

CITY COUNCIL AGENDA

March 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 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_GUzSq3xzR3uRRnJNMgaAGA

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

Accessibility

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

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

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

COUNCIL MEETING

GUIDELINES FOR PUBLIC PARTICIPATION

All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at www.ectv2.com or on YouTube at [ECTV Ellensburg](https://www.youtube.com/channel/UCv3v3v3v3v3v3v3v3v3v3v3). You may also attend by phone, only, and listen to the meeting by following the registration instructions under “Procedure for Remote Participation During Meeting” below. Once you register, you will be sent a meeting invitation with a phone number for the meeting.

Public comment on Non-Agenda Issues (Item No. 7) is limited to a combined total of thirty (30) minutes unless Council votes to extend the time. Testimony or comments will be accepted in the following manner:

SUBMISSION OF WRITTEN COMMENTS

- **Written comments submitted in advance of meeting**
Submit written comments by mail to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or via email to: cityclerk@ellensburgwa.gov. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.
- **Comments for public hearings**
Written comments must be received by the City Clerk by 5 p.m. on the meeting date. Comments can either be mailed to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or sent via email to: cityclerk@ellensburgwa.gov. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.

PROCEDURE FOR REMOTE PARTICIPATION DURING MEETING

1. ***Advance registration is required to provide public comment or hearing testimony via remote meeting attendance. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).***
 - a) Anyone wishing to provide public comment on ***Non-Agenda Issues*** (Item No. 7 on the Agenda) must: 1. Register via the Zoom link by no later than 24 hours prior to the meeting; and 2. Provide a description in the Zoom registration form of the topic upon which they wish to speak with sufficient detail to allow the Mayor to determine whether it pertains to City business or a matter over which Council has control.
 - b) Anyone wishing to speak on ***all other Agenda items*** where it specifically states “Public Comment Opportunity” must register prior to 7 p.m. the day of the meeting.
2. Join the meeting early, as you may need to download the app in advance to participate. Once you’ve joined the meeting, your camera and microphone will be muted until you are recognized by the Mayor to speak.
3. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
4. The Mayor will identify the agenda item and ask if anyone wishes to speak on the matter.
5. If you wish to speak on an agenda item, you must:
 - a) Wait to be called upon by the Mayor using your name, e-mail, or phone number used to log in to the teleconference.
 - b) Raise your “virtual hand” in the corner of Zoom application on the computer screen or press *9 on your phone. Raising your hand signals the moderator that you wish to speak.
6. Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.

PROCEDURE FOR IN-PERSON PARTICIPATION (COUNCIL CHAMBERS)

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

PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS

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

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

CONSENT AGENDA

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

AGENDA ITEMS

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

PUBLIC HEARINGS

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

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

**CITY OF ELLENSBURG
CITY COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Monday, March 2, 2026
6:00 PM – Study Session
7:00 PM - Regular Meeting**

Study Session (No Public Comment)

A Parks, Recreation and Open Space Plan Discussion 6

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

2.A Irish American Heritage Month 206

2.B National Women’s History Month & International Women’s Day 207

3. Awards and Recognitions

4. Approval of Agenda (No Public Comment)

5. Consent Agenda (No Public Comment)

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

5.A Approve Minutes of February 17, 2026 Regular Meeting 208

5.B Acknowledge Minutes of Boards and Commissions 213

5.C Award of Bid Call 2026-08 Official City Newspaper 226

5.D Low-Income Energy Efficiency Program 227

5.E Interlocal Agreement Between the State of Washington Central Washington University and the City of Ellensburg 261

5.F Pedestrian Accessibility and Transit Support Project Grant 273

5.G Amendment 1 to Subrecipient Agreement between City of Ellensburg and FISH 287

5.H	Planning Commission Resignation - Sathy Rajendran	290
5.I	Utility Advisory Committee Resignation - Audrey Huerta	291
5.J	Approve March 2, 2026 Voucher Listing	293
6.	Petitions, Protests, and Communications	
7.	Public Comment on Non-agenda Issues	
8.	Business Requiring Public Hearings	
9.	Introduction and Adoption of Ordinances and Resolutions	
9.A	First Reading of Ordinance 4981 Amending Ellensburg City Code Regarding Community Development Review Fees (Public Comment Opportunity)	294
9.B	Resolution 2026-04 (Joint Resolution with Kittitas County) Approving Amendment to Interlocal Agreement for Public Defense Services (Public Comment Opportunity)	315
10.	Unfinished Business	
10.A	Funding Recreational Facilities Discussion - Fieldhouse and Future Kittitas Valley Aquatic Center (Public Comment Opportunity)	319
11.	New Business	
11.A	Preliminary Fourth Quarter 2025 Financial Status and Investment Reports (Public Comment Opportunity)	327
11.B	Letter of Intent Conditionally Selecting Central Paving, LLC as Developer for the Ellensburg Fieldhouse Project (Public Comment Opportunity)	342
11.C	Contract to Purchase JustFOIA Software to Manage Public Records Requests (Public Comment Opportunity)	367
12.	Miscellaneous	
12.A	Manager's Report (No Public Comment)	383
12.B	Councilmembers' Reports (No Public Comment)	
13.	Executive Session	
14.	Adjournment	



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

Agenda Subject: Parks, Recreation and Open Space Plan Discussion
Submitted by: Brad Case, Parks & Recreation Director
Department: Parks & Recreation

Suggested Motion/Action:
For discussion only.

Background/Summary:

In June 2025, the City hired MIG to perform an update of the Park, Recreation, and Open Space Plan. The primary goal of the plan is to identify the recreational priorities of the community and to develop a path forward to meet those goals. MIG staff will be attending the study session virtually to review the draft plan.

Previous Council Action:

At their June 2, 2025 meeting, the City Council approved a professional services agreement with MIG for consultant services for the 2026-2032 Park, Recreation, Open Space and Sustainable Funding Plan.

Analysis:

MIG has completed their scope of work and is ready to present the draft copy of the plan, a final plan will be brought back to Council at a future meeting. MIG's scope of work included:

- Needs Assessment and Public Involvement; review of previous planning efforts, and city historical and cultural information; evaluate the profile of the community, demographic trends, future growth potential, and 2024 census data; extensive community involvement effort including focus groups, meetings with key stakeholders, neighborhood and community-wide public meetings, survey at-large community events, polling, and other types of surveys; research of trends and statistics related to lifestyles to help guide recreation and health/wellness programming and facility development.
- Inventory; an inventory of parks and facilities using existing mapping, staff interviews, and on-site visits to verify amenities and assess the condition of the facilities and surrounding areas
- Assessment and Analysis; review and evaluate relevant plans; assess organizational strengths, weaknesses and opportunities; analyze level of service that is feasible and aligned with the desires of the community as expressed through the public involvement process; analyze the level of service needed for projected growth in Ellensburg; explore finance and funding mechanisms to support the development and sustainability of the system. Polling to include tolerance of funding methods.

•Recommendations: Goals, Objectives, and Action Plan; identify and categorize recommendations into themes with goals, objectives, and an action plan for implementation; develop an action plan and prioritized list for capital improvements including cost, funding source potentials, and timeframe to support the implementation of the plan; develop a funding strategy, including recommended park impact fees adjustments; prepare draft and final reports, including text, graphics, maps, park plans, etc. in electronic format for final adoption and distribution.

Financial Impact:

Budget Adjustment: No

Attachments:

1. EllensburgPROS_City Council_PPT_022526 (003)
2. EllensburgPROS_Public Draft_020626_spreads - reduced
3. EllensburgPROS_Appendices_020626



ELLENSBURG PARKS, RECREATION, OPEN SPACE, AND SUSTAINABLE FUNDING PLAN

City Council Study Session

March 2, 2026



Presentation Overview

- Draft PROS Plan Overview
- Online Comment Form Feedback
- City Council Discussion & Feedback
- Next Steps

DRAFT PROS PLAN OVERVIEW

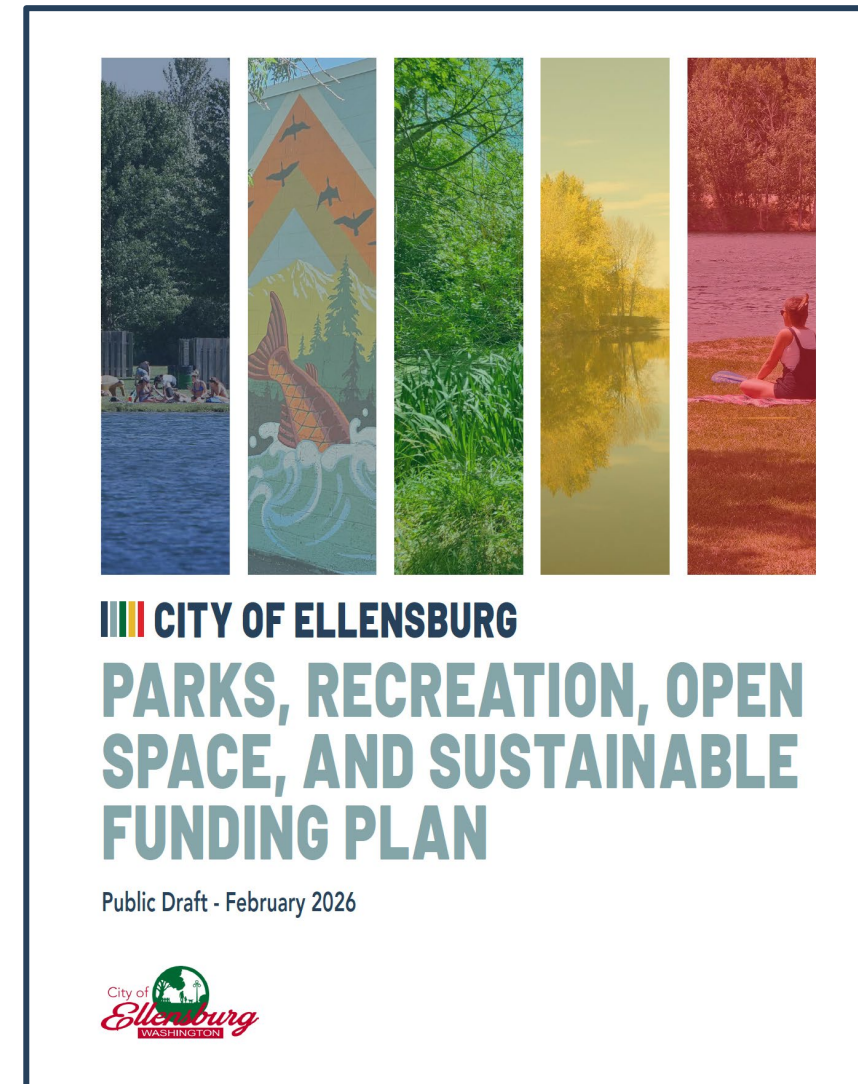
Purpose of the Plan

Establish a strategic framework and funding strategy for the future acquisition, maintenance, development, renovation and restoration of Ellensburg's parks, recreation facilities, natural open spaces, trail corridors, programs, and services over the next 10 years.

- Identify needs for parks, recreation facilities, trails and programs
- Update goals and systemwide objectives
- Define site-specific recommendations for next 10 years
- Develop a 6-year, prioritized action plan and sustainable funding strategy
- Ensure RCO compliance for grant applications

Plan Chapters

1. Introduction
2. Existing Park and Recreation System
3. Demographics, Community Priorities, & Trends
4. Park System Needs
5. Recommendations
6. Implementation



Appendices

- A. Park and Facility Inventory
- B. Site Recommendations
- C. Capital Improvement Plan

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APPENDIX A **PARK AND FACILITY INVENTORY**

CHAPTER 1

Planning Process

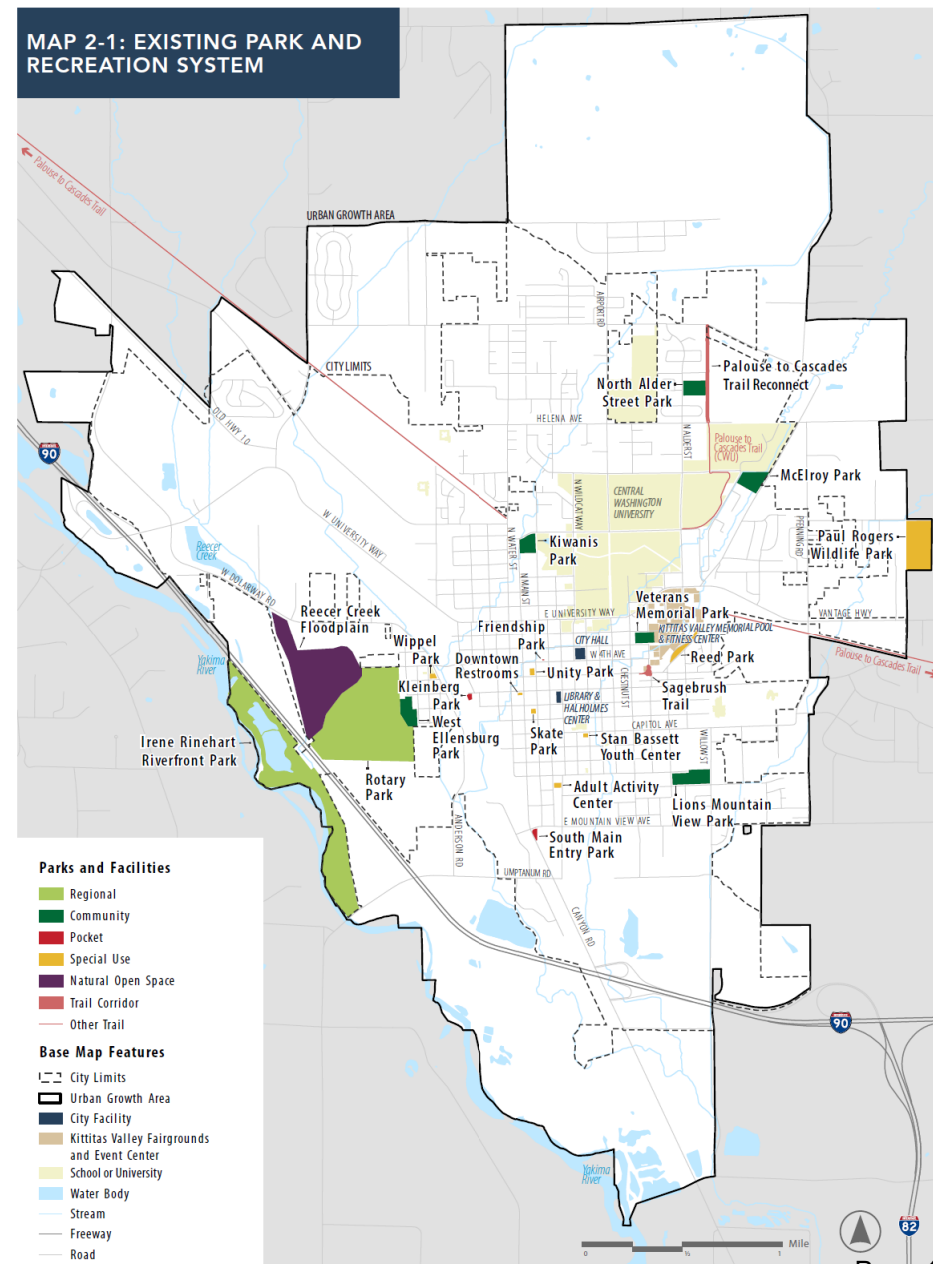
WE ARE HERE!



Existing System

Park Type	#	Acres
Regional Parks	2 sites	216.0 acres
Community Parks	6 sites	33.1 acres
Special Use Parks /Facilities	7 sites	24.5 acres
Pocket Parks	4 sites	1.2 acre
Trail Corridor	2 sites	2.5 acres
Natural Open Space	1 site	73.2 acres
TOTAL	22	350.6

6 Baseball Fields	
2 Softball Fields	
4 Ball Fields with Backstops	
2 Sets of Batting Cages	
13 Rectangular Fields*	 
1 Disc Golf Course	
6 Playgrounds	
1 Community Garden	
2 Volleyball Courts	
6 Basketball Courts**	
8 Pickleball Courts	
1 Outdoor Stage	
1 Bike Skills Course	
1 Skatepark	
1 Swimming Beach	
1 Water Feature	
2 Dog Parks	
7 Picnic Shelters	
12 Sites with Public Art	



CHAPTER 3

Public Involvement Overview

- **Staff and Advisory Guidance**

- 4 PRAC Meetings

- **Pop-Up Events**

- 3 Pop-Ups: Farmer's Market, Hal Holmes Center Comprehensive Plan Open House, and Bite of the Burg
- ~147 People

- **Key Leader Interviews**

- 6 Interviews

- **Bilingual Community Needs Questionnaire**

- 1,125 Responses
- ~80% Ellensburg residents

CHAPTER 3

Community Priorities

- Youth-oriented programming and amenities
- Repairs and improvements to the Kittitas Valley Memorial Pool & Fitness Center
- Water-based activities, particularly a splashpad
- Indoor recreation opportunities
- Safety, cleanliness, and maintenance
- Improvements to aging amenities
- Loop trails and soft surface paths
- Greater investment in the system

“The playgrounds desperately need to be updated! As a parent with two small children, we use the parks regularly and they are all showing their age.”

—Community Questionnaire Response

CHAPTER 3

Community Priorities

FIGURE 3-6: RANKED TOP PRIORITIES FOR INVESTMENT (Out of 10)

Park Type	Questionnaire Ranking (Non-Residents)	Questionnaire Ranking (Residents)	Pop-Up Ranking (All Responses)
Replace/Renovate Kittitas Valley Memorial Pool	1	1	1
Repair/Replace Older Park Features	2	2	2
Build a New Fieldhouse	3	3	5
Add Variety to Existing Parks	4	4	4
Offer More Programs/Events	5	5	6
Invest in Sports/Parks Downtown	6	8	9
Build More Trails and Pathways	7	7	3

“There’s nothing for young kids to do outside in the summer to cool off. A splash pad (or pads) would be amazing!”

—Community Questionnaire Response

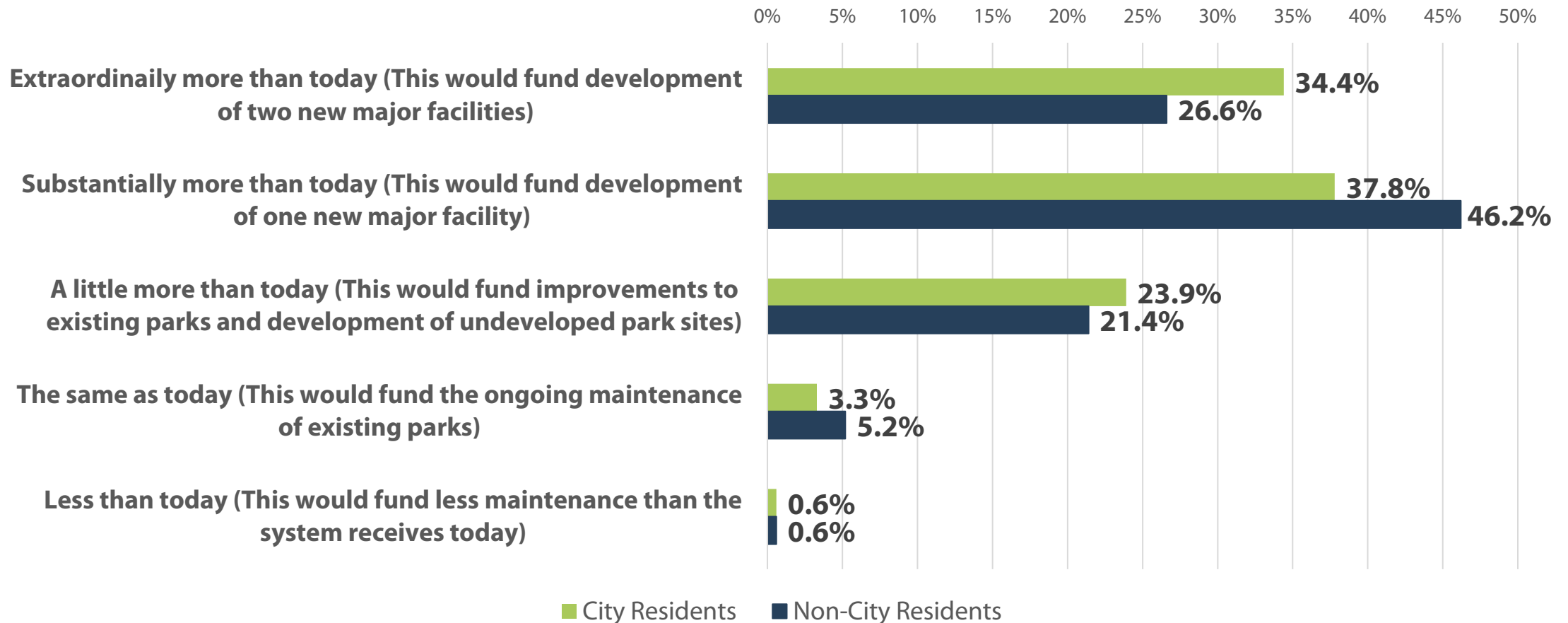
“We would love a focus on indoor recreation for our very long and cold winters. We have so much beautiful natural recreation in the valley, but very few options to keep families active in the winter.”

—Community Questionnaire Response

CHAPTER 3

Community Priorities – Greater Investment

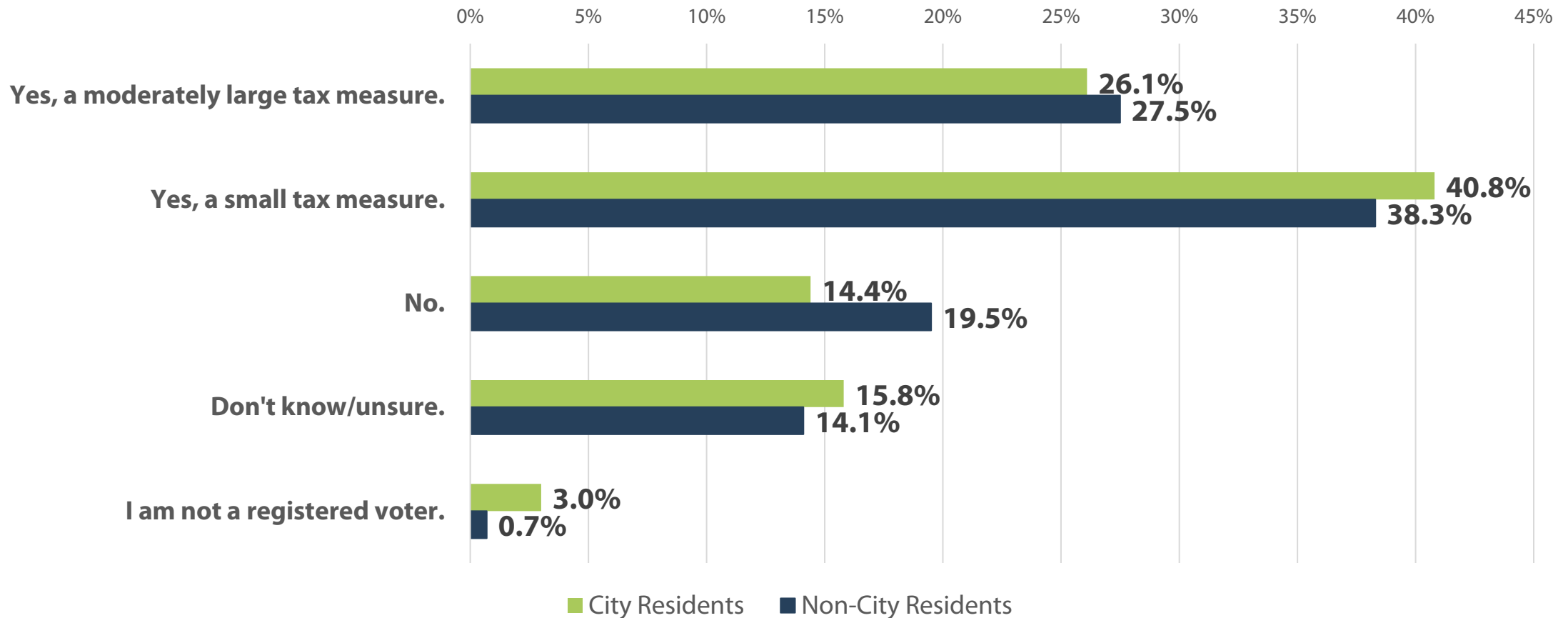
How much should the City invest in the system?



CHAPTER 3

Community Priorities – Greater Investment

Depending on the tax rate and types of projects proposed, would you be willing to vote in favor of a tax measure to improve the park system?



CHAPTER 4

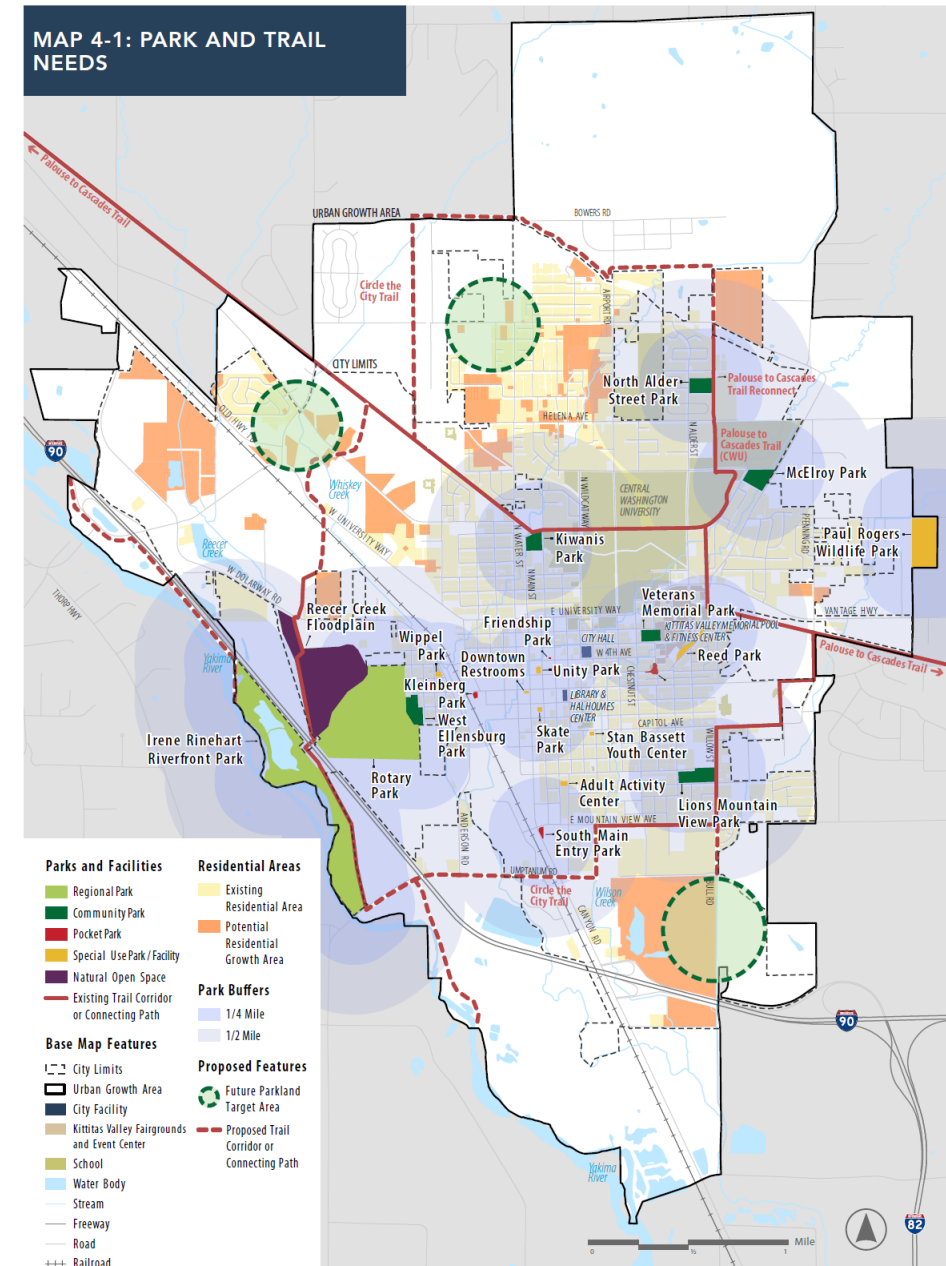
Park & Facility Needs

TABLE 4-2: PARKLAND STANDARDS AND NEEDS

Park Type	Existing LOS	Proposed Level of Service Standard (Acres/1,000 Residents)	2035 Additional Acreage Needed	2045 Additional Acreage Need	New Park Acreage Needs
Regional Parks	10.16	8.50	0.00	0.00	None
Community Parks	1.56	2.00	13.31	17.73	Three new parks of 4-8 acres each
Special Use Parks / Facilities	1.15	0.95	0.00	-0.39*	Potential consolidation of facilities
Pocket Parks	0.06	0.05	0.00	0.00	None
Trail Corridor	0.12	1.10	23.02	25.46	Additional trails, 25.32 acres (6.96 miles)
Natural Open Space	3.44	2.90	0.00	0.47	Potential small acreage increases over long term
TOTAL	16.49	15.50	36.33	43.27	

2035 and 2045 population projections based on Office of Financial Management existing population estimates and Kittitas County growth rates.

*Note: If renovated as planned, a portion of the existing Skatepark site downtown may be be redeveloped as City parking resulting in a slight reduction in park acreage.

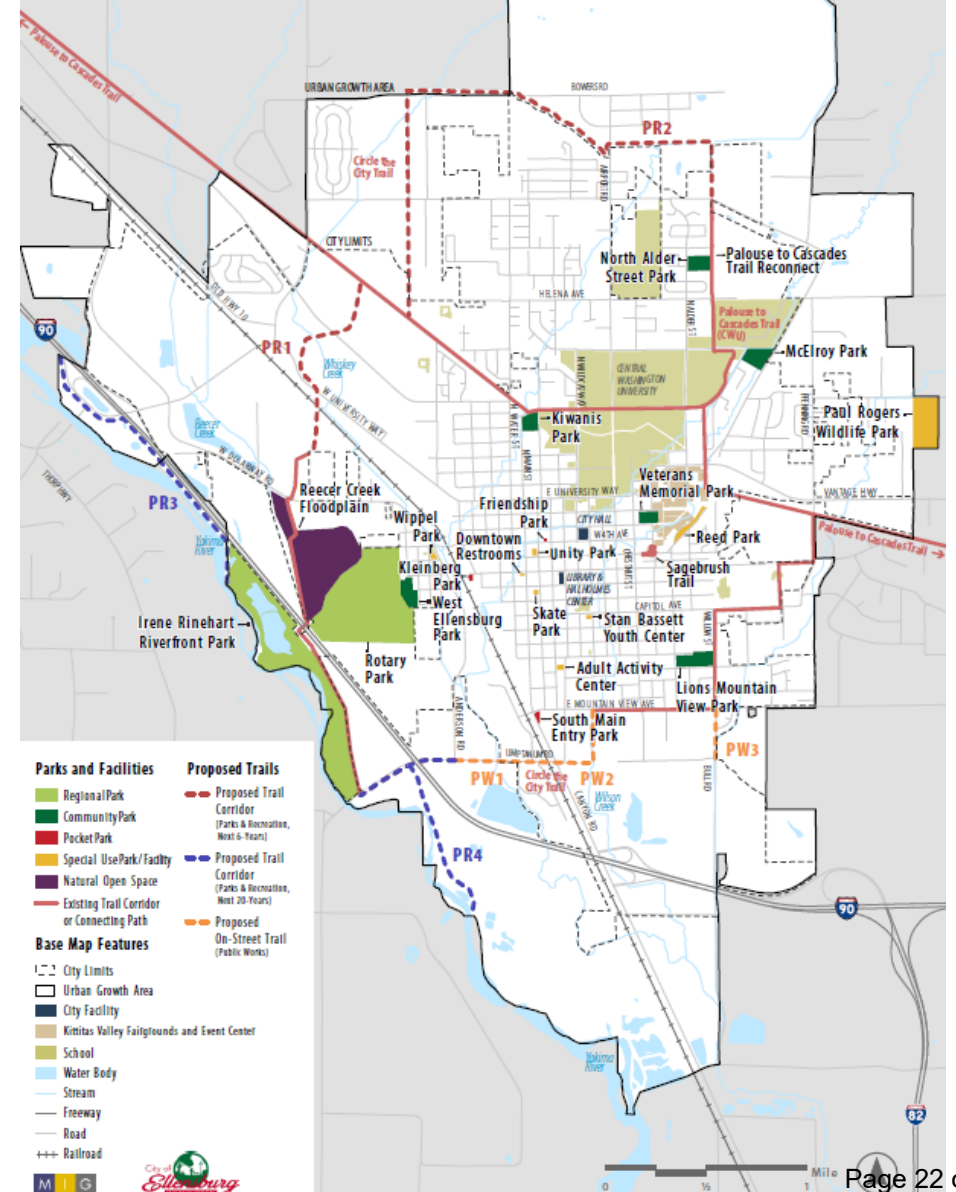


CHAPTER 4

Trail Needs

- **6.94 miles (25.3 acres) of new trails** including land acquisition and corridor development
- **Complete Circle the City loop** (in collaboration with Public Works Department)
- **Extend riverfront trails**

Disclaimer: All proposed trails identified on this map are conceptual in nature and for illustrative purposes only. These do not reflect specific routes; they are intended to show the general vicinity where trails may be considered in the future. If these projects move forward, further site planning will consider land ownership, current land uses, the road network, site topography, environmental constraints, parcel size, and similar site characteristics, as well as the feasibility of acquisition options.



CHAPTER 5

Goals

GOAL 1: PARKS

Provide a variety of parks reflecting unique community needs.

GOAL 2: PARK AMENITIES AND FACILITIES

Provide high quality, accessible, and diverse amenities and facilities.

GOAL 3: INDOOR FACILITIES

Offer enriching year-round recreation options.

GOAL 4: TRAILS

Connect and expand trails for recreation, park access, and mobility.

GOAL 5: PROGRAMS / SERVICES

Facilitate programs, social gatherings, and events.

GOAL 6: MAINTENANCE

Strategically maintain and manage assets.

GOAL 7: NATURAL RESOURCES

Protect and connect residents to the natural environment.

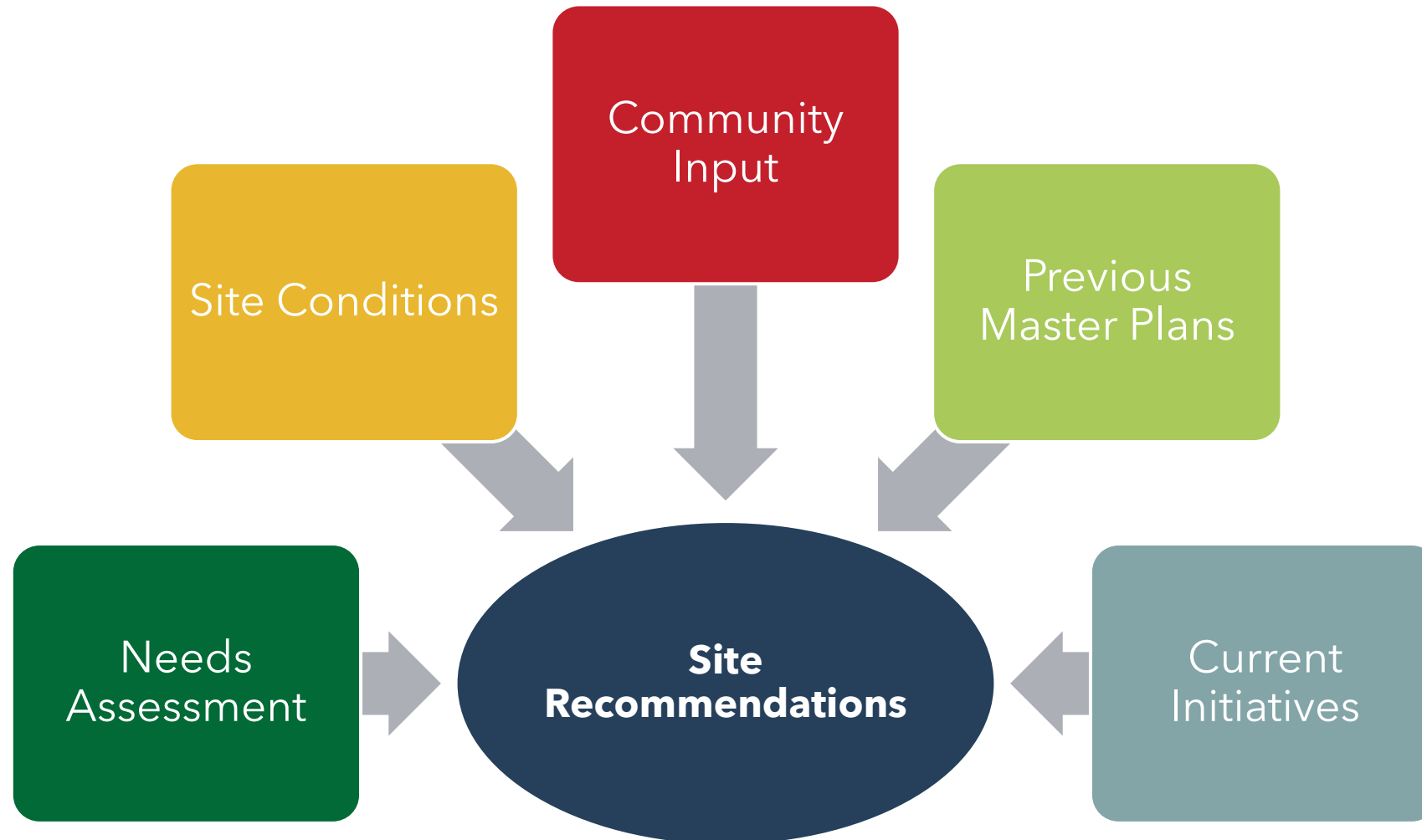
GOAL 8: PARTNERSHIPS

Support and expand local collaboration.

GOAL 9: SUSTAINABLE FUNDING

Ensure fiscal opportunity and resilience.

Site Recommendations Inputs



CHAPTER 5

Site Recommendation Summary

- 136 Recommendations
- Development projects are the largest category due to high volume of projects associated with recent projects and proposed new parks and trail corridors
- 87.5% of development projects are proposed to enhance existing sites
- **Approximately \$117.7 million would be needed to implement all capital projects**

7

ACQUISITION
PROJECTS

81

DEVELOPMENT
PROJECTS

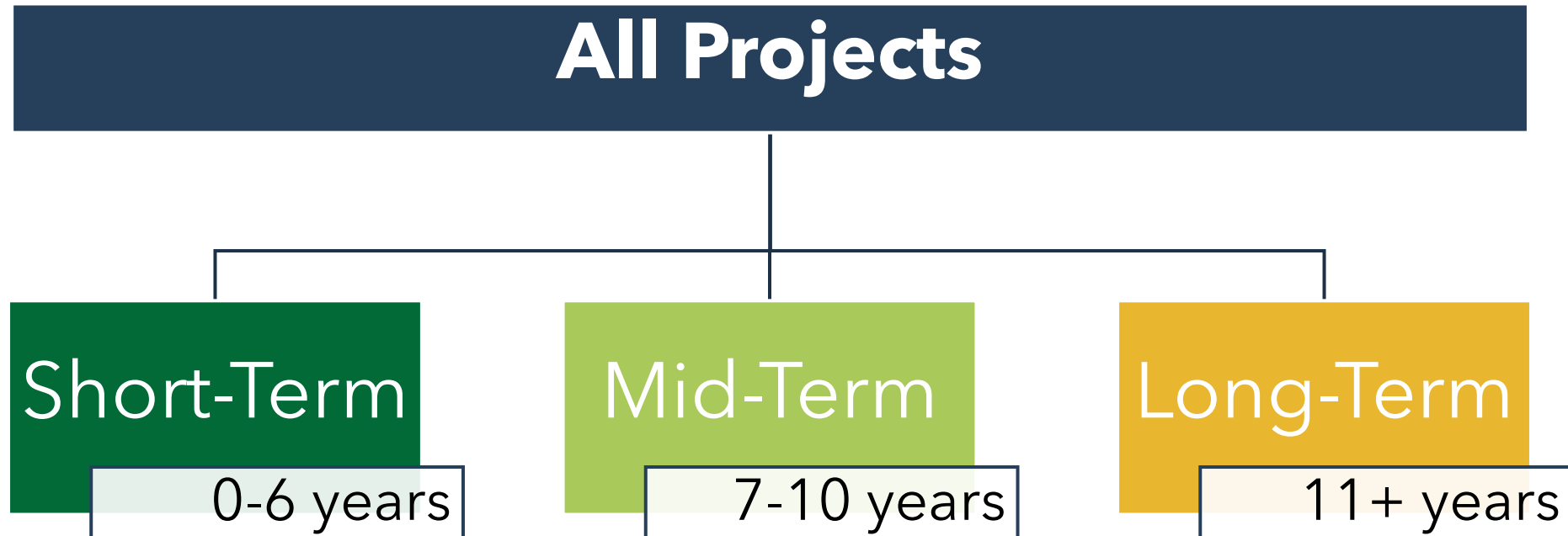
44

RENOVATION
PROJECTS

4

RESTORATION
PROJECTS

Site Recommendations Phasing



CHAPTER 6

Six-Year Action Plan

Identifies priority projects based on anticipated funding levels over the next six years. Action Plan projects are divided into two tiers:

- **Tier #1 Priority Projects:** This list represents the highest priorities to complete if the City is relying on current funding sources and typical funding levels.
- **Tier #2 Priority Projects:** This list identifies the next group of key projects to implement, if new potential funding sources are obtained.

Unless additional funding is obtained, implementing both Tier 1 and Tier 2 projects will take more than six years.

CHAPTER 6

Six-Year Action Plan

Tier 1 Projects:

- 8 Sites
- 13 Projects
- \$3,655,000 Total
 - Impact Fees
 - REET 2
 - Insurance Funds

TIER 1: Priorities Based on Typical Funding Sources		
Park/Project	Capital Cost Assumption	Anticipated Funding Source
Irene Rinehart Riverfront Park		
Add nature-themed playground	\$150,000	Impact Fees, REET 2
Improve trails and replace pedestrian bridges	\$75,000	Insurance Funds
Rotary Park		
Build Rotary Park Fieldhouse and front/side parking	n/a*	Impact Fees, REET 2
Add landscaping around Fieldhouse and connecting sidewalks	\$250,000	Insurance Funds
Kiwanis Park		
Replace playground with new inclusive, universal play area	\$900,000	Impact Fees, REET 2
Lions Mountain View Park		
Replace play equipment	\$375,000	REET 2
North Alder Street Park		
Add a sprayground	\$305,000	Impact Fees
Veterans Memorial Park		
Repair Kittitas Valley Memorial Pool & Fitness Center roof	\$500,000	REET 2
Complete facility maintenance and repairs - HVAC	\$150,000	REET 2
Evaluate adaptive reuse analysis of existing building	\$150,000	REET 2
Plan and design a new indoor aquatic facility (location TBD)	\$150,000	REET 2
West Ellensburg Park		
Replace playground/play equipment	\$150,000	REET 2
North Central Community Park (New)		
Acquire 4-6 acres of parkland	\$500,000	Impact Fees
TIER 1 TOTAL	\$3,655,000	Page 28 of 385

CHAPTER 6

Six-Year Action Plan

Tier 2 Projects:

- 7 Sites
- 9 Projects
- \$6,962,500 Total
 - Increased Impact Fees
 - Bonds, Park District, Grants, Partnerships
 - Formation of a Public Facilities District

TIER 2: Additional Priorities Based on Potential Funding Sources		
Park/Project	Capital Cost Assumption	Anticipated Funding Source
Kiwanis Park		
Add skate park	\$545,000	Increased Impact Fees
McElroy Park		
Upgrade to permanent restroom	\$450,000	Bonds, Park District, Grants, Partnerships
Skate Park		
Create a site master plan	\$37,500	Bonds, Park District, Grants, Partnerships
Redevelop a portion of the site for park use**	\$165,000	
Veterans Memorial Park		
Replace playground	\$375,000	Bonds, Park District, Grants, Partnerships
North Central Community Park (New)		
Develop site master plan	\$150,000	Increased Impact Fees
Develop community park	\$3,750,000	
PR 1 Railroad Tracks to Palouse to Cascades Trail (New)		
Acquire 3.89 acres of land for trail corridor	\$389,000	Increased Impact Fees
PR 2 Northern Loop/PTC Connection (New)		
Acquire 11.01 acres of land for trail corridor	\$1,101,000	Increased Impact Fees
TIER 2 TOTAL	\$6,962,500	

* No capital cost is shown for the Fieldhouse development, since it will be built by a developer and leased to City for operations.

**Approximately 25% of the existing site will be redeveloped for park use. The remaining portion will be transferred to another City department for redevelopment as downtown parking (not costed here).

CHAPTER 6

Maintenance & Operations

Costs will increase:

- M&O expenditures run \$3M - \$3.5M annually
- Costs may increase by \$2M - 3M annually to address additional maintenance of new parks, facilities, and trails; fieldhouse operations and programs; and fieldhouse lease

Expanded/Potential Funding Sources

- General fund and insurance fees
- User fees and charges, Public Facilities District, Park and Recreation District



CHAPTER 6

Moving Forward

1. Update Ellensburg's **impact fee methodology** and rates to fund many Tier 1 and Tier 2 projects.
2. Apply for **grant funding** for key Tier 2 projects.
3. Develop the **Fieldhouse** and seek voter approval for a **Public Facilities District** to fund its maintenance, operations, and programming.
4. Collaborate with partners and **leverage donations** for other community-supported projects.
5. Improve the **Kittitas Valley Memorial Pool & Fitness Center** and continue to collect public input as the City evaluates next steps to build a **new aquatic facility**.
6. Use the PROS Plan to guide **additional improvements** over the next six years and beyond.

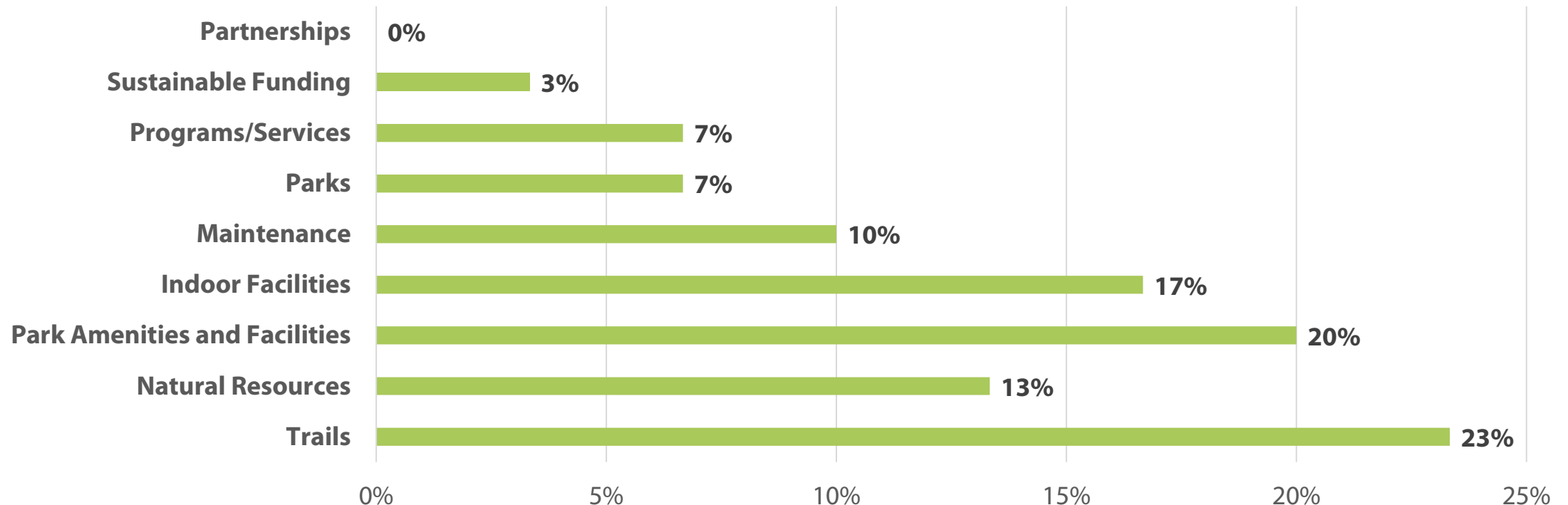
ONLINE COMMENT FORM FEEDBACK

Online Comment Form Feedback

Comments received by 2/24

Which of the following goals identified in the Draft PROS Plan are most important to you? (select top three)

10 Total Responses



Requested Changes

Based on public comments received by 2/24

In addition to addressing minor grammatical and captioning edits, respondents requested:

- More discussion, recommendations, and standards about how park planning and design can address wind issues
- Desire for an indoor skate rink to support roller derby
- The addition of a priority project for repairs to Irene Rinehart Riverfront Park's trails following this winter's flooding
- Suggested revisions to the trail inventory and trail recommendations

Discussion & Feedback

PROS Plan Questions and Comments

- Do you have any questions?
- What do you like about the PROS Plan?
- Are any changes to the PROS Plan needed to ensure it reflects community needs and priorities?

NEXT STEPS

Next Steps

- Final document changes
- Council adoption hearing



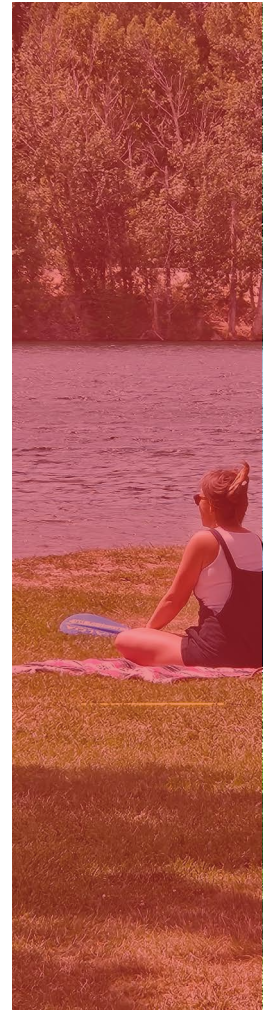
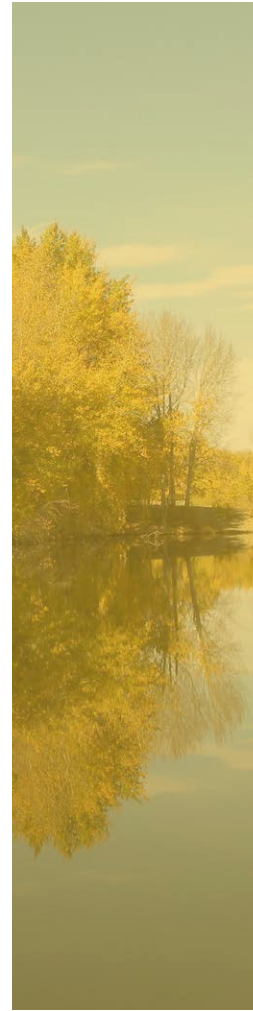
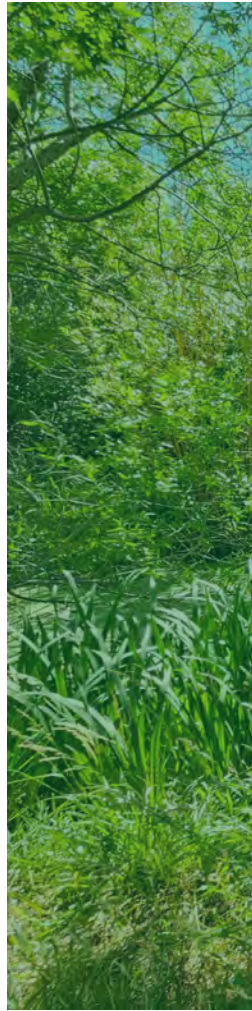
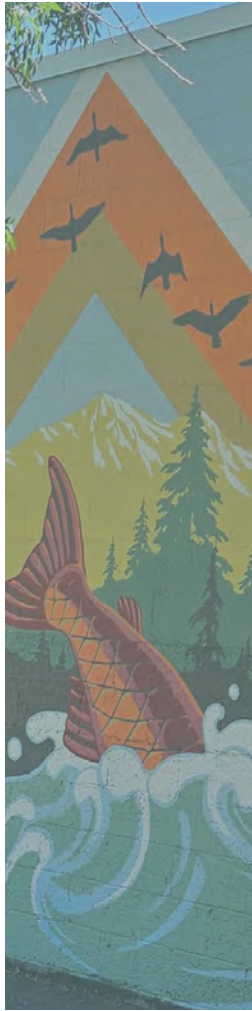


ELLENSBURG PARKS, RECREATION, OPEN SPACE, AND SUSTAINABLE FUNDING PLAN

City Council Study Session

March 2, 2026





CITY OF ELLENSBURG

PARKS, RECREATION, OPEN SPACE, AND SUSTAINABLE FUNDING PLAN

Public Draft - February 2026







CITY OF ELLENSBURG

PARKS, RECREATION, OPEN SPACE, AND SUSTAINABLE FUNDING PLAN

Public Draft - February 2026

ACKNOWLEDGMENTS

The City of Ellensburg is grateful to the City staff, elected officials, and community members who participated in this project over the past year. In addition to those listed below, numerous individuals provided their time, insight, and expertise to help inform and shape the Parks, Recreation, Open Space, and Sustainable Funding Plan (PROS Plan). A special thanks to:

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THE ELLENSBURG COMMUNITY

We would also like to acknowledge the participation of the many individual community members that provided valuable input in creating the PROS Plan.

CONSULTANT TEAM



www.migcom.com

In association with
Community Attributes Inc. (CAI).



Irene Rinehart Riverfront Park

LAND ACKNOWLEDGMENT

The City of Ellensburg is located on the historic home of the K'ti'tas and Pshwánapam bands of Indigenous people. Today, these bands are part of the Confederated Tribes and Bands of the Yakama Nation, a federally-recognized Native Nation constituted under the Treaty with the Yakamas of 1855. The Indigenous stewards of this land practiced a subsistence lifestyle through fishing, hunting, and gathering since time immemorial and remain committed stewards of this land, cherishing it, protecting it and using it, as instructed by their elders through generations, and actively practicing the traditions and culture as neighbors in the Ellensburg community.

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EXECUTIVE SUMMARY

The City of Ellensburg's Parks, Recreation, Open Space, and Sustainable Funding Plan (PROS Plan) establishes a strategic framework and funding strategy for the future acquisition, maintenance, development, renovation and restoration of Ellensburg's parks, recreation facilities, natural open spaces, trail corridors, programs, and services over the next 10 years. Developed over eight months, the PROS Plan:

- Updates the City's park and facility inventory and analyzes the existing system;
- Identifies system needs based on technical analysis and bilingual community outreach;
- Develops updated goals and systemwide objectives;
- Creates site-specific recommendations for existing and proposed parks, trail corridors, and facilities;
- Develops an action plan for implementation of the site recommendations along with funding strategies and tools; and
- Prepares the PROS Plan for community review, refinement, and adoption.

PLANNING PROCESS



COMMUNITY PRIORITIES

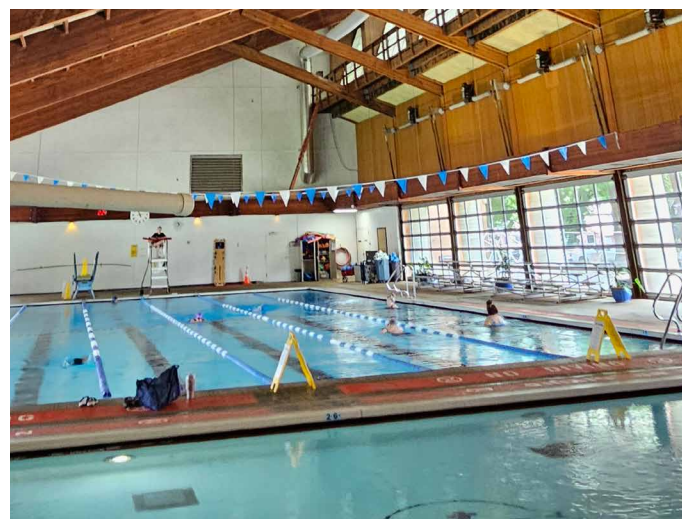
Community priorities for the PROS Plan were identified through an engagement process that encouraged City leaders, City staff, and community members to actively participate and share their ideas for the future of Ellensburg's park and recreation system. Ranging from facilitated small group meetings to online questionnaires, as well as meetings with the Park and Recreation Commission and pop-up activities at numerous community events, the engagement approach strived to gather and reflect the diverse ideas, needs, and aspirations of the Ellensburg community.

Key community priorities identified through the PROS Plan process include:

- More **youth-oriented programming and amenities**;
- Repairs and improvements to the **Kittitas Valley Memorial Pool & Fitness Center** to meet current needs;
- More **water-based activities**, particularly a splashpad;
- More **indoor recreation opportunities** along with sports and fitness options;
- Systemwide improvements to **safety, cleanliness, and maintenance** as well as the condition of **aging amenities and facilities**;
- More **loop trails and soft surface paths**; and
- **Greater investment** in the system to improve recreation opportunities, including a tax measure to support investment.



Touch-A-Truck at Rotary Park



Kittitas Valley Memorial Pool & Fitness Center

“We love this town, but we feel that the parks are lacking here for our children and all kiddos who live here. Kids deserve a place to have fun and also stay cool in the high temps. Or at least update some of these old parks, especially making one ADA friendly.”

—Community Questionnaire Response



Irene Rinehart Riverfront Park

PARKS AND RECREATION SYSTEM

The City of Ellensburg's park system covers over 350 acres across 22 sites, including parks, trail corridors, natural open space, and special use parks/facilities. Each site provides unique experiences for residents and visitors, supporting Ellensburg's identity and high quality of life.

PARK SYSTEM GOALS AND OBJECTIVES

A technical analysis of Ellensburg's community composition, park access, service levels, park and recreation trends, and future needs was conducted to better understand the spatial distribution, amount, and types of park and recreation opportunities needed now and in the future. These findings were paired with community engagement results to inform the goals and systemwide objectives that guided the development of the PROS Plan's recommendations.

PARKLAND INVENTORY

Park Type	#	Acres
Regional Parks	2 sites	216.0 acres
Community Parks	6 sites	33.1 acres
Special Use Parks /Facilities	7 sites	24.5 acres
Pocket Parks	4 sites	1.2 acre
Trail Corridor	2 sites	2.5 acres
Natural Open Space	1 site	73.2 acres
TOTAL	22	350.6



Unity Park



Veterans Memorial Park

MISSION

The City of Ellensburg Parks & Recreation Department strives to enhance the lives of community residents and visitors of all ages by providing a wide range of quality leisure experiences in our parks, recreation facilities, programs, and services. Through our efforts we will advance the health and wellness of individuals and families, foster greater community spirit, protect and enhance our natural resources and environment, contribute to the vitality of the local economy, and promote a high quality of life in Ellensburg.

GOALS

GOAL 1: PARKS

Provide a variety of parks reflecting unique community needs.

GOAL 2: PARK AMENITIES AND FACILITIES

Provide high quality, accessible, and diverse amenities and facilities.

GOAL 3: INDOOR FACILITIES

Offer enriching year-round recreation options.

GOAL 4: TRAILS

Connect and expand trails for recreation, park access, and mobility.

GOAL 5: PROGRAMS / SERVICES

Facilitate programs, social gatherings, and events.

GOAL 6: MAINTENANCE

Strategically maintain and manage assets.

GOAL 7: NATURAL RESOURCES

Protect and connect residents to the natural environment.

GOAL 8: PARTNERSHIPS

Support and expand local collaboration.

GOAL 9: SUSTAINABLE FUNDING

Ensure fiscal opportunity and resilience.

RECOMMENDATIONS

Ellensburg’s parks each have unique characteristics, needs, and opportunities for enhancement. The PROS Plan identifies a series of site recommendations that seek to capitalize on those opportunities, help provide unique park experiences, and fill community needs.

The PROS Plan’s 136 recommendations are summarized below by project type, including Acquisition, Development, Renovation, and Restoration. Development projects are the largest category due to the high volume of projects associated with concurrent or recent planning and projects (e.g. Rotary Park and Reed Park) and the proposed new parks and trail corridors. Additionally, 87.5% of the development projects are proposed to enhance existing parks and facilities with the majority focused on regional and community parks. Beyond these projects, renovation projects are the largest category, aligning with the community’s top priority of reinvesting in existing parks and facilities.

IMPLEMENTATION

Achieving the level of service desired by the community will require a strategic and phased approach to acquire, develop, renovate, and restore Ellensburg’s parks, trail corridors, and natural open space.

Approximately \$117.7 million would be needed to implement all capital projects recommended in the PROS Plan. These costs represent more than the City can afford to implement over the next ten years. For this reason, the PROS Plan presents a six-year Action Plan and sustainable funding strategy for implementation.

RECOMMENDATIONS SUMMARY



North Alder Street Park

SIX-YEAR ACTION PLAN (SUSTAINABLE FUNDING PLAN)

The six-year Action Plan and matching funding strategy identify priority projects based on anticipated funding levels over the next six years. The City does not currently have the resources to implement some of the projects that are most important to residents. If various funding sources can be increased, the City will be able to accomplish more.

For this reason, Action Plan projects are divided into two tiers:

- **Tier #1 Priority Projects:** This list represents the highest priorities to complete if the City is relying on current funding sources and typical funding levels.
- **Tier #2 Priority Projects:** This list identifies the next group of key projects to implement, if new potential funding sources are obtained.

Both tiers of projects are generally matched with funding sources to determine an appropriate funding strategy for implementation over the next six years. The City of Ellensburg has historically relied on two primary regular funding sources to implement parks capital projects: impact fees and real estate excise taxes (REET 2). In addition to these sources, the City also has insurance monies to spend on projects related to the replacement of the Ellensburg Racquet and Recreation Center that was destroyed in a fire in 2022. As shown in the funding plan in Chapter 6, these typical funding sources may be sufficient to fund most Tier 1 projects.

Additional funding, and a greater variety of funding sources, will be necessary to fund the capital costs of Tier 2 priority projects, any deficits for Tier 1 priority projects, and any additional projects that arise over the next six years. Additional potential funding sources include increased impact fees for capacity enhancing Tier 2 projects, grants, partnerships, formation of a Public Facilities District (PFD) between the City and Kittitas County, bonds, unrestricted revenues from the General Fund, and formation of a parks district either alone or in coordination with Kittitas County. To fund these projects, the City and community would need to approve potential funding sources, such as increased impact fees to support new park, amenity, and trail development, as well as the formation of a PFD to support capital projects and operations for the Fieldhouse and other major facilities, such as an aquatics center. In addition, voters may elect to support a bond measure or formation of a parks district. Grants, donations, and partnerships would be pursued as well to support key projects.

The table on the following pages lists the six-year priority projects, their estimated capital costs, and potential capital funding sources. In addition to these costs, the City will require greater operations funding to maintain, operate, and program parks, trails, and new facilities as these are developed. Unless additional funding is obtained (i.e., supported by voters, community partners, and City leaders), implementing both Tier 1 and Tier 2 projects will take more than six years.

SIX-YEAR PRIORITY PROJECTS (TIERS 1 AND 2)

TIER 1: Priorities Based on Typical Funding Sources		
Park/Project	Capital Cost Assumption	Anticipated Funding Source
Irene Rinehart Riverfront Park		
Add nature-themed playground	\$150,000	Impact Fees, REET 2
Improve trails and replace pedestrian bridges	\$75,000	Insurance Funds
Rotary Park		
Build Rotary Park Fieldhouse and front/side parking	n/a*	Impact Fees, REET 2
Add landscaping around Fieldhouse and connecting sidewalks	\$250,000	Insurance Funds
Kiwanis Park		
Replace playground with new inclusive, universal play area	\$900,000	Impact Fees, REET 2
Lions Mountain View Park		
Replace play equipment	\$375,000	REET 2
North Alder Street Park		
Add a sprayground	\$305,000	Impact Fees
Veterans Memorial Park		
Repair Kittitas Valley Memorial Pool & Fitness Center roof	\$500,000	REET 2
Complete facility maintenance and repairs - HVAC	\$150,000	REET 2
Evaluate adaptive reuse analysis of existing building	\$150,000	REET 2
Plan and design a new indoor aquatic facility (location TBD)	\$150,000	REET 2
West Ellensburg Park		
Replace playground/play equipment	\$150,000	REET 2
North Central Community Park (New)		
Acquire 4-6 acres of parkland	\$500,000	Impact Fees
TIER 1 TOTAL	\$3,655,000	

SIX-YEAR PRIORITY PROJECTS (TIERS 1 AND 2) (Continued)

TIER 2: Additional Priorities Based on Potential Funding Sources		
Park/Project	Capital Cost Assumption	Anticipated Funding Source
Kiwanis Park		
Add skate park	\$545,000	Increased Impact Fees
McElroy Park		
Upgrade to permanent restroom	\$450,000	Bonds, Park District, Grants, Partnerships
Skate Park		
Create a site master plan	\$37,500	Bonds, Park District, Grants, Partnerships
Redevelop a portion of the site for park use**	\$165,000	
Veterans Memorial Park		
Replace playground	\$375,000	Bonds, Park District, Grants, Partnerships
North Central Community Park (New)		
Develop site master plan	\$150,000	Increased Impact Fees
Develop community park	\$3,750,000	
PR 1 Railroad Tracks to Palouse to Cascades Trail (New)		
Acquire 3.89 acres of land for trail corridor	\$389,000	Increased Impact Fees
PR 2 Northern Loop/PTC Connection (New)		
Acquire 11.01 acres of land for trail corridor	\$1,101,000	Increased Impact Fees
TIER 2 TOTAL	\$6,962,500	

* No capital cost is shown for the Fieldhouse development, since it will be built by a developer and leased to City for operations.

**Approximately 25% of the existing site will be redeveloped for park use. The remaining portion will be transferred to another City department for redevelopment as downtown parking (not costed here).

MOVING FORWARD

The PROS Plan provides a community driven decision-making framework and overarching guidance for the acquisition, maintenance, renovation, and restoration of Ellensburg's park and recreation system over the next 10 years and beyond. This Plan is the result of collaboration between City staff, elected leaders, community partners, and local residents coming together to shape the future of Ellensburg's parks, natural open spaces, and recreation opportunities. Moving forward, City leaders, staff, partners, and voters will begin the critical work of determining the community's willingness to pay for the enhanced parks, facilities, programs and services that residents desire.



McElroy Park

NEXT STEPS FOR IMPLEMENTATION

1. **Update Ellensburg's impact fee methodology and rates. This will provide funding for many Tier 1 and Tier 2 projects, including new parks, new trails, and additional amenities in parks.**
2. **Apply for grant funding for key Tier 2 projects.**
3. **Develop the Fieldhouse and seek voter approval for a Public Facilities District to fund its maintenance, operations, and programming.**
4. **Collaborate with partners and leverage donations for other community-supported projects.**
5. **Improve the Kittitas Valley Memorial Pool & Fitness Center and continue to collect public input as the City evaluates next steps to build a new aquatic facility.**
6. **Use the PROS Plan to guide additional improvements over the next six years and beyond.**





Irene Rinehart Riverfront Park

CHAPTER 01 **INTRODUCTION**

01 INTRODUCTION

This chapter introduces the Parks, Recreation, Open Space, and Sustainable Funding Plan (PROS Plan) by defining its purpose, describing the planning process, identifying concurrent or recent planning efforts and projects, and providing an overview of the chapters and appendices.

The City of Ellensburg has a vibrant and unique park system where “The Bull” statue, music festivals, and beautiful flower planters greet visitors to Downtown’s Unity Park. A wind phone in the garden-like Wippel Park makes it possible to call loved ones who have passed. A historic caboose at Kleinberg Park reminds visitors of the original rail gateway to the city. The regional sports hub at Rotary Park attracts children and families with its 18 ballfields, playgrounds, and other facilities. Visitors enjoy many sunny days at Irene Rinehart Riverfront Park, where they can picnic, play, paddle, and cool off in the lakes and Yakima River.

These and other parks, natural open spaces, and recreation opportunities are essential to Ellensburg’s vibrant and healthy community, as well as its small-town charm. They connect people to nature and to each other, promote environmental and climate resilience, support physical and mental wellbeing, communicate a sense of place and local history, and stimulate the local economy. City leadership and community members recognize the vital importance of parks and

recreation opportunities for Ellensburg’s future and have a shared vision to maintain, enhance, and invest in these assets moving forward.



Irene Rinehart Riverfront Park



Unity Park

PURPOSE OF THE PLAN

The PROS Plan establishes a strategic framework and funding strategy for the future acquisition, maintenance, development, renovation and restoration of Ellensburg's parks, recreation facilities, natural open spaces, trail corridors, programs, and services over the next 10 years. Informed by numerous outreach efforts, the PROS Plan reflects the needs, aspirations, and priorities of the Ellensburg community to improve and activate the existing system and develop new parks and facilities. The Plan's updated goals and systemwide objectives promote the community's priorities, while providing the City with flexibility to make informed decisions and respond to evolving community realities over the planning horizon. These goals and objectives support the City's 20-year Comprehensive Plan and drive the PROS Plan's recommendations and prioritized six-year Action Plan, while also

ensuring compliance with Washington's Recreation and Conservation Office (RCO) to ensure eligibility for Land and Water Conservation Fund grants. Implementing the PROS Plan will ensure that residents and visitors have access to high-quality recreation opportunities that promote health, wellness, social connection, financial sustainability, and environmental stewardship for years to come.

PLANNING PROCESS OVERVIEW

The PROS Plan planning process commenced in Summer 2025 and was organized around four phases that combined community outreach with data-driven technical analysis to identify community needs and inform key directions and projects.

As noted in Figure 1-1, the planning process included:

- Updating the City’s park and facility inventory and analyzing the existing system;
- Identifying system needs based on technical analysis and bilingual community outreach;
- Developing updated goals and systemwide objectives;
- Creating site-specific recommendations for existing and proposed parks, trail corridors, and facilities;
- Developing an action plan for implementation of the site recommendations along with funding strategies and tools; and
- Preparing the PROS Plan for community review, refinement, and adoption.

FIGURE 1-1: PLANNING PROCESS



CONCURRENT OR RECENT PLANNING AND PROJECTS

The PROS Plan builds on findings from several previous plans, planning efforts, and studies such as the prior Parks and Recreation System Comprehensive Plan Update (2016 Plan) and numerous park concept plans that were developed since 2016. It is also informed by three other concurrent or recent City efforts and projects. Coordination and consultation with these efforts is described below.

CITY OF ELLENSBURG PARKS & RECREATION SYSTEM COMPREHENSIVE PLAN

In 2016, the City of Ellensburg adopted the Parks and Recreation Comprehensive Plan (2016 Plan). The 2016 Plan establishes a framework for the management and development of Ellensburg's recreation services, parks, trails, and natural open spaces. Since adoption of the 2016 Plan, major accomplishments have included the development of Unity Park downtown and the Reed Park Master Plan, as well as improvements at numerous City parks including Irene Rinehart Riverfront Park, Wippel Park, West Ellensburg Park, Veterans Memorial Park, and Rotary Park. The PROS Plan builds on the successes of the 2016 Plan, while integrating new community ideas and priorities for Ellensburg's park and recreation system.



ELLENSBURG 2046

Hometown Heart — Bright Future

CITY OF ELLENSBURG COMPREHENSIVE PLAN UPDATE

The City of Ellensburg is in the process of updating its Comprehensive Plan to guide the City through 2037. A Comprehensive Plan is a road map for both short-and long-term strategic policy, decision-making, and investments relating to housing and development, jobs, transportation, parks, environmental resources, climate resiliency, and other important topics that impact daily life. The updated Comprehensive Plan will establish 20-year population and employment growth targets and incorporate new State legislative requirements related to housing, transportation, and climate. The PROS Plan is consistent with those new growth estimates. PROS Plan recommendations for proposed parks to serve future growth were also coordinated with the Comprehensive Plan Update. The PROS Plan will be adopted by reference to the Comprehensive Plan, and its goals and policies will guide Citywide planning for the park and recreation system.

