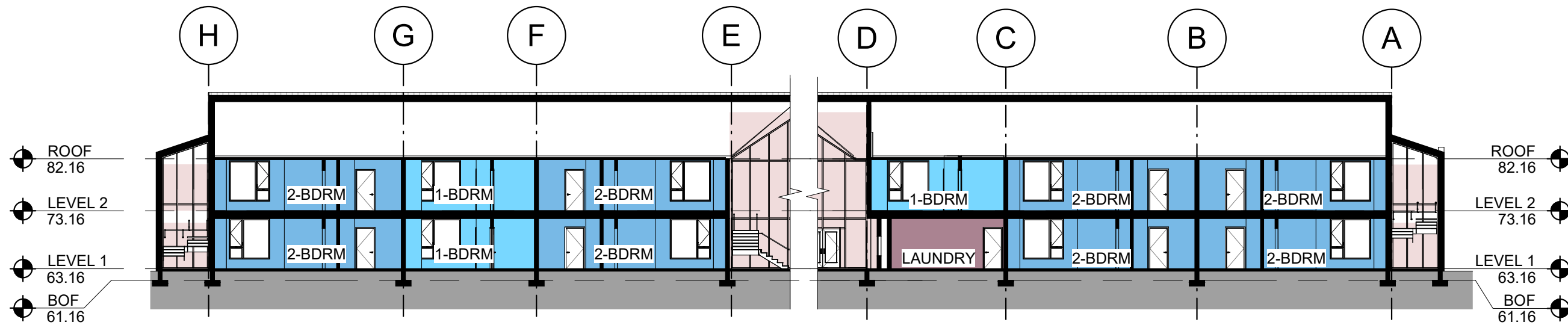
**4** ELEVATION - SOUTH B  
SCALE: 1/16" = 1'-0"



