

CITY COUNCIL AGENDA

June 1, 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_hGI9gxekR826uGbePg2zNg

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:

[ECTV Ellensburg - YouTube](#)

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.

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A Request for Accommodation form may be obtained on the first floor of City Hall or by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAcoordinator@ci.ellensburg.wa.us

**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/UC8W33333333333333333333). 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 may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS

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

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

CONSENT AGENDA

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

AGENDA ITEMS

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

PUBLIC HEARINGS

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

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

**CITY OF ELLENSBURG
CITY COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Monday, June 1, 2026
6:00 PM – Study Session
7:00 PM - Regular Meeting**

Study Session (No Public Comment)

A 2026 Community Survey Results 6

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

2.A LGBTQ+ Pride Month 22

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 May 18, 2026 Regular Meeting 23

5.B Approve Minutes of May 18, 2026 Study Session 28

5.C Acknowledge Minutes of Boards and Commissions 29

5.D Annual Traffic Impact Fee Report 44

5.E Project Acceptance - WWTP Fiber Construction Project 47

5.F Utility Vehicle Purchasing Authority 48

5.G Professional Services Agreement with Brookhouse Professional Services LLC
for Ellensburg's Utility Improvement Initiative 49

5.H KVFR Interlocal Agreement-Amendment No 1 69

5.I Access, Advocacy, Equity, & Engagement (AAEE) Commission Spending Plan

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5.J Extension Letter to Conditionally Selected Developer of the Ellensburg Fieldhouse Project	79
5.K Approve Voucher Listing for June 1, 2026	82
6. Petitions, Protests, and Communications	
6.A Arts Commission Reappointment - Jeffrey Snedeker	83
6.B AAEE Commission Reappointment of Phil Backlund and Appointments of Kathryn Martell and C. Lorena Medina-Dirksen	87
7. Public Comment on Non-agenda Items	
8. Business Requiring Public Hearings	
9. Introduction and Adoption of Ordinances and Resolutions	
9.A Ordinance 4987 (Second Reading) - Amending the 2025/2026 Biennial Budget (Public Comment Opportunity)	94
9.B Ordinance 4988 (Second Reading) - Water and Sewer Utility Rates and Plant Investment Fees 2026-2028 (Public Comment Opportunity)	110
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9.D Resolution 2026-11 Accepting Donation for Swim Lessons	145
10. Unfinished Business	
10.A Kittitas Valley Memorial Pool & Fitness Center Consultant Proposal	147
11. New Business	
11.A Notice of Intent to Commence Annexation Proceedings for parcels 016833 (200 S. Elliott St.) and 026833 (107 S Dennis St.) (Public Comment Opportunity)	152
11.B 2026 State Legislative Session Update by Josh Weiss (Public Comment Opportunity)	165
12. Miscellaneous	
12.A Manager's Report (No Public Comment)	174
12.B Councilmembers' Reports (No Public Comment)	
13. Executive Session	
14. Adjournment	



Ellensburg Community Survey 2026 Results Report

Study Session 6/1/2026

1



Community Survey Results

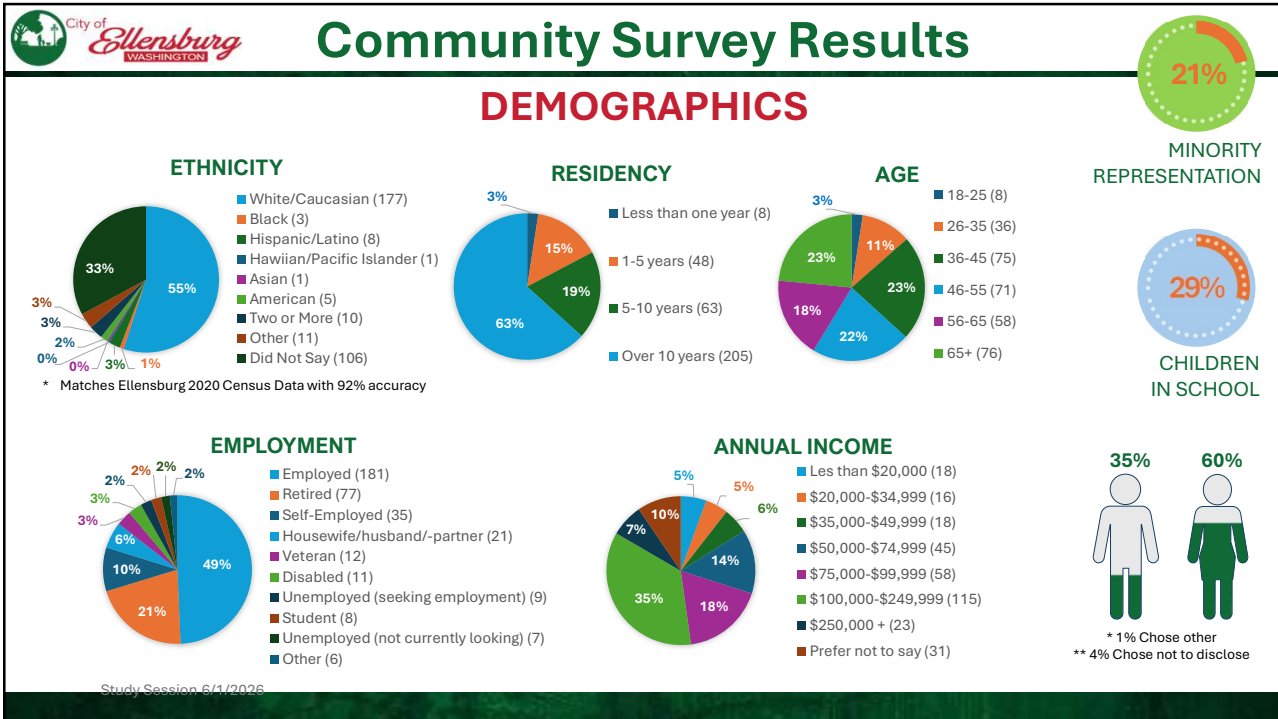
COLLECTION PROCESS

SURVEY SOURCE	COLLECTION PERIOD	FORMAT
Survey: Ellensburg Community Survey - Demographics - Critical City Attributes - Parks, Recreation, Library & Culture - Jobs & Economy - City Communication & Information Sharing - Infrastructure - Funding - Community Access & Engagement Number of Questions: 149	Open: April 17, 2026 Closed: May 10, 2026	Available electronically through QR Code and website Language: English, translation support to Spanish available upon request

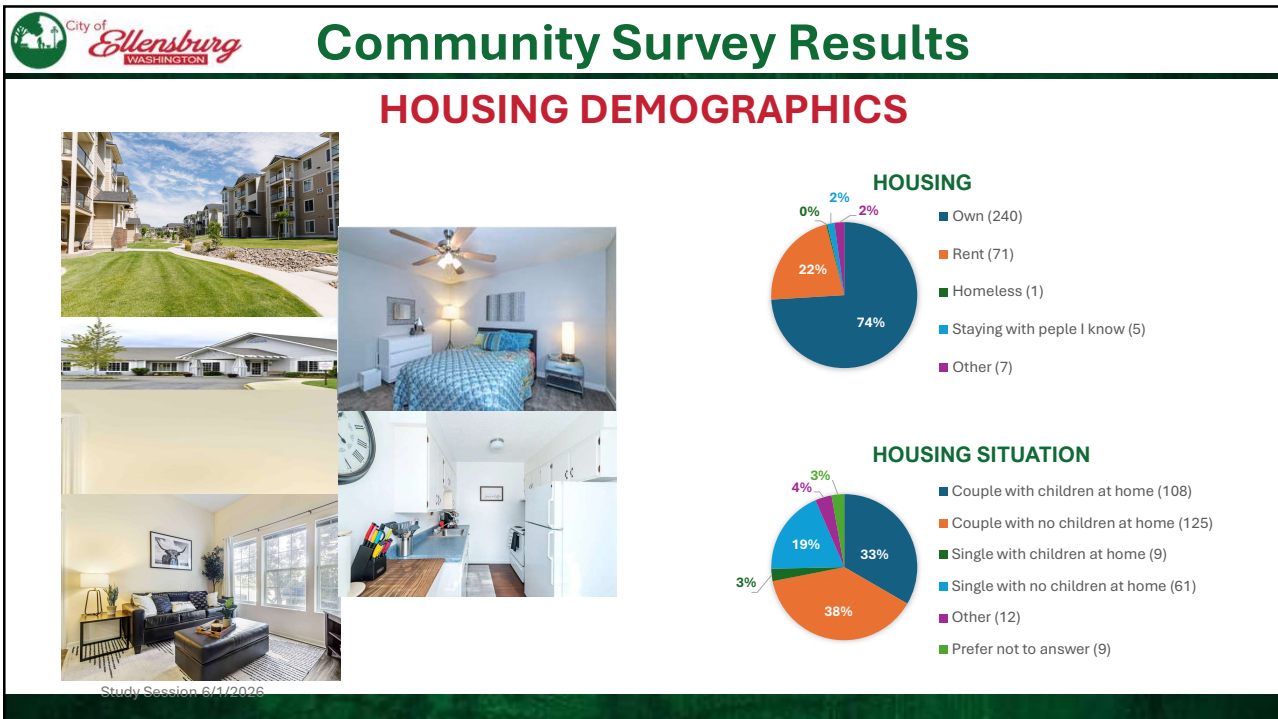
TOTAL PARTICIPANTS	OMITTED RESPONSES
324	7 participants self-reported as non-residence of Ellensburg