North Alder Street Park



ELLENSBURG FIELDHOUSE DESIGN CONCEPT AND STUDY

In 2024, the City of Ellensburg commissioned a site study and the development of a design concept for the Ellensburg Fieldhouse (Fieldhouse). Proposed for construction in the southeast corner of Rotary Park, the Fieldhouse would replace the Ellensburg Racquet & Recreation Center that was destroyed in a fire in winter 2022. The preliminary Fieldhouse design featured an indoor turf field, walking/running track, basketball courts with striping for pickleball, volleyball courts, batting cages, pitching lanes, a multipurpose room, and business offices. In February 2025, a Market and Operation Plan was developed to further consider the Fieldhouse market, service area, potential programs, staffing, and operational funding needs. During the PROS Plan process, the City released an RFP to select a developer to build the Fieldhouse, which will be leased and operated by the City. The actual amenities and timing for construction are still to be determined and will be dependent on available funding.

REED PARK MASTER PLAN

The Reed Park Master Plan, adopted in 2024, was developed to address longstanding community concerns about pedestrian safety, park behavior, and driving behaviors of those entering, exiting, and using Reed Park. It identifies planned improvements for circulation, parking, and neighborhood compatibility. Completed shortly before the PROS Plan process was launched, this Master Plan included extensive community involvement. The site plan proposed creating a separated pathway throughout the park, maintaining the total number of parking stalls at the park and American Legion, preserving the overlook viewpoint, creating a stormwater drainage system to protect the slope, and providing other park infrastructure improvements. The Master Plan recommendations have been incorporated as approved into the PROS Plan.

Reed Park (Mountains to Sound Greenway)



DOCUMENT ORGANIZATION

The PROS Plan is organized into six chapters with additional supportive documentation in three appendices.

- **Chapter 1:** Introduction introduces the PROS Plan, planning process, concurrent and recent planning efforts and projects, and document organization.
- **Chapter 2:** Existing Park and Recreation System provides an overview of Ellensburg's planning context, park classification system, recreation facilities, key amenities, and recreation programs and services.
- **Chapter 3:** Demographics, Community Priorities, and Trends describes the Ellensburg community, highlights key public outreach priorities, and summarizes local, statewide, and national park and recreation trends.
- **Chapter 4:** Park System Needs identifies key needs and opportunities for parks, facilities, trails, and major facilities in Ellensburg.
- **Chapter 5:** Recommendations details the Department's mission, goals, and recommendations for existing and proposed parks and facilities.
- **Chapter 6:** Implementation provides an overview of the Capital Improvement Plan and costs, describes project prioritization criteria, and introduces a six-year Action Plan and corresponding funding strategies.

APPENDICES

Appendices provide additional detailed background information.

- **Appendix A:** Park and Facility Inventory summarizes the City's parks and recreation assets.
- **Appendix B:** Site Recommendations provides comprehensive recommendations for existing parks and facilities as well as proposed new parks and trail corridors.
- **Appendix C:** Capital Improvement Plan presents the planning level cost estimates, site maintenance costs, and cost assumptions associated with the site recommendations.



Touch-A-Truck at Rotary Park



CHAPTER 02 **EXISTING PARK & RECREATION SYSTEM**

02 EXISTING PARK & RECREATION SYSTEM

This chapter provides an overview of Ellensburg's park classification system, recreation facilities, key amenities, and recreation programs and services.

The City of Ellensburg's park and recreation system provides a diverse mix of park and recreation opportunities that serve a wide range of interests and ensure that Ellensburg residents and visitors can prioritize well-being, active lifestyles, and connections with the natural environment as well as other people. This chapter describes the parks, trails, natural open space, recreation facilities, programs, and Downtown beautification supported by the Parks & Recreation Department.

PLANNING CONTEXT

The City of Ellensburg is located in the center of Washington state in Kittitas County. As the largest city in Kittitas County, Ellensburg is the largest provider of recreation opportunities to nearby communities and residents, particularly those in Lower Kittitas County. Located at the junction of Interstate 82 and Interstate 90, and along the Palouse to Cascades State Park Trail, Ellensburg serves as a popular destination for visitors from throughout the State. The Yakima River flows along the western edge of the city, adjacent to Irene Rinehart Riverfront Park, Ellensburg's largest park. The river is a significant natural amenity and provides various river recreation opportunities that are emblematic of Ellensburg's identity and culture, attracting residents from across the city and region. The river experiences periodic flooding, impacting recreation assets at Irene Rinehart Riverfront Park.

FIGURE 2-1: REGIONAL CONTEXT



Ellensburg is located on the land of the Confederated Tribes and Bands of the Yakama Nation (Yakama Nation), a federally-recognized Native Nation constituted under the Treaty with the Yakamas of 1855. The Yakama Nation has called the surrounding region home since time immemorial and remain committed stewards to this day.

Today, Ellensburg is known for its sunny, dry, and windy climate resulting from the Cascade Mountain Range that looms to the west. Ellensburg has earned the longest Tree City USA distinction of any city in the State of Washington resulting in an attractive and well-maintained tree canopy throughout many of the City's parks. Ellensburg also prides itself upon its integration of old and new visible through its historic downtown, unique neighborhoods, and the Central Washington University (CWU) campus. The City's parks also help communicate this story, such as the bronze statue of Washoe the chimpanzee at Friendship Park in Downtown Ellensburg, the first non-human to acquire a human language skill (sign language), or Unity Park that was competed in 2025 and provides a new, flexible gathering space which will bring the community together for years to come.

CWU is a foundational element of the City of Ellensburg. Located to the north of Ellensburg's historic downtown, the 380-acre campus is home to over 10,000 students as of 2025, offering over 135 undergraduate majors and numerous graduate programs. CWU offers a vibrant campus life facilitated by its active student population, park like campus, and numerous recreation amenities.



*Historic Downtown Ellensburg
(Source: State of Washington Tourism)*



Washoe Statue, Friendship Park



*Central Washington University
(Source: CWU)*

PARKLAND

Ellensburg residents have access to several different types of parks that offer a diverse range of recreation activities and opportunities. The City of Ellensburg's park system covers over 350 acres across 22 sites. As shown in Table 2-1, more than half of this acreage is undeveloped or natural open space, protecting natural greenspace in Ellensburg while also providing vacant parkland for future development. Sites range from older parks, such as West Ellensburg Park and Lions Mountain View Park, with facilities that may be nearing or past the end of their lifecycles to relatively new parks, such as Unity Park and North Alder Street Park, that offer more diverse recreation options.

Map 2-1 shows the location of Ellensburg's parks and recreation facilities. A complete Parks and Recreation Facility Inventory can be found in Appendix A and detailed profiles of each park along with site recommendations can be found in Appendix B.

TABLE 2-1: PARKLAND INVENTORY

Park Type	Total Sites	Developed Acreage	Undeveloped Acreage	Total Acreage
Regional Parks	2 sites	123.0 acres	93.0 acres	216.0 acres
Community Parks	6 sites	33.1 acres	0.0 acres	33.1 acres
Special Use Parks /Facilities	7 sites	7.5 acres	17.1 acres	24.5 acres
Pocket Parks	4 sites	1.2 acres	0.0 acres	1.2 acre
Trail Corridor	2 sites	2.5 acres	0.0 acres	2.5 acres
Natural Open Space	1 site	3.5 acres	69.7 acres	73.2 acres
TOTAL	22 sites	170.9 acres	179.7 acres	350.6 acres



Irene Rinehart Riverfront Park

GENERAL TERMS

The PROS Plan describes the park system using the following terms:

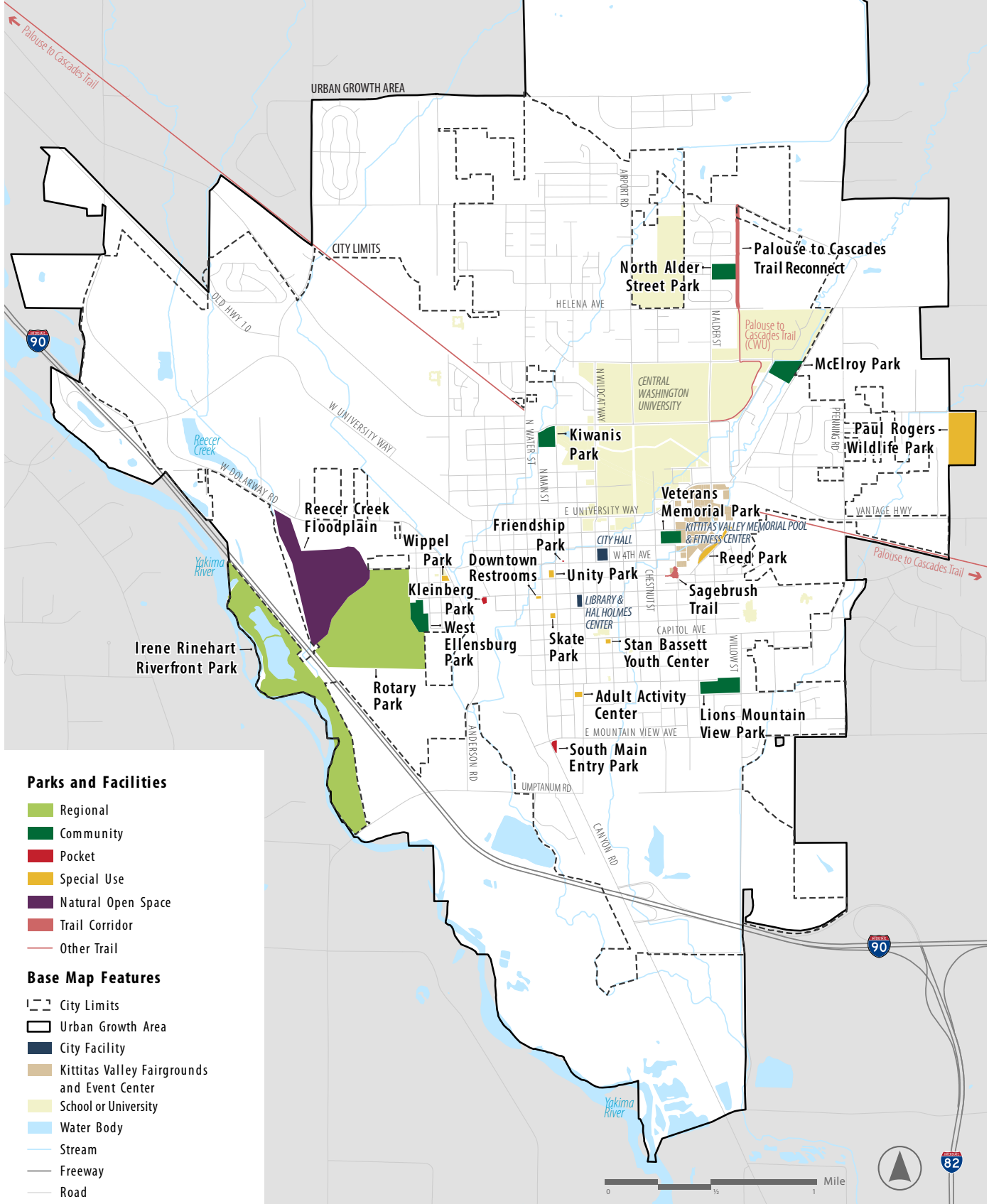
Parkland (or Parks) describe City sites (including land, corridors, and buildings) that are managed to support recreation, social gathering, trail use, and/or greenspace.

Major Facilities are City facilities that require operations, staffing, and programming for use. They are called major facilities, because of their greater costs for development, maintenance, and operations. The Parks & Recreation Department owns and operates three major facilities, including the Adult Activity Center, Stan Bassett Youth Center, and the Kittitas Valley Memorial Pool & Fitness Center.

Other Park Facilities include all other developed elements that provide recreation opportunities in parks. Examples include playgrounds, sports fields, sports courts, picnic shelters, dog parks, skate parks, and community gardens.

Park Amenities are support features that facilitate the comfort, functionality, and use of parks. These include elements such as restrooms, parking lots, benches, tables, barbecue grills, lighting, bike racks, drinking fountains, art, and signage.

MAP 2-1: EXISTING PARK AND RECREATION SYSTEM



PARK CLASSIFICATIONS

The PROS Plan introduces a new park classification system to categorize City parks and facilities and distinguish them by their function. Classifications consider the purpose or intent of the site, factoring in characteristics such as size, use, service area, and available amenities and facilities. The classification informs decisions about the right amount of development, types of facilities, and levels of park maintenance and programming based on the intent for each park site. Ellensburg has the following six unique park classifications.

REGIONAL PARKS

2 SITES | 216.0 ACRES

Irene Rinehart Riverfront Park and Rotary Park

Regional Parks are large, multi-use sites that typically serve as destinations for events, programs, and activities, attracting visitors from across the entire city and beyond. Typically, 75 to 100 acres in size, these sites provide developed recreation spaces, specialized facilities, and natural areas. Designed for large groups, intensive use, and longer visits, these parks include permanent restrooms, seating, and similar support amenities to sustain longer visits for park users.



Rotary Park

COMMUNITY PARKS

6 SITES | 33.1 ACRES

North Alder Street Park, Veterans Memorial Park

Community Parks are smaller, multi-use parks with a mix of active and passive recreation opportunities for sports, play, and social gathering that serve surrounding neighborhoods and the entire community. Ranging from two to eight acres in size, these sites typically support both drop-in use and community programming, providing permanent or seasonal restrooms, seating, and similar support amenities to support these uses. These parks may also connect people to natural features or areas.



North Alder Street Park

SPECIAL USE PARKS/FACILITIES

7 SITES | 24.5 ACRES

Paul Rogers Wildlife Park, Stan Bassett Youth Center, Unity Park

Special Use Parks/Facilities are stand-alone or single-purpose sites that provide unique indoor or outdoor recreation options or specialized recreation facilities for the entire community. The size, capacity, and features vary depending on the purpose and function of the site.



Paul Rogers Wildlife Park

POCKET PARKS

4 SITES | 1.2 ACRES

Friendship Park, Kleinberg Park

Pocket Parks are small sites that are typically less than half an acre in size and support beautification, seating, or family-sized picnicking and community identity.



Kleinberg Park

TRAIL CORRIDORS

2 SITES | 2.5 ACRES

Palouse to Cascades Trail Reconnect and Sagebrush Trail

Trail Corridors are linear corridors intended to support trail use. These corridors include acreage within and maintained by the City of Ellensburg, even though they may be part of a regional corridor that is maintained by other jurisdictions or extends beyond the city limits. These corridors typically include multi-use paths that support recreation, park access, connectivity, and safe active transportation.



Palouse to Cascades Trail Reconnect

NATURAL OPEN SPACE

1 SITE | 73.2 ACRES

Reecer Creek Floodplain

Natural Open Spaces are largely undeveloped sites and are intended to preserve the natural landscape and ecological functions of the site. These areas may include limited improvements such as multi-use trails, restrooms, interpretive signage, parking, and minimal site furnishings. Development is kept to a minimum to maintain the site's natural character and support passive recreation such as walking, wildlife observation, and environmental education.



Reecer Creek Floodplain



RECREATION FACILITIES

PARK AMENITIES AND FACILITIES

Ellensburg’s parks offer a diverse range of facilities supporting play and gathering, sports/athletics, outdoor recreation, specialized uses, and connections to nature. Parks also include amenities such as seating areas, picnic tables, wind breaks, and restrooms supporting park functionality and user comfort.

Numerous parks also include park access paths, as well as hard or soft-surfaced trails. Nearly six miles of trails are included within the City’s parks and natural open space areas. Some support active transportation and connections to key destinations, while others support recreation (e.g., walking, dog walking, scootering, biking) and nature interpretation.

In addition to these trails, the Parks & Recreation Department supports walking and biking by promoting five walking/biking loops. Started during the COVID-19 pandemic, these loops have identified routes that rely on a mix of trail corridors, trails in parks, sidewalks, and other connections. These trails are acknowledged as an important community resource (see Appendix A, Table A-2).

Figure 2-2 summarizes key facilities in Ellensburg’s park and recreation system. A complete inventory of existing recreation facilities and amenities is found in Appendix A.

FIGURE 2-2: RECREATION FACILITY SNAPSHOT



* Rectangular sports fields include soccer, football, lacrosse, rugby, or multi-use fields.

**Includes two full courts and four half courts.

MAJOR FACILITIES

In addition to other types of facilities, the City of Ellensburg provides three major recreation facilities that provide community programs and services. The Adult Activity Center provides a variety of drop-in recreation and life-enrichment activities for adults over 50, such as health and wellness classes, social events, and guided trips. The Stan Bassett Youth Center (SBYC) offers after-school and summer activities for 3rd-8th graders ranging from STEM classes to summer trips to nearby attractions and events. Lastly, the Kittitas Valley Memorial Pool & Fitness Center provides community aquatics programs such as swimming lessons and exercise classes. Plans are also underway to construct a fourth major recreation facility, the Ellensburg Fieldhouse, at Rotary Park. The Fieldhouse is proposed to include a diverse range of indoor, active recreation opportunities that are currently lacking in Ellensburg and the broader surrounding area.



Adult Activity Center

OTHER LANDS MAINTAINED BY THE DEPARTMENT

Ellensburg's Parks & Recreation Department maintains several beautification areas that include downtown planters, street rights of way or triangles, and building grounds. While these sites are not inventoried, they do require staff time and resources in addition to the acreage that is maintained as parkland. One example is the Craig's Hill Triangles (0.29 acres) near the Kittitas Valley Fairgrounds and Event Center. While some are referred to as parks, they are not counted as parkland and are not managed to support recreation or leisure activities.



SBYC

FACILITIES PROVIDED BY OTHERS

In addition to the recreation facilities provided by the Parks & Recreation Department, Ellensburg includes additional recreation opportunities that serve students, local residents, and in some cases, visitors from beyond the city.

- **Ellensburg School District:** While the primary purpose of school sites is for education and youth development, the Ellensburg School District provides athletic fields, sports courts, and playgrounds that are available for public use generally outside of school hours.
- **Central Washington University (CWU):** Opened in 1893, the CWU campus is within walking distance of downtown and features athletic fields, tennis courts, a recreation complex with weight rooms and gymnasiums, a rope challenge course, a 50' indoor climbing wall, a Japanese garden, and an indoor auditorium among other facilities. CWU maintains and manages a key section of the PTCT that runs through campus. Until 2025, CWU provided an indoor pool open to the public. It was closed due to funding constraints.
- **Public Works Bike Boulevards and Trails:** The City's Public Works Department maintains an on-street bike boulevard that connects to the Kittitas Valley Fairgrounds and Event Center, along with other on-street bike lanes. Public Works is also responsible for several off-street trail segments located within street rights of way, such as the portion of the Circle the City Loop Trail along Willow Street and East Mountain View Avenue.
- **Kittitas County:** The Kittitas Valley Fairgrounds and Event Center is located in eastern Ellensburg, adjacent to Veterans Memorial Park. The site is home to the Kittitas County Fair and the Ellensburg Rodeo and supports other year-round events that bring visitors from all over the state and country. The site hosts additional local events and programs such as the Washington State University 4-H Youth Development program and Master Gardener program, Ellensburg Rodeo Royal Court and Rodeo Posse, Community Thanksgiving, Kittitas County Friends of Fair events, and much more.
- **Washington State Parks Palouse to Cascades Trail (PTCT):** In addition to the City and CWU trails noted above, another portion of the PTCT is maintained and managed by the State of Washington runs along the historic Chicago-Milwaukee-St. Paul-Pacific Railroad corridor to the Water Street Trailhead in north-central Ellensburg and then restarts at the Kittitas County Fairgrounds. The State Park trail extends beyond the city limits connecting to nearby cities and numerous other State parks. In entirety, the PTCT runs 251-miles in sections from Cedar Falls near North Bend east to the Idaho border.



*Kittitas Valley Fairgrounds and Event Center
(Source: State of Washington Tourism)*

RECREATION PROGRAMS AND EVENTS

The City of Ellensburg Parks & Recreation Department's Aquatics and Community Programs Division offers a variety of year-round recreation programs, services, and special events to promote physical activity and social connections for people of all ages. The City provides or facilitates a wide range of programs and events in five service areas as listed in Table 2-2.

TABLE 2-2: RECREATION PROGRAM SNAPSHOT

Service Area	Category	Activities Offered
Adults & Adults 50+	Arts, Crafts, & Classes	Needle Crafters, Woodcarving, Free Therapeutic Coloring, Craft 'N' Creation, Pottery Painting, Card Making, Writers Roundtable
	Education & Enrichment	Coffee with the Coordinator, Active Aging Fair
	Fellowship	Bridge, Pinochle, Table Pool, Lunch & Movie, Luncheons, AAC Senior Lounge, Darts, Shuffleboard, Coffee and Conversation, Piece of the Puzzle, Table Tennis, Kings in the Corner, Mexican Train, Bingo
	Fitness & Health	SAIL Exercise, Yoga, Dental Cleaning Services, Chair Volleyball, Tai Ji Quan, Hand Massage, Foot Care, Line Dancing, Badminton
	Special Events	Senior Prom, Independence Day, Holiday Parties, Informative Guest Speakers
	Technology	Technology Help
	Trips	Skagit Valley Tulip Festival, Leavenworth, Ohme Gardens, Snoqualmie Falls Casino, Wild Horse Wind Farm, Aquarium, Zoo, Hutterite Colony, Museums, Theater Performances, Holiday Light Tours
Aquatics & Fitness	Fitness	Dive-In Movies, Waterfit, In-house Water Exercise, Indoor Triathlon, Ellensburg Area Swim Team (EAST), Ellensburg Masters (EAST), Lap Swim, Fitness Center
	Swimming	Swim Lessons, Family Swim, Recreation Swim, American Red Cross Lifeguard Training (GT) and Water Safety Instructor (WSI), Facility and Table Rentals, April Pool's Day, Spooky Swim, Shark Week, Pre-School Swim, Summer Kick-off Celebration, Private Swim Lessons

TABLE 2-2: RECREATION PROGRAM SNAPSHOT (Continued)

Service Area	Category	Activities Offered
Athletics/Sports	Instruction	Tiny Tots Soccer, T-ball and Multi-Sport Camps, Volunteer Youth Coaches, Mini Volley Camps
	Leagues & Open Play	Youth Basketball Leagues, Youth Volleyball, Adult 3 on 3 Basketball Leagues, Adult Volleyball Leagues, Youth Running Club; Open Gyms: Adult Volleyball, Family Rec, Adult Basketball
General Recreation & Special Events	Community Programs and Events	Youth Gladiator Dash, Touch-A-Truck, Friday Movies at Unity Park, Summer Concerts in the Park, Junior Rodeo Parade, Missoula Children's Theatre, Annual Community Thanksgiving Dinner, Eggstravaganza Flashlight Egg Hunt, Daddy-Daughter Dinner Dance, Dog Biscuit Hunt, Adopt-A-Downtown Garden, Wippel Community Garden, Pumpkin Flotilla
Youth	Outings/Trips	Summer Trips Hikes (Leavenworth, Hidden Lake, Umptanum Falls, etc.), Swimming Trips (Vantage, Carey Lake, etc.)
	Pre-Teen and Teen	After School Drop-In, Summer Daily Drop-In, Nutrition Classes, Homework Club





CHAPTER 03

DEMOGRAPHICS, COMMUNITY PRIORITIES, & TRENDS

03 DEMOGRAPHICS, COMMUNITY PRIORITIES, & TRENDS

This chapter describes the Ellensburg community, highlights key public outreach priorities, and summarizes local, statewide, and national park and recreation trends.

Ellensburg is a growing community with a park and recreation system that must serve long-term and new residents, university students who live here part of the year, park visitors from Upper and Lower Kittitas County, and tourists from Seattle and the surrounding region. As a result, there are different priorities and expectations for the park system, as well as evolving trends that affect park and program participation and use. This chapter describes those factors as the City strives to provide unique parks, facilities, trails, natural open space, events and programs that reflect the needs of this complex and evolving community.

COMMUNITY COMPOSITION

Ellensburg is a thriving community of approximately 21,260 residents (as of 2025).¹ These residents live in approximately 9,200 households (averaging 2.3 people per household). The community is about 25% non-white, which is more diverse than Kittitas County but less diverse than Washington as a whole. About 5.7% of Ellensburg residents speak Spanish and 14.7% speak English less than “very well.”

The local median age is 26.7, which is about 10 years younger than the county and the state. Despite this, younger and older populations are growing in Ellensburg, while adults 18-64 years old are decreasing. Ellensburg is lower income than the county and the state, with 21% of residents in Ellensburg living below the poverty line and a median household income of \$49,888. Both the younger average age and lower incomes may be attributed to the presence of CWU students, who make up nearly half of the population.

GROWTH

A growing population indicates a greater demand for park and recreation resources. By 2045, Ellensburg is projected to have a 19.6% increase in population, or 25,417 total residents. This is a moderate growth rate of about 1% per year, and a similar growth rate to Kittitas County and the State of Washington. Future residential growth is anticipated primarily in the north, northwest, and southeast parts of the city as well as dispersed throughout the city through infill and redevelopment.

¹ Washington State Office of Financial Management
2025 Population Estimates.



Recreation Event in Ellensburg

FIGURE 3-1: ELLENSBURG DEMOGRAPHICS



21,260

Population (2025 estimate)



25,417

2045 Population Estimate (19.6% increase)



9,242

Housing Units



24.9%

Non-White Population

More diverse than Kittitas County (20.2%)
and less diverse than the State (35.7%)



21%

Live Below Poverty Line

More living in poverty than Kittitas County (14.3%)
and the State (9.9%)

* Washington State Office of Financial Management 2025 Population Estimates, 2023 American Community Survey 5-Year Estimates

OTHER PARK USERS

Given Ellensburg's context as the County seat, high visitation, and presence of CWU, several other groups are also enjoying the City's parks and recreation opportunities.

CWU STUDENT POPULATION

In the 2024-2025 academic year, CWU accounted for an enrollment of approximately 10,527 students (49.5% of Ellensburg's population). While the 380-acre campus offers various indoor and outdoor recreation facilities, the student population also increases demand for City facilities, especially during the school year. During the summer, however, many CWU students return home, which decreases the demand for recreation services by young adults during that time.

LOWER KITTITAS COUNTY RESIDENTS

Additionally, many Lower Kittitas County residents (non-City residents) are users of Ellensburg's park and recreation system as the largest recreation provider in the County. As of 2025, Kittitas County has a population of an additional 27,690 residents beyond Ellensburg's 21,260 residents. This is noteworthy as County residents do not pay taxes that support Ellensburg's park and recreation system, but they do pay higher fees to use the Kittitas Valley Memorial Pool & Fitness Center.

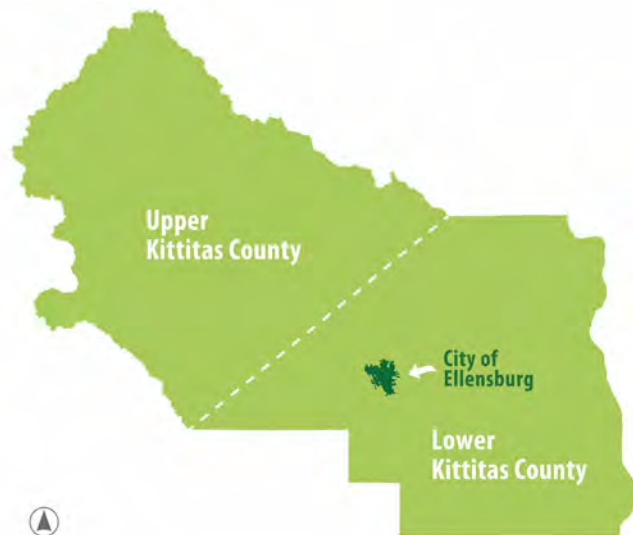
² Population projections for 2045 are based on Office of Financial Management existing population estimates and Kittitas County growth rates.

³ Washington State Office of Financial Management 2025 Population Estimates.

VISITORS AND TOURISM

Visitors also play a strong role in the local economy, spending \$187.1 million in Ellensburg in 2024. According to the 2025 Kittitas County Tourism Strategic Plan, most visitors come from the Seattle-Tacoma-Bellevue market to Ellensburg for events and outdoor recreation and visit most between July and December. Some key recreational draws for visitors to the area include the Palouse to Cascades Trail, the Yakima River, the Rodeo Grounds, and the historic downtown.

FIGURE 3-2: REGIONAL MAP



Ellensburg Water Tower
(Source: State of Washington Tourism)

COMMUNITY PRIORITIES

Residents, visitors, key stakeholders, and City leaders were invited to share their insights about parks and recreation needs to ensure the PROS Plan reflects the unique priorities and preferences of the community. The Plan was influenced by the collective voices and wisdom of the community, while also recognizing the value and power of diverse individual voices so that the park and recreation system offers something for everyone.

PUBLIC INVOLVEMENT OVERVIEW

STAFF AND ADVISORY GUIDANCE

Throughout the PROS Plan process, City staff and the Parks and Recreation Commission (PRAC) provided guidance and feedback on key decision points and deliverables. Four PRAC meetings between July 2025 and March 2026 included presentations regarding park system opportunities and challenges; engagement findings and community needs; recommendations and funding priorities; and the Draft PROS Plan.

COMMUNITY ENGAGEMENT ACTIVITIES

A variety of tactics were used to engage with the public to understand community values and needs for the parks and recreation system. Events included:

- **Pop-Up Events:** City staff facilitated three pop-up events to ask about needed improvements, top investment priorities, interest in additional investments and funding sources. Approximately 147 people participated across the pop-up events, held at the Farmer's Market, Hal Holmes Center Comprehensive Plan Open House, and Bite of the Burg.

- **Key Leader Interviews:** The Project Team conducted six interviews with representatives from Downtown, athletics, the swimming community, Rotary Club, and City Council to understand their perspectives on the issues and priorities that should be addressed in the PROS Plan. These included questions surrounding values, pressing needs, big opportunities, funding priorities, additional partnerships or funding sources, better serving different demographic groups, and conducting other community engagement.
- **Bilingual Community Needs Questionnaire (Community Questionnaire):** The City released an online survey in English and Spanish for six weeks in August – September 2025 and received 1,125 total responses. Approximately 80% of respondents were Ellensburg residents and an additional 19% were lower Kittitas County residents. The survey asked participants to rank top needs and priorities for investment, as well as to describe their park visitation, use, satisfaction levels, desired facilities, desired improvements, and support for funding measures.

To capture as many voices as possible as well as more young adult perspectives, both the Pop-Up Events and the Community Questionnaire were extended into September to collect feedback from CWU students returning to campus for the Fall term.

KEY THEMES

Key themes from the community engagement process were gathered to help inform the projects and recommendations within the PROS Plan. Key themes include:

YOUTH ORIENTED PROGRAMMING AND AMENITIES

Increased opportunities for children and teens, including more **youth-oriented programming and amenities**, were a clear priority across PROS Plan outreach efforts. The Community Questionnaire revealed that taking children to play or involving their children in programs was the top reason respondents visit parks and recreation facilities although respondents and pop-up event attendees both expressed a desire for more youth-oriented programming and amenities. Some specific ideas include more unique play features such as water play or nature play opportunities, updated playgrounds, more swings, an inclusive destination playground, a new skatepark or bike skills course, and more community events with youth or family options.

KITTITAS VALLEY MEMORIAL POOL & FITNESS CENTER

The **Kittitas Valley Memorial Pool & Fitness Center** is a well-loved and highly visited facility, but it needs **many repairs and improvements** to meet current needs. Both City and non-City Community Questionnaire respondents and pop-up event attendees ranked improvements to the Memorial Pool & Fitness Center or a new swimming pool within their top two priorities for features of facilities to be improved or added.

WATER PLAY OPPORTUNITIES

Community members also desire more water-based activities, particularly a **splashpad**. Both City and non-City Community Questionnaire respondents listed a new splashpad within their top two priorities for features of facilities to be improved or added to Ellensburg's park and recreation system. This desire was echoed throughout all PROS Plan outreach activities.

INDOOR RECREATION, SPORTS, AND FITNESS OPTIONS

Exercise options are a top priority, although **more indoor recreation opportunities** along with **sports and fitness options** are needed.

"There's nothing for young kids to do outside in the summer to cool off. A splash pad (or pads) would be amazing!"

—Community Questionnaire Response

"We would love a focus on indoor recreation for our very long and cold winters. We have so much beautiful natural recreation in the valley, but very few options to keep families active in the winter."

—Community Questionnaire Response

SAFETY, CLEANLINESS, AND MAINTENANCE

A **safe, clean, and well-maintained** system is a top priority, but many residents are **not currently satisfied with the age and condition** of park amenities and facilities, such as restrooms, picnic shelters, and playgrounds.

OPPORTUNITIES TO EXPERIENCE NATURE

Opportunities to **experience nature** are highly valued but they are **not a top priority** for future investment.

"The playgrounds desperately need to be updated! As a parent with two small children, we use the parks regularly and they are all showing their age."

—Community Questionnaire Response

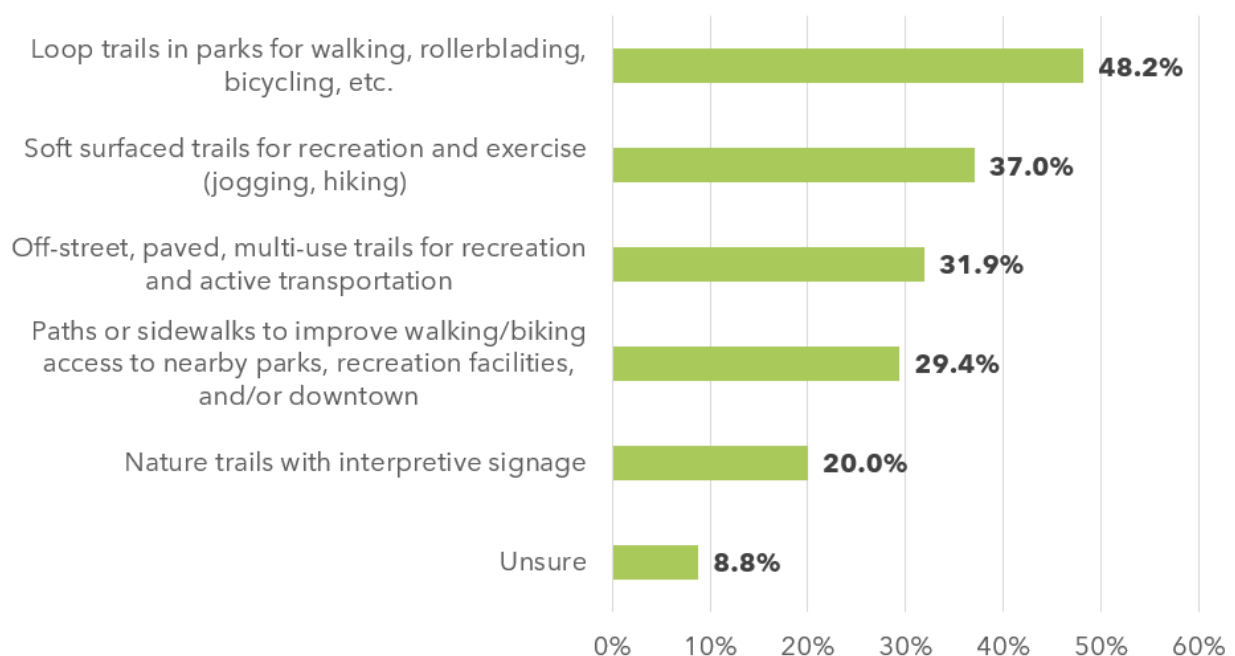
"We love this town, but we feel that the parks are lacking here for our children and all kiddos who live here. Kids deserve a place to have fun and also stay cool in the high temps. Or at least update some of these old parks, especially making one ADA friendly."

—Community Questionnaire Response

TRAILS AND PATHS

Trails and paths are well used in Ellensburg and there is a desire for **more loop trails and soft surface paths** (Figure 3-3), but they are **not a top priority** for future investment although 47% of resident Community Questionnaire respondents think more trails or pathways are needed.

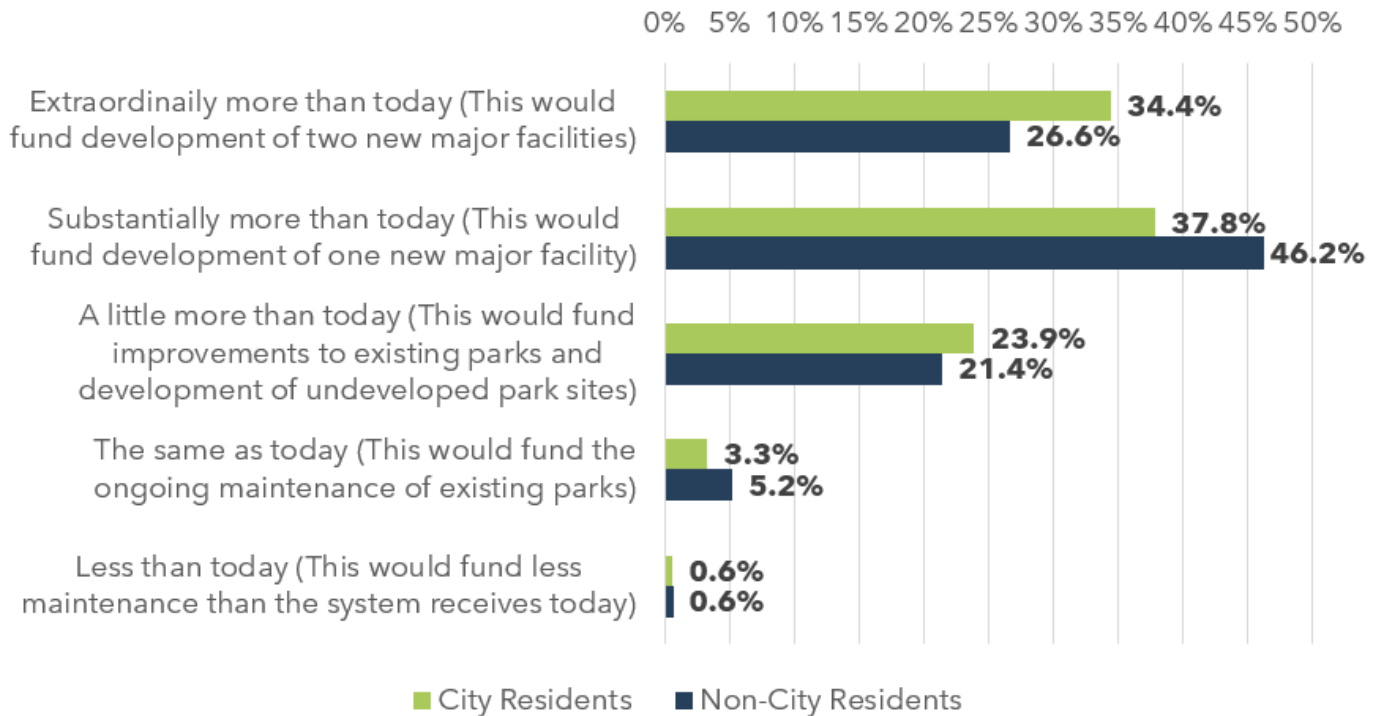
FIGURE 3-3: COMMUNITY QUESTIONNAIRE RANKED PRIORITIES FOR TRAIL OR PATHWAY TYPES



INCREASED INVESTMENT

Greater investment in the system to improve recreation opportunities for all is a **top priority across residents and non-residents** (Figure 3-4). The majority of City and non-City Community Questionnaire respondents would **support a tax measure** to support investment (Figure 3-5). Figure 3-6 shows the community's ranked priorities for investment across the Community Questionnaire and pop-up events.

FIGURE 3-4: COMMUNITY QUESTIONNAIRE – How much should the city invest in the system?



Downtown Ellensburg

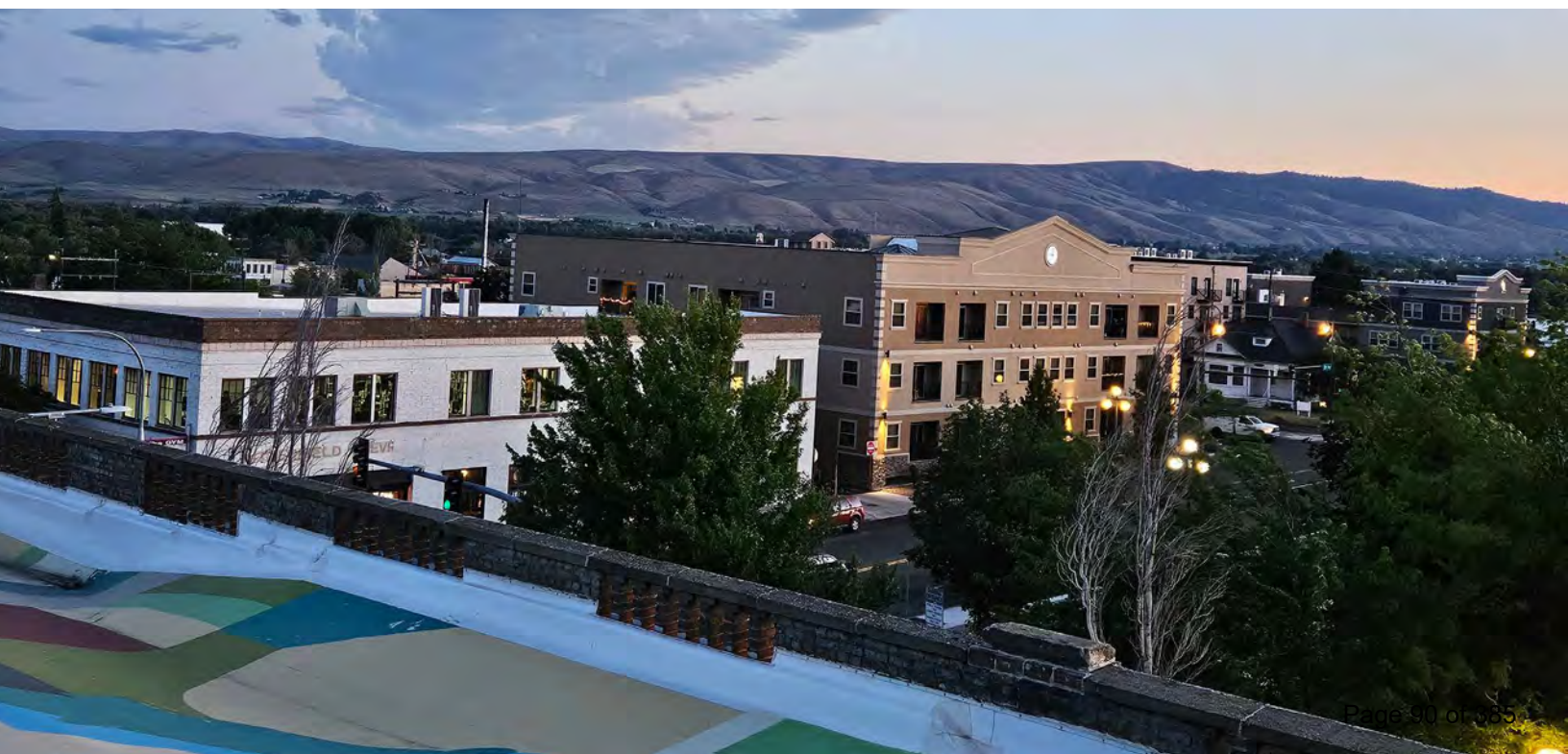


FIGURE 3-5: COMMUNITY QUESTIONNAIRE - Depending on the tax rate and types of projects proposed, would you be willing to vote in favor of a tax measure to improve the park system?

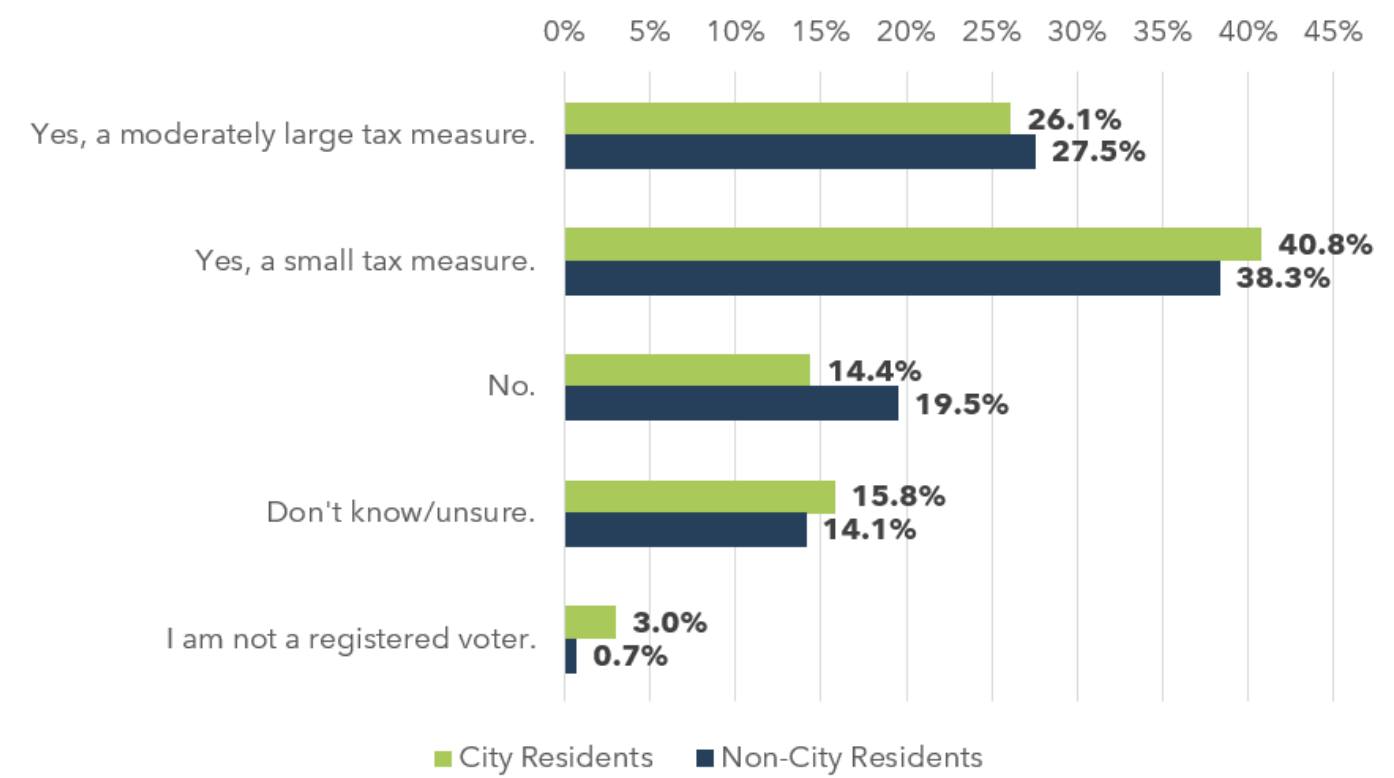


FIGURE 3-6: RANKED TOP PRIORITIES FOR INVESTMENT (Out of 10)

Park Type	Questionnaire Ranking (Non-Residents)	Questionnaire Ranking (Residents)	Pop-Up Ranking (All Responses)
Replace/Renovate Kittitas Valley Memorial Pool	1	1	1
Repair/Replace Older Park Features	2	2	2
Build a New Fieldhouse	3	3	5
Add Variety to Existing Parks	4	4	4
Offer More Programs/Events	5	5	6
Invest in Sports/Parks Downtown	6	8	9
Build More Trails and Pathways	7	7	3

PARK AND RECREATION TRENDS

Understanding market and participation trends in the State of Washington, region, and City of Ellensburg can provide interesting insights into what changing needs may arise in Ellensburg as the population grows into the future. While this Plan presents a 10-year Capital Improvement Plan and a six-year Action Plan, understanding trends and potential needs for the next 10-20 years will help the City anticipate future needs.

SPORTS AND LEISURE MARKET POTENTIAL

ESRI Business Analyst releases an annual index to measure market potential for various activities across categories. This data is based on national averages and applied to Ellensburg and other local communities based on the community's demographics, including college students. This is not participation or survey data, but rather an indication of potential spending and interests in the community. These findings in combination with PROS Plan outreach findings help create a more complete understanding of opportunities for Ellensburg's park and recreation system.

The National Average Market Potential Index (MPI) is set at 100. Therefore, an Ellensburg MPI score greater than 100 indicates a higher demand than the national average, and a score less than 100 indicates a lower demand than the national average. Ellensburg scores over the national average in 63 of 66 categories, indicating a high community interest in sports, fitness, and outdoor recreation. Regarding facilities and activities provided by the Parks & Recreation Department, there is strong market potential for:

- **Sports programs and facilities** such as volleyball, basketball, soccer, and tennis
- **Trails and paths** for jogging/running and roller skating
- **Outdoor recreation facilities** for frisbee, skateboarding, and ping pong
- **Indoor fitness programs and equipment** such as boxing, martial arts, CrossFit, weightlifting, yoga, and Zumba
- **Expanded access to the Yakima River** for activities like fly fishing and paddleboarding
- **Outdoor recreation-inspired play equipment** to reflect regional activities like rock climbing, whitewater rafting, and downhill skiing



*Ellensburg Sprint Triathlon,
Irene Rinehart Riverfront Park (Source: Daily Record)*

STATEWIDE AND REGIONAL TRENDS

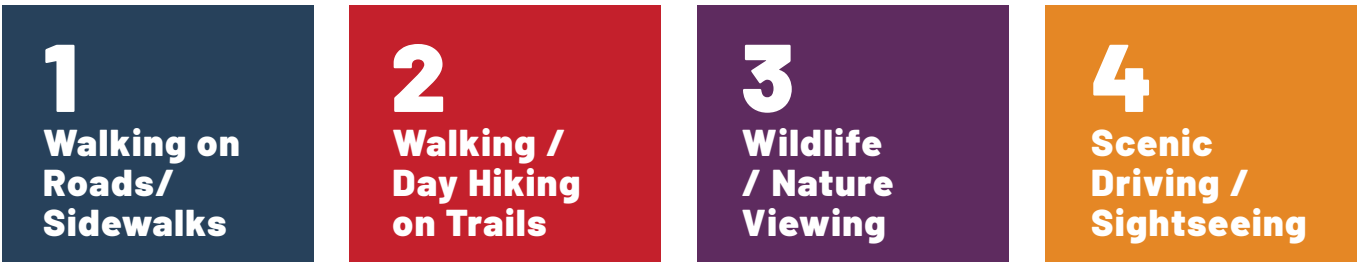
The Washington Statewide Comprehensive Outdoor Recreation Plan (SCORP) documents annual trends for recreation participation for the State by region. In 2023, these trends indicate potential increasing demand for wildlife viewing, walking, and paddle sports (amongst others as shown in the graphic below) that could be provided within Ellensburg’s park and recreation system.

FIGURE 3-7: STATE AND REGIONAL TRENDS

TOP FOUR STATEWIDE PARTICIPATION TRENDS (2017-2023)



TOP FOUR ACTIVITIES IN NORTH CASCADES REGION (2017-2023)



Paul Rogers Wildlife Park



TOURISM AND VISITATION OPPORTUNITIES

The Kittitas County Tourism Strategic Plan (2025-2035) identifies local strengths and key opportunities to strategically increase tourism and visitor spending in Kittitas County to benefit local communities. The county's local strengths include several directly related to Ellensburg and parks and recreation, such as outdoor recreation, sport tourism, events, CWU, and a four-season destination. Key opportunities related to parks and recreation include:

- **Enhancing trail connectivity & outdoor access**
- **Developing sport tourism infrastructure** (sports fields, recreation centers, multi-use event venues)
- **Strategic marketing and visitor education** to highlight year-round recreation opportunities
- **Reinvestment in community infrastructure** (trailheads, signage, public transit options, and downtown revitalization efforts)



Yakima River Canyon
(Source: State of Washington Tourism)



Rotary Park



Downtown Ellensburg



*Downtown Ellensburg
(Source: State of Washington Tourism)*





CHAPTER 04

PARK SYSTEM

NEEDS

04 PARK SYSTEM NEEDS

This chapter identifies key needs and opportunities for parks, facilities, trails, and major facilities in Ellensburg.

The Ellensburg community desires a great parks system that incorporates parkland, trails, recreation facilities, programs, and events. However, the investment needed to provide everything desired is cost prohibitive. The City sought input from the public, key stakeholders, and partners to identify ways to improve, enhance, and invest in parks, recreation facilities, trails, programs, and events.

Guided by community priorities, the PROS Plan identifies needs for future investments in new and renovated parks and facilities. As part of the PROS Plan development process, a technical analysis was conducted of Ellensburg's parkland, facilities, trails, maintenance, and funding needs to help cross-check outreach findings with a data-driven analysis.

PARKLAND NEEDS

Parkland Level of Service (LOS) standards measure the amount of parkland available to a community relative to its population size. It helps us answer the question, "Is existing parkland enough?" It is expressed as a ratio of acres of parkland per 1,000 residents, with a higher LOS meaning more parkland per resident.

Reed Park



Currently, Ellensburg has 350.6 acres of total parkland and a population of 21,260, resulting in a current LOS of 16.5 acres per 1,000 people. Approximately half of this acreage is developed for recreation uses, and the other half is either undeveloped (e.g., Rotary Park) or protects natural open space (e.g., Reecer Creek Floodplain, Paul Rogers Wildlife Park, and sections of Irene Rinehart Riverfront Park). While the park system is rich in parkland, there are opportunities to enhance parkland to support a greater variety of recreation opportunities.

As stated in Chapter 3, Ellensburg is projected to have a 19.6% increase in population by 2045, or 25,417 total residents. Without additional parkland, and with more residents sharing the use of existing parks, Ellensburg’s LOS would decrease to 13.7 acres per 1,000 people in 2045. If the City adds new parks to meet needs for new residential areas, the City would need to provide an LOS of approximately 15.5 acres per 1,000 residents. **Ellensburg’s existing and future parkland LOS is higher than similarly sized cities as shown in Table 4-1.**

FIGURE 4-1: LEVEL OF SERVICE SNAPSHOT

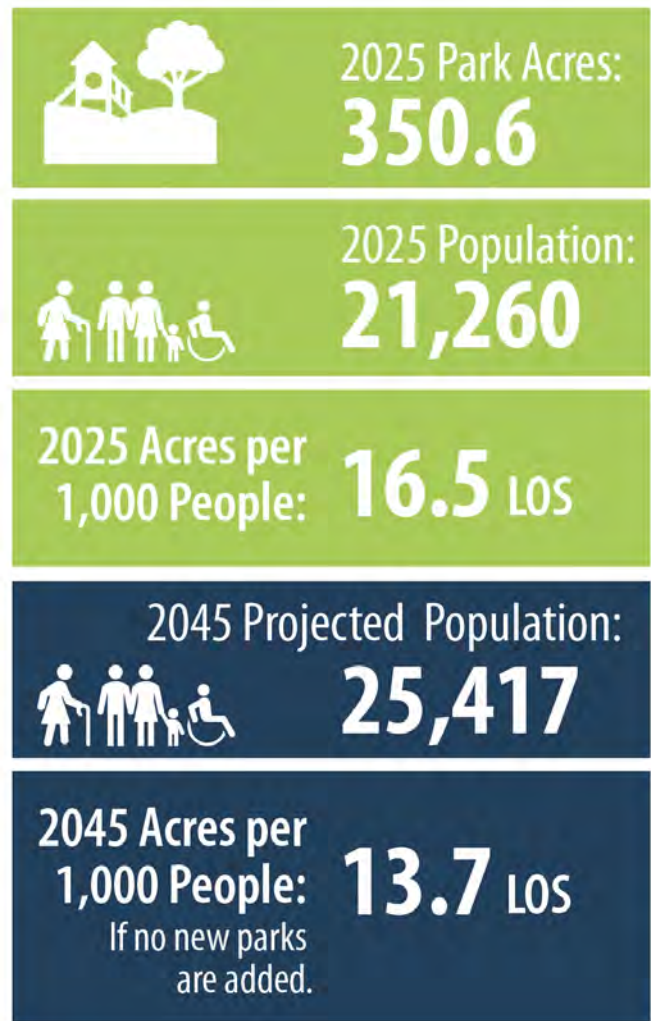


TABLE 4-1: NRPA PARK METRIC PARKLAND LEVEL OF SERVICE COMPARISON (Ellensburg 2025, 2045, and National Agencies with a Population from 20,000 to 49,999)

NRPA Park Metric Category	National Agencies (Population 20,000 to 49,999)	Ellensburg Current LOS (2025)	Ellensburg Future LOS with No New Parks Added (2045)	Ellensburg Future LOS with New Parks to Serve Growth (2045)
Lower Quartile	5.7	16.5	13.7	15.5
Median	10.9			
Upper Quartile	17.5			



North Alder Street Park

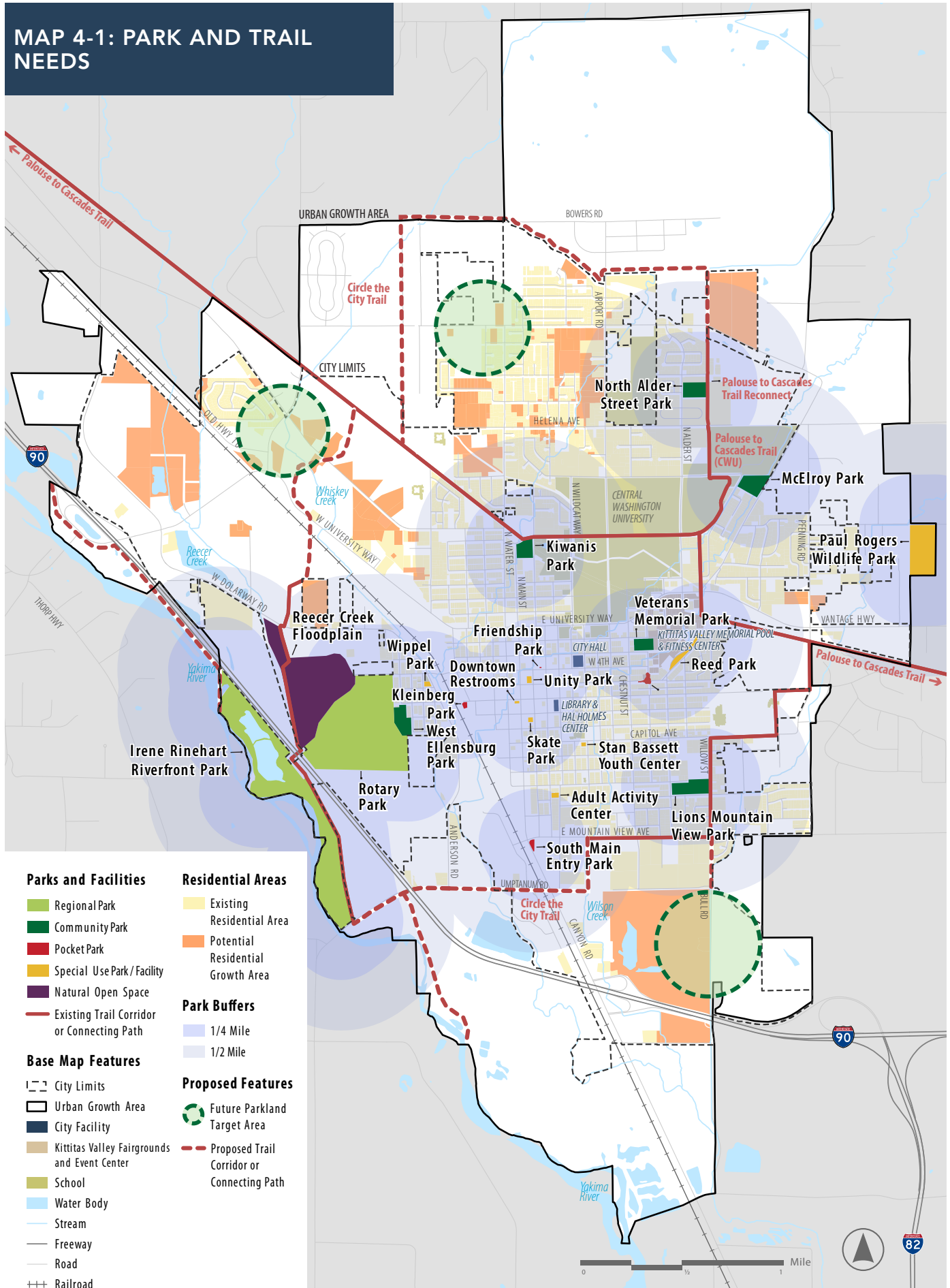
While LOS is one important metric, several other metrics are used to identify needs for parkland. One of these is park access, which is measured based on the distance that residents must travel to get to parks. Two of the nation's leading resources on parks and recreation—the National Recreation and Park Association (NRPA) and the Trust for Public Land (TPL)—suggest the need for parks within a 10-minute walk (or ½ mile) of all residents. This distance is the maximum distance most people will walk to a park. To evaluate park access, the Project Team created half-mile and quarter-mile buffers around the City's existing parks (park buffers) to identify both existing and future residential areas that currently or will lack a park with a five- to 10-minute walk.⁴ Map 4-1 shows these park buffers and residential areas.

⁴ The park buffers demonstrate park access "as the crow flies" and do not factor in local street networks, pedestrian infrastructure, or barriers to safe access such as topographical features, highways, or a lack of safe pedestrian crossings.

As shown in Map 4-1, Ellensburg has well-distributed parks that are accessible from various neighborhoods. Ellensburg also has a very flat topography and no major highways or roadway in town which makes walking or biking to parks much easier and safer than in many other communities. When considering future residential growth areas, however, Ellensburg will have three gaps in parkland access in the northwest, north central, and southeast parts of the city. This means that with new growth, at least three new parks will be needed.

Map Disclaimer: All park and trail needs identified on Map 4-1 are conceptual in nature and for illustrative purposes only. These do not reflect specific sites or routes; they are intended to show the general vicinity where new parks or trails may be considered in the future. If these projects move forward, further site planning will consider land ownership, current land uses, the road network, site topography, environmental constraints, parcel size, and similar site characteristics, as well as the feasibility of acquisition options.

MAP 4-1: PARK AND TRAIL NEEDS



OUTDOOR FACILITY NEEDS

In addition to the provision of park acreage in general, it is also important to provide the right amount, types, variety, and quality or condition of recreational facilities to meet community needs. Ellensburg’s parks include a variety of outdoor facilities such as sports fields and courts, play features, picnic areas, fitness equipment, and nature access. As of 2025, the City provides more facilities per resident than the average of communities of a similar size, except for playgrounds (1-2 short) and splashpads (1 short) (see Figure 4-2). The City also does not currently provide any tennis courts, and although eight courts are provided by CWU. This comparison of the City’s facility level of service suggests a current deficiency in these amenities, which will worsen as the population grows.

Based on engagement findings, the community desires more diverse parks and recreation opportunities such as a **splashpad**, enhanced **aquatic opportunities**, and **indoor recreation space**. More easily **accessible tennis and pickleball courts** or multi-use courts are desired. In alignment with community feedback, more facilities for kids and teens may be needed, such as **water and nature play opportunities**, more **swings** for various ages, a **universal, and all-inclusive destination playground**, and **bike pump track**. As summarized in Chapter 3, there is also high market demand for **skateboarding and water-based activities**, such as paddleboarding and fishing, creating a need for a more modern skatepark and lake/river access points.

FIGURE 4-2: NRPA PARK METRIC RECREATION FACILITY LEVEL OF SERVICE COMPARISON (Ellensburg and National Agencies with a Population from 20,000 to 49,999, 2025)

Recreation Facility	Facility Level of Service in Comparison to Similar Sized National Agencies (Population 20,000-49,999)
Playgrounds	-
Community Gardens	+
Basketball Courts	+
Volleyball Courts	+
Diamond fields	=
Skate Park	+
Dog Parks	+
Rectangular Fields	+
Splashpads	-
Swimming Pools	+
Pickleball Courts	+
Disc Golf Course	+

In addition to new facilities, the community expressed a strong desire to **repair and improve the City's older park features and amenities**. Ellensburg has several older playgrounds, including ones past the typical lifespan for play equipment. There is a need for **playground replacements** at West Ellensburg Park, Veterans Memorial Park, Lions Mountain View Park, and Kiwanis Park. Of these, Kiwanis Park is centrally located and has space to provide a universal, all-inclusive play area, which is desired by the community. Upon renovation, other play areas could incorporate smaller accessible features (such as swings) with improved access paths and surfacing. Beyond playgrounds, numerous comfort amenities were highlighted for updates such as seating, picnic tables, and restrooms. Additionally, various parks and facilities will need **ADA accessibility improvements** upon renovation to ensure the system is accessible to all ages and abilities.

There are also multiple sites in Ellensburg's park system that present opportunities for new park and facility development to address community needs. Recent master planning processes completed for Rotary Park and Reed Park include a broad variety of new facilities and amenities. The priority for Rotary Park should be to improve the area around the new fieldhouse as it is built to support facility access and programming. As funding allows, the additional sports fields and courts, new play areas, picnic shelters, restrooms, and other facilities should fill in the undeveloped parkland. Reed Park's Master Plan should be implemented as funding allows relative to other priorities in the CIP (see Chapter 6). Lastly, the undeveloped northern entry of the Reecer Creek Floodplain needs added amenities such as parking and signage to better function as a trailhead.



Kiwanis Park



Lions Mountain View Park



Rotary Park

MAJOR FACILITY AND AQUATIC NEEDS

Ellensburg currently has three major facilities—the Kittitas Valley Memorial Pool & Fitness Center, the Adult Activity Center, and the Stan Bassett Youth Center (SBYC). A fourth facility, the Ellensburg Racquet & Recreation Center, was lost to arson in 2022. As such, a need to replace this facility has been at the forefront of the community's minds. A new fieldhouse is needed to support sports, programs, and social gatherings for a broad cross-section of the community. City Council recognizes this need and is actively pursuing a developer partnership to construct a new fieldhouse at Rotary Park.

The older Kittitas Valley Memorial Pool & Fitness Center is loved by the public. With the closure of the pool at CWU, even more pressure exists on the City's pool to support users of different age groups, programs, and events—including recreational and competitive swimming. The facility currently has structural and mechanical issues, capacity constraints, aging amenities, and limited fitness space. A new, modern, expanded aquatic center is needed to serve the public, but residents want the City to maintain and provide critical repairs to the facility until a new facility is possible, to ensure no gap in service.

The Adult Activity Center and SBYC support a variety of passive activities and gatherings targeted at older adults and teens. These facilities are aging and will need reinvestment in the future, but no major improvements are needed now. As the new fieldhouse is developed, the needs for these facilities should be revisited, considered possible community-based organization partnerships and/or consolidation with the fieldhouse or a new pool facility.

Overall, Ellensburg has fewer major facilities when compared to other similar sized cities, according to NRPA's Park Metrics Data. This is largely because the City has no existing full-service recreation and community centers since the prior one burnt down. Although Ellensburg is unique with some gaps addressed by CWU's recreation facilities, this data combined with community feedback across PROS Plan engagement efforts suggests that additional major recreation facilities are needed. Two new facilities - the fieldhouse and expanded aquatic center - will generally address this deficiency.



Kittitas Valley Memorial Pool & Fitness Center

TRAIL NEEDS

Trails are a popular facility for people of all ages and abilities in Ellensburg. The Palouse to Cascades Trail (PTCT) crosses through a portion of the city and serves as a major recreational amenity, but additional trail connections are needed to better connect the PTCT through the city, as well as to provide a loop trail around the city. There is also an opportunity to extend trail access along the Yakima River to take advantage of this significant natural amenity.

The City's current Active Transportation Plan recommends a Circle the City Loop (CTC) trail project that is approximately 13.1 miles long, including both trail corridors and segments within public rights-of-way. Some segments of this are already built, others overlap with the PTCT connection, and others will require land acquisition and development by the Public Works and Parks & Recreation Departments. Specifically focusing on trails that would need to be maintained by the Parks & Recreation Department, Map 4-1 illustrates nearly 7 miles of trails of new trail corridors and connecting paths that would support the PTCT connections, CTC loop trail, and trails along the Yakima River. Together these trails are needed to support trail-related recreation, active transportation, access to potential new and existing parks, and connections to regional and Statewide trails.⁵

⁵ While this PROS Plan identifies off-street trail needs in relation to parks and recreation opportunities, Ellensburg's Comprehensive Plan is currently being updated and will include a more in-depth trails and transportation analysis to identify needs for bikeways and on-street pedestrian and bicycle paths.

In addition to the multi-use trail connections described above, additional (or improved) trails and trailheads will be needed in Ellensburg's parks to support recreation and fitness opportunities. Loop trails are needed in Community Parks or Regional Parks to support walking, dog-walking, biking, and wheeled uses for strollers, scooters, skateboards, etc. The need for loop trails was already noted in the previous site master plans for Rotary Park and West Ellensburg Park.



Palouse to Cascades Trail Reconnect



Touch-A-Truck Bike Rodeo at Rotary Park

PROPOSED LEVEL OF SERVICE AND KEY NEEDS

While the potential needs for the park system over the next 10-20 years may be vast, it is important to consider key needs in the context of providing the right level of service for the park system. As shown in Table 4-2, proposed levels of service and additional acreage needs were determined by balancing needs for park development, facilities, and trails. Priorities have been placed on additional acreage for three new Community Parks (primarily to serve new residents as development occurs) and additional acreage in trail

corridors to increase the community's trail network. To meet the market demand for skateboarding, the City may need to provide a new, more modern skatepark in a new location, which would allow the redevelopment of the existing Ellensburg Skatepark site for Downtown parking and a smaller Special Use park. Because of the extent of facility needs – including the fieldhouse, aquatic facility, and more diverse park facilities--needs for additional acreage for other park types is noted.

TABLE 4-2: PARKLAND STANDARDS AND NEEDS

Park Type	Existing LOS	Proposed Level of Service Standard (Acres/1,000 Residents)	2035 Additional Acreage Needed	2045 Additional Acreage Need	New Park Acreage Needs
Regional Parks	10.16	8.50	0.00	0.00	None
Community Parks	1.56	2.00	13.31	17.73	Three new parks of 4-8 acres each
Special Use Parks / Facilities	1.15	0.95	0.00	-0.39*	Potential consolidation of facilities
Pocket Parks	0.06	0.05	0.00	0.00	None
Trail Corridor	0.12	1.10	23.02	25.46	Additional trails, 25.32 acres (6.96 miles)
Natural Open Space	3.44	2.90	0.00	0.47	Potential small acreage increases over long term
TOTAL	16.49	15.50	36.33	43.27	

2035 and 2045 population projections based on Office of Financial Management existing population estimates and Kittitas County growth rates.

*Note: If renovated as planned, a portion of the existing Skatepark site downtown may be be redeveloped as City parking resulting in a slight reduction in park acreage.





CHAPTER 05

RECOMMENDATIONS

05 RECOMMENDATIONS

This chapter details the Department's mission, goals, and recommendations for existing and proposed parks and facilities.

The PROS Plan's mission and goals, systemwide objectives, and site recommendations provide a consolidated path forward driven by community feedback and technical analysis for Ellensburg's park and recreation system. Together, these recommendations will have a long-term impact on how the City of Ellensburg manages, develops, renovates, and restores its parks, facilities, natural open space, programs, and recreation services for years to come.

MISSION AND GOALS

The Parks & Recreation Department's mission, goals, and objectives are intended to guide the maintenance, development, enhancement, activation, and funding of the park and recreation system over the next ten years and beyond.

The City of Ellensburg engaged residents, stakeholders, Parks & Recreation Commission members, and City leaders in discussions and outreach activities to help define these goals and objectives, which balance the community's desire to enhance recreation experiences with the wise use of City funding and resources. The goals and objectives provide a policy framework for the PROS Plan, while also informing the

City's Comprehensive Plan, which provides land use and policy direction for the next 20 years.

PARKS & RECREATION DEPARTMENT MISSION

The Mission of the Park & Recreation Department defines its purpose, business, and essential services:

The City of Ellensburg Parks & Recreation Department strives to enhance the lives of community residents and visitors of all ages by providing a wide range of quality leisure experiences in our parks, recreation facilities, programs, and services. Through our efforts we will advance the health and wellness of individuals and families, foster greater community spirit, protect and enhance our natural resources and environment, contribute to the vitality of the local economy, and promote a high quality of life in Ellensburg.