**1** ELEVATION - EAST  
SCALE: 1/16" = 1'-0"

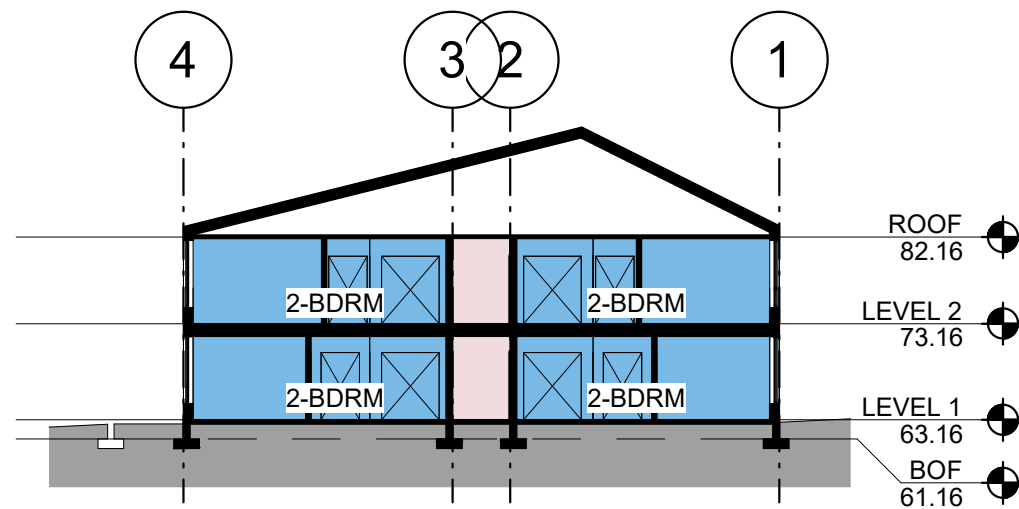


**2** ELEVATION - WEST  
SCALE: 1/16" = 1'-0"

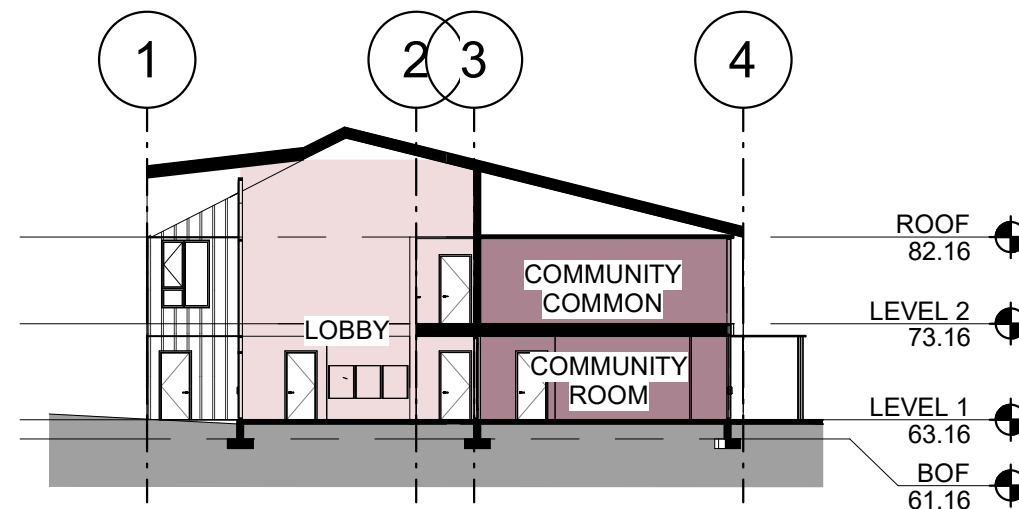


1 SECTION - 1A  
SCALE: 1" = 20'-0"

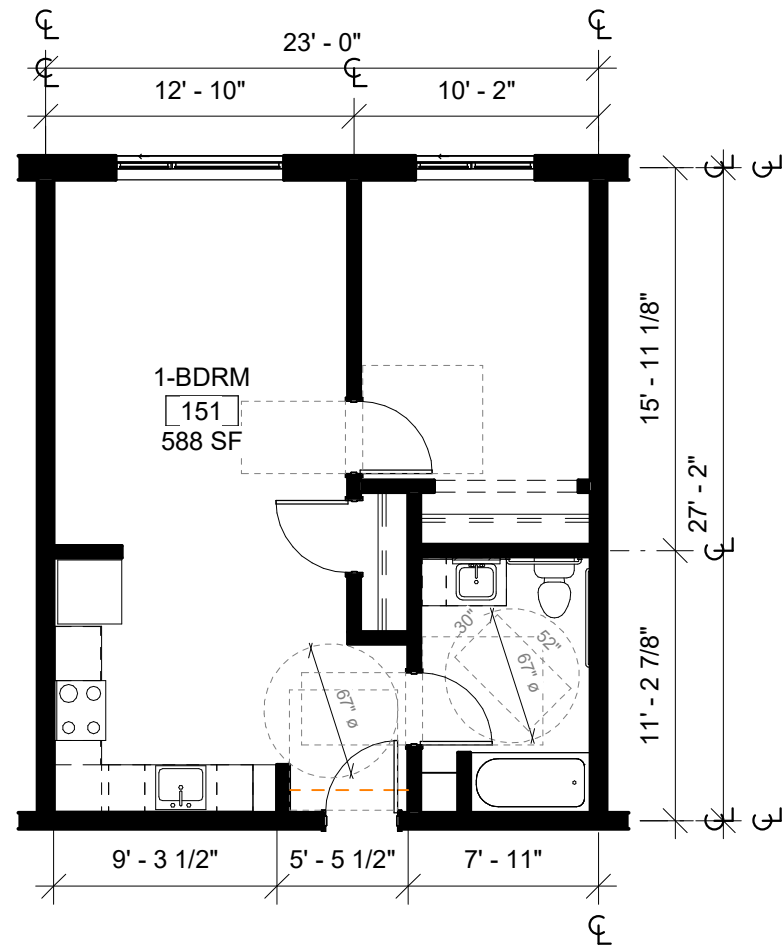
2 SECTION - 1B  
SCALE: 1" = 20'-0"



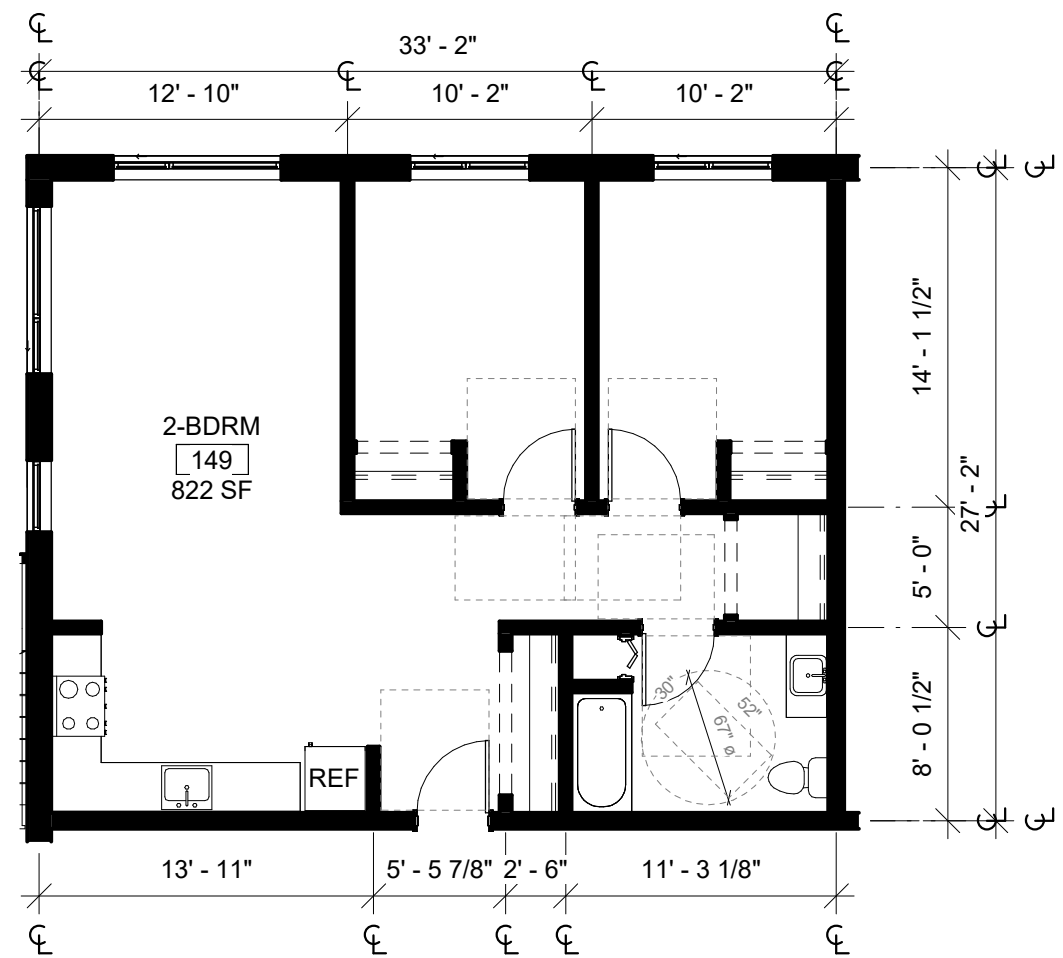
3 SECTION 2  
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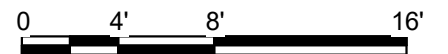
4 SECTION 3  
SCALE: 1" = 20'-0"