Study Session 6/1/2026

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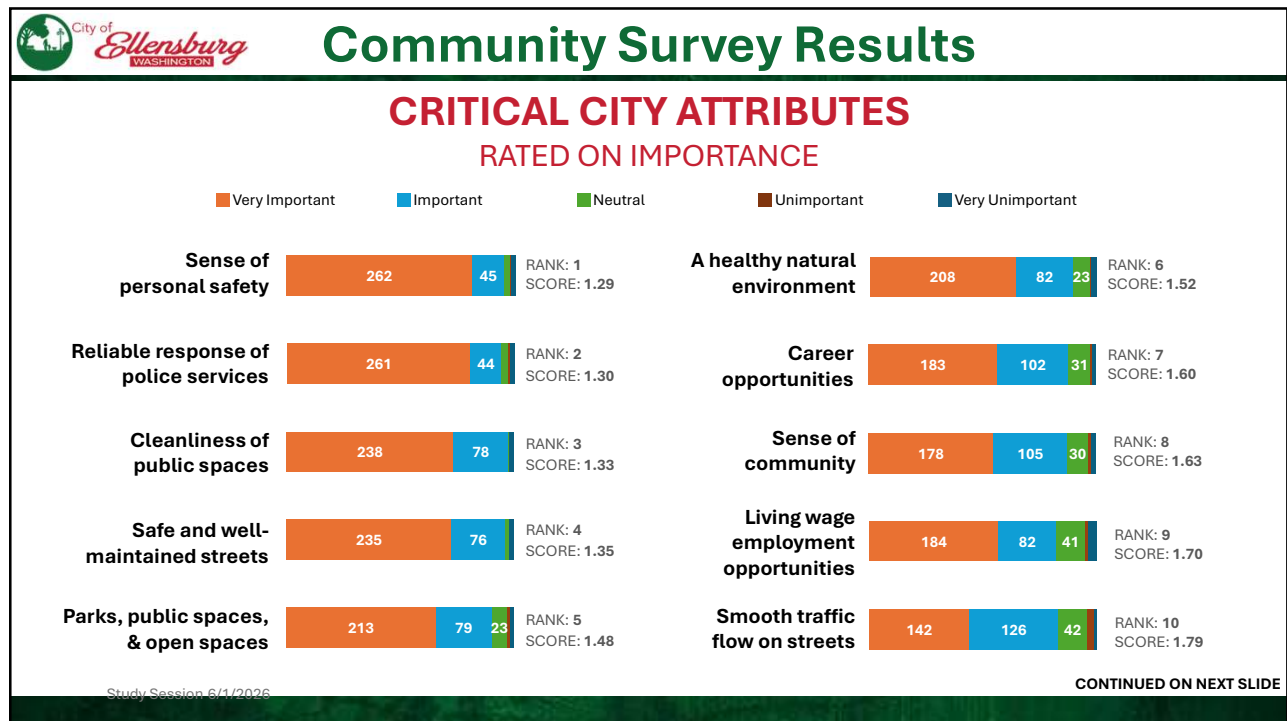
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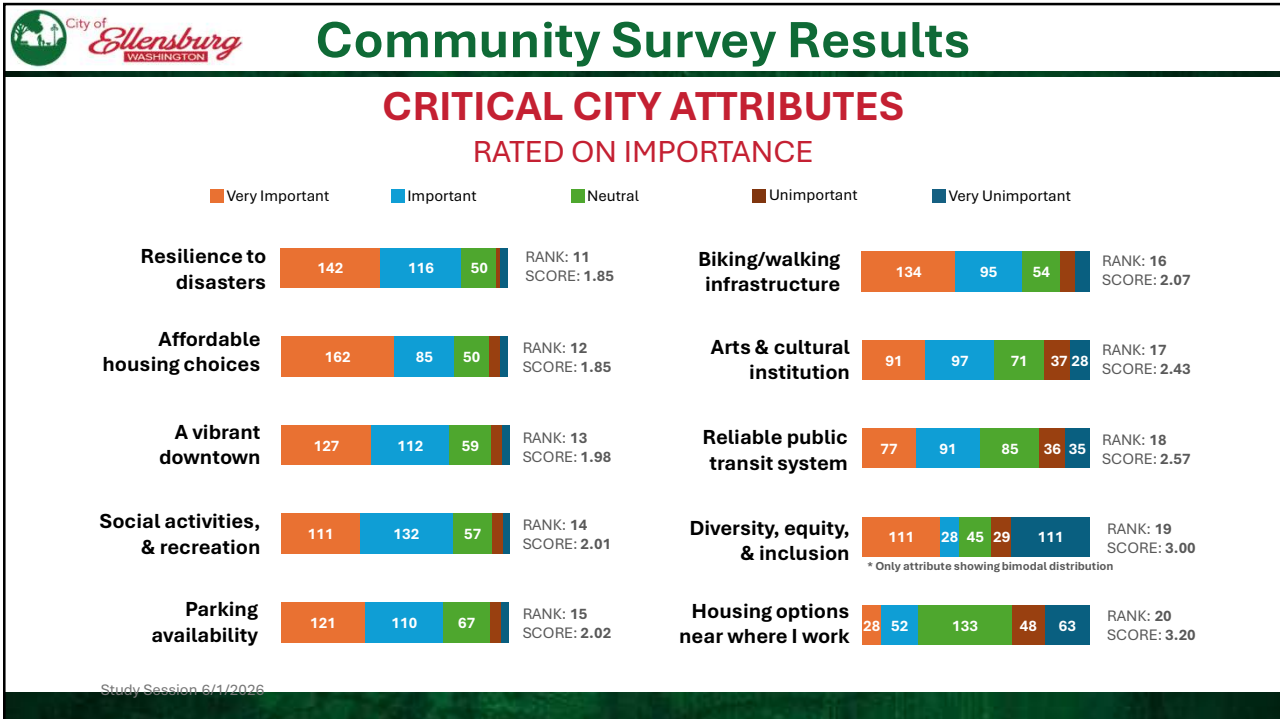
Critical City Attributes