GOALS

The following nine goals will guide the Department in carrying out its mission and providing quality parks, recreation facilities, trails, and open space.

1

PARKS

PROVIDE A VARIETY OF PARKS REFLECTING UNIQUE COMMUNITY NEEDS.

2

PARK AMENITIES AND FACILITIES

PROVIDE HIGH QUALITY, ACCESSIBLE, AND DIVERSE AMENITIES AND FACILITIES.

3

INDOOR FACILITIES

OFFER ENRICHING YEAR-ROUND RECREATION OPTIONS.

4

TRAILS

CONNECT AND EXPAND TRAILS FOR RECREATION, PARK ACCESS, AND MOBILITY.

5

PROGRAMS/SERVICES

FACILITATE PROGRAMS, SOCIAL GATHERINGS, AND EVENTS.

6

MAINTENANCE

STRATEGICALLY MAINTAIN AND MANAGE ASSETS.

7

NATURAL RESOURCES

PROTECT AND CONNECT RESIDENTS TO THE NATURAL ENVIRONMENT.

8

PARTNERSHIPS

SUPPORT AND EXPAND LOCAL COLLABORATION.

9

SUSTAINABLE FUNDING

ENSURE FISCAL RESPONSIBILITY AND RESILIENCE.

SYSTEMWIDE OBJECTIVES

Objectives describe the specific and measurable outcomes that contribute to achieving our goals.

PARKS

GOAL 1: PROVIDE A VARIETY OF PARKS REFLECTING UNIQUE COMMUNITY NEEDS

- 1.1. Provide a mix of developed parks (regional, community, pocket, and special use parks), along with trail corridors and natural open space to provide a comprehensive and varied park system.

1.2. Strive to provide a park system that supports the needs of all ages, abilities, economic and cultural backgrounds as well as the interests of City residents, Kittitas County residents, and visitors.

1.3. Acquire park land to provide a minimum of 15.5 acres of park land per 1,000 residents as the community continues to grow. This includes developed parks, trail corridors, and open space managed by the Parks & Recreation Department. Diversify park level of service by classification (see sidebar).

1.4. Design community parks to serve nearby neighbors within walking and biking distance (approximately ½ - ¾ mile), while also providing unique amenities and facilities that attract people from across Ellensburg.

1.5. Add community parks near new residential areas to provide play space, gathering space, and green space centralized to offset new growth.
- 1.6. Explore opportunities to increase recreation and greenspace in central Ellensburg and downtown to support the growing infill of residents in these areas.

1.7. Enhance Ellensburg’s parks, public spaces, downtown, and buildings with locally created public art and interpretive elements that highlight the local and regional heritage, tribal traditions, and natural, cultural, and historical resources.

1.8. Prioritize “fun” and community gatherings/events in public parks to support the City’s character, including opportunities to play, recreate, gather, and participate in community events.

PROPOSED LEVEL OF SERVICE STANDARDS BY PARK CLASSIFICATION

Acres of park land per 1,000 residents:

- Regional Parks: 8.5
- Community Parks: 2.0
- Special Use Parks and Facilities: 0.95
- Pocket Parks: .05
- Trail Corridors: 1.1
- Natural Open Spaces: 2.9

PARK AMENITIES AND FACILITIES

GOAL 2: PROVIDE HIGH QUALITY, ACCESSIBLE, AND DIVERSE AMENITIES AND FACILITIES.

- 2.1. Upgrade/modernize aging amenities in parks, especially those that are outdated, or in otherwise poor condition.
- 2.2. Provide a variety of recreation facilities to diversify park experiences and support active and passive uses as well as unique variations of typical park features.
- 2.3. Expand amenities in parks oriented towards youth, young adults, and families.
- 2.4. Increase opportunities for water-based activities such as aquatics, swimming, splashpads, and other water play.
- 2.5. Provide support amenities in parks, such as shade, seating, signage, and restrooms, to provide comfortable, user-friendly park experiences.
- 2.6. Develop athletic facilities that meet the highest quality competitive playing standards and requirements for all age groups, skill levels, and recreational interests to promote tournaments in Ellensburg. Support these tournament-quality fields and courts with suitable practice and drop-in recreational sports facilities.
- 2.7. Pursue accessibility improvements and designs to remove barriers to facilities compliant with ADA accessibility standards. Use universal design principles to provide inclusive parks and play areas.



Shaded Seating at Unity Park



Baseball Field at Rotary Park



West Ellensburg Park

INDOOR FACILITIES

GOAL 3: OFFER ENRICHING YEAR-ROUND RECREATION OPTIONS.

- 3.1. Prior to the new construction or large-scale renovations of existing major indoor facilities, develop a business plan and operations pro forma identifying the target market, staffing needs, maintenance and operational costs, potential revenues, cost recovery targets, and management structure. This planning should inform the facilities design and operations.
- 3.2. Develop an indoor fieldhouse to provide a community gathering space and support multiple sports, fitness, health, and wellness opportunities for all ages (including youth and seniors) throughout the year.
- 3.3. Conduct a building and pool assessment to understand the structural, mechanical, and operational longevity of the Kittitas Valley Memorial Pool & Fitness Center. Then, either as a building renovation/expansion, or as a new facility, improve the pool facility to better serve the community and continue to support competitive and recreational swimming, water safety and learn-to-swim programs, pool events and swimming meets, water fitness (e.g., aerobics and lap swimming), and indoor/outdoor lounging opportunities.
- 3.4. Pursue partner or joint funding agreements with Kittitas County on all indoor facilities that are designed, developed, and operated to attract residents from lower Kittitas County.
- 3.5. Consider consolidation of indoor facilities for more efficient operations and/or partnering with community organization or non-profits to assist with operations.



Stan Bassett Youth Center



Kittitas Valley Memorial Pool & Fitness Center

TRAILS

GOAL 4: CONNECT AND EXPAND TRAILS FOR RECREATION, PARK ACCESS, AND MOBILITY.

- 4.1. Develop a network of regional and community trails, augmented by other shared-use paths and loop trails in parks, to support walking, biking, dog-walking, and other non-motorized wheeled uses.
- 4.2. Provide loop trails in parks to support fitness and recreation for all ages. Provide hard and soft-surfaced trails to ensure ADA accessibility, while also supporting a variety of trail experiences.
- 4.3. In coordination with the City's Active Transportation Plan, link neighborhoods to parks and indoor facilities through safe and comfortable complete streets and off-street trails where possible.
- 4.4. Complete the Palouse-Cascades trail via the planned bypass and/or clearly marked and enhanced on-street connections.
- 4.5. Integrate the routing of proposed trail segments into the land use permitting process; require development projects along designated routes to incorporate trails as part of the project
- 4.6. Develop new parks or enhance existing parks along the trail network to provide trailheads at key intervals. Furnish trails and trailheads with supportive amenities such as interpretive and wayfinding signage, seating, lighting, emergency call boxes, drinking fountains, and waste receptacles. Provide restrooms where these also support park use.

Palouse to Cascades Trail Reconnect



PROGRAMS/SERVICES

GOAL 5: FACILITATE PROGRAMS, SOCIAL GATHERINGS, AND EVENTS.

- 5.1. Provide and promote a variety of events, programs and activities for residents and visitors to create inclusive, multi-generational, family-friendly recreation, sports and art experiences for all ages, interests, abilities, incomes, and cultures.
- 5.2. Support youth development, lifelong learning, and senior services through recreational programs that serve all ages the broadest needs of the population.
- 5.3. Host or facilitate sports and aquatics instruction and participatory programs for all ages, skill levels, and income levels in the community
- 5.4. Focus large programs and events at the City's regional parks and downtown, while offering community and neighborhood activities and programs in community parks across the city.
- 5.5. Balance the City's desire to offer programs at little or no cost with cost recovery goals to enhance the quality of life for all income levels while also supporting the operations of safe, well-maintained facilities.
- 5.6. Ensure the City has sufficient resources available to support increased program staffing, facility management, materials, and equipment when major recreation facilities are developed or expanded.
- 5.7. Maximize programming opportunities at Unity Park through a combination of City-sponsored activities and local community organizations.
- 5.8. Increase recreational programming by entering into professional service contracts with community members to teach classes and/or programs.

Unity Park



MAINTENANCE

GOAL 6: STRATEGICALLY MAINTAIN AND MANAGE ASSETS.

- 6.1. Adhere to a regular schedule of preventative and responsive routine maintenance and renewal/replacement efforts to ensure parks and facilities are safe, clean, and in good condition and to protect public investment over time.
- 6.2. Establish a tiered maintenance approach to ensure sustainable maintenance of all parks and facilities. Ensure that sites and facilities with greater use, more programming, rentals/reservations, and high visibility receive more maintenance resources.
- 6.3. Design and develop facilities that are low maintenance to reduce overall facility maintenance and operation requirements and costs.
- 6.4. Where appropriate, use low maintenance landscaping, materials, settings, or other value engineering considerations that reduce maintenance, stewardship, and security requirements and retain natural conditions and experiences.
- 6.5. Where appropriate, use programs such as adopt-a-park programs, volunteer programs, neighborhood park watches, police patrols, and other programs that will increase regular maintenance and safety/security.
- 6.6. Continue efforts related to beautification of Downtown Ellensburg as a source of community pride, tourism, and economic development.
- 6.7. Ensure the City has sufficient resources available to support increased maintenance staffing, facility operations, supplies, and equipment when new parks are added and major recreation facilities are developed or expanded.



Dry Desert Zone at Wippel Park Pollinator Garden



Maintenance at McElroy Park

NATURAL RESOURCES

GOAL 7: PROTECT AND CONNECT RESIDENTS TO THE NATURAL ENVIRONMENT.

- 7.1. Allocate resources to better maintain, steward, and in some cases restore natural areas, wetlands, and riparian areas in City parks to improve site safety, habitat value, and ecological function.
- 7.2. Preserve and protect existing significant environmental features such as wetlands and critical wildlife habitat in conjunction with the City's Community Development Department to implementing the Comprehensive Plan's guidance for preserving and protecting natural resources.
- 7.3. Enhance open spaces and natural areas with recreation elements, signage, trails, and interpretive facilities for the enjoyment and health of community members, where this development will not damage sensitive habitat
- 7.4. Enhance access to and use of open spaces and natural areas while balancing resource management needs.
- 7.5. Expand the tree canopy and shade in City parks and the historic downtown district to maintain Ellensburg's designation as a "Tree City USA."
- 7.6. Develop facilities that improve water access to lakes and the Yakima River for activities such as swimming, paddleboarding, and non-motorized boating.



McElroy Park



Reecer Creek Floodplain



Kiwanis Park

PARTNERSHIPS

GOAL 8: SUPPORT AND EXPAND LOCAL COLLABORATION.

- 8.1. Partner with Kittitas County, Central Washington University, the Ellensburg School District and other nearby school districts, and local organizations to fund, implement, and maintain parks and facilities.
- 8.2. Continue partnerships and agreements like a joint-use agreement with the school district to allow public access to play areas and sports fields.
- 8.3. Explore partnerships with local health care providers and businesses to develop, fund, and promote park, recreation, and wellness activities, programs, and amenities.
- 8.4. Collaborate with regional tourism partners to promote Ellensburg's events, parks, trails, and facilities.
- 8.5. Explore and/or continue mechanisms to support joint funding on projects desired by or benefiting multiple partners such as a City funding match program, a parks and recreation foundation, sponsorship program, scholarship program, and/or other donation/funding.
- 8.6. Coordinate with other public and private organizations, and private developers, to provide a wide range of facilities and programming within Ellensburg and to avoid the duplication of services.
- 8.7. Pursue creative development and financing partnerships for major facility and capital projects, such as development of the fieldhouse, to increase implementation feasibility and expedite timelines, with the ultimate goal of City ownership of such facilities.

Central Washington University (Source: CWU)



SUSTAINABLE FUNDING

GOAL 9: ENSURE FISCAL OPPORTUNITY AND RESILIENCE.

- 9.1. Expand investment in the parks and recreation system through diversified funding sources to support the acquisition, development, renovation, maintenance, and programming of City parks and facilities.
- 9.2. Identify dedicated revenues for park and facility maintenance and operations, including additional staffing and resources when new sites and indoor facilities are added.
- 9.3. Explore feasibility, potential boundary, and voter support for a Public Facilities District and possibly a regional Metropolitan Parks District as a new funding source to support parks and recreation used by County and City residents.
- 9.4. Pursue joint ventures and ongoing partnership agreements with Kittitas County to fund facilities and operations on an ongoing that serve a population broader than the City of Ellensburg and to support shared interests.
- 9.5. Update impact fee methodology and rates, to adhere with State regulations, with an escalator, and better fund new park and recreation facility development to attract and serve new residents.
- 9.6. Offer revenue-generating recreation programs and incorporate rental and concession facilities into parks to enhance the visitor experience, produce revenue, support site maintenance and subsidize other programs and services.
- 9.7. Establish a fee philosophy and cost recovery targets for different types of Parks & Recreation Department programs and services that factors in the level of individualized or community benefit provided. Continue to charge residents and non-resident rates. In lieu of full subsidies for all participants in specific types of activities, consider providing discounts, scholarships, and volunteer credits to residents and non-residents most in need to ensure affordability.
- 9.8. Apply for grants through State, Federal, and other agencies to serve as supplemental financing for capital projects, while ensuring staffing, maintenance, and operations funding is available from other sources.



Irene Rinehart Riverfront Park

SITE RECOMMENDATIONS SUMMARY

Ellensburg's parks each have unique characteristics, needs, and opportunities for enhancement. The PROS Plan identifies a series of site recommendations that seek to capitalize on those opportunities, help provide unique park experiences, and fill community needs. The recommendations are presented in Appendix B, organized by existing parks by classification and proposed new parks as well as proposed new trails and connecting paths.

The recommendations were developed based on the findings from a site assessment conducted in Phase 1 of the planning process, along with findings from the needs assessment, community input, and the evaluation of previous site master plans to see which recommendations should be carried forward. These site recommendations were vetted by the Parks and Recreation Commission to inform the Capital Improvement Plan (CIP) and six-year Action Plan.

The PROS Plan's 136 recommendations are summarized below by project type, including Acquisition, Development, Renovation, and Restoration. Development projects are the largest category due to the high volume of projects associated with concurrent or recent planning and projects (e.g. Rotary Park and Reed Park) and the proposed new parks and trail corridors. Additionally, 87.5% of the development projects are proposed to enhance existing parks and facilities with the majority focused on regional and community parks. Beyond these projects, renovation projects are the largest category, aligning with the community's top priority of reinvesting in existing parks and facilities. Map 5-1 illustrates the locations of existing and proposed parks, trails, and connecting paths.

7

ACQUISITION PROJECTS

ACQUISITION

Land acquisition entails **purchasing land or easements to build new parks and trails**. Land is needed for three new parks and four new trail corridors. The three new parks may range from 4-8 acres each, totaling between 12-24 acres total. The four new trail corridors are assumed to be 30 feet wide and total 25.3 acres of land required for 6.9 miles of trail.

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DEVELOPMENT PROJECTS

DEVELOPMENT

Development projects involve **construction or work resulting in new elements**, including structures, facilities, and/or materials to enhance outdoor recreation resources. These projects span nearly every park in the system. Example of development projects include new signage, playgrounds, restrooms, parking lots, sports fields/courts, buildings, trails, and picnic areas. Nearly 35% of the development projects (28 projects) are at Rotary Park to implement the site's master plan. Additionally, over 20% of development projects (17 projects) are located at the seven new proposed park sites and trail corridors.

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RENOVATION PROJECTS

RENOVATION

Renovation projects include activities intended to improve a site or structure to **increase its useful service life**. This does not include activities to maintain the facility for its expected useful life. Renovation projects are included for every Regional and Community Park, as well as five other parks. Examples of renovation projects include repairing damaged pavement, replacing picnic facilities, replacing play features, adding field lighting, and accessibility updates.

4

RESTORATION PROJECTS

RESTORATION

Restoration projects entail **bringing a site back to its natural function or improving the ecological functionality** of a site. These projects are included at Irene Rinehart Riverfront Park and most of the Community Parks. Examples of restoration projects include restoring shorelines and riparian corridors, enhancing natural areas, updating landscaping, and planting trees.

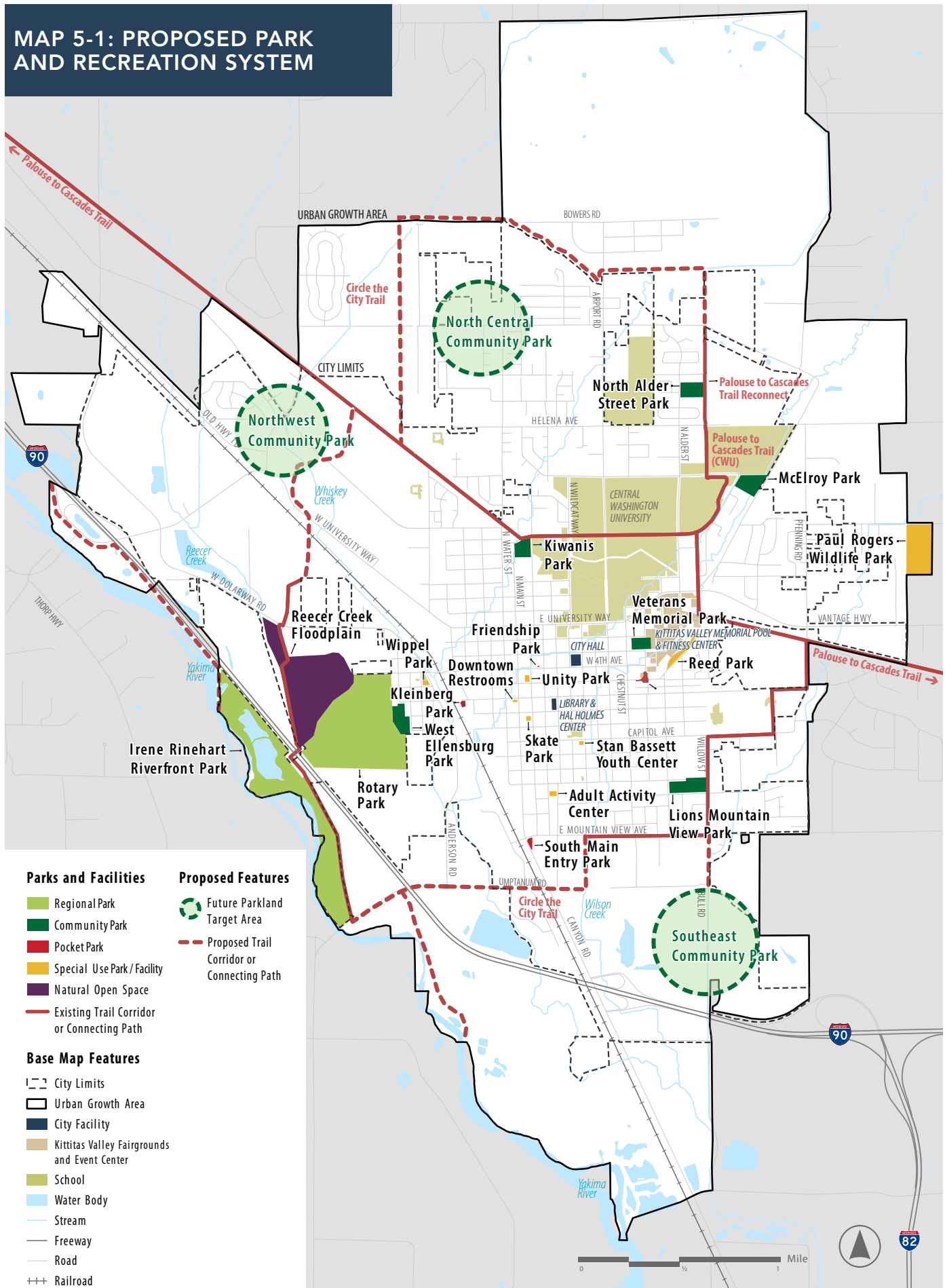
TABLE 5-1: PROJECTS BY PARK CLASSIFICATION

Park Type	# of Sites	Total Capital Projects
Regional Parks	2	48
Community Parks	6	42
Special Use Parks /Facilities	7	15
Pocket Parks	4	8
Trail Corridor	2	3
Natural Open Space	2	3
Existing Parks Subtotal	23	119 Projects
Proposed New Community Parks	3	9
Proposed New Trail Corridors	4	8
Proposed Facilities Subtotal	7	17
Existing and Proposed Total	30	136

Veterans Memorial Park



MAP 5-1: PROPOSED PARK AND RECREATION SYSTEM





Map Disclaimer: All park and trail needs identified on Map 5-1 on the previous page are conceptual in nature and for illustrative purposes only. These do not reflect specific sites or routes; they are intended to show the general vicinity where new parks or trails may be considered in the future. If these projects move forward, further site planning will consider land ownership, current land uses, the road network, site topography, environmental constraints, parcel size, and similar site characteristics, as well as the feasibility of acquisition options.



CHAPTER 06 **IMPLEMENTATION**

06 IMPLEMENTATION

This chapter describes how the PROS Plan will be implemented. It summarizes proposed capital projects and costs, identifies a set of project prioritization criteria to guide future decision-making, presents a six-year Action Plan and Sustainable Funding Plan, and details long term implementation strategies.

CAPITAL IMPROVEMENT PLAN

The PROS Plan presents a Capital Improvement Plan (CIP) that identifies capital costs for implementing all recommended projects. Appendix C presents the entire CIP, along with the cost assumptions used to identify these planning-level costs for each existing and proposed site.

Approximately \$117.7 million will be needed to implement all capital projects recommended in the PROS Plan (Table 6-1). Capital costs represent one-time costs to acquire, develop, build, replace, or renovate park infrastructure and features. Most costs are associated with renovations or enhancements to existing parks and facilities (\$88.6 million), while approximately \$29.2 million will be needed for the acquisition and development of new parks to serve future residential growth and new trail corridors to better connect the community and expand access to nature.

These costs represent more than the City can afford to implement over the next ten years. These planning level costs are not true construction costs, which would be determined through more detailed construction documentation. However, they are identified here to support annual capital improvement planning, budgeting, and grant applications.



Lions Mountain View Park



Kleinberg Park

TABLE 6-1: PLANNING LEVEL CAPITAL COSTS BY PARK CLASSIFICATION FOR EXISTING AND NEW PARKS AND TRAILS

Category	Total Planning Level Costs*
Regional Parks**	\$47,677,500
Community Parks***	\$34,973,550
Special Use Parks /Facilities	\$3,389,600
Pocket Parks	\$775,250
Trail Corridor	\$18,000
Natural Open Space	\$1,730,000
Subtotal Existing Parks	\$89,171,400
Proposed New Parks	\$15,750,000
Proposed New Trails	\$13,409,000
Subtotal Proposed Parks & Trails	\$29,159,000
TOTAL:	\$117,722,900

*These estimates reflect planning level capital cost assumptions in 2025 dollars not accounting for inflation. Actual costs will vary depending on site realities, the scale and quality of facilities and changing market prices for materials and labor. Actual cost estimates should be determined through site master planning and design at the time of development.

**Costs do not include the fieldhouse, which the City would operate through a lease agreement.

***Community Park costs include \$25 million for new aquatics facility.

ANNUAL MAINTENANCE AND STEWARDSHIP COSTS

Once built, all parks, facilities, and trails require routine and preventative maintenance to care for City assets. In addition to identifying capital costs, the PROS Plan identifies maintenance costs based on three different levels of maintenance. Parks with higher levels of use, such as regional parks and those with specialized facilities and/or programming, will require an enhanced level of maintenance. In addition, sites with natural open space need specialized stewardship for natural resources in addition to maintenance for more developed areas. All other developed park areas and trail corridors need a standard level of maintenance to support community use.

If all CIP projects are implemented, the City may need approximately \$3 million annually to maintain the envisioned park and recreation system, inclusive of existing facilities as well as proposed new parks and trail corridors. Table 6-2 notes the annual estimated site maintenance and stewardship costs for existing parks and facilities, as well as proposed sites. Appendix C provides additional information on these costs per site. These costs focus on maintenance and do not include costs for facility operations, programming, or events, which would be additional operations costs.



McElroy Park

TABLE 6-2: ANNUAL MAINTENANCE AND STEWARDSHIP COST SUMMARY FOR EXISTING AND PROPOSED PARKS

Site Type	Average Annual Estimated Maintenance and Stewardship Costs			Total Annual Estimated Maintenance and Stewardship Costs
	Standard Developed	Enhanced Developed	Undeveloped/ Natural Open Space	
Existing Parks and Facilities	\$428,346	\$1,838,475	\$313,557	\$2,580,378
Proposed New Parks and Facilities	\$389,700	\$0	\$0	\$389,700
TOTAL	\$818,046	\$1,838,475	\$313,557	\$2,970,078

HOW ARE THESE COSTS IDENTIFIED?

Planning level costs are assigned for capital costs and annual maintenance and stewardship costs by site.

- **Capital Costs** represent one-time costs to acquire, develop, build, replace, or renovate park infrastructure and features.
- **Maintenance and Stewardship Costs** represent annual recurring costs for routine and preventative maintenance, irrigation, and services such as the inspection and stewardship of facilities, amenities, natural resources, and landscaped areas.

Capital cost assumptions are based on general order-of-magnitude planning-level expenses. Costs are typically assigned per facility or by unit (e.g., per acre of park or per mile of trail) to account for differences in site size. These estimates reflect planning level construction cost assumptions in 2025 dollars and do not account for future inflation. Design details and construction realities such as site conditions, supply chain issues, material and labor shortages, and similar factors may affect actual costs. Actual costs should be determined through site master planning and design at the time of development. The costs do not include environmental compliance documentation, community engagement, design, permitting, installation, or staff hours to manage site planning, design, construction, and implementation. Those elements could escalate park development costs by approximately 20-25 percent.

Maintenance and stewardship cost assumptions are based on Ellensburg's 2024 park and trail maintenance expenditures, divided into three tiers: standard park maintenance, enhanced park maintenance (125% of standard park maintenance costs), and natural resource stewardship (25% of standard park maintenance costs). Each tier is intended to address a standard level of routine and preventative maintenance, operations, maintenance staffing, materials/equipment, and services. Actual maintenance costs per site may vary.

ANNUAL FACILITY OPERATIONS, EVENTS, AND PROGRAMMING COSTS

The City of Ellensburg currently operates three major recreation facilities that provide community programs and services: the Adult Activity Center, Stan Bassett Youth Center, and Kittitas Valley Memorial Pool & Fitness Center. In addition, it facilitates events and programs at other sites, such as Unity Park and Rotary Park. This type of operations and programming is often budgeted in conjunction with site maintenance and operations (irrigation, electrical, inspections, facility preparation and cleaning, etc.). However, it can be useful to consider recreation operations separately from maintenance (operations) and stewardship.

Between 2019 and 2024, recreation operations expenditures ranged from a low of \$1.17 million in 2020 (during the Covid pandemic) to \$1.85 million in 2024. While some of these costs were offset by facility use fees and charges for services (e.g., admission, rentals, program fees, etc.), the City's cost recovery rate has ranged from 9.6% to 22.4% in that same timeframe. Additional funding is needed to support these types of programs, activities, and facility operations.

Additional funding for recreation operations will also be needed as activities are expanded and new facilities are added. In 2025, the Ellensburg Fieldhouse Market and Operations Plan determined that the new Fieldhouse may require approximately \$745,000 to \$1,072,000 annually to operate, although 42% to 65% of those costs may be offset through increased facility and program revenues if these greater cost recovery targets can be achieved. Costs will vary depending on factors such as the mix of amenities, facilities, staffing, and programming offered.

Together, the financial data suggests that the City of Ellensburg may need approximately \$2 million to \$2.5 million each year for recreation operations and programming, after the Fieldhouse is added (and dependent on decisions about the continued operations of existing facilities in the next six years).

To build the Fieldhouse, the City is exploring options to have a developer build the facility at Rotary Park and lease the facility to the City under a long-term agreement for operations. The costs noted above do not include annual lease payments.

Recreation Event in Ellensburg



PROJECT PRIORITIZATION CRITERIA

The CIP includes more projects than the City of Ellensburg anticipates being able to support, given current funding, staffing, and resources. Based on community feedback and input from City staff and the Parks & Recreation Commission, projects in the CIP were categorized into four different implementation timeframes based on urgency, facility age and lifecycles, community priorities and needs.

- Short-Term Priority Tier #1 (0-6 Years);
- Short-Term Priority Tier #2 (0-6 Years);
- Medium-Term (7-10 Years); and
- Long-Term (11+ Years).

This phasing is intended to provide general guidance for implementation as capital and operations funds become available. Project priorities may shift over time, based on park and facility damage or aging, and depending on partnerships, grants, voter approval of funding mechanisms, and the availability of restricted funding resources that will influence implementation.

The PROS Plan represents a snapshot in time and cannot anticipate all projects that may be needed over the planning horizon. New unforeseen ideas, community needs, and projects will certainly arise in the future. To assist the City focus on priority projects as it identifies implementation schedules, the PROS Plan introduces the following evaluation process to help prioritize capital projects.

Using clear and understandable criteria helps the City make transparent decisions about which projects to move forward first. The criteria also integrate community priorities identified through the PROS Plan's engagement process, ensuring future decision-making accounts for community needs and reflects the PROS Plan's goals and objectives.

The three-step evaluation process outlined on the following pages is designed to help staff analyze the proposed project or initiative. Projects that satisfy multiple criteria, promote PROS Plan goals, align with community priorities, and support system realities should be prioritized.



Irene Rinehart Riverfront Park



Unity Park

STEP 1: ALIGNMENT WITH PLAN GOALS

Which of the PROS Plan's goals does the project promote?

- **Parks:** Does the project provide a variety of parks reflecting unique community needs?
- **Park Amenities and Facilities:** Does the project provide high quality, accessible, and diverse amenities and facilities?
- **Indoor Facilities:** Does the project support enriching year-round recreation options?
- **Trails:** Does the project connect and expand trails for recreation, park access, and mobility?
- **Programs/Services:** Does the project facilitate programs, sports, social gatherings, or events?
- **Maintenance:** Does the project strategically maintain and manage assets or reduce maintenance costs?
- **Natural Resources:** Does the project restore natural resources or connect residents to the natural environment?
- **Partnerships:** Does the project involve or expand local collaboration?
- **Sustainable Funding:** Does the project use resources wisely and support ongoing asset management?

STEP 2: ALIGNMENT WITH KEY COMMUNITY PRIORITIES

Which of these community priorities does the project support?

- **Aquatic Opportunities:** Does the project support new, replaced, or improved aquatic or water-based opportunities?
- **Indoor Recreation:** Does the project support new or improved indoor recreation opportunities along with any associated indoor/outdoor improvements to support facility programming, access, and use?
- **Trails and Pathways:** Does the project support physical access to, between, or within parks and facilities or better connect neighborhoods and key destinations? **Family-Friendly Options:** Does the project support family-friendly park facilities or recreation opportunities?
- **Reinvestment in the Existing System:** Does the project repair or replace older park features?

STEP 3: ALIGNMENT WITH PARK SYSTEM REALITIES

Does the project align with any of these system realities? Is there funding available?

- **Urgent Need:** Does the project support an urgent need such as a safety issue, regulatory requirement, grant deadline, or an acquisition opportunity?
- **In Process:** Is the project already planned or underway (e.g., identified in the City's CIP or includes completed site planning, feasibility studies, or permitting)? Has funding already been identified?
- **Alignment with Other City Initiatives:** Does the project coincide with other City initiatives or goals such as serving new growth areas, completing the Circle the City loop trail, enhancing downtown, or increasing tourism and economic impacts?
- **Financially Sustainable:** Has capital and ongoing operations funding been identified for the project? Does the project reduce costs, increase revenues, or increase maintenance and operational efficiencies? Does the project leverage available resources, such as existing staffing or volunteers, equipment, facilities, City-owned or partner sites, funding, grants or donations, and/or partner contributions?
- **Greatest Impact:** Does the project serve a large number of residents, address needs at a popular site, or address a citywide or other high demand need?

SIX-YEAR ACTION PLAN (SUSTAINABLE FUNDING PLAN)

For RCO compliance, the PROS Plan presents a six-year Action Plan and matching funding strategy, identifying priority projects based on anticipated funding levels over the next six years. The City does not currently have the resources to implement some of the projects that are most important to residents. If various funding sources can be increased, the City will be able to accomplish more.

For this reason, Action Plan projects are divided into two tiers:

- **Tier #1 Priority Projects:** This list represents the highest priorities to complete if the City is relying on current funding sources and typical funding levels.
- **Tier #2 Priority Projects:** This list identifies the next group of key projects to implement, if new potential funding sources are obtained.

Both tiers of projects are generally matched with funding sources to determine an appropriate funding strategy for implementation over the next six years. Table 6-3 lists these priority projects and their total estimated costs.

TABLE 6-3: SIX-YEAR PRIORITY PROJECTS (TIERS 1 AND 2)

TIER 1: Priorities Based on Typical Funding Sources	
Park/Project	Capital Cost Assumption
Irene Rinehart Riverfront Park	
Add nature-themed playground	\$150,000
Improve trails and replace pedestrian bridges	\$75,000
Rotary Park	
Build Rotary Park Fieldhouse and front/side parking	n/a*
Add landscaping around Fieldhouse and connecting sidewalks	\$250,000
Kiwanis Park	
Replace playground with new inclusive, universal play area	\$900,000
Lions Mountain View Park	
Replace play equipment	\$375,000
North Alder Street Park	
Add a sprayground	\$305,000
Veterans Memorial Park	
Repair roof	\$500,000
Complete facility maintenance and repairs - HVAC on one side	\$150,000
Evaluate adaptive reuse analysis of existing building	\$150,000
Plan and design a new indoor aquatic facility (location TBD)	\$150,000
West Ellensburg Park	
Replace playground/play equipment	\$150,000
North Central Community Park (New)	
Acquire 4-6 acres of parkland	\$500,000
TIER 1 TOTAL	\$3,655,000

TABLE 6-3: SIX-YEAR PRIORITY PROJECTS (TIERS 1 AND 2) (Continued)

TIER 2: Additional Priorities Based on Potential Funding Sources	
Park/Project	Capital Cost Assumption
Kiwanis Park	
Add skate park	\$545,000
McElroy Park	
Upgrade to permanent restroom	\$450,000
Skate Park	
Create a site master plan	\$37,500
Redevelop a portion of the site for park use**	\$165,000
Veterans Memorial Park	
Replace playground	\$375,000
North Central Community Park (New)	
Develop site master plan	\$150,000
Develop community park	\$3,750,000
PR 1 Railroad Tracks to Palouse to Cascades Trail (New)	
Acquire 3.89 acres of land for trail corridor	\$389,000
PR 2 Northern Loop/PTC Connection (New)	
Acquire 11.01 acres of land for trail corridor	\$1,101,000
TIER 2 TOTAL	\$6,962,500

* No capital cost is shown for the Fieldhouse development, since it will be built by a developer and leased to City for operations.

**Approximately 25% of the existing site will be redeveloped for park use. The remaining portion will be transferred to another City department for redevelopment as downtown parking (not costed here).

SIX-YEAR CAPITAL FUNDING

The City of Ellensburg has historically relied on two primary regular funding sources to implement parks capital projects: impact fees and real estate excise taxes (REET 2). In addition to these sources, the City also has insurance monies to spend on projects related to the replacement of the Ellensburg Racquet and Recreation Center that was destroyed in a fire in 2022. Sustainable capital funding that relies on existing funding sources (at typical funding levels) may be available to fund Tier 1 priority projects.

- **Impact Fees:** Impact fees are charged to new residential development and must be used for capital projects that serve the needs of growth. Projects such as land acquisition and new park improvements are fully eligible to be funded by impact fees, while other projects such as improvements to existing parks and trails may be partially eligible for the portion of projects that increase capacity of the parks system. (Impact fees cannot be used for maintenance, operations, programming, or the replacement of an existing facility.) If Ellensburg's impact fees rates, fee generation, and pace of new residential development remain consistent with historic trends, park impact fees may provide more than one million dollars in capital funding over six years.

- **REET 2:** REET 2 funds are generated through a 0.25% tax on real estate sales. Assuming real estate sales remain consistent with historic trends, REET 2 funds are estimated to generate more than \$2.1 million over six years. REET 2 funds may be used for a broader range of capital projects than impact fees. REET 2 funds may be used to fund projects that are not impact fee eligible or the portion of costs that are not impact fee eligible.
- **Insurance Funds:** The City has \$7 million in insurance monies, which are intended to support the development and operations of the new Fieldhouse at Rotary Park. If a developer builds this facility, the City anticipates using this funding to help cover the costs of leasing and operating the facility, including addressing staffing expenses, operations, and maintenance. However, some funding may be used to support City capital projects around the Fieldhouse to support access or indoor/outdoor uses. Tier 1 priority capital projects include \$250,000 for adding landscaping around the Fieldhouse and connecting sidewalks. The remaining \$6.75 million in insurance funds would more likely be used for Fieldhouse operations and maintenance. (See Maintenance and Operations Funding).

Table 6-4 shows how these three funding sources will provide sustainable revenues to implement most, but not all, of the Tier 1 priority projects in the six-year Action Plan. Total project costs for Tier 1 priority projects are nearly \$3.7 million in capital costs.

TABLE 6-4: SIX-YEAR ACTION PLAN FOR TIER 1 PROJECTS

Park/Project	Percentage Considered Capacity Enhancement	Typical Funding Sources		
		Impact Fees	REET 2	Fieldhouse Insurance Funds
Irene Rinehart Riverfront Park				
Add nature-themed playground	100%	\$150,000		
Improve trails and replace pedestrian bridges	25%	\$18,750	\$56,250	
Rotary Park				
Build Rotary Park Fieldhouse and front/side parking (1)	100%			
Add landscaping around Fieldhouse and connecting sidewalks	100%			\$250,000
Kiwanis Park				
Replace playground with new inclusive, universal play area	10%	\$90,000	\$810,000	
Lions Mountain View Park				
Replace play equipment	0%		\$375,000	
North Alder Street Park				
Add a sprayground	100%	\$305,000		
Veterans Memorial Park				
Repair roof	0%		\$500,000	
Complete facility maintenance and repairs - HVAC on one side	0%		\$150,000	
Evaluate adaptive reuse analysis of existing building	0%		\$150,000	
Plan and design a new indoor aquatic facility (location TBD) (2)	100%		\$150,000	

TABLE 6-4: SIX-YEAR ACTION PLAN FOR TIER 1 PROJECTS (Continued)

Park/Project	Percentage Considered Capacity Enhancement	Typical Funding Sources		
		Impact Fees	REET 2	Fieldhouse Insurance Funds
West Ellensburg Park				
Replace playground/play equipment	0%		\$150,000	
North Central Community Park				
Acquire 4-6 acres of parkland	100%	\$500,000		
Subtotal - Tier 1 Priorities		\$1,063,750	\$2,341,250	\$250,000
Forecasted Resources		\$1,028,000	\$2,146,800	\$7,000,000
Surplus/Deficit		(\$35,750)	(\$194,450)	\$6,750,000

(1) No capital funding is shown for Fieldhouse construction, since it will be built by a developer and leased to City for operations.

(2) The adaptive reuse analysis of existing building and plan and design for new indoor aquatic facility at Veterans Memorial Park would be eligible for PFD funding, if adopted quickly. If the PFD revenues were used to fund these two projects, REET 2 revenues would show a surplus available to cover the deficit in projects for which impact fees are identified as the available revenue resource.

Of these project costs, \$1.06 million are capacity enhancing or impact fee eligible. The collection of impact fees is dependent on new growth. Even if this growth occurs at levels that are consistent with previous average expenditures, there may be insufficient impact fee revenues to fully fund eligible projects. REET 2 funds also may be insufficient. Together, an additional \$230,200 may be needed. This overage could be offset if voters approve a Public Facilities District before the projects associated with the Kittitas Valley Memorial Pool & Fitness Center move forward.

POTENTIAL CAPITAL FUNDING

Additional funding, and a greater variety of funding sources, will be necessary to fund the capital costs of Tier 2 priority projects, any deficits for Tier 1 priority projects, and any additional projects that arise over the next six years. Tier 2 priority project costs total \$6.96 million, of which more than \$5 million are capacity enhancing or impact fee eligible (Table 6-5 on the next page). To implement Tier 2 projects, the City should consider the additional potential funding sources, which may include but are not limited to the following funding sources.

INCREASED IMPACT FEES

The City of Ellensburg must update their impact fee rates to comply with Washington State Law in coordination with updates to the Comprehensive Plan. With this update, the City has the opportunity to update their rate study and adopt increased impact fee rates based on the current parks system, population growth rates, and needs to serve growth. RCW 82.02.050 (5)(a) requires that impact fees be used for public facilities included in their capital facilities plan. Including the range of projects that are eligible for impact fees provides the City with flexibility to use any collected increased impact fees on projects that serve the needs of growth. The City may also adopt an annual inflation adjustment to ensure that park impact fees keep pace with inflation.

At current rates, the City's impact fees will not cover these Tier 2 projects. Further evaluation is warranted to determine what portion of these projects may be covered by increased impact fees, or whether additional funding sources will be needed.

GRANTS

State and federal government grant funding is another resource that the City of Ellensburg may leverage to support capital costs for parks. Grants are a limited resource due to typical requirements for matching funds, application requirements that use limited staff resources, and are restricted in use to the project for which an application was submitted. However, grant funding can be a suitable resource for selected projects.

Grant funds are opportunity-based, meaning past successes in obtaining grants are not necessarily the best measure for the amounts or types of funding that may be received in the future. Based on an evaluation of grant expenditures from 2019-2024, grants revenues for capital projects have covered approximately \$21,000 over six years.

PARTNERSHIPS

The City of Ellensburg has successfully leveraged partnerships to fund a variety of projects in the past. These types of opportunities may be leveraged to fund more projects than existing funding resources allow. The City will continue to collaborate with local partners and businesses – typically to move forward with smaller projects or portions of larger projects.

TABLE 6-5: SIX-YEAR ACTION PLAN FOR TIER 2 PROJECTS

Park/Project	Percentage Considered Capacity Enhancement	Potential Funding Sources		
		Increased Impact Fees	PFD	Bonds, Park District, Grants, Partnerships
Kiwanis Park				
Add skate park	10%	\$54,500		\$490,500
McElroy Park				
Upgrade to permanent restroom	0%			\$450,000
Skate Park				
Create a site master plan	0%			\$150,000
Redevelop site	0%			\$660,000
Veterans Memorial Park				
Replace playground	0%			\$375,000
North Central Community Park (New)				
Develop site master plan	100%	\$150,000		
Develop community park	100%	\$3,750,000		
PR 1 Railroad Tracks to Palouse to Cascades Trail (New)				
Acquire 3.89 acres of land for trail corridor	100%	\$389,000		

TABLE 6-5: SIX-YEAR ACTION PLAN FOR TIER 2 PROJECTS (Continued)

Park/Project	Percentage Considered Capacity Enhancement	Potential Funding Sources		
		Increased Impact Fees	PFD	Bonds, Park District, Grants, Partnerships
PR 2 Northern Loop/PTC Connection (New)				
Acquire 11.01 acres of land for trail corridor	100%	\$1,101,000		
Subtotal - Tier 2 Priorities		\$5,444,500	\$0	\$2,125,500
Forecasted Resources		(TBD)	\$8,000,000	(TBD)

Note: No Tier 2 capital projects are eligible for PFD funding. PFD funds must be spent on projects associated with recreation facilities that cost more than \$10 million. However, two projects identified in Tier 1 are eligible for PFD funds. The remaining PFD funding is intended to support Fieldhouse operations and maintenance.

PUBLIC FACILITIES DISTRICT

Kittitas County and the City of Ellensburg are exploring options to form a Public Facilities District (PFD) to cover the costs of development, improvements, and operations of regional facilities that cost at least \$10 million and serve a regional population. This PFD is envisioned as a County-wide district to support three major facilities, one in north Kittitas County and two in Ellensburg. It would require approval by voters across the County. Cities or counties may transfer eligible properties to the PFD, and a PFD may enter into agreements with a city, county, or state entity for the “design, financing, acquisition, development, construction, reconstruction, lease, remodeling, alternation, maintenance, equipping, reequipping, repair, operation, or management of one or more facilities of the parties” according to RCW 36.100.010 (8). If voters approve the PFD, the City of Ellensburg estimates that their share of anticipated PFD funding may total approximately \$2 million annually, contributing a maximum of \$8 million over the next six years, assuming the district is formed and begins collecting taxes in 2027 or 2028.

PFDs have authority to levy a variety of taxes, including sales taxes up to 0.2%, the funding option under consideration by Kittitas County and the City of Ellensburg. PFDs also have the option to levy admission taxes, parking taxes, general obligation bonds, and user charges and fees. All taxes authorized by a PFD require approval by a majority of voters in the district. Since 2011, four of nine ballot measures for PFD sales taxes have passed throughout the State of Washington.

While no Tier 2 projects would be eligible to use PFD funds, two projects in Tier 1 would be if these were not completed prior to PFD formation. However, PFD funds could support other expenditures related to the Fieldhouse or a new aquatic facility, which could free up other funding resources for different types of projects.

BONDS

Unlimited tax general obligation bonds are an important resource to support capital improvements. These funding measures require 60% voter approval. Bonds are designed to generate property taxes sufficient to repay the amount of debt required for the specific capital purpose for which they were passed. The City of Ellensburg may consider a bond to fund a specific package of projects. Further public polling may be needed to evaluate public support for a bond measure, including potential taxing rates and the mix of projects.

GENERAL FUND

Unrestricted revenues from the General Fund may be used for both capital and operations. However, the City of Ellensburg typically uses General Fund dollars to support maintenance, facility operations, programming, and events. The City may opt to use General Fund revenues for priority parks capital investment; however, other sources should be considered first.

PARK DISTRICT

In addition to the public facilities district, the City of Ellensburg alone or in coordination with Kittitas County may consider forming a parks district. The City may consider either a Parks and Recreation District (PRD) or a Metropolitan Parks District (MPD), depending on the anticipated service area. Unlike the PFD, the City may consider a variety of boundary of options for a parks district, depending on the best fit for the service area, including the county, a portion of the county, or a single city. MPDs may also be initiated by a resolution of the governing bodies of the city and/or county included in the district or be initiated by a petition of 15% of registered voters. Since 2011, one third of MPD ballot measures across the State of Washington have passed. PRDs may only be initiated by a petition signed by 15% of registered voters. PRDs and MPDs have funding mechanisms available to fund parks capital and operations and maintenance costs.

Funding mechanisms include a regular property tax levy and bonds, but MPDs allow for greater revenue generation. MPDs may permanently levy up to \$0.75 per \$1,000 in assessed value. PRDs have greater restrictions in property taxes, including a 6-year limit on a maximum \$0.60 per \$1,000 in assessed value subject to approval by a supermajority of voters.

The importance of a park district is that it can fund a greater variety of projects and services. However, it may be challenging to obtain voter approval for a park district in the short term if a PFD is pursued first.

North Alder Street Park



SIX-YEAR MAINTENANCE AND OPERATIONS FUNDING

Between 2019 and 2024, Ellensburg's park and recreation facility operating costs (maintenance and recreation operations combined) have averaged approximately \$2.9 million annually. In 2024 alone, operations and maintenance costs totaled \$3.4 million. In this period, revenues dedicated to parks operations and maintenance have averaged \$450,000 annually, for a cost recovery of approximately 15.5% primarily funded through charges for services. Historically, the City of Ellensburg has used General Fund revenues to support unfunded operations, along with County contributions, grants, and donations.

Looking forward, the City may need as much as \$6.5 million annually for park maintenance and facility operations (including the Fieldhouse, new parks, and new trails), plus any leasing costs associated with the new Fieldhouse, which will be determined through the arrangement for facility development. In the short term, the City may rely on the following existing sources of funding to support operations:

- **General Fund:** General fund revenues are the largest source of funding used to support parks operations and maintenance costs. The City of Ellensburg's general fund is primarily supported by property and sales taxes, which are unrestricted in use, and allow the City to use these funds for a wide range of priority expenditures. Without the adoption or identification of new funding sources, general fund revenues are anticipated to continue to fund the deficit between operations and maintenance revenues for parks and recreation.

- **Insurance Funds:** As noted in capital funding, insurance monies are available to support the development and operations of the new Rotary Park Fieldhouse. If \$250,000 is spent on capital projects, the City will have \$6.75 million in insurance funds available for the ongoing operations and maintenance of the facility, including costs for leasing the facility, staffing, operations, and maintenance.
- **Charges for Services:** The City of Ellensburg collects program fees, event admissions, facility rentals, and facility admissions are a core funding source for ongoing operations and maintenance costs. The City of Ellensburg receives an annual average of \$410,000 in charges for services.
- **Other Grants, Donations, and County Revenues:** Other funding sources that have historically served to support operations and maintenance include revenue from Kittitas County for the Adult Activity Center, donations, and a Health and Human Services Aging and Long-Term care grant. Together, these resources have provided an average of \$75,000 in operations and maintenance funding annually.

POTENTIAL OPERATIONS FUNDING

Since the insurance monies noted above are finite, Ellensburg will need to expand and diversify its funding sources to provide sustainable revenues dedicated to parks and recreation operations and maintenance. These potential funding sources include increased charges for services, a potential public facilities district, or a parks and recreation district.

- **Charges for Services:** Currently, the City of Ellensburg charges fees to recover approximately 15% of the cost of operations. Increasing fees, offering more profit-generating recreation programs, as well as adopting a fee philosophy and cost recovery targets will help support additional revenue generation, offering the City of Ellensburg a stronger dedicated revenue source for operations and maintenance. Additional charges for services the City may consider include event permitting fees, admissions fees, and rental and concession facilities. Note that operating assumptions for the Fieldhouse assume a much higher cost recovery rate.
- **Park and Recreation Districts:** Also noted as a mechanism to support capital projects, a Parks and Recreation District (PRD) or a Metropolitan Parks District (MPD) may be approved by voters to provide a sustainable, dedicated source of revenue for both capital costs and ongoing operations and maintenance. The City of Ellensburg may consider a parks district to support the costs of increasing park maintenance of facility operations through a dedicated property tax. It would also offer additional flexibility in the types of projects and services supported.

- **Public Facilities District:** If approved by voters, the City of Ellensburg estimates that it may receive approximately \$2 million annually (or \$8 million in the next six years), assuming formation of a PFD in 2027 and 2028. As noted in capital funding sources, approximately \$300,000 may be needed to support priority capital projects. The remaining \$7.7 million may be used to support annual operations and maintenance costs (for eligible to projects and services associated with regional facilities costing more than \$10 million). Long term, these funds will be critical to support ongoing operations costs for the new Rotary Park Fieldhouse or other eligible facilities, such as a new aquatics facility. A PFD may enter into agreements with city, county, or state entities for the “design, financing, acquisition, development, construction, reconstruction, lease, remodeling, alternation, maintenance, equipping, reequipping, repair, operation, or management of one or more facilities of the parties” according to RCW 36.100.010 (8).

In the long term, increases in recreation fees and charges, along with voter approval of at least one additional funding mechanism will be needed for sustainable maintenance and operations.



Paul Rogers Wildlife Park

NEXT STEPS

The Action Plan and Sustainable Funding Plan identify a strategy to move forward with implementing two tiers of priority projects over the next six years following adoption of the PROS Plan. Depending on funding decisions by City Council, City staff, and voters (both in Kittitas County and in the City of Ellensburg), a total of 11 projects may be implemented by 2031 based on the Department’s typical funding levels. An additional 14 projects may be implemented if potential funding is secured.

As shown in Table 6-6, most projects would support adding new facilities to existing sites (development) or improving existing parks and facilities (renovation). If potential funding is available, then Tier 2 priorities such as land acquisition for a new community park and future trail corridors could be implemented. These short-term priorities reflect the City’s immediate focus on addressing critical needs and advancing high-priority improvements across Ellensburg’s park and recreation system.

TABLE 6-6: SIX-YEAR PRIORITY PROJECT SUMMARY

	Total Projects	# of Sites	Number of Projects			
			Acquisition	Development	Renovation	Restoration
Tier #1 Projects	11	8	0	7	4	0
Tier #2 Projects	14	9	5	5	3	1

Moving forward, City leaders, staff, partners, and voters will begin the critical work of determining the community's willingness to pay for the enhanced parks, facilities, programs and services that residents desire. As next steps to support implementation, the City should:

1. Update the City's impact fee methodology and rates in conjunction with its Comprehensive Plan update.
2. Apply for grant funding, using PROS Plan findings regarding key needs and project costs in grant applications.
3. Move forward with Fieldhouse development, continuing to explore options for County residents to approve a Public Facilities District to support sustainable, long-term operations when insurance monies are spent. This includes revising Fieldhouse operations projections and developing an operations proforma to better anticipate operations costs, leasing rates, and cost recovery rates at the new facility.
4. Publicize the results of the PROS Plan to collaborate with partners and leverage donations, especially for desired projects that did not have funding sources identified. Community commitment will be key to moving those forward.
5. Over the next several years, incorporate findings from the adaptive reuse analysis of the Veterans Memorial Pool and Fitness Center, along with a new indoor aquatic facility master plan, and results from a potential ballot measure for a new Public Facilities District or Park District to determine next steps for a new aquatic facility. This project may proceed after financial sustainability is achieved in Fieldhouse operations.
6. Apply PROS Plan findings, use the prioritization tool, and incorporate new funding estimates into annual budgeting and workplan development to implement Tier #1 and, if possible, Tier #2 projects over the next six years. These tools will continue to help sequence project implementation in the long term.

The PROS Plan is a living document, intended to be flexible and responsive as community needs, funding opportunities, and City priorities evolve. Regular updates and use will ensure the plan remains relevant and effective in supporting decisions over time. Continued leadership, investment, and collaboration among City departments, community partners, and residents will be needed to successfully implement this plan. As Ellensburg continues to grow, the PROS Plan will guide the City in enhancing its park and recreation system, which is an integral part of the community's identity and quality of life.

APPENDIX A **PARK AND FACILITY INVENTORY**



APPENDIX A. PARK AND FACILITY INVENTORY

INTRODUCTION

The City of Ellensburg Park and Facility Inventory includes the following three tables.

Table A-1: City of Ellensburg Parks and Recreation Facilities by Classification

Table A-1 records all existing City of Ellensburg parks by classification, including Regional Parks, Community Parks, Special Use Parks/Facilities, Pocket Parks, Trail Corridors, and Natural Open Space. The table also includes the facilities and amenities associated with each site.

Table A-2: City of Ellensburg Trails Inventory

Table A-2 provides an inventory of Ellensburg’s existing trail corridors, trails in City parks and open space areas, walking paths/loops, and trails by other providers. The table also includes background information such as trail length, surface, and locations or connections.

Table A-3: City of Ellensburg Major Facilities Inventory

Table A-3 depicts the inventory of Ellensburg’s major facilities used for recreation programs and events, including facilities managed by the Parks and Recreation Department and other major City facilities. The table also includes background information and amenities associated with each facility.

2/2/2026

²Trail corridor acreage for the Palouse to Cascades Trail Reconnect is based on an average trail corridor width of 30 feet.

Ellensburg Comprehensive Parks, Recreation, Open Space, and Sustainable Funding Plan

Table A-2: City of Ellensburg Trails Inventory

Last Edited 1/20/2026

Trail Name	Unpaved Miles	Paved Miles	Total Miles	Type /Description	Location or Connections	Trail Surfacing	Notes
Trail Corridors							
Palouse to Cascades Trail Reconnect (City Segment)	-	0.48	0.48	Regional multi-use trail		paved	Paved trail; formerly John Wayne Connector
Sagebrush Trail	-	0.09	0.09	Stairs/switchback	County Fairgrounds to Reed Park		Trailhead
Other Trails Subtotal	0.00	0.57	0.57				
Trails in City Parks and Open Space Areas							
Carey Lake	1.10	-	1.10	Park loop	Irene Rinehart Riverfront Park	gravel	Gravel loop trail around Carey Lake
Howards Way	1.00	-	1.00	Park loop	Irene Rinehart Riverfront and Rotary Parks	gravel	Gravel trail running along the Yakima river
McElroy Loop	-	0.20	0.20	Park loop	McElroy Park	paved	Paved loop trail
North Alder Loop	-	0.24	0.24	Park loop	North Alder Street Park	paved	Paved loop trail
Paul Rogers Loop (Includes Loops A and B)	0.70	-	0.70	Nature trail	Paul Rodgers Wildlife Park	gravel	Gravel loop trail
Reecer Creek Floodplain	2.70	-	2.70	Nature trail	Reecer Creek Floodplain and Rotary Park	gravel	Gravel
Trails Subtotal	5.50	0.44	5.94				
Walking/Biking Loops							
Brad's Loop	-	4.50	4.50	Park paths and sidewalks	N. Alder Park, P2C trail and CWU	paved	Loop trail connecting North Alder Park and Central Washington University
Friend Loop	-	1.67	1.67	Park paths and sidewalks	N. Alder and McElroy Parks	paved	Loop trail connecting North Alder Park and McElroy Park
Big Loop	-	7.50	7.50	Park paths and sidewalks	Reed, N. Alder, McElroy, and Paul Rogers Parks	varies	Loop trail connecting Reed Park, North Alder Park, McElroy Park, and Paul Rogers Park
Small Loop	-	2.50	2.50	Off-street loop	Irene Rinehart Riverfront and Rotary Parks	varies	Loop trail connecting Irene Rinehart Riverfront Park and Rotark Park
Bicycle Loop	-	4.80	4.80	On street loop	N. Alder Park, P2C trail, CWU and the 7th Avenue Bike Boulevard	paved	Loop trail connecting North Alder Park, CWU, and the 7th Avenue Bike Boulevard
Walking/Biking Loops Subtotal	0.00	20.97	20.97				
Trails by Other Providers							
Palouse to Cascades Trail (CWU segment)	-	1.57	1.57	Regional multi-use trail			Loops around near the ropes course to campus
Palouse to Cascades State Park Trail (W segment and E segment in City limits)	-	2.40	2.40	Regional multi-use trail			Starts north of Kiwanis Park and runs NW
Circle the City Loop Trail (Public Works segments)	-	2.47	2.47	On-street trail segments			Segments that connect the Circle the City Loop Trail and the Palouse to Cascades State Park Trail
Bike Boulevard	-	1.32	1.32	On-street bikeway maintained by Public Works			Provides biking access to the County Fairgrounds
Other Trails Subtotal	0.00	7.76	7.76				

Ellensburg Comprehensive Parks, Recreation, Open Space, and Sustainable Funding Plan

Table A-3: City of Ellensburg Major Facilities Inventory

Last Edited 1/20/2026

			Facilities and Amenities
Major Facilities	Location	Area (SF)	
Parks and Recreation Department			
Adult Activity Center	South of Downtown	3,580	Front office/entry, front desk, multi-purpose room, library, computer room, health/consultation room, kitchen, storage/kiln room, restrooms, parking
Memorial Pool and Fitness Center	Veterans Memorial Park	18,739	25m indoor pool, hot tub, shallow training pool (with spray feature), hot tub, 1m diving board, lobby/front desk, fitness center, men's and women's restrooms/showers, shared locker space, outdoor patio with large chess feature, parking
Stan Bassett Youth Center	Across from Morgan Middle School; near Lincoln Elementary	6,120	Large multipurpose room, kitchen, storage rooms, restrooms, offices, parking
Parks and Recreation Department Subtotal		28,439	
Other City Facilities			
City Hall	Downtown	N/A	Meeting room (Council Chambers)
Ellensburg Public Library	Downtown	N/A	Acitivity space
Hal Holmes Community Center	Ellensburg Public Library	3,348	Multiuse conference center and event auditorium (dividable into 3 rooms); stage
Other City Facilities Subtotal		3,348	
TOTAL		31,787	

APPENDIX B **SITE** **RECOMMENDATIONS**



APPENDIX B. SITE RECOMMENDATIONS

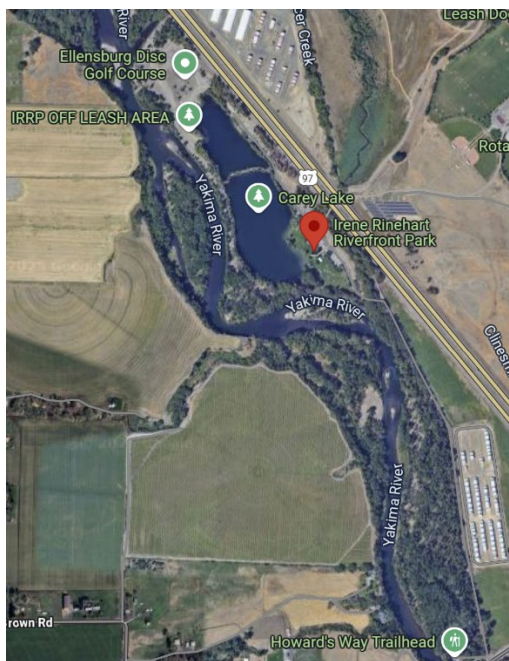
INTRODUCTION

The parks and open spaces in Ellensburg have unique characteristics, needs, and opportunities. These site recommendations seek to capitalize on those opportunities, help provide unique park experiences, and fill community needs. The recommendations were developed based on park site assessments, local knowledge, various needs assessment findings, community input, and previous park master plans.

Recommendations for existing parks are presented first, organized by classification. These are followed by recommendations for proposed New Parks as well as New Trails and Connecting Paths. These site recommendations were vetted by the Parks and Recreation Commission to inform the Capital Improvement Plan (CIP) and six-year Action Plan.

REGIONAL PARKS

IRENE RINEHART RIVERFRONT PARK



Size Description

116 acres
Large regional riverfront park along the Yakima River and Carey Lake that supports recreation, picnicking, swimming, non-motorized boating, trail use, water access, and events for residents and visitors. Fishing is allowed from September 15-May 15.

Key Facilities and Features

Two volleyball courts (grass and sand), a nine-hole disc golf course, an off-leash dog park/beach, an open lawn area, a picnic shelter with barbeques and electricity, dispersed picnic tables, restrooms, trails, storybook trail, non-motorized boat launch, and levee. Natural resources include Carey Lake and Yakima riverfront.

Recommendations

- A. Add wayfinding and informational signage throughout the park, including directional signage (distance) to key features from main parking areas. Provide signage about expectations for use of dog off-leash area and pets in the park in general.
- B. Add a nature-themed playground with nature play elements in the middle section of park. Included shaded seating nearby.
- C. Re-stripe pavement (including ADA spaces) in the main parking area (middle section) to better organize parking. Improve overflow parking lot (gravel).
- D. Renovate the picnic spaces and pavilion located in the middle section of park. Add additional tables (some ADA-accessible with paved access paths) and replace the main picnic shelter (or add another) with a larger pavilion with more tables and BBQ grills, for large group rentals and event use.
- E. Consider options to enhance access to Carey Lake by adding an accessible ramp and small dock that functions as both an ADA accessible viewpoint and non-motorized boat launch.
- F. Update the picnic spaces and firepits near boat launch and east end parking area.
- G. Remove pavement and restore the river shoreline, where the defunct the boat launch area is currently situated.
- H. Explore opportunities to add a non-motorized boat launch in a safer location, not on a river bend.
- I. Evaluate and improve trails, including replacing pedestrian bridges at the end of their lifecycle.
- J. Add access road passing zones with periodic shoulder pullouts.
- K. Add another vault restroom facility near the upper pond to accommodate increased park usage.
- L. Continue to collaborate with Public Works as needed to annually remove trees on the levee along the river, per Army Corps of Engineers standards.



ROTARY PARK



Size

100 acres

Description

Large sports complex and regional park that supports tournaments and league play, active recreation, picnicking, and play for residents and visitors. Another phase of park development is pending if funding is obtained.

Key Facilities and Features

Baseball, softball, and multipurpose rectangular fields, basketball court (full), bike skills course, off-leash dog park, open lawn areas, dispersed picnic tables and benches, bleachers at baseball and softball fields, playground (5-12 year olds), concession structure, permanent restroom, several portable restrooms along parking lot and near permanent restrooms, electrical hookups, drinking fountains adjacent to the main parking lot, and paved paths throughout the site.

A new 2023 site master plan updated the 2012 Master Plan for Rotary Park to include a new fieldhouse in the southeast corner, proposed to replace the Ellensburg Racquet and Recreation Center that was destroyed in a fire in winter 2022. The details of this are included below.

Recommendations

- A. Develop new Fieldhouse, including a large lighted parking area.
- B. Add landscaping and connecting sidewalks around the new Fieldhouse.

- C. Develop flexible space for vendors / food trucks (with utilities), a large overflow parking area (gravel or grass/pave) for periodic RV parking and informal event space, and a picnic grove behind the new Fieldhouse with four small picnic shelters.
- D. Using the existing site master plan for guidance, develop new destination or sports-themed Play Area, Splash Pad, three sand volleyball courts, one new basketball court, restroom, three small picnic shelters, seating, and other associated features. Renovate the existing basketball court. Included shade for the playground seating area(s) near playground.
- E. Work with a partner organization to construct and operate a Riding Railroad area. Add interpretive features that tie this facility to the City rail history.
- F. Develop three new Youth Baseball Fields with lighting, central fieldhouse with restrooms/ concessions near the southwest corner of the site, west of the new Fieldhouse & parking.
- G. Develop a new soft-surface perimeter walking/jogging loop trail, with mileage markers around the park.
- H. Update the existing softball complex as outlined in the site master plan, providing new field lighting, new synthetic turf infields, and new restroom / concessions building.
- I. Develop new multi-use field with synthetic turf surfacing, lighting, markings for baseball/ softball as well as soccer or other field sports. Integrate a berm and fencing along the northeast (long edge) of the field to separate this space from the existing natural grass soccer fields nearby, as shown on site Master Plan.
- J. Develop new amenities near southwest end and the periphery of the existing main parking lot, including new concessions and restroom building, and new equipment storage building (as envisioned in site Master Plan).
- K. Develop new passive recreation, including picnic spaces and shelter, new restroom building, new fitness hill, and related amenities at north end of the park, as envisioned in site Master Plan. Add parking along this edge (approximately 90 stalls) as also envisioned in Master Plan.
- L. Renovate existing Sigler Field ballfield with improvements including new synthetic turf infield, new field lighting, new restroom & concessions building, and new passenger drop-off driveway loop area (as envisioned in 2023 Master Plan).
- M. Renovate existing Greear Field ballfield with improvements including new synthetic turf infield and new field lighting.
- N. Renovate existing youth baseball fields (group of four near the middle of site), including adding new synthetic turf infields, improvements/updates to existing central clubhouse building.
- O. Renovate the playground near the southwest end of the main parking lot with an improved, destination play structure with universal features and separate spaces for 2-5 year-olds and 5-12 year-olds. Include shade sails and seating with shade, adjacent to play area, and an accessible drinking fountain with bottle filler.
- P. Renovate or replace existing restroom and concessions building along entry walk to existing youth baseball fields.

- Q. Provide accessibility updates throughout park, including review of existing barriers or deficiencies, ensuring sufficient quantity and distribution of ADA-compliant accessible parking, curb ramps, pathways and other accessible features.
- R. Improve the dog park, including improved shade shelter and additional features for dogs, including agility features, natural elements such as a large log to play on or around. Add a more robust, year-round shade structure for dogs and people, including seating. Add drinking fountain and dog water station. Add four to six trees outside of fence (and inside with fencing to protect from damage by dogs) to provide seasonal shade.
- S. Develop and add wayfinding signage throughout park, from entry areas to all interior spaces. Include maps at key locations.
- T. Add more general seating as well as picnic and small gathering spaces throughout the park. See potential picnic shelter locations included in Master Plan for the park. Assume six small shelters that are not associated directly with other capital improvement projects throughout the park.



COMMUNITY PARKS

KIWANIS PARK



Size	4.35 acres
Description	Community park that features opportunities for sports, play, and gathering. The park also features a restored portion of Mercer Creek with access points, natural habitat, and interpretive signage.
Key Facilities and Features	Informal ballfield, basketball court (half), open lawn areas, picnic shelter with six picnic tables, electricity, and barbeque grill, concession stand (not functional) attached to picnic shelter, playground, dispersed benches, gravel parking, a permanent restroom, and a restored creek with access and interpretive signage.

Recommendations

- Replace the playground with a new inclusive, universal play area that incorporates a nature theme and relates to Mercer Creek.
- Enhance natural areas along Mercer Creek and add additional restored habitat and plantings.
- Renovate or replace the existing picnic shelter and (former) concessions building.

- D. Add a skate park with in-ground bowls as well as ramps, rails, boxes and similar features (to replace the existing skate park downtown).
- E. Pave a smaller parking area to include approximately 20-25 spaces.
- F. Provide accessibility updates throughout park, including review of existing barriers or deficiencies, ensuring sufficient quantity and compliance of ADA-compliant accessible parking, pathways, picnic and play spaces, and other accessible features.
- G. Update park signage to provide inclusive park identification, wayfinding, and interpretive signage.
- H. Add a new restroom building near the proposed new playground.
- I. Remodel existing restroom as wellhouse and storage building.



LIONS MOUNTAIN VIEW PARK



Size

7.82 acres

Description

Community park that offers opportunities for sports, play, and gathering. Adjacency to neighborhoods, a church, and daycare support the park's high utilization.

Key Facilities and Features

Basketball court (half), permanent restrooms, picnic shelter with electricity and barbeque grills, open lawn area, playground, dispersed benches, multipurpose inline rink and pickleball courts, rectangular multipurpose fields, small gazebo, and a youth baseball field.



Recommendations

- A. Replace play equipment with updated playground, with areas for ages 2-5 and 5-12. Provide contemporary play equipment that meets current safety and accessibility standards. Provide accessible play surfacing and accessible routes to playground areas.
- B. Replace picnic shelter at the end of its lifecycle.
- C. Repair, replace and add pathways to provide ADA-compliant accessible routes to and between all key park features.
- D. Update landscape plantings throughout the park, adding plantings to support pollinators (potentially in a specific pollinator garden zone).
- E. Replace drinking fountain with fully accessible model, with bottle filler.
- F. Add 8 tennis courts to existing open lawn area.
- G. Assess trees throughout park and perform pruning & tree health maintenance as needed.



McElroy Park

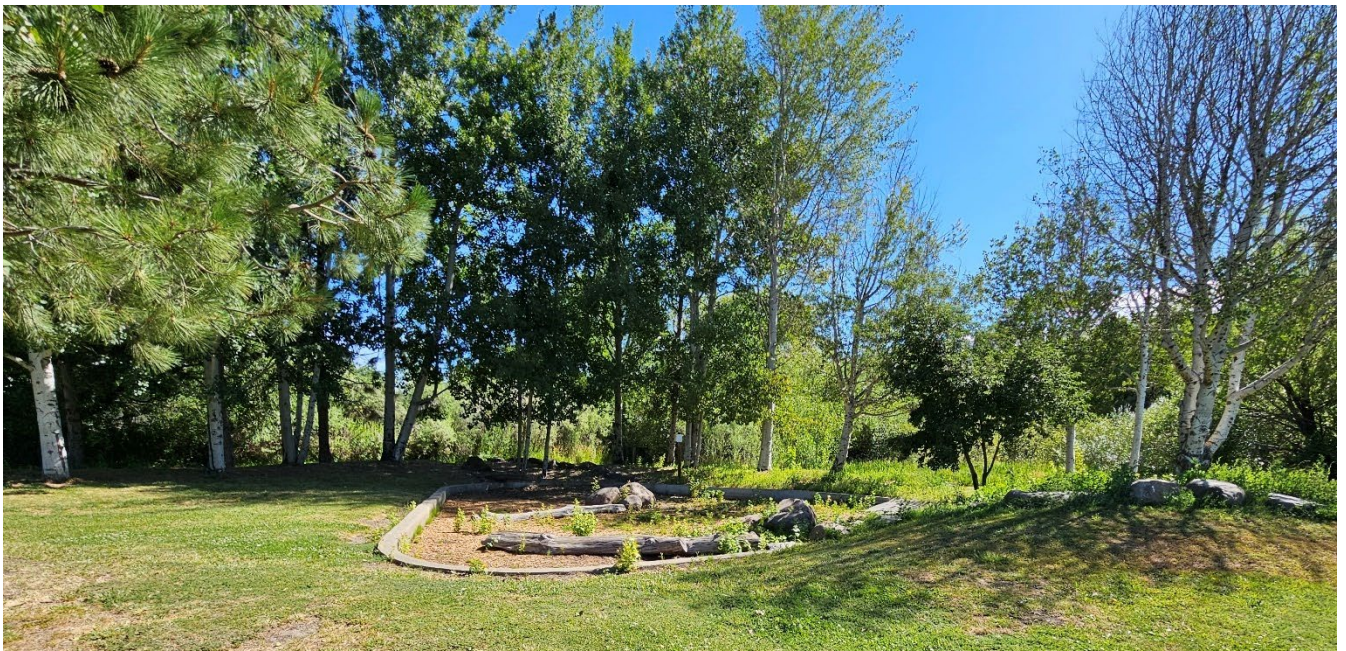


Size	6.78 acres
Description	Community park, surrounded by Wilson Creek on three sides, which supports nature experiences, play, and passive recreation.
Key Facilities and Features	Large open lawn area, informal nature play area, parking, drinking fountain, dispersed picnic tables, an accessible portable restroom, natural areas, Wilson Creek, pond, paved looped trail, and hard and soft-surfaced paths.