**1 ENLARGED PLAN - 1 BED**  
SCALE: 1/8" = 1'-0"



**2 ENLARGED PLAN - 2 BED**  
SCALE: 1/8" = 1'-0"

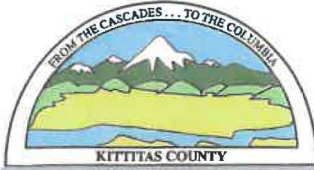




**1** **AERIAL - BUILDING FRONT**  
SCALE:



**2** **BUILDING REAR**  
SCALE:



## KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

CDS@CO.KITTTITAS.WA.US

Office (509) 962-7506

"Building Partnerships – Building Communities"

David Sturgell  
Odd Fellows Lodge 20 Housing Project  
PO Box 154  
Ellensburg, WA 98926  
housing@ellensburgoddfellows.org

Dear David:

Your proposal to build a 24-unit affordable housing development for veterans, individuals and families is very exciting and we strongly support your efforts. There is no question that additional quality-built, affordable housing is greatly needed in Ellensburg, WA. During these difficult economic times, the comfort and stability of a place to call home is of great importance.

This letter is to confirm that the proposed housing project is consistent with the Kittitas County Homeless and Affordable Housing Plan's goal of increasing available affordable housing. The gap between income and the cost of available housing is one of the causes of homelessness, particularly in Kittitas County where housing prices have risen faster than incomes. There is an extreme need for affordable housing in Ellensburg and this project although exceeding the 5 million dollar project limit would be a great step in addressing that need.

In addition, this proposed development supports the Kittitas County Comprehensive Plan Housing Element. (Chapter 3). Some of the goals in the plan which are supported are the following:

- GPO 3.13 Provide for housing to be developed which is affordable to all economic groups
- GPO 3.15 Provide for a range of housing types within Kittitas County.
- GPO 3.17 Provide a sufficient number of housing units for future populations while maintaining the rural character of Kittitas County.
- GPO 3.18 Provide sufficient housing units while maintaining environmental quality.

Kittitas County looks forward to this opportunity to work with the Odd Fellows Lodge 20 on helping to alleviate our county's housing crisis. We wish you success in this new endeavor and lend you our full support. If I can be of further assistance, please let me know.

Sincerely,



Jamey Ayling

Kittitas County Planning Manager



## Letter of Support for the Odd Fellows Lodge 20 Housing Project

October 12, 2025

To Whom It May Concern,

On behalf of the National Association of Students With A Purpose (NASWAP), I am writing to express our enthusiastic support for the Odd Fellows Lodge 20 Housing Project (OFLHP).

NASWAP is a nonprofit organization dedicated to empowering interdisciplinary college students to become socially conscious leaders and entrepreneurs. We provide mentorship, research opportunities, networking, and support for student-led service projects that address real-world community needs. This housing initiative is a deeply aligned opportunity to advance our shared values of equity, opportunity, and community impact.

### Community Value & Strategic Fit

We believe the Odd Fellows Lodge 20 Housing Project offers tremendous value to the community in several essential ways:

- 1. Stabilizing housing for students and workforce residents.**  
Access to secure, affordable housing is foundational to individual success and community stability. This project addresses a pressing need by offering 30 units of housing to veterans and workforce families, populations that include many students and early career professionals facing housing insecurity.
- 2. Supporting educational access and success.**  
NASWAP works with students across Washington and beyond who struggle with housing instability. Stable housing enables focus, persistence, and educational attainment. Projects like this directly support the academic and professional futures of the populations we serve.
- 3. Contributing to long-term community resilience.**  
Affordable housing is a cornerstone of sustainable economic and social development. This project strengthens the region's capacity to retain talent, support families, and promote inclusive growth.