Study Session 6/1/2026

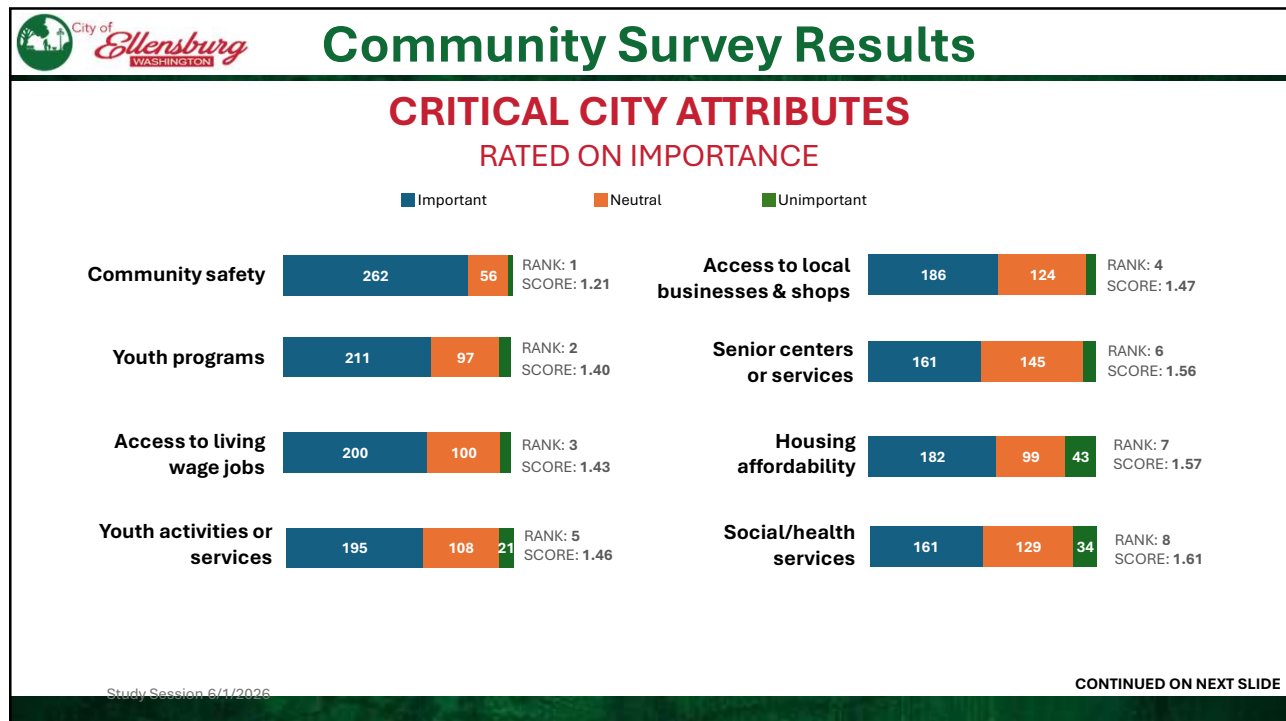
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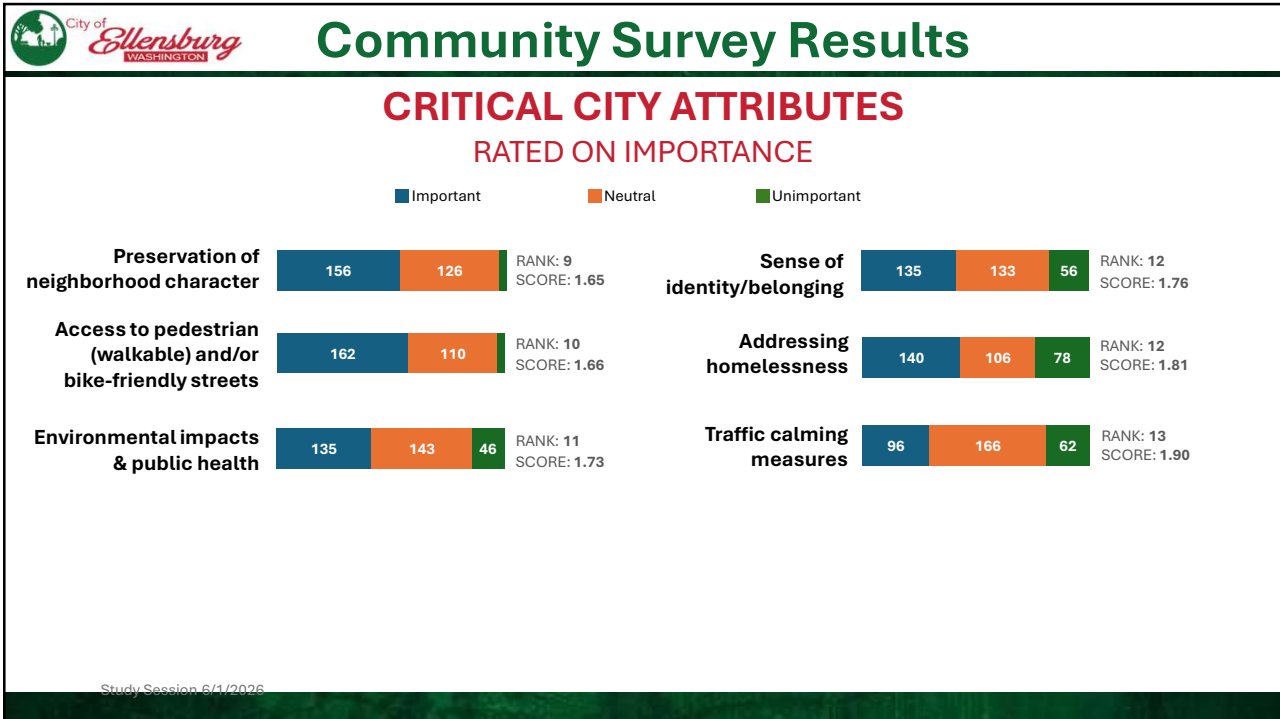
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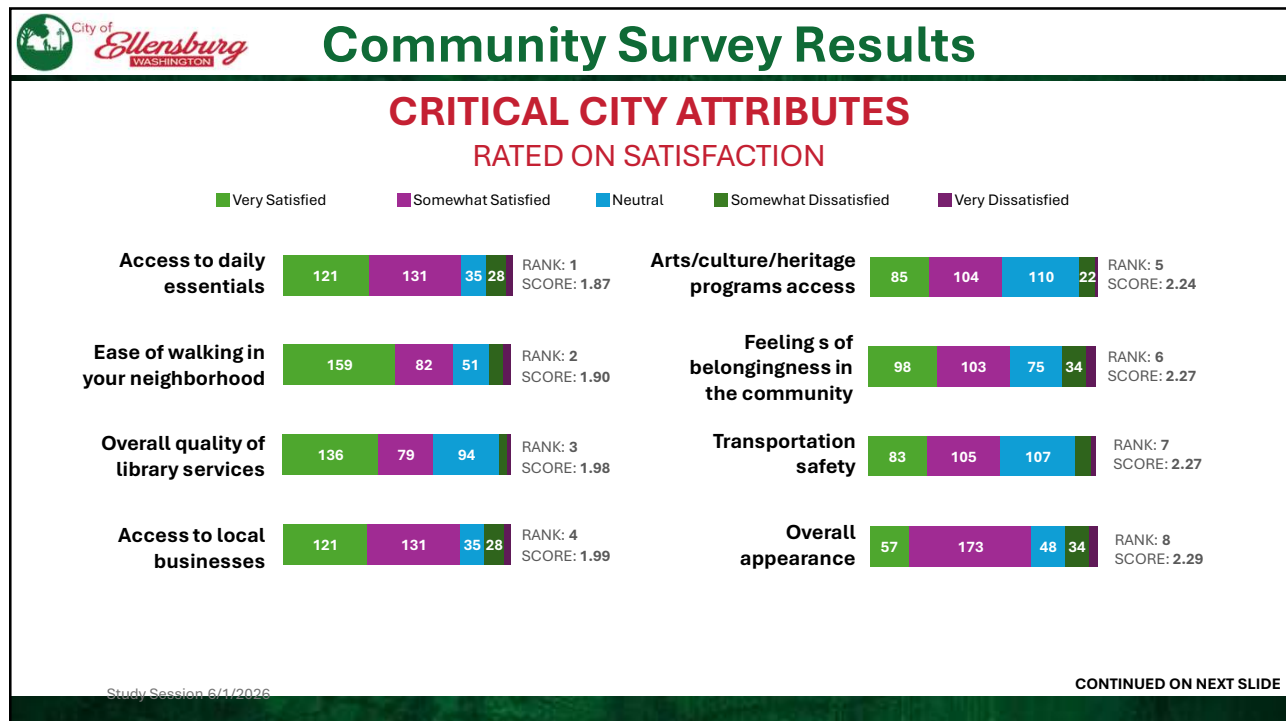
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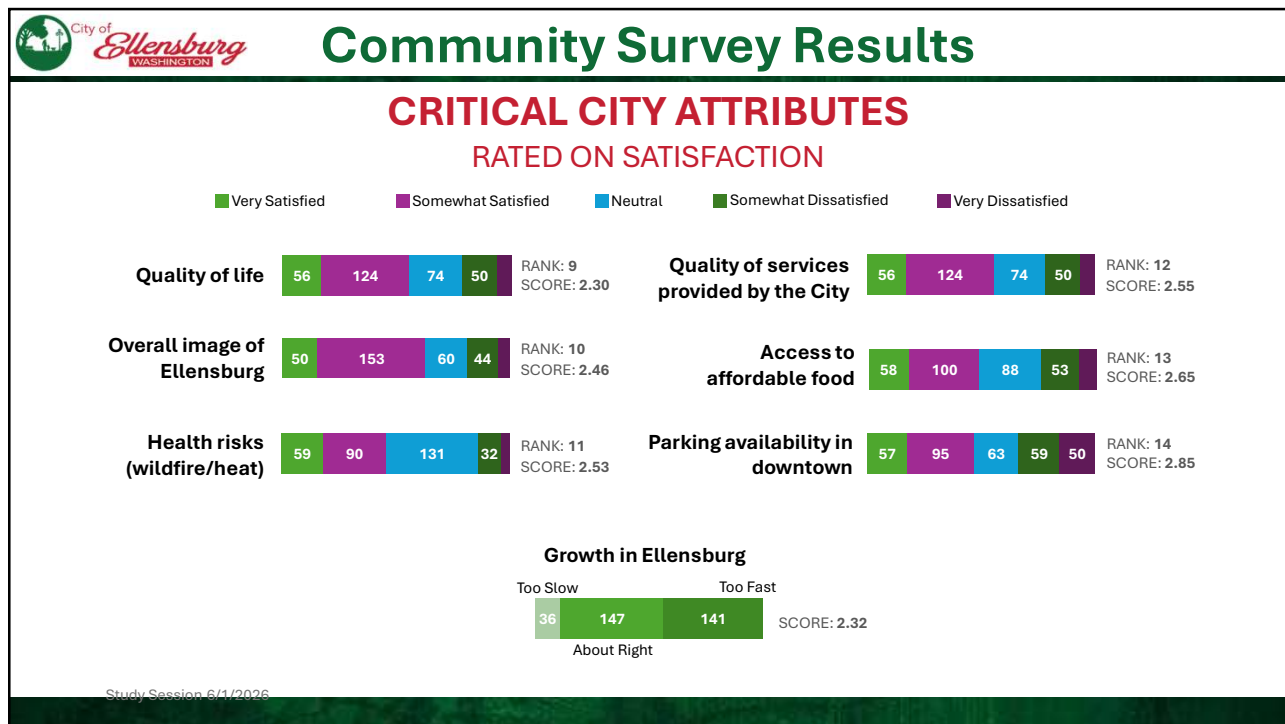