Recommendations

- A. Install improved signage at entry, parking area, and throughout park, including wayfinding signage at key points. Include a trail map that shows the park's location in relation to the Palouse to Cascades Trail.
- B. Improve and restore the riparian corridor along the creek, to provide better habitat, ecological function, and flood control to extent feasible. Provide strategic access points for park visitors to experience and interact with the stream and riparian zone, such as improving the existing path as a nature trail.
- C. Improve the ability to see points along the path frequently from other locations in the park, to improve visitors' sense of safety (vegetation management).

- D. Add more picnic tables and benches around the park (assume 6 benches, 6 picnic tables, with accessible paving at least two of the picnic tables) and a small, accessible picnic shelter.
- E. Upgrade “nature play” area with more playable natural elements, appropriate safety surfacing where needed, and elements such as natural “loose parts” to facilitate creative nature play.
- F. Long-term, add a permanent restroom.
- G. Pave the existing gravel parking lot and add a safety barrier at the edge of the adjacent hill.



NORTH ALDER STREET PARK



Size Description

5.55 acres

Community park with opportunities for play, gathering, sports, and passive recreation. Site is surrounded by recently developed single-family and multi-family housing and adjacent to the Palouse to Cascades Trail Reconnect Trail Corridor.

Key Facilities and Features

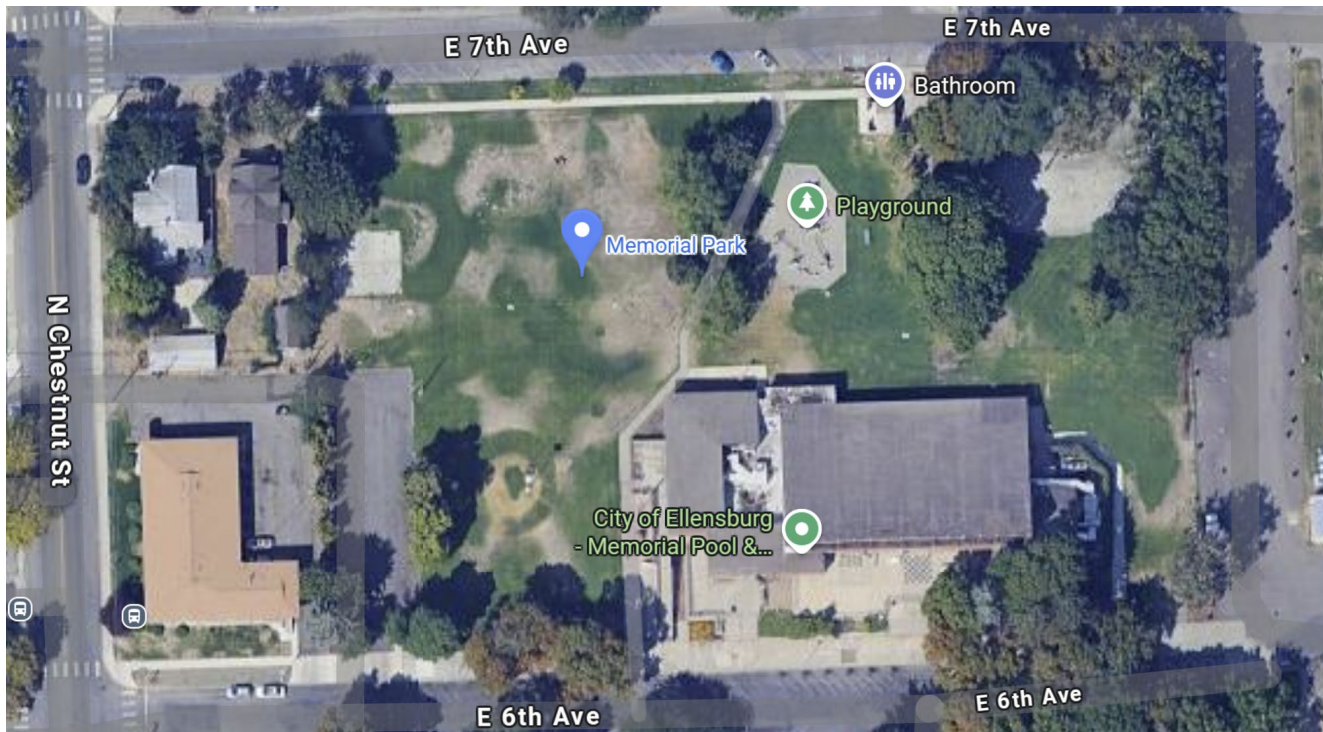
Basketball court (full), open grass area, playground, picnic shelter with picnic tables and electricity, sledding hill that is popular in the winter, paved trail, a small parking area, and permanent restroom.

Recommendations

- A. Develop a sprayground at the site, using existing plumbing already provided.
- B. Repair and restore the pavement where it is being damaged by tree roots or other causes, in particular around the restroom and picnic pavilion.
- C. Review and repair irrigation system and restore plantings in landscape beds where needed.



VETERANS MEMORIAL PARK



Size

2.34 acres

Description

Small community park that supports play, gathering, and indoor swimming. Home to the Kittitas Valley Memorial Pool & Fitness Center as well as the Ellensburg Veteran's Memorial. The park is adjacent to the Kittitas County Fairgrounds and Event Center and provides overflow space during the County Fair.

Key Facilities and Features

Kittitas Valley Memorial Pool & Fitness Center includes a 25-meter pool, 1-meter diving board, hot tub, wading pool, wet/dry sauna, fitness center, separate men's and women's restrooms/shower rooms, a centralized locker area, a front desk, and south patio with giant chess board.

Outdoor park facilities include a Veteran's memorial, basketball court (half), open lawn area, two picnic shelters with electricity, fireplace, and a small barbeque, dispersed picnic tables, dispersed benches, playground, natural area, permanent and portable restrooms, and parking.

Recommendations

- A. Repair the roof of the Memorial Pool and Fitness Center.
- B. In the short term, complete maintenance and repairs, including the remaining HVAC repairs, needed to provide continued operation of the Memorial Pool and Fitness Center.

- C. Conduct a building assessment (structural, mechanical, engineering, and plumbing) to determine the adaptive reuse potential of the Kittitas Valley Memorial Pool and Fitness Center for when an aquatic facility is built at another site.
- D. Plan, design, fund, and build a new indoor aquatic facility. Conduct a market study and financial feasibility study as part of the design process to determine the facility service area, potential locations, and various design features to support revenue-generation, as well as competitive and recreational swimming, water fitness, pool events, and indoor/outdoor access and programming. Modern support amenities such as locker rooms, lobby, office, first aid/lifeguard room, and party room should be provided. A Fitness Center may not be needed if fitness equipment is provided at the new Fieldhouse.
- E. Replace the playground with new play equipment for ages 2-5 and 5-12 with an appropriate theme that better reflects the site's character.
- F. Install site improvements and informational and wayfinding signage to enhance pedestrian connections between the park to the Sagebrush Trail and Reed Park (on Craig's Hill), as well as to the Palouse to Cascades Trail that ends on the other side of the County Fairgrounds.
- G. Repair and renovate the picnic shelters in the park, including the pavement and site furnishings to be more durable, support the site's theme and character, and provide improved accessibility.



WEST ELLENSBURG PARK



Size Description

6.26 acres

Community park that supports play, gathering, sports, and passive recreation. Located directly next to Rotary Park.

Key Facilities and Features

Pickleball courts, rectangular sports field (used for youth rugby), playground, small concession and storage shed, horseshoe pits, picnic shelter with picnic tables, electricity, and barbeques, permanent restrooms, open lawn area, natural area, dispersed benches, paved paths, and two paved parking areas.

Recommendations

- A. Develop new pickleball courts (eight) with lighting, as envisioned in Master Plan for the adjacent Rotary Park.
- B. Develop an accessible loop walking path around the park. Connect the loop trail to paths to Rotary Park in at least two (one additional) locations. Add benches periodically along the path.
- C. Provide accessible picnic tables (with paved pads connected to accessible sidewalks) (assume two locations minimum) along sidewalks and at picnic shelter.
- D. Replace playground / play equipment with new equipment and accessible safety surfacing that meets current playground safety requirements. Add more direct, accessible sidewalk connection from playground to restroom.



- E. Add site map at key park entry points (two to three) and wayfinding signage in park, highlighting the park's connection to Rotary Park and the Circle the City Trail.
- F. Add shrub beds, including native or climate-adapted plants with low maintenance needs, to help provide visual interest, better define various spaces in the park, and improve habitat and ecological value of the park landscape.
- G. Add trees to help provide additional windbreak for rugby field or other key use zones.
- H. Resurface and restripe the north parking lot. Stripe and sign accessible, ADA-compliant parking stalls. Add signage directing users to the parking near the rugby field if north lot is full.
- I. Replace permanent restroom with an updated facility.

SPECIAL USE PARKS/FACILITIES

ADULT ACTIVITY CENTER

Size

0.54 acres, 3,580 SF

Description

A former church that was renovated to provide drop-in recreation opportunities for adults aged 50+, including a variety of recreational and life-enrichment activities such as health and wellness, fitness, nutrition, intellectual well-being, art, games, special-interest activities, trips and tours, and special events.

Key Facilities and Features

Front office/entry, front desk, multi-purpose room, library, computer room, health/consultation room (with laundry facilities), kitchen, office, storage/kiln room, restrooms, parking.



Recommendations

- A. Build a small storage area in the main multi-purpose rooms to store folding tables & chairs and other supplies when not in use.
- B. Install acoustics panels in the multi-purpose room.
- C. Consider relocating to a new facility.



PAUL ROGERS WILDLIFE PARK



Size

20.05 acres

Description

Large natural area with trails for passive recreation. Located outside of city limits.

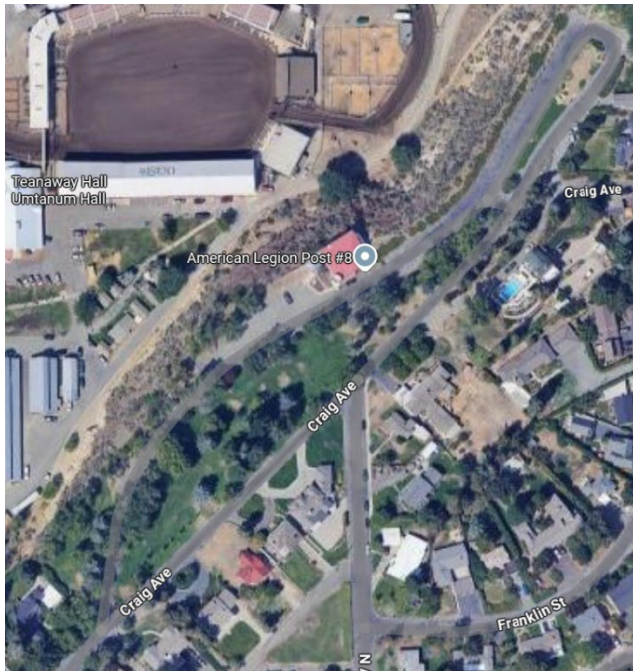
Key Facilities and Features

Natural area featuring woodland and prairie habitat, two loop trails, large paved parking lot (approximately 20 parking spaces), wood benches along trail, trash receptacle, picnic table and informational kiosk near parking lot, vault/pit restroom, fencing. Seasonal pond.

Recommendations

- A. Develop and add more interpretive features and a self-guided nature trail.
- B. Review and update accessibility throughout site, making the parking and entry area and at least one nature trail loop accessible for all users.
- C. Maintain and update path edging and surfacing.
- D. Develop and implement a vegetation management plan. Restore plantings throughout the site, working to remove non-native, invasive species and install and encourage growth of native plants and non-invasive species that provide ecosystem benefits and wildlife habitat value.

REED PARK



Size

2.38 acres

Description

Intended for passive recreation, this windy hilltop park offers landscaping, parking, and a viewpoint overlooking the Kittitas Valley Fairgrounds and city. Also referred to as "Craig's Hill," the American Legion building and City's water tower (with mural) are directly adjacent to the park.

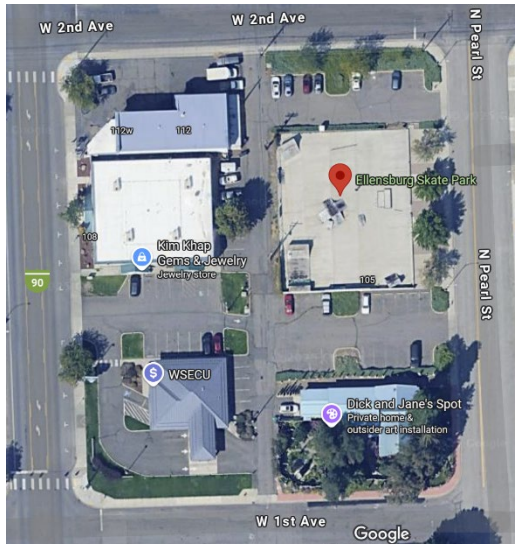
Key Facilities and Features

Overlook, open grass area, trails, veteran's memorial, dispersed picnic tables and benches, drinking fountain, and parking.

Recommendations

- A. Complete a design and required reviews and permitting to create a bid-ready set of construction documents to implement the four phases of improvements envisioned in the approved Master Plan. Begin with phases one, two, and three in the near-term. These improvements include building a separated pedestrian pathway through the park, maintaining the total number of parking stalls at the park and American Legion, preserving the overlook viewpoint, creating a stormwater drainage system to protect the slope, and providing other park infrastructure improvements.

SKATEPARK



Size

0.33 acres

Description

Skatepark with above ground features located in Downtown Ellensburg directly across from the Ellensburg Police Station

Key Facilities and Features

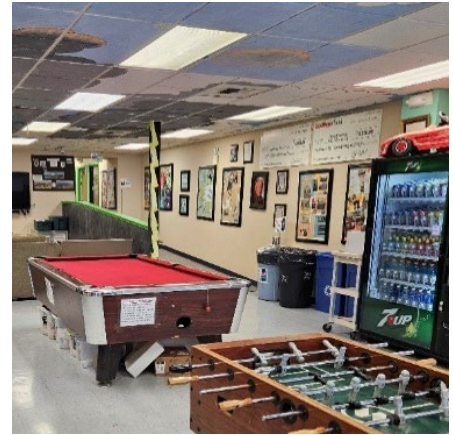
Metal ramps on concrete, eight-foot half pipe, street course, mural, seat wall, and a portable restroom.

Recommendations

- A. Move the skatepark to another site and create a master plan to redevelop this park.
- B. Redevelop the site to include expanded parking (to support visitation downtown) on the northern three-quarters of the site. On the southern quarter of the site (adjacent to the historic Button House), create an engaging urban playpark and gathering space. Include art, seating, and unique features such as permanent outdoor game tables. Utilize berms or shrubbery to separate the park space from adjacent parking.

Note: Ultimately, most of the development and management of this site will not be the responsibility of the Parks & Recreation Department.

STAN BASSETT YOUTH CENTER (SBYC)



Size

0.27 acres

Description

Youth center that provides afterschool drop-in programming including homework help, arts and crafts, STEM activities, and games. The SBYC also provides a wide variety of summer trips to regional attractions and events such as the beach, Woodland Park Zoo, and hikes.

Key Facilities and Features

Large multipurpose room with vending machines, pool/game tables, and a seating area with a TV, kitchen, storage rooms, restrooms, offices, and parking.

Recommendations

- A. Maintain the site for continued operations in the short term.
- B. In the long term, consider the consolidation of youth programs and services in other facilities, or explore a potential partnership for building operations and youth programs, given the site's location near schools.



UNITY PARK



Size Description

0.50 acres

Small urban plaza located in Downtown Ellensburg that provides community gathering spaces and a stage for community events. Opened in 2024. The site is a former bank location that had public parking after the bank vacated in 2018.

Key Facilities and Features

Stage, shaded swinging benches, shaded stationary benches and tables, open lawn area, the popular "The Bull" sculpture and the "Harmonize" art piece, playable water fountain, native landscaping and raised flower planters, drinking fountain, and a small visitor information center office (staffed by the Chamber of Commerce) with a permanent restroom (two single use). Northeast corner has pet relief area with dog waste dispenser.

Recommendations

- A. Add artistic wall or other feature to provide improved visual and physical separation or screening between swings and alley.

WIPPEL PARK



Size Description

0.47 acres
Small special use park that supports community gardening, art, and leisure uses.

Key Facilities and Features

Basketball court (half), community garden, pollinator garden, open lawn area, an ADA accessible picnic table, barbeque grill, dispersed benches, one ADA accessible portable restroom, public art including a Poetry Pole, Wind Phone, and wind sculptures, a Rotary Club kiosk and free library, bee house, paved and unpaved paths, and interpretive signage that share information about the community garden and pollinator garden.

Recommendations

- Add a paved ADA-compliant accessible parking space and improve accessibility of park and garden paths, providing accessible routes to key park features.
- Replace basketball court with a different active use that is more suited to the character of the site and needs of the surrounding neighborhood. Consider fitness stations, shuffleboard, or similar.



POCKET PARKS

DOWNTOWN RESTROOMS

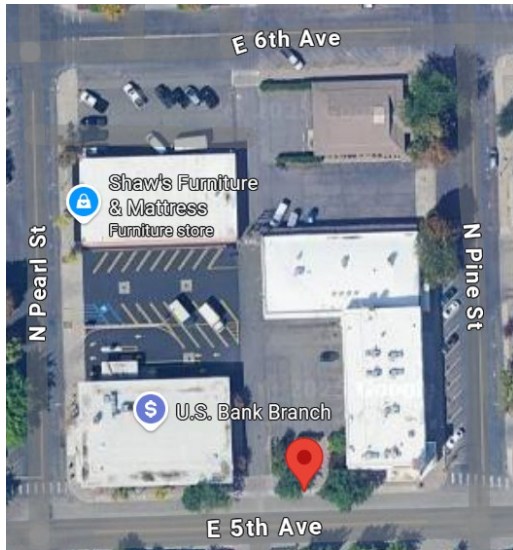


Size	0.17 acre
Description	Public restrooms and small landscaped area in Downtown Ellensburg.
Key Facilities and Features	Permanent public restroom building, small gravel courtyard, landscaping, parking with EV charging stations.

Recommendations

- A. Review site and building and design and implement updates to enhance the sense of security as well as visibility and attractiveness to visitors. Options may include updated landscape plantings, enhanced lighting and signage, and potentially more permeability of screening walls or daylight into interior of building.

FRIENDSHIP PARK



Size Description

0.03 acres

Small urban plaza in Downtown Ellensburg dedicated to Washoe, a chimpanzee at Central Washington University who was the first non-human to learn sign language. Washoe is memorialized through a bronze statue at the park. Uses include picnicking and seating.

Key Facilities and Features

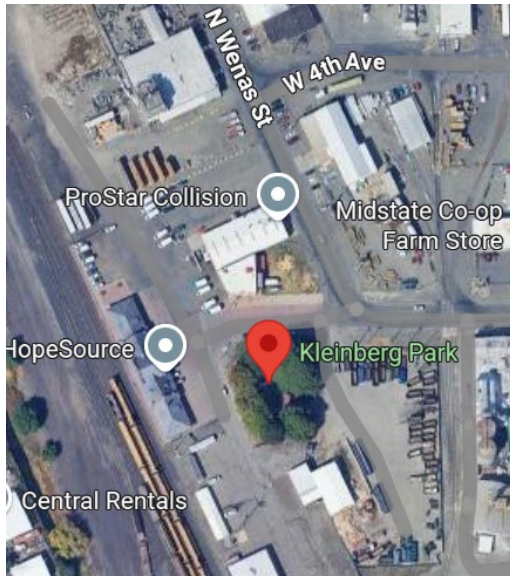
Bronze statue of Washoe, benches, interpretive signage, memorial plaque, and landscaping.

Recommendations

- A. Replace missing signage. Update signage for consistency and to eliminate redundancy.
- B. Replace waste receptacle (in tandem coordination with and consistent with style to be used for other waste receptacle updates throughout downtown).
- C. Confirm lighting is working and sufficient to provide safely lit but not overwhelmingly bright space in evenings; replace or supplement as necessary.



KLEINBERG PARK



Size Description

0.40 acres

Small pocket across from historic train station that provides opportunities for picnicking and relaxation in a largely industrial, pavement dominated area. The site is leased from the railroad and includes a historic caboose.

Key Facilities and Features

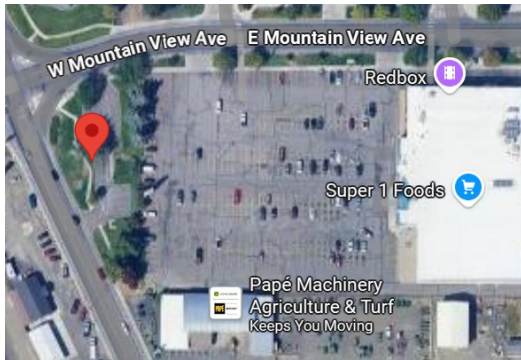
Picnic tables, open grass area, historic caboose (fenced); dog waste station.

Recommendations

- A. Develop and install interpretive and wayfinding signage to educate visitors on the history of the site and the nearby train station, and to help understand the location of the site relative to downtown and other nearby destinations / attractions.
- B. Install small, accessible picnic space (2-3 tables of different sizes or configurations on a cement pad), connected to accessible pedestrian access route in public right-of-way.
- C. Install a small, train-themed play structure, with required safety surfacing, accessible route to access it and seating (assume 2 benches). Site in a way to avoid harming existing trees.



SOUTH MAIN ENTRY PARK



Size Description

0.64 acres
Small pocket park with space for picnicking. The park includes multiple sculptures.

Key Facilities and Features

Open lawn area, public art, and picnic tables.

Recommendations

- A. Provide directional and wayfinding signage (or a trail map) for City visitors and tourists to locate Ellensburg key destinations and the Circle the City Trail (due south of the park).



TRAIL CORRIDORS

PALOUSE TO CASCADES TRAIL RECONNECT

Size	1.75 acres*
Length	0.48 miles (1.59 miles**)
Description	Regional trail corridor segment with hard-surfaced, multi-use trail.
Key Facilities and Features	Multi-use trail, gravel edging, grass corridor, bollards, trash receptacles, fencing.

*The acreage was calculated based on an average trail corridor width of 30 feet.

**The City's Parks and Recreation Department currently maintains .48 miles between Sanders Road and Helena Avenue. This is part of a larger 1.59 mile trail that continues through CWU's campus and on N Alder Street.

Recommendations

- Add benches and interpretive signage.
- See other recommendations in conjunction with proposed New Trails and Connecting Paths.

The image below illustrates the condition of the City's trail segment.



SAGEBRUSH TRAIL



Size	0.75 acres
Length	0.9 miles
Description	Small trailhead and connector trail with switchbacks and stairs up Craig's Hill. The trail connects the Kittitas Valley Fairgrounds and Event Center up the ridge to East 4 th Avenue, near Reed Park.
Key Facilities and Features	Hard-surfaced trail, stairs, gravel parking, benches, trash receptacle, small overlook with signage, fencing, landscaping.
Recommendations	

- A.
- B. Add trail identification signage to the top and bottom access points.
- C. Replace benches (2) at the top and bottom of the trail.



NATURAL OPEN SPACE

REECER CREEK FLOODPLAIN

Size 73.24 acres

Description Large natural open space area that supports passive recreation and wildlife viewing. The site features a trail network that includes multiple loops as well as connections to Irene Rinehart Riverfront Park and Rotary Park.

Key Facilities and Features Unpaved trails, natural areas, and interpretive signage. North end has unimproved parking area.

Recommendations

- A. Improve the informal parking area on the north end and develop a trailhead that provides access to the Circle the City Trail, as well as the park. Include paved parking; park identification and regulatory signage; interpretive and wayfinding signage; seating and a small picnic shelter (2 tables), an emergency call box, drinking fountain, and waste receptacles.
- B. Improve connections from the parking lot to existing trails.
- C. Add restrooms and lighting.



NEW PARKS

While Ellensburg is currently well served by parks, there are still some areas lacking park access within a half-mile walk. Additionally, new residential development envisioned in the next 20 years will warrant new parkland development. This section outlines three community parks proposed to better serve existing and future residents. Early land acquisition, if possible, can help to ensure optimal locations for parks. Park development should occur close in timing to new residential development.

NORTHWEST COMMUNITY PARK

Location

Depending on land availability, a new Community Park in northwest Ellensburg is recommended near the intersection of Dry Creek Road and Reecer Creek Road. The proposed park is intended to serve multiple potential residential growth areas (including mixed-use, multi-family, and single-family) and one existing neighborhood. The park should be connected to the Palouse to Cascades Trail via the new trail segment PR1. It should also be connected with safe and comfortable sidewalks, bike facilities, and crosswalks to surrounding residential areas.

Recommendations

- A. Acquire 6-8 acres of property for the new park in this area.
- B. Develop a site master plan for the park and include the community and any interested funding partners in the design/planning process.
- C. Develop the site, considering the following features:
 1. Play area for children ages 2-5 and 5-12 that is unique from other community parks and incorporates a nature theme or other locally relevant theme
 2. Open lawn area and/or multi-use sports practice field surrounded by a loop trail
 3. Medium- or small-group picnic shelter and dispersed picnic tables
 4. Two tennis courts (paired) or a multi-use court for tennis, basketball, and other court sports
 5. Rock climbing wall/boulders
 6. Community garden with ample access to sunlight, water, and a tool shed
 7. If the park is located along Whiskey Creek which runs through the area, include water access points, natural habitat area, and interpretive signage
 8. Support amenities for the park, including vehicle and bike parking, water-fill stations, trash/recycling receptacles, dog waste stations, bench seating, pedestrian-scale lighting, and restrooms sufficient for the size and scale of the park

NORTH CENTRAL COMMUNITY PARK

Location

Depending on land availability, a new Community Park in north Ellensburg is recommended near the intersection of W Bender Road and N Water Street. The potential park is intended to serve multiple potential single-family residential growth areas and existing neighborhoods. The park should be connected to the future trail segment PR2 via West Bender Road. It should also be connected with safe and comfortable sidewalks, bike facilities, and crosswalks to surrounding residential areas.

Recommendations

- A. Acquire 4-6 acres of property for the new park in this area.
- B. Develop a site master plan for the park and include the community and any interested funding partners in the design/planning process.
- C. Develop the site, considering the following features:
 - 1. Play area for children for ages 2-5 and 5-12 that is unique from other community parks and incorporates a railroad theme or other locally relevant theme
 - 2. Open lawn area surrounded by a loop trail
 - 3. Gathering space including elements such as picnic area/shelter, plaza, and/or gazebo
 - 4. Sand volleyball court
 - 5. A dog park with dog drinking fountains, dog waste dispensers, trash receptacles, shade trees, and separate spaces for small and large dogs
 - 6. Fixed outdoor games such as ping pong, horseshoes, and cornhole
 - 7. Support amenities for the park, including vehicle and bike parking, water-fill stations, trash/recycling receptacles, dog waste stations, bench seating, pedestrian-scale lighting, and restrooms sufficient for the size and scale of the park

SOUTHEAST COMMUNITY PARK

Location

A new Community Park in southeast Ellensburg is recommended in the area around Bull Road between E Umptanum Road and I-90. The potential park is intended to serve a large single-family residential growth area. The park should be connected to Lions Mountain View Park, Ellensburg High School, and nearby residential areas to the north with safe and comfortable trails (including the new trail segment PW3), sidewalks, bike facilities, and crosswalks.

Recommendations

- A. Acquire 5-7 acres of property for the new park in this area.
- B. Develop a site master plan for the park and include the community and any interested funding partners in the design/planning process (such as the nearby Kittitas Valley Community Hospital).
- C. Develop the site, considering the following features:
 - 1. Play area for children for ages 2-5 and 5-12 that is unique from other community parks and incorporates a ranching/agriculture theme or other locally relevant theme. Include a small, interactive water play feature such as a hand pump with channels or a water table, in an adjacent play space.
 - 2. Open lawn area surrounded by a loop trail
 - 3. Fitness equipment interspersed around the loop trail
 - 4. Medium- or small-group picnic shelter and dispersed picnic tables
 - 5. Skate "spot" (small skate park)
 - 6. Support amenities for the park, including vehicle and bike parking, water-fill stations, trash/recycling receptacles, dog waste stations, bench seating, pedestrian-scale lighting, and restrooms sufficient for the size and scale of the park

NEW TRAILS AND CONNECTING PATHS

While trails and pathways located in parks are addressed in park recommendations (shown previously), the City of Ellensburg is also planning several trail corridors and connecting paths to create a loop trail (Circle the City) around Ellensburg. The loop will connect to the regional trail system and also support access to existing and proposed new parks. Part of this loop is anticipated to be built as off-street multiuse trails (in approximately 25-35 foot corridors) that will be managed by the Parks & Recreation Department (PR). However, some connections will be made via connecting paths or wide sidewalks in street rights-of-way; these are anticipated to be managed by Public Works (PW). Public Works. While the Public Works improvements are not considered part of the park, recreation, and open space system (and will not be included in the PROS Plan CIP), these trails and connecting paths both are noted here to inform Citywide active transportation planning. The following recommendations for trails and connecting paths are illustrated in Map 2.

RECOMMENDATIONS FOR ALL EXISTING AND PROPOSED TRAILS

- A. Coordinate with other jurisdictions to create a citywide trail map and consistent wayfinding, directional, and interpretive signage, pavement markings, benches, trash receptacles, and trailheads to provide a more cohesive trail experience in Ellensburg.
- B. Establish maintenance standards for the Circle the City Trail to standardize the level of stewardship among different jurisdictions or discuss arrangements for the Parks & Recreation Department to maintain these trail corridors and connecting paths—with an increased budget to do so.

SEGMENT PR1 – RAILROAD TRACKS TO PALOUSE TO CASCADES TRAIL

This 1.07-mile trail segment on the west side of Ellensburg would close part of the Circle the City trail. It would connect from the recently built levy trail just south of the railroad tracks, across West University Road, across Dry Creek Road, and up to the Palouse to Cascades Trail (PTCT). This segment would be entirely off-street and will require land or easement acquisition by the City. There is also an opportunity for this trail to connect to the future Northwest Community Park.

- A. Acquire 3.89 acres of land for trail corridor.
- B. Develop 1.07-mile trail corridor.

SEGMENT PR2 – NORTHERN LOOP/PTC CONNECTION

This 3.03-mile trail segment on the northern side of Ellensburg would be an “n” shaped route that bypasses most of central Ellensburg and closes the northern portion of the Circle the City trail. On its western side, it would align primarily with Rasmussen Road, between the PTCT and Bowers Road. It would then follow Bowers Rd to the east for a bit less than $\frac{3}{4}$ of a mile before jogging south along an irrigation ditch to Airport Road. There it would run east and then south to Sanders Road, connecting to the north/south trail between Sanders Road and Central Washington University. Throughout this trail alignment, there are sections which would require land or easement acquisition by the City.

- A. Acquire 11.01 acres of land for trail corridor.
- B. Develop 3.03-mile trail corridor.

SEGMENT PR3 - IRENE RINEHART RIVERFRONT PARK TO THORP HIGHWAY TRAIL

This 1.51-mile trail segment follows the Yakima River from Irene Rinehart Riverfront Park, south of I-90, up to Thorp Highway to the northwest. In the City's Active Transportation Plan, it's described as "Installing a bicycle and pedestrian trail along the Yakima River would provide the community with opportunities to connect to nature and recreation." This alignment would generally follow the existing WSDOT right-of-way, but it would likely require either an elevated structure/roadway expansion or realignment of I-90 vehicular lanes for about ¼ mile where the interstate runs very close to the Yakima River.

- A. Acquire 5.5 acres of land for trail corridor.
- B. Develop 1.51-mile trail corridor.

SEGMENT PR4 – UMPTANUM ROAD/YAKIMA RIVER TRAIL SOUTH

This 1.33-mile connecting path segment connects from the existing trail through Irene Rinehart Riverfront Park and the future segment PW1 (see below) south along the Yakima river, parallel to South Canyon Road. The section along Umptanum Road would close a gap in the Circle the City trail. Long-term, this trail could continue beyond Ellensburg and through the Yakima River Canyon. This segment would be entirely off-street and will require land or easement acquisition by the City and/or another partner.

- A. Acquire 4.9 acres of land for trail corridor.
- B. Develop 1.33-mile trail corridor.

SEGMENT PW1 - UMPTANUM ROAD TO RUBY STREET

This 0.55-mile connecting path segment follows Umptanum Road from Anderson Road to Ruby Street in order to close a gap in the Circle the City trail. Because this trail segment is on-street and likely to take the form of a shared-use path/wide sidewalk, it is anticipated to be designed and funded by the Public Works Department.

SEGMENT PW2 – RUBY STREET TO MOUNTAIN VIEW AVENUE

This 0.40-mile connecting path segment continues east from the dead end of Umptanum Road (just past Ruby Street) over to Wilson Creek and then jogs north along the creek up to East Mountain View Avenue. This segment would close a gap in the Circle the City trail. This trail segment is anticipated to be designed and funded by the Public Works Department and should be considered in relation to the proposed bike lane along Ruby Street.

SEGMENT PW3 – S BULL RD

This 0.28-mile connecting path segment runs from E. Mountain View Avenue south along Bull Road to connect to future residential development and the new Southeast Community Park. Because this trail segment is on-street and likely to take the form of a shared-use path/wide sidewalk, it is anticipated to be designed and funded by the Public Works Department.

APPENDIX C **CAPITAL** **IMPROVEMENT PLAN**



APPENDIX C. CAPITAL IMPROVEMENT PLAN

INTRODUCTION

The City of Ellensburg Capital Improvement Plan includes the following five tables.

Table C-1: Capital Improvement Plan: Planning Level Cost Estimates

Table C-2 summarizes the planning level cost estimates for the PROS Plan’s site recommendations included in Appendix B. The table also includes background information about each capital project such as project type, timeframe, and capital cost assumption source. While the PROS Plan is a 10-year plan, these projects likely will take more than 10 years to complete.

Table C-2: Capital Cost Assumptions

Table C-3 provides the capital cost assumptions used to develop the planning level cost estimates included in Table C-2, where a write-in cost is not provided. Capital Costs represent one-time costs to acquire, develop, build, replace, or renovate park infrastructure and features.

Capital cost assumptions are based on general order-of-magnitude planning-level expenses. Costs are typically assigned per facility or by unit (e.g., per acre of park or per mile of trail) to account for differences in site size. These estimates reflect planning level construction cost assumptions in 2025 dollars and do not account for future inflation. Design details and construction realities such as site conditions, supply chain issues, material and labor shortages, and similar factors may affect actual costs. Actual costs should be determined through site master planning and design at the time of development. The costs do not include environmental compliance documentation, community engagement, design, permitting, installation, or staff hours to manage site planning, design, construction, and implementation. Those elements could escalate park development costs by approximately 20-25 percent.

Table C-3: Maintenance and Stewardship Costs

Table C-3 summarizes the total annual estimated site maintenance and stewardship costs for Ellensburg’s existing and proposed parks and trails to be managed by the Parks & Recreation Department. These are organized by park classification and do not include trails maintained by the Public Works Department. Each site identifies the site’s total acreage broken down into three maintenance tiers associated with different maintenance and stewardship cost assumptions included in Table C-4: standard developed, enhanced developed, and undeveloped/natural open space. Each tier reflects a different level of service for maintenance, recognizing that highly visible, well used sites or park areas with specialized facilities, events, or programs require more frequent maintenance and specialized maintenance services (Table C-5).

Table C-4: Maintenance and Stewardship Cost Assumptions

Table C-4 provides the maintenance and stewardship cost assumptions used to develop the maintenance and stewardships costs included in Table C-3. Maintenance and stewardship costs

represent annual recurring costs for routine and preventative maintenance, irrigation, and services such as the inspection and stewardship of facilities, amenities, natural resources, and landscaped areas.

Maintenance and stewardship cost assumptions are based on 2024 City maintenance expenditures and provided at three tiers: standard park maintenance, enhanced park maintenance (125% of standard park maintenance costs), and natural resource stewardship (25% of standard park maintenance costs). These tiers account for the different levels of maintenance that are needed in parks. Actual maintenance costs per site may vary.

TABLE C-5: MAINTIENANCE AND STEWARDSHIP TIERS

TIER	APPLICATION	ROUTINE TASKS	OCCASIONAL TASKS
Standard Developed Park Maintenance	Park areas with regular levels of use that do not require specialized care.	• Basic landscaping for safety and aesthetics • Monitoring and inspection • Litter pick-up and trash removal • Restroom cleaning • Routine and preventative care for site furnishings and facilities	• Graffiti and vandalism removal • Amenity and facility repair • Removal of natural debris from trails
Enhanced Developed Park Maintenance	Park areas with heavy use, high visibility, and/or specialized assets that may support events and programs.	• All “standard maintenance” tasks but with more frequency • Specialized facility maintenance • Sports field turf irrigation and management • Janitorial care of any buildings and equipment	• Repair of major facilities • Setup and cleanup of public events, programs, and reservable spaces • Removal of natural debris from trails
Undeveloped/Natural Resource Stewardship	Areas with significant natural resources or undeveloped open space.	• Routine monitoring and inspection • Tree / brush pruning • Mowing, where applicable • Trail clearing • Litter removal	• Invasive species removal • Dumping and hazards removal • Lake, creek, or river stabilization • Natural area restoration • Natural resource management • Fire prevention • Levee management

Table C-1: Capital Improvement Plan: Planning Level Cost Estimates

Revised 01/23/2026

Site Recommendation	Site Recommendation	Project Type				Timeframe				Capacity Enhancement? (√=Yes, P=Partial)	# of Units to be Developed (Total Facilities, Trail Miles, or Acres)	Cost Estimates ¹			Capital Cost Assumption Source	Notes
		Land Acquisition	Development	Renovation	Restoration	Short (0-6 Years) (Priority #1)	Short (0-6 Years) (Priority #2)	Medium (7-10 Years)	Long (11+ Years)			Planning Level Cost	Write-In Cost ²	Total Capital Cost		
REGIONAL PARKS																
Irene Rinehart Riverfront Park																
Add wayfinding, informational, and regulatory signage	A		✓					✓			1		\$ 20,000	\$ 20,000	Write-in Allowance	
Add nature-themed playground	B		✓			✓				✓	1		\$ 150,000	\$ 150,000	Write-in allowance	
Re-stripe main parking area pavement and improve overflow parking lot (gravel)	C			✓				✓			1		\$ 460,000	\$ 460,000	Write-in allowance	
Renovate picnic spaces and pavilion	D			✓				✓			1	\$ 506,250		\$ 506,250	MIG: Renovate, Picnic Area/Space and Picnic Pavilion (Large)	
Add Carey Lake accessible ramp and small dock	E		✓						✓		1		N/A	\$ -	N/A	No associated costs at this time due to the complexity of permitting and site conditions. Costs to be determined through further analysis.
Update picnic spaces and firepits	F			✓				✓			1	\$ 56,250		\$ 56,250	MIG: Renovate, Picnic Area/Space	
Remove boat ramp and restore river shoreline	G				✓			✓			1		N/A	\$ -	N/A	No associated costs at this time due to the complexity of permitting and site conditions. Costs to be determined through further analysis.
Add non-motorized boat launch	H		✓					✓			1		N/A	\$ -	N/A	No associated costs at this time due to the complexity of permitting and site conditions. Costs to be determined through further analysis.
Improve trails and replace pedestrian bridges	I			✓		✓				P	N/A		\$ 75,000	\$ 75,000	Write-in Allowance	
Add access road passing zones and shoulder pullouts	J		✓						✓	P	N/A		\$ 1,500,000	\$ 1,500,000	Write-in Allowance	
Add another vault restroom facility near the upper pond	K		✓					✓		✓	1		\$ 100,000	\$ 100,000	MIG; New, Restroom (Vault, Permanent)	
Irene Rinehart Riverfront Park subtotal												\$ 562,500	\$ 2,305,000	\$ 2,867,500		
Rotary Park																
New Rotary Park Fieldhouse and Front/Side Parking	A		✓			✓				✓*	N/A		\$17,000,000*	-	2026-2031 Parks & Recreation Department 6-Year CIP	
Add landscaping around Fieldhouse and connecting sidewalks	B		✓			✓				✓	.5 mile		\$ 250,000	\$ 250,000	Write-in Allowance	Assumes .5 miles of 5' wide sidewalks (\$200,000) and landscaping (\$50,000).
Add flexible space for vendors/food trucks, overflow parking and event space, and adjacent picnic grove with four small picnic shelters.	C		✓					✓		✓	N/A		\$ 950,000	\$ 950,000	Write-in Allowance	Assumes \$50,000 for flexible space for vendors/food trucks, \$800,000 for four picnic shelters, and \$100,000 for the overflow parking and event space.
Add Destination or Sports-Themed Playground	D		✓					✓		✓	1	\$ 1,200,000		\$ 1,200,000	MIG; New, Playground - Inclusive/Destination	
Add Splash Pad	D		✓					✓		✓	1	\$ 1,500,000		\$ 1,500,000	MIG; New, Splashpad	
Add Sand Volleyball Courts	D		✓					✓		✓	3	\$ 225,000		\$ 225,000	MIG; New, Sand Volleyball Court	
Add Playground Area Permanent Restroom, Large	D		✓					✓		✓	1	\$ 1,500,000		\$ 1,500,000	MIG; New, Large Permanent Restroom	
Add Playground Area Small Picnic Shelter	D		✓					✓		✓	3	\$ 600,000		\$ 600,000	MIG; New, Picnic Shelter (Small)	
Improve Existing Basketball Court	D			✓							1	\$ 150,000			MIG; Renovate, Basketball Court	
Add new Basketball Court	D		✓							✓	1	\$ 200,000			MIG; New, Basketball Court	
Add Riding Railroad Area	E		✓					✓		✓	1			\$ -	No cost to City	Partner organization will complete.
Add Youth Artificial Turf Baseball Fields with Lighting	F		✓					✓		✓	3	\$ 4,500,000		\$ 4,500,000	MIG; New, Baseball/Softball Field (Diamond) - Artificial Turf	
Add Central Fieldhouse with Restrooms and Concessions	F		✓					✓		✓	1	\$ 3,500,000		\$ 3,500,000	MIG; New, Concessions and Restroom Building	

Site Recommendation	Site Recommendation	Project Type				Timeframe				Capacity Enhancement? (√=Yes, P=Partial)	# of Units to be Developed (Total Facilities, Trail Miles, or Acres)	Cost Estimates ¹			Capital Cost Assumption Source	Notes
		Land Acquisition	Development	Renovation	Restoration	Short (0-6 Years) (Priority #1)	Short (0-6 Years) (Priority #2)	Medium (7-10 Years)	Long (11+ Years)			Planning Level Cost	Write-In Cost ²	Total Capital Cost		
Add Soft-Surface Walking/Jogging Loop Trail	G		√					√		√	1.72	\$ 516,000		\$ 516,000	MIG; New, Soft-Surfaced Trail	
Add Loop Trail Mileage Markers	G		√					√		√	2	\$ 4,000		\$ 4,000	MIG; New, Trail Mile Markers	
Softball Complex Renovate Existing Fields with Artificial Turf and Lighting	H			√					√		2	\$ 2,250,000		\$ 2,250,000	MIG; Renovate, Baseball / Softball Field (Diamond) - Artificial Turf	
Softball Complex Add Fields with Artificial Turf and Lighting	H		√					√		√	2	\$ 3,000,000		\$ 3,000,000	MIG; New, Baseball / Softball Field (Diamond) - Artificial Turf	
Softball Complex Add Restroom and Concessions	H		√					√		√	1	\$ 3,500,000		\$ 3,500,000	MIG; New, Concessions and Restroom Building	
Add Multi-use Artificial Turf Field and Lighting	I		√					√		√	1	\$ 2,625,000		\$ 2,625,000	MIG; New, Soccer Field (Rectangular) - Artificial Turf	
Add Multi-use Field Berm and Fencing	I		√					√		√	1			\$ -		More detail required to provide cost.
Add SW Restroom and Concessions	J		√					√		√	1	\$ 3,500,000		\$ 3,500,000	MIG; New, Concessions and Restroom Building	
Add SW Equipment Storage Building	J		√					√		√	1			\$ -		More detail required to provide cost.
Add North-end Picnic Shelter (Small)	K		√					√		√	1	\$ 200,000		\$ 200,000	MIG; New, Picnic Shelter (Small)	
Add North-end Restroom (Small)	K		√					√		√	1	\$ 450,000		\$ 450,000	MIG; New, Restroom (Small, Permanent)	
Add North-end Fitness Hill	K		√					√		√	1		\$ 50,000	\$ 50,000	Write-in Allowance	
Add North-end Parking (90 stalls)	K		√					√		√	9	\$ 300,000		\$ 300,000	MIG; New, Parking Stalls (8-10)	
Sigler Field Renovation Artificial Turf and Lighting	L			√					√	P	1	\$ 1,125,000		\$ 1,125,000	MIG; Renovate, Baseball / Softball Field (Diamond) - Artificial Turf	
Sigler Field New Restroom and Concessions	L		√						√	√	1	\$ 2,625,000		\$ 2,625,000	MIG; Renovate, Concessions and Restroom Building	
Sigler Field New Passenger Drop-Off Driveway Loop	L		√						√	?	1			\$ -		More detail required to provide cost.
Greear Field Renovation Artificial Turf and Lighting	M			√					√	P	1	\$ 1,125,000		\$ 1,125,000	MIG; Renovate, Baseball / Softball Field (Diamond) - Artificial Turf	
Youth Baseball Fields Renovation Artificial Turf and Lighting	N			√					√	P	4	\$ 4,500,000		\$ 4,500,000	MIG; Renovate, Baseball / Softball Field (Diamond) - Artificial Turf	
SW Playground Renovation as Inclusive, Destination Playground	O			√					√	P	1	\$ 900,000		\$ 900,000	MIG; Renovate, Playground - Inclusive/Destination	
Youth Baseball Field Restroom and Concessions Replacement	P			√					√		1	\$ 2,625,000		\$ 2,625,000	MIG; Renovate, Concessions and Restroom Building	
ADA Assessment and Updates	Q			√				√		P	N/A			\$ -		More detail required to provide cost.
Dog Park Improvements	R			√					√		1	\$ 50,000		\$ 50,000	MIG; New, Dog Park Amenities	
Wayfinding Signage	S		√					√			20	\$ 40,000		\$ 40,000	MIG; New, Wayfinding Signage	
Add Small Picnic Shelters (distributed sitewide)	T		√						√	√	6	\$ 1,200,000		\$ 1,200,000	MIG; New, Picnic Shelter (Small)	
Rotary Park subtotal												\$ 43,910,000	\$ 1,250,000	\$ 44,810,000		
REGIONAL PARKS TOTAL												\$ 44,472,500	\$ 3,555,000	\$ 47,677,500		

Site Recommendation	Site Recommendation	Project Type				Timeframe				Capacity Enhancement? (√=Yes, P=Partial)	# of Units to be Developed (Total Facilities, Trail Miles, or Acres)	Cost Estimates ¹			Capital Cost Assumption Source	Notes
		Land Acquisition	Development	Renovation	Restoration	Short (0-6 Years) (Priority #1)	Short (0-6 Years) (Priority #2)	Medium (7-10 Years)	Long (11 + Years)			Planning Level Cost	Write-In Cost ²	Total Capital Cost		
COMMUNITY PARKS																
Kiwanis Park																
Replace playground with new inclusive, universal play area	A			✓		✓		✓		P	1	\$ 900,000		\$ 900,000	MIG: Replace, Playground- Inclusive/Destination	
Enhance Mercer Creek natural areas	B				✓			✓			1	\$ 40,000		\$ 40,000	MIG: Existing Natural Area Enhancement	
Renovate and replace picnic shelter (removing former concessions building)	C			✓					✓		1	\$ 225,000		\$ 225,000	MIG: Replace, Medium Picnic Shelter	
Add skate park	D		✓				✓	✓		?	1		\$ 545,000	\$ 545,000	2026-2031Parks & Recreation Department 6-Year CIP	
Pave a smaller parking area for 20-25 cars	E			✓					✓		2.5	\$ 562,500		\$ 562,500	MIG: Renovated Parking Lot	
Accessibility updates	F			✓					✓	P	N/A			-		Incorporated into other site project costs.
Add park identification, wayfinding, and interpretive signage	G		✓					✓			2	\$ 3,000		\$ 3,000	MIG: New, Wayfinding Signage and Interpretive Sign or Feature	
Add new restroom building near new playground	H		✓					✓		✓	1	\$ 450,000		\$ 450,000	MIG: New, Restroom (Small)	
Remodel existing restroom as wellhouse and storage building	I			✓					✓		1		\$ 150,000	\$ 150,000	Write-in Allowance	
Kiwanis Park subtotal												\$ 2,180,500	\$ 695,000	\$ 2,875,500		
Lions Mountain View Park																
Replace play equipment	A			✓		✓					1	\$ 375,000		\$ 375,000	MIG:Playground - Equipment and Furnishings	
Replace picnic shelter	B			✓				✓			1	\$ 225,000		\$ 225,000	MIG: Renovate, Medium Picnic Shelter	
Repair, replace, and add ADA-accessible pathways	C			✓				✓		P	0.2	\$ 300,000		\$ 300,000	MIG: Renovate, Hard-Surfaced Trails	
Update landscaping	D			✓					✓		1	\$ 50,000		\$ 50,000	MIG: New, Landscaping Enhancement	
Replace drinking fountain	E			✓				✓			1	\$ 5,250		\$ 5,250	MIG: Renovate, Drinking Fountain	
Add 8 tennis courts	F		✓					✓		✓	8		\$ 650,000	\$ 650,000	2026-2031Parks & Recreation Department 6-Year CIP	
Lions Mountain View Park subtotal												\$ 955,250	\$ 650,000	\$ 1,605,250		
McElroy Park																
Add entry, wayfinding, and informational signage	A		✓					✓			1	\$ 9,000		\$ 9,000	MIG: New, Wayfinding Signage, Interpretive Sign or Feature, Monument or Entry Sign	
Improve and restore riparian corridor	B				✓			✓			1	\$ 40,000		\$ 40,000	MIG: New, Existing Natural Area Enhancement	
Manage vegetation for user visibility	C				✓			✓			N/A		\$ 20,000	\$ 20,000	Write-in Allowance	
Add picnic tables and benches and a small picnic shelter	D		✓					✓		✓	1	\$ 275,000		\$ 275,000	MIG: New, Picnic Area and Picnic Shelter (Small)	
Replace nature play area with new elements, safety, and loose parts.	E			✓				✓			1		\$ 150,000	\$ 150,000	Write-in Allowance	Assumes no commercial play equipment.
Upgrade to permanent restroom	F		✓				✓				1	\$ 450,000		\$ 450,000	MIG: New, Restroom (Small)	
Pave parking lot and add safety barrier	G			✓				✓			1	\$ 300,000		\$ 300,000	MIG; New, Parking Lot	
McElroy Park subtotal												\$ 1,074,000	\$ 170,000	\$ 1,244,000		
North Alder Street Park																
Add sprayground	A		✓			✓				✓	1		\$ 305,000	\$ 305,000	Write-in Allowance	This planning-level cost represents City portion of cost and assumes partner will provide additional funds.
Repair and restore damaged pavement	B			✓		✓*					N/A		\$ 50,000	\$ 50,000	Write-in Allowance	Will be done with maintenance funds in the short term.
Review and repair irrigation system and restore landscaping	C			✓							N/A		\$ 50,000	\$ 50,000	Write-in Allowance	
North Alder Street Park subtotal												\$ -	\$ 405,000	\$ 405,000		

Site Recommendation	Site Recommendation	Project Type				Timeframe				Capacity Enhancement? (√=Yes, P=Partial)	# of Units to be Developed (Total Facilities, Trail Miles, or Acres)	Cost Estimates ¹			Capital Cost Assumption Source	Notes
		Land Acquisition	Development	Renovation	Restoration	Short (0-6 Years) (Priority #1)	Short (0-6 Years) (Priority #2)	Medium (7-10 Years)	Long (11+ Years)			Planning Level Cost	Write-In Cost ²	Total Capital Cost		
Veterans Memorial Park																
Repair roof	A			✓		✓					1		\$ 500,000	\$ 500,000	2026-2031Parks & Recreation Department 6-Year CIP	
Facility maintenance and repairs - HVAC on one side	B			✓		✓					N/A		\$ 150,000	\$ 150,000	Write-In Allowance	
Adaptive reuse analysis of existing building	C			✓		✓		✓				\$ 150,000		\$ 150,000	MIG: New, Park Master Plan or Financial Feasibility Study	
Plan and design a new indoor aquatic facility on another site (location TBD)	D		✓			✓				✓*	1	\$ 150,000		\$ 150,000	MIG: New, Park Master Plan or Financial Feasibility Study	Does not include site acquisition.
Build a new indoor aquatic facility on another site (location TBD)	D		✓					✓		✓*	1		\$ 25,000,000	\$ 25,000,000	City of Ellensburg	Does not include site acquisition.
Replace playground	E			✓			✓				1	\$ 375,000		\$ 375,000	MIG: Renovate, Playground - Equipment and Furnishings (Manufactured)	
Add informational and wayfinding signage	F		✓					✓			1	\$ 5,000		\$ 5,000	MIG: New, Wayfinding Signage and Interpretive Sign or Feature	
Repair and renovate picnic shelters	G			✓				✓			2	\$ 450,000		\$ 450,000	MIG: Renovate, Picnic Shelter Medium	
Veterans Memorial Park												\$ 1,130,000	\$ 25,650,000	\$ 26,780,000		
West Ellensburg Park																
Develop new pickleball courts (8) with lighting	A		✓					✓		✓	2	\$ 750,000		\$ 750,000	MIG: New, Pickleball Court	
Develop accessible loop walking path with benches	B		✓						✓	✓	0.3 miles, 2 benches	\$ 454,000		\$ 454,000	MIG: New, Hard-Surface Trail and Benches	
Add accessible picnic tables (2) and renovate picnic shelter	C		✓					✓		✓	2	\$ 235,000		\$ 235,000	MIG: New, Picnic Table and Pad; Renovate, Medium Picnic Shelter	
Replace playground/play equipment	D			✓		✓					1		\$ 150,000	\$ 150,000	Write-in Allowance	Assumes \$20,000 provided by Rotary Club and \$45,000 cost savings through community install.
Add site map at entry points (3) and wayfinding signage	E		✓					✓			3	\$ 6,000		\$ 6,000	MIG: New, Wayfinding Signage and Interpretive Sign or Feature	
Add landscaping (shrub beds)	F			✓					✓		1	\$ 50,000		\$ 50,000	MIG: New, Landscaping Enhancement	
Add trees	G			✓				✓			6.26	\$ 31,300		\$ 31,300	MIG: New, Shade Trees	
Resurface and restripe north parking lot	H			✓				✓			N/A		\$ 50,000	\$ 50,000	Write-in Allowance	
Replace permanent restroom	I			✓				✓			1	\$ 337,500		\$ 337,500	MIG: Renovated, Restroom (Small)	
West Ellensburg Park subtotal												\$ 1,863,800	\$ 200,000	\$ 2,063,800		
COMMUNITY PARKS TOTAL												\$ 7,203,550	\$ 27,770,000	\$ 34,973,550		
SPECIAL USE PARKS / FACILITIES																
Adult Activity Center																
Build small storage area in main multi-purpose room	A		✓						✓	P	1		\$ 250,000	\$ 250,000	Write-in Allowance	
Install acoustics panels in the multi-purpose room	B		✓						✓		1		\$ 75,000	\$ 75,000	Write-in Allowance	
Adult Activity Center subtotal												\$ -	\$ 325,000	\$ 325,000		
Paul Rogers Wildlife Park																
Add interpretive features and a self-guided nature trail	A		✓					✓		P	12	\$ 36,000		\$ 36,000	MIG: New, Interpretive Sign or Feature	
Accessibility updates	B			✓				✓		P	N/A			\$ -		Incorporated into other site project costs.
Update path edging and surfacing	C			✓				✓			0.7	\$ 157,500		\$ 157,500	MIG: Renovate, Soft-Surface Trail	
Develop and implement vegetation management plan	D		✓					✓			1	\$ 100,000		\$ 100,000	MIG: New, Concept Plan or Site Amenities Planning	
Paul Rogers Wildlife Park subtotal												\$ 293,500	\$ -	\$ 293,500		

Site Recommendation	Site Recommendation	Project Type				Timeframe				Capacity Enhancement? (√=Yes, P=Partial)	# of Units to be Developed (Total Facilities, Trail Miles, or Acres)	Cost Estimates ¹			Capital Cost Assumption Source	Notes
		Land Acquisition	Development	Renovation	Restoration	Short (0-6 Years) (Priority #1)	Short (0-6 Years) (Priority #2)	Medium (7-10 Years)	Long (11+ Years)			Planning Level Cost	Write-In Cost ²	Total Capital Cost		
Reed Park																
Complete construction documents and implement the approved site master plan - Phase 1	A		√					√			1		\$ 433,900	\$ 433,900.00	Reed Park Option A Cost Assumption - 11/17/23	
Implement the approved site master plan - Phase 2	A		√					√			1		\$ 445,700	\$ 445,700.00	Reed Park Option A Cost Assumption - 11/17/24	
Implement the approved site master plan - Phase 3	A		√					√			1		\$ 1,273,200	\$ 1,273,200.00	Reed Park Option A Cost Assumption - 11/17/25	
Implement the approved site master plan - Phase 4	A		√						√		1		\$ 130,800	\$ 130,800.00	Reed Park Option A Cost Assumption - 11/17/26	
Reed Park subtotal												\$ -	\$ 2,283,600	\$ 2,283,600		
Skate Park																
Create a site master plan	A		√					√			1		\$ 37,500	\$ 37,500	MIG: New, Park Master Plan or Feasibility Study	Assumes 25% of site will be a special use park, other 75% will be downtown parking.
Redevelop a portion of the site for park use	B		√					√			0.33		\$ 165,000	\$ 165,000	MIG: New, Special Use Park Development	
Skate Park subtotal												\$ -	\$ 202,500	\$ 202,500		
Stan Bassett Youth Center (SBYC)																
No capital projects identified	B										N/A			-	N/A	
SBYC subtotal												\$ -	\$ -	\$ -		
Unity Park																
Add artistic wall to separate site from alley	A		√						√		1		\$75,000	\$ 75,000	Write-in Allowance	
Unity Park subtotal												\$ -	\$ 75,000	\$ 75,000		
Wippel Park																
Add paved ADA-accessible parking space and paths	A		√					√		P	N/A		\$ 60,000	\$ 60,000	Write-in Allowance	
Replace basketball court with fitness stations or shuffleboard	B		√					√			1	\$ 150,000		\$ 150,000	MIG: New, Outdoor Fitness Equipment	
Wippel Park subtotal												\$ 150,000	\$ 60,000	\$ 210,000		
SPECIAL USE PARKS / FACILITIES TOTAL												\$ 443,500	\$ 2,946,100	\$ 3,389,600		

Site Recommendation	Site Recommendation	Project Type				Timeframe				Capacity Enhancement? (√=Yes, P=Partial)	# of Units to be Developed (Total Facilities, Trail Miles, or Acres)	Cost Estimates ¹			Capital Cost Assumption Source	Notes
		Land Acquisition	Development	Renovation	Restoration	Short (0-6 Years) (Priority #1)	Short (0-6 Years) (Priority #2)	Medium (7-10 Years)	Long (11+ Years)			Planning Level Cost	Write-In Cost ²	Total Capital Cost		
POCKET PARKS																
Downtown Restrooms																
Update building design to enhance security and visibility as public restroom	A			√					√		N/A		\$ 175,000	\$ 175,000	Write-in Allowance	
Downtown Restrooms subtotal												\$ -	\$ 175,000	\$ 175,000		
Friendship Park																
Replace missing signage	A			√				√			1	\$ 2,250		\$ 2,250	MIG: Renovate, Interpretive Sign or Feature	
Replace waste receptacle	B			√				√			1	\$ 1,000		\$ 1,000	MIG: New, Waste Receptacle	
Replace lighting as necessary	C			√				√			1	\$ 15,000		\$ 15,000	MIG: Renovate, Park Lighting	
Friendship Park subtotal												\$ 18,250	\$ -	\$ 18,250		
Kleinberg Park																
Add interpretive and wayfinding signage	A		√						√		1	\$ 5,000		\$ 5,000	MIG: New, Wayfinding Sign, Interpretive Sign or Feature	
Add small picnic space (2-3 tables)	B		√					√		√	1	\$ 75,000		\$ 75,000	MIG: New, Picnic Area/Space	
Add small, train-themed play structure and benches	C		√						√	√	1	\$ 500,000		\$ 500,000	MIG: New, Playground - Equipment and Furnishings	
Kleinberg Park subtotal												\$ 580,000	\$ -	\$ 580,000		
South Main Entry Park																
Add directional and wayfinding signage	A		√					√			1	\$ 2,000		\$ 2,000	MIG: New, Wayfinding Signage	
South Main Entry Park subtotal												\$ 2,000	\$ -	\$ 2,000		
POCKET PARKS TOTAL												\$ 600,250	\$ 175,000	\$ 775,250		
TRAIL CORRIDOR																
Palouse to Cascades Trail Reconnect																
Add benches and interpretive signage	A		√					√		P	2	\$ 10,000		\$ 10,000	MIG: New, Interpretive Sign or Feature, Bench	
Palouse to Cascades Trail Reconnect subtotal												\$ 10,000	\$ -	\$ 10,000		
Sagebrush Trail																
Add trail identification signage (2)	A		√					√			2	\$ 4,000		\$ 4,000	MIG: New, Wayfinding Signage	
Replace benches (2)	B			√				√			2	\$ 4,000		\$ 4,000	MIG: New, Bench	
Sagebrush Trail subtotal												\$ 8,000	\$ -	\$ 8,000		
TRAIL CORRIDORS TOTAL												\$ 18,000	\$ -	\$ 18,000		
NATURAL OPEN SPACE																
Reecer Creek Floodplain																
Improve informal parking area as trailhead	A		√					√		√	1	\$ 980,000		\$ 980,000	MIG: New, Trailhead	
Improve connection from parking lot to existing trails	B		√					√		P	0.2	\$ 300,000		\$ 300,000	MIG: New, Hard-Surface Trail	
Add restrooms and lighting	C		√					√		√	1	\$ 450,000		\$ 450,000	MIG: New, Restroom (Small)	
Reecer Creek Floodplain												\$ 1,730,000	\$ -	\$ 1,730,000		
NATURAL OPEN SPACE TOTAL												\$ 1,730,000	\$ -	\$ 1,730,000		
EXISTING PARKS AND FACILITIES TOTAL												\$ 54,467,800	\$ 34,446,100	\$ 88,563,900		

Site Recommendation	Site Recommendation	Project Type				Timeframe				Capacity Enhancement? (√=Yes, P=Partial)	# of Units to be Developed (Total Facilities, Trail Miles, or Acres)	Cost Estimates ¹			Capital Cost Assumption Source	Notes
		Land Acquisition	Development	Renovation	Restoration	Short (0-6 Years) (Priority #1)	Short (0-6 Years) (Priority #2)	Medium (7-10 Years)	Long (11+ Years)			Planning Level Cost	Write-In Cost ²	Total Capital Cost		
PROPOSED NEW PARKS																
Northwest Community Park																
Acquire 6-8 acres of parkland	A	✓							✓	✓	7	\$ 700,000		\$ 700,000	MIG: New, Parkland Acquisition	
Develop site master plan	B		✓						✓	✓	1	\$ 150,000		\$ 150,000	MIG: New, Park Master Plan	
Develop community park	C		✓						✓	✓	7	\$ 5,250,000		\$ 5,250,000	MIG: New, Community Park Development	
Northwest Community Park												\$ 6,100,000	\$ -	\$ 6,100,000		
North Central Community Park																
Acquire 4-6 acres of parkland	A	✓				✓				✓	5	\$ 500,000		\$ 500,000	MIG: New, Parkland Acquisition	
Develop site master plan	B		✓				✓			✓	1	\$ 150,000		\$ 150,000	MIG: New, Park Master Plan	
Develop community park	C		✓				✓			✓	5	\$ 3,750,000		\$ 3,750,000	MIG: New, Community Park Development	
North Central Community Park												\$ 4,400,000	\$ -	\$ 4,400,000		
Southeast Community Park																
Acquire 5-7 acres of parkland	A	✓						✓		✓	6	\$ 600,000		\$ 600,000	MIG: New, Parkland Acquisition	
Develop site master plan	B		✓					✓		✓	1	\$ 150,000		\$ 150,000	MIG: New, Park Master Plan	
Develop community park	C		✓					✓		✓	6	\$ 4,500,000		\$ 4,500,000	MIG: New, Community Park Development	
Southeast Community Park												\$ 5,250,000	\$ -	\$ 5,250,000		
PROPOSED NEW PARKS TOTAL												\$ 15,750,000	\$ -	\$ 15,750,000		

Site Recommendation	Site Recommendation	Project Type				Timeframe				Capacity Enhancement? (√=Yes, P=Partial)	# of Units to be Developed (Total Facilities, Trail Miles, or Acres)	Cost Estimates ¹			Capital Cost Assumption Source	Notes
		Land Acquisition	Development	Renovation	Restoration	Short (0-6 Years) (Priority #1)	Short (0-6 Years) (Priority #2)	Medium (7-10 Years)	Long (11+ Years)			Planning Level Cost	Write-In Cost ²	Total Capital Cost		
PROPOSED NEW TRAIL CORRIDORS																
PR 1 Railroad Tracks to Palouse to Cascades Trail																
Acquire 3.89 acres of land for trail corridor	A	✓					✓			✓	3.89	\$ 389,000		\$ 389,000	MIG: New, Parkland Acquisition	
Develop 1.07-mile trail corridor	B		✓					✓		✓	3.89	\$ 1,672,700		\$ 1,672,700	MIG: New, Trail Corridor Development	
Railroad Tracks to Palouse to Cascades Trail												\$ 2,061,700	\$ -	\$ 2,061,700		
PR 2 Northern Loop/PTC Connection																
Acquire 11.01 acres of land for trail corridor	A	✓					✓			✓	11.01	\$ 1,101,000		\$ 1,101,000	MIG: New, Parkland Acquisition	
Develop 3.03-mile trail corridor	B		✓					✓		✓	11.01	\$ 4,734,300		\$ 4,734,300	MIG: New, Trail Corridor Development	
Northern Loop/PTC Connection												\$ 5,835,300	\$ -	\$ 5,835,300		
PR 3 Irene Rinehart Riverfront Park to Thorp Highway Trail																
Acquire 5.5 acres of land for trail corridor	A	✓						✓		✓	5.5	\$ 550,000		\$ 550,000	MIG: New, Parkland Acquisition	
Develop 1.51-mile trail corridor	B		✓						✓	✓	5.5	\$ 2,365,000		\$ 2,365,000	MIG: New, Trail Corridor Development	
Irene Rinehart Riverfront Park to Thorp Highway Trail												\$ 2,915,000	\$ -	\$ 2,915,000		
PR 4 Umptanum Road/Yakima River Trail South																
Acquire 4.9 acres of land for trail corridor	A	✓						✓		✓	4.9	\$ 490,000		\$ 490,000	MIG: New, Parkland Acquisition	
Develop 1.33-mile trail corridor	B		✓						✓	✓	4.9	\$ 2,107,000		\$ 2,107,000	MIG: New, Trail Corridor Development	
Umptanum Road/Yakima River Trail South												\$ 2,597,000	\$ -	\$ 2,597,000		
PROPOSED NEW TRAILS AND CONNECTING PATHS TOTAL												\$ 13,409,000	\$ -	\$ 13,409,000		
PROPOSED PARKS AND TRAILS AND CONNECTING PATHS TOTAL												\$ 29,159,000	\$ -	\$ 29,159,000		
EXISTING & PROPOSED PARKS AND FACILITIES TOTAL												\$ 83,626,800	\$ 34,446,100	\$ 117,722,900		

¹The projects are those that would be led by the Parks and Recreation Department. Public Works projects are not included. These estimates reflect planning level construction cost assumptions in 2025 dollars not accounting for inflation. Cost ranges are intended for planning purposes only. Support and access amenities (if included) are noted. Actual costs will vary depending on site realities, the scale and quality of facilities, and changing market prices for materials and labor. Actual cost estimates should be determined through site master planning and design at the time of development. The costs do not include environmental compliance documentation, community engagement, design, permitting, installation, or staff hours to manage site planning, design, construction, and implementation. Those elements could escalate park development costs by 20-25 percent.

² Write-in costs are either cost estimates from another source (such as a previous site master plan or the City's CIP), or they represent an allowance that will need to be refined through more specific, construction-level review to better define the scope, scale, and costs for the project.

*No capital costs for Fieldhouse construction are included in total capital costs, since it will be built by a developer and leased to City for operations.