## NASWAP's Commitments to the Project

NASWAP is committed to supporting the Odd Fellows Lodge 20 Housing Project in the following ways:

Area	Contribution
<b>Outreach &amp; Engagement</b>	We will engage our student chapters and networks to support community outreach, helping ensure that the housing reaches those who most need it.
<b>Research &amp; Impact Evaluation</b>	NASWAP's student research fellows will assist in designing impact measurement tools to evaluate housing stability, education outcomes, and community well-being.
<b>Advocacy &amp; Visibility</b>	We will advocate for this project through our policy and outreach channels, framing housing as a student success and equity issue across Washington State.
<b>Capacity Building Support</b>	Our organization is available to offer grant writing assistance, impact storytelling, and student support for administrative and community engagement efforts during the development process.

These are not symbolic gestures, but we view this as a real partnership that reflects our long-standing commitment to equity-driven community development.

In conclusion, NASWAP strongly supports the funding of the Odd Fellows Lodge 20 Housing Project. We believe this initiative will make a lasting difference in the lives of veterans, students, and working families in Ellensburg and serve as a scalable model for equitable housing development across rural communities.

We welcome any further conversation or collaboration to ensure its success.

Sincerely,

Jamie Gilbert  
Chief Executive Officer  
National Association of Students With A Purpose (NASWAP)  
jamie@studentswithapurpose.org 509-856-8574



## COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926

Land Use Permitting (509) 962-7231  
comdev@ci.ellensburg.wa.us

Construction Permitting (509) 962-7239  
permits@ci.ellensburg.wa.us

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August 14, 2025

David Sturgell  
Odd Fellows Lodge 20 Housing Project  
PO Box 154  
Ellensburg, WA 98926  
[housing@ellensburgoddfellows.org](mailto:housing@ellensburgoddfellows.org)

RE: IOOF Brick Road Housing Project  
Consistency with local housing needs - City of Ellensburg

Dear Mr. Sturgell:

Your proposal to build a 24-unit affordable housing development for veterans, individuals and families is very exciting and we strongly support your efforts. Additional quality-built, affordable housing is greatly needed in the City of Ellensburg.

This letter is to confirm that the proposed housing project is consistent with the City of Ellensburg's Strategic Vision 2024-2029, which includes the strategic priority of Affordable Housing and Living with the goal of closing the gap between available units and projected need. Based on Washington State Office of Financial Management estimates and Kittitas County allocations, Ellensburg will need approximately 2,133 new units of 0-50% AMI housing (in addition permanent supportive housing needs) by 2046. The City of Ellensburg, the largest City in the County, currently has less than 900 total income-restricted affordable units.

The proposed project also supports the three goals of the City of Ellensburg's Housing Action Plan:

1. Produce more housing—More housing stock is needed to meet the needs of current and future residents in Ellensburg.
2. Add variety to the housing stock—Ellensburg lacks missing middle housing types, such as townhouses, cottage housing, 2-3-4-plexes, ADU/DADUs, and condominiums.
3. Preserve and create income-restricted affordable housing units—Housing affordability is a challenge for many residents in Ellensburg, where more than 40% of the population is cost burdened.

And finally, the proposed project is consistent with the City of Ellensburg's Comprehensive Plan, Chapter 2 Housing, Goal H-2:

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

The City of Ellensburg looks forward to this opportunity to work with the Odd Fellows Lodge 20 on helping to alleviate our city's housing crisis. We wish you success in this new endeavor and lend you our full support. If I can be of further assistance, please let me know.

Sincerely,



Dan Carlson  
Community Development Direct

# CHICAGO TITLE INSURANCE COMPANY

**Policy No. 72156-48087083**

## GUARANTEE

CHICAGO TITLE INSURANCE COMPANY, a Florida corporation, herein called the Company, guarantees the Assured against actual loss not exceeding the liability amount stated in Schedule A which the Assured shall sustain by reason of any incorrectness in the assurances set forth in Schedule A.

1. No guarantee is given nor liability assumed with respect to the identity of any party named or referred to in Schedule A or with respect to the validity, legal effect or priority of any matter shown therein.
2. The Company's liability hereunder shall be limited to the amount of actual loss sustained by the Assured because of reliance upon the assurance herein set forth, but in no event shall the Company's liability exceed the liability amount set forth in Schedule A.

PLEASE NOTE CAREFULLY THE LIABILITY EXCLUSIONS AND LIMITATIONS AND THE SPECIFIC ASSURANCES AFFORDED BY THIS GUARANTEE. IF YOU WISH ADDITIONAL LIABILITY, OR ASSURANCES OTHER THAN AS CONTAINED HEREIN, PLEASE CONTACT THE COMPANY FOR FURTHER INFORMATION AS TO THE AVAILABILITY AND COST.