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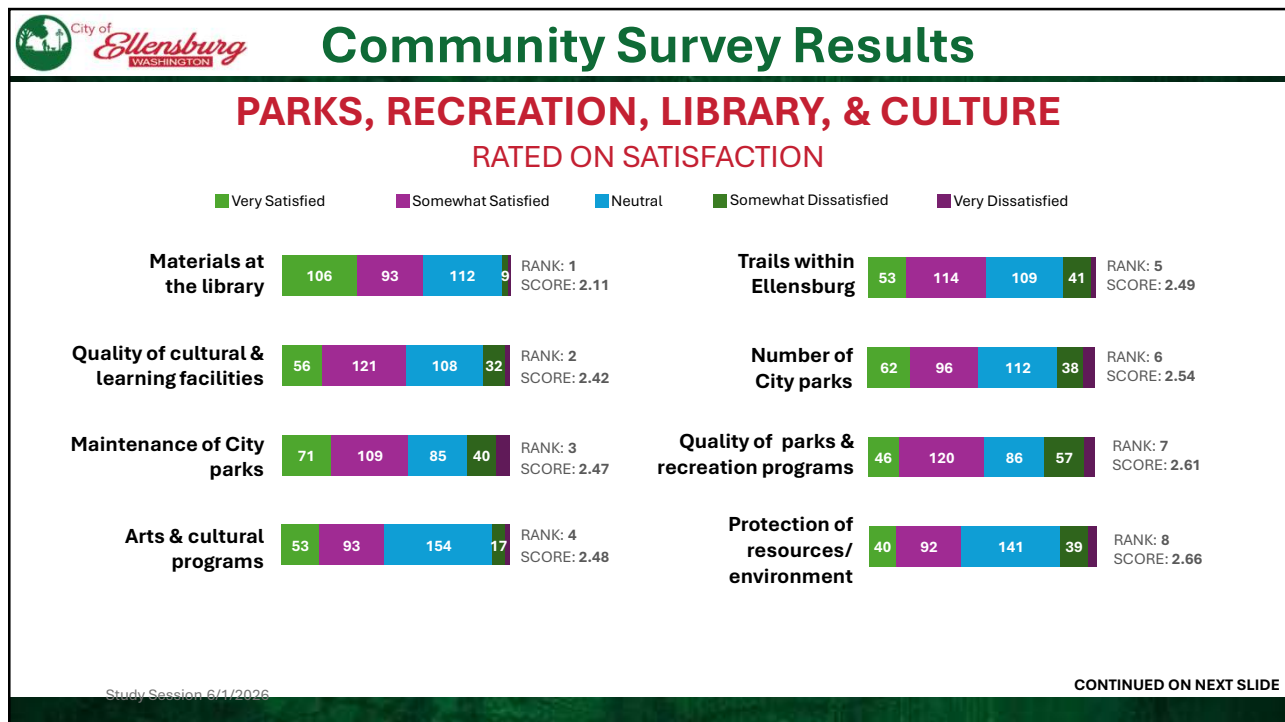
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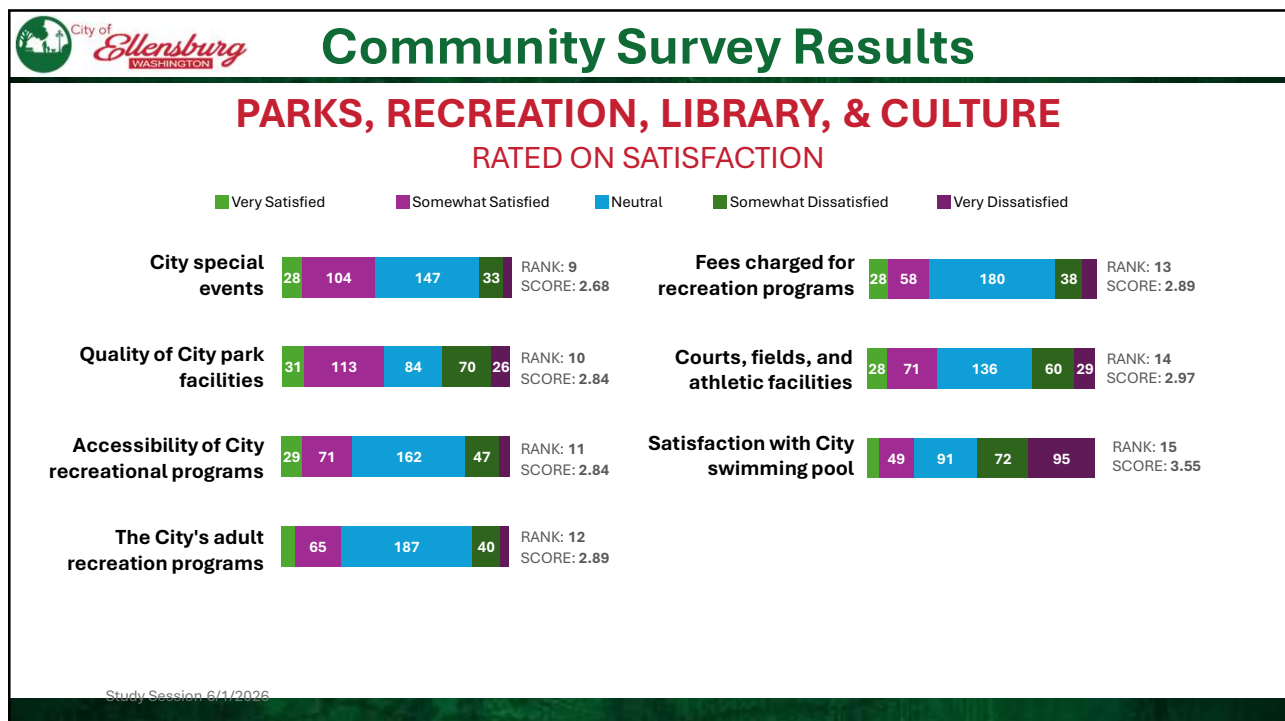
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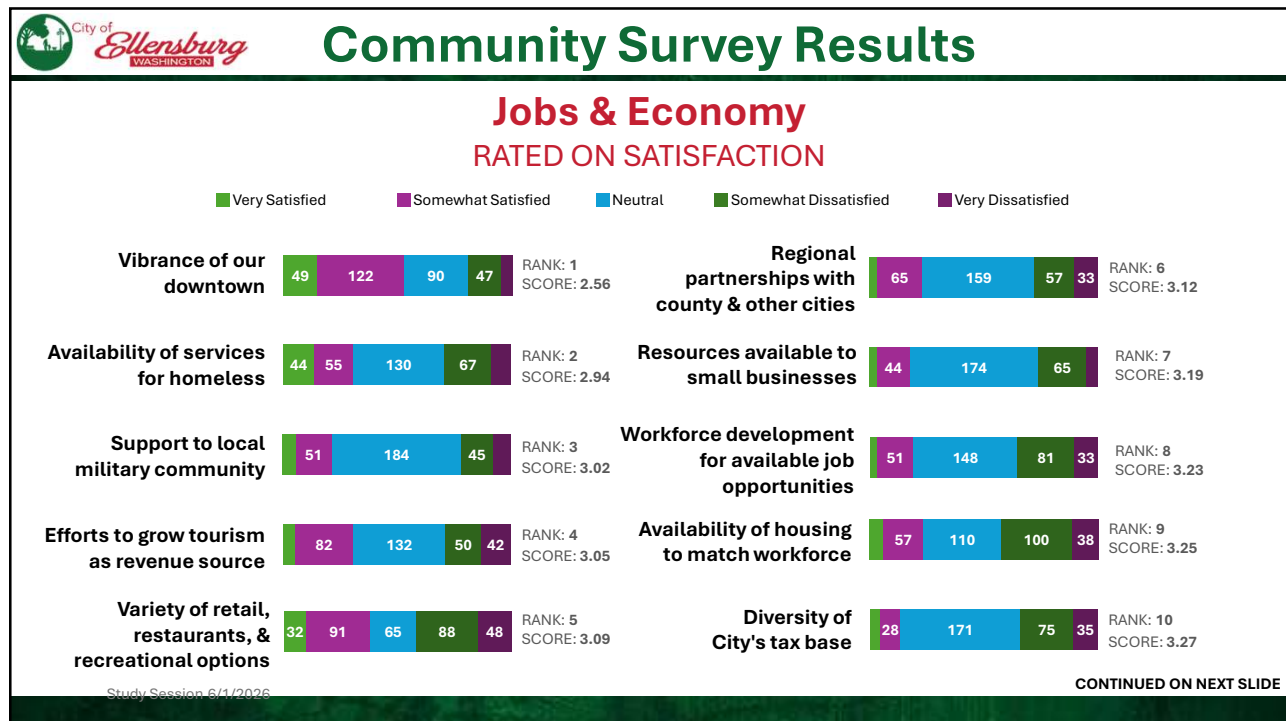
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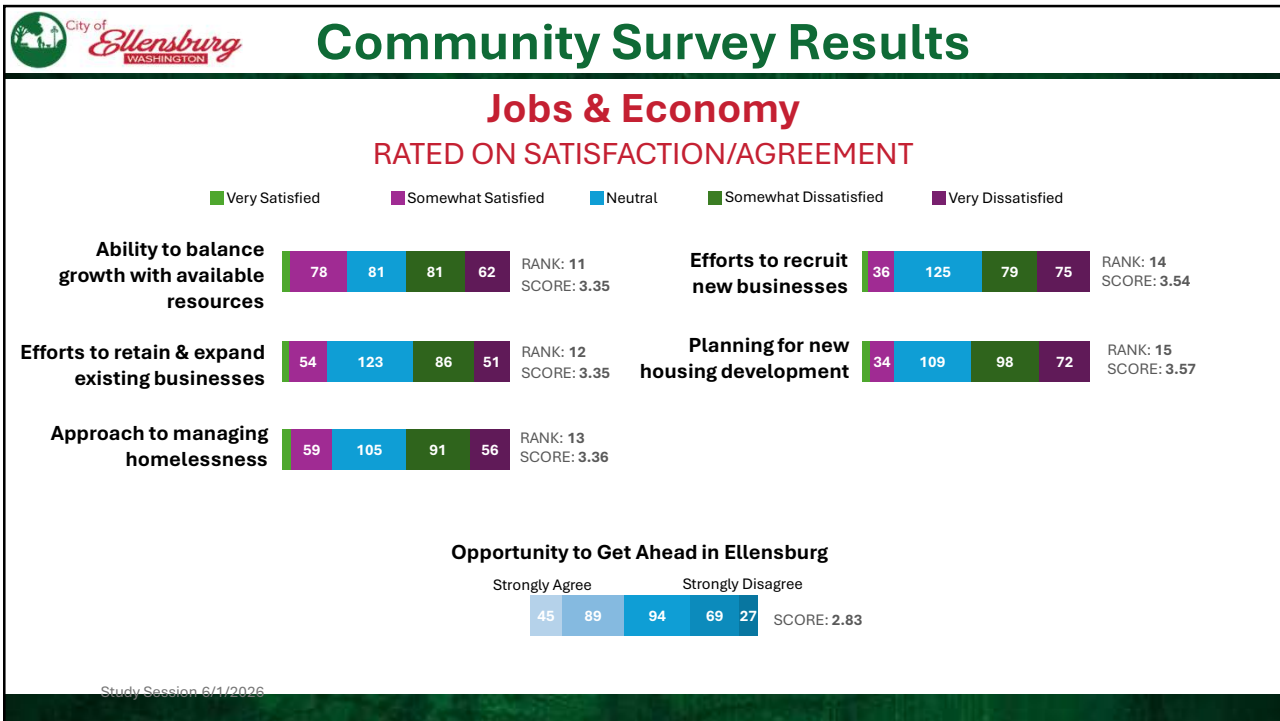
Jobs & Economy