Table C-2: Capital Cost Assumptions

Revised 01/21/2026

Planning Level Cost ¹					
Feature	Unit	New	Renovate, 75% ²	Improve or Expand, 125% ³	Cost Assumptions
BUILD					
Park Master Plan or Financial Feasibility Study	Each	\$ 150,000	-	-	Costs reflect one site master plan or facility financial feasibility study. Costs will vary depending on the size of the site. This does not include construction documents.
Concept Plan or Site Amenities Planning	Each	\$ 100,000	-	-	Costs reflect site amenities planning or site concept for park and facility development. This does not include construction documents.
Parkland Acquisition	Acre	\$ 100,000	-	-	Costs reflect acquisition of land for future park development.
Community Park Development	Acre	\$ 750,000	-	-	Costs reflect site development to support large group use and programming, including site grading, circulation, utilities, outdoor facilities, amenities, and landscaping. Cost does not include the development of major facilities such as community centers and pools. Costs factor in general assumptions about the amount of park acreage developed vs. left in a more natural state. Sites with extensive natural areas may have lower costs. Smaller community parks may have higher costs than shown to provide a higher level of development in a more consolidated space.
Trail Corridor Development	Acre	\$ 430,000	-	-	Development of multi-use, hard-surfaced trail and associated amenities, such as signage, pavement markings, bollards, benches, trash receptacles. Includes corridor grading, limited outdoor amenities, and landscaping. Cost does not include the development of trailheads or recreation facilities along trails.
Special Use Park Development	Acre	\$ 2,000,000	-	-	Costs reflect site grading, circulation, utilities, outdoor facilities, amenities, and landscaping.
ATHLETICS / SPORTS					
Basketball/Sport Court (Outdoors) - Full	Each	\$ 200,000	\$ 150,000	\$ 250,000	Costs reflect one full court with surfacing and hoops.
Pickleball Court (4)	Set (4)	\$ 375,000	\$ 281,250	\$ 468,750	Costs reflect four (4) pickleball courts with surfacing, striping, netting, and fencing.
Tennis Court (2)	Pair (2)	\$ 375,000	\$ 281,250	\$ 468,750	Costs reflect two (2) tennis courts with surfacing, striping, netting, and fencing.
Sand Volleyball Court	Each	\$ 75,000	\$ 56,250	\$ 93,750	Costs reflect sand volleyball court, net, and posts.
Sports Field Lighting	Allowance	\$ 100,000	\$ 75,000	\$ 125,000	Costs reflect sports field scale lighting.
Sport Court Lighting (Large)	Allowance	\$ 50,000	\$ 37,500	\$ 62,500	Costs reflect lighting fixtures for basketball and tennis/pickleball courts.
Sport Court Lighting (Small)	Allowance	\$ 30,000	\$ 22,500	\$ 37,500	Costs reflect lighting fixtures for volleyball and smaller courts.
Soccer Field (Rectangular) - Grass	Each	\$ 2,250,000	\$ 1,687,500	\$ 2,812,500	Costs reflect a turf field with basic drainage/prep and features.
Soccer Field (Rectangular) - Artificial Turf	Each	\$ 2,625,000	\$ 1,968,750	\$ 3,281,250	Costs reflect a field with artificial turf and lights.
Baseball / Softball Field (Diamond) - Grass	Each	\$ 750,000	\$ 562,500	\$ 937,500	Costs reflect a regulation-size field with turf, outfield fencing, backstop and outfield fencing, and dugouts.
Baseball / Softball Field (Diamond) - Artificial Turf	Each	\$ 1,500,000	\$ 1,125,000	\$ 1,875,000	Costs reflect a regulation-size field with artificial turf, outfield fencing, backstop and foul-line fencing.
PLAY AREAS					
Playground - Equipment and Furnishings (Manufactured)	Each	\$ 500,000	\$ 375,000	\$ 625,000	Costs reflect one approximately 5,000 - 10,000 s.f. manufactured play area for ages 2-5 and 5-12 with accessible safety surfacing. May include main play equipment and separate play pieces. Actual cost will depend on type and size.
Playground - Nature Play	Each	\$ 300,000	\$ 225,000	\$ 375,000	Costs reflect one approximately 5,000 - 10,000 s.f. play area with natural elements such as logs, boulders, steppers, sand and other natural play materials, landscaping, safety surfacing, and seating. Actual cost will depend on type and size.
Playground - Inclusive/Destination	Each	\$ 1,200,000	\$ 900,000	\$ 1,500,000	Costs reflect one approximately 10,000 s.f. play structure with universal/inclusive and thematic elements intended to attract people from throughout the area. Actual cost will depend on type and size.
Sprayground	Each	\$ 500,000	\$ 375,000	\$ 625,000	Costs reflect a small sprayground that supports one or more spray features, such as squirts (fountain jets), intermittent bubblers or misters.
Splashpad / Water Play	Each	\$ 1,500,000	\$ 1,125,000	\$ 1,875,000	Costs reflect a splashpad with mechanical building/apparatus and recirculating water.

Planning Level Cost ¹					
Feature	Unit	New	Renovate, 75% ²	Improve or Expand, 125% ³	Cost Assumptions
OUTDOOR RECREATION					
Open Lawn Area	Each	\$ 75,000	\$ 56,250	\$ 93,750	Cost reflect open lawn area with native planting and trees. Includes irrigation.
Skate Park	Each	\$ 750,000	\$ 562,500	\$ 937,500	Cost reflects at-grade skate park with prefabricated skate ramps with features to accommodate spectators, safety, and enhanced access.
Picnic Shelter or Pavilion (Large)	Each	\$ 600,000	\$ 450,000	\$ 750,000	Costs reflect one large group picnic shelter or pavilion (60-80 people; 10-16 tables) with motion sensor light and support amenities such as group barbecue, trash receptacles, sinks, food prep areas, utilities and long tables or mixed table sizes.
Picnic Shelter (medium)	Each	\$ 300,000	\$ 225,000	\$ 375,000	Costs reflect one medium-sized picnic shelter (20-24 people; 5-6 tables) with motion sensor lighting, barbecues, trash receptacles, serving table or prep counter.
Picnic Shelter (Small)	Each	\$ 200,000	\$ 150,000	\$ 250,000	Costs reflect one small group picnic shelter (8-12 people; 2-3 tables) with barbecue and trash receptacle. No electrical outlet or lighting provided.
Picnic Area/Space	Each	\$ 75,000	\$ 56,250	\$ 93,750	5-8 picnic tables (separate or grouped) on cement pads with barbecues and two trash receptacles. Tables may be different sizes; at least one is ADA accessible with an access path.
Outdoor Fitness Equipment (5)	Set (5)	\$ 150,000	\$ 112,500	\$ 187,500	Costs reflect five outdoor fitness stations that combine cardio, strength training, or cross training.
Viewpoint	Each	\$ 550,000	\$ 412,500	\$ 687,500	Costs reflect a small outdoor event space such as a plaza, pavilion, or outdoor classroom, etc. Includes, hardscape, seating, shade structure, and accessible walk, electrical outlet, and signage.
Trailhead	Each	\$ 980,000	\$ 735,000	\$ 1,225,000	Costs reflect two-stall restroom, drinking fountain, emergency call box, waste receptacles, bench, bike rack, trail identification and regulatory signage, interpretive and wayfinding signage, four (4) regular and one (1) accessible, paved off-street parking spaces.
Hard-Surfaced Trail	Mile	\$ 1,500,000	\$ 1,125,000	\$ 1,875,000	Costs assume an 8 to 10 ft-wide asphalt paved trail with gravel shoulders, minor grading, mile markers and continuous buffer vegetation.
Soft-Surfaced Trail	Mile	\$ 300,000	\$ 225,000	\$ 375,000	Costs assume a 3ft-wide stabilized decomposed granite surfaced trail and mile markers.
AMENITIES					
Parking Lot (Off-Street)	Per Site	\$ 300,000	\$ 225,000	\$ 375,000	8-10 paved spaces total including 2 accessible spaces, curbing, ramps, pavement markings.
Concession and Restroom Building	Each	\$ 3,500,000	\$ 2,625,000	\$ 4,375,000	Allowance for large 6-10 restroom, concessions window, counter, storage, utilities and plumbing
Dog Park Amenities	Per Site	\$ 50,000	\$ 37,500	\$ 62,500	Costs reflect a dog drinking fountain, benches, trash receptacle, features for dogs (play elements, agility course, natural features, etc.), and trees. Costs assume these features will be added to an existing dog park
Waste Receptacle	Each	\$ 1,000	\$ 750	\$ 1,250	Costs reflect one waste receptacle/trash can.
Restroom (Small, Permanent)	Each	\$ 450,000	\$ 337,500	\$ 562,500	Costs reflect two single-occupancy units.
Restroom (Large, Permanent)	Each	\$ 1,500,000	\$ 1,125,000	\$ 1,875,000	Costs reflect six single-occupancy units.
Restroom (Vault, Permanent)	Each	\$ 100,000	\$ 75,000	\$ 125,000	Costs reflect one single-occupancy vault restroom.
Drinking Fountain	Each	\$ 7,000	\$ 5,250	\$ 8,750	Costs reflect one stand-alone or attached drinking fountain.
Bench	Each	\$ 2,000	\$ 1,500	\$ 2,500	Costs reflect one basic bench without arm rests.
Shade Sail or Canopy	Each	\$ 50,000	\$ 37,500	\$ 62,500	Costs reflect fabric-roofed elements that shade play areas/seating areas/splash pad/etc..
Picnic Table and Pad	Each	\$ 5,000	\$ 3,750	\$ 6,250	Costs reflect one 8' picnic table on concrete pad with ADA access.
Public Art	Each	\$ 25,000	\$ 18,750	\$ 31,250	Costs reflect on small art project.
Park Lighting	Allowance	\$ 20,000	\$ 15,000	\$ 25,000	Costs reflect an allowance for pedestrian scale lighting fixtures.
Trail Mile Markers	Set (4)	\$ 2,000	\$ 1,500	\$ 2,500	Costs reflect four trail mile markers (for one mile of trail)
Wayfinding Signage	Each	\$ 2,000	\$ 1,500	\$ 2,500	Costs reflect one identification, regulatory, or wayfinding sign.
Interpretive Sign or Feature	Each	\$ 3,000	\$ 2,250	\$ 3,750	Costs reflect one interpretive sign, small kiosk, or set of plant/tree naming markers providing natural, historical, or cultural information.
Monument or Entry Signage	Each	\$ 4,000	\$ 3,000	\$ 5,000	Costs reflect one monument sign, typically for site identification.
OTHER					
Pedestrian Bridge	Each	\$ 300,000	\$ 225,000	\$ 375,000	Costs reflect a small pedestrian bridge constructed of fiber glass with concrete footers.
Shade Tree Planting	Acre	\$ 5,000	-	-	Costs reflect shade tree plantings from City approved tree list.
Landscaping Enhancement	Allowance	\$ 50,000	-	-	Costs reflect enhancement of existing landscaping, assuming an approximately 10,000 SF area at \$5/SF.
Existing Natural Area Enhancement	Allowance	\$ 40,000	-	-	Costs reflect enhancement of existing natural areas, assuming an approximately 10,000 SF area at \$4/SF.

¹These estimates reflect planning level construction cost assumptions in 2025 dollars not accounting for inflation. Cost ranges are intended for planning purposes only. Support and access amenities (if included) are noted. Actual costs will vary depending on site realities, the scale and quality of facilities, and changing market prices for materials and labor. Actual cost estimates should be determined through site master planning and design at the time of development. The costs do not include environmental compliance documentation, community engagement, design, permitting, installation, or staff hours to manage site planning, design, construction, and implementation. Those elements could escalate park development costs by 20-25 percent.

² Cost assumptions for Replace projects reflect 75% of new build costs.

³ Cost assumptions for Improve or Expand projects reflect 125% of new build costs.

Table C-3: Maintenance and Stewardship Costs

Revised 01/23/2026

Site	Total Acres	% Developed	Acre Type			Annual Estimated Site Maintenance and Stewardship Cost (by site)
			Standard Developed	Enhanced Developed	Undeveloped / Natural Open Space	
REGIONAL PARKS						
Irene Rinehart Riverfront Park	116.00	60%		69.60	46.40	\$ 887,400
Rotary Park	100.00	90%		90.00	10.00	\$ 1,035,000
Regional Parks Subtotal						\$ 1,922,400
COMMUNITY PARKS						
Kiwanis Park	4.35	100%	4.35			\$ 39,150
Lions Mountain View Park	7.82	100%	7.82			\$ 70,380
McElroy Park	6.78	100%	6.78			\$ 61,020
North Alder Street Park	5.55	100%	5.55			\$ 49,950
Veterans Memorial Park	2.34	100%		2.34		\$ 26,325
West Ellensburg Park	6.26	100%	6.26			\$ 56,340
Community Parks Subtotal						\$ 303,165
SPECIAL USE PARKS/FACILITIES						
Adult Activity Center	0.54	100%		0.54		\$ 6,075
Paul Rogers Wildlife Park	20.05	15%	3.01		17.04	\$ 65,413
Reed Park	2.38	100%	2.38			\$ 21,420
Skate Park	0.33	25%	0.08			\$ 743
Stan Bassett Youth Center (SBYC)	0.27	100%		0.27		\$ 3,038
Unity Park	0.50	100%		0.50		\$ 5,625
Wippel Park	0.47	100%	0.47			\$ 4,230
Special Use Parks/Facilities Subtotal						\$ 106,543
POCKET PARKS						
Downtown Restrooms	0.17	100%		0.17		\$ 1,913
Friendship Park	0.03	100%	0.03			\$ 270
Kleinberg Park	0.4	100%	0.40			\$ 3,600
South Main Entry Park	0.64	100%	0.64			\$ 5,760
Pocket Parks Subtotal						\$ 11,543

Site	Total Acres	% Developed	Acre Type			Annual Estimated Site Maintenance and Stewardship Cost (by site)
			Standard Developed	Enhanced Developed	Undeveloped / Natural Open Space	
TRAIL CORRIDOR						
Palouse to Cascades Trail Reconnect	1.75	100%	1.75			\$ 15,750
Sagebrush Trail	0.75	100%	0.75			\$ 6,750
Trail Corridor Subtotal						\$ 22,500
NATURAL OPEN SPACE						
Reecer Creek Floodplain	73.24	10%	7.32		65.92	\$ 214,227
Natural Open Space Subtotal						\$ 214,227
EXISTING PARKS TOTAL						\$ 2,580,378
PROPOSED NEW PARKS						
Northwest Community Park	7.00	100%	7.00			\$ 63,000
North Central Community Park	5.00	100%	5.00			\$ 45,000
Southeast Community Park	6.00	100%	6.00			\$ 54,000
Proposed New Parks Subtotal						\$ 162,000
PROPOSED NEW TRAIL CORRIDORS						
Railroad Tracks to Palouse to Cascades Trail	3.89	100%	3.89			\$ 35,010
Northern Loop/PTC Connection	11.01	100%	11.01			\$ 99,090
Irene Rinehart Riverfront Park to Thorp Highway Trail	5.50	100%	5.50			\$ 49,500
Umptanum Road/Yakima River Trail South	4.90	100%	4.90			\$ 44,100
Proposed New Trails Subtotal						\$ 227,700
PROPOSED PARKS & TRAIL CORRIDORS TOTAL						\$ 389,700
EXISTING AND PROPOSED TOTAL						\$ 2,970,078

Table C-4: Maintenance and Stewardship Cost Assumptions*Revised 01/21/2026*

Tier	Unit	Cost*	Notes
Standard Developed Park Maintenance	per developed acre	\$ 9,000	Standard park maintenance costs are estimated based on park maintenance expenditures from 2024 (\$1,601,460) including 170.88 acres of developed parkland. This cost represents 100% of current gross expenditures/acre.
Enhanced Developed Park Maintenance	per developed acre	\$ 11,250	Enhanced park maintenance costs recognize more intensive features and uses at major facilities, Regional Parks, Unity Park, Downtown Restrooms, and Veterans Memorial Park. This cost represents 125% of standard park maintenance costs.
Undeveloped/Natural Resource Stewardship	per undeveloped acre	\$ 2,250	Natural resource stewardship costs recognize maintenance for natural open space areas and undeveloped portions of developed parks. This cost represents 25% of standard park maintenance costs.

**These estimates reflect planning level cost assumptions for general budgeting only.*



City of Ellensburg

PROCLAMATION

Irish American Heritage Month 2026

Whereas, Irish American Heritage Month began in 1991 with a Presidential Proclamation, calling upon the people of the United States to a month-long celebration of the contributions that Irish immigrants have made to the U.S.; and

Whereas, the United States, and many nations of the world, celebrate St. Patrick's Day annually on March 17 in honor of the patron saint of Ireland; and

Whereas, approximately 4,522 Irish descendants live in Kittitas County; and

Whereas, we honor the long history of the Irish and Irish Americans settled in Kittitas County who contributed to the development and growth of Ellensburg by developing farms and ranches, establishing businesses, supporting our educational and religious entities; and

Whereas, we recognize those Irish and Irish Americans who currently contribute daily to the strength and vibrancy of our diverse community; and

Now, Therefore, the Mayor of the City of Ellensburg does hereby proclaim March 2026 as Irish American Heritage Month in Ellensburg and encourages all residents to join in this observance by participating in celebrations and strengthening friendships and understanding with our Irish and Irish American neighbors.

Signed this 2nd day of March, 2026.

Attest:
City Clerk

A blue ink signature of the City Clerk, written over a horizontal line.

A black ink signature of the Mayor, written over a horizontal line.

Mayor
Rich Elliott



City of Ellensburg

PROCLAMATION

National Women's History Month and International Women's Day
March 2026

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

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

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

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

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

Now, Therefore, the Mayor of the City of Ellensburg does hereby proclaim March 2026 as Women's History Month and March 8, 2026 as International Women's Day in Ellensburg. We are grateful to all women who support this community through their daily contributions, and we encourage all residents to honor and celebrate these women for their efforts.

Signed this 2nd day of March, 2026.

Attest.
City Clerk

A blue ink signature of the City Clerk, written over a horizontal line.

A blue ink signature of Rich Elliott, written over a horizontal line.
Rich Elliott
Mayor



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

February 17, 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 Miller.

1. Call to Order and Roll Call

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

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, City Clerk Leader, Community Development Director Carlson, Planning Manager Henderson, HR Director Young, Parks & Recreation Director Case and approximately ten members of the public

Others present remotely via Zoom: two members of the public

2. Proclamations

2.A National Black History Month

The Proclamation was read by Mayor Elliott

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 February 2, 2026 Regular Meeting

5.B Approve Minutes of February 2, 2026 Study Session

5.C Approve Minutes of February 6, 2026 Retreat

5.D Acknowledge Minutes of Boards and Commissions

5.E Project Acceptance – Bid Call 2024-23 Anderson Road Sewer Extension Phase 2

- 5.F Authorize City Manager's Signature on a Memorandum of Understanding with IBEW Local 77

- 5.G Approve February 17, 2026 Voucher Listing

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

6. Petitions, Protests, and Communications

- 6.A Yakima Basin Fish and Wildlife Recovery Board Presentation
Alex Conley, Executive Director of the Yakima Basin Fish & Wildlife Board, presented information to Council. Council thanked Mr. Conley for the information and the work that has been done.

7. Public Comment on Non-agenda Issues

Public comment was heard from citizen Pat Kelleher.

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

10. Unfinished Business

- 10.A Review of ECC Chapter 1.88 - Continue Discussion on Commission Role, Duties, and Responsibilities (Public Comment Opportunity)
Heidi Behrends Cerniwey, City Manager, reviewed information in the staff report. Mayor Elliott reviewed items that required discussion by Council.

Councilmember Lillquist moved to rename the Commission to Community Engagement Commission.

Public comment was heard on the topic from the following citizens:
William Coleman
Pat Kelleher
Beryl Kelley

Motion Approved 6-1 Goodloe voted no

Councilmember Thompson suggested the number of commission members be decreased from nine members in Section 1.88.010.

Public comment was heard on the topic from the following citizens:
Beryl Kelley
William Coleman

Councilmember Thompson moved to reduce the number of commission members from nine to seven. Motion died for lack of a second.

Discussion of Section 1.88.020

Public comment was heard on the topic from citizen Pat Kelleher, who also submitted written comments to the Clerk.

Discussion of Section 1.88.040

Councilmember Goodloe recommended an appeal process on commission decisions.

Discussion of Section 1.88.060

Councilmembers discussed selection of item D.1-5 as the powers and duties, including language regarding advocacy, incorporation of a workplan and commission advisory to Council.

Public comment was heard on the topic by Camber Elsom

There was also a recommendation to include a metric for tracking effectiveness of grant funded events.

Staff will incorporate those recommendations into an ordinance for future consideration by Council.

11. New Business

- 11.A West Ellensburg Park Playground Purchase (Public Comment Opportunity)
Brad Case, Parks & Recreation Director, presented information in the staff report. Council asked questions of staff.

Public comment was heard on the topic from Beryl Kelley

Councilmember Palmer moved to authorize the necessary budget adjustments and purchase of a new playground at West Ellensburg Park. **Motion Approved 7-0**

- 11.B 2026 Community Development Long Range Planning Work Program (Public Comment Opportunity)
Stacy Henderson, Planning Manager, presented information in the staff report. Council asked questions of staff.

Councilmember Goodloe moved to approve 2026 Community Development Long Range Planning Work Program. **Motion Approved 7-0**

- 11.C Ellensburg's 2026 Opioid Funding Contribution to Distribute Through Pooled City/County Grant Process (Public Comment Opportunity)
Heidi Behrends Cerniwey, City Manager, presented information in the staff report.

Councilmember Palmer moved to approve \$100,000 in restricted Opioid Settlement Funds to be pooled with Kittitas County funds to distribute through

the grant process established through the Interlocal Agreement (ILA) between Kittitas County and the City of Ellensburg for Pooling of Opioid Funds for the 2026 cycle and to make 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 staff report. She also gave an update of the Fieldhouse project and Memorial Pool.

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Thompson participated in a ride-along with EPD
- Councilmember Palmer attended Affordable Housing Commission meeting
- Councilmember Miller attended Planning Commission meeting and Council Budget Retreat
- Councilmember Lillquist attended the Council Budget Retreat and ETAC meeting
- Councilmember Goodloe attended the Council Budget Retreat, and Parks & Recreation Commission meeting
- Councilmember Beauchamp reported on LTAC and Arts Commission
- Mayor Elliott reported on KITTCOM and met with representatives in Olympia. He spoke concerning a letter on the dais from KCCOG referencing CWU President Wohlpert and requested from Council whether the City should take a position on the matter. Council consensus was to remain neutral and not take a position either way.

13. Executive Session

Two separate executive sessions would take place and was estimated to last ten minutes each. No action would be taken. Council recessed into executive session at 9:02 pm.

13.A RCW 42.30.110 (1)(B) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of an increased price.

Mayor Elliott announced at 9:11 pm that the second executive session would begin.

13.B RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Council reconvened at 9:21 pm

14. Adjournment

Meeting adjourned at 9:21 pm

Mayor

ATTEST: _____
City Clerk



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

Arts Commission Meeting Minutes
January 8, 2026
4:00 PM
City Hall, Council Conference Room

1. Call to Order and Roll Call of Members

1.A Chair Eyre, Commissioner Dougherty, Commissioner Snedeker,
Commissioner Wenz, Commissioner Young, Commissioner Lopez,
Absent: Councilmember Beauchamp (excused)
Welcome guest: Anne Pflug

2. Approval of Agenda

Motion to approve January 8, 2026, Arts Commission meeting with the amended changes to Item 7 on the agenda which updates the subcommittee names and persons associated with them and the addition of Item 6.B to the agenda.

By: Commissioner Snedeker

Seconded: Commissioner Dougherty

In Favor: All in favor

Opposed: None

Abstain: None

Motion Carries

3. Approval of Minutes

Motion to approve Dec. 11, 2025, Arts Commission meeting minutes as presented.

By: Commissioner Snedeker

Seconded: Commissioner Young

In Favor: All

Opposed: None

Abstain: None

Motion Carries

4. Budget/Financial Report

4.A 2026 Proposed Budget Review and Commissioner Budget Approval
Staff presented budget updates for 2026 with Commissioners.

5. New Business

5.A 2025 Annual Arts Commission Report

Staff presented the Annual Arts Commission Report

5.B 2025 Project Grant Report

Staff presented the 2025 Project Grant Report

6. Unfinished Business:

6.A Arts Commission Annual Retreat Items:

1. Public Art Policy (handout)
2. Creative District Priorities--Table until Feb.
3. Review 2026 Awards/Celebrations and Timing
4. Digital Public Art Library
5. Vacant Store Fronts/Public Art Loan
6. New Art Walk Signs

Commissioners reviewed and discussed items above for the upcoming retreat.

6.B Scope of Work and Budget Update for Jane Orleman 2026 Project Grant

Commissioners reviewed the updated budget and scope of work change request.

Motion to approve the scope of work change and updated budget proposal for Jane Orleman 2026 Project Grant.

By: Commissioner Young

Seconded: Commissioner Lopez

In Favor: All

Opposed: None

Abstain: None

Motion Carries

Staff Action: Inform grant awardee of the commissioner's approval for the scope of work and budget change.

7. Subcommittee Business: (move committee report to the retreat)

7.A Project Grant Funding & Advocacy: Jerry/Alex/Staff/Jensen:

First Friday Art Walk: Matt/Therese/Jensen/Staff:

City Art/Public Art: Jerry/Alex/Jeff (Matt):

Awards & Distinctions: Jeff/Therese/Alex/Staff:

Ellensburg Creative District & Advocacy: Staff/Jeff/Alex/Jensen/Therese

8. Citizen Comment: Ann introduced herself to the commission

9. Staff Update/Discussion Items: Bus Shelter update discussion: Hold on artwork for 36 hours so that we can get the artist have an opportunity to adjust the art based on the template.

10. Council Representative Update: No report given

11. Adjournment Time: 5:25 pm

Motion to Approve the December 17, 2025, ETAC Minutes with an update to the date was made by Committee Member Miner.

The Motion carried 5-0.

4. Consent Agenda

5. Transit Updates

5.A

December 2025 Transit Information.

Staff reviewed the December and the 2025 ridership stats as well as the December and the 2025 on-time performance stats with the committee.

5.B

2026 ADA Capital Projects

Staff shared with the committee that plans for ADA Capital projects for 2026 are in progress.

5.C

RFP Update.

Staff shared that the RFP's for Fixed Route, Paratransit and Cabulance are currently in the draft stages.

5.D

Bus Shelter Artwork Update

Staff has approved 2 of the artwork submissions which will be installed at the Ruby and Umptanum and South 4th and Ruby Street locations. The Arts Commission is going back out for art submissions for the Rotary Park bus shelter. Moving forward, artwork will be more location specific.

6. Transportation Updates

6.A

Mountain View and Bull Signal Bid Results.

Staff gave a presentation of the bidding results for construction of the Bull Rd/Mtn View Ave signal installation and intersection improvements project. The committee forwarded a favorable 5-0 recommendation to Council for award to the lowest bidder found to be found responsible and responsive.

6.B

Grant Application Updates.

Grant updates for capital improvement projects were shared with the committee. The Safe Streets for All (SS4A) safety grant for the University Way corridor was not successful. Staff is currently preparing two grants: a Freight

Mobility Strategic Investment Board application for the University Way and Water St. intersection improvements and a Highway Safety Improvement application for the Umptanum and Canyon R. intersection improvements. Staff requested the committee to share project ideas for the WSDOT Pedestrian/Bicycle grant and the Safe Routes to School grant.

6.C

Follow-Up Items.

Staff shared updates for the following projects: 1. the Vantage Hwy. Shared Use Pathway, 2. the 3rd Ave. Shared Use Pathway, 3. the Umptanum and Anderson Roundabout, and 4. the Canyon Rd Overlay.

7. Member Updates

7.A

Open to ETAC Members.

Additional comments were shared by staff and committee members.

8. Next ETAC Meeting

8.A

February 17, 2026.

9. Adjournment

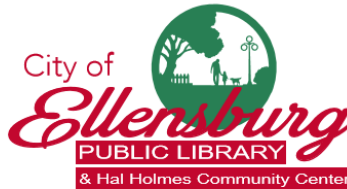
The Meeting was adjourned at 4:19 PM.

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

January 13, 2026

4:30 p.m.

Council Conference Room

Richard Moreno, Chair term expires 12- 31-2026

Josh Aubol, term expires 12-31-2027

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

Andreina Delgado, term expires 12-31-2028

Mary James, term expires 12-31-2027

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

Marty Blackson, term expires 12- 31-2027

I. CALL TO ORDER

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

II. ATTENDANCE

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

ABSENT (excused): Josephine Camarillo, Vikki Carpenter

COUNCIL LIAISON: Sarah Beauchamp

GUEST(S): None

OTHERS PRESENT: Pyper Stever

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 Aubol to approve the November 2025 minutes; motion seconded by Delgado.

Motion approved. Motion passed 6-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None

VI. REPORTS

- A. Director Report: Staff goal for 2026 will be focusing on patron service mindset. We aim to provide excellent service. We are not ordinary, but rather extraordinary. Sasha transferred to Finance Department. Office Specialist position has not yet been filled. Winter Bingo happening till the end of March.
- B. Budget Report: November 2025 report looks well and balanced. December 2025 report not yet available.
- C. Friends of the Library Report: Library submitted proposal for FOL to purchase single work pod. Decision will be made by the end of the month
- D. Library Birthday Event: Pianist Wyatt Webberly was hired to play music. Brown-Pratz, Moreno, Blackson and Delgado will be available to attend party and will help serve cake.

VII. UNFINISHED BUSINESS

- A. Levels of Service Standards: Stacey Henderson presented City Comp plan and Levels of Service. Levels of Service not required. Board goal to complete Library/HH section for Comp plan by April/May 2026.
- B. Library user survey- No report.

VIII. NEW BUSINESS

- A. None

IX. UNSCHEDULED BUSINESS

- A. None

X. UPCOMING PROGRAMS/EVENTS

Upcoming events presented.

XI. NEXT MEETING

Tuesday, February 10, 2026, at Hal Holmes

XII. ADJOURNMENT

With no further discussion, the meeting was adjourned by Moreno at 5:03 p.m.

Respectfully submitted,
Josephine Camarillo, Director



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Lodging Tax Advisory Committee, Regular Meeting

January 7, 2026

2:00 PM

Council Conference Room 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

1.A Roll Call Present: Carmen Wiggins, Steve Townsend, Lacie Dawson, Arlo Evasick

Absent: Sarah Beauchamp, excused

Guests: Matt Anderson, Kittitas County Chamber of Commerce, Amy McGuffin, Kittitas County Chamber of Commerce

2. Approval of Agenda

2.A Motion: Move to approve the January 7, 2026, LTAC meeting agenda with the amendment to include Item 5.C to review and recommend approval of the 2026 Professional Services Agreement between the City of Ellensburg and the Kittitas County Chamber of Commerce.

By: Carmen Wiggins

Seconded by: Lacie Dawson

All in Favor:

Opposed: None

Abstained: None

Motion carries

3. Approval of Minutes

3.A Approval of December 3, 2025, Lodging Tax Advisory Committee meeting minutes as presented.

Motion: Move to approve December 3, 2025, Lodging Tax Advisory Committee meeting minutes as presented.

By: Carmen Wiggins

Seconded: Lacie Dawson

All in Favor: All in Favor

Opposed: None

Abstained: None

Motion Carries

4. Budget Update

4.A Revenue and expenditure update for 2025 and 2026 proposed budget.
Staff reviewed the updated 2025 budget and the proposed 2026-line item LTAC budget.

5. New Business

5.A CLTAC Meeting Recap and Discussion

The committee discussed:

- the November 14, 2025, Oral Presentations meeting for the Consolidated Grant Application process
- Updated the committee on the January 7, 2026, Consolidation Lodging Tax Committee meeting and potential improvements for the applicants and for committee members scoring.

5.B 2026 Project and Planning Discussion

Staff Action Item: Add to February Agenda: LTAC discussion regarding a more strategic plan in funding allocation and supporting Ellensburg organizations through the grant cycle.

5.C 2026 Professional Services Agreement between City of Ellensburg and Kittitas County Chamber of Commerce Review and Recommendation.

Motion: To recommend City Council to review and authorize the 2026 Professional Services Agreement between City of Ellensburg and Kittitas County Chamber of Commerce

By: Lacie Dawson

Seconded by: Carmen Wiggins

All in Favor:

Opposed: None

Abstained: None

Motion carries

6. Previous Business

No update given

7. Tourism Report

7.A Committee reviewed the December 2025 Social Media Report and Tourism from the Chamber of Commerce.

8. Council Report

No update given

9. Citizen Comment

No citizen comment

10. Adjournment

With no further business, the meeting was adjourned at 2:41 pm.

**Parks & Recreation Advisory Commission
Meeting Minutes – January 14, 2026**

DATE OF MEETING: January 14, 2026
MEMBERS PRESENT: Nikki Pollock, Frana Milan, Marion Elliot (virtual), Charlie Smith,
OTHERS PRESENT: Parks & Recreation Director Case, City Manager Behrends-Cerniwey, Council Liasson Thompson (virtual), Cindy Mendoza & Jessa Miller, MIG, four members from the public
LOCATION: Council Conference Room and Virtually

CALL TO ORDER – Meeting called to order at 5:35pm

MEETING MINUTES – Minutes from the November 12, 2025, meeting was approved.

CITIZEN COMMENT ON NON-AGENDA ITEMS – A question was asked about the West Ellensburg Park playground design and timeline.

NEW BUSINESS – Commission Elections – Commission members held elections for the Chair and Vice Chair positions, Commissioner Pollock was nominated as Chair, Commissioner Milan was nominated as Vice Chair, all in favor.

OLD BUSINESS — Parks, Recreation, Open Space, and Sustainable Funding Plan – Staff from MIG reviewed the planning process & site recommendations, provided a summary of the proposed capital projects, and reviewed a priorities worksheet. The Commission and public provided their feedback on what the capital improvement project priority list should include. This list was broken down into tier 1 and tier 2 priorities, based on their level of importance. The commission and community both expressed the importance of the priority list reflecting the need to address aquatics, both short term and long term, and pursuing land acquisition for future park facilities. Creating accessible parks and thoughtful development within existing park facilities was also discussed.

STAFF REPORTS

Staff reported the following: 1. Rotary Park has events scheduled 14 out of 15 weekends between March 27th-July 12th. 2. Irene Rinehart Riverfront Park experienced flooding in mid-December that will require some repair work. City staff will begin that work later this winter. 3. Free, drop-in open gym times will start January 18th at Morgan Middle School. 4. The roof & HVAC replacement project at the pool (flat roof) is complete. The natatorium roof has not experienced leaking since early September. 5. Staff will be performing work at the Rotary Park off leash area, replacing wood chips and filling in low spots where water collects.

Meeting was adjourned at 7:45pm.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Utility Advisory Committee, Regular Meeting

October 16, 2025

3:30 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call of Members

Chair Bousson called the meeting to order at 3:31 pm.

Members present: Nancy Lillquist, City Council; Delano Palmer, City Council; Jeff Bousson, CWU; Fred Springsteen, Utility Customer.

Also present: Buddy Stanavich, Energy Services Director; Nichole Baker, Energy Resources Manager; Darin Yusi, Gas Engineer (Zoom), Heidi Behrends Cerniwey, City Manager; Jay Howard, Sustainability and Energy Coordinator.

One member of the public, (1) via Zoom.

2. Approval of Agenda

Committee member Palmer moved to approve the agenda as presented. **Motion approved.**

4-0

3. Approval of Minutes

3.A Sept 18 UAC regular meeting minutes

Committee member Palmer moved to approve the regular meeting minutes. **Motion approved. 4-0**

4. Approval of Consent Agenda

No consent items.

5. Correspondence and Citizen Comments on Non-Agenda Items

None

6. Electric, Natural Gas, and Telecommunications Discussion Items

6.A Clean Energy Implementation Plan (CEIP) 2026-2029

Nichole Baker introduced Jay Howard, Sustainability and Energy Coordinator and CEIP consultant Lighthouse Energy Consulting.

Lighthouse Energy Consulting informed the Committee on the completed CEIP. Committee members Fred Springsteen and Nancy Lillquist moved to forward a favorable recommendation to City Council to approve the CEIP for submission to Commerce by December 2025. **Motion approved. 4-0**

7. Energy Services Updates

7.A Energy Services Updates

Committee member Nancy Lillquist inquired about the service to Granite and CCA allowance sales.

8. Commission Representative Update

Committee member Jeff Bousson discussed CWU's solar grant applications to Washington State Department of Commerce for 385kW and 116kW.

Committee member Delano Palmer mentioned the possibility of a grant for the library.

9. Adjournment

Meeting adjourned at 4:48 pm



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

Agenda Subject: Award of Bid Call 2026-08 Official City Newspaper
Submitted by: Beth Leader
Department: City Clerk

Suggested Motion/Action:

Award the bid for the City's official newspaper contract to the Daily Record.

Background/Summary:

The City issued Bid Call 2026-08 for the City's official newspaper contract, for a one-year term, commencing March 17, 2026. Per the bid specification, bidders must represent a newspaper of general circulation within the city limits and must be able to provide publication of legal notices within two working days of notification by the City. The rates charged for publication of legal notices shall not exceed the national advertising rate extended by the newspaper to all general advertisers and advertising agencies in its published rate card.

Previous Council Action:

Award of the 2025 newspaper contract to the Daily Record on March 3, 2025

Analysis:

Bids were opened on February 13, 2026. One bid was received from the Daily Record in the amount of \$9.00 per column inch, which is the same amount as last year. The bid is under the required number of days of notification by the City for publication of legal notices, which is two working days, and the Daily Record's bid requires one day.

Financial Impact:

The bid amount is the same as last year and funding was included in the 2026 budget.

Budget Adjustment: No

Attachments:

None



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

Agenda Subject: Low-Income Energy Efficiency Program
Submitted by: Nichole Baker, Energy Resources Manager
Department: Energy Services

Suggested Motion/Action:

Move to approve the Low-Income Energy Efficiency Program Professional Services Agreements for the electric and natural gas programs between HopeSource and the City of Ellensburg, to continue providing energy efficiency services at a cost of \$75,000 per year, as attached or in substantially similar form.

Background/Summary:

In March 2014, the City entered into a collaborative agreement with HopeSource, endorsed by the City Council, to enhance energy efficiency for low-income residents. This initiative was superseded by a subsequent three-year agreement on December 1, 2015, to maintain these efforts. The contract saw renewal on January 12, 2018, for an additional three years. A parallel agreement was established on April 1, 2019, to extend energy conservation benefits to low-income households reliant on natural gas for heating. Both agreements, covering natural gas and electric energy efficiency, were renewed and remained in effect until their expiration in December 2025. The City is actively negotiating to renew the program with HopeSource.

Previous Council Action:

None

Analysis:

The existing agreements impose a 24% administration/overhead fee on the costs incurred for the work, in addition to a \$200 fee dedicated to conservation education services. HopeSource covers the remaining costs through other funding sources, ensuring that customers incur no expenses for receiving energy efficiency measures. Projects are submitted to the City for approval and tracking prior to authorization.

The Bonneville Power Administration (BPA) has significantly invested in creating the Energy Efficiency Implementation Manual, a valuable resource for identifying and incentivizing cost-effective energy efficiency measures. Income eligibility for homeowners and renters who make up to 200% of the federal poverty level (200% FPL) or 80% of the area median income (80% AMI); whichever is greater. Applying this consistent approach to natural gas low-income weatherization has simplified and standardized the program across both electric and gas utilities.

Financial Impact:

Both the adopted electric and gas utility budgets include \$75,000/year for rate-funded conservation expenses.

Budget Adjustment: No

Attachments:

1. HopeSource-Prof Svcs Agmt-Low-Income Energy Efficiency Program-Electric-CC
2. HopeSource-Prof Svcs Agmnt-Low-Income Energy Efficiency Program-Natural Gas-CC

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF ELLENSBURG
AND
HopeSource**

RELATING TO: Low-Income Energy Efficiency Program - Electric

THIS COST PLUS FIXED FEE AGREEMENT is made and entered into effective _____, 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 HopeSource, a Community Action Partnership Agency authorized to do business in the state of Washington (hereinafter called the AGENCY).

1. RECITALS.

1.1. The CITY desires to obtain professional services for work related to the Low-Income Energy Efficiency Program (hereinafter called the "Services" or "Program").

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

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

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

1.5. The parties agree to comply with the City's Data Share Agreement, Exhibit B, attached hereto and incorporated herein.

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 AGENCY shall be as detailed in the attached Exhibit A shall include all services and material necessary to accomplish the work ("Services").

2.2. The AGENCY 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.

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

3. TIME OF PERFORMANCE. The AGENCY may begin work upon the Effective Date of this Agreement and the duration of the Agreement shall extend through December 31, 2028. The term may be renewed for additional one (1) year terms beginning January 1, upon written agreement of the parties in the form of a negotiated and executed amendment to this Agreement.

4. PAYMENT. The CITY shall pay the AGENCY as set forth in this section of the Agreement. Such payment shall be full compensation for the performance of all things necessary for or incidental to the performance of work under this Agreement as set forth in the Exhibit A, Scope of Work.

4.1. Payment shall be on the basis of the AGENCY'S administrative costs, outreach and education costs, and the costs for the performance of all things necessary for or incidental to the performance of work under this agreement as set forth in the Exhibit A, Scope of Work. The AGENCY will be paid for the installation cost of eligible installed equipment, administrative fees, and outreach and education, the total not to exceed the amount listed in Section 5, Maximum Compensation. Administrative and implementation fees shall not exceed 24% of the Agreement total.

4.2. The AGENCY shall submit pre-approvals and invoices as needed.

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 AGENCY 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 AGENCY will be made after the completion of the work and acceptance by the CITY.

4.6. Payment for "Extra Work" performed under Section 14 of this Agreement shall be as agreed to by the parties in writing.

5. MAXIMUM COMPENSATION.

5.1. The AGENCY'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 \$225,000 payable in the following installments:

March 1, 2026 through December 31, 2026: \$75,000

January 1, 2027 through December 31, 2027: \$75,000

January 1, 2028 through December 31, 2028: \$75,000

\$225,000 is the maximum amount to be paid under this Agreement, including any extensions, and shall not be exceeded without prior written authorization from CITY in the form of a negotiated and executed amendment of this Agreement.

6. RELATIONSHIP OF PARTIES.

6.1. The relationship created by this Agreement is that of owner-independent contractor. Neither the AGENCY nor AGENCY's employees are employees of the CITY and are not entitled to the benefits provided by the CITY to its employees. The AGENCY, 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 subcontractor of AGENCY shall be or shall be deemed to be the employee, agent representative or subcontractor of the CITY. The AGENCY 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 AGENCY, while engaged in the performance of any work or services under this Agreement, shall be considered employees of the AGENCY 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 AGENCY'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 AGENCY. On or before the Effective Date, AGENCY 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 AGENCY's status as an independent contractor.

7. WORK PRODUCT AND DOCUMENTS.

7.1. The work product and all documents produced under this Agreement shall be furnished by the AGENCY 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 AGENCY, except that the AGENCY may retain one copy of the work product and documents for its records. The AGENCY 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 AGENCY 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 AGENCY, along with a summary of work as of the date of default or termination, shall become the property of the CITY. Upon request, the AGENCY 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. AGENCY 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 AGENCY.

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 AGENCY 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, AGENCY agrees to make them promptly available to the CITY. Pursuant to Chapter 40.14 RCW, AGENCY shall retain records associated with this Agreement in accordance with the applicable retention schedule. AGENCY also agrees to indemnify and hold the CITY harmless from any claims or losses caused by AGENCY'S failure to make records available to the CITY as provided in this Agreement.

9. DATA SECURITY; SYSTEM ACCESS

For purposes of this Agreement, "Confidential Information" includes, but is not limited to, information that is deemed confidential under federal or state law, personal information as defined in RCW 42.56.590, as well as any information identified, in writing, by the CITY as confidential or protected.

AGENCY's use of Confidential Information will be in compliance with all applicable state and federal law. The CITY reserves the right to monitor, audit, and/or investigate AGENCY's use of Confidential Information used, collected, or acquired pursuant to this Agreement.

AGENCY shall: (i) hold Confidential Information in strictest confidence and not make use of Confidential Information for any purpose other than the performance of this Agreement; (ii) release Confidential Information only to authorized employees or agents requiring such information for the purpose of performing this Agreement and who have executed an appropriate nondisclosure agreement or data sharing agreement as approved by CITY; (iii) implement and maintain physical, electronic, and managerial safeguards to prevent unauthorized access to Confidential Information including, but not limited to, storing Confidential Information on secure servers with access to the data strictly controlled and limited to staff with appropriate training and clearance; and (iv) ensure that all Confidential Information is encrypted in transmission from and to AGENCY, at rest in the data base or other data facility maintained or used by AGENCY and when transmitted to authorized recipients.

9.1. If the Agreement involves CITY's Data and/or access to CITY's IT network, AGENCY, at its expense, will comply with the data security requirements of the CITY's Data Share Agreement, attached hereto and incorporated herein.

AGENCY shall not use or disclose any information concerning the CITY, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of CITY, or as may be required by law.

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

10.1. The AGENCY 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,

10.2. The AGENCY 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.

11. SUBCONTRACTING.

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

11.2. In the event any subcontracting is approved, the subcontractor and its employees shall be required to execute the Non-Disclosure Agreement prior to being given access to any confidential information regarding the CITY's computer system.

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

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

12. SUPERVISION, INSPECTION AND PERFORMANCE.

12.1. Even though AGENCY 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.

12.2. AGENCY 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 AGENCY, its employees, or by subcontractors whose selection has been authorized by CITY; provided that CITY's authorization shall not relieve AGENCY or its subcontractors from any duties or obligations under this Agreement, or at law, to perform the Services in a satisfactory and competent manner. AGENCY shall ensure that all contractual duties, requirements and obligations that AGENCY owes to CITY shall also be owed to CITY by AGENCY's subcontractors retained to perform the Services.

12.3. AGENCY 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. AGENCY 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. AGENCY shall be responsible for the professional standards, performance, and actions of all persons and firms performing the Services under this Agreement. AGENCY 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.

13. 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.

14. EXTRA WORK. The CITY may desire to have AGENCY 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.

15. TERMINATION.

15.1. 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 AGENCY. Written notice will be by certified mail sent to the AGENCY's designated representative at the address provided by the AGENCY. If this Agreement is terminated in its entirety by the CITY for its convenience, the CITY shall pay the AGENCY for satisfactory services performed through the date of termination, but no amount shall be allowed for anticipated profit on unperformed Services or other work.

15.2. The CITY may terminate this Agreement, in whole or in part and at any time, in writing if AGENCY 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 AGENCY 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 AGENCY at the time of termination may be adjusted to the extent of any additional costs CITY incurs or will incur because of AGENCY's default. In such event, CITY shall consider the actual costs incurred by AGENCY 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.

15.3. In the event this Agreement is terminated prior to the completion of the work, a final payment shall be made to the AGENCY, which, when added to any payments previously made, shall compensate the AGENCY for the portion of work completed. Whenever the Agreement is terminated in accordance with this Section 15, the AGENCY 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 15 shall not constitute a breach of the Agreement by the CITY.

16. INDEMNIFICATION/HOLD HARMLESS.

16.1. AGENCY 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 AGENCY 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 AGENCY and the CITY, its officers, officials, employees, and volunteers, the AGENCY's liability, including the duty and cost to defend, hereunder shall be only to the extent of the AGENCY's negligence.

16.2. It is further specifically and expressly understood that the indemnification

provided herein constitutes the AGENCY'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.

16.3. 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 AGENCY shall not be grounds for avoidance of any Indemnity Obligations.

17. INSURANCE.

17.1. The AGENCY 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 AGENCY, its agents, representatives, employees or subcontractors.

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

17.3. Minimum Scope of Insurance. AGENCY shall obtain insurance of the types described below:

17.3.1. 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,

17.3.2. 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 AGENCY's Commercial General Liability insurance policy using ISO endorsement form CG 20 26, or coverage at least as broad; and,

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

17.3.4. Professional Liability insurance appropriate to the AGENCY's profession.

17.4. Minimum Amounts of Insurance. AGENCY shall maintain the following insurance limits:

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

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

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

17.5. 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:

17.5.1. The AGENCY'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 AGENCY's insurance and shall not contribute with it.

17.5.2. Any payment of deductible or self-insured retention shall be the sole responsibility of the AGENCY.

17.5.3. The AGENCY'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.

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

17.7. Verification of Coverage. AGENCY 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 AGENCY before commencement of the work.

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

17.9. CITY Full Availability of AGENCY Limits. If the AGENCY 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 AGENCY, irrespective of whether such limits maintained by the AGENCY 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 AGENCY.

18. 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.

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

City of Ellensburg
Attn: Nichole Baker
501 N. Anderson
Ellensburg, WA 98926

HOPESOURCE
606 West 3rd Avenue,
Ellensburg, WA 98926

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

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

22. 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 AGENCY.

23. ASSIGNMENT. Any assignment of this Agreement by AGENCY without the prior written consent of CITY shall be void.

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

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

26. EXHIBITS AND SIGNATURES. This Agreement, including its exhibits,

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

Exhibit A – Scope of Work

Exhibit B – Data Share Agreement

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

AGENCY: HopeSource

THE CITY OF ELLENSBURG:

By: _____

By: _____

Printed
Name: _____

Printed
Name: _____

Title: _____

Title: _____

Tax ID#: _____

ATTEST: _____
Beth Leader, City Clerk

Approved as to Form:

Chris Horner, City Attorney

Exhibit A: Scope of Work

1. Overview of Scope of Work and Purpose.

The CITY is committed to supporting conservation services for eligible low-income customers to reduce energy consumption and promote sustained, long-term bill savings through the CITY's Program. The CITY has previously entered into agreements with AGENCY and the Bonneville Power Administration ("BPA") to administer and/or support energy conservation incentive initiatives. Under this Agreement, AGENCY will provide eligible customers with energy audits and conservation education; coordinate and/or perform required repairs; furnish and install low-cost energy-efficiency measures; and procure and manage contractors for the installation of weatherization measures and other energy-efficiency upgrades, all in compliance with applicable Washington State laws and requirements.

2. Description of Services and Deliverables.

AGENCY shall perform and deliver the following services for the Program:

- A. Propose homes where the CITY supplies electricity. To qualify for participation, the primary heating source must be electric.
- B. Verify eligibility of homes based on primary heating source, applicable utility rate, and qualifying based on income records originating from an independent source such as pay stubs, copies of IRS form 1040, Section 8 eligibility confirmation, etc. Homes will be considered eligible if the following conditions are met:
 - i. Homes meet the standards and policies specified in the Washington State Department of Commerce's "Weatherization Manual for Managing the Low-Income Weatherization Programs." AGENCY reserves the right to defer work on homes according to the standards specified in the manual.
 - ii. Proposed homes are confirmed by the CITY as qualifying.
 - iii. Implement Income Qualifying Measures according to the current BPA Implementation Manual.
- C. Conduct a procurement process that identifies qualified contractors that comply with the standards identified in WA Department of Commerce's "Weatherization Manual for Managing the Low-Income Weatherization Programs." This includes, but is not limited to, ensuring that all contractors comply with WA State Prevailing Wage laws and that all work is performed in conformance with all applicable city, county, state, and national building codes.
- D. Perform energy audits and provide conservation and energy education.
- E. Create a scope of work for each project.

- F. Submit a project cost sheet estimate for approval by the CITY that includes the measures to be performed and total costs of each measure to be reimbursed.
- G. Following approval by the City, Work with contractors to complete scopes of work in accordance with applicable state and federal laws and building codes.
- H. Inspect all work performed to ensure compliance with the scopes of work and federal, state, and local laws.
- I. Submit project invoices to the CITY for reimbursement once the work is complete. Invoices will include the following information:
 - i. Address of home
 - ii. Name of homeowner and renter (if applicable)
 - iii. Completion date
 - iv. Primary heating source
 - v. Description, quantity, repairs, and charges of each measure, listed separately
 - vi. Education and administration fees listed separately
 - vii. Include with invoice all required supporting documents as listed in the current Bonneville Power Administration Implementation Manual.
- J. Follow sound fiscal management policies including but not limited to segregation of CITY funds from other operating funds of AGENCY.
- K. Maintain accurate records of receipts and expenses and permit the CITY, upon reasonable notice, to examine such records, which shall include proof that the end user's income eligibility was reviewed from a verifiable independent source.
- L. Confirm income eligibility for homeowners and renters who make up to 200% of the federal poverty level (200% FPL) or 80% of the area median income (80% AMI); whichever is greater.

3. CITY Responsibilities.

The CITY shall be responsible for pre-approving projects. Upon project completion, the City shall review invoices and collect all supporting documentation for payment.

EXHIBIT B

Data Sharing Agreement Between City of Ellensburg and HopeSource

This Data Sharing Agreement (“DSA”) is entered into by and between City of Ellensburg, a municipal corporation organized and existing under the State of Washington (the “City”), and HopeSource a Washington non-profit corporation and community action agency (“HopeSource”), each a “Party” or collectively “Parties”.

AGENCY PROVIDING DATA:

Agency Name: HopeSource
Contact Name: Susan Grindle
Title: CEO
Address: 606 West 3rd Avenue, Ellensburg, WA 98926
Phone: (509) 925-1448
E-Mail: skgrindle@hopesource.us

AGENCY RECEIVING DATA:

Agency Name: City of Ellensburg
Contact Name: Buddy Stanavich
Title: Energy Services Director
Address: 501 North Anderson Street, Ellensburg, WA 98926
Phone: (509) 962-7225
E-Mail: stanavichm@ellensburgwa.gov

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for HopeSource to exchange confidential information with the City. This DSA is entered into between the City and HopeSource 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

“**Authorized User**” means an individual or individuals with an authorized business need to access Confidential Information under this DSA.

“Breach” means the acquisition, access, use, or disclosure of Data in a manner not permitted under law, including but not limited to the compromise or potential compromise of Confidential Information that may be a breach that requires notice to affected individuals under RCW 42.56.590, RCW 19.255.010, or any other applicable breach notification law or rule. For purposes of this DSA, Breach includes any Security Incident.

“Confidential Information” means information that is exempt from disclosure to the public or other unauthorized persons under Chapter 42.56 RCW or other federal or state laws. For purposes of this DSA, Confidential Information means the same as “Data.”

“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 City employees to directly connect to HOPESOURCE 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 City 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.

“DSA” means this Data Sharing Agreement, including all documents attached or incorporated by reference.

“Personal Information” means information identifiable to any person, including, but not limited to, information that relates to a person’s name, health, finances, education, business, use or receipt of governmental services or other activities, addresses (including or excluding zip code), telephone numbers, social security numbers, driver’s license numbers, credit card numbers, any other identifying numbers, and any financial identifiers.

“Personally Identifiable Information” or “PII” refers to any information that can be used to **distinguish or trace an individual's identity**, either **alone** or **when combined with other personal or identifying information** that is linked or linkable to a specific individual.

“RCW” means the Revised Code of Washington. All references in this DSA to RCW chapters or sections will include any successor, amended, or replacement statute. Pertinent RCW chapters can be accessed at: <http://apps.leg.wa.gov/rcw/>.

“Regulation” means any federal, state, or local regulation, rule, or ordinance.

“Receiving Party” means the entity that is identified on the cover page of this DSA and is a party to this DSA, and includes the entity’s owners, members, officers, directors, partners, trustees, employees, and Subcontractors and their owners, members, officers, directors, partners, trustees, and employees.

“Security Incident” means the attempted or successful unauthorized access, use, disclosure, modification or destruction of information or interference with system operations in an information system.

“Use” includes the sharing, employment, application, utilization, examination, or analysis, of Confidential Information within an entity that maintains such information.

3. PERIOD OF DSA

This DSA shall begin when executed by both parties and will remain in effect throughout the term of the Professional Services Agreement (“Agreement”) executed between the parties, unless terminated sooner or otherwise extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

The City and HopeSource entered into a Professional Services Agreement for HopeSource to provide a Low-Income Energy Efficiency Program (hereinafter called the Program) further described in Exhibit A, Scope of Work, of the Agreement. In the performance of the Agreement, HopeSource will share Personally Identifiable Information (PII) with the City.

5. DESCRIPTION OF DATA TO BE SHARED

The Data to be shared includes PII Data related to City’s Low-Income Utility Rate Program. The PII Data may include such data as first names, last names, addresses, and account numbers of City customer’s that are eligible for the Program. Specific information or Data requests will be limited and restricted to information needed for HopeSource to perform the services under the Agreement.

6. DATA TRANSMISSION

Transmission of Data between HopeSource and the City will use a secure and encrypted NIST approved method that is commensurate to the sensitivity of the Data being transmitted.

7. DATA STORAGE AND HANDLING REQUIREMENTS

HopeSource shall notify the City if they are providing Confidential Information. All Confidential Information provided by HopeSource will be clearly marked as Confidential Information and stored in a secure and compartmentalized location with access limited to the least number of City employees and only those employees who reasonably and necessarily require access specifically to perform their obligations pursuant to this DSA.

8. INTENDED USE OF DATA

The parties will utilize this Data in support of the Services and responsibilities as described in the Agreement.

9. CONSTRAINTS ON USE OF DATA

The parties agree and warrant that they will strictly limit use of information obtained under this DSA to the purpose of carrying out the Services described in Exhibit A, Scope of Work, of the Agreement.

10. SECURITY OF DATA

The City shall exercise the highest duty of care and take all such actions as are reasonably necessary and appropriate to preserve and protect HopeSource's Data from unauthorized physical and electronic access, incursion, or loss. The City 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. City employees who require access to HopeSource's Data shall not disclose, use, sell, transmit, inform, or make available to any entity, person, or body any of HopeSource's Data, nor shall it copy, photograph, or otherwise reproduce any of HopeSource's Data, except as a necessary part of performing its obligations pursuant to this DSA, or as otherwise required by law.

11. NON-DISCLOSURE OF DATA

City staff and employees shall not disclose, in whole or in part, the Data provided by HopeSource 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 HopeSource's Data, the City will timely notify the HopeSource in writing. Further restrictions include:

- a. The City shall not access or use HopeSource's information or Data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by HopeSource.

- c. The City 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.

12. DATA DISPOSAL

Upon request by the City or HopeSource, 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.

13. 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 HopeSource contact.

If the City 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 the City 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 HOPESOURCE or the City reasonably requests.

14. OVERSIGHT

HOPESOURCE and the City shall have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this DSA in order to assure compliance.

15. TERMINATION

Either Party may terminate this DSA, for or without cause, for convenience, or for any reason, with thirty (30) days written notice to the other Party's Agreement Administrator named on Page 1 of this DSA. However, once Data is accessed by the City or any City 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.

16. AWARENESS AND TRAINING

The City and HopeSource 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. The City will comply with all state requirements and training regarding handling, storage and transmission of Confidential Information.

17. DISPUTE RESOLUTION

This Agreement 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 agreement, 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 Agreement shall be brought solely in a court of competent jurisdiction in Kittitas County, Washington.

18. 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.

19. AMENDMENTS/MODIFICATIONS

No Provision of this DSA may be amended or modified except by written agreement signed by the Parties.

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF ELLENSBURG
AND
HopeSource**

RELATING TO: Low-Income Energy Efficiency Program - Gas

THIS COST PLUS FIXED FEE AGREEMENT is made and entered into _____, 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 HopeSource, a Community Action Partnership Agency authorized to do business in the state of Washington (hereinafter called the AGENCY).

1. RECITALS.

1.1. The CITY desires to obtain professional services for work related to the Low-Income Energy Efficiency Program (hereinafter called "Services" or "Program").

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

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

1.4. AGENCY 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 AGENCY shall be as detailed in the attached Exhibit A shall include all services and material necessary to accomplish the work ("Services").

2.2. The AGENCY 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.

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

3. TIME OF PERFORMANCE. The AGENCY may begin work upon the Effective Date of this Agreement and the duration of the Agreement shall extend through December 31, 2028. The term may be renewed for additional one (1) year terms beginning January 1, upon the written agreement of the Parties in the form of a negotiated and executed amendment to this Agreement.

4. PAYMENT. The CITY shall pay the AGENCY as set forth in this section of the Agreement. Such payment shall be full compensation for the performance of all things necessary for or incidental to the performance of work under this Agreement as set forth in the Exhibit A, Scope of Work.

4.1. Payment shall be on the basis of the AGENCY'S administrative costs, outreach and education costs, and the costs for the performance of all things necessary for or incidental to the performance of work under this agreement as set forth in the Exhibit A, Scope of Work. The AGENCY will be paid for the installation cost of eligible installed equipment, administrative fees, and outreach and education, the total not to exceed the amount listed in Section 5, Maximum Compensation. Administrative and implementation fees shall not exceed 24% of the agreement total.

4.2. The AGENCY shall submit pre-approvals and invoices as needed.

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 AGENCY 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 AGENCY will be made after the completion of the work and acceptance by the CITY.

4.6. Payment for "Extra Work" performed under Section 14 of this Agreement shall be as agreed to by the parties in writing.

5. MAXIMUM COMPENSATION.

5.1. The AGENCY'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 \$ 225,000 payable in the following installments:

March 1, 2026 through December 31, 2026: \$75,000

January 1, 2027 through December 31, 2027: \$75,000

January 1, 2028 through December 31, 2028: \$75,000

\$225,000 is the maximum amount to be paid under this Agreement including any

extensions, and shall not be exceeded without prior written authorization from CITY in the form of a negotiated and executed amendment of this Agreement.

6. RELATIONSHIP OF PARTIES.

6.1. The relationship created by this Agreement is that of owner-independent contractor. Neither the AGENCY nor AGENCY's employees are employees of the CITY and are not entitled to the benefits provided by the CITY to its employees. The AGENCY, 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 subcontractor of AGENCY shall be or shall be deemed to be the employee, agent representative or subcontractor of the CITY. The AGENCY 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 AGENCY, while engaged in the performance of any work or services under this Agreement, shall be considered employees of the AGENCY 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 AGENCY'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 AGENCY. On or before the Effective Date, AGENCY 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 AGENCY's status as an independent contractor.

7. WORK PRODUCT AND DOCUMENTS.

7.1. The work product and all documents produced under this Agreement shall be furnished by the AGENCY 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 AGENCY, except that the AGENCY may retain one copy of the work product and documents for its records. The AGENCY 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 AGENCY 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 AGENCY, along with a summary of work as of the date of default or termination, shall become the property of the CITY. Upon request, the AGENCY 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. AGENCY 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 AGENCY.

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 AGENCY 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, AGENCY agrees to make them promptly available to the CITY. Pursuant to Chapter 40.14 RCW, AGENCY shall retain records associated with this Agreement in accordance with the applicable retention schedule. AGENCY also agrees to indemnify and hold the CITY harmless from any claims or losses caused by AGENCY'S failure to make records available to the CITY as provided in this Agreement.

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

9.1. The AGENCY 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 AGENCY 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. DATA SECURITY; SYSTEM ACCESS

For purposes of this Agreement, "Confidential Information" includes, but is not limited to, information that is deemed confidential under federal or state law, personal information as defined in RCW 42.56.590, as well as any information identified, in writing, by the CITY as confidential or protected.

AGENCY's use of Confidential Information will be in compliance with all applicable state and federal law. The CITY reserves the right to monitor, audit, and/or investigate AGENCY's use of Confidential Information used, collected, or acquired pursuant to this Agreement.

AGENCY shall: (i) hold Confidential Information in strictest confidence and not make use of Confidential Information for any purpose other than the performance of this Agreement; (ii) release Confidential Information only to authorized employees or agents requiring such information for the purpose of performing this Agreement and who have

executed an appropriate nondisclosure agreement or data sharing agreement as approved by CITY; (iii) implement and maintain physical, electronic, and managerial safeguards to prevent unauthorized access to Confidential Information including, but not limited to, storing Confidential Information on secure servers with access to the data strictly controlled and limited to staff with appropriate training and clearance; and (iv) ensure that all Confidential Information is encrypted in transmission from and to AGENCY, at rest in the data base or other data facility maintained or used by AGENCY and when transmitted to authorized recipients.

If the Agreement involves CITY's Data and/or access to CITY's IT network, AGENCY, at its expense, will comply with the data security requirements of the CITY's Data Share Agreement previously executed between the Parties on [DATE].

AGENCY shall not use or disclose any information concerning the CITY, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of CITY, or as may be required by law.

11. SUBCONTRACTING.

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

11.2. In the event any subcontracting is approved, the subcontractor and its employees shall be required to execute the Non-Disclosure Agreement prior to being given access to any confidential information regarding the CITY's computer system.

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

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

12. SUPERVISION, INSPECTION AND PERFORMANCE.

12.1. Even though AGENCY 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.

12.2. AGENCY 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 AGENCY, its employees, or by subcontractors whose selection has been authorized by CITY; provided that CITY's authorization shall not relieve AGENCY or its subcontractors from any duties or obligations under this Agreement, or at law, to perform the Services in a satisfactory and competent manner. AGENCY shall ensure that all contractual duties, requirements and obligations that AGENCY owes to CITY shall also be owed to CITY by AGENCY's subcontractors retained to perform the Services.

12.3. AGENCY 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. AGENCY 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. AGENCY shall be responsible for the professional standards, performance, and actions of all persons and firms performing the Services under this Agreement. AGENCY 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.

13. 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.

14. EXTRA WORK. The CITY may desire to have AGENCY 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.

15. TERMINATION.

15.1. 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 AGENCY. Written notice will be by certified mail sent to the AGENCY's designated representative at the address provided by the AGENCY. If this Agreement is terminated in its entirety by the CITY for its convenience, the CITY shall pay the AGENCY for satisfactory services performed through the date of termination, but no amount shall be allowed for anticipated profit on unperformed Services or other work.

15.2. The CITY may terminate this Agreement, in whole or in part and at any time, in writing if AGENCY 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 AGENCY 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 AGENCY at the time of termination may be adjusted to the extent of any additional costs CITY incurs or will incur because of AGENCY's default. In such event, CITY shall consider the actual costs incurred by AGENCY 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.

15.3. In the event this Agreement is terminated prior to the completion of the work, a final payment shall be made to the AGENCY, which, when added to any payments previously made, shall compensate the AGENCY for the portion of work completed. Whenever the Agreement is terminated in accordance with this Section 15, the AGENCY 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 15 shall not constitute a breach of the Agreement by the CITY.

16. INDEMNIFICATION/HOLD HARMLESS.

16.1. AGENCY 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 AGENCY 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 AGENCY and the CITY, its officers, officials, employees, and volunteers, the AGENCY's liability, including the duty and cost to defend, hereunder shall be only to the extent of the AGENCY's negligence.

16.2. It is further specifically and expressly understood that the indemnification provided herein constitutes the AGENCY'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.

16.3. 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 AGENCY shall not be grounds for avoidance of any Indemnity Obligations.

17. INSURANCE.

17.1. The AGENCY 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 AGENCY, its agents, representatives, employees or subcontractors.

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

17.3. Minimum Scope of Insurance. AGENCY shall obtain insurance of the types described below:

17.3.1. 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,

17.3.2. 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 AGENCY's Commercial General Liability insurance policy using ISO endorsement form CG 20 26, or coverage at least as broad; and,

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

17.3.4. Professional Liability insurance appropriate to the AGENCY's profession.

17.4. Minimum Amounts of Insurance. AGENCY shall maintain the following insurance limits:

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

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

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

17.5. 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:

17.5.1. The AGENCY'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 AGENCY's insurance and shall not contribute with it.

17.5.2. Any payment of deductible or self-insured retention shall be the sole responsibility of the AGENCY.

17.5.3. The AGENCY'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.

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

17.7. Verification of Coverage. AGENCY 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 AGENCY before commencement of the work.

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

17.9. CITY Full Availability of AGENCY Limits. If the AGENCY 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 AGENCY, irrespective of whether such limits maintained by the AGENCY 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 AGENCY.

18. 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.

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

City of Ellensburg
Attn: Nichole Baker
501 N. Anderson
Ellensburg, WA 98926

HOPESOURCE
606 West 3rd Avenue,
Ellensburg, WA 98926

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

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

22. 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 AGENCY.

23. ASSIGNMENT. Any assignment of this Agreement by AGENCY without the prior written consent of CITY shall be void.

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

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

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

Exhibit A – Scope of Work

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

AGENCY: HopeSource

THE CITY OF ELLENSBURG:

By: _____

By: _____

Printed
Name: _____

Printed
Name: _____

Title: _____

Title: _____

Tax ID#: _____

ATTEST: _____
Beth Leader, City Clerk

Approved as to Form:

Chris Horner, City Attorney

Exhibit A: Scope of Work

1. Overview of Scope of Work and Purpose.

The CITY is committed to supporting conservation services for eligible low-income customers to reduce energy consumption and promote sustained, long-term bill savings through the CITY's Program. The CITY has previously entered into agreements with AGENCY. Under this Agreement, AGENCY will provide eligible customers with energy audits and conservation education; coordinate and/or perform required repairs; furnish and install low-cost energy-efficiency measures; and procure and manage contractors for the installation of weatherization measures and other energy-efficiency upgrades, all in compliance with applicable Washington State laws and requirements.

2. Description of Services and Deliverables.

AGENCY shall perform and deliver the following services for the Program:

- A. Propose homes where the CITY of Ellensburg supplies gas. To qualify for participation, the primary heating source must be gas.
- B. Verify eligibility of homes based on primary heating source, applicable utility rate, and qualifying based on income records originating from an independent source such as pay stubs, copies of IRS form 1040, Section 8 eligibility confirmation, etc. Homes will be considered eligible if the following conditions are met:
 - i. Homes meet the standards and policies specified in the Washington State Department of Commerce's "Weatherization Manual for Managing the Low-Income Weatherization Programs." AGENCY reserves the right to defer work on homes according to the standards specified in the manual.
 - ii. Proposed homes are confirmed by the City as qualifying.
 - iii. Implement Income Qualifying Measures according to the current BPA Implementation Manual.
- C. Conduct a procurement process that identifies qualified contractors that comply with the standards identified in WA Department of Commerce's "Weatherization Manual for Managing the Low-Income Weatherization Programs." This includes, but is not limited to, ensuring that all contractors comply with WA State Prevailing Wage laws and that all work is performed in conformance with all applicable city, county, state, and national building codes.
- D. Perform energy audits and provide conservation and energy education.
- E. Create a scope of work for each project.

- F. Submit a project cost sheet estimate for approval by the City that includes the measures to be performed and total costs of each measure to be reimbursed.
- G. Following approval by the CITY, work with contractors to complete scopes of work in accordance with applicable state and federal laws and building codes.
- H. Inspect all work performed to ensure compliance with the scopes of work and federal, state, and local laws.
- I. Submit project invoices to the CITY for reimbursement once the work is complete. Invoices will include the following information:
 - i. Address of home
 - ii. Name of homeowner and renter (if applicable)
 - iii. Completion date
 - iv. Primary heating source
 - v. Description, quantity, repairs, and charges of each measure, listed separately
 - vi. Education and administration fees listed separately
 - vii. Include with invoice all required supporting documents as listed in the current Bonneville Power Administration Implementation Manual
- J. Follow sound fiscal management policies including but not limited to segregation of CITY funds from other operating funds of AGENCY.
- K. Maintain accurate records of receipts and expenses and permit the CITY, upon reasonable notice, to examine such records, which shall include proof that the end user's income eligibility was reviewed from a verifiable independent source.
- L. Confirm income eligibility for homeowners and renters who make up to 200% of the federal poverty level (200% FPL) or 80% of the area median income (80% AMI); whichever is greater.

3. CITY Responsibilities.

The CITY shall be responsible for pre-approving projects. Upon project completion, the City shall review invoices and collect all supporting documentation for payment.



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

Agenda Subject: Interlocal Agreement Between the State of Washington
Central Washington University and the City of Ellensburg

Submitted by: Betsy Dunbar, Transit Manager

Department: Public Works

Suggested Motion/Action:

Approve the Interlocal Agreement between Central Washington University (CWU) and the City of Ellensburg to provide compensation for transit services around the University and the Ellensburg Community at a cost of \$60,000 per year as attached or in substantially similar form.

Background/Summary:

CWU has consistently supported Public Transit in Ellensburg through the Associated Students of Central Washington University (ASCWU) fees. Due to a smaller student population, CWU has determined the yearly contribution be reduced to \$60,000 annually.

Previous Council Action:

The City Council has consistently supported the Interlocal Agreements between CWU and the City of Ellensburg. The Ellensburg Transportation Advisory Committee approved the agreement at the February 17th, 2026, meeting.

Analysis:

The Interlocal Agreement between CWU and the City of Ellensburg will allow the ASCWU to continue their monetary support for Public Transit in Ellensburg.

Financial Impact:

The reduced contribution from Central Washington University annually will not negatively affect the current Transit Budget, as an adequate budget exists to accommodate this amendment. Authorize City's Finance Director to adjust revenue line item to \$60,000 in 2026 Transit budget.

Budget Adjustment: Yes

Attachments:

1. CWU-Interlocal Agreement for Central Transit Services-v3

To be posted on the City of Ellensburg Web site

or

To Be Filed with Kittitas County Auditor

RETURN ADDRESS:

City of Ellensburg
City Clerk's Office
501 N. Anderson St.
Ellensburg, WA 98926

CWU Contract No.:

City Contract No.:

**INTERLOCAL AGREEMENT
BETWEEN
THE STATE OF WASHINGTON
CENTRAL WASHINGTON UNIVERSITY
AND
City OF ELLENSBURG**

THIS INTERLOCAL AGREEMENT, hereinafter referred to as "Agreement", is made and entered into by and between Central Washington University, hereinafter referred to as "University" or "CWU," and the City of Ellensburg, hereinafter referred to as "City", pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW, to provide transit services for the University and Ellensburg community.

NOW THEREFORE, by virtue of Chapter 39.34 RCW and in consideration of the terms, conditions, and mutual covenants set forth herein and in the attached "Exhibit A",

The University and the City mutually agree as follows:

SECTION 1. PURPOSE.

The purpose of this Agreement is to provide transit services to the University and the greater Ellensburg community, as specified in the Statement of Work attached and incorporated herein as "Exhibit A", and depicted in the six (6) fix routes as "Exhibit B".