Dated: July 28, 2022

Issued by:

AmeriTitle, LLC

101 W Fifth Ave.

Ellensburg, WA 98926

(509)925-1477

***Hannah Hall***

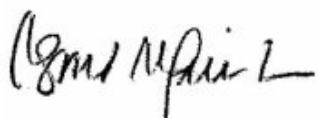

Authorized Signer

*Note: This endorsement shall not be valid or binding until countersigned by an authorized signatory.*

Subdivision Guarantee Policy Number: 72156-48087083

CHICAGO TITLE INSURANCE COMPANY



By:   
ATTEST  
  
President  
Secretary

# SUBDIVISION GUARANTEE

Order No.: 556108AM  
Guarantee No.: 72156-48087083  
Dated: July 28, 2022

Liability: \$1,000.00  
Fee: \$800.00  
Tax: \$67.20

Assured: IOOF Cemetery

The assurances referred to on the face page are:

That, according to those public records with, under the recording laws, impart constructive notice of matters relative to the following described real property:

Tract 1:

Lots 1, 2, 3 and 4 of that certain Survey as recorded May 15, 2018, in Book 41 of Surveys, page 134, under Auditor's File No. 201805150007, records of Kittitas County, Washington; being a portion of the State Addition and part of the Northeast Quarter of Section 36, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

Tract 2:

That portion of Tracts 76 and 77, STATE ADDITION TO THE CITY OF ELLENSBURG NO. 1, as per plat thereof recorded in Book 2, page 48, records of Kittitas County, and more particularly being described as that portion of the Southeast Quarter of the Northeast Quarter of Section 36, Township 18 North, Range 18 East, W.M., County of Kittitas, State of Washington, as shown and described on the Record of Survey drawing prepared by Western Pacific Engineering, Inc., dated December 1983, described as follows:

Commencing at a found railroad spike monument marking the Southeast corner of the Northeast Quarter of said Section; thence North 00°25'17" West on the Easterly boundary line of the Northeast Quarter of said Section a distance of 331.98 feet to the Southeast corner of the North Half of the Southeast Quarter of the Southeast Quarter of the Northeast Quarter of said Section, said point bears South 00°25'17" East on the Easterly boundary line of the Northeast Quarter of said Section a distance of 2,323.85 feet from a found brass cap monument marking the Northeast corner of the Northeast Quarter of said Section; thence South 89°23'39" West on the Southerly boundary line of the North Half of the South Half of the Southeast Quarter of the Northeast Quarter of said Section and the Southerly boundary line of Tracts 96 and 77 of said Addition a distance of 847.63 feet to the true point of beginning, said point bears North 89°23'39" East on the Southerly boundary line of the North Half of the South Half of the Southeast Quarter of the Northeast Quarter of said Section a distance of 474.52 feet from the Southeast corner of the North Half of the South Half of the Southeast Quarter of the Northeast Quarter of said Section and North 89°23'39" East on the Southerly boundary line of Tract 77 of said Addition a distance of 414.52 feet from the Southwest corner of Tract 77 of said Addition; thence continuing South 89°23'39" West on the Southerly boundary line of the North Half of the South Half of the Southeast Quarter of the Northeast Quarter of said Section and the Southerly boundary line of Tract 77 of said Addition a distance of 30.00 feet; thence North 00°27'41" West a distance of 623.50 feet; thence North 87°26'27" East a distance

Subdivision Guarantee Policy Number: 72156-48087083

of 30.02 feet; thence South 00°27'41" East a distance of 624.52 feet to the Southerly boundary line of the North Half of the South Half of the Southeast Quarter of the Northeast Quarter of said Section and to the Southerly boundary of Tract 77 of said Addition and to the true point of beginning.

Title to said real property is vested in:

I.O.O.F. Lodge No. 20, a Washington corporation, Ellensburg Lodge No. 20 Independent Order of Odd Fellows, and Ellensburg Lodge No. 20, I.O.O.F., each as to an indeterminate portion of Tract 1;

and Ellensburg Lodge No. 20 Independent Order of Odd Fellows, as to Tract 2

**END OF SCHEDULE A**

(SCHEDULE B)

Order No: 556108AM  
Policy No: 72156-48087083

Subject to the matters shown below under Exceptions, which Exceptions are not necessarily shown in the order of their priority.

**EXCEPTIONS:**

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records.
2. Unpatented mining claims; reservations or exceptions in the United States Patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
3. Title to any property beyond the lines of the real property expressly described herein, or title to streets, roads, avenues, lanes, ways or waterways on which such real property abuts, or the right to maintain therein vaults, tunnels, ramps, or any other structure or improvement; or any rights or easements therein unless such property, rights or easements are expressly and specifically set forth in said description.
4. Any lien for service, installation, connection, maintenance, tap, capacity or construction or similar charges for sewer, water, electricity, natural gas or other utilities, or for garbage collection and disposal not shown by the Public Records
5. Indian tribal codes or regulations, Indian treaty or aboriginal rights, including easements or equitable servitudes.
6. General Taxes and Assessments – total due may include fire patrol assessment, weed levy assessment and/or irrigation assessment, if any. Taxes noted below do not include any interest or penalties which may be due after delinquency.