Study Session 6/1/2026

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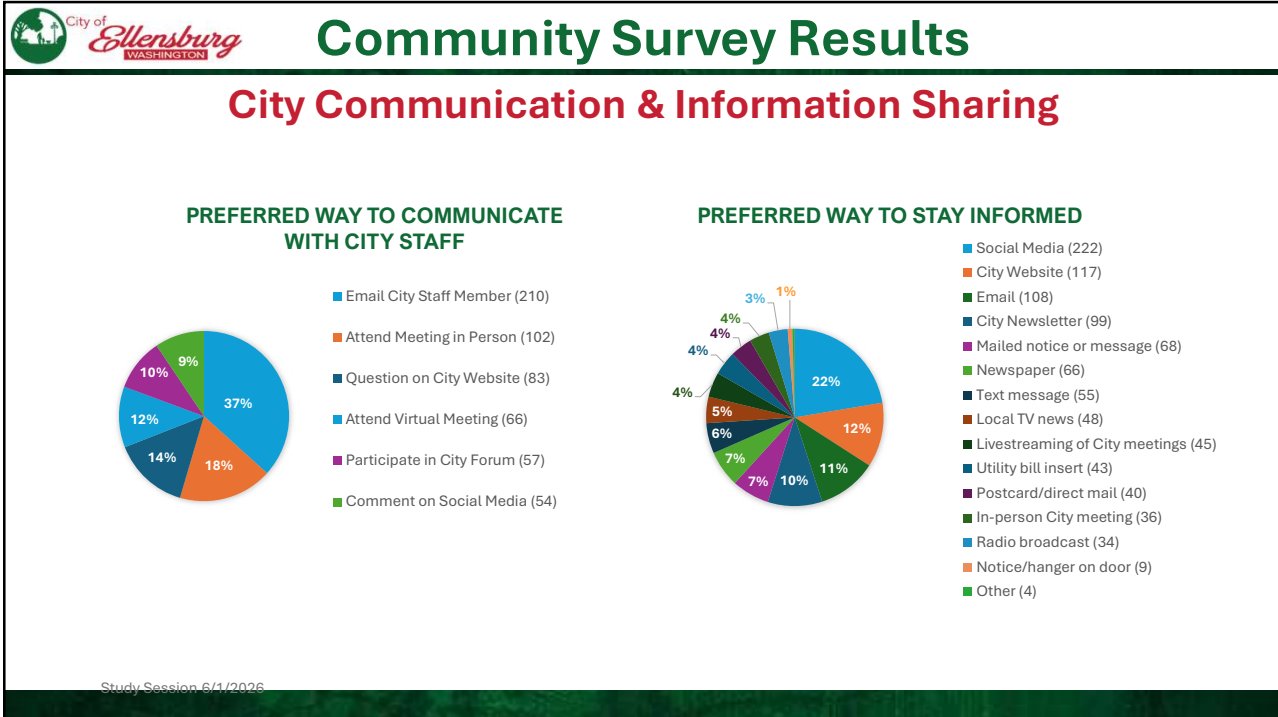
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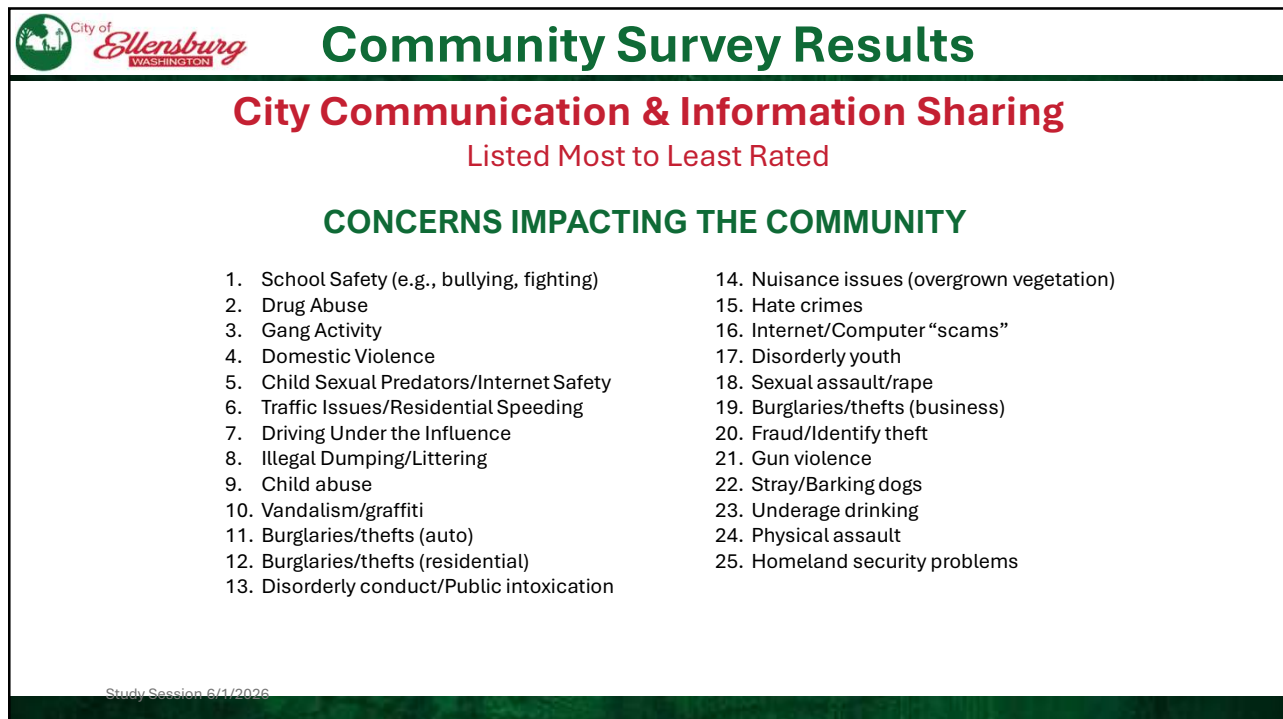
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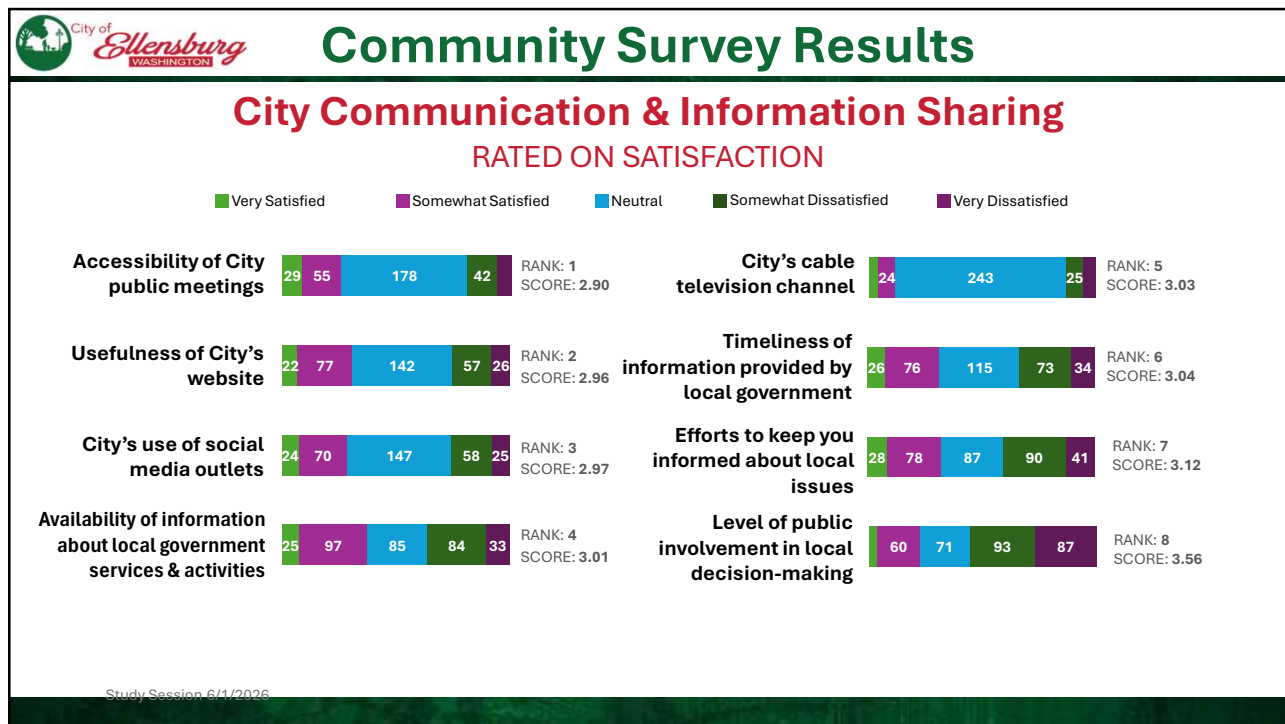
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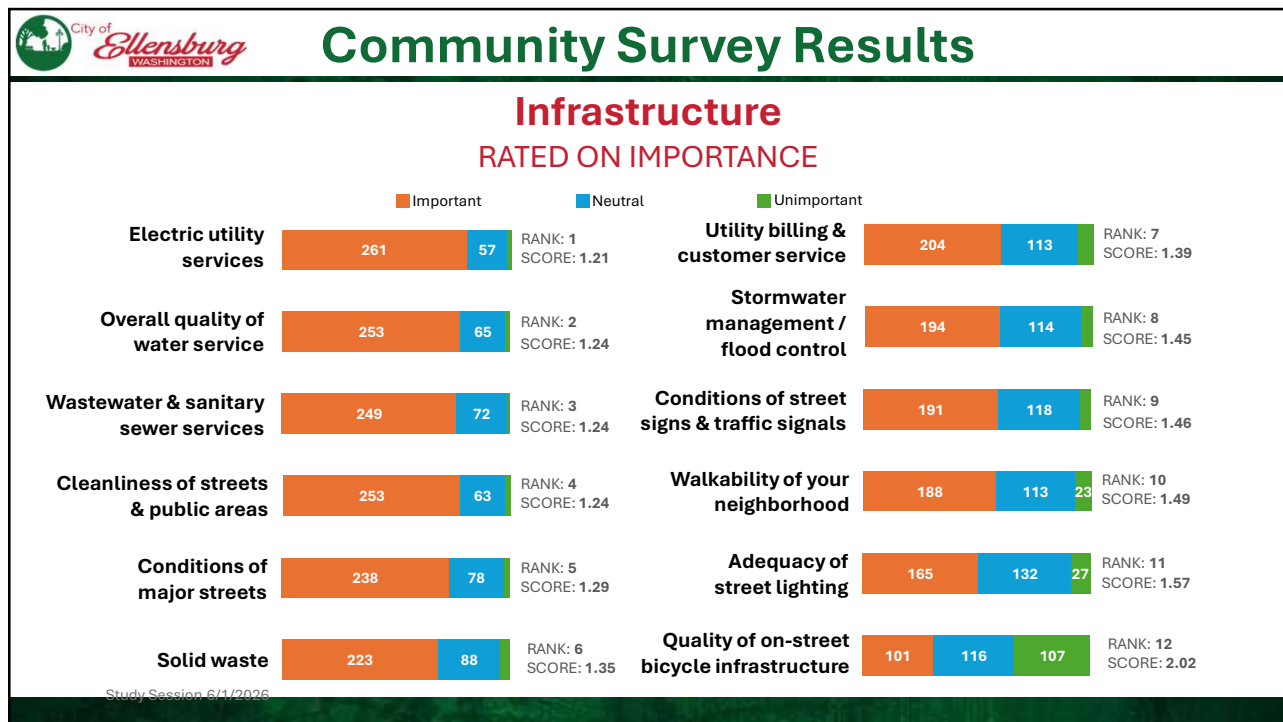