SECTION 2. DUTIES AND RESPONSIBILITIES.

2.1 Provision of Transit Services. The City shall, by separate contract with a third party turn-key transit provider as set forth in "Exhibit A", furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in "Exhibit A" attached hereto and incorporated herein.

2.2 Compensation for Work. The University shall compensate the City for the work provided in accordance with this Agreement. The parties have determined that the cost of accomplishing the work herein will be \$60,000.00. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount.

SECTION 3. EFFECTIVE DATE AND TERM OF AGREEMENT

This Agreement shall be effective from January 1, 2026 through December 31, 2026, unless terminated sooner or extended, as provided herein.

SECTION 4. BILLING PROCEDURE

The City shall submit invoices for partial payment throughout the term of this Agreement. Payment to the City for approved and completed work will be made by the University within thirty (30) days of receipt of the invoice. Billings shall not be more frequent than one (1) per month and no less than one (1) per quarter. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within thirty (30) days after the expiration date or the end of the fiscal year, whichever is earlier.

The University shall make payment to the City for completed work pursuant to the Agreement within thirty (30) days of receipt of an appropriate billing invoice from the City.

SECTION 5. RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party is responsible for responding to any request for public records it receives. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

SECTION 6. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

SECTION 7. AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS

This Agreement may be changed, modified, or amended by written agreement executed by both parties.

SECTION 8. TERMINATION

Either party may terminate this Agreement upon 60 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

SECTION 9. TERMINATION FOR CAUSE

If for any cause, either party fails to perform a material obligation of this Agreement in a timely and proper manner, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

SECTION 10. FORCE MAJEURE.

Either Party to this Agreement shall be excused from performance of any responsibilities and obligations under this Agreement, and shall not be liable for damages due to failure to perform, during the time and to the extent that it is prevented from performing by a cause directly or indirectly beyond its control, including, but not limited to: any incidence of fire, flood, snow, earthquake, or acts of nature; strikes or labor actions; accidents, riots, insurrection, terrorism, or acts of war; order of any court of competent jurisdiction or authorized civil authority commandeering material, products, or facilities by the federal, state or local government; or national fuel shortage; when satisfactory evidence of such cause is presented to the other Party to this Agreement, and provided that such non-performance is beyond the control and is not due to the fault or negligence of the Party not performing. In no event should this provision eliminate the obligation of CWU to make payment to the City for the expenses of work properly incurred under this Agreement prior to an event determined to have been caused by force majeure or eliminate the obligation of the third-party transit contractor to perform the work, or any portion of the work, under the Agreement that the third-party transit contractor can perform during or following the occurrence of the force majeure event.

SECTION 11. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board.

The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

SECTION 12. GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. Statement of work; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

SECTION 13. NO THIRD PARTY BENEFICIARIES.

It is understood that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other person or entity.

SECTION 14. ASSIGNMENT

The work to be provided under this Agreement will be assigned to a third-party contractor by the City pursuant to a separate written agreement between the City and the third-party contractor, subject to consent by the University provided such consent shall not be unreasonably withheld.

SECTION 15. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

SECTION 16. SEVERABILITY

If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives originally contemplated by the Parties.

SECTION 17. CONTRACT MANAGEMENT

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Program Manager for the University is: Michael Rogel
Director, Strategic Contracting and Procurement
400 E. University Way
Ellensburg, WA 98926
Ph: 509-963-1004
Email: rogelm@cwu.edu

The Program Manager for the City is Heidi Behrends Cerniwey
City Manager
City of Ellensburg
501 N Anderson St.
Ellensburg
Ph 509-962-7221

SECTION 18. ENTIRE AGREEMENT.

This Agreement contains all the terms and conditions agreed upon by the parties, except as may be supplemented by subsequent written amendment to this Agreement. 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.

STATE OF WASHINGTON
Central Washington University

City of Ellensburg

Signature

Signature

By: Michael Rogel
Director, Strategic Contracting & Procurement

By: Heidi Behrends Cerniwey
City Manager

Date

Date

APPROVED AS TO FORM:

Chris Horner, City Attorney

EXHIBIT A

Scope of Work

1. Purpose and General Overview.

The City of Ellensburg (“City”) and Central Washington University (“University” or “CWU”) have partnered with other local entities to offer a bus transportation services known as Central Transit (the “Services”) for several years. The purpose of this Agreement is for the City’s Ellensburg Central Transit to continue to provide these Services to Central Washington University and the greater Ellensburg community. The Services will be provided by a third-party fixed route system contractor (“Contractor”) pursuant to a separate agreement between the City and the Contractor. The City, the Ellensburg Public Transit Advisory Committee (ETAC), the Associated Students of Central Washington University Board of Directors, and the Contractor, will work together to continue to provide the Services, routes, and schedules which benefit CWU Students.

2. Contractor Service Levels.

The Contractor will provide the following service under its agreement with the City:

- 2.1 Operate public transit bus routes, within the city limits of Ellensburg, that reasonably meets the needs of CWU students and the citizens of Ellensburg. The service will not operate on holidays which the City, Contractor, or CWU observes which includes New Year’s Day, Presidents’ Day, Memorial Day, 4th of July, Thanksgiving Day and Christmas Day. During significant system delays, inclement weather or other disasters, the City may reroute, delay or suspend services as warranted; however, the City or the Contractor will notify CWU through direct contact, or via real time service alerts which link to Google Maps, Transit App, Social Media, and to the Ellensburg Central Transit website.
- 2.2 The six (6) fixed routes, hours of operation, and stops are incorporated by reference in “Exhibit B”. Subsequent changes, or requests for changes shall be undertaken in consultation with CWU, The City of Ellensburg, and the Contractor.

3. Cooperative Endeavors by CWU and City of Ellensburg.

- 3.1 CWU and the City recognize that it is necessary to continue working and planning together to address and resolve the transportation needs and issues confronting CWU and the City. CWU and the City further understand that ongoing planning and working together is a non-binding and non-enforceable commitment and that CWU and the City will exercise their best efforts to continue working and planning

together to address and resolve transportation issues including but not limited to the following:

- 3.1.1 CWU and the City will engage the Associated Students of Central Washington University (ASCWU) ETAC representative in these joint discussions.
- 3.1.2 CWU and the City will work in partnership to secure Federal and State funding available for the intended purpose and will seek ways to minimize costs for the services being provided.
- 3.2 CWU and City staff will identify how they will work together to improve and maintain communication and joint planning with the following goals:
 - 3.2.1 Develop a partnership between the University and the City of Ellensburg to address any campus transportation issues.
 - 3.2.2 Involve the ASCWU in any discussions of service and fee changes.
 - 3.2.3 Develop cost effective and innovative transportation alternatives to minimize major transportation capital improvements and cost.
 - 3.2.4 Assure that where appropriate CWU's public transportation needs are served. At a minimum, CWU may engage the City in discussion of services the City provides to the University and how those services might be reshaped to better serve the University and the community.

4. Additional Requirements.

- 4.1 The City will ensure there is a minimum of (1) CWU student position(s) on ETAC. The student(s) serving on this committee will be a member of the ASCWU-BOD or their designee.
- 4.2 Any ridership fees imposed upon CWU students must come before the ASCWU-BOD for approval prior to implementation.
- 4.3 The City will ensure there are adequate transportation routes and stops in areas that are historically populated by CWU students.
- 4.4 If funds are not allocated by ASCWU to continue this contract in any future period, CWU will not be obligated to pay any further charges for services, including the net remainder of agreed to consecutive periodic payments remaining unpaid beyond the end of the then current period. Upon such notification, neither the City nor the Contractor shall be obligated to provide any further transit services to CWU or CWU students. CWU agrees to notify the City of Ellensburg of such non-allocation at the earliest possible time. No penalty shall accrue to CWU in the event this

section shall be exercised. This section shall not be construed so as to permit CWU to terminate this contract in order to acquire similar service from a third party.

4.5 The ASCWU-BOD reserves the right to withdraw funding at any point if the City does not meet its obligations as outlined in this Scope of Work. The City reserves the right to suspend student representation on transportation committee(s) and/or impose fees on students of CWU without ASCWU-BOD approval if the ASCWU-BOD and/or CWU does not meet its funding obligation as stipulated in the then current Agreement, including any amendments thereto.

4.6 CWU is not responsible for the actions of its students or invited guests for this service.

5. Contractor's Insurance Requirements.

5.1 General Requirements.

5.1.1 The Contractor shall procure and maintain insurance, as required in this Section and consistent with its Operating Agreement with the City, without interruption from commencement of the Contractor's work through the term of the Operating Agreement.

5.1.2 Contractor's maintenance of insurance, its scope for coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's and CWU's recourse to any remedy available at law or in equity.

5.2 Liability Limits. The Contractor is responsible to secure and maintain, at its own expense, the following types of insurance:

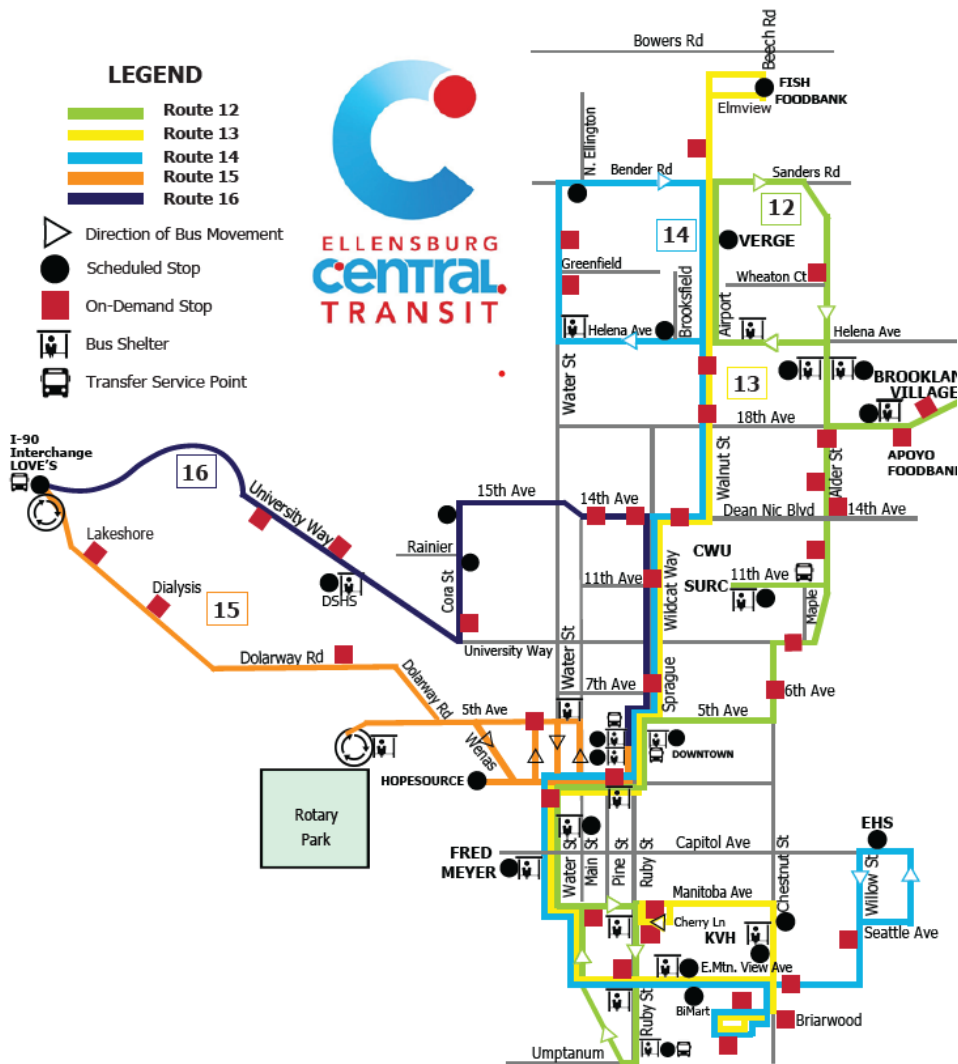
5.2.1 Commercial General Liability: The Contractor shall provide and maintain general liability coverage for property damage of \$1,000,000 combined single limit for any one occurrence. The insurance shall be at least as broad as ISO occurrence form CG 0001 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City and CWU shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISA CG 20 26. The City will send certificate of insurance and copies of all additional insured endorsements evidencing that CWU has been named as additionally insured prior to commencement of the Agreement and each renewal or material change of coverage.

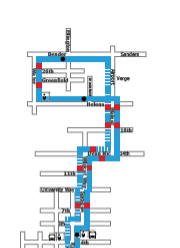
5.2.2 Automobile Liability: The Contractor shall provide and maintain automobile liability coverage for bodily injury and property damage to a combined single limit of \$1,000,000 for any one occurrence. Coverage shall be written on

Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

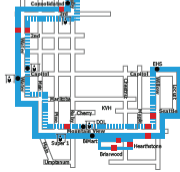
- 5.2.3 Workers Compensation: The Contractor shall provide coverage as required by the Industrial Insurance laws of the State of Washington.
- 5.2.4 Excess or Umbrella Liability: The Contractor shall provide excess or umbrella liability insurance coverage with limits of not less than \$5 million per occurrence and annual aggregate. The excess of Umbrella Liability requirement and limits may be satisfied instead through the Contractor's Commercial General Liability and Automobile Liability insurance, or any combination thereof that achieves the overall required limits.
- 5.3 All insurance coverage required to be maintained or provided by the Contractor must be with insurance companies legally allowed to operate within the State of Washington. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII
- 5.4 Certificates of insurance (except unemployment insurance) are to be submitted to the City on an annual basis, or when expired, and immediately when carriers or coverage limits change.
- 5.5 All insurance costs shall be at the expense of the Contractor. Failure to maintain all insurance coverages as listed above at any time during the duration of the project may result in immediate termination of contract.

Map and Timetables





ROUTE 15 - BUS STOPS							
	Depart Valley & 4th (DOWN-TOWN)	3rd & Walnut (DOWNTOWN)	Edwards & Prospect (DOWNTOWN)	1st/2nd Interchange (DOWNTOWN)	5th & Pacific (DOWNTOWN)	3rd & Walnut (HOPKINSVILLE)	Arrive Valley & 4th (UP-TOWN)
AM	7:38	8:04	8:06	8:10	8:13	8:17	8:21
	8:58	9:04	9:06	9:12	9:15	9:17	9:21
	9:58	10:04	10:06	10:11	10:13	10:17	10:21
	10:58	11:04	11:06	11:12	11:15	11:17	11:21
	11:58	12:04	12:06	12:12	12:15	12:17	12:21
PM	12:58	1:04	1:06	1:12	1:15	1:17	1:21
	2:58	3:04	3:06	3:12	3:15	3:17	3:21
	3:58	4:04	4:06	4:12	4:15	4:17	4:21
	4:58	5:04	5:06	5:12	5:15	5:17	5:21
	5:58	6:04	6:06	6:12	6:15	6:17	6:21
	6:58	7:04	7:06	7:12	7:15	7:17	7:21

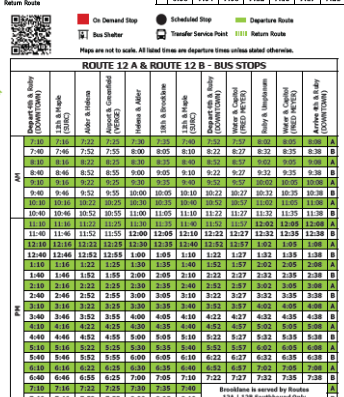


ADA Paratransit Services

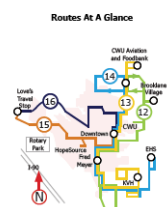
ADA Paratransit service is a great way for persons with alternative transportation needs to access fare free accessible door to door transportation services within the City limits of Ellenburg.

To qualify for services, apply online at www.adaaide.com or call 877-232-7433. You may also call HopeSource at 509-933-2287.

Service Hours: Daily 6:55 AM to 8:15 PM.

[illegible]

- Central Transit Features**
- 24/7 Customer Service
 - 5 Convenient Routes
 - ADA Accessible Vehicles
 - Bicycle Racks
 - Google Maps & Bus Location Apps
 - Google and Google Apps Hubs
 - Free Fare for all riders
 - SMS & IVR Service. Call or text the bus number to 3007 or 3008 for real time bus arrival predictions.
- For Central Transit schedules, visit www.centraltransit.org
- Fixed Route Service Hours**
- | | |
|-----------|-------------------|
| Route 12a | 7:15 AM - 7:45 PM |
| Route 13 | 6:00 AM - 8:30 PM |
| Route 14 | 6:30 AM - 8:00 PM |
| Route 15 | 7:30 AM - 8:30 PM |
| Route 16 | 7:35 AM - 7:30 PM |
| Route 17 | 6:30 AM - 6:30 PM |
- Holiday Schedule**
- Central Transit does NOT provide service on the following holidays:
- New Year's Day
 - President's Day
 - Memorial Day
 - Thanksgiving Day
 - Christmas Day
- Contact Us**
- Helpdesks: 509-933-2287
 - City of Bellingham: 509-825-8660
 - Email: centraltransit@gmail.com
 - Website: www.centraltransit.org





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

Agenda Subject: Pedestrian Accessibility and Transit Support Project Grant Agreement
Submitted by: Betsy Dunbar, Transit Manager
Department: Public Works

Suggested Motion/Action:

Motion to approve the Pedestrian Accessibility and Transit Support Project (PTD1309) Formula Operating Grant Agreement between the City of Ellensburg and the Washington State Department of Transportation (WSDOT) dated July 1, 2025, through June 30, 2027, as attached or in substantially similar form, and approve the necessary budget adjustments.

Background/Summary:

The PTD1309 Formula Operating Grant Agreement Project, The Pedestrian Accessibility and Transit Support Project, will provide \$202,607.00 in match funds for the City of Ellensburg's 3rd Avenue Paverstone Pathway & Historic Lighting Project.

Previous Council Action:

The Ellensburg City Council has historically approved WSDOT Grant funding. The Ellensburg Transportation Advisory Committee approved the PTD1309 Formula Grant Agreement at their February 17, 2026, meeting.

Analysis:

The PTD1309 Formula Operating Grant Agreement dated July 1, 2025, through June 30, 2027, will provide match funds for the City's 3rd Avenue Paverstone Pathway & Historic Lighting Project. The project will replace the deteriorated sidewalk with an ADA-accessible pedestrian pathway between the Historic Train Depot and Water Street, improving safe access to essential downtown services. It will also include an ADA-accessible bus stop and bus shelter at the Depot.

Financial Impact:

Because match funds for the WSDOT Consolidated Operating Grant had already been allocated, WSDOT allocated the PTD1309 Formula Operating Grant to be used as match funds for the 3rd Avenue Paverstone Pathway & Historic Lighting Project. Council approval is required to incorporate this project in the Arterial Street Fund budget.

Budget Adjustment: Yes

Attachments:

1. PTD1309 City of Ellensburg TSFOp (1)



WSDOT Contact: Rosenda Henley

WSDOT E-mail: rosenda.henley@wsdot.wa.gov

WSDOT Phone: 564-233-1107

Consolidated Grant Program Formula Operating Grant Agreement			
Agreement Number	PTD1309	Grantee:	City of Ellensburg dba Central Transit 501 N Anderson St Ellensburg, WA 98926-3147
Term of Agreement	July 1, 2025 through June 30, 2027		
Vendor #	916001245		
UEI	SFRMWQVG79M5		
ALN # / ALN Name	N/A		
Indirect Cost Rate	No		
R & D	No		
Service Area	Kittitas County	Contact:	Ryan Lyyski
		Email:	lyyskir@ci.ellensburg.wa.us

THIS AGREEMENT, entered into by the Washington State Department of Transportation, hereinafter "WSDOT," and the Grantee identified above, hereinafter the "GRANTEE," individually the "PARTY" and collectively the "PARTIES."

WHEREAS, the State of Washington in its Sessions Laws of 2025, ESSB 5161, Sections 221 and 308, authorizes funding for Public Transportation Programs and other special proviso funding as identified in the budget through its 2025-2027 biennial appropriations to WSDOT; and

WHEREAS, the GRANTEE has requested funds for the project(s) or program(s) shown under the heading titled "Funding by Project" (hereinafter known as the "Project(s)") which has been selected by WSDOT for funding assistance.

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREED AS FOLLOWS:

Section 1 SCOPE OF WORK AND BUDGET

Funding by Project

Project Title: Pedestrian Accessibility and Transit Support Project

UPIN # N/A

Scope of Work: The project will replace a deteriorated, non-ADA-compliant sidewalk with an ADA-accessible pedestrian pathway between the Historic Train Depot and Water Street, improving safe access to essential downtown services.

Type of Funds	Percentage	Current Funds	Projected Funds	Total Funds
State Transit Support (CCA)	100.00%	\$202,607		\$202,607
Projected Grant Funds			\$0	\$0
Grant Funds	100.00%	\$202,607	\$0	\$202,607
Grantee's Funds	0.00%	\$0	\$0	\$0
Total Project	100%	\$202,607	\$0	\$202,607

Budget: Current State Funds reflect total funding appropriated by the Washington State Legislature for the 2025-2027 biennium. As applicable, Federal Funds are subject to availability of federal apportionments and obligation by the Federal Transit Administration (FTA).

Section 2

Purpose of Agreement

- A. The purpose of this AGREEMENT is for WSDOT to provide funds to the GRANTEE for public transportation services that meet the needs of persons in the State of Washington.
- B. If this AGREEMENT includes any funding with federal funds, in addition to the requirements of Sections 1 through 34 of the AGREEMENT the GRANTEE will also comply with all requirements imposed by, or pursuant to 49 USC chapter 53, all other applicable federal laws, regulations and requirements and the requirements set forth in Exhibit I, Federal Provisions for this AGREEMENT that Includes Federal Funds (Grant Agreement), which is attached hereto and by this reference incorporated into this AGREEMENT, "Federal Provisions ."

Section 3

Scope of Project

The GRANTEE shall undertake and complete the Project described and detailed in **Section 1-Scope of Work**. The GRANTEE shall operate the service within the service area described in Section 1, in accordance with the terms and conditions of this AGREEMENT.

Section 4

Term of Agreement

The GRANTEE shall commence, perform, and complete the work identified under this AGREEMENT within the time defined in the caption space header titled "Term of Agreement" on this AGREEMENT regardless of the date of signature and execution of this AGREEMENT unless terminated as provided herein.

Section 5

General Compliance Assurance

The GRANTEE agrees to comply with all instructions as prescribed in WSDOT's Consolidated Grants Program Guidebook, hereinafter referred to as the "Guidebook", and any amendments thereto, found at, <https://wsdot.wa.gov/business-wsdot/grants/public-transportation-grants/manage-your-public-transportation-grant> which by this reference is fully incorporated herein. The GRANTEE agrees that WSDOT, and/or authorized WSDOT representative, shall have not only the right to monitor the compliance of the GRANTEE with respect to the provisions of this AGREEMENT but also have the right to seek judicial enforcement with regards to any matter arising under this AGREEMENT.

Section 6

GRANTEE's Share of Project Costs

- A. The Total Project Cost shall not exceed the amounts detailed in **Section 1**. The GRANTEE agrees to expend eligible funds, together with any GRANTEE's Funds allocated for the Project, in an amount sufficient to complete the Project. If at any time the GRANTEE becomes aware that the cost of the Project will exceed or be less than the amount identified in **Section 1**, the GRANTEE shall notify WSDOT in writing within thirty (30) calendar days of making that determination. Nothing in **Section 6(A)**, shall preclude the requirements specified in **Section 7 (B)** for payments at the end of the biennium.
- B. **Minimum Match:** The GRANTEE is required to provide a minimum match of funds for the Project as identified in **Section 1**, indicated as GRANTEE's Funds.

Section 7
Reimbursement and Payment

- A. Payment will be made by WSDOT on a reimbursable basis for actual costs and expenditures incurred while performing eligible direct and related indirect Project work during the life of the Project. Payment is subject to the submission to and approval by WSDOT of properly prepared invoices that substantiate the costs and expenses submitted by the GRANTEE for reimbursement. Failure to send in progress reports and financial information as required in **Section 10 –Reports** may delay payment. The GRANTEE shall submit an invoice detailing and supporting the costs incurred. Such invoices may be submitted no more than once per month and no less than once per year, during the course of this AGREEMENT. If approved by WSDOT, properly prepared invoices shall be paid by WSDOT within thirty (30) days of receipt of the invoice.
- B. The GRANTEE shall submit an invoice for completed work in the same state fiscal year in which it was incurred. Pursuant to RCW 43.88.020(13) “fiscal year” is defined as the year beginning July 1st and ending the following June 30th. Reimbursement requests must be received no later than July 15 of the following state fiscal year. If the GRANTEE is unable to provide an invoice by this date, the GRANTEE shall provide an estimate of the charges to be billed so WSDOT may accrue the expenditures in the proper fiscal year. Any payment request received after the timeframe prescribed above will not be eligible for reimbursement.

Section 8
Assignments and Subcontracts

- A. The GRANTEE shall submit to WSDOT a copy of any contract, amendment, or change order thereto pertaining to this Project for review and documentation. This includes any completed Project facilities and/or infrastructure under this AGREEMENT, or other actions obligating the GRANTEE in any manner with any third party with respect to its rights and responsibilities under this AGREEMENT, including any leasing and/or lending the Project or any part thereof to be used by anyone not under the GRANTEE’s direct supervision.
- B. The GRANTEE agrees to include all applicable sections of the AGREEMENT such as **Section 5, Sections 8 through 21, and Section 28**, in each subcontract and in all contracts it enters into for the employment of any individual, procurement of any materials, or the performance of any work to be accomplished under this AGREEMENT.

Section 9
Anti – lobbying

- A. It is WSDOT’s policy that no funds awarded through the agency to grantees can be used for lobbying activities.
- B. GRANTEES who receive an award through WSDOT shall certify on an annual basis that the awarded funds are not used for lobbying activities. This certification may be provided as part of the Certification & Assurances annual submittal.

Section 10

Reports

- A. The GRANTEE shall prepare quarterly reports regarding services provided pursuant to this AGREEMENT and other related information as prescribed in the Guidebook, and any amendments thereto, whichever is applicable, or as requested by WSDOT. Due to Legislative and WSDOT reporting requirements, any required quarterly progress reports shall be submitted for the duration of the AGREEMENT period regardless of whether the underlying funding sources have been exhausted. Post-grant annual performance reporting may also be required as prescribed in the Guidebook. Those reports include, but are not limited to:
1. Project Passenger Trips Provided
 2. Project Service Hours Provided
 3. Project Revenue Service Miles Provided
 4. Narrative Progress Report
 5. Financial Status/Summaries of the Project.
- B. Failure to meet any of the above-identified report submittal timelines may result in the GRANTEE being considered to be in breach of contract and "Not In Good Standing" as defined in the Guidebook referenced in **Section 5 - General Compliance Assurance** of this agreement. Failure to meet the above-identified report submittal timelines may also prevent the GRANTEE from receiving grant funds in the next biennium.

Section 11

Energy Credit

To the extent GRANTEE receives any monies from the sale or disposition of energy credits, decarbonization credits, environmental credits, or any other monies through its participation of a like program, GRANTEE agrees to reinvest those monies into services and projects consistent with the STATE'S public transportation grant program. GRANTEE'S obligation to reinvest these monies under this provision shall be in an amount no less than the proportion of the STATE'S funding of this AGREEMENT.

Section 12

No Obligation by the State Government

No contract between the GRANTEE and any contractor or subcontractor shall create any obligation or liability for WSDOT with regard to this AGREEMENT without WSDOT's specific written consent, notwithstanding its concurrence in, or approval of, the award of any contract or subcontract or the solicitations thereof.

Section 13

Personal Liability of Public Officers

No officer or employee of WSDOT shall be personally liable for any acts or failure to act in connection with this AGREEMENT, it being understood that in such matters they are acting solely as agents of WSDOT.

Section 14 Ethics

- A. Relationships with Employees and Officers of WSDOT. The GRANTEE shall not extend any loan, gratuity or gift of money in any form whatsoever to any employee or officer of WSDOT, nor shall GRANTEE knowingly rent or purchase any equipment and materials from any employee or officer of WSDOT.
- B. Employment of Former WSDOT Employees. The GRANTEE hereby warrants that it shall not engage on a full-time, part-time, or another basis during the period of this AGREEMENT, any professional or technical personnel who are or have been, at any time during the period of this AGREEMENT, in the employ of WSDOT without the written consent of WSDOT.

Section 15 Civil rights

The GRANTEE shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any WSDOT-assisted contract or in the administration of its public transportation services.

Section 16 Compliance with Laws and Regulations

- A. The GRANTEE agrees to abide by all applicable state and federal laws and regulations including but not limited to, those concerning employment, equal opportunity employment, nondiscrimination assurances, project record keeping necessary to evidence compliance with such federal and state laws and regulations, and retention of all such records. The GRANTEE will adhere to all applicable nondiscrimination provisions in chapter 49.60 RCW.
- B. Additionally, the GRANTEE agrees to comply, as applicable, with the following:
 - 1. SB 5974 Move Ahead Washington
 - 2. RCW 70A.02 Healthy Environmental for All (HEAL) ACT,
 - 3. RCW 70A. 65.260 Climate Commitment ACT, and
 - 4. Chapter 49.46 RCW – Minimum Wage Requirements & Labor Standards
 - 5. Chapter 43.21C RCW - State Environmental Policy Act (SEPA)
 - 6. Executive Order 21-02 Archeological and Cultural Resources
- C. Except when a federal statute or regulation preempts state or local law, no provision of the AGREEMENT shall require the GRANTEE to observe or enforce compliance with any provision, perform any other act, or do any other thing in contravention of state or local law. If any provision or compliance with any provision of this AGREEMENT violates state or local law or would require the GRANTEE to violate state or local law, the GRANTEE agrees to notify WSDOT immediately in writing. Should this occur, WSDOT and the GRANTEE agree to make appropriate arrangements to proceed with or, if necessary, expeditiously, terminate the AGREEMENT.

Section 17

Environmental and Regulatory Requirements

The GRANTEE agrees to secure any necessary local, state, and federal permits and approvals, and comply with all applicable requirements of Chapter 43.21C RCW State Environmental Policy Act (SEPA). The GRANTEE agrees to comply with all applicable requirements of Executive Order 21-02, Archaeological and Cultural Resources, for all capital construction projects or land acquisitions not undergoing Section 106 review under the National Historic Preservation Act of 1966 (Section 106).

Section 18

Accounting Records

- A. Project Accounts.** The GRANTEE agrees to establish and maintain for the Project either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project. The GRANTEE agrees that all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible and available to WSDOT upon request, and, to the extent feasible, kept separate from documents not pertaining to the Project.
- B. Documentation of Project Costs and Program Income.** The GRANTEE agrees to support all allowable costs charged to the Project, including any approved services contributed by the GRANTEE or others, with properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges. The GRANTEE also agrees to maintain accurate records of all program income derived from implementing the Project.

Section 19

Audits, Inspection, and Retention of Records

Submission of Proceedings, Contracts, Agreements, and Other Documents. During the performance period of the Project and for six (6) years thereafter, the GRANTEE agrees to retain intact and to provide any data, documents, reports, records, contracts, and supporting materials relating to the Project as WSDOT may require. Project closeout does not alter these recording and record-keeping requirements. Should an audit, enforcement, or litigation process be commenced, but not completed, during the aforementioned six-year period then the GRANTEE's obligations hereunder shall be extended until the conclusion of that pending audit, enforcement, or litigation process.

- A. General Audit Requirements.** The GRANTEE agrees to obtain any other audits required by WSDOT at GRANTEE's expense. Project closeout will not alter the GRANTEE's audit responsibilities.
- B. Inspection.** The GRANTEE agrees to permit WSDOT and the State Auditor, or their authorized representatives, to inspect all Project work materials, payrolls, and other data, and to audit the books, records, and accounts of the GRANTEE and its contractors pertaining to the Project. The GRANTEE agrees to require each third party to permit WSDOT, and the State Auditor or their duly authorized representatives, to inspect all work, materials, payrolls, and other data and records involving that third party contract, and to audit the books, records, and accounts involving that third party contract as it affects the Project.

Section 20

Labor Provisions

Overtime Requirements. No GRANTEE or subcontractor contracting for any part of the Project work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty (40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in such workweek. The GRANTEE will comply with all applicable provisions of Title 49 RCW, Labor Regulations.

Section 21

Changed Conditions Affecting Performance

The GRANTEE hereby agrees to immediately notify WSDOT of any change in conditions or law, or of any other event, which may affect its ability to perform the Project in accordance with the provisions of this AGREEMENT.

Section 22

Coordination of Special Needs Transportation

It is the policy of WSDOT to actively support the coordination of special needs transportation in the state. As a condition of assistance, the GRANTEE is required to participate in local coordinated planning as led by GRANTEE's relevant Metropolitan Planning Organization (MPO) and/or Regional Transportation Planning Organization (RTPO). Persons with special transportation needs means those persons, including their personal attendants, who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation.

Section 23

Remedies for Misuse or Noncompliance.

If WSDOT determines that the Project has been used in a manner materially different from **Section 1- Scope of Work**, WSDOT may direct the GRANTEE to repay WSDOT the State-funded share of the Project. WSDOT may also withhold payments should it determine that the GRANTEE has failed to materially comply with any provision of this AGREEMENT.

Section 24

Disputes

- A. **Disputes.** Disputes, arising in the performance of this AGREEMENT, which are not resolved by agreement of the PARTIES, shall be decided in writing by the WSDOT Public Transportation Division Assistant Director or designee. This decision shall be final and conclusive unless within ten (10) days from the date of the GRANTEE's receipt of WSDOT's written decision, the GRANTEE mails or otherwise furnishes a written appeal to the Director of the Public Transportation Division or the Director's designee. The GRANTEE's appeal shall be decided in writing by the Director of the Public Transportation Division within thirty (30) days of receipt of the appeal by the Director of the Public Transportation Division or the Director's designee. The decision shall be binding upon the GRANTEE and the GRANTEE shall abide by the decision.
- B. **Performance During Dispute.** Unless otherwise directed by WSDOT, the GRANTEE shall continue performance under this AGREEMENT while matters in dispute are being resolved.

C. **Claims for Damages.** Should either PARTY to this AGREEMENT suffer injury or damage to person, property, or right because of any act or omission of the other PARTY or any of that PARTY's employees, agents or others for whose acts it is legally liable, a claim for damages therefore shall be made in writing to such other PARTY within thirty (30) days after the first observance of such injury or damage.

D. **Rights and Remedies.** All remedies provided in this AGREEMENT are distinct and cumulative to any other right or remedy under this document or afforded by law or equity, and may be exercised independently, concurrently, or successively and shall not be construed to be a limitation of any duties, obligations, rights and remedies of the PARTIES hereto. No action or failure to act by WSDOT or the GRANTEE shall constitute a waiver of any right or duty afforded any of them under this AGREEMENT, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

E. **Venue and Process** In the event that either PARTY deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the PARTIES hereto agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Thurston County. The PARTIES agree that the laws of the State of Washington shall apply.

Section 25

Termination

A. Termination for Convenience. WSDOT and/or the GRANTEE may suspend or terminate this AGREEMENT, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the other PARTY. WSDOT and the GRANTEE shall agree upon the AGREEMENT termination provisions including but not limited to the settlement terms and conditions, and in the case of partial termination the portion to be terminated. Written notification must set forth the reasons for such termination, the effective date, and in case of a partial termination the portion to be terminated. However if, in the case of partial termination, WSDOT determines that the remaining portion of the award will not accomplish the purposes for which the award was made, WSDOT may terminate the award in its entirety. The PARTIES may terminate this AGREEMENT for convenience for reasons including, but not limited to, the following:

1. The requisite funding becomes unavailable through the failure of appropriation or otherwise;
2. WSDOT determines, in its sole discretion, that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds;
3. The GRANTEE is prevented from proceeding with the Project as a direct result of an Executive Order of the President with respect to the prosecution of a war or in the interest of national defense; or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources;
4. The GRANTEE is prevented from proceeding with the Project by reason of a temporary, preliminary, special, or permanent restraining order or injunction of a court of competent jurisdiction where the issuance of such order or injunction is primarily caused by the acts or omissions of persons or agencies other than the GRANTEE; or
5. The State Government determines that the purposes of the statute authorizing the Project would not be adequately served by the continuation of financial assistance for the Project;

- B. In the case of termination for convenience under subsections A.1-5 above, WSDOT shall reimburse the GRANTEE for all costs payable under this AGREEMENT that the GRANTEE properly incurred prior to termination. The GRANTEE shall promptly submit its claim for reimbursement to WSDOT. If the GRANTEE has any property in its possession belonging to WSDOT, the GRANTEE will account for the same, and dispose of it in the manner WSDOT directs.
- C. Termination for Default. WSDOT may suspend or terminate this AGREEMENT for default, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the GRANTEE, if the GRANTEE materially breaches or fails to perform any of the requirements of this AGREEMENT, including:
1. Takes any action pertaining to this AGREEMENT without the approval of WSDOT, which under the procedures of this AGREEMENT would have required the approval of WSDOT;
 2. Jeopardizes its ability to perform pursuant to this AGREEMENT, United States of America laws, Washington state laws, or local governmental laws under which the GRANTEE operates;
 3. Fails to make reasonable progress on the Project or violates this AGREEMENT in a way that endangers substantial performance of the Project; or
 4. Fails to perform in the manner called for in this AGREEMENT or fails to comply with, or is in material violation of, any provision of this AGREEMENT. WSDOT shall serve a notice of termination on the GRANTEE setting forth the manner in which the GRANTEE is in default hereunder. If it is later determined by WSDOT that the GRANTEE had an excusable reason for not performing, such as events which are not the fault of or are beyond the control of the GRANTEE, such as a strike, fire or flood, WSDOT may: (a) allow the GRANTEE to continue work after setting up a new delivery of performance schedule, or (b) treat the termination as a termination for convenience.
- D. WSDOT, in its sole discretion may, in the case of a termination for breach or default, allow the GRANTEE ten (10) business days, or such longer period as determined by WSDOT, in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the GRANTEE fails to remedy to WSDOT's satisfaction the breach or default within the timeframe and under the conditions set forth in the notice of termination, WSDOT shall have the right to terminate this AGREEMENT without any further obligation to the GRANTEE. Any such termination for default shall not in any way operate to preclude WSDOT from also pursuing all available remedies against the GRANTEE and its sureties for said breach or default.
- E. In the event that WSDOT elects to waive its remedies for any breach by the GRANTEE of any covenant, term or condition of this AGREEMENT, such waiver by WSDOT shall not limit WSDOT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this AGREEMENT.
- F. If this AGREEMENT is terminated, whether for convenience or for default, before the specified end date set forth in the caption header, "Term of Agreement", WSDOT and the GRANTEE shall execute an amendment to this AGREEMENT identifying the termination date and the reason for termination.

Section 26
Forbearance by WSDOT Not a Waiver

Any forbearance by WSDOT in exercising any right or remedy hereunder, or otherwise afforded by applicable law, shall not be a waiver of or preclude the exercise of any such right or remedy.

Section 27
Lack of Waiver

In no event shall any WSDOT payment of grant funds to the GRANTEE constitute or be construed as a waiver by WSDOT of any GRANTEE breach, or default. Such payment shall in no way impair or prejudice any right or remedy available to WSDOT with respect to any breach or default.

Section 28
Limitation of Liability

- A. The GRANTEE shall indemnify, defend, and hold harmless WSDOT, its agents, employees, and officers and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs (hereinafter referred to collectively as "claims"), of whatsoever kind or nature brought against WSDOT, arising out of, in connection with or incident to the execution of this AGREEMENT and/or the GRANTEE's performance or failure to perform any aspect of this AGREEMENT. This indemnity and defense provision applies to all claims against WSDOT, its agents, employees, and officers arising out of, in connection with, or incident to the negligent acts or omissions of the GRANTEE, its agents, employees, officers, and subcontractors of any tier. Provided, however, that nothing herein shall require the GRANTEE to indemnify, defend, and hold harmless or defend WSDOT, its agents, employees, or officers to the extent that claims are caused by the sole negligent acts or omissions of WSDOT, its agents, employees or officers; and provided further that if such claims result from the concurrent negligence of (a) the GRANTEE its employees, agents, officers or GRANTEES and (b) the STATE, its employees or authorized agents, or involves those actions covered by RCW 4.24.115, the indemnity and defense provisions provided herein shall be valid and enforceable only to the extent of the negligence of the GRANTEE, its employees, officers, authorized agents, and/or GRANTEES. The indemnification and hold harmless provision shall survive termination of this AGREEMENT.
- B. The GRANTEE shall be deemed an independent GRANTEE for all purposes, and the employees of the GRANTEE or its subcontractors and the employees thereof, shall not in any manner be deemed to be the employees of WSDOT.
- C. The GRANTEE agrees that its obligations under this AGREEMENT extend to any claim, demand, and/or cause of action by, or on behalf of its employees or agents while performing under this AGREEMENT. For this purpose, the GRANTEE, by MUTUAL NEGOTIATION, hereby waives any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions in Title 51 RCW.
- D. In the event either the GRANTEE or WSDOT incurs attorney's fees, costs or other legal expenses to enforce the provisions of this section of this AGREEMENT against the other PARTY, all such fees, costs and expenses shall be recoverable by the prevailing PARTY.

Section 29

Agreement Modifications

Either PARTY may request changes to this AGREEMENT. Any changes to the terms of this AGREEMENT must be mutually agreed upon and incorporated by written amendment to this AGREEMENT. Such written amendment to this AGREEMENT shall not be binding or valid unless signed by the persons authorized to bind from each of the PARTIES. Provided, however, that changes to the federal award identification number, DUNS, project title, federal ID number, CFDA number, milestones, PIN the contact person of either PARTY, or dollar amount changes that do not affect the Project total cost, will not require a written amendment, but will be approved and documented by WSDOT through an administrative revision. WSDOT shall notify the GRANTEE of the revision in writing.

Section 30

WSDOT Advice

The GRANTEE bears complete responsibility for the administration and success of the Project as defined by this AGREEMENT and any amendments thereto. If the GRANTEE solicits advice from WSDOT on problems that may arise, the offering of WSDOT advice shall not shift the responsibility of the GRANTEE for the correct administration and success of the Project, and WSDOT shall not be held liable for offering advice to the GRANTEE.

Section 31

Subrogation

- A. Prior to Subrogation. WSDOT may require the GRANTEE to take such reasonable action as may be necessary or appropriate to preserve the GRANTEE's right to recover damages from any person or organization alleged to be legally responsible for injury to the Project Equipment as defined in the scope of work or other property in which WSDOT has a financial interest.
- B. Subrogation. WSDOT may require the GRANTEE to assign to WSDOT all rights of recovery against any person or organization for loss, to the extent of WSDOT's loss. Upon assignment, the GRANTEE shall execute, deliver, and do whatever else reasonably necessary to secure WSDOT's rights. The GRANTEE shall do nothing after any loss to intentionally prejudice the rights of WSDOT.
- C. Duties of the GRANTEE. If WSDOT has exercised its right of subrogation, the GRANTEE shall cooperate with WSDOT and, upon WSDOT's request, assist in the prosecution of suits and enforce any right against any person or organization who may be liable to WSDOT due to damage to Project Equipment. The GRANTEE shall attend hearings and trials as requested by WSDOT, assist in securing and giving evidence as requested by WSDOT, and obtain the attendance of witnesses as requested by WSDOT.

Section 32

Counterparts

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect.

Section 33

Complete Agreement

This document contains all covenants, stipulations, and provisions agreed upon by the PARTIES. No agent or representative of WSDOT or the GRANTEE has the authority to make, and neither WSDOT nor the GRANTEE shall be bound by or be liable for, any statement, representation, promise or agreement not set forth herein or made by written amendment hereto.

Section 34 Severability

If any covenant or provision of this AGREEMENT shall be adjudged void, such adjudication shall not affect the validity or obligation of performance of any other covenant or provision, or any part thereof, which in itself is valid if such remainder conforms to the terms and requirements of applicable law and the intent of this AGREEMENT. No controversy concerning any covenant or provision shall delay the performance of any other covenant or provision except as herein allowed.

Section 35 Order of Precedence

Any conflict or inconsistency in this AGREEMENT and its attachments will be resolved by giving documents precedence in the following order:

1. Federal Law
2. Exhibit 1, Federal Provisions, If applicable
3. State law
4. This AGREEMENT
5. The Consolidated Operating Guidebook

Section 36 Execution

This AGREEMENT is executed by the Director, Public Transportation Division, State of Washington, Department of Transportation, or the Director's designee, not as an individual incurring personal obligation and liability, but solely by, for and on behalf of the State of Washington, Department of Transportation, in the capacity as Director, Public Transportation Division, or as a designee.

Section 37
Binding Agreement

The undersigned acknowledge that they are authorized to execute this AGREEMENT and bind their respective agency(ies) and or entity(ies) to the obligations set forth herein.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT on the day and year last written below.

WASHINGTON STATE DEPARTMENT
OF TRANSPORTATION

GRANTEE

Authorized Representative
Public Transportation Division,
WSDOT

Authorized Representative

Title

Print Name

Date

Date



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

Agenda Subject: Amendment 1 to Subrecipient Agreement between City of Ellensburg and FISH
Submitted by: Keith Bassett, Assistant Finance Director
Department: Finance

Suggested Motion/Action:

Authorize the City Manager to sign Amendment #1 as attached.

Background/Summary:

The City has a subrecipient agreement with FISH to perform a \$900,000 Congressionally Directed Spending grant via USDA Rural Development to fund a portion of construction of Phase II of their warehouse project. The original period of performance ended January 31, 2026. As of mid-February, USDA, FISH, and the City have formally extended the USDA award thru January 31, 2027.

Previous Council Action:

Approval to authorize the City Manager's signature on the grant agreement at the August 7, 2023 regular meeting.

Analysis:

Construction is substantially completed, and USDA has authorized FISH to spend the balance of the grant on paving the parking area/truck turning area outside the warehouse -- paving complete but needs stripes, installing fencing, and installing video surveillance. Some of these activities could not be performed during last construction season.

Financial Impact:

The Council has adopted sufficient expenditure authority for 2026 to accommodate the spend down of grant funds.

Budget Adjustment: No

Attachments:

1. Amendment 1 - #2689_001

**COMMUNITY FACILITIES GRANT
Amendment 1 - SUBRICIPIENT AGREEMENT BETWEEN THE
CITY OF ELLENSBURG AND FISH**

THIS AMENDMENT NO. 1 is AMENDING THE COMMUNITY FACILITIES GRANT SUBRECIPIENT AGREEMENT ("Agreement") executed on August 23, 2023 by and between the City of Ellensburg ("Grantee" or "City"), a Washington municipal corporation, and FISH ("Subrecipient" or "FISH"), a Washington charitable nonprofit corporation, regarding the Food Bank and Food Pantry Expansion Project ("the Project"). The foregoing Grantee and Subrecipient shall sometimes be referred to herein individually as a "Party" and collectively as the "Parties."

WHEREAS, the Grantee has applied for and will receive grant funds under the Community Facility Grant program (7 C.F.R. part 3570, subpart B); and

WHEREAS, pursuant to the Community Facilities Grant Agreement ("CF Grant Agreement") between Grantee and the United States Department of Agriculture ("USDA"), CFDA Number/Assistance Listing Number 10.766, Grantee is authorized to administer and distribute Community Facility Grant funds ("CF Grant Funds") as a subaward to Subrecipient; and

WHEREAS, the Subrecipient has three more USDA-approved tasks to complete the objectives of the Project;

WHEREAS, USDA and both Parties have executed an extension of Letter of Conditions and Letters of Intent to Meet Conditions respectively, dated February 11, 2026, extending the Performance End Date to January 31, 2027;

NOW, THEREFORE, the parties agree as follows:

Section II. Term of Agreement is amended to extend the end date to January 31, 2027.

Section V. Notices is amended to replaced subrecipient representative to attention Gary Bye, CEO, gary.b@kvfish.org, 509-925-5990.

IN WITNESS WHEREOF, the Grantee and the Subrecipient have executed this amendment as of the date and year last written below.

CITY OF ELLENSBURG

Heidi Behrends Cerniwey, City Manager

Date:_____

Approved as to legal form:

Christopher Horner, City Attorney

FISH



Gary Bye, CEO

Date: 2/25/24

From: [Sathyanarayanan Rajendran](#)
To: [Stacey Henderson](#)
Cc: [Gretchen Delaford](#)
Subject: [Ext] Resignation
Date: Tuesday, February 17, 2026 11:04:20 AM

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

Dear Stacey,

Please accept this letter as my formal resignation from the commission, effective immediately.

While I have deeply enjoyed my five years of service, managing a health condition has made it increasingly difficult to attend evening meetings and give the commission the focus it deserves. I believe it is the right time to step aside and allow someone else the opportunity to contribute.

I apologize for the short notice and appreciate your understanding.

Sincerely,
Sathy

From: [Buddy Stanavich](#)
To: [Gretchen Delaford](#)
Subject: Fw: [Ext] UAC position
Date: Thursday, February 19, 2026 9:05:00 PM

Hi Gretchen,

Please see the email below that we received for Aubrey's resignation.

Best,

Buddy Stanavich
Energy Services Director
501 N. Anderson St. | Ellensburg, WA 98926
509.962.7225 (d) | 509.312.0792 (m)
stanavichb@ellensburgwa.gov
www.ellensburgwa.gov

From: Jeff Bousson <jeffrey.bousson@cwu.edu>
Sent: Monday, September 22, 2025 8:26:23 AM
To: Buddy Stanavich <stanavichb@ellensburgwa.gov>; Kim Bowie <bowiek@ellensburgwa.gov>
Subject: [Ext] UAC position

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

Good morning, Buddy and Kim,

I received the following email from Audrey Huerta over the weekend. I responded to Audrey, letting her know that I would follow up with you guys.
Please let me know if there's anything I can do to help in the meantime.

Thank you!

Jeff Bousson
Sustainability Director
400 East University Way
Ellensburg
Bouillon 110
509-963-2048
jeffrey.bousson@cwu.edu

Website: cwu.edu/sustainability/
Instagram: [@cwusustainability](https://www.instagram.com/cwusustainability)
Subscribe to the CWU Sustainability Newsletter

-----Original Message-----

From: Audrey Huerta <adhuerta@gmail.com>

Sent: Sunday, September 21, 2025 9:04 AM
To: Jeff Bousson <jeffrey.bousson@cwu.edu>
Subject: UAC position

Caution: This email originated from outside the university.
Do not click on links, open attachments, or reply unless you recognize the sender and know the content is safe. If you consider this email as phishing or spam please use the Report Suspicious - PhishAlarm Button in Outlook or OWA to inform both the CWU Service Desk and Proofpoint.

Hi Jeff,
Its looking like I should role off the committee
I just realized that I won't be able to attend Octobers meeting, and I'll be in Antarctica Nov, Dec, Jan and possibly Feb.
Sorry for the late notice! It's been a great experience being on the committee- I really appreciate being part of such an important aspect of the Ellensburg community.
Let me know if there's some official steps I need to make Best, Audrey Sent from my iPhone

VOUCHER APPROVAL

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

Jerica Pascoe

Digitally signed by Jerica Pascoe
Date: 2026.02.24 13:43:55 -08'00'

AUDITING OFFICER

DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **2ND DAY OF MARCH 2026**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund				Total Amounts
Check #'s	173529	TO	173643	\$ 681,460.27
EFT #'s	7834	TO	7856	\$ 1,623,954.18
Treasure Cash				Total Amounts
EFT #'S	1639	TO	1664	\$ 647,789.52
Check #'s	34536	TO	34538	\$ 227.16
Payroll Fund				Total Amounts
Check #'s	96576	TO	96581	\$ 6,663.19
Direct Deposits	90502	TO	90754	\$ 580,543.85

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



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

Agenda Subject: First Reading of Ordinance 4981 Amending Ellensburg City Code Regarding Community Development Review Fees (Public Comment Opportunity)

Submitted by: Dan Carlson, Community Development Director

Department: Community Development

Suggested Motion/Action:
Move to conduct first reading of Ordinance 4981 amending Ellensburg City Code regarding Community Development review fees.

Background/Summary:
RCW 82.02.020 allows cities to collect reasonable fees to cover the cost of processing permit applications. However, current City of Ellensburg review fees do not cover these costs. Building permit review fees were codified in ECC Title 3 in 2013, with only one minor modification to the fees in 2022. Land use application review fees were adopted by Resolution No 2014-32 in 2014. Therefore, staff is proposing an update to review fees for building permits and land use applications. Under this proposal, Title 3 would be amended to remove all fees, and a new ECC 2.42 would be created that refers to a new fee resolution containing building permit and land use application review fees for the Community Development Department. The new fee resolution would be adopted with the second reading of Ordinance 4981, but a draft of the proposed resolution is attached (Attachment A).

Previous Council Action:
Staff discussed proposed fees with Council at the November 4, 2024 Study Session.

Analysis:
Staff is proposing three categories for the new fees — New Construction, Building Applications, and Land Use Application. Each category is discussed below:

New Construction
Building permit fees for new construction would be determined based on a multiplier, a model enabling the user to determine review fees for plans examination and building inspection given the total construction valuation for the project. The multiplier is based upon the International Code Council (ICC) most current published Building Valuation Data table (Attachment B), a national average construction cost per square foot for new construction. This multiplier model simplifies the permit fee process and includes foundation work, structural and non-structural components, plumbing, mechanical, and interior finish. The ICC model allows jurisdictions to adjust fees based on annual construction activity and desired level of service. The model works as follows:

- The projected gross construction valuation for the coming year is divided into the projected budget for the coming year to create a multiplier.
- The multiplier is then used against the project valuation estimated using the most current issue of the ICC Building Valuation Data sheet published by the ICC.
- This produces a permit fee adequate to process the building permit. The cost includes all plumbing and mechanical associated with new construction.

Staff used an average of the last three years to determine the projected gross construction valuation of \$51,627,774.49. Based on feedback from Council at the November 4, 2024 Study Session, staff is proposing that 90% of the applicable building permitting budget be covered by review fees, or \$594,318.60. The \$51,627,774.49 annual construction valuation is divided into the \$594,318.60 budget, producing a multiplier of .0115. This multiplier is then applied to the construction valuation for a project to determine the building permit fee.

Example:

Using the ICC Building Valuation data (\$170.80/square foot), the valuation for a 2,000-square foot residence would be \$341,600 (2,000 x \$170.80). The project valuation of \$341,600 would be multiplied by the established multiplier of .0115, resulting in a building permit fee of \$3,928.40. For comparison, the current fee for the same residence would be \$3,077.42.

Building Applications

Review fees for stand-alone building permits such as mechanical permits, window replacements, re-roofs, etc. were determined utilizing guidance from the Washington State Department of Commerce. Specifically, staff utilized the following method to determine review fees:

- Direct costs, including staff wages and benefits, were determined.
- A portion of indirect costs such as administrative support, office supplies, software, etc. were assigned to the direct costs to determine the permit review rate of \$115.
- The permit review rate was then multiplied by the average number of review hours per application type, resulting in the full cost recovery review fee.
- The full cost recovery review fee was multiplied by 90% to determine the 90% cost recovery fee.
- The 90% cost recovery fee was rounded to the nearest \$10.

(See Attachment C)

Land Use Applications

A permit review rate of \$124 was determined for land use applications, and the same method used for building applications above was utilized to determine proposed land use application fees. Several new land use application fees have also been proposed where ECC Title 15 provides review processes that don't currently have a fee. (See Attachment C)

Financial Impact:

The proposed fees would have a positive financial impact to the General Fund since more of

the review cost would be covered by review fees.

Budget Adjustment: No

Attachments:

1. Attachment A - Draft Resolution Community Development Review Fees
2. Attachment B - Building Valuation Data Table August 2025
3. Attachment C - Fee & Cost Recovery Comparison
4. Ordinance 4981 Community Development Fees

Attachment A – Draft Resolution Community Development Review Fees

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG
ADOPTING COMMUNITY DEVELOPMENT REVIEW FEES**

WHEREAS, Ellensburg City Code 2.42 provides that the fee schedule for services provided by the Community Development Department shall be adopted by resolution of the City Council; and

WHEREAS, on November 3, 2014, the City Council adopted Resolution No. 2014-32 establishing review fees for land use permits; and

WHEREAS, the City Council determines that building permit and land use application fees should reasonably cover the City's cost for review; and

WHEREAS, Community Development staff presented the attached Community Development Fee Schedule to City Council on March 16, 2026.

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

Section 1. Resolution No. 2014-32 is hereby repealed in its entirety.

Section 2. The fees set forth in Exhibit A shall accompany all applications and appeals submitted for review pursuant to ECC Chapter 3.01.

Section 3. The fees set forth in the attached Exhibit B shall accompany all applications and appeals submitted for review pursuant to ECC Title 15.

Section 4. The International Code Council August 2025 Building Valuation Data table of Square Foot Construction Costs and a multiplier of .0115 are hereby adopted for the purpose of calculating building permit review fees for the new construction. Said fees shall accompany all applications for new construction pursuant to ECC 3.01.

ADOPTED by the City Council of the City of Ellensburg this 16th day of March, 2026.

Mayor

Attest:

City Clerk

Exhibit A – Building Application Fees

Application Type	Fee
Hourly Inspection Fee	\$100/hour
Hourly Plan Review Fee	\$100/hour
Reinspection Fee	\$100/hour
Outside Consultants	Actual Cost
Demolition	\$310
Move Structure	\$620
Fence	\$470
Foundation	\$520
Residential Reroof	\$210
Commercial Reroof	\$410
Window Replacement	\$410
Manufactured Home Placement	\$620
Commercial Coach/Modular Building	\$830
Swimming Pool (above ground)	\$210
Swimming Pool (below ground)	\$410
Remodel	By Valuation
Mechanical Permit Issuance	\$100
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 kW)	\$160
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW)	\$160
For the installation or relocation of each floor furnace, including vent	\$160
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$160
For decorative inserts or heaters (gas stoves) and wood stoves	\$160
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$30

Application Type	Fee
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the mechanical code	\$160
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$50
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) and including 500,000 Btu/h (146.6 kW)	\$100
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	\$160
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or for each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$210
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)	\$210
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto	\$210
For each air-handling unit over 10,000 cfm (4,719 L/s)	\$160
For each air-handling unit over 10,000 cfm (4.72 m ³ /s)	\$160
For each evaporative cooler other than portable type	\$50
Package units (include both heating and cooling capabilities) Less than 100,000 btu total for both sides	\$210

Application Type	Fee
Package units (include both heating and cooling capabilities) More than 100,000 btu total for both sides	\$310
For each ventilation fan connected to a single duct	\$30
For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$50
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$310
For the installation or relocation of each domestic-type incinerator	\$210
For the installation or relocation of each commercial- or industrial-type incinerator	\$310
For each gas piping system of one to five outlets	\$160
For each additional gas piping system, per outlet	\$50
For each hazardous process piping system (HPP) of one to four outlets	\$210
For each HPP piping system of five or more outlets, per outlet	\$50
For each nonhazardous process piping system (NPP) of one to four outlets	\$210
For each NPP piping system of five or more outlets, per outlet	\$50
Plumbing Permit Issuance	\$100
Plumbing Fee per fixture	\$100
Additional Plumbing Fixtures for New Construction	\$50
Sign Permit	\$260

Exhibit B – Land Use Application Fees

Application Type	Fee
Administrative Variance	\$560
Affordable Housing Agreement Monitoring	\$60/hour
Annexations	\$2,790
Appeals	\$1,900
Binding Site Plan	\$1,120
Boundary Line Adjustment	\$450
Commercial Wireless Communication Facilities	\$1,120
Comprehensive Plan Amendments	\$2,790
Conditional Use Permit	\$1,900
Critical Area Determination	\$450
Critical Area Variance	\$1,900
Design Review Departure	\$330
Design Review Major	\$1,120
Design Review Minor	\$450
Development Agreement	\$2,790
Essential Public Facilities	\$2,790
Extensions to Regional Retail Commercial Master Site Plan	\$1,900
Final Binding Site Plan	\$450
Final Short Subdivision	\$450
Final Subdivision	\$450
Home Occupation	\$450
Land Development Code Amendment	\$2,790
Landmarks Register Demolition	\$1,120
Long Subdivision Alteration	\$2,790
Major Revision to Regional Retail Commercial Site Plan	\$2,790
Minor Revisions to Regional Retail Commercial Site Plan	\$450
Nonconforming Use Determinations	\$450
Preapplication Meeting	\$450
Preliminary Short Subdivision	\$1,120
Preliminary Subdivision	\$2,790
Regional Retail Commercial Master Site Plan	\$2,790
SEPA Review	\$1,120
Short Subdivision Alteration	\$1,120
Site Development Permits (No SEPA)	\$450
Site Development Permits (SEPA Required)	\$1,120
Site Specific Rezone	\$2,790
Small Wind Energy Systems	\$1,120
Special Valuation for Historic Properties	\$560
Temporary Use Permits	\$1,120
Variance	\$1,900

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

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	340.8 3	328.7 0	319.0 0	306.4 3	286.3 3	278.0 3	295.9 5	266.8 2	256.6 1
A-1 Assembly, theaters, without stage	312.9 1	300.7 8	291.0 8	278.5 1	258.6 6	250.3 6	268.0 3	239.1 4	228.9 4
A-2 Assembly, nightclubs	272.0 9	264.1 1	255.8 2	246.0 6	230.4 7	224.2 1	237.6 2	209.5 8	201.6 3
A-2 Assembly, restaurants, bars, banquet halls	271.0 9	263.1 1	253.8 2	245.0 6	228.4 7	223.2 1	236.6 2	207.5 8	200.6 3
A-3 Assembly, churches	317.6 0	305.4 7	295.7 7	283.2 0	263.4 7	255.1 8	272.7 3	243.9 6	233.7 5
A-3 Assembly, general, community halls, libraries, museums	266.7 2	254.5 9	243.8 9	232.3 1	211.4 6	204.1 7	221.8 4	191.9 5	182.7 4
A-4 Assembly, arenas	311.9 1	299.7 8	289.0 8	277.5 1	256.6 6	249.3 6	267.0 3	237.1 4	227.9 4
B Business	301.4 0	290.7 0	280.2 7	268.4 1	245.1 3	236.3 9	258.1 0	219.0 7	209.0 2
E Educational	290.1 1	279.7 8	270.3 4	258.9 7	240.4 5	228.2 0	250.0 6	210.4 6	203.6 5
F-1 Factory and industrial, moderate hazard	165.8 2	157.8 2	147.8 9	142.3 1	126.7 2	120.5 6	135.6 8	105.0 8	97.84
F-2 Factory and industrial, low hazard	164.8 2	156.8 2	147.8 9	141.3 1	126.7 2	119.5 6	134.6 8	105.0 8	96.84
H-1 High Hazard, explosives	154.6 9	146.6 9	137.7 6	131.1 8	116.9 1	109.7 5	124.5 5	95.27	0.00
H234 High Hazard	154.6 9	146.6 9	137.7 6	131.1 8	116.9 1	109.7 5	124.5 5	95.27	87.03
H-5 HPM	301.4 0	290.7 0	280.2 7	268.4 1	245.1 3	236.3 9	258.1 0	219.0 7	209.0 2
I-1 Institutional, supervised environment	277.7 4	267.7 9	258.2 3	248.4 7	227.4 3	221.3 2	247.9 5	204.8 3	197.5 2
I-2 Institutional, hospitals	473.8 5	463.1 5	452.7 1	440.8 6	415.5 4	0.00	430.5 4	389.4 9	0.00
I-2 Institutional, nursing homes	326.9 0	316.1 9	305.7 6	293.9 0	272.1 2	0.00	283.5 9	246.0 7	0.00
I-3 Institutional, restrained	318.0 7	307.3 6	296.9 3	285.0 7	264.3 1	254.5 7	274.7 6	258.1 0	226.2 0
I-4 Institutional, day care facilities	277.7 4	267.7 9	258.2 3	248.4 7	227.4 3	221.3 2	247.9 5	204.8 3	197.5 2
M Mercantile	203.0 8	195.1 0	185.8 0	177.0 5	161.1 1	155.8 5	168.6 0	140.2 2	133.2 7
R-1 Residential, hotels	280.9 4	270.9 9	261.4 3	251.6 7	230.1 3	224.0 2	251.1 5	207.5 3	200.2 2
R-2 Residential, multiple family	234.5 9	224.6 4	215.0 8	205.3 2	185.0 3	178.9 2	204.8 0	162.4 3	155.1 2
R-3 Residential, one- and two-family ^d	218.0 8	212.2 8	207.1 8	202.7 6	195.9 8	189.0 0	206.8 5	182.2 3	170.8 0
R-4 Residential, care/assisted living facilities	277.7 4	267.7 9	258.2 3	248.4 7	227.4 3	221.3 2	247.9 5	204.8 3	197.5 2
S-1 Storage, moderate hazard	153.6 9	145.6 9	135.7 6	130.1 8	114.9 1	108.7 5	123.5 5	93.27	86.03
S-2 Storage, low hazard	152.6	144.6	135.7	129.1	114.9	107.7	122.5	93.27	85.03

	9	9	6	8	1	5	5		
U Utility, miscellaneous	122.6 5	115.6 6	107.1 2	102.7 9	91.57	85.78	97.87	72.88	69.64

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

Attachment C – Fee & Cost Recovery Comparison

Land Use Application Review	Current	Full Cost Recovery	90% Recovery	Proposed
Administrative Variance	N/A	\$620.00	\$558.00	\$560
Affordable Housing Agreement Monitoring	N/A	N/A	N/A	\$60/hour
Annexations	N/A	\$3,100.00	\$2,790.00	\$2,790
Appeals	\$450.00	\$2,108.00	\$1,897.20	\$1,900
Binding Site Plan	\$1,200.00	\$1,240.00	\$1,116.00	\$1,120
Boundary Line Adjustment	\$300.00	\$496.00	\$446.40	\$450
Commercial Wireless Communication Facilities	N/A	\$1,240.00	\$1,116.00	\$1,120
Comprehensive Plan Amendments	N/A	\$3,100.00	\$2,790.00	\$2,790
Conditional Use Permit	\$500.00	\$2,108.00	\$1,897.20	\$1,900
Critical Area Determination	\$150.00	\$496.00	\$446.40	\$450
Critical Area Variance	\$400.00	\$2,108.00	\$1,897.20	\$1,900
Design Review Departure	N/A	\$372.00	\$334.80	\$330
Design Review Major	\$200.00	\$1,240.00	\$1,116.00	\$1,120
Design Review Minor	\$200.00	\$496.00	\$446.40	\$450
Development Agreement	\$1,500.00	\$3,100.00	\$2,790.00	\$2,790
Essential Public Facilities	N/A	\$3,100.00	\$2,790.00	\$2,790
Extensions to Regional Retail Commercial Master Site Plan	N/A	\$2,108.00	\$1,897.20	\$1,900
Final Binding Site Plan	N/A	\$496.00	\$446.40	\$450
Final Short Subdivision	N/A	\$496.00	\$446.40	\$450
Final Subdivision	N/A	\$496.00	\$446.40	\$450
Home Occupation	N/A	\$496.00	\$446.40	\$450
Land Development Code Amendment	N/A	\$3,100.00	\$2,790.00	\$2,790
Landmarks Register Demolition	N/A	\$1,240.00	\$1,116.00	\$1,120
Long Subdivision Alteration	\$450.00	\$3,100.00	\$2,790.00	\$2,790
Major Revision to Regional Retail Commercial Site Plan	N/A	\$3,100.00	\$2,790.00	\$2,790
Minor Revisions to Regional Retail Commercial Site Plan	N/A	\$496.00	\$446.40	\$450
Nonconforming Use Determinations	N/A	\$496.00	\$446.40	\$450
Preapplication Meeting	\$500.00	\$496.00	\$446.40	\$450
Preliminary Short Subdivision	\$350.00	\$1,240.00	\$1,116.00	\$1,120
Preliminary Subdivision	\$1,200.00	\$3,100.00	\$2,790.00	\$2,790
Regional Retail Commercial Master Site Plan	N/A	\$3,100.00	\$2,790.00	\$2,790
SEPA Review	\$800.00	\$1,240.00	\$1,116.00	\$1,120
Short Subdivision Alteration	\$250.00	\$1,240.00	\$1,116.00	\$1,120
Site Development Permits (No SEPA)	\$75.00	\$496.00	\$446.40	\$450
Site Development Permits (SEPA Required)	N/A	\$1,240.00	\$1,116.00	\$1,120
Site Specific Rezone	\$1,200.00	\$3,100.00	\$2,790.00	\$2,790
Small Wind Energy Systems	N/A	\$1,240.00	\$1,116.00	\$1,120
Special Valuation for Historic Properties	N/A	\$620.00	\$558.00	\$560
Temporary Use Permits	\$75.00	\$1,240.00	\$1,116.00	\$1,120
Variance	\$500.00	\$2,108.00	\$1,897.20	\$1,900

Building Application Review	Current	Full Cost Recovery	90% Cost Recovery	Proposed Fees
Hourly Inspection Fee	\$47/hour	\$115/hour	\$100/hour	\$100/hour
Hourly Plan Review Fee	\$47/hour	\$115/hour	\$100/hour	\$100/hour
Reinspection Fee	\$47/hour	\$115	\$100/hour	\$100/hour
Outside Consultants	Actual Cost	Actual Cost		Actual Cost
Demolition	\$94.00	\$345.00	\$310.50	\$310
Move Structure	by valuation	\$690.00	\$621.00	\$620
Fence	\$15/linear foot based on valuation	\$517.50	\$465.75	\$470
Foundation	\$45/linear foot based on valuation	\$575.00	\$517.50	\$520
Residential Reroof	\$208/square based on valuation	\$230.00	\$207.00	\$210
Commercial Reroof	by valuation	\$460.00	\$414.00	\$410
Window Replacement	by valuation	\$460.00	\$414.00	\$410
Manufactured Home Placement	\$141.00	\$690.00	\$621.00	\$620
Commercial Coach/Modular Building	cost of placement	\$920.00	\$828.00	\$830
Swimming Pool (above ground)	\$94.00	\$230.00	\$207.00	\$210
Swimming Pool (below ground)	by valuation	\$460.00	\$414.00	\$410
Remodel	Minor /Major/Full	N/A		By Valuation
Mechanical Permit Issuance	\$30.00	\$115.00	\$103.50	\$100
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 kW)	\$18.50	\$172.50	\$155.25	\$160
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW)	\$22.75	\$172.50	\$155.25	\$160
For the installation or relocation of each floor furnace, including vent	\$16.56	\$172.50	\$155.25	\$160
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$18.50	\$172.50	\$155.25	\$160
For decorative inserts or heaters (gas stoves) and wood stoves	\$18.50	\$172.50	\$155.25	\$160
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$9.06	\$28.75	\$25.88	\$30

Building Application Review	Current	Full Cost Recovery	90% Cost Recovery	Proposed Fees
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the mechanical code	\$17.12	\$172.50	\$155.25	\$160
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$18.37	\$57.50	\$51.75	\$50
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) and including 500,000 Btu/h (146.6 kW)	\$33.93	\$115.00	\$103.50	\$100
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	\$46.56	\$172.50	\$155.25	\$160
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or for each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$69.31	\$230.00	\$207.00	\$210
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)	\$115.81	\$230.00	\$207.00	\$210
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto	\$13.31	\$230.00	\$207.00	\$210

Building Application Review	Current	Full Cost Recovery	90% Cost Recovery	Proposed Fees
For each air-handling unit over 10,000 cfm (4,719 L/s)	\$22.62	\$172.50	\$155.25	\$160
For each air-handling unit over 10,000 cfm (4.72 m ³ /s)	\$20.18	\$172.50	\$155.25	\$160
For each evaporative cooler other than portable type	\$13.31	\$57.50	\$51.75	\$50
Package units (include both heating and cooling capabilities) Less than 100,000 btu total for both sides	\$29.50	\$230.00	\$207.00	\$210
Package units (include both heating and cooling capabilities) More than 100,000 btu total for both sides	\$45.35	\$345.00	\$310.50	\$310
For each ventilation fan connected to a single duct	\$9.06	\$28.75	\$25.88	\$30
For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$13.31	\$57.50	\$51.75	\$50
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$13.31	\$345.00	\$310.50	\$310
For the installation or relocation of each domestic-type incinerator	\$22.75	\$230.00	\$207.00	\$210
For the installation or relocation of each commercial- or industrial-type incinerator	\$14.50	\$345.00	\$310.50	\$310
For each gas piping system of one to five outlets	\$6.25	\$172.50	\$155.25	\$160
For each additional gas piping system, per outlet	\$1.25	\$57.50	\$51.75	\$50
For each hazardous process piping system (HPP) of one to four outlets	\$6.25	\$230.00	\$207.00	\$210
For each HPP piping system of five or more outlets, per outlet	\$1.25	\$57.50	\$51.75	\$50
For each nonhazardous process piping system (NPP) of one to four outlets	\$2.50	\$230.00	\$207.00	\$210
For each NPP piping system of five or more outlets, per outlet	\$0.62	\$57.50	\$51.75	\$50
Plumbing Permit Issuance	\$30.00	\$115.00	\$103.50	\$100
Plumbing Fee per fixture	\$10.00	\$115.00	\$103.50	\$100

Building Application Review	Current	Full Cost Recovery	90% Cost Recovery	Proposed Fees
Additional Plumbing Fixtures for New Construction	N/A	\$57.50	\$51.75	\$50
Sign Permit	\$50.00	\$287.50	\$258.75	\$260

ORDINANCE NO. 4981

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON AMENDING THE ELLENSBURG CITY CODE BY CREATING A NEW SECTION 2.42 COMMUNITY DEVELOPMENT FEES, AMENDING SECTION 3.01.080, ADOPTION – CODES DESIGNATED, AND REPEALING SECTIONS 3.01.180, RATES AND FEES – BUILDING, 3.01.181, RATES AND FEES – MECHANICAL, 3.01.190, RATES AND FEES – MECHANICAL, AND 3.12.090, RATES AND FEES.