Note: Tax year runs January through December with the first half becoming delinquent May 1st and second half delinquent November 1st if not paid. For most current tax information or tax printouts visit: <http://taxsifter.co.kittitas.wa.us> or call their office at (509) 962-7535.

Tax Year: 2022  
Tax Type: County  
Total Annual Tax: \$5.36  
Tax ID #: 503634 (Affects: Parcel 1)  
Taxing Entity: Kittitas County Treasurer  
First Installment: \$5.36  
First Installment Status: Paid  
First Installment Due/Paid Date: April 30, 2022  
Second Installment: \$0.00  
Second Installment Status: Paid  
Second Installment Due/Paid Date: October 31, 2022

7. Tax Year: 2022  
Tax Type: Irrigation

Subdivision Guarantee Policy Number: 72156-48087083

Total Annual Tax: \$410.44  
Tax ID #: 503634 (Affects: Parcel 1)  
Taxing Entity: Kittitas County Treasurer  
First Installment: \$205.22  
First Installment Status: Paid  
First Installment Due/Paid Date: April 30, 2022  
Second Installment: \$205.22  
Second Installment Status: Paid  
Second Installment Due/Paid Date: October 31, 2022

8. Tax Year: 2022  
Tax Type: County  
Total Annual Tax: \$7.22  
Tax ID #: 513634 (Affects: Parcel 2)  
Taxing Entity: Kittitas County Treasurer  
First Installment: \$7.22  
First Installment Status: Paid  
First Installment Due/Paid Date: April 30, 2022  
Second Installment: \$0.00  
Second Installment Status: Paid  
Second Installment Due/Paid Date: October 31, 2022

9. Tax Year: 2022  
Tax Type: Irrigation  
Total Annual Tax: \$693.16  
Tax ID #: 513634 (Affects: Parcel 2)  
Taxing Entity: Kittitas County Treasurer  
First Installment: \$346.58  
First Installment Status: Paid  
First Installment Due/Paid Date: April 30, 2022  
Second Installment: \$346.58  
Second Installment Status: Paid  
Second Installment Due/Paid Date: October 31, 2022

10. Tax Year: 2022  
Tax Type: County  
Total Annual Tax: \$1,711.65  
Tax ID #: 474134 (Affects: Parcel 3)  
Taxing Entity: Kittitas County Treasurer  
First Installment: \$855.83  
First Installment Status: Paid  
First Installment Due/Paid Date: April 30, 2022  
Second Installment: \$855.82  
Second Installment Status: Paid  
Second Installment Due/Paid Date: October 31, 2022

11. Tax Year: 2022  
Tax Type: Irrigation  
Total Annual Tax: \$371.38  
Tax ID #: 474134 (Affects: Parcel 3)  
Taxing Entity: Kittitas County Treasurer  
Subdivision Guarantee Policy Number: 72156-48087083

First Installment: \$185.69  
First Installment Status: Paid  
First Installment Due/Paid Date: April 30, 2022  
Second Installment: \$185.69  
Second Installment Status: Paid  
Second Installment Due/Paid Date: October 31, 2022

12. Tax Year: 2022  
Tax Type: County  
Total Annual Tax: \$1,690.65  
Tax ID #: 744134 (Affects: Parcel 4)  
Taxing Entity: Kittitas County Treasurer  
First Installment: \$845.33  
First Installment Status: Paid  
First Installment Due/Paid Date: April 30, 2022  
Second Installment: \$845.32  
Second Installment Status: Paid  
Second Installment Due/Paid Date: October 31, 2022
13. Tax Year: 2022  
Tax Type: Irrigation  
Total Annual Tax: \$872.96  
Tax ID #: 744134 (Affects: Parcel 4)  
Taxing Entity: Kittitas County Treasurer  
First Installment: \$436.48  
First Installment Status: Paid  
First Installment Due/Paid Date: April 30, 2022  
Second Installment: \$436.48  
Second Installment Status: Paid  
Second Installment Due/Paid Date: October 31, 2022
14. Tax Year: 2022  
Tax Type: County  
Total Annual Tax: \$27.94  
Tax ID #: 775536 (Affects: Tract 2)  
Taxing Entity: Kittitas County Treasurer  
First Installment: \$27.94  
First Installment Status: Paid  
First Installment Due/Paid Date: April 30, 2022  
Second Installment: \$0.00  
Second Installment Status: Paid  
Second Installment Due/Paid Date: October 31, 2022
15. Taxes, interest and penalties, if any, which may result from the loss of the tax exemption for which this property has qualified.  
  
Taxes as shown herein include the following exemption(s): Recreational - Other Recreational  
Affects: Portion of said premises
16. Notice of possible (present and future) tap or connection charges levied, or to be levied, by the City of Ellensburg, notice of which is given by instrument recorded February 3, 1978, under Kittitas County Auditor's File No. [420037](#).  
Affects: Tract 2
17. The provisions contained in Deed from Carl A. Sander and Olive Sander to Capital Hill Water Works Company, a corporation  
Recorded: August 28, 1889,  
[Book J of Deeds, Page 450](#)

Subdivision Guarantee Policy Number: 72156-48087083

As follows: "For the lower ditch supplying the reservoirs of said corporation grantee, commencing at junction of the Tail race from Sander's Mill and Wilson Creek near North line of Northeast Quarter of Northeast Quarter of Section 36, Township 18 North, Range 18 East, W.M., Southerly across said land."