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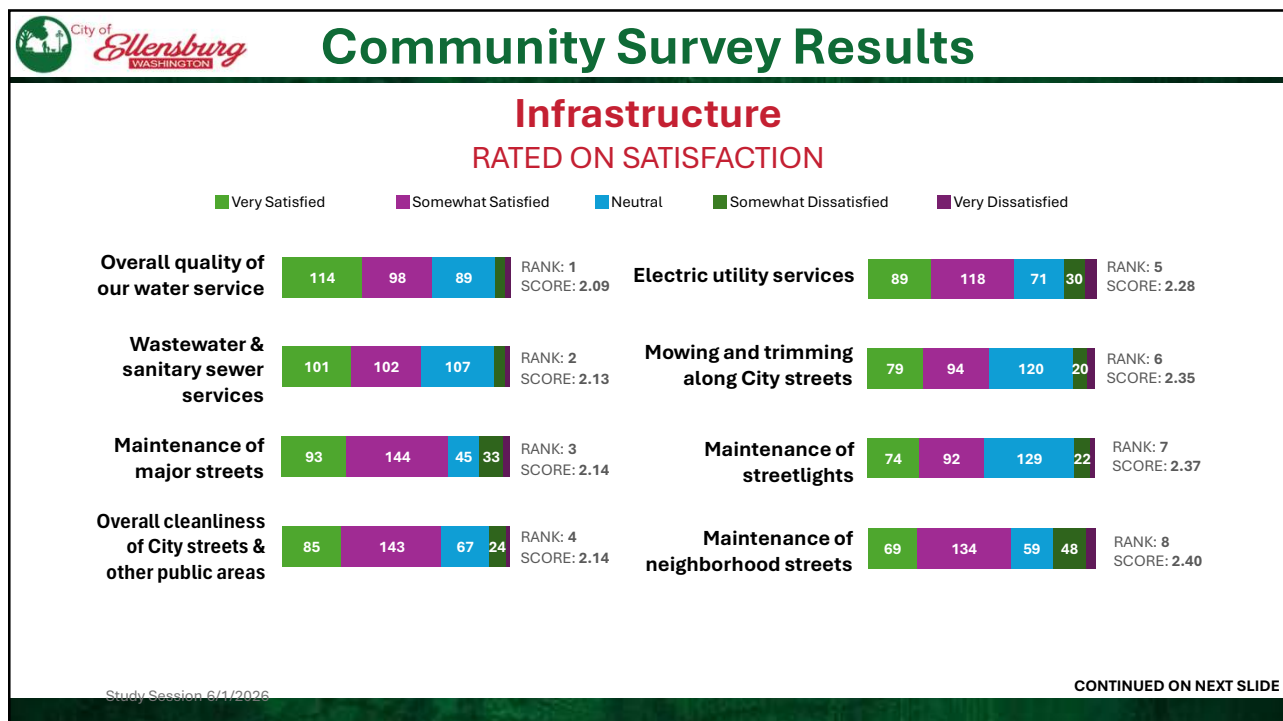
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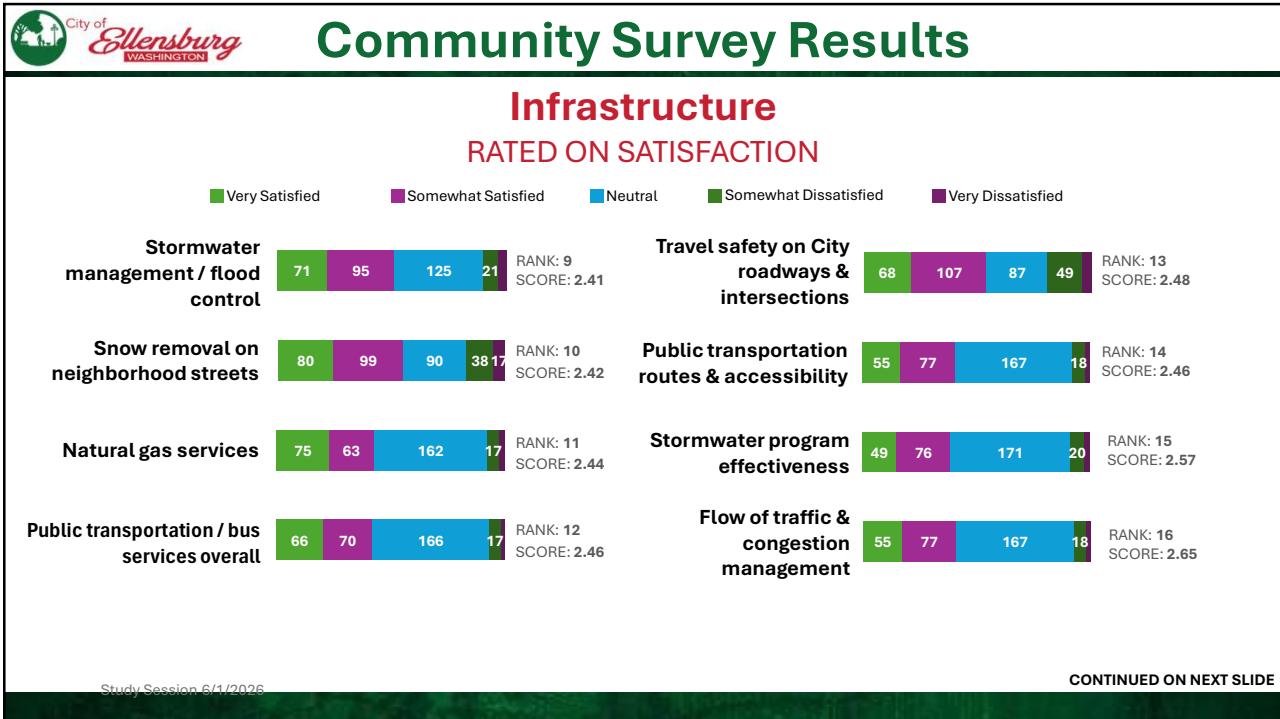
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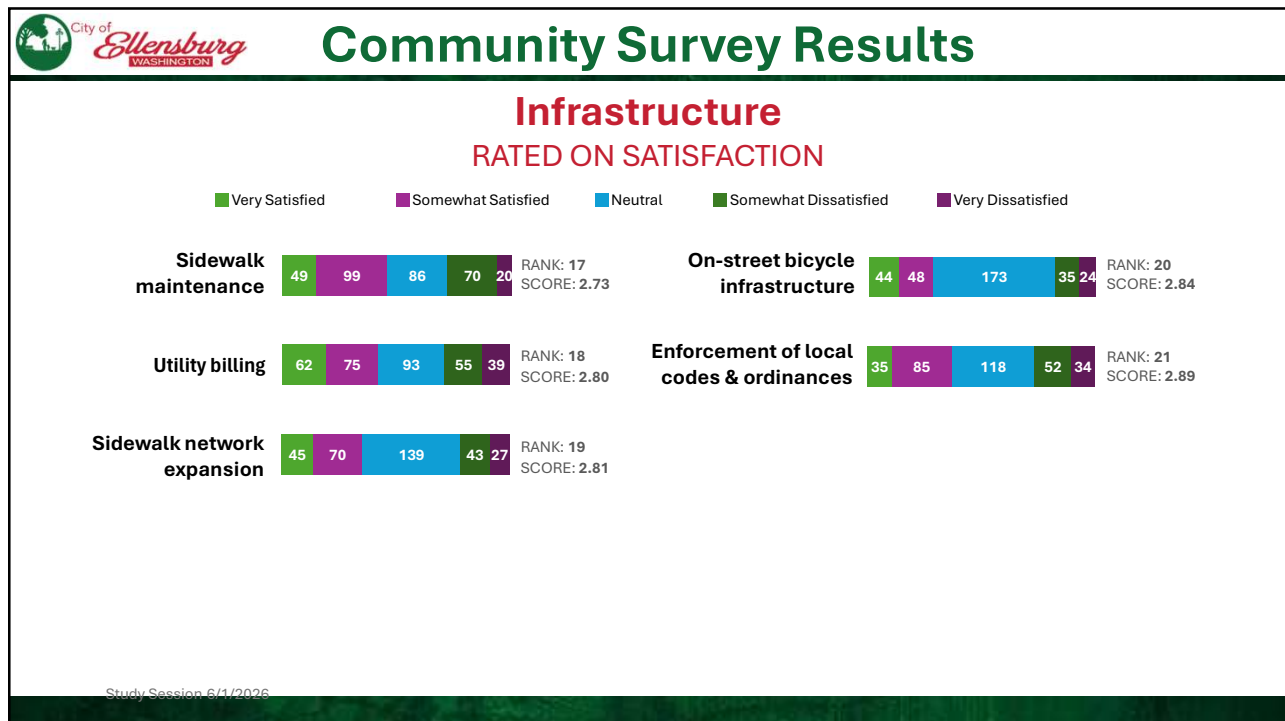
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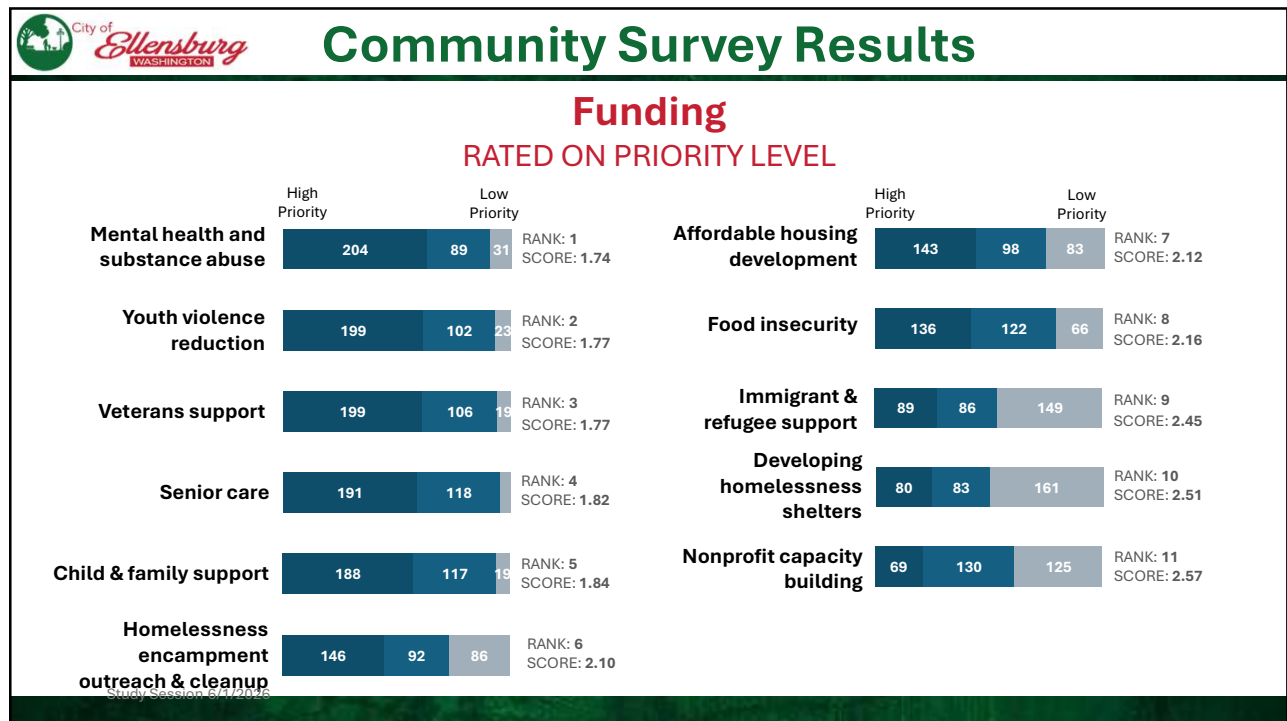
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Funding