WHEREAS, RCW 82.02.020 allows cities to collect reasonable review fees to cover the cost of processing permit applications; and

WHEREAS, the current building permit fees codified in ECC Title 3 and land use application fees adopted by Resolution No. 2014-32 have not kept pace with the costs of development review; and

WHEREAS, adopting fees by resolution will allow for fees to be more easily updated to reflect changes, including inflation, staffing costs, or market trends.

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

Section 1. The recitals set forth above are hereby adopted as the findings of the City Council and are by this reference incorporated herein as if set forth in their entirety.

Section 2. A new Chapter 2.42 of the Ellensburg City Code, is hereby adopted and reads as follows:

CHAPTER 2.42 – COMMUNITY DEVELOPMENT FEES

2.42.010 – Community Development Fee Schedule

The fee schedule for services provided by the Community Development Department shall be adopted by resolution of the City Council. The fees listed in the adopted resolution shall accompany all applications and appeals submitted for review pursuant to ECC Chapter 3.01 and ECC Title 15.

Section 3. Section 3.01.080, last amended by Section 1 of Ordinance 4857 is hereby amended as follows:

3.01.080 Adoption—Codes designated.

The following codes and their amendments are found to be in conformance with the requirements of the State Building Code Act, enacted by the Legislature of the state of Washington, December 1991, chapter 19.27 RCW, and with adoptions and amendments by the Washington State Building Code Council made pursuant to chapters 19.27 and 70.92 RCW, and are adopted by reference as a part of the Ellensburg City Code:

- A. The most current edition of the International Building Code (IBC) with Washington State amendments, published by the International Code Council, Inc., as adopted and amended by the Washington State Building Code Council, chapter 51-50 WAC, and including appendices C and D to the International Building Code; except that the following sections of the International Building Code are hereby further amended to read as follows:

105.2 Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 200 square feet (11 m²).
2. Fences not over 8 feet (2,134 mm) high.
3. Oil derricks.
4. Retaining walls that are not over 4 feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18,925 L) and the ratio of height to diameter or width is not greater than 2:1.
6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18,925 L) and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1,372 mm) from the exterior wall and do not require additional support.
13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1,753 mm) in height.
14. Replacement of residential domestic hot water heaters within a single dwelling unit.

105.5 Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within one (1) year after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of one (1) year after the time the work is commenced. The building official is authorized to grant, in writing, one extension of time, for a period not more than one (1) year. The extension shall be requested in writing at least seven (7), but no more than sixty (60) calendar days prior to the date the original permit becomes invalid and justifiable cause demonstrated.

~~Recommendation after expiration. An expired permit may be recommenced one (1) time for a period not to exceed one (1) year subject to the following conditions:~~

- ~~a. Application for recommencement is made in writing within 180 days from the date the original permit expired and justifiable cause is demonstrated;~~
- ~~b. If there have been no changes to the original permit plans for which the permit was issued and there have been no changes to the building codes since the original building permit was issued, a recommencement fee of 10% of the original permit and plan review fee or a minimum fee of \$25.00, whichever amount is greater, shall be charged;~~

~~e. If there are changes to the original permit plans for which the permit was issued or there have been changes to the building codes since the original building permit was issued, the recommencement shall require a new building permit application with new building permit application fees; and~~

~~d. There shall be no extensions granted for a recommenced permit and no additional recommencement opportunities shall be provided for a recommenced permit.~~

Appendix D Fire Districts.

D 101.2 Establishment of Area. For the purpose of this code, the fire district shall include that area bounded by public rights-of-way that are zoned as Central Commercial (C-C) in the city of Ellensburg as provided for in Title 13 of the Ellensburg City Code. Subsections D 101.2.1, D 101.2.2 and D 101.2.3 of Appendix D of the International Building Code are inapplicable to this section.

Section D101.3 General. Use of Easements for Fire Separation. Use of the area encompassed by a private property easement which prohibits the construction of conflicting buildings may be used as the property line for the purpose of setbacks related to fire resistances and required building setbacks, subject to the following conditions:

1. Acceptance of the easement restricting any new buildings is subject to approval by the Building Official.

2. The decision of the Building Official shall be based upon the following factors:

A. Satisfactory arrangements for the placement of new and existing utility service lines on both the subject and the easement property. Any such work deemed necessary by the creation of the easement shall be borne by the Applicant.

B. Removal of all existing buildings in the proposed easement area which are deemed by the city's fire marshal to present a fire hazard by virtue of their proximity to the proposed new building location on the subject easement. Any such work deemed necessary by the creation of the easement shall be borne by the Applicant.

C. Construction of fences and other improvements other than buildings in the restricted easement area shall be subject to the review and approval of the Building Official.

D. Placement of building eaves or projections beyond the exterior wall which are contained on the subject building's property, and do not cause any material problems of drainage or other physical impact off the subject property.

3. The easement authorized by this section, if approved by the Building Official, may only be used to meet the fire resistance and opening protection requirements of the International Building Code. Use of the easement to meet other requirements or allow additional development is prohibited.

4. Such easement, if accepted by the Building Official, shall name the City of Ellensburg as one of the beneficiaries and holders of the easement. Further language describing and locating said easement shall be recorded with the Kittitas County Auditor as a covenant on the land, subject to all legal and customary conditions as they apply to easements. Further, such easement may not be eliminated or changed in any respect without the written permission of the City of Ellensburg.

5. The above provisions shall not apply to walls at right angles to the property line.

B. The most current edition of the International Residential Code (IRC) with Washington State amendments, including appendices A, B, C, and D thereto, published by the International Code

Council, Inc., as adopted and amended by the Washington State Building Code Council, chapter 51-51 WAC; except that the following section of the International Residential Code is hereby amended to read as follows:

Section R105.5 Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within one (1) year after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of one (1) year after the time the work is commenced. The building official is authorized to grant, in writing, one extension of time, for a period not more than one (1) year. The extension shall be requested in writing at least seven (7), but no more than sixty (60) calendar days prior to the date the original permit becomes invalid and justifiable cause demonstrated.

~~Recommencement after expiration. An expired permit may be recommenced one (1) time for a period not to exceed one (1) year subject to the following conditions:~~

~~a. Application for recommencement is made in writing within 180 days from the date the original permit expired and justifiable cause is demonstrated;~~

~~b. If there have been no changes to the original permit plans for which the permit was issued and there have been no changes to the building codes since the original building permit was issued, a recommencement fee of 10% of the original permit and plan review fee or a minimum fee of \$25.00, whichever amount is greater, shall be charged;~~

~~c. If there are changes to the original permit plans for which the permit was issued or there have been changes to the building codes since the original building permit was issued, the recommencement shall require a new building permit application with new building permit application fees; and~~

~~d. There shall be no extensions granted for a recommenced permit and no additional recommencement opportunities shall be provided for a recommenced permit.~~

- C. The most current edition of the International Existing Building Code (IEBC) with Washington State amendments, published by the International Code Council, Inc., as adopted and amended by the Washington State Building Code Council, chapter 51-50 WAC.
- D. The most current edition of the International Mechanical Code (IMC) with Washington State amendments, published by the International Code Council, Inc., as adopted and amended by the Washington State Building Code Council, chapter 51-52 WAC.
- E. The most current edition of the International Fire Code (IFC) with Washington State amendments, including the following appendices as they relate to the general fire code standards: B, C, D, E, F, and G to the International Fire Code are hereby adopted and amendments thereto as referenced in chapter 3.03 ECC; provided, that notwithstanding any wording in this code, participants in religious ceremonies shall not be precluded from carrying hand-held candles. In accordance with chapter 19.27 RCW, the International Fire Code published by the International Code Council, Inc., together with any additions, deletions, and exceptions currently enacted or as may be amended from time to time by the state of Washington through its Building Code Council pursuant to the Washington Administrative Code (WAC), and as further amended in this chapter, is hereby adopted and incorporated by this reference. One copy of the International Fire Code and the appendices adopted below are on file with the city's fire code official. To the extent allowed by RCW 19.27.040, if a conflict exists between the provisions of the International Fire Code adopted and amended by the Washington State Building Code Council and the provisions of chapter 3.03 ECC, the Ellensburg City Code provisions shall govern.

- F. The most current edition of the Uniform Plumbing Code (UPC) and Uniform Plumbing Code Standards, published by the International Association of Plumbing and Mechanical Officials, as adopted and amended by the Washington State Building Code Council, chapters 51-56 and 51-57 WAC.
- G. The most current edition of the International Energy Code with Washington State amendments, as adopted by the Washington State Building Code Council, chapters 51-11, 51-11C and 51-11R WAC.
- H. Uniform Code for the Abatement of Dangerous Buildings and amendments thereto, 1997 Edition, published by the International Conference of Building Officials.
- I. Code precedence. In case of conflict among the codes enumerated in this section, the following shall be the order of precedence:
 - 1. International Building Code, standards and amendments;
 - 2. International Residential Code, standards and amendments;
 - 3. International Mechanical Code, standards and amendments;
 - 4. International Fire Code, standards and amendments;
 - 5. Uniform Plumbing Code, standards and amendments.

(Ord. 4857 § 1, 2020; Ord. 4643 § 2, 2013; Ord. 4566 § 7, 2010; Ord. 4553 § 1, 2009; Ord. 4543 § 1, 2009; Ord. 4486 § 1, 2007; Ord. 4450 § 1, 2006; Ord. 4390, 2004; Ord. 4384, 2004; Ord. 4302, 2001; Ord. 4245, 2000; Ord. 4159, 1998; Ord. 4121, 1997; Ord. 4002 § 1, 1995; Ord. 3799 § 2, 1992; Ord. 3667 § 1, 1989; Ord. 3655 § 1, 1989; Ord. 3600 § 1, 1987; Ord. 3538 § 1, 1986; Ord. 3531 § 1, 1986; Ord. 3466 § 1, 1984; Ord. 3447 § 1, 1984; Ord. 3266 § 1, 1980; Ord. 3257 § 1, 1980)

Section 4. Section 3.01.180, last amended by Section 1 of Ordinance 4896 is hereby repealed.

Section 5. Section 3.01.181, last amended by Section 4 of Ordinance 4643 is hereby repealed.

Section 6. Section 3.01.190, last amended by Section 4 of Ordinance 4467 is hereby repealed.

Section 7. Section 3.12.090, last amended by Section of Ordinance 4907 is hereby repealed.

Section 8. 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 9. 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 numbers, sections/subsections numbers and any references thereto.

Section 10. Effective Date. This ordinance shall take effect and be in full force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 16th day of March, 2026.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City do certify that Ordinance No. 4981 is a true and correct copy of said Ordinance of like number as the same was passed by said Council and that Ordinance No. 4981 was published as required by law.

BETH LEADER



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

Agenda Subject: Resolution 2026-04 (Joint Resolution with Kittitas County)
Approving Amendment to Interlocal Agreement for Public
Defense Services (Public Comment Opportunity)

Submitted by: Christopher Horner, City Attorney

Department: City Attorney

Suggested Motion/Action:

Move to adopt Resolution 2026-04, approving the Amendment to the Interlocal Agreement with Kittitas County for Public Defense Services.

Background/Summary:

The City and Kittitas County entered into an Interlocal Agreement for Court Related Services in November 2003, which automatically renews each October unless one of the parties provides advance notice of its intent to terminate the Agreement. The Agreement requires the County to provide a range of services related to operation of the City's municipal department within the County's district court, which includes: the use of the County's lower district court facilities, a court judge, administrative staff, probation services, and interpreters. Importantly, the Agreement also requires the County to provide court-appointed attorneys to represent indigent defendants in the City's cases.

Indigent defense representation has been a long-standing requirement of both the state and federal constitution, and the City is legally obligated to pay for these services. The compensation for the County's provision of these services on behalf of the City is that the County retains all monies and revenue received, collected and generated by the municipal department including fees, fines, forfeitures, reimbursed costs, and penalties related to the criminal and civil (infraction) municipal court cases.

However, the Washington Supreme Court recently established significant caseload restrictions for attorneys representing indigent defendants (phased in over 10 years, with full implementation by January 1, 2036), which means these restrictions are scheduled to increase each year until (which results in a smaller number of cases a public defender can handle each year). As a result, cities and counties in the state have increased the number of attorneys representing indigent defendants, which has significantly increased the costs of providing indigent defense. These costs will increase each year until the caseload restrictions go into full effect.

Previous Council Action:

The Interlocal Agreement was signed in November 2003, and then amended again in December 2024 (Resolution 2024-35) to provide the County with an additional \$75,000 for the year 2025.

Analysis:

Although the County does not currently track the exact amount of City penalties and fees it collects from City cases in Lower District Court, it does not fully compensate the County for services received by the City. For all fines or fees received by the Court for EPD cases, victim restitution gets paid first, law enforcement restitution to EPD gets paid second and the rest of any remaining fines or fees assigned is allocated to the Court. Of that remaining amount, 13% is currently being collected. In addition, the County pays for a dedicated clerk and probation officer for those EPD cases. It is likely, therefore, that little if any fines or fees actually go towards payment for indigent defense counsel.

Office of Public Defense statistics show that approximately one-half of its Lower District Court caseload is attributable to City prosecutions, which requires the services of approximately one and one-half full-time equivalent (1.5 FTE) defense attorneys. Information from the Office of Public Defense is that the wages (i.e., not including benefits) for this 1.5 FTE are approximately \$190,000 for 2024. As a result, the City and County amended the Interlocal Agreement in December 2024 to provide an additional \$75,000 payment for 2025. The Office of Public Defense Director has requested that the City agree to a increase the City's compensation to the County for these services in 2026 as well.

The County is requesting compensation in the amount of \$75,000 for 2026, which is not full compensation for the public defense services. It is therefore anticipated the County will request an increase in compensation for 2027, in an amount yet to be determined.

In looking at the compensation paid by other cities for county-provided municipal court services and indigent defense costs, most agreements include a methodology relying on the total court caseload and percentage of caseload by jurisdiction, which is something the City and County will discuss later this year.

Financial Impact:

The City Attorney's budget has sufficient funding, as it was anticipated the County would be requesting additional compensation for its services in 2026. Resolution 2026-04 would authorize payment of these funds to the County.

Budget Adjustment: No

Attachments:

1. 2026 KC_DPD_Eburg_Resolution

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON**

KITTITAS COUNTY RESOLUTION NO. 2026-_____

CITY OF ELLENSBURG RESOLUTION NO. 2026-04

A RESOLUTION OF KITTITAS COUNTY AND THE CITY COUNCIL OF THE CITY OF
ELLENSBURG APPROVING AN AMENDMENT OF THE EXISTING INTERLOCAL
AGREEMENT BETWEEN THE CITY OF ELLENSBURG AND KITTITAS COUNTY ON
BEHALF OF THE KITTITAS COUNTY DEPARTMENT OF PUBLIC DEFENSE

WHEREAS, The City of Ellensburg, Washington hereinafter referred to as “CITY”, and Kittitas County (COUNTY) on behalf of the District Court for Lower Kittitas County have previously entered into an Interlocal Agreement for Court Related Services (“Interlocal Agreement”) effective in November 18, 2003; and

WHEREAS, the City by and through the City Manager’s Office and the County, by and through the Director of Public Defense among others, have been collaborating on addressing the existing level of funding that provides less than actual defense costs; and

WHEREAS, the parties previously amended the Interlocal Agreement to reflect agreement on an additional amount of \$75,000 (Seventy-Five Thousand Dollars) for defense costs for the calendar year 2025 (Kittitas County Resolution No 2025-002; City of Ellensburg Resolution No. 2024-35); and

WHEREAS, the parties agree on an additional amount of \$75,000 (Seventy-Five Thousand Dollars) for defense costs for the calendar year 2026;

WHEREAS, the Board of County Commissioners concur in the proposal;

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, the Board of County Commissioners and the City Council of the City of Ellensburg approve the Amendment to the Interlocal Agreement and this resolution on behalf of the Department of Public Defense. This Amendment shall be filed in a manner consistent with RCW 39.34.040.

ADOPTED this _____ day of _____ 2026.

**BOARD OF COUNTY COMMISSIONERS
KITITAS COUNTY, WASHINGTON**

Chair

Vice-Chair

Commissioner

ATTEST:

☐ Clerk of the Board- Julie Kjorsvik

☐ Deputy Clerk of the Board- Mandy Buchholz

CITY OF ELLENSBURG

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney



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

Agenda Subject: Funding Recreational Facilities Discussion - Fieldhouse and Future Kittitas Valley Aquatic Center (Public Comment Opportunity)

Submitted by: Heidi Behrends Cerniwey, City Manager

Department: City Manager

Suggested Motion/Action:
This item is for discussion only.

Background/Summary:

Developing sustainable parks and recreation funding is one of Council's strategic priorities. The Parks, Recreation, and Open Space Plan, which was initiated in 2025 and presented in draft form at this evening's study session, includes a Six-year Action Plan (Sustainable Funding Plan) for future parks and recreational facility projects. Parks and Recreation projects are a general government function, much like police, library, and street maintenance.

Since December 2022, when the community lost the Ellensburg Racquet & Recreation Center building to arson, the City began planning and design for its replacement with a Fieldhouse. Unfortunately, the traditional design, bid, build (DBB) and alternative delivery method of progressive design build (PDB) yielded projects that far exceeded the City's financial capacity, given general government funding constraints (in the General Fund) and competing priorities, including street operations and maintenance, facility operations, maintenance, and replacement of the 47-year-old Kittitas Valley Memorial Pool (KVMP). Grant funding was extremely limited (\$572,000 total was secured for the project). Ultimately, City Council approved a Public-Private Partnership process authorized in RCW 35.42, in 2025, which allows for the construction of public facilities to be built by a developer and leased back to the City. A Request for Qualifications (RFQ) for a developer of the Ellensburg Fieldhouse was published on October 9, 2025, with submissions due on November 14, 2025. One statement of qualifications was submitted. The next step is to engage in a conditional letter of intent (item 11B on tonight's agenda), which will commit the City to this project. Thus, in anticipation of Council's pending selection of the developer for the Ellensburg Fieldhouse at Rotary Park, staff have prepared planning level funding estimates for discussion.

In addition to fieldhouse planning, city staff is putting together steps to address short-term and long-term aquatic needs. The KMVP is a 47-year-old facility that needs significant investment in order to continue to operate. With the closure of the Central Washington Univeristy pool in 2025, the KVMP is the only public indoor pool in Kittitas County. The immediate need is to repair/replace the KVMP roof. This work is funded and planned for the summer of 2026. To address long-term needs, the city is looking at a three-step process to

identify the communities' aquatic needs and the best path forward to meet those needs. The first step in that process will be reaching out to community members to identify the amenities and services the community would like to see in a new/remodeled aquatic facility. Through the Park Plan update process, we know that aquatics are the biggest recreational priority in our community, but we need more specifics on what the community wants in a new/remodeled facility. The second step will be to review the current location of the KVMP and determine the feasibility of the site for a partial or full facility replacement, which will include the analysis of the impact a facility expansion would have on Veterans Memorial Park, the Kittitas Valley Event Center, and the surrounding neighborhood. This step will also include looking at the adaptive reuse of the KVMP for other recreational purposes. The final step will be to explore new locations for an aquatic center and pre-design work that will look at capital and operating costs of a brand-new facility.

Previous Council Action:

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

- In late 2023, authorizing an agreement with the Helix Design Group to verify project scope, budget and schedule, followed by: work to reconcile scope, budget and schedule based on the functional program and funding; seek jurisdictional project approvals through permitting; establish a realistic project schedule; research and evaluate/select Alternative Delivery Method; and prepare 30% design documents for the building and site. As a result of the work the Helix Design group performed, the City determined that an Alternative Delivery Method was the preferred approach to building the Fieldhouse, specifically the progressive design-build (PDB) approach. Thus, the preliminary design work was suspended. Relevant engineering and site studies are available for use in future development of this project.
- With progressive design-build there were requirements for the City to follow. In early 2024, an agreement was authorized with Thaxton Parkinson PLLC to provide specialized legal counsel to assist with PDB option.
- At the meeting on April 1, 2024, Council authorized an agreement with the Weneha Group to serve as the City's Owner Advisor on the project, which is a required component when developing a project using the progressive design build method (RCW 39.10.220).
- In October 2024, an agreement was authorized with Absher/Helix for design-build services through the validation phase.
- At their February 3, 2025, study session, Council reviewed options for a new fieldhouse facility developed through the validation phase of the Progressive design-build process. The resulting facility construction cost exceeded \$60,000,000 for each of three options for full buildout. Costs for operating scenarios for each of three facility design options were explored through a Market and Operation Plan conducted by Ballard*King & Associates LTD. Subsequently, the City Council directed staff to look at a potential for public private partnerships (lease options) for a facility.
- At the July 7, 2025, meeting, Council approved a conceptual plan to pursue construction of a fieldhouse facility through a private/public partnership as allowed by RCW 35.42.

- On September 15, 2025, Council approved publication of a Request for Qualifications (RFQ) for a developer of the Ellensburg Fieldhouse.

Analysis:

Priority projects for Council and the community include the Ellensburg Fieldhouse and replacement of the Kittitas Valley Memorial Pool, which is referred to as the Kittitas Valley Aquatic Center.

Below are planning level costs for the City to pursue the Private/Public Partnership lease for the Fieldhouse at Rotary Park.

Lease Option for Fieldhouse Facility

Annual Facility Lease	Estimates vary, terms are negotiated through future lease agreement: \$1,872,681 (based on \$16M capital cost plus estimated developer construction financing) - 20 YR - 8.5% Annual Rate)	Menu of Source: City Lodging Tax, Cash on hand, REET 2, New revenue through Public Facilities District, Metropolitan Parks District, Levy Lid Lift or other to replace other General Fund expense to repurposed toward ; See Ellensburg Fieldhouse Lease Cost Estimates attached
Off-Site Improvements (City)	\$1,600,000 est.	Roundabout at Anderson Road/Umptanum Source: TIB Grant/Traffic Impact Fee match (secured)

Conceptual Operating Plan

Total Annual Operating Expenses	\$990,367	Ballard*King & Associates, Ellensburg Fieldhouse Market and Operation Plan, February 2025 (Option B); see attached
Annual Operating Revenue		
Facility Use & Service Fees (est)	\$595,000	Approx. 60.1% Cost Recovery; Ballard*King & Associates, Ellensburg Fieldhouse Market and Operation Plan, February 2025 (Option B); see attached
Offset from Current Parks Operations		

Youth Center/Youth Athletics	\$292,000	Reprogrammed Youth Center/Athletics Operations
City Lodging Tax Contribution	\$100,000	City Lodging Tax application required
Kittitas County Contribution	\$100,000	County Lodging Tax application required
Total Annual Operating Revenue	\$1,087,000	

This option would require approximately \$1.77M in additional operating funding per year once the accumulated fieldhouse reserves are expended.

Lease/Buy-out and Refinance at Year One

The presumed lease financing rate of 8.5% is significantly higher than the City likely could access through other municipal financing mechanisms. For illustrative purposes, refinancing the principal balance at the end of lease year 1 to the current LOCAL program rate of 3.78% would reduce the total annual payment to \$1,252,293, a savings of \$620,388 per year. This option would require approximately \$1.16M in additional operating funding per year once the accumulated fieldhouse reserves are expended.

Lease Buy-Down with \$5 Million Cash Investment and Lease/Buy-out and Refinance at Year One

Further savings can be achieved by reducing the amount financed. For example, a \$5M buy-down at lease initiation would result in year-one lease payment savings of \$582,355, and an additional \$353,320 savings to debt service per year once refinanced. This option would require approximately \$802,000 in additional operating funding per year once the accumulated fieldhouse reserves are expended.

Lease Buy-Down with \$8.6 Million Cash Investment, additional \$2M capital contribution at Year One Refinance

Maximum leverage of existing recreation capital funding, principally, the balance of insurance proceeds and REET II dollars and Lodging Tax capital dollars, would reduce total financing costs and reduce annual debt service operating costs. These savings could be achieved through an \$8.6 Million buy-down at lease initiation, plus an additional \$2 Million capital contribution corresponding with refinancing at the end of lease year one. This would result in an annual refinanced debt service payment of \$500,272 — an annual savings of \$1,372,409 from the straight lease option. This option would require approximately \$404,000 in additional operating funding per year once the accumulated fieldhouse reserves are expended.

A graphical comparison of the above lease/debt service costs is included in the enclosed attachment "Example Fieldhouse Financing Scenarios 3-2-2026".

Capital and Operating Costs - Ellensburg Fieldhouse and Kittitas Valley Aquatic Center

Staff has prepared a preliminary scenario to fund, operate, and maintain new recreational facilities as part of the analysis to support formation of a County-wide Public Facilities District. Although the analysis relies on current assumptions for capital cost, operating cost, and potential revenue of each facility, it charts a path for developing and operating both

facilities. The scenario incorporates approximately \$3.5 Million per year in new resources to support recreation facility operating costs and debt service, in addition to incorporating \$2 Million in Lodging Tax capital funding and ongoing \$200,000 Lodging Tax operating funding specific to the tourism uses of the Fieldhouse. The assumptions for lease or other debt financing are most closely aligned with the scenario described above as "Lease Buy-Down with \$8.6 Million Cash Investment, additional \$2M capital contribution at Year One Refinance" but relies on a slightly different set of assumptions.

Considerations for Funding Recreational Facilities (Fieldhouse and Pool):

- Given the City's General Fund constraints, new revenues will be required to sustain ongoing Fieldhouse lease payment and operations
- Refinancing Fieldhouse would yield lower cost
- Operations and maintenance funding is important to consider.
- Planning level costs are preliminary

Future Planning Steps for the Kittitas Valley Aquatic Center:

As mentioned earlier, in addition to fieldhouse planning, city staff is putting together steps to address short-term and long-term aquatic needs. The immediate need is to repair/replace the KVMP roof. This work is funded and planned for the summer of 2026.

To address long-term needs, the city is looking at a three-step process to identify the communities' aquatic needs and the best path forward to meet those needs.

- The first step in that process will be reaching out to community members to identify the amenities and services the community would like to see in a new/remodeled aquatic facility. Through the Park Plan update process, we know that aquatics are the biggest recreational priority in our community, but we need more specifics on what the community wants in a new/remodeled facility.
- The second step will be to review the current location of the KVMP and determine the feasibility of the site for a partial or full facility replacement, which will include the analysis of the impact a facility expansion would have on Veterans Memorial Park, the Kittitas Valley Event Center, and the surrounding neighborhood. This step will also include looking at the adaptive reuse of the KVMP for other recreational purposes.
- The final step will be to explore new locations for an aquatic center and pre-design work that will look at capital and operating costs of a brand-new facility.

Financial Impact:

Item for discussion only.

Budget Adjustment: No

Attachments:

1. Planning Level Capital and Operating Costs for Fieldhouse and KVAC
2. Example Fieldhouse Financing Scenarios 3-2-2026

Capital Expenditures Financial Summary

	Ellensburg Fieldhouse	Kittitas Valley Aquatic Center	Total
Capital Expenditures			
Capital Expenditures/ Facility Development/ Construction Financing	\$17,721,806	\$32,500,000	\$50,221,806
Capital Funding			
City Resources			
Insurance Proceeds/ Interest	\$7,486,263	\$0	\$7,486,263
REET Recreation Facility Funds	\$1,600,000	\$1,600,000	\$3,200,000
City Debt Issuance	\$5,960,543	\$30,225,000	\$36,185,543
Total City Resources	\$15,046,806	\$31,825,000	\$46,871,806
Intergovernmental Resources			
Federal Grants	\$500,000	\$500,000	\$1,000,000
State Grants	\$75,000	\$75,000	\$150,000
Local Grants			
Public Facility District	\$0	\$0	\$0
County Lodging Tax*	\$900,000	\$0	\$900,000
City Lodging Tax*	\$1,100,000	\$0	\$1,100,000
Total Intergovernmental Resources	\$2,575,000	\$575,000	\$3,150,000
Community Resources			
Donations*	\$100,000	\$100,000	\$200,000
Total Community Resources	\$100,000	\$100,000	\$200,000
Total Capital Funding	\$17,721,806	\$32,500,000	\$50,221,806
Debt Issuance	\$5,960,543	\$30,225,000	
Interest Rate	4.50%	4.50%	
Term (Years)	20	20	

**Subject to application & award*

Assumes Developer Finance Costs Above \$16M

Requires Lodging Tax Application & Award

Annual Facility Operations Financial Summary

	Ellensburg Fieldhouse	Kittitas Valley Aquatic Center	Total
Operating Expenditures			
Debt Service	\$455,116	\$2,307,823	\$2,762,939
Personnel Costs	\$506,296	\$1,449,154	\$1,955,450
Supplies	\$46,877	\$181,000	\$227,877
Services	\$194,416	\$600,834	\$795,250
Capital Replacement	\$51,000	\$212,893	\$263,893
Total Operating Expenditures	\$1,253,705	\$4,751,704	\$6,005,409
Operating Revenues			
User Fees			
Admission Fees	\$53,600	\$120,000	\$173,600
Membership Fees	\$75,930	\$165,000	\$240,930
Recreation Program Fees	\$167,575	\$149,000	\$316,575
Fitness Program Fees	\$12,240	\$60,000	\$72,240
Birthday Parties	\$21,000	\$19,850	\$40,850
Facility Rentals	\$130,360	\$8,630	\$138,990
Total User Fees	\$460,705	\$522,480	\$983,185
% Cost Recovery by User Fees	36.75%	11.00%	
Intergovernmental Resources			
Federal Grants	\$0	\$0	\$0
State Grants	\$0	\$0	\$0
Local Grants/Funding			
Public Facility District*	\$276,000	\$1,724,000	\$2,000,000
Metro Park District* City AV@\$.52/1,000	\$0	\$1,525,289	\$1,525,289
County Lodging Tax*	\$100,000	\$0	\$100,000
City Lodging Tax*	\$100,000	\$0	\$100,000
Total Intergovernmental Resources	\$476,000	\$3,249,289	\$3,725,289
Community Resources			
Sponsorship*	\$25,000	\$25,000	\$50,000
Total Community Resources	\$25,000	\$25,000	\$50,000
Total Revenues	\$961,705	\$3,796,769	\$4,758,474
General Governmental Resource Use	\$292,000	\$954,935	\$1,246,935
Reprogramed Operating Costs	\$292,000	\$954,935	\$1,246,935
Net General Fund Impact	\$0	\$0	\$0

**Subject to application & award*

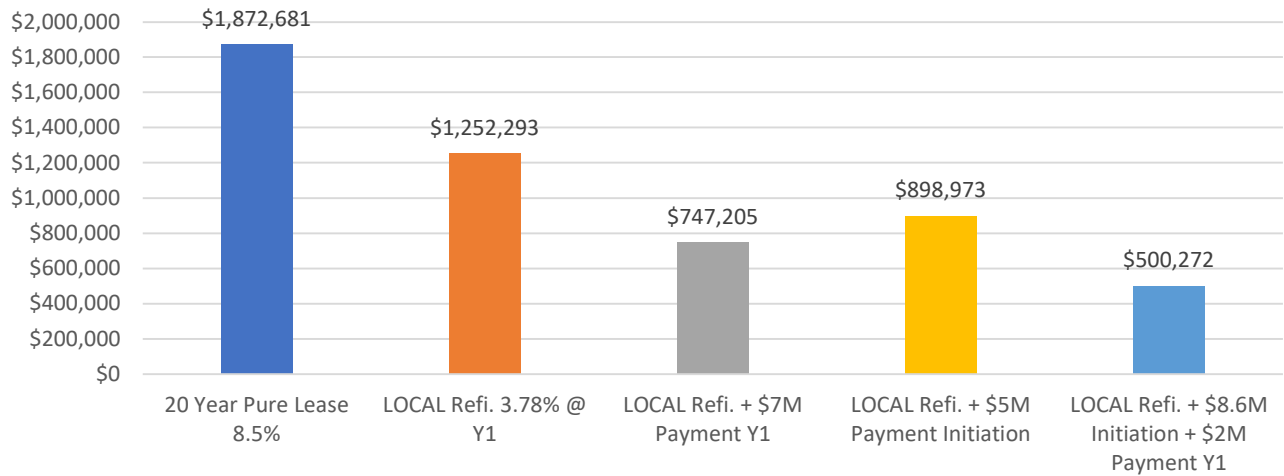
Approximately doubled 2026 KVMP Budget

PFD Formed and Funded \$2M Annual Revenue from PFD

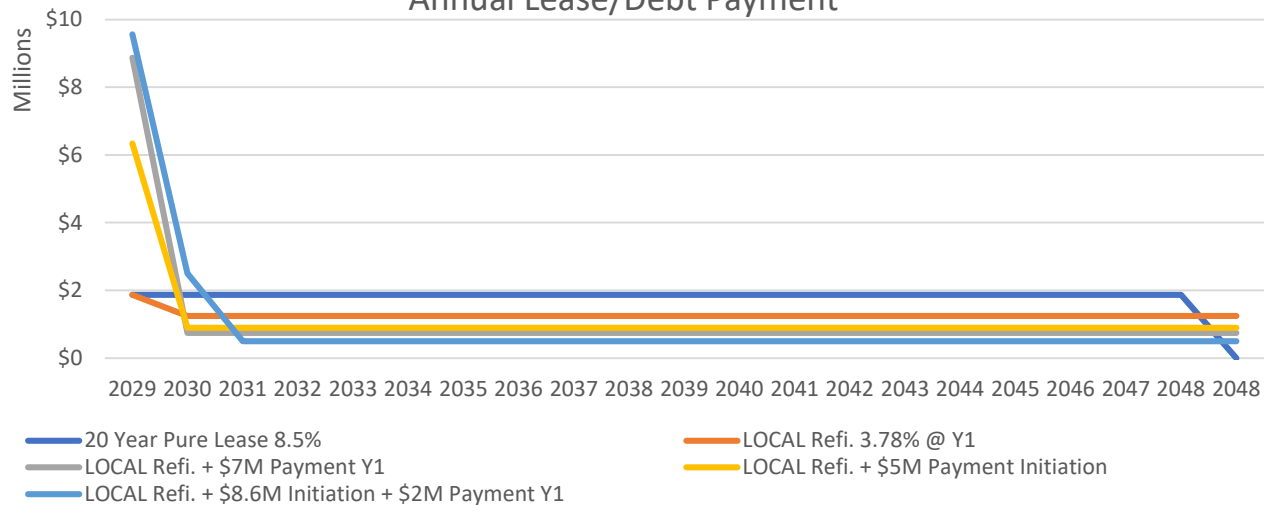
Metro Park District Formed and Funded

Requires Lodging Tax Application & Award

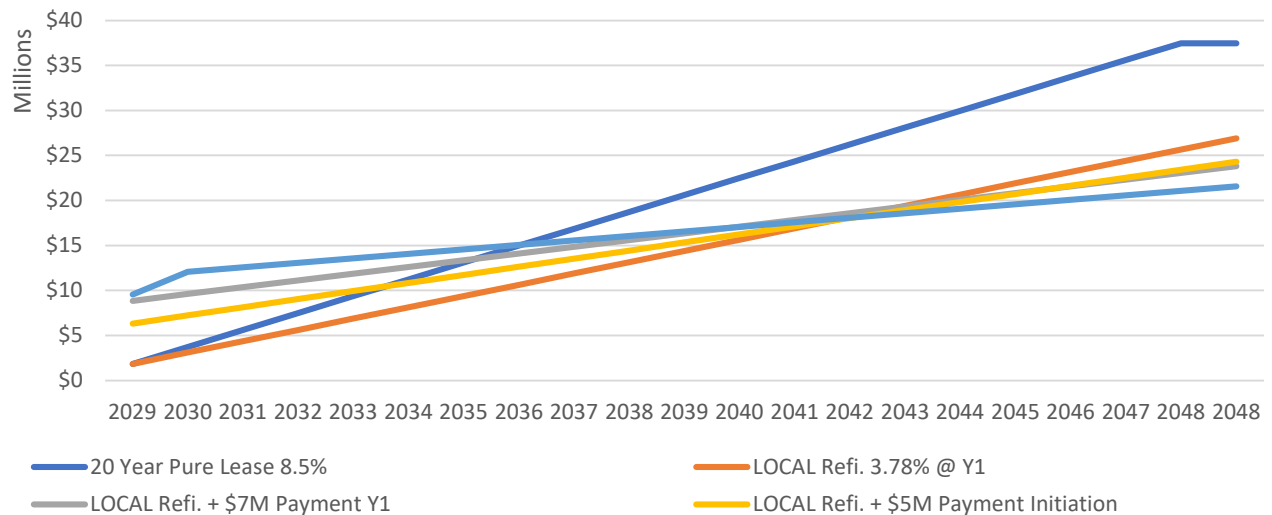
Annual Lease/Debt Service 2036



Annual Lease/Debt Payment



Cumulative Payment





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

Agenda Subject: Preliminary Fourth Quarter 2025 Financial Status and Investment Reports (Public Comment Opportunity)
Submitted by: Jerica Pascoe, Finance Director
Department: Finance

Suggested Motion/Action:

Move to accept the Preliminary Fourth Quarter 2025 Financial Status and Investment Reports as presented.

Background/Summary:

Attached are the Preliminary Fourth Quarter 2025 Financial Status and Investment Reports for the period ending December 31, 2025. The Preliminary Fourth Quarter 2025 Financial Status report represents General Fund status, Governmental fund type tax revenues, and citywide revenues and expenditures. The City's Financial Management Policy provides that Council will receive updated information relating to the City's Financial Reports on a quarterly basis.

Previous Council Action:

The Preliminary Fourth Quarter 2025 Financial Status and Investment Reports were presented to the Finance Committee at the February 10, 2026 meeting.

Analysis:

Key items – 2025 Fourth Quarter:

- General Fund revenues came in above budget, whereas expenditures are projected to come in below budget (Table 1, Page 1)
- Revenue remitted from State of Washington Sales Tax Activity is up 29% above 4th quarter 2024 (Table 2, Page 2)
 - City Assistance was up 75%
 - Hotel/Motel Lodging was up 2%
 - Local Criminal Justice was up 18%
 - Liquor Excise Tax was **down** 5%
 - Marijuana Excise Tax was up 17%
 - Motor Vehicle Fuel Tax (MVFT) was up 4%
- Year-End tax revenue - 1.24% above budget (Table 3, Page 3)

- Sales tax revenue was -.24% below budget. (Table 3, Page 3)
 - Local Criminal Justice .1% – \$76,101 or 10.2% above budget (Table 4, Page 4)
 - Retail Sales for Public Transit .2% - (\$24,236) or 1.19% below budget
 - Retail Sales for Public Safety .3% — (\$6,920) or .35% below budget
 - Regular Retail Sales .85% – (\$112,624) or 1.3% below budget
 - Retail Sales for Housing .1% – \$2,061 or 1% above budget
 - Retail Sales for Housing (State Credit) — \$30,752 or 1.43% above budget
- B&O Tax revenue is- 2.33% above budget (Table 3, Page 3)
- Other Tax revenue is - 14.71% above budget (Table 3, Page 3)
- Property Tax revenue is - .41% above budget (Table 3, Page 3)
- January through December 2025 sales tax receipts are 28.23% higher than January through December 2024 receipts (Table 5, Page 5)
- Utility tax revenues are 4.67% higher than in the 4th quarter 2024 (Table 6, Page 6)
- General Fund *not including managerial funds* (Table 7, Page 7)
- Revenues — \$.9 million above budget
- Expenditures — projected to be \$2.2 million below budget
- The total excess revenues over expenditures for all funds through the fourth quarter was \$9.3 million, of which \$736,000 of the excess is from the enterprise and internal service funds, in which rates are set to provide for replacement and capital projects. The General Fund (including managerial funds) saw a net gain of \$3.16 million. (Table 9, Page 9)
- The City had \$91,891,993.33 in excess cash invested as of 12/31/2025.(Investment report, page 1)

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

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. Preliminary 4th Quarter 2025 Financial Status and Investment Reports

City of Ellensburg Washington



PRELIMINARY

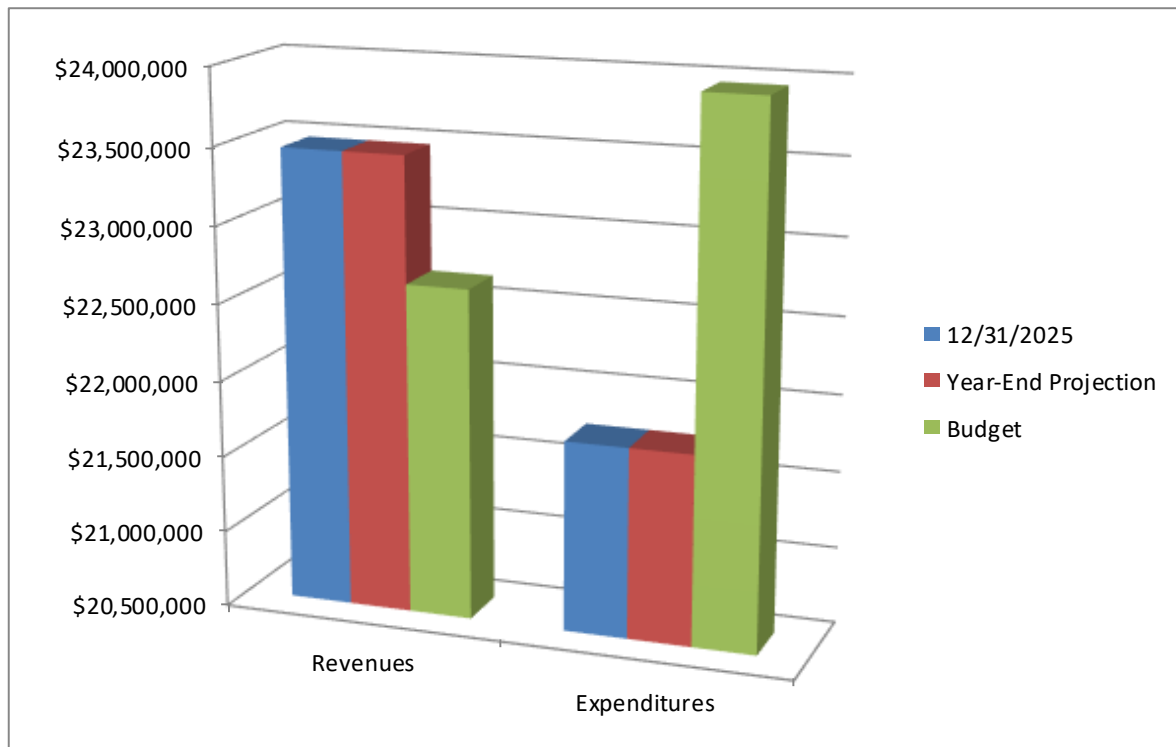
Quarterly Financial Status Report

For the Quarter Ending December 31, 2025
AS OF 01/21/2026

General Fund

The Governmental Funds' major funding sources include Property Tax, Sales Tax, Utility Taxes, Licenses & Permit Fees, Intergovernmental Revenue, and Charges for Services. Sales Tax is the largest tax revenue source for the City at approximately 56%, followed by B&O Tax at 19%, Property Tax at 18%, and Other Taxes at 7% of the budgeted City tax revenue. Tax revenue is approximately 18% of the total City revenues budgeted in 2025.

Table 1



NOTE: The above graph illustrates the difference between year-to-date actuals through December, year-to-date projections as of 01/21/2026, and revised budget through December 2025.

Fourth quarter projections are equal to the current situation on 01/21/2026. General Fund revenue (minus the managerial funds) is above budget. General Fund expenditures are below budget as required by Chapter 35A.33 RCW. Budgeted expenditures reflect all adjustments that were taken to Council for approval through December 2025. A breakdown of General Fund departments is included in Table 7 of this report.

Governmental Funds Tax Revenue

Table 2

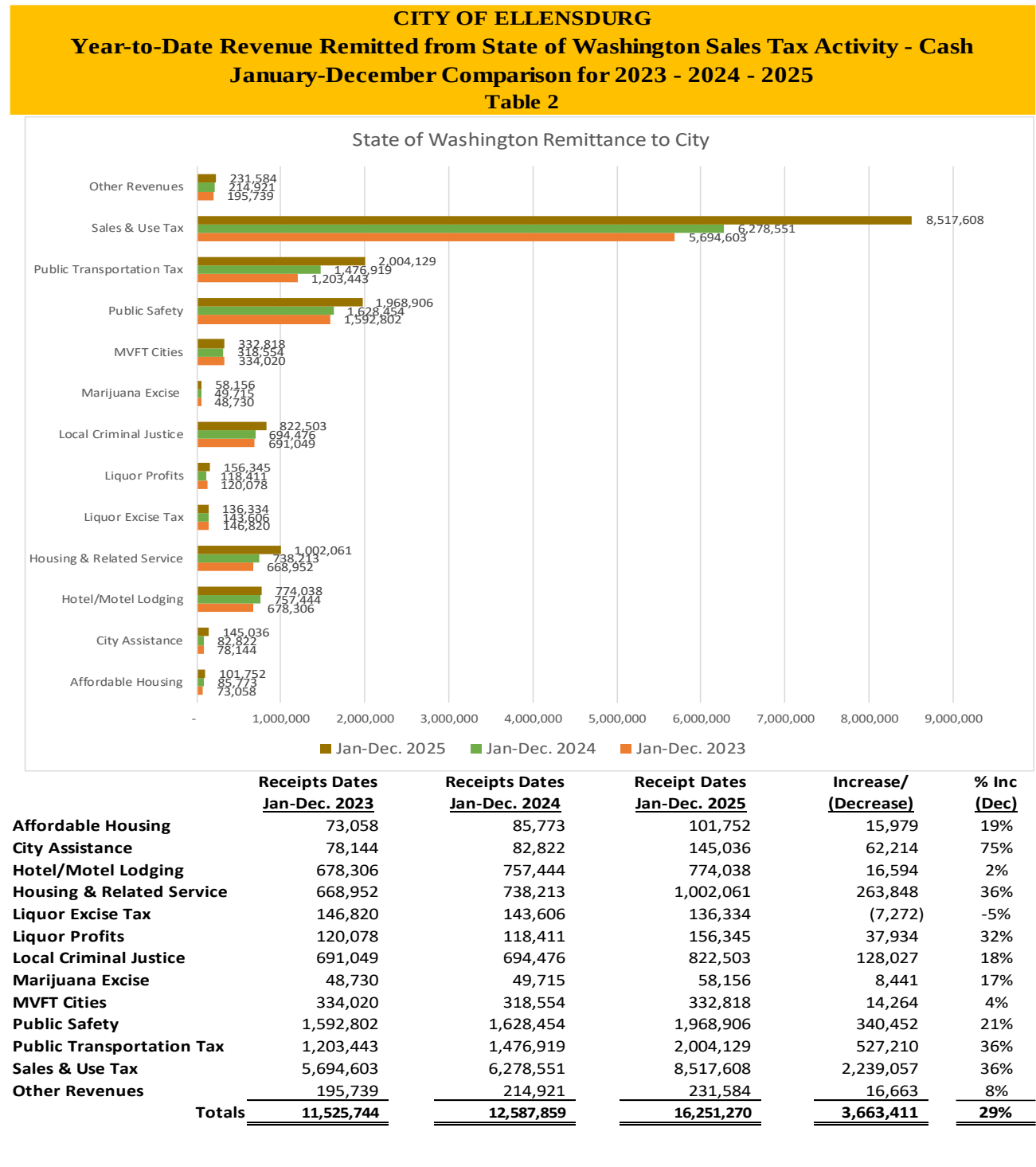


Table 3



	12/31/2025	Year-End Projection	Budget	Over/(Under) Budget
Sales Tax *	\$14,416,958	\$14,416,958	\$14,451,825	-0.24%
B&O Tax **	4,614,603	4,614,603	4,509,406	2.33%
Other Tax ***	1,668,325	1,668,325	1,454,431	14.71%
Property Tax	3,698,468	3,698,468	3,683,517	0.41%
	<u>\$24,398,354</u>	<u>\$24,398,354</u>	<u>\$24,099,179</u>	<u>1.24%</u>

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

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

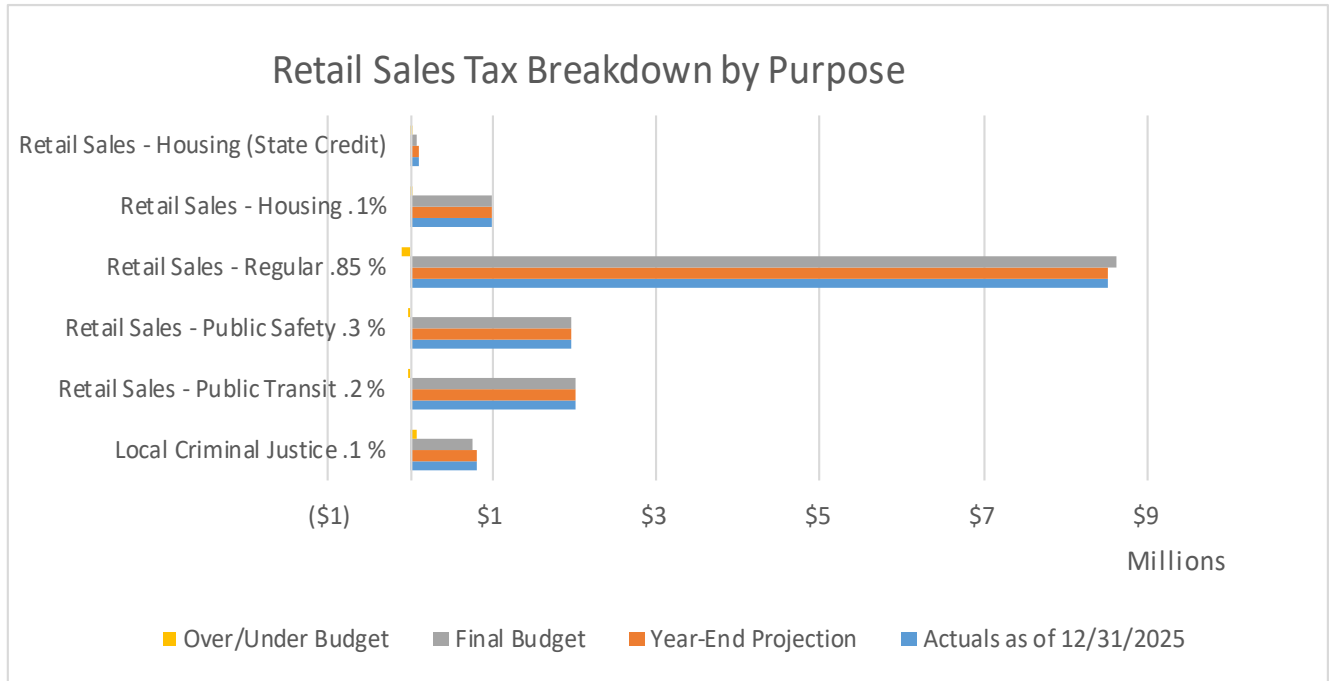
*** OTHER TAX includes leasehold and other excise taxes including hotel/motel tax

Overall governmental fund tax revenue is projected to exceed budget by approximately \$300 thousand or 1.24%.

Sales Tax

Table 4 breaks down the difference of budgeted less projected by tax purpose. It is important to note that this includes retail sales and use tax that is restricted for public transit, public safety, and affordable housing purposes. Sales tax revenue received in January is for November 2024 activity.

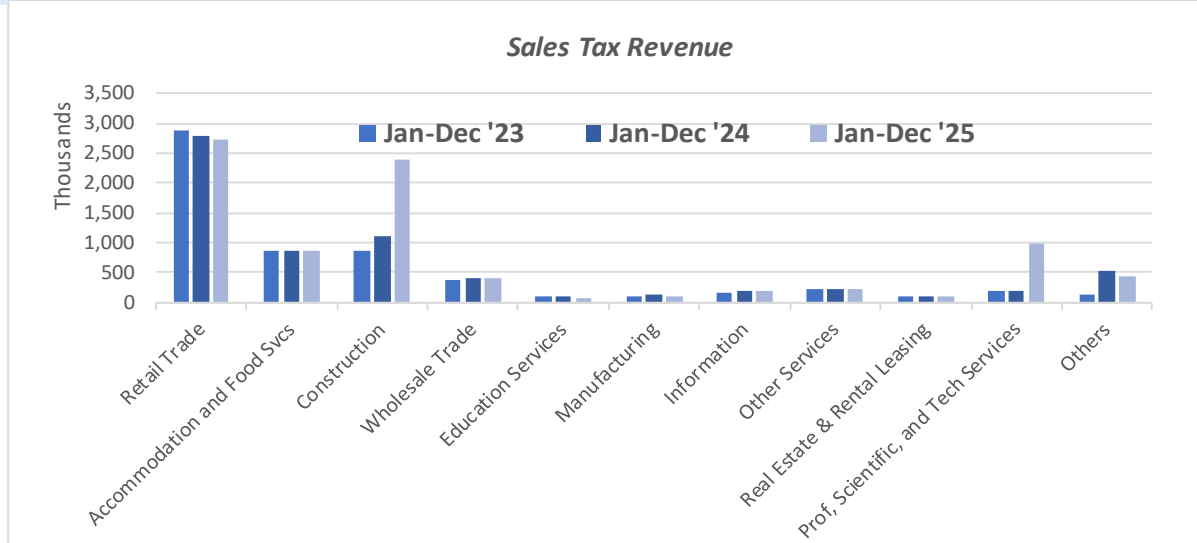
Table 4



	Actuals as of 12/31/2025	Year-End Projection	Final Budget	Projected Over/Under Budget
Local Criminal Justice .1 %	\$822,503	\$822,503	\$746,402	\$76,101
Retail Sales - Public Transit .2 %	2,004,129	2,004,129	2,028,365	(24,236)
Retail Sales - Public Safety .3 %	1,968,906	1,968,906	1,975,826	(6,920)
Retail Sales - Regular .85 %	8,517,608	8,517,608	8,630,232	(112,624)
Retail Sales - Housing .1%	1,002,061	1,002,061	1,000,000	2,061
Retail Sales - Housing (State Credit)	101,752	101,752	71,000	30,752
	\$14,416,958	\$14,416,958	\$14,451,825	(\$34,867)

Table 5

Year-to-Date Sales Tax Activity - Cash Basis Jan-Dec. 2023/2024/2025



	Receipts Dates Jan-Dec '23	Receipts Dates Jan-Dec '24	Receipt Dates Jan-Dec '25	Increase/ (Decrease)	% Inc (Dec)
Retail Trade	\$2,872,891	\$2,785,265	\$2,722,768	-\$62,497	-2.2%
Accommodation and Food Svcs	862,109	878,943	870,900	-8,043	-0.9%
Construction	874,676	1,106,573	2,379,292	1,272,719	115.0%
Wholesale Trade	374,454	403,376	410,592	7,216	1.8%
Education Services	85,713	89,515	77,130	-12,385	-13.8%
Manufacturing	95,574	117,979	105,827	-12,152	-10.3%
Information	172,928	184,823	200,023	15,200	8.2%
Other Services	219,991	229,729	224,521	-5,208	-2.3%
Real Estate & Rental Leasing	110,877	113,633	102,828	-10,805	-9.5%
Prof, Scientific, and Tech Services	184,909	189,206	998,603	809,397	427.8%
Others	145,152	543,613	425,124	-118,489	-21.8%
Total	\$ 5,999,274	\$ 6,642,655	\$ 8,517,608	\$ 1,874,953	28.23%

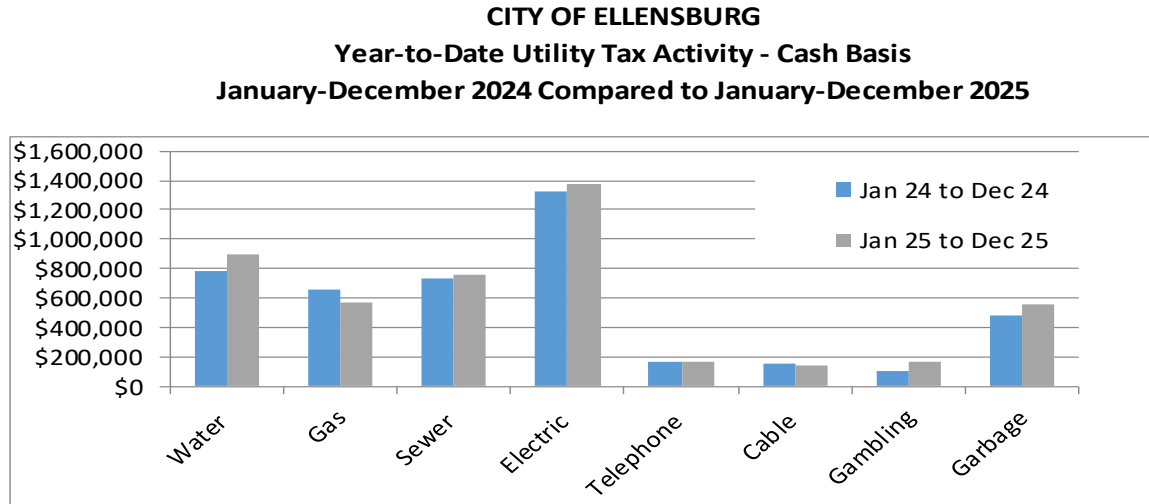
Source: Dept of Revenue Sales Tax Reports - 2025 information: reporting revenue **received** January thru December
Revenue was recorded on a cash basis for this report. January will be the first month of reporting for 2025

Retail sales tax is distributed monthly reflecting 20 different categories. The above graph reflects the top ten categories with 10 categories being identified within the “Others” category. **Overall sales tax is up 28.23% compared to the 4th quarter of 2024. Others has the highest dollar decrease with Construction showing the highest dollar increase. Prof, Scientific and Tech Services had a significant dollar and highest percentage increase as well. If we removed the increase for construction and tech services, which are very volatile, the sales tax**

increase over 2024 would be **negative 4%**. These numbers do not include the .03% for criminal justice, the .02% for public transit, or the .01% for housing and related services. **These revenues are for sales from November 2024 through October 2025.**

Utility Tax – Table 6

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



	Receipt Dates Jan 24 to Dec 24	Receipt Dates Jan 25 to Dec 25	Increase/ (Decrease)	% Inc (Dec)
Water (10.5%)	\$787,068	\$892,335	\$105,268	13.37%
Gas (6%)	651,739	566,567	(85,172)	-13.07%
Sewer (10.5%)	733,992	755,566	21,574	2.94%
Electric (6%)	1,323,944	1,380,553	56,609	4.28%
Telephone (6%)	170,412	163,319	(7,093)	-4.16%
Cable (1.075%)	154,751	137,827	(16,924)	-10.94%
Gambling (varies 2%-8%)	108,235	165,967	57,732	53.34%
Garbage (8.1%)	478,517	552,469	73,952	15.45%
Total	<u>\$4,408,658</u>	<u>\$4,614,603</u>	<u>\$205,944</u>	<u>4.67%</u>

Revenue was recorded as cash basis for this report.

Telephone and cable taxes will continue to decrease as landlines and cable television have become less common. Residents using cell phone numbers with billing addresses from outside of the area are not paying this local telephone tax.

Table 7

General Fund				
Revenues and Expenditures - Budget and Projected				
31-Dec-25				
	2025 Budget	2025 Projected	2025 Actual YTD	Budget less Projected
Revenues				
Taxes	\$8,892,789	\$9,187,110	\$9,187,110	-\$294,321
Licenses & Permits	568,828	\$764,958	764,958	-\$196,130
Intergovernmental	1,306,716	\$1,126,094	1,126,094	\$180,622
Charges For Fees	5,866,799	\$6,248,097	6,248,097	-\$381,298
Fines & Forfeits	240,000	\$229,603	229,603	\$10,397
Misc.	931,710	\$1,153,257	1,153,257	-\$221,547
Transfers	4,757,005	\$4,739,605	4,739,605	\$17,400
Other Receipts	0	\$13,165	13,165	-\$13,165
Total	\$22,563,847	\$23,461,888	\$23,461,888	-\$898,041
Expenditures by Dept				
NonDept	\$2,274,842	\$2,030,271	\$2,030,271	\$244,571
Finance	3,070,284	\$2,771,500	2,771,500	298,784
City Manager	2,292,585	\$2,019,548	2,019,548	273,037
Police	6,380,909	\$6,020,380	6,020,380	360,529
Community Develop.	2,103,410	\$1,723,390	1,723,390	380,020
Engineering	2,035,588	\$1,861,723	1,861,723	173,865
Parks & Recreation	4,199,337	\$3,800,412	3,800,412	398,925
Library	1,580,487	\$1,501,305	1,501,305	79,182
Economic Development	272,000	\$15,256	15,256	256,744
Total	\$24,209,442	\$21,743,785	\$21,743,785	\$2,208,913
Excess of Revenues over	-\$1,645,595	\$1,718,103	\$1,718,103	-\$3,363,698
Beginning Balance	5,477,754	8,958,111	8,958,111	-\$3,480,357
Other Receipts	0			\$0
Ending Fund Balance	\$3,832,159	\$10,676,214	\$10,676,214	\$6,844,055

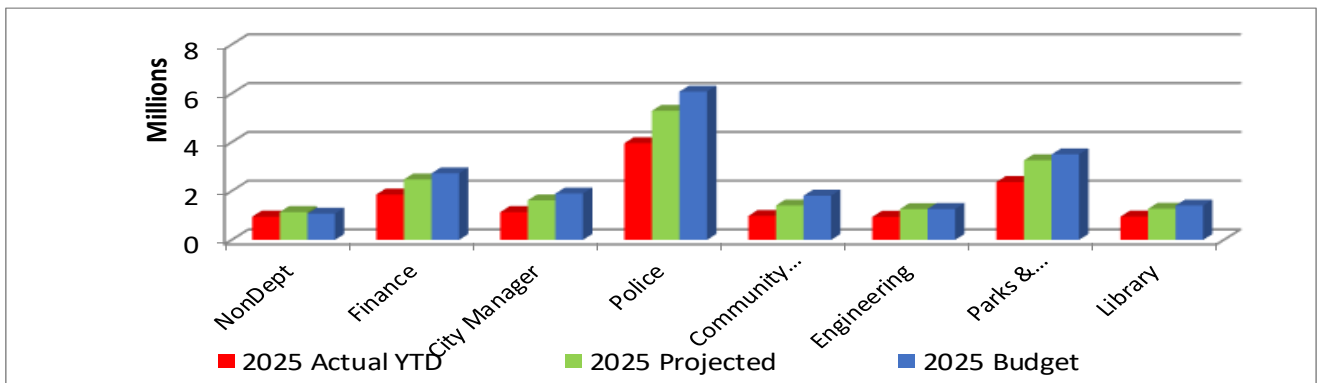


Table 8

DEBT ACTIVITIES	Issued Date	Maturity Date	Original Amount	12/31/2025	2025 Debt Payment
General Obligation					
Maintenance Bond - Pool	2010	2030	2,935,000	849,304	186,403
2017 GOI Bond - Public Safety Bldg.	2017	2037	7,200,000	5,690,450	562,326
Telecom Utility - LTGO Taxable **	2016	2036	290,243	179,851	19,263
			10,425,243	6,719,605	767,991
Revenue Bonds					
Stormwater Bond *****	2020	2039	5,000,000	4,100,673	360,988
Water Sewer ****	2016	2029	6,990,000	2,865,000	762,151
Gas	2016	2036	859,015	514,397	52,459
Electric- Refunding***	2005/2014	2025	3,650,000	0	395,850
Electric	2014	2033	4,540,000	4,400,000	205,475
Water/Sewer	2021	2040	10,000,000	8,237,746	666,890
			31,039,015	20,117,816	1,776,922

** LTGO Taxable 20 year bonds in 2016

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

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

Citywide Report

The table on the next page- Revenues and Expenditures-Actual shows that the city brought in approximately \$9.3 million more than it spent thru quarter 4 of 2025 YTD. \$736 thousand of the excess revenue over expense is from the utility and internal service funds. The General Fund (including managerial funds) saw a net gain of \$3.16 million. Table 10 reduces utility revenues by the outstanding utility receivable amounts to convert revenue amounts to cash basis.