18. The provisions contained in Deed from Carl A. Sanders and Olive Sanders, his wife, to Capital Hill Water Works Company, a corporation,  
Recorded: August 28, 1889,  
[Book J of Deeds, Page 451](#)  
As follows: "Commencing at Sander's Mill pond on the Southwest Quarter of Section 30, Township 18 North, Range 19 East, W.M., thence Southerly crossing Northeast Quarter of Northeast Quarter of Section 36, Township 18 North, Range 18 East, W.M."
19. An easement including the terms and provisions thereof for the purposes stated therein and rights incidental thereto as set forth in deed from Carl A. Sander and Olive Sander:  
Granted To: Ellensburg Water Supply Company, a corporation  
Dated: December 29, 1892  
[Book P of Deeds, Page 535](#)
20. The provisions contained in Agreement,  
Granted To: Ellensburg Water Supply Company, a corporation  
Date: June 6, 1911,  
[Book 23 of Deeds, Page 217](#)  
Auditor's File No.: 30446  
As follows: "Right of way for, and right to construct, install, operate, renew and forever maintain a pipe line for the conveyance of water over and across Sections 25 and 36, Township 18 North, Range 18 East, W.M., together with right of ingress to and egress from said premises for said purpose."
21. The provisions contained in Deed from the State of Washington to Ellensburg Lodge No. 20, I.O.O.F.,  
Dated: September 8, 1927,  
Book 45 of Deeds, Page 565  
Auditor's File No.: [87743](#)
22. The provisions contained in Deed from the State of Washington to Mabel Hutter,  
Instrument No.: [148544](#).
23. An easement including the terms and provisions thereof for the purpose shown below and rights incidental thereto as set forth in instrument:  
Granted To: Goodwin Chase, Jr.  
Purpose: Irrigation ditch and pipeline  
Recorded: January 14, 1947  
Instrument No.: [192760](#)  
Affects: A strip of land two feet in width across a portion of Lot 76
24. Right of Way Easement, including the terms and provisions thereof for the purpose shown below and rights incidental thereto as set forth in instrument:  
Granted To: City of Ellensburg, Washington, a municipal corporation  
Purpose: Underground electrical distribution and service lines, including vaults and associated equipment, as well as the rights of ingress and egress  
Recorded: February 15, 1985  
Instrument No.: [485851](#)  
Volume 220, Page 536  
Affects: A portion of said premises

25. Any rights, interests, or claims which may exist or arise by reason of the following matters(s) disclosed by survey,  
Recorded: May 15, 2018  
Book: 41 of Surveys Page: 134  
Instrument No.: [201805150007](#)  
Matters shown:  
a) Fencelines in relation to boundaries  
b) Notes thereon
26. An easement including the terms and provisions thereof for the purpose shown below and rights incidental thereto as set forth in instrument:  
Granted To: State of Washington  
Purpose: Cemetery  
Recorded: May 16, 2019  
Instrument No.: [201905160016](#)  
Affects: A portion of said premises

#### **END OF EXCEPTIONS**

#### **Notes:**

- a. Any map or sketch enclosed as an attachment herewith is furnished for information purposes only to assist in property location with reference to streets and other parcels. No representation is made as to accuracy and the company assumes no liability for any loss occurring by reason of reliance thereon.
- b. All documents recorded in Washington State must include an abbreviated legal description and tax parcel number on the first page of the document. The abbreviated description for this property is: Lots 1, 2, 3 and 4, Book 41 of Surveys, page 134, ptn of the State Addition and part of the NE Quarter of Section 36, Township 18 N, Range 18 E, W.M., and ptn of Tracts 76 and 77, STATE ADDITION TO THE CITY OF ELLENSBURG NO. 1, Book 2, page 48, ptn of the SE Quarter of the NE Quarter of Section 36, Township 18 N, Range 18 E, W.M.

NOTE: In the event any contracts, liens, mortgages, judgments, etc. which may be set forth herein are not paid off and released in full, prior to or immediately following the recording of the forthcoming plat (short plat), this Company will require any parties holding the beneficial interest in any such matters to join in on the platting and dedication provisions of the said plat (short plat) to guarantee the insurability of any lots or parcels created thereon. We are unwilling to assume the risk involved created by the possibility that any matters dedicated to the public, or the plat (short plat) in its entirety, could be rendered void by a foreclosure action of any such underlying matter if said beneficial party has not joined in on the plat (short plat).