Study Session 6/1/2026

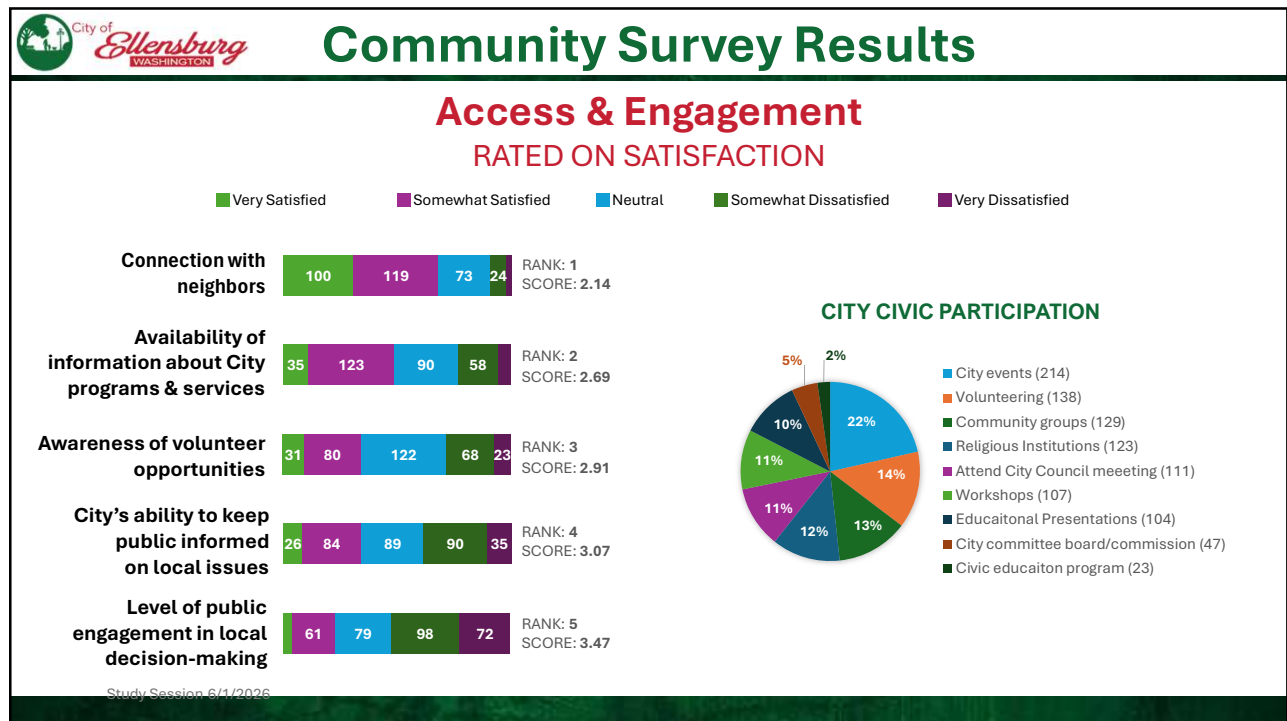
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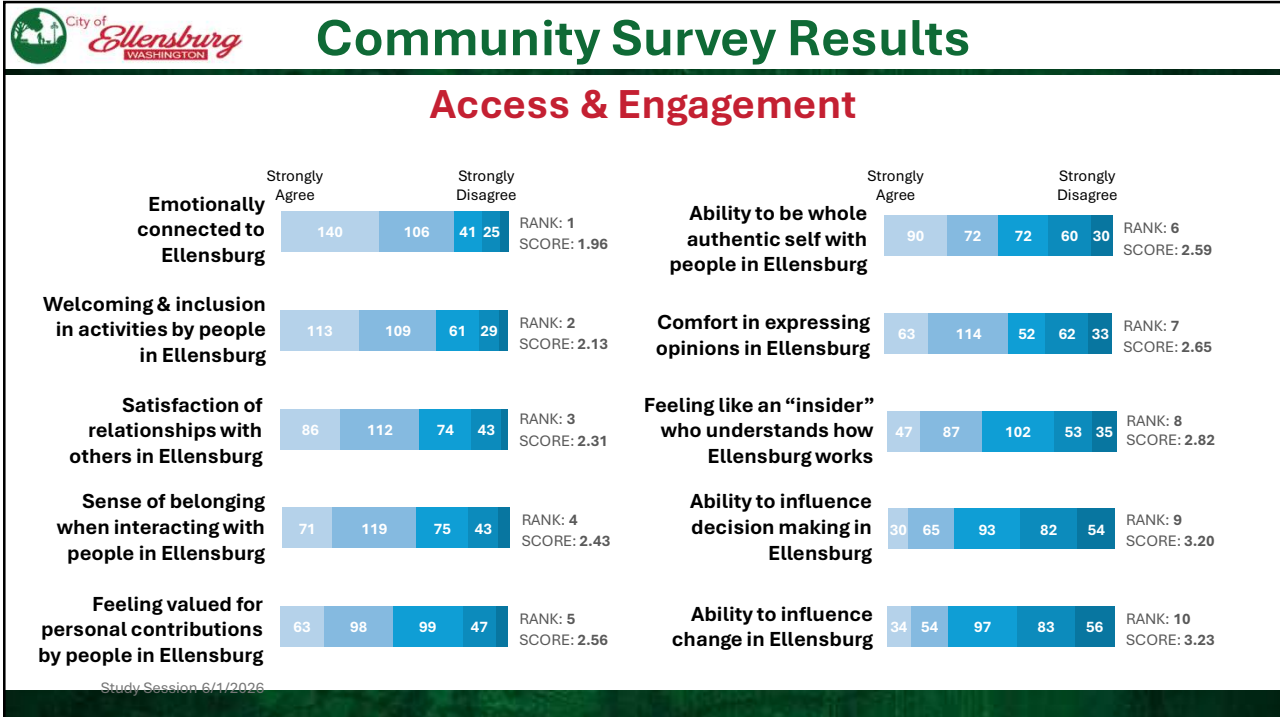
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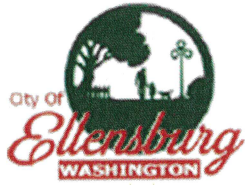


QUESTIONS?