Investment Report

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

Table 9

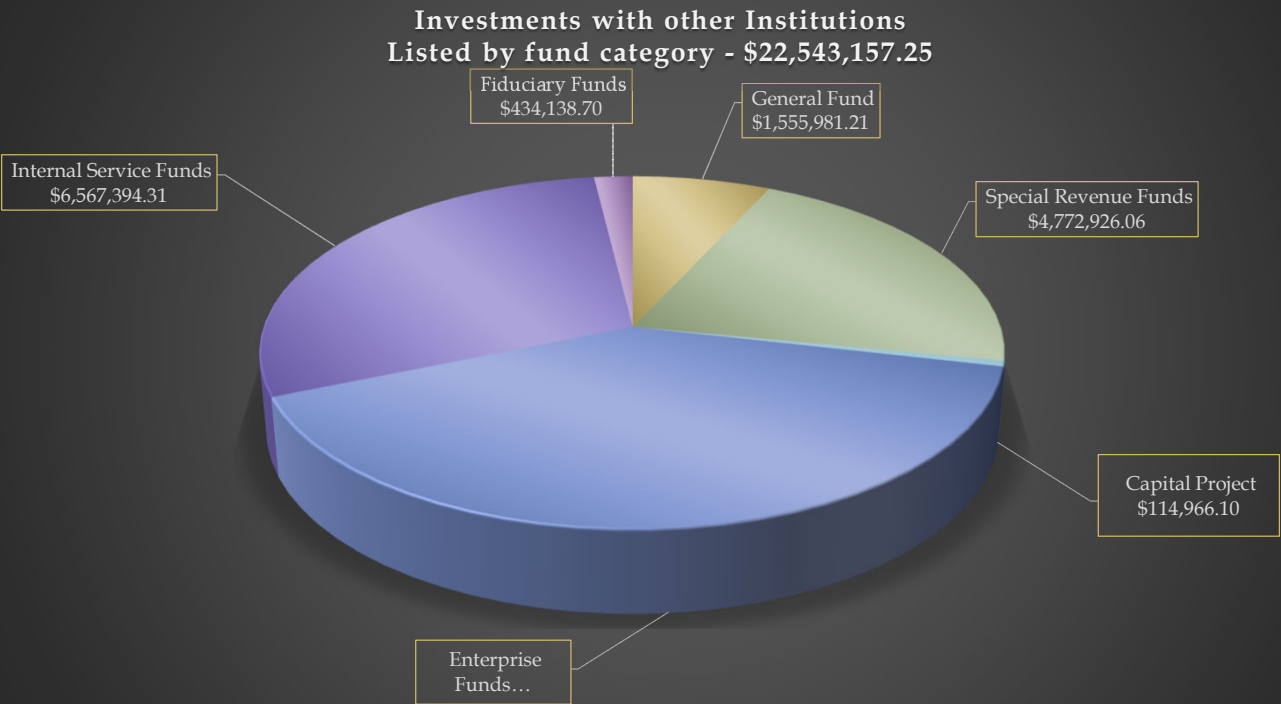
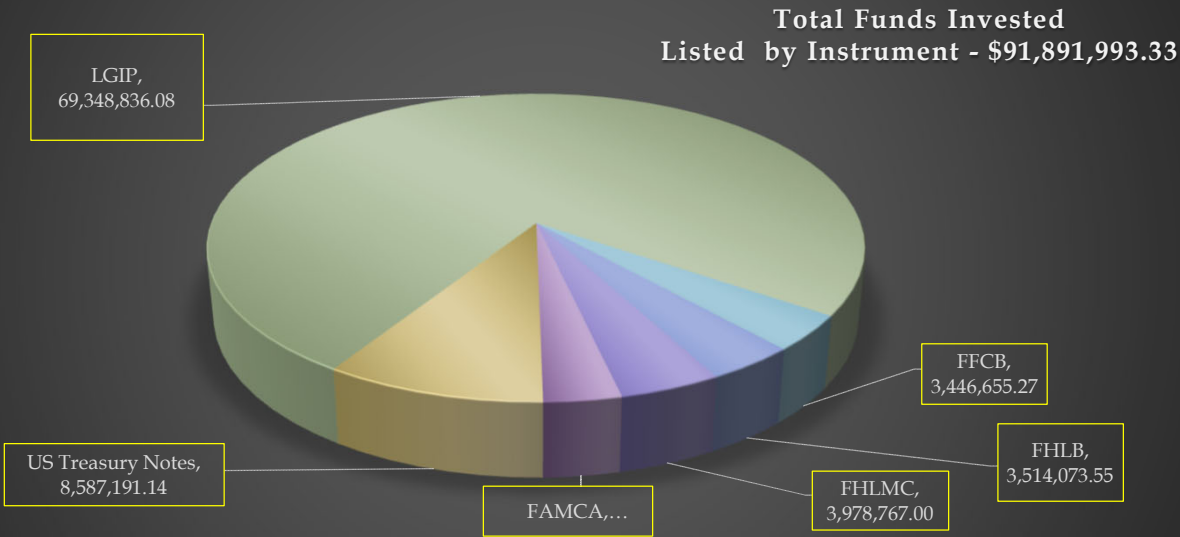
All City Funds
Revenues and Expenditures- Actual
For the Quarter Ending December 31, 2025

	Revenue	Expenditures	Excess of Revenue Over Expenditures
General Fund	\$23,466,389	\$21,743,785	\$1,722,604
Special Revenue Funds			
Street	2,673,207	2,675,202	(1,995)
Arterial	5,439,124	4,474,115	965,009
Traffic Impact	817,163	2,781	814,382
Ellensburg Public Transit	3,551,480	2,883,054	668,426
Criminal Justice	2,123,358	1,985,115	138,243
Drug Fund	17,925	589	17,336
Sales Tax	8,554,649	7,056,734	1,497,915
CATV - Operations	80,386	83,296	(2,910)
CATV - Capital	3,108	0	3,108
Parks Acquisition	355,003	0	355,003
Arts Acquisition	50,700	90,048	(39,348)
Lodging Tax	781,666	275,840	505,826
Housing & Related Service	1,412,019	1,536,118	(124,099)
Grants Fund	727,500	942,514	(215,014)
Debt Funds			
Public Safety Bond	562,327	562,326	1
Maintenance Bond	186,403	186,403	0
LID Guarantee Fund	4,836	159,688	(154,852)
Capital Funds			
Fieldhouse Construction Fund	1,764,671	0	1,764,671
Capital Const. Bond Projects	0	45,827	(45,827)
General Fund Capital Projects Fund	0	0	0
Sidewalk	435,565	354,459	81,106
Recreational Facilities Fund	418,466	0	418,466
Enterprise Funds			
Stormwater	2,622,178	3,364,033	(741,855)
Telecommunications	766,022	530,611	235,411
Gas	14,343,113	17,236,902	(2,893,789)
Electric	22,778,634	21,319,189	1,459,445
Water	8,306,286	6,946,720	1,359,566
Sewer	8,029,353	9,661,438	(1,632,085)
Internal Service Funds			
Shop	4,049,701	2,463,485	1,586,216
General Facilities Fund	1,604,713	1,015,364	589,349
Health Insurance	397,913	321,039	76,874
Risk Management	947,322	1,087,508	(140,186)
IT	3,080,023	2,127,553	952,470
GIS	363,106	477,891	(114,785)
Library Trust	12,911	597	12,314
Hal Holmes	32,295	1,472	30,823
Fire Relief	252,525	99,566	152,959
Total	\$121,012,040	\$111,711,262	\$9,300,778
Managerial Funds of the General Fund			
* Utility Revenue amounts have been converted to cash basis			

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

Funds invested \$91,891,993.33

Bench Marks	
1-year Treasury Constant Maturity	- 4.06%
2-year Treasury Note	-3.54%%
External Investments	- 3.1306%
Local Govt. Investment Pool (LGIP)-Gross Earnings Rate	- 3.8819%
Interest earned in December	- 290,725.93



Investments with other Institutions

Type of Authorized Security	Maximum Holdings and Issuer Limitations	maximum \$ amount that can be invested	% limitation per issuer	% of portfolio invested	Current Investment Holding Amount	Name	Amount Invested w/Issuer	% of Issuer Holding	Yield to Maturity	Expected Annual Earnings
U.S. Treasury Bills, Notes, Bonds or Certificates	100% of Portfolio	\$91,891,993	no limitation	25%	\$22,543,157	#65 Treasury Strip.45 Settled 02/11/21 purchase: \$ 499,619 Matures 2/15/26	-	0%	0.00%	\$ -
						#68 FHLB Settled 8/9/21 purchase: \$1,006,671.67 Matures 6/12/26	499,619	1%	0.45%	2,250
						#69 FHLMC Settled 08/9/21 purchase: \$3,985,346 Matures 3/30/26	1,000,667	1%	0.65%	7,500
						#73 FFCB Settled 9/22/22 purchase: \$1,476,304.88 Matures 9/15/27	3,978,767	4%	0.63%	20,400
						#75 FHLB Settled 3/1/23 purchase: \$1,030,566 Matures 3/10/28	1,476,305	2%	3.74%	50,625
						#76 FFLB Settled 3/1/23 purchase: \$1,499,512 Matures 10/14/26	1,013,894	1%	4.50%	45,000
						#77 US Treas Settled 8/25/23 purchase: \$1,498,156 Matures 2/15/27	1,499,513	2%	4.55%	17,238
						#78 Farmer Mac Settled 12/8/23 purchas: \$1,011,425.11 Matures 12/04/28	1,498,156	2%	4.45%	36,225
						#79 FFCB Settled 2/14/24 purchas: \$996,318.58 Matures 2/13/29	1,006,855	1%	4.38%	43,750
						#80 FFCB Settled 4/1/2024 purchas: \$974031.81 Matures 8/24/26	996,319	1%	4.21%	41,250
						#81 FAMCA Settled 06/21/24 purchase: \$2,013,665.67 Matures 5/21/27	974,032	1%	4.42%	31,250
						#82 Treasury STRIPS Settled 12/16/2024 purchas: \$1979914 Matures 8/15/28	2,009,615	2%	4.55%	91,000
						#83 Treasury NTS Settled 2/05/2025 purchas: \$1517332.50 Matures 5/31/29	1,979,914	2%	4.13%	94,990
						#84 Treasury NTS Settled 6/11/2025 purchas: \$998736.06 Matures 8/31/29	1,517,333	2%	4.20%	44,000
						#85 Treasury NTS Settled 9/05/2025 purchas: \$1,070,999.40 Matures 11/30/29	998,736	1%	3.62%	37,000
						#86 Treasury NTS Settled 11/07/2025 purchas: \$1,025,323.81 Matures 2/28/30	1,068,111	1%	3.88%	41,500
							1,025,324	1%	3.55%	36,130
						Subtotal Funds	22,543,157.25			\$ 640,108.00
						External Investments		2.84% AAY		

Investment in State of Washington Investment Pool

State of WA	100% of	\$91,891,993	no limitation	75%	69,348,836.08	State of WA Local	69,348,836.08	75%	4.1659%	\$ 2,889,003.16
State Investment Pool							4.17% AAY			

AAY = Average Annual Yield
FFCB - Federal Farm Credit Bank
FHLB - Federal Home Loan Bank
FHLMC - Federal Home Loan Mortgage Corp
FNMA - Federal National Mortgage Assn
FAMCA - Federal Agriculture Mortgage Corp

Sorted by Maturity

Security	Description	Rate	Par	Maturity	Months Left to Maturity	Investment #
912833LY4	US TREASURY NOTES NONCALLABLE	0.45	511,000.00	02/15/26	2	65
3134GWWP7	FHLMC CALLABLE after 3/30/23	0.63	4,000,000.00	03/30/26	3	69
3130AMFS6	FHLB NONCALLABLE	0.65	1,000,000.00	06/12/26	5	68
3133ENH45	FFCB NONCALLABLE	4.42	1,000,000.00	08/24/26	8	80
3130APAC9	FHLB CALLABLE after 4/14/23	1.02	1,690,000.00	10/14/26	9	76
912828V98	US TREASURY NOTES NONCALLABLE	4.45	1,610,000.00	02/15/27	14	77
31424WJL7	FAMCA NONCALLABLE	4.45	2,000,000.00	05/21/27	17	81
3133ENL99	FFCB NONCALLABLE	3.74	1,500,000.00	09/15/27	20	73
3130ATS57	FHLB NONCALLABLE	4.17	1,000,000.00	03/10/28	26	75
912833RZ5	US TREASURY NOTES NONCALLABLE	4.13	2,300,000.00	08/15/28	31	82
31424WCR1	FAMCA NONCALLABLE	4.38	1,000,000.00	12/04/28	35	78
3133EP3B9	FFCB NONCALLABLE	4.21	1,000,000.00	02/13/29	37	79
91282CES6	US TREASURY NOTES NONCALLABLE	4.2	1,600,000.00	05/31/29	41	83
91282CLK5	US TREASURY NOTES NONCALLABLE	3.62	1,000,000.00	08/31/29	44	84
91282CFY2	US TREASURY NOTES NONCALLABLE	3.5	1,045,000.00	11/30/29	47	85
91282CGQ8	US TREASURY NOTES NONCALLABLE	3.55	1,017,810.00	02/28/30	50	86

TOTAL PAR	23,273,810
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Investment by Fund/Category	
General Fund	1,555,256.62
Special Revenue Funds	4,771,601.16
Capital Project	114,954.80
Enterprise Funds	9,049,889.53
Internal Service Funds	6,617,361.63
Fiduciary Funds	434,093.51
Total	22,543,157.25
LGIP	69,348,836.08
	-
Total	91,891,993.33

Investment by Instrument	
US Treasury Notes	8,587,191.14
State of WA Bonds	-
LGIP	69,348,836.08
FFCB	3,446,655.27
FHLB	3,514,073.55
FHLMC	3,978,767.00
FAMCA	3,016,470.29
Total	91,891,993.33

- difference



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

Agenda Subject: Letter of Intent Conditionally Selecting Central Paving, LLC as Developer for the Ellensburg Fieldhouse Project (Public Comment Opportunity)

Submitted by: Christopher Horner, City Attorney, Ryan Lyyski, Public Works Director, Heidi Behrends Cerniwey, City Manager

Department: City Attorney

Suggested Motion/Action:

Authorize the Mayor to sign a letter of intent (as attached or in substantially similar form) conditionally selecting Central Paving, LLC, as the Ellensburg Fieldhouse developer, and direct staff to develop lease-leaseback agreements for this project.

Background/Summary:

On October 9, 2025, the City published a Request for Qualifications (RFQ)(R25-09) for Developer of Ellensburg Fieldhouse. The RFQ due date was November 14, 2025, and the City received one developer response, which was from Central Paving, LLC.

City staff reviewed the response, and recommends Council select Central Paving, LLC, as the Ellensburg Fieldhouse developer, on the condition Central Paving, LLC agrees to the terms listed in the letter of intent. Those terms will also be included and addressed in more detail in the lease-leaseback agreements.

Previous Council Action:

On September 15, 2025, Council approved publication of an RFQ for Developer of Ellensburg Fieldhouse.

Analysis:

Chapter 35.42 of the Revised Code of Washington (RCW) authorizes development of a facility on public property by means of a lease-leaseback transaction on terms acceptable to a developer and the City, that allows for:

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

If Council authorizes signature of the letter of intent, the next steps to initiate a potential lease

of City property at Rotary Park for construction of a Fieldhouse facility include, but are not limited to, the following:

- Central Paving, LLC will submit a SEPA application and schedule a pre-application development review meeting with City staff;
- The City must complete a boundary line adjustment to create a segregated leasable parcel at Rotary Park for construction of the Fieldhouse facility;
- City staff and Central Paving, LLC will meet, discuss, and develop lease-leaseback agreements that specify facility features and design; fixed price for the facility; financing terms; and other terms and requirements as outlined in the letter of intent and RFQ.
- City Council will review and provide final approval of any lease-leaseback agreements with Central Paving, LLC.

Financial Impact:

RCW 35.42 allows for the construction of public facilities to be leased back to a city. If Council authorizes signature of the letter of intent, City staff will negotiate a fixed price for the Fieldhouse facility, inclusive of all development costs for design, development, permitting, financing, and construction of the facility. The anticipated fixed price of the project is approximately \$13 million to \$16 million, depending on negotiated design, specifications, and lease payment schedule. The City does not anticipate that the fixed price for the facility will exceed \$16 million.

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

Budget Adjustment: No

Attachments:

1. Letter of Intent
2. 10-25-23 Rotary Park Master Plan Preferred Final
3. Ellensburg Fieldhouse RFQ
4. Statement Of Qualifications For Submission



**501 North Anderson Street
Ellensburg, Washington 98926
Telephone: (509) 962-7230**

March 2, 2026

Central Paving, LLC
Attn: Joel Greear, Managing Member
1410 W Dolarway Road, Ste 301
Ellensburg, WA 98926

RE: Letter of Intent-Ellensburg Fieldhouse R25-09

Dear Mr. Greear:

Congratulations! As authorized in chapter 35.42 RCW, and based upon your November 1, 2025 Statement of Qualifications, the Ellensburg City Council has conditionally selected Central Paving, LLC as the developer for the City's new recreational facility ("Facility"), located in Rotary Park, Ellensburg, WA 98926.

The City's selection of Central Paving, LLC is conditional and is not a guarantee of funds or promise to enter into a final agreement. This letter provides an overview of City conditions and some details you can expect in the final lease-leaseback agreements. However, this letter does not cover all requirements or terms that will be included in lease-leaseback agreement; and this letter does not authorize any building, construction, or grading on City property. Central Paving, LLC assumes the risk and all costs incurred prior to execution of the final lease-leaseback agreements unless specifically authorized as identified below.

Please read this letter carefully and return a signed copy of the Acknowledgement of Developer Selection Conditions, located at the end of this document, to the City of Ellensburg City Clerk. The City of Ellensburg will initiate lease negotiations (and Central Paving, LLC can submit a pre-application review request, as well as a SEPA application) after City Council approval of this letter, and after receipt of the signed Acknowledgement of Developer Selection Conditions.

DEVELOPER SELECTION CONDITIONS

In addition to the terms and requirements stated in the City's RFQ for Developer of Ellensburg Fieldhouse, the City requires the lease-leaseback agreements contain the following terms (listed in no particular order):

1. This is a lease-leaseback transaction pursuant to chapter 35.42 RCW, where the City will lease ground at Rotary Park to Central Paving, LLC, whom will finance, design, and construct the Facility, and the City will lease the Facility back from Central Paving, LLC, provided:
 - a. No part of the cost of construction of the Facility shall ever be or become an obligation of the City;
 - b. The City shall have a right to occupy the full Facility or any portion thereof based in exchange for lease payments agreed upon by the parties, which lease payments shall not exceed prevailing rates for comparable space; and
 - c. Upon expiration of the lease, unless an earlier purchase option is exercised, the Facility shall become the property of the City.

2. Central Paving, LLC shall be responsible for financing the design and construction of the Facility, either directly or through third-party financing, subject to a fixed price for the Facility. The fixed price for the Facility is anticipated to be between \$13 million to \$16 million, depending on negotiated design, specifications, and lease payment scheduled, but in no event shall the fixed price for the Facility exceed \$16 million. The City will not pay or be responsible for any construction financing costs exceeding 8.5%.
3. The lease-leaseback agreements will be for up to a 50 year lease, and will provide the City with options for early lease termination, paydown, and/or buy-out.
4. Central Paving, LLC will be required to pay prevailing wages in connection with the construction of the Facility, in accordance with RCW 39.04.260.
5. Central Paving, LLC will provide payment and performance bonds for 100% of the value of the project (or similar financial guarantee) to guarantee completion of construction of the Facility as detailed in the lease agreement and in accordance with the final project design, and including incorporated technical design criteria.
6. A clear communication plan for the project, that includes, but is not limited to:
 - a. Public notices and engagement to inform the community about the project;
 - b. Regular meetings with designated City staff and project consultants, and/or as requested by the City;
 - c. Regular and timely project progress and status reports.
7. The City and Central Paving, LLC will meet, discuss, and reach agreement on Facility features and design during lease negotiations, plan finalization, and throughout the course of construction. This includes, but is not limited to: periodic design reviews (at 30%/60%/90% design intervals); collaboration with any design review consultant the City chooses (including City staff or external review) to assist with project plan review; and working cooperatively to address any design review comments. The City will have the right to review and approve the Facility design at the designated design intervals, and otherwise to reject designs that deviate from the lease agreement or incorporated technical design criteria.
8. The City and Central Paving, LLC will also meet, discuss, and reach agreement on the Facility fixed price during lease negotiations.
9. Any proposed value engineering opportunities shall be formally documented by the developer and will require advance City approval.
10. Subject to City approval, the City will acknowledge significant donations made by Central Paving, LLC to this project. Planned donations should be identified in the project budget/financing plan.
11. Central Paving, LLC will design and construct the Facility in accordance with the Rotary Park Masterplan, which the City will provide. Any requests for variance (including, but not limited to: additional work in or outside Rotary Park or immediately adjacent to the Facility) must be pre-approved, in writing, by the City.

12. The Facility and required improvements will comply with all applicable federal, state, and local laws, regulations, and requirements. Nothing in the agreement will abrogate or waive development requirements or local laws, regulations, or requirements for this project.
13. Central Paving, LLC will provide an updated timeline for design and construction. Any extension of the timeline is subject to written pre-approval by the City. The timeline shall include, but not be limited to, a schedule of performance, submission of a finance plan, obtaining civil permits, commencing construction, completing construction, and City occupancy.
14. Central Paving, LLC will pay the City for the ground lease, but the parties agree this will be a nominal amount given the purpose of the Facility, and the lease-leaseback provisions of chapter 35.42 RCW.
15. The City and Central Paving, LLC will discuss whether permit fees can be delayed until issuance of permits by the City Community Development and Public Works Departments, for the purpose of reducing long-term costs to the City for this project.
16. Upon completion, the entire Facility will be used only for City purposes, and the City will lease the entire Facility.
17. Central Paving, LLC will perform a traffic impact analysis, which will need to be completed by a licensed transportation professional. However, the City and Central Paving, LLC will discuss options to reduce long-term City costs related to the traffic impact analysis.
18. The City will be responsible for completing the Boundary Line Adjustment necessary to create a parcel for the fieldhouse and supporting infrastructure.
19. Contract terms must be agreed to by May 30, 2026, or as otherwise agreed to by the City and Central Paving, LLC. However, the City of Ellensburg reserves the right to withdraw this Letter of Intent and to otherwise terminate negotiations at any time.
20. Should Central Paving, LLC wish to assign this project to another limited liability corporation (with a different name), such assignment shall be subject to City approval. In addition, Central Paving, LLC and its successor/assignee corporation, shall agree to be bound by the terms and requirements listed in this letter of intent and the RFQ for Developer of Ellensburg Fieldhouse.
21. The City Manager will designate an official City point of contact for this project. Until further notice, the City's designated point of contact will be Ryan Lyyski, Public Works Director.

Thank you for your response to the City of Ellensburg's RFQ, as this is an exciting project for our community!

Sincerely,

Rich Elliott, City of Ellensburg Mayor

Acknowledgement of Developer Selection Conditions

I acknowledge that I have read and understand the developer selection conditions listed in the Central Paving, LLC, Letter of Intent, relating to the City’s RFQ for Developer of Ellensburg Fieldhouse .

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

Signature:

Title:

Name:

Date:

Organization:

Rotary Park Master Plan

West Ellensburg, Washington

October 25, 2023



Parking Totals

Existing Parking Stalls	383
NEW Parking Stalls	1,110
Possible Total Stalls	= 1,493

Existing Multi-Use Fields

- Open grass lawn area - Irrigated
- Can be striped for multiple sports field options/quantities

NEW Multi-Use Field

- Lighted Synthetic Turf Surface
- Striped for 225' x 336' Soccer Field
- Can be striped for multiple other field options/quantities

Baseball / Softball Field

- Existing Backstop with NEW Paved Plaza
- NEW Lighted Synthetic Turf Infield (Baselines to 90')
- 300' Outfield size can be varied w/portable, temporary fencing

Softball Complex

- 4 Softball Fields (Fenced 300' outfields) (Fields 1 & 2 are Existing, Fields 3 & 4 are NEW)
- NEW Field Lighting (Irrigated Outfields)
- NEW Synth. Turf Infields (Baselines to 90')
- NEW Restroom / Concessions Building

Disc Golf Area

- 18 Holes on Varied Terrain

Existing Wind Turbine Bases (to be removed)

Campus to Canyon Trail

Existing Solar Arrays



Existing Off-Leash Park Areas

- Separate Fenced Large / Small Animal Areas with Controlled Access Gates
- Existing Shade Shelters in each area

- NEW Restroom Building
- NEW Picnic Shelter (typical)
- Existing Parking (383 Stalls)

Existing Mountain Bike Skills Course

West Ellensburg Park

- Existing Picnic Shelter
- Existing Playground
- Existing Pickleball Courts (4) with NEW Court Lighting
- NEW Pickleball Courts (8) with Court Lighting

Existing Sigler Field

- NEW Synth. Turf Infield (90' Baselines)
- NEW Field Lighting

- NEW Restroom / Concessions Building
- NEW Passenger Drop-Off Lane Area

Existing Rugby Field

Existing Greear Field

- NEW Synth. Turf Infield (90' Baselines)
- NEW Field Lighting

- Emergency Access (Secondary Gated Entrance)

- NEW Picnic Shelter (typical)

- NEW Parking (N/S 330 stalls)

- NEW Parking (E/W 688 stalls)

- NEW Soft-Surface Perimeter Loop Trail (1.72 miles)

NEW Youth Baseball Fields

- 3 Fields (Fenced 250' outfields)
- Field Lighting (Irrigated Outfields)
- Synth. Turf Infields (Baselines to 70')
- Restroom / Concessions Building

NEW Riding Railroad Area

- Approximately 4.03 Acre Space
- 7.5' Gauge Railroad Track
- 1/8 Scale Historic Buildings

NEW Grasscrete Area

- Farmer's Market Space
- Tournament Host RV Space
- Temporary Overflow Parking

Existing Youth Baseball Fields

- 4 Lighted Fields (Fenced 200' outfields)
- Existing Field Lighting (Irrigated Outfields)
- NEW Synth. Turf Infields (Baselines to 70')
- Existing Restroom / Concessions Building

NEW Field House

- Multi-sport capable
- 100,000 to 150,000 square feet
- Passenger Drop-Off Lane Areas

Primary Park Entry

- Via Anderson Road
- 30' road width
- Pedestrian Access





City of Ellensburg

Request for Qualifications

Developer of Ellensburg Fieldhouse

Issue Date: **October 9, 2025**
Due Date: **November 14, 2025 – 4:00 p.m. (Pacific Time)**

REQUEST FOR STATEMENTS OF QUALIFICATIONS

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

Developer of Ellensburg Fieldhouse

Qualifications from firms or teams of firms ("firms") received later than **4:00 p.m. November 14, 2025, may not be considered.**

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

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

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

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

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

Dated this 6th day of October 2025

Beth Leader
City Clerk
509-925-8614

**Advertised in The Daily Journal of Commerce on October 9th and October 16th, 2025
And The Daily Record on October 9th and 16th, 2025.**

Scope and Approach

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

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

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

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

General Facility Descriptions and Anticipated Contracting Relationships

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

Known Design Requirements

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

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

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

Procurement Process: Chapter 35.42 RCW

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

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

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

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

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

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

RFQ Process

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

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

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

Submission Criteria

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

SOQs must include the following:

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

SOQ Submittal Instructions

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

1. **Qualifications must be submitted by e-mail and be received no later than 4:00 pm PST on November 14, 2025.**
2. E-mailed qualifications should include “Developer of Ellensburg Fieldhouse” in the subject line and be addressed to cityclerk@ellensburgwa.gov
3. All qualifications sent electronically must be in the form of a PDF and cannot exceed 20MB.
4. Please make sure you stay within 50-page limit on your proposal.
5. All qualifications must include the legal name of the organization, firm, individual or partnership submitting the SOQ. Include the address of the principal place of business, mailing address, phone numbers, emails, fax number and primary contact person.
6. To be evaluated, SOQs must address all requirements and instructions contained within.

Questions: Questions regarding the scope of the project, RFQ, or the SOQ evaluation process must be submitted in writing and addressed to Brad Case, Parks & Recreation Director, at caseb@ellensburgwa.gov. Questions must be submitted by 2:00 PM PST on October 23, 2025.

Submittal Deadlines

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

October 9, 2025	RFQ posted
October 23, 2025	Deadline for questions: 2:00 p.m.
October 31, 2025	Responses to questions posted: 5:00 p.m.
November 14, 2025	Request for Qualifications Submittals Deadline: 4:00 p.m.
December 5, 2025	Evaluation Period – including interviews
December 15, 2025	Developer Selected / Negotiations Commence

Selection Criteria

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

SOQs will be evaluated based on the following criteria:

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

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

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

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

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

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

Selection Process and Contract

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

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

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

Other RFQ Terms and Conditions

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

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

Public Disclosure

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

OWMBE Participation

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

Federal Debarment

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



1410 W Dolarway Road Ste 301, Ellensburg, WA 98926 | 509-929-1044 | team@centralpavingllc.com | centralpavingllc.com

November 1st, 2025

Brad Case
Parks & Recreation Director
501 N Anderson St
Ellensburg, WA 98926
cityclerk@ellensburgwa.gov

RE: Statement of Qualifications Developer of Ellensburg Fieldhouse R25-09

To Whom It May Concern,

The following Statement of Qualifications Submittal is being provided by applicant Central Paving, LLC pursuant to the City Of Ellensburg Developer of Ellensburg Fieldhouse R25-09 Request for Qualifications dated October 9th, 2025. The applicant is pleased to provide the following information as requested in the RFQ.

1. Previous Experience in similar projects including references (please identify the specific members of your proposed team that have the required or preferred relevant experience)
 - Project specific experience related to the design, construction, and management of large recreation and community center facilities.

Over the last 7 years, the Central Paving team has permitted, constructed, leased, and managed over 350,000 SF of commercial, industrial, office, mixed use, and flex space property including spaces for recreation and community use. Central Paving is well versed in both wood frame and steel frame construction for a variety of uses.

- General project experience of a similar size and scope.

- **1410 W Dolarway Road Business Complex**

Consists of four buildings on 4.47 acres totaling 54,331 SF of leasable footage to commercial, industrial, office, mixed use, and flex space tenants. This facility was constructed from 2018-2020.

- **1500 W Dolarway Road Business Complex**

Consists of eight constructed buildings on 5.4 acres totaling 85,650 SF of leasable footage to commercial, industrial, office, mixed use, and flex space tenants. This facility was constructed from 2021-2025.

- **505 W Railroad Ave Storage Complex**

Consists of twenty constructed buildings on 5.4 acres totaling 84,800 SF of leasable self storage. The facility was constructed from 2021-2022.

- **1111 E Bowers Road Building**



1410 W Dolarway Road Ste 301, Ellensburg, WA 98926 | 509-929-1044 | team@centralpavingllc.com | centralpavingllc.com

Consists of a 15,000 SF building of leasable hangar and office space. The facility was constructed from 2023-2024.

- **2011 Old Hwy 10 Storage Complex**

Consists of five constructed buildings on 5.8 acres totaling 75,000 SF of leasable self storage. The facility was constructed in 2025.

- **The Ridge Professional Building**

Consists of a 10,400 SF building of leasable office space. The facility was purchased in 2025.

- **Yakima Business Park**

Consists of four buildings totaling 28,800 SF of leasable footage to commercial, industrial, office, mixed use, and flex space tenants. This facility was purchased in 2018. This property had an abandoned building which was remodeled & repurposed.

The projects listed above are all held and managed by the Central Paving team. These projects consist of over 50 commercial tenants and associated leases.

- Company information including time the company has been in business and business experience.

Central Paving, LLC has been in business since 2009 performing work in the construction trades (land development, civil sitework & building) and asphalt paving industries. On average, over the past 10 years, Central Paving employs 50 staff annually and performs \$15-\$20 million in annual revenue.

- A list of names and phone numbers of at least three (3) client references that would be most knowledgeable of your company's performance on these similar projects. Please verify both name and contact phone number in advance before including this information in the qualifications.
 - o Josh Fredrickson - Kittitas County Public Works Director
 - josh.fredrickson@co.kittitas.wa.us
 - 509-962-7523
 - o Elisha Gessele - Owner, Clean Image
 - elisha@cleanandrestore.info
 - 509-899-9304
 - o Laurie Erickson - Owner, Finest Accessories
 - laurie@franceluxe.com
 - 425-831-7001

2. Expertise of Key Personnel and/or Team Partners for Identified Roles

- Specialized experience and technical competence of the team members with their titles and roles identified. This should include the team for both design and construction.
 - o Jeff Greear - Managing Member - 40 years experience in construction project design, construction, management, leasing, and business ownership. Jeff

holds a bachelor of science in technology education from Western Washington University.

- o Aaron Greear - Managing Member - 17 years experience in construction project design, construction, management, leasing, and business ownership. Aaron holds a bachelor of science degree in mechanical engineering from Central Washington University.
- o Joel Greear - Managing Member - 18 years experience in construction project design, construction, management, leasing, and business ownership. Joel holds a bachelor of science degree in construction management from Central Washington University

- Highlight the experience of identified personnel with projects of similar scope and scale.

All the projects noted in the section one responses were designed, constructed, managed, and operated jointly by Jeff, Aaron, and Joel Greear

3. Project Understanding and Proposed Strategy for Success

- A statement of your understanding of the various aspects of the project.
 - o In the last 10 years, the applicant has designed, engineered, submitted, and been issued over 60 land use and building permits in the City of Ellensburg and Kittitas County for 42 separate structures. The applicant is familiar with project design, permit, and construction requirements and timelines. The applicant's knowledge of the requirements for the various steps for this project is demonstrated in the attached preliminary project schedule that is included with this submission. The applicant has completed each of the development steps previously on projects in the City of Ellensburg, thus is familiar with the various aspects of the project.
- Capacity to perform the work within desired time and budget limitations.
 - o In regards to the construction completion timeline, the applicant has addressed the proposed timeline in a RFQ question to the city. Based on the attached draft schedule, largely due to the extensive time requirements to complete the lease negotiation/COE review/council approval (~110 days), COE pre-application meeting & comments (~57 days), SEPA process, comments/appeal (~155 days), project design (~120 days), height variance (~150 days) and COE site/building permit review (~120 days), we don't expect the developer to receive a building permit until Quarter 1 of 2027 at the earliest. This would put construction commencement in the spring of 2027 and a construction timeline of 18-24 months assuming no unexpected delays. To achieve occupancy by March 31, 2027 is unrealistic, largely due to COE project and permit review timelines. We are unaware of any means a developer has to expedite this process, and this does not account for any unknown setbacks. If the applicant is ultimately the developer chosen, the applicant will work diligently with the city to provide and execute a timely construction schedule.
 - o In regards to budget limitations, the applicant has received quotes for each of the project components. The applicant believes that the project as described in the RFQ can be completed within the budget proposed.

- Proposed methods to accomplish the work; ability to identify and solve issues related to ease of use, identify problems, and manage density, neighborhood and traffic issues; appreciation of design potential to minimize cost and construction impacts.
 - The applicant has a strong working relationship with the City of Ellensburg in regards to both land development and construction activities. The applicant is familiar with land development, site development, and building construction design codes and requirements. Through RFQ documents, review of surrounding construction projects, and communication with city personnel, the applicant has identified many of the anticipated challenges with this project. The applicant has thoroughly reviewed the scope of this project and anticipates most project challenges will be reviewed and addressed prior to beginning construction.
 - Demonstrate capability to explore and develop innovative or advanced techniques and design.
 - The applicant is experienced in cost effective, innovative building design and construction with the goal of providing the end user with the highest value structure for the intended use. The applicant has consistently constructed quality projects that have been successfully occupied by multiple tenants representing a variety of industries.
4. Approach to Project Management and Delivery
- A discussion of your firm's approach to this project.
 - The applicant is the single point of contact for project design, permitting, construction, leasing, and management. Having a single point of contact allows for a seamless project delivery. On the attached schedule, applicant has listed the pathway for the applicant and city to follow towards completion of this project. Each of the steps throughout the design/permit/construction process have been completed by the applicant in the city of Ellensburg in recent years on similar development projects.
 - A complete description of method to complete the scope of work.
 - The following items are noted for the 3 major project milestones: permitting/design, site work, and building construction.
- Permitting & Design**
- RFQ release
 - SOQ acceptance
 - Lease negotiation (ground & building)
 - Lease review by public
 - Lease execution
 - Pre-application meeting/comments
 - Geotech report
 - Survey lot boundary & topo
 - SEPA/Comments/Appeal Period
 - Height variance
 - Critical area review

- o Critical area report/study
- o Traffic impact analysis (TIA)/traffic impact study
- o Civil site engineering/design
- o Building structural engineering/design
- o Building interior structural engineering/design
- o Building architectural life safety/design
- o Building mechanical engineering/design
- o Building electrical/lighting engineering/design
- o Submit civil/building permit for review & revisions
- o Building permit issued

Site Work

- o Department of Ecology general stormwater permit
- o Utility locates
- o Survey site
- o Install site security fence
- o Mobilization
- o Parking lot & driveway subgrade
- o Building pad subgrade
- o Sewer line install
- o Water line & hydrant install
- o Gas line install
- o Storm piping & catch basin install
- o Dig storm retention swales
- o Temporary/perm power install
- o Parking finish grade/asphalt prep
- o Pave parking lot
- o Landscape

Building Construction

- o Excavate footings
- o Form footings & walls
- o Pour footings & walls
- o Slab grade
- o Data install
- o Under slab plumbing
- o Under slab sewer
- o Under slab electrical
- o Form slab
- o Slab insulation
- o Pour/cut/seal slab
- o Receive building package
- o Erect steel
- o Siding metal/insulation
- o Roof metal/insulation
- o Windows
- o Doors



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- o Commercial doors
 - o Interior buildout framing
 - o HVAC install
 - o Power connection
 - o Rough in electrical
 - o Install sprinkler system
 - o Install fire alarm system
 - o Drywall
 - o Paint Interior
 - o Trim
 - o Flooring
 - o Finish plumbing
 - o Finish electrical
 - o Install turf, nets, court lines, etc
 - o Cabinets
 - o Blinds
 - o Final inspection/certificate of occupancy
 - o Ground/building lease commences
 - A summary work coordination plan and schedule(s) describing how the goals, tasks, and other elements of the project can be expected to be completed during the project duration.
 - o See attached preliminary design/permitting/construction schedule
5. Financial Resources (Pass/Fail)
- Evidence of the Applicant's financial strength and stability to complete this project.

See attached reference letter from Cashmere Valley Bank indicating the applicant's financial ability and stability to complete this project.
 - Evidence of established relationships with financial institutions under which financing would be available for the execution and completion of the work called for.

See attached reference letter from Cashmere Valley Bank indicating the applicant's financial ability and stability to complete this project, as well as the bank's interest in being a partner in this project.

We thank you for your time and consideration in the review of our Statement of Qualifications.

Sincerely,

A handwritten signature in blue ink that reads "Joel Greear".

Joel Greear
509-899-7371
joel@centralpavingllc.com

#	Project	Task Name	Lead	After #	Days To Do	Start Date	P Start	Finish Date	Comments
Permitting/Design									
4	Plan	RFQ release	COE		36	10/9/25	10/9/25	11/14/25	
5	Plan	SOQ acceptance	COE		30	11/14/25	11/14/25	12/14/25	
6	Plan	Lease negotiation (ground & building)	COE	5	60		12/14/25	2/12/26	
7	Plan	Lease review by public	COE	6	60		2/12/26	4/13/26	
8	Plan	Lease execution	COE/Applicant	7	5		4/13/26	4/18/26	
9	Plan	Pre-application meeting/comments	COE/Applicant	8	35		4/18/26	5/23/26	Schedule Pre-App (21 days), Receive Comments (14 days)
10	Plan	Geotech report	Applicant	8	30		4/18/26	5/18/26	
11	Plan	Survey lot boundry & topo	Applicant	8	30		4/18/26	5/18/26	
12	Plan	SEPA/Comments/Appeal Period	Applicant	9	153		5/23/26	10/23/26	Type 1 Permit - Complete Application Determination (28 days), Theshold Determination (90 days), Applicant Review (14 days), Public Comment Period (21 days)
13	Plan	Height variance	Applicant	9	150		5/23/26	10/20/26	Type 3 Permit - Complete Application Determination (30 days), Review Period (>120 days)
14	Plan	Boundary line adjustment (BLA)	COE	8	60		4/18/26	6/17/26	
15	Plan	Critical area review	Applicant	12	42		10/23/26	12/4/26	Up to 6 weeks if required by SEPA
16	Plan	Critical area report	Applicant	15	45		12/4/26	1/18/27	If required by Critical Area Review
17	Plan	Cultural resource study	Applicant	12	45		10/23/26	12/7/26	If required by SEPA
18	Plan	Traffic impact analysis/(TIA)/study	Applicant	12	60		10/23/26	12/22/26	If required by SEPA
19	Plan	Civil site engineering/design	Applicant	10	90		5/18/26	8/16/26	
20	Plan	Building structural engineering/design	Applicant	10	120		5/18/26	9/15/26	
21	Plan	Building interior structural engineering/design	Applicant	10	120		5/18/26	9/15/26	
22	Plan	Building architectural life safety/design	Applicant	10	120		5/18/26	9/15/26	
23	Plan	Building mechanical engineering/design	Applicant	10	120		5/18/26	9/15/26	
24	Plan	Building electrical/lighting engineering/design	Applicant	10	120		5/18/26	9/15/26	
25	Plan	Submit civil/building permit for review & revisions	Applicant	19	150		8/16/26	1/13/27	Assuming no revisions
26	Plan	Building permit issued	COE	25	60		1/13/27	3/14/27	
Site Work									
27	Plan	Utility locates	Applicant	26	2		3/14/27	3/16/27	
28	Plan	Survey site	Applicant	26	20		3/14/27	4/3/27	
29	Plan	Install site security fence	Applicant	26	10		3/14/27	3/24/27	
30	Plan	Mobilization	Applicant	26	5		3/14/27	3/19/27	
31	Road	Parking lot & building pad subgrade	Applicant	27	40		3/16/27	4/25/27	
32	Road	Building pad subgrade	Applicant	27	20		3/16/27	4/5/27	
33	Sewer	Sewer line install	Applicant	31	60		4/25/27	6/24/27	
34	Water	Water line install	Applicant	31	60		4/25/27	6/24/27	
35	Gas	Gas line install	Applicant	31	60		4/25/27	6/24/27	
36	Storm	Storm piping & catch basin install	Applicant	31	60		4/25/27	6/24/27	
37	Storm	Dig storm swales	Applicant	31	60		4/25/27	6/24/27	
38	Power	Temporary/perm power install	Applicant	31	60		4/25/27	6/24/27	
39	Road	Parking finish grade/asphalt prep	Applicant	38	20		6/24/27	7/14/27	
40	Road	Pave parking lot	Applicant	39	10		7/14/27	7/24/27	
41	Road	Landscape	Applicant	40	10		7/24/27	8/3/27	
Building Construction									
42	Bldg. 1	Dig footings	Applicant	32	15		4/5/27	4/20/27	
43	Bldg. 1	Form footings	Applicant	42	15		4/20/27	5/5/27	
44	Bldg. 1	Pour footings	Applicant	43	15		5/5/27	5/20/27	
45	Bldg. 1	Slab grade	Applicant	44	10		5/20/27	5/30/27	
46	Data	Data install	Applicant	45	30		5/30/27	6/29/27	
47	Water	Under slab plumbing	Applicant	45	30		5/30/27	6/29/27	
48	Sewer	Under slab sewer	Applicant	45	30		5/30/27	6/29/27	
49	Power	Under slab electrical	Applicant	45	30		5/30/27	6/29/27	
50	Bldg. 1	Form slab	Applicant	49	10		6/29/27	7/9/27	
51	HVAC	Slab insulation	Applicant	50	10		7/9/27	7/19/27	
52	Bldg. 1	Pour/cut slab	Applicant	50	10		7/9/27	7/19/27	
53	Bldg. 1	Recieve building package	Applicant	26	180		3/14/27	9/10/27	
54	Bldg. 1	Erect steel	Applicant	53	200		9/10/27	3/28/28	Winter Shutdown TBD?
55	Bldg. 1	Siding metal	Applicant	54	40		3/28/28	5/7/28	
56	Bldg. 1	Roof metal/insulation	Applicant	54	40		3/28/28	5/7/28	
57	Bldg. 1	Windows	Applicant	54	10		3/28/28	4/7/28	

#	Project	Task Name	Lead	After #	Days To Do	Start Date	P Start	Finish Date	Comments
58	Bldg. 1	Doors	Applicant	54	10		3/28/28	4/7/28	
59	Bldg. 1	Commercial doors	Applicant	54	20		3/28/28	4/17/28	
60	Bldg. 1	Interior buildout framing	Applicant	54	60		3/28/28	5/27/28	
61	HVAC	HVAC install	Applicant	56	30		5/7/28	6/6/28	
62	Power	Power connection	Applicant	56	30		5/7/28	6/6/28	
63	Power	Rough in electrical	Applicant	56	40		5/7/28	6/16/28	
64	Bldg. 1	Drywall	Applicant	60	40		5/27/28	7/6/28	
65	Bldg. 1	Paint Interior	Applicant	63	15		6/16/28	7/1/28	
66	Bldg. 1	Trim	Applicant	64	20		7/6/28	7/26/28	
67	Bldg. 1	Flooring	Applicant	64	20		7/6/28	7/26/28	
68	Water	Finish plumbing	Applicant	64	20		7/6/28	7/26/28	
69	Power	Finish electrical	Applicant	64	20		7/6/28	7/26/28	
70	Bldg. 1	Cabinets	Applicant	64	10		7/6/28	7/16/28	
71	Bldg. 1	Blinds	Applicant	64	5		7/6/28	7/11/28	
72	Bldg. 1	Equipment	Applicant	69	60		7/26/28	9/24/28	
73	Plan	Final inspection	COE	72	15		9/24/28	10/9/28	
74	Plan	Ground/building lease commences	Applicant/COE	73	1		10/9/28	10/10/28	



Cashmere Valley Bank

To: City of Ellensburg
From: Darren Reid, SVP - Regional Manager, Cashmere Valley Bank
Date: 10/21/25
Re: Ellensburg Fieldhouse RFQ

The Greear family has had a relationship with Cashmere Valley Bank since 2003, over 22 years. During this time, Cashmere and the Greears have worked on at least a dozen commercial properties both with construction and permanent financing components. Several of these projects were of similar scope to the Ellensburg Fieldhouse.

The Greears have been in discussions with Cashmere about financing this project, and internal discussions within the bank have already taken place at the executive level about financing this project during the construction and permanent financing stages. The Greears are well qualified both financially and professionally (track record) to take on this project.

Cashmere Valley Bank's interest in being a financing partner with the Greears is two-fold:

1. Our projects with the Greears go smoothly (on time, and on budget)
2. The bank is eager to play a part in bringing an impactful project to fruition in our community.

I have worked with the Greears for the past 3 years as their commercial lender. Over this time, they have completed several large commercial construction projects. I can speak to their character and ability to deliver both professionally and personally. If you have any questions, you can reach me at the contact information below.

Darren Reid, SVP – Regional Manager
Cashmere Valley Bank | 101 W University Way | Ellensburg, WA 98926
Direct 509-962-0924 | dreid@cvb.bank
NMLS#472864



Cashmere Valley Bank



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

Agenda Subject: Contract to Purchase JustFOIA Software to Manage Public Records Requests (Public Comment Opportunity)
Submitted by: Christopher Horner, City Attorney
Department: City Attorney

Suggested Motion/Action:

Authorize the City Manager's signature on contracts, as attached or in substantially similar form, to purchase JustFOIA software for managing public records requests.

Background/Summary:

The City does not have a centralized public records request management software system. Public records requests are currently manually tracked and processed by City staff, often by email and spreadsheets. While current practice is effective in managing and responding to public records requests, the volume and complexity of records requests received by the City has increased over time, so a centralized public records request management software would allow City staff to manage and respond to records requests more quickly and efficiently by automating and streamlining workflows and tasks.

Previous Council Action:

None

Analysis:

The City receives approximately 1500 public records requests a year, with over 90% of those requests directed to the Ellensburg Police Department. Staff evaluated several software options, and determined JustFOIA provides good value with the number of features it has relative to its price, and is available to purchase under a state cooperative master agreement.

One of JustFOIA's features, in addition to workflow automation and being CJIS compliant (for security of criminal justice information), is a public portal that will allow requestors (including anonymous requestors) to track the status of their request; download requested records; and view any high-interest records the City chooses to publish online, without needing to file a request.

Financial Impact:

The initial cost is \$10,754/year, which would be considered an IT Enterprise Service, and would be allocated to and paid for by all City departments.

Budget Adjustment: Yes

Attachments:

1. (Insight-Client) City of Ellensburg - 39958 - JFNewOrder (FINAL)
2. Quotation #0229174839 - City of Ellensburg Justfoia

Quote 39958 (the “**Order**”) is entered into as of the Purchase Order date, (“**Order Effective Date**”), by and between Insight and Client and is hereby governed by the Insight Public Sector, Inc. NASPO ValuePoint Cloud Solutions Contract AR2485 (“Master Agreement”). If there is any conflict between a provision of the Master Agreement and this Order, the Order will control. JustFOIA Inc. is the Insight partner supplying the solution and services, and has included the Order details, description of services, and associated assumptions relative to this Order. This Order supersedes any previous quote or proposals received. Use of pre-printed forms, including, but not limited to, email, purchase orders, shrink-wrap or click-wrap agreements, acknowledgements, or invoices, is for convenience only, and all unilaterally issued and/or pre-printed terms and conditions stated thereon, except as specifically set forth in this Order, are void and of no effect.

IN WITNESS WHEREOF, the parties hereto have caused this Order to be executed by their respective duly authorized representatives as of the Order Effective Date.

Acknowledgment:

A Purchase Order (which must reference this Order) is required to formalize approval of this Order.

Purchase Order # _____

Purchase Order Date: _____

Authorized Contact: _____

PRICING: JUSTFOIA



3717 Apalachee Parkway, Suite 201
Tallahassee, FL 32311
850.701.0725
850.564.7496 fax

Bill to: Insight Public Sector, Inc
Cristian.Perez@insight.com

Ship to: Chris Horner

hornerc@ellensburgwa.gov

cc AP Contact: hornerc@ellensburgwa.gov

Client Name: City of Ellensburg
Client Address: 501 N Anderson Street, Ellensburg, WA 98926
Quote Number: 39958
Quote Type: New JustFOIA System
Site Name: City of Ellensburg
URL: ellensburgwa.justfoia.com

Quote Date: 2/5/2026

Subscription Period Start Date:
Date of Contract Execution

Subscription Period End Date:
12 Months from Date of Contract Execution

Product Description:	Qty.
<u>JustFOIA ANNUAL RECURRING SERVICES</u>	
☒ JustFOIA Pro Plus	1
☒ Single Sign-On (SSO)	1
☒ Any & All Document Management	1
☒ Unlimited Admins, Power Users & General Users	1
☒ Unlimited Storage	1

Service Description:	Qty.
<u>JustFOIA SERVICE PACKAGES</u>	
☒ Pro Implementation	1
☒ Configuration of 2 Request Forms • General Records Requests • Other Records Requests	1
☒ Single Sign-On Configuration	1
☒ Any & All Document Management Configuration	1

All Quotes Expire 30 Days from Quote Date

This is NOT an invoice. Please use this confirmation to initiate your purchasing process.

RECURRING SERVICES

Client has elected to license the JustFOIA software provided as a service (the "Solution").

An annual increase of 5% will be applied to the immediately preceding annual rates (excluding any initial or one-time discounts). The Recurring Services portion of this Order and/or applicable Addendum will renew upon payment of annual renewal invoice or will terminate as set forth below ("Termination" section).

SALES TAX

Sales tax will be invoiced where the Client is not exempt and/or has not communicated its tax status to JustFOIA. Sales tax is not included in the fee quote above.

TERMINATION

Either party may terminate this Order upon any of the following:

- (a) Thirty (30) days after one party notifies the other in writing that they are in breach or default of this Order, unless the breaching party cures such breach or default within such thirty (30) day period; or
- (b) Fifteen (15) days after the filing of a petition in bankruptcy by or against either party, any insolvency of a party, any appointment of a receiver for such party, or any assignment for the benefit of such party's creditors (a **"Bankruptcy Event"**), unless such party cures such Bankruptcy Event within the fifteen (15) day period; or
- (c) If Client has not paid in full the renewal invoice within 45 days after scheduled renewal date of the Recurring Services, the Order (and/or applicable addendum) will systematically terminate, but may be reinstated if/when the Client pays the renewal invoice in full (including any applicable reinstatement fees); or
- (d) If Client is a city, county, or other government entity the following applies: If Client's governing body fails to appropriate sufficient funds to make payments due and to become due during Client's next fiscal period, Client may, subject to the terms herein, terminate the Order as of the last day of the fiscal period for which appropriations were received (each an **"Event of Non-appropriation"**). Client agrees to deliver notice of an Event of Non-appropriation to JustFOIA at least 30 days prior to the end of Client's then-current fiscal period, or if an Event of Non-appropriation has not occurred by that date, promptly upon the occurrence of any such Event of Non-appropriation. If this Order is terminated following an Event of Non-appropriation, Client agrees to compensate JustFOIA for services rendered prior to such Event of Non-appropriation.

BILLING

JustFOIA will invoice Insight and Insight will in turn invoice the Client as follows:

Product/Service Description	Timing of Billing
Recurring Services	▪ Initial Sale: Upon receipt of Order. ▪ Annual Renewal: 75 days in advance of expiration date.
One-Time Services	50% upon project kickoff, remaining 50% upon project completion and project acceptance.

JustFOIA shall not send any invoices, nor claim payment, for any fees or expenses incurred by JustFOIA until both parties authorize this Order.

PAYMENT

Client agrees to pay all undisputed invoices and undisputed portions of a disputed invoice in full within thirty (30) days from the date of each invoice. Notwithstanding any payment terms to the contrary, while Company will send a renewal invoice approximately 75 days prior to the expiration of the then current Recurring Services, the payment is not considered delinquent unless it occurs after the expiration date of the Recurring Services. Once payment has been received, no refunds for Recurring Services are available.

SERVICE PACKAGES

GENERAL ASSUMPTIONS

The following assumptions serve as the basis for the Service Package(s) reflected below. Any service or activity not described below is not included in the scope of services to be provided. Variations to the following may impact the Service Package's cost and/or schedule, justifying a change order.

- JustFOIA's completion of a Deliverable to Client shall constitute that JustFOIA has conducted its own review and believes it meets Client's requirements. Client shall then have the right to conduct its own review of the Deliverable as Client deems necessary. If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have five (5) business days after JustFOIA's submission to give written notice to JustFOIA specifying the deficiencies in reasonable detail. JustFOIA shall use reasonable efforts to promptly resolve any such deficiencies. Upon resolution of any such deficiencies, JustFOIA shall resubmit the Deliverable for review as set forth above. Notwithstanding the foregoing, if Client fails to reject any Deliverable within five (5) business days, such Deliverable shall be deemed accepted.
- If either party identifies a business issue during the project, JustFOIA and Client must jointly establish a plan to resolve the issues with potential impact analysis of timeline and budget within five (5) business days of identification. Any necessary business decision resulting from the identified business issues must be made by Client within five (5) business days from request.
- Client will maintain primary contacts and project staff for the duration of the project, as a change in staff may result in a change order for time spent by JustFOIA on retraining, reeducating, or changes in direction.
- Any deviations from the contract will be documented in a Change Order that Client must execute.
- All rates are based on normal business hours, Monday through Friday from 8 am to 5 pm local time. If scheduling needs to occur after business hours, additional rates may apply.
- For JustFOIA to excel in providing the highest level of service, Client must provide timely access to technical resources. Client must provide adequate technical support for all JustFOIA installation and support services. If Client does not have "in-house" technical support, it is Client's responsibility to make available the appropriate Information Technology resources/consultant when needed.
- Client will ensure that all Client's personnel who may be necessary or appropriate for the successful performance of the services will, on reasonable notice: (i) be available to assist JustFOIA personnel by answering business, technical and operational questions and providing requested documents, guidelines, and procedures in a timely manner; (ii) participate in the services as reasonably necessary for performance under this Order; and (iii) be available to assist JustFOIA with any other activities or tasks required to complete the services in accordance with this Order.
- Note that all services contracted for must be done as part of the initial implementation. For the avoidance of doubt, if there are services or portions thereof that the Client does not elect to implement as part of the initial implementation, such services are forfeited.
- All services, unless otherwise noted, will be performed remotely.

PRO IMPLEMENTATION

CLIENT TASKS & DELIVERABLES

- Provide a visual flow chart and/or narrative of current records request process(es) and requirements
- Attend all scheduled implementation sessions and respond promptly to requests for information
- Complete necessary configuration assignments in a timely manner, including but not limited to:
 - Create General User and Viewer accounts and respective departments
 - Create user-created email templates
- Conduct internal end-user (General User) trainings
- Perform user acceptance testing
- Complete JustFOIA Training Center trainings and certification
- Configure Deflection/Dynamic Fields, unless Dynamic Fields Configuration Package is quoted

JustFOIA TASKS & DELIVERABLES

- Deploy site in the Microsoft Azure Government Cloud
- Set up Client with Training Center accounts
- Conduct Pre-Implementation Session (1 hour) to collect necessary configuration data and outline expectations
- Lead Implementation Launch Session (1 hour) to identify implementation milestones and introduce Client to public facing JustFOIA site and request form(s)
- Establish and configure initial Administrator and Power User security credentials and respective departments
- Personalize Public Portal with Client branding
- Configure number of request forms defined in Order and necessary request statuses and workflow task lists
- Complete initial configuration of observed holidays
- Complete initial configuration of system email templates
- Conduct two (2) Remote System Trainings (1.5 hours and 1 hour respectively); recordings made available in Training Center
- Conduct one (1) Remote Workflow Training (1 hour per form process); recording made available in Training Center
- Provide training support and resources to Administrator and Power User Team for end-user trainings
- Provide technical support through user testing before going live
- Assist with transition to Client Success and Support Teams
- Provide Go-Live Marketing Press Kit

SINGLE SIGN-ON (SSO) CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Review [Single Sign-on Guide](#)
- Follow the [Single Sign-on Guide](#) and best practices documentation for your Identity Provider of choice
- Choose a protocol to connect with (e.g.: SAML, Open ID Connect)
- Attend an Integration Call with JustFOIA to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
- Work with JustFOIA to determine what pieces of information will be needed
- Participate in testing

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure JustFOIA SSO:
 - Deliver any relevant documentation for connection type to the client
 - Integration call with Client to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
 - Information gathered by client is provided to JustFOIA
 - Enterprise Connection is created and established in the JustFOIA system
 - Client tests the connection to validate it is configured and working correctly
- Complete testing

ANY & ALL DOCUMENT MANAGEMENT CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Attend remote Document Management training and respond promptly to requests for information

JustFOIA TASKS & DELIVERABLES

- Configure and implement Any & All Document Management module
- Conduct one (1) remote Document Management training session (30 minutes); recording uploaded to Training Center

TECHNICAL & SUPPLEMENTAL SUPPORT

To support your journey, it's important to have a plan in case issues or needs arise.

Technical Support

JustFOIA Technical Support is provided for all clients through the online support center, by email (support@justfoia.com), or by telephone (800-342-2633), during business hours of 8 a.m. to 8 p.m. Eastern Time. Technical Support covers Solution break/fix support, version updates, and continued educational resources including the JustFOIA Training Center.

	JustFOIA Technical Support Services	JustFOIA Managed Support Services	JustFOIA Process Administration Support Services
Description	Technical	JMSS	JPASS
Easy access to JustFOIA's team of support technicians for break/fix support issues (i.e., error codes, bug fixes, etc.) & basic Q&A support	■	■	■
Remote access support through web meeting	■	■	■
Access to version updates, security updates and hotfixes	■	■	■
Customized JustFOIA Training Center Support	■	■	■
Access to high-level support technicians with enhanced knowledge		■	■
Remote Training for New/Existing Users		■	■
Annual System Review (upon Client request)		■	■
System Settings Consultation		■	■
Assistance with Current System Modifications*		■	■
Assistance with New System Configurations**		■	■
Configuration Changes to Routing of Current DirectRoute Workflows		■	■
Dedicated Technical Support Professional			■
Institutional Knowledge of Client's Solution			■
Proactive recurring consultation calls upon the Client's request			■
Adjust Current SSO or Payment Portal Connections			■

***Current System Modifications** includes Public Portal, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings.

****New System Configurations** includes Users, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings. This will also include new additional features that are added to Client's subscription in the future.

Note on Hours usage: JustFOIA allows clients to use their hours for a multitude of post-implementation services, as long as a request will not start a service that cannot be completed within the hours available. The creation of new DirectRoute Workflows is not included in Supplemental Support Services.

JustFOIA Supplemental Support Services

Want an enhanced level of post-implementation support? JustFOIA offers two supplemental support packages, Managed Support Services (JMSS) or Process Administration Support Services (JPASS), to cover ongoing consultation, training, and configuration services. A supplemental support package is strongly encouraged to be included with every renewal and is an annual subscription. Pricing is based on the package purchased and is an advanced discounted block of hours, which expires on the same date as Client's annual renewal. JMSS pricing for the advanced block of hours is based on JustFOIA's Support Technician hourly rate discounted by 10%. JPASS pricing for the advanced block of hours is based on JustFOIA's Senior Support Technician hourly rate discounted by 10%.

Supplemental Support Package Definitions

ENHANCED KNOWLEDGE

You'll have access to our team of more knowledgeable support technicians.

REMOTE TRAINING

Additional remote training is conducted to train new users or as refresher training for existing users.

SYSTEM CONSULTATION

JustFOIA offers best practices consultation that includes recommendations for adding additional departments, statuses, email templates, etc.

CONFIGURATION/MODIFICATION SERVICES

Configuration/modification services for request forms, standard workflows, email templates, dynamic form fields, and more.

CHANGES TO ROUTING OF CURRENT DIRECTROUTE WORKFLOWS

For clients with a DirectRoute Workflow, we will make minor adjustments such as changing the routing individual to maintain your DirectRoute Workflow.

DEDICATED SUPPORT PROFESSIONAL & INSTITUTIONAL KNOWLEDGE

You will be assigned a dedicated support professional who will gain institutional knowledge of your agency's unique setup and configuration of the JustFOIA solution.

PROACTIVE, RECURRING CALLS UPON REQUEST

Clients can request to have a recurring call with their dedicated support professional (monthly or quarterly) to discuss recommended changes, questions, or concerns.

ADJUSTMENT OF CURRENT SINGLE-SIGN ON OR PAYMENT PORTAL CONNECTIONS

JustFOIA can assist with adjusting the current SSO or Payment Portal connection.

JUSTFOIA TERMS OF SOFTWARE SERVICE

THESE **TERMS OF SOFTWARE SERVICE (THESE “TERMS”)** APPLY TO ALL ORDERS PLACED FOR THE JUSTFOIA SOFTWARE PROVIDED AS A SERVICE (THE “SOLUTION”). THESE PROVISIONS SHALL SURVIVE AFTER TERMINATION OR EXPIRATION OF ANY AND ALL PORTIONS OF THE ORDER.

WARRANTIES & DISCLAIMERS

JUSTFOIA DOES NOT PROMISE THAT THE SOLUTION WILL BE UNINTERRUPTED OR ERROR-FREE. CLIENT ACKNOWLEDGES THAT THERE ARE RISKS INHERENT IN INTERNET CONNECTIVITY THAT COULD RESULT IN THE LOSS OF CLIENT PRIVACY, CLIENT DATA, CONFIDENTIAL INFORMATION, AND PROPERTY.

JustFOIA Warranties

JustFOIA warrants that (i) the Solution shall perform materially in accordance with any specifications or descriptions set forth herein, (ii) subject to exceptions related to non-JustFOIA software, the functionality of the Solution will not be materially decreased during the term of this Order, (iii) JustFOIA will use industry standard measures to not transmit malicious code and the like (“Malicious Code”) to Client, provided that if Client or a user uploads a file containing Malicious Code into the Solution Client shall be liable for the same; and (iv) to JustFOIA’s knowledge, Client’s use of the Solution in strict compliance with the Order shall not infringe or violate the intellectual property rights of any third-party.

The warranties herein are void to the extent of any Client failure to perform in accordance with the Order and any licensing terms. JustFOIA shall not be responsible for any decrease in functionality or other issues that are the result of (i) the Solution not being used in accordance with the Order, (ii) the Solution being modified or altered by or on behalf of Client without JustFOIA’s written permission, or (iii) Internet or network connections, third-party software, streaming services, computers, equipment and/or devices not supplied by JustFOIA.

Client Warranties

Client warrants that JustFOIA’s use of Client data and/or any other item provided by Client, in accordance with the Order will not infringe or violate the intellectual property or other rights of any third-party.

Client warrants that it shall have all rights and licenses of third-parties necessary or appropriate for JustFOIA to access or use such third-party products and agrees to produce evidence of such rights and licenses upon the reasonable request of JustFOIA.

LIMITED LIABILITY

JUSTFOIA’S, THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, CONTRACTORS, AND AGENTS, TOTAL AGGREGATE LIABILITY, FOR ANY AND ALL CLAIMS, DAMAGES, LOSSES, LIABILITIES, COSTS, OR EXPENSES, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR OTHERWISE, ARISING OUT OF OR RELATING TO THESE TERMS, OR USE OF THE SOLUTION (INCLUDING, WITHOUT LIMITATION, LICENSED SOFTWARE, SAAS OFFERINGS HOSTED ON MICROSOFT AZURE, AND ANY RELATED PROFESSIONAL SERVICES), SHALL IN NO EVENT EXCEED AN AMOUNT EQUAL TO THE FEES ACTUALLY RECEIVED BY JUSTFOIA UNDER THE APPLICABLE ORDER GIVING RISE TO THE CLAIM DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH LIABILITY.

LIMITED LIABILITY SHALL NOT APPLY TO: (A) BREACH OF INTELLECTUAL PROPERTY RIGHTS; (B) A BREACH OF ANY APPLICABLE ACCEPTABLE USE POLICY; (C) FRAUD OR WILLFUL MISCONDUCT; OR (D) LIABILITY THAT CANNOT BE EXCLUDED OR LIMITED UNDER APPLICABLE LAW.

LIMITED LIABILITY SET OUT IN THIS SECTION SHALL TAKE PRECEDENCE OVER LANGUAGE INCLUDED IN ANY OTHER AGREEMENT.

CLIENT SOLUTION CUSTOMIZATIONS

JustFOIA is not responsible for any damage caused by the user's customization of the system not performed by JustFOIA. JustFOIA will not be held responsible for correcting any problems that may occur from these customizations.

LICENSED SOFTWARE AND SERVICES

During the term of the Order and any applicable addenda, JustFOIA grants to Client and Client accepts a non-transferable, revocable, non-exclusive, and limited license to use the Solution as defined herein subject to the terms, obligations and restrictions set forth in the Order. All rights to the Solution not granted to Client are reserved by JustFOIA.

CLIENT RESPONSIBILITIES

Files and other content that JustFOIA may provide to Client may be protected by intellectual property rights of others. Client will not copy, upload, download, or share files unless Client has the right to do so. Client, not JustFOIA, will be fully responsible and liable for what is copied, shared, uploaded, downloaded, or otherwise used while using the Solution. Client will not upload malware or any other malicious software to the Solution. Client is also responsible for the timely and accurate fulfillment of records requests, and ensuring that no classified, confidential, or illegal information is provided to or through the Solution.

ACCEPTABLE USE POLICY

Client agrees that it will not misuse or attempt to misuse the Solution, and that the Solution will only be used in a manner consistent with the Order. Client may only store non-confidential data to the Solution. It is understood and agreed that the uploading of confidential data to the Solution shall be allowed for redaction purposes (redaction process not to extend beyond 30 calendar days) and that the Solution is not to be used for long-term storage of unredacted confidential data following closure of the request.

Client acknowledges and agrees that all use of the Solution hosted on the Azure Government Cloud is subject to the Microsoft terms and conditions surrounding the same. JustFOIA's obligations and liability and Client's rights are limited by the same. Further, JustFOIA neither accepts liability for, nor warrants the functionality, utility, availability, reliability, or accuracy of, third-party software or third-party services.

INFORMATION & PRIVACY

By using the Solution, Client will be providing JustFOIA with information. Client retains full ownership of its information, and JustFOIA does not assert ownership. These Terms do not grant JustFOIA any rights to Client's information or intellectual property except for the limited rights that are needed to run the Solution, as explained below.

JustFOIA may need Client's permission to handle its information as directed and required for the functioning of the Solution. An example is hosting files or sharing them. Client hereby grants a license to JustFOIA to use and process such information solely to the extent necessary to fulfill JustFOIA's obligations. This license also extends to trusted third parties JustFOIA works with to do the same.

Client is solely responsible for its conduct, the content of its files, and its communications with others while using the Solution. For example, it is Client's responsibility to ensure that it has the rights or permission needed to comply with these Terms, Terms & Conditions.

INFORMATION SHARING AND DISCLOSURE

JustFOIA may use certain trusted third-party companies and individuals to help JustFOIA provide, analyze, and improve the Solution (including but not limited to data storage, maintenance services, database management, web analytics, payment processing, and improvement of the Solution's features). These third parties may have access to Client's information only for purposes of performing these tasks on JustFOIA's behalf and under obligations similar to those in the Information & Privacy section above.

INTELLECTUAL PROPERTY

The Solution and any services surrounding the same herein are not considered “Works made for Hire” or otherwise a grant of any right, title or interest. Except for the license grant herein, all rights to the Solution and all services surrounding the same are—and remain—with JustFOIA. Client shall retain a non-exclusive, royalty-free, world-wide, perpetual license to use the outputs generated by Solution and stored external to Solution by Client during the Subscription Period.

Except for the license grants hereunder, as between Client and JustFOIA, Client retains all rights to Client data and information.

ACCOUNT SECURITY

Client is responsible for any activity using its account and for safeguarding the passwords used to access the Solution, including not disclosing passwords to any third-party. Client will immediately notify JustFOIA of any unauthorized use of Client’s account. Client acknowledges that if it wishes to protect its transmission of data or files to the Solution, it is Client’s responsibility to use a secure network to communicate with the Solution.

DATA RETENTION & ACCESS

JustFOIA will retain Client’s information (data hosted in the Solution) for as long as its account is active or as needed to provide the Solution. If Client wishes to cancel its account or request that JustFOIA no longer use Client’s information to provide the Solution, Client may request that JustFOIA delete its account. JustFOIA may retain and use Client’s information as necessary to comply with legal obligations, resolve disputes, and enforce mutual agreements. Consistent with these requirements, Client may request that JustFOIA delete Client’s information. Please note, however, that there might be latency in deleting information from JustFOIA servers and backed-up versions might exist after deletion. In addition, JustFOIA does not delete Client information from its server’s files that Client has in common with other users, provided that JustFOIA’s confidentiality obligations will persist with regard to such retained confidential information. Client understands and agrees that once the Client instance of the Solution is decommissioned, JustFOIA may not be able to provide Client a copy of the data included therein. Client agrees that it will back up all Client information that it requires. JustFOIA may decommission any environment after 45 days of Client not maintaining an active subscription to the applicable environment, including without limitation, as a result of non-renewal and/or non-payment. For the avoidance of doubt, if Client has an active subscription, Client may download its data at any time.

NON-JUSTFOIA APPLICATIONS AND PROVIDERS

The Solution may contain links to third-party websites or resources. JustFOIA does not endorse and is not responsible or liable for third-party websites, including, without limitation, availability, accuracy, the related content, products, or services. Client is solely responsible for its use of any such websites or resources.

Acquisition of Non-JustFOIA Products and Services

JustFOIA or third parties may from time to time make available to Client third-party products or services, including but not limited to non-JustFOIA applications and implementation, customization, and other consulting services. Such products and services shall be clearly designated as provided by a third-party in the applicable Order. Any acquisition by Client of such non-JustFOIA products or services, and any exchange of data between Client and any non-JustFOIA provider, is solely between Client and the applicable non-JustFOIA provider. JustFOIA does not warrant or support products or services not provided by JustFOIA, whether or not they are designated by JustFOIA as “Certified” (as that term is defined below) or otherwise, except as specified in the Order and/or applicable addenda. No purchase of non-JustFOIA products or services is required to use the Solution except a supported computing device, operating system, web browser and Internet connection, all of which Client is solely responsible for providing in accordance with the specifications that may be provided by JustFOIA from time to time. For purposes of the Order, “Certified” shall describe applications and other products developed and sold by third parties that JustFOIA has verified interoperate with the Solution.

Non-JustFOIA Applications and Client information

If Client installs or enables non-JustFOIA applications for use with the Solution, Client acknowledges that JustFOIA may allow providers of those non-JustFOIA applications to access Client information as required for the interoperation of such non-JustFOIA applications with the Solution. JustFOIA shall not be responsible for any disclosure, modification or deletion of Client information resulting from any such access by non-JustFOIA application and/or providers. The Solution shall allow Client to restrict such access by restricting users from installing or enabling such non-JustFOIA applications for use with the Solution. JustFOIA is not responsible for, and Client agrees to hold JustFOIA harmless from any third-party claims or liability owed to third parties resulting from any unauthorized use or disclosure or any damage or loss of Client information as a result of use of non-JustFOIA applications or access to Client information by non-JustFOIA application and/or providers.

Integration with Non-JustFOIA Services

The Solution may contain features designed to interoperate with non-JustFOIA applications (e.g., Laserfiche, Adobe, Authorize.net, or PayPal applications). To use such features, Client may be required to obtain access to such non-JustFOIA applications from their providers. If the provider of any such non-JustFOIA application ceases to make the non-JustFOIA application available for interoperation with the corresponding Solution features on reasonable terms, JustFOIA may cease providing such features without entitling Client to any refund, credit, or other compensation, unless the provider of such non-JustFOIA application provides for a refund of such fees.

Account name: 11019395

CITY OF ELLENSBURG
ACCOUNTS PAYABLE
501 N ANDERSON ST
ELLENSBURG WA 98926-3147

SHIP-TO

CITY OF ELLENSBURG
INFORMATION TECHNOLOGY
501 N ANDERSON ST
ELLENSBURG WA 98926-3147

Quotation

Quotation Number : 0229174839
Document Date : 06-FEB-2026
PO Number :
PO Release :
Sales Rep : Derek Racki
Email : DEREK.RACKI@INSIGHT.COM
Phone : +15053183191

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Electronic Delivery
Terms of Delivery : FOB DESTINATION
Currency : USD

Insight's statewide vendor registration number SWV0015559

Material	Material Description	Quantity	Unit Price	Extended Price
JFIAANNLRECSV-COEB	JUSTFOIA ANNUAL RECURRING SERVICES Coverage Dates: 15-FEB-2026 - 15-FEB-2027 STATE OF WASHINGTON NASPO CLOUD SOLUTIONS(# AR2485/05116)	1	9,736.65	9,736.65
Product Subtotal				9,736.65
TAX				837.35
Total				10,574.00

Lease & Financing options available from Insight Global Finance for your equipment & software acquisitions. Contact your Insight account executive for a quote.

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Derek Racki
+15053183191
DEREK.RACKI@INSIGHT.COM

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you are purchasing under an Insight Public Sector, Inc. contract

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SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

<https://www.insight.com/terms-and-policies>



MANAGER'S REPORT

DATE: March 2, 2026

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Register for Ellensburg Academy – March 11 & 18

It's America's 250th Anniversary this year. Celebrate by learning more about your 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

2. Freight Mobility Strategic Investment Board Grant Application

Staff is applying for a Freight Mobility Strategic Investment Board grant of \$3.5M for improvements of the University Way and Water St intersection. The proposed project would add dedicated left turn lanes and updated traffic signals providing protected left turns, flashing yellow left turn arrows, and improved detection at this high use intersection. This will benefit freight and motorists through reduced congestion and fewer conflicting traffic movements. Non-motorized access through the intersection will also be improved with separated times for pedestrian crossings, leading pedestrian intervals, and bicycle detection.

3. Seeking Board Members for Yakima Humane Society

The Yakima Humane Society is seeking one more Ellensburg/Kittitas County-based Board member. 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.

4. Goals for Priority-Based and Sustainable Budget

Given the long-term challenges of balancing the City's General Fund budget, Council received an orientation to a new method at the retreat—Priority-Based and Sustainable Budget Process—which will be used for development of the 2027-2028 Biennial Budget.

This method will involve Council in setting priorities with deeper discussions about services and service-levels for programs and projects, building understanding of revenue and limitations, and exploring sustainable options for the future. This work include an ad hoc community-based advisory committee which will be identified over the next few months. Goals identified for this process include:

- Set Priorities – Refine Council Strategic Vision and enhance with short-term and operational goals
- Understand Cost of Government—Establish common program/services inventory to track the cost of services and challenges sustaining service levels within structural constraints
- Create Budget Sustainability Plan—Explore policies and tools for sustainable budget revenues to address long-term funding for key community services and enhancements while maintaining reserve targets, fund restrictions, and mandates
- Engage Community Members—Use community survey to advise priorities and Ad Hoc Committee for funding and revenue recommendations; improve understanding and ownership
- Develop Responsive Budget Process—Articulate service level choices and tradeoffs by reformatting budget tools and processes over time and scoring programs and proposals against Council-defined criteria
- Measure Outcomes—Create meaningful metrics to measure program/project impact and outcomes
- Advance Full Circle Accountability and Transparency—continue to report success
- Empower Participants— Equip Council, management, and staff with tools and resources to align project and operational outcomes with stated priorities and goals

5. City of Ellensburg Customer Service Survey Launch

<https://forms.office.com/g/DmesN1PV8u>

The City is launching a Customer Service Survey this month. The link will be posted online and available by QR code at City facilities where customer interactions often take place. This survey is designed to help staff better understand how we are serving our community and where we can improve. All responses will be routed directly to the City Manager's office for review and/or response.



6. Allowance Price Containment Reserve Update

Staff participated in the recent Climate Commitment Act (CCA) Allowance Price

Containment Reserve (APCR) Auction #6 on February 11th, 2026, and successfully obtained allowances at the settlement price of \$60.43/allowance.

7. Preview of Tuesday, March 16 Council Agenda

The next meeting will include the second reading of the Community Development Fees Ordinance proposed at tonight's meeting and EPD's Annual Report. Tentatively scheduled is a partnership request related to the Rodeo Grandstand Improvement Project.