#### **END OF GUARANTEE**





# MANAGER'S REPORT

DATE: February 2, 2026

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

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## **1. Council Retreat and Budget Orientation February 6**

The City Council Retreat is set for Friday, February 6, 2026, from 8:00 a.m. to 12:30 p.m. at Hal Holmes Community Center, 201 N. Ruby Street, Ellensburg, WA. At the Retreat, Council will be given a briefing from senior staff on opportunities and challenges across the City organization, affirm their priorities by updating the formerly adopted strategic vision, and begin orientation on the basics of Priority-Based Budgeting to launch the 2027-2028 Biennial Budget.

The Priority-Based Budget Process will involve Council, staff, and community members in reviewing budget proposals and engaging in deeper discussions about general government services and service-levels for programs and projects, building understanding revenue and limitations, and exploring sustainable revenue options for the future.

## **2. Ellensburg Academy – March 11 & 18**

Mark your calendars to learn more about your City and local government. Ellensburg Academy is a civic education program designed to inform residents and community stakeholders about the operations of City government and what is involved in delivering and maintaining services in Ellensburg. This year, we will offer one six-hour program scheduled over two weeks on March 11 and 18, 2026, from 6:00 p.m. to 9:00 p.m. See attached flyer. Registration is available on the City website at [www.ellensburgwa.gov/academy](http://www.ellensburgwa.gov/academy).

## **3. Kittitas Valley Memorial Pool & Fitness Center Roof Replacement Project and Adaptive Reuse Study**

Staff completed the review process for qualified consultants to complete the pool roof replacement project and will be negotiating an agreement to complete the work in the next couple of weeks. Staff anticipate bringing an agreement to Council for their consideration at their March 2, 2026, meeting. There is a possibility that the pool will need to be closed for an extended period of time while construction for this project is underway. Council previously approved an expenditure of \$35,000 for design and

\$500,000 for construction of the sloped roof from the Second Quarter Percent Real Estate Excise Tax (REET 2) restricted revenue fund.

Staff will be issuing a 'Request for Qualifications' for design services for the completion of an adaptive reuse study of the KVMP. The study will look at the feasibility and scope of facility renovation necessary to meet the needs recreational needs of the community.

This could also include:

- Preparation of conceptual design(s) showing floor plan options organized to accommodate the program requirements identified in the public process within the existing footprint of the building.
- Structural evaluation of the building with specific emphasis on infrastructure improvements necessary to repurpose the building.
- Preparation of planning level cost estimates to complete the renovation including structural, HVAC, and mechanical system necessary to meet the identified needs.

The study will be completed by September 2026.

A pre-design phase will be initiated concurrently this year to begin planning for the Kittitas Valley Memorial Pool replacement with a future Kittitas Valley Aquatic Center, including facility location and early design. A funding request was submitted to the State's Capital Community Project fund to match the City's \$150,000 budget to advance the scope of this design.

Find more information on the City's project page of the website: [Kittitas Valley Memorial Pool | Ellensburg, WA](#)

#### **4. Seeking Board Members for Yakima Humane Society**

The Yakima Humane Society is seeking two Ellensburg/Kittitas County-based Board members. Interested applicants must be prepared to: attend and actively participate in Board meetings, attend major fundraising events, engage with their personal networks about the Board's mission and projects, make a financial contribution, and grow and challenge themselves to achieve new goals. Interested parties should contact the City Manager's Office for a referral.

#### **5. Everyone Invited to Economic Development Workshop of February 3**

A Community-Driven Economic Development Workshop was held on February 3 from 9–11 a.m. at Upper Kittitas County Senior Center, bringing together community members and stakeholders to help shape the future of Kittitas County's economic development.

The workshop will be focused on the importance of the Comprehensive Economic Development Strategy (CEDS), a required plan by the U.S. Economic Development Administration (EDA) for counties to remain eligible for federal funding support. Participants learned how the CEDS process helps identify local priorities and positions

communities to access the billions of dollars in funding the EDA distributes annually across the United States. Attendees engaged in collaborative discussions to imagine future opportunities for Kittitas County and provide input that will help guide long-term economic development planning. The event encouraged community-driven ideas and highlighted the value of local voices in shaping sustainable growth. The event is free and open to the public.

#### **6. Preview of Tuesday, February 17 Council Agenda**

The next meeting will include a presentation from the Yakima Basin Fish & Wildlife Recovery Board, a review of the City's fourth quarter Financial and Investment Reports from 2025, and continued discussion of revisions to Ellensburg City Code (ECC) Chapter 1.88.






# ELLENSBURG ACADEMY

The 2026 Ellensburg Academy is a two-session class designed to teach Ellensburg residents about the inner workings of Ellensburg's local government. Join this free program to get involved and become a more informed and engaged resident! Enrollment is open to residents 18 and up.

Class is in session from 6-9 p.m. March 11 & March 18, 2026 at Hal Holmes Community Center, 209 N. Ruby St., Ellensburg.

Enroll at: [www.ellensburgwa.gov/academy](http://www.ellensburgwa.gov/academy)

## You'll get:

-  A behind-the-scenes look at local government
-  Practical knowledge you can share
-  A certificate upon completion of both classes and a secret swag item



Scan QR code to enroll or visit [www.EllensburgWA.gov/academy](http://www.EllensburgWA.gov/academy)