REPORT COMPLETED BY:
 Dr. Eliann Carr
 carre@ellensburgwa.gov
 (509) 859-1671

Study Session 6/1/2026

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City of Ellensburg

PROCLAMATION

LGBTQ+ Pride Month 2026

Whereas, the LGBTQ+ community has long been an integral part of Ellensburg, contributing to its vibrancy, diversity, and cultural richness; and

Whereas, the month of June is internationally recognized as LGBTQ+ Pride Month, a time to celebrate the achievements and contributions of LGBTQ+ individuals, while also raising awareness about the challenges they continue to face; and

Whereas, discrimination, violence, and inequality against LGBTQ+ individuals persist in our society, making it imperative for us to stand in solidarity with them and actively work towards fostering a more inclusive and equitable community for all; and

Whereas, education, advocacy, and allyship are essential in promoting acceptance, understanding, and respect for people of all sexual orientations, gender identities, and gender expressions; and

Whereas, it is a community responsibility to create a welcoming and supportive environment where LGBTQ+ individuals can thrive without fear of discrimination or persecution.

Now, Therefore, the Mayor of the City of Ellensburg does hereby proclaim June 2026 as LGBTQ+ Pride Month in Ellensburg. During this month, we encourage all residents to participate in events, activities, and initiatives that promote LGBTQ+ visibility, acceptance, and equality. Let us use this month as an opportunity to reflect on the progress we have made towards LGBTQ+ rights, while also acknowledging the work that still lies ahead. Together, let us commit to building a city where everyone, regardless of sexual orientation or gender identity, can live authentically.

Signed this 1st day of June, 2026.

Attest:
City Clerk

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

A blue ink signature of Rich Elliott, written in a cursive style.

Rich Elliott
Mayor



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

May 18, 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: Rich Elliott, Nancy Lillquist, David Miller, Delano Palmer, Joshua Thompson (remotely)

Absent: Sarah Beauchamp and Nancy Goodloe

Councilmember Miller moved to approve excused absences for Councilmembers Beauchamp and Goodloe. **Motion Approved 5-0**

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, City Clerk Leader, Associate Planner Rud, Associate Planner Pedersen, Community Development Director Carlson, Housing Project Manager Frey, Finance Director Pascoe, Assistant Finance Director Bassett, Accountant III Del Prete, Assistant Public Works Director Helgeson, City Engineer Mayo, Public Works Director Lyyski, EPD Captain Clasen and approximately 35 members of the public

Others present remotely via Zoom: Three members of the public

2. Proclamations

- 2.A National Public Works Week
Councilmember Palmer read the proclamation.
- 2.B National Historic Preservation Month
Councilmember Lillquist read the proclamation.

3. Awards and Recognitions

- 3.A Historic Preservation Awards
Chace Pedersen, Associate Planner, presented information.

4. Approval of Agenda

Councilmember Palmer moved to approve the Agenda as presented.

Councilmember Lillquist moved to move item 11A to 11C, changing 11B to 11A and 11C to 11B. **Motion Approved 5-0**

Vote on main motion as amended. **Motion Approved 5-0**

5. Consent Agenda

- 5.A Approve Minutes of May 4, 2026 Regular Meeting
- 5.B Approve Minutes of May 4, 2026 Study Session
- 5.C Acknowledge Minutes of Boards & Commissions
- 5.D Bid Award – Bid Call 2026-10, Canyon Road Overlay- Umptanum Road to Mountain View Avenue
- 5.E Approve City Manager's Signature on a Memorandum of Understanding with IBEW Local 77 - 4/10 Schedule
- 5.F Approve City Manager's Signature on a Memorandum of Understanding with IBEW Local 77 - Holidays
- 5.G Approve May 18, 2026 Voucher Listing

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

6. Petitions, Protests, and Communications

- 6.A Kittitas County Alano Club (KCAC) Introduction
Theo Denner, KCAC Board President, presented information concerning the Kittitas County Alano Club.

7. Public Comment on Non-agenda Items

8. Business Requiring Public Hearings

- 8.A Public Hearing (Legislative) to Consider Annexation of Parcel 631033 and Second Reading of Ordinance 4985 Approving the Annexation and Zoning of Light Industrial (I-L) (Public Comment Opportunity)
Mayor Elliott opened the public hearing. Mark Rud, Associate Planner, presented information in the staff report.

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

Councilmember Palmer moved to approve the D&N Development LLC annexation petition and perform second reading and adoption of Ordinance 4985 annexing parcel 631033 with a Light Industrial (I-L) zoning designation.
Motion Approved 5-0

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A Second Reading and Adoption of Ordinance 4984 Amending Ellensburg City Code Chapter 8.54.150 -- Residential Parking Zones (Public Comment Opportunity)

Cameron Clasen, EPD Captain, presented information in the staff report.

Councilmember Miller moved to conduct second reading and adoption of Ordinance No. 4984, amending Ellensburg City Code Chapter 8.54.150 regarding Residential Parking Zones. **Motion Approved 5-0**

- 9.B Ordinance 4987 (First Reading) - Amending the 2025/2026 Biennial Budget (Public Comment Opportunity)

Keith Bassett, Assistant Finance Director, presented information in the staff report. Emily Del Prete, Accountant III — Budgeting Officer, presented additional information regarding budget adjustments.

Councilmember Lillquist moved to conduct First Reading of Ordinance 4987, amending the 2025/2026 Biennial Budget. **Motion Approved 5-0**

- 9.C Ordinance 4988 (First Reading) for Water and Sewer Utility Rates and Plant Investment Fees 2026-2028 (Public Comment Opportunity)

Ryan Lyyski, Public Works Director, presented information in the staff report.

Councilmember Palmer moved to conduct first reading of ordinance 4988, adjusting water and sewer rates and plant investment fees. **Motion Approved 5-0**

10. Unfinished Business

11. New Business

- 11.A Affordable Housing Agreement with Habitat for Humanity for Willow Street Project (Public Comment Opportunity)

Councilmember Palmer abstained from discussion and vote on the item, due to his involvement on the Habitat for Humanity Board.

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

Councilmember Miller moved to authorize the City Manager to sign the Affordable Housing Agreement and other related agreements, as attached, or in substantially similar form. **Motion Approved 4-0 (Palmer abstained)**

- 11.B Catherine Cottages Revised Design from Habitat for Humanity (Public Comment Opportunity)

Councilmember Palmer abstained from discussion and vote on the item, due to his involvement on the Habitat for Humanity Board.

Heidi Behrends Cerniwey, City Manager, introduced background on the item. Chris Horner, City Attorney, presented legal information. Lily Frey, Housing Program Manager, presented additional information regarding the property,

work recently done and the site plan submitted by Habitat for Humanity.

Habitat for Humanity representatives, Stephanie Bohman and Patrick Sullivan, presented information regarding Habitat's revised housing design.

Dan Carlson, Community Development Director, presented additional information concerning the City Code. Council asked questions of Habitat representatives and City staff.

Public comment was heard on the topic from the following citizens:

Stephen Greenfield

Marcia Rorty-Greenfield

Henry Johnston

Liz Scully

Rick Toomey (speaking remotely)

Jennifer Chuang

Dale McPherson

Carisa McNabb

Cody McNabb

Council asked questions of staff and community members.

Marc Brown, principal architect, spoke regarding the revised design.

Mayor Elliott requested the easement located on the northern property be included on a future Council agenda for discussion.

Councilmember Lillquist moved to authorize the Mayor to sign the letter of intent and direct staff to prepare an affordable housing agreement for the property transfer.

Councilmember Lillquist moved to amend the motion to include conditions in the letter of intent, which include that cottage units face each other with a definitive central common area, coordination by Habitat for Humanity with KXLE concerning underground lines for the AM radio station, and honor Catherine Demeo in naming of the project. **Motion Approved 4-0 (Palmer abstained)**

Vote on the main motion as amended. **Motion Approved 4-0 (Palmer abstained)**

11.C First Quarter 2026 Financial Status and Investment Reports (Public Comment Opportunity)

Jerica Pascoe, Finance Director, presented information in the staff report.

Councilmember Lillquist moved to accept the First Quarter 2026 Financial Status and Investment Reports as amended. **Motion Approved 5-0**

12. Miscellaneous

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

Heidi Behrends Cerniwey, City Manager, presented the report.

Staff requested Council provide a recommendation concerning grant applicants and a potential policy to receive funding from one city program. Council requested information for discussion at the next meeting.

The Executive Session was expected to last fifteen minutes and no action would be taken.

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Lillquist attended the Environmental Commission meeting and requested Councilmember Palmer's attendance at the Yakima Basin Fish & Wildlife board meeting
- Councilmember Miller attended the Finance Committee meeting
- Councilmember Palmer attended the Kittitas County Solid Waste Committee and Affordable Housing Commission meetings
- Mayor Elliott reported on the Developmental Disabilities Board meeting and announced he will not be able to continue serving on the Kittitas County Health Network if another councilmember is interested

13. Executive Session

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

Council recessed into executive session at 9:35 pm and was anticipated to last fifteen minutes. No action would be taken.

Council reconvened at 9:48 pm.

14. Adjournment

Meeting adjourned 9:48 pm

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Study Session

May 18, 2026

6:00 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

Study Session (No Public Comment)

Councilmembers Present: Rich Elliott, Nancy Lillquist, David Miller, Delano Palmer, Joshua Thompson (remotely)

Councilmembers Absent: Sarah Beauchamp and Nancy Goodloe

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, City Clerk Leader, Public Works Director Lyyski, Assistant Public Works Director Helgeson, City Engineer Mayo, HR Director Young and one member of the public

Others present remotely via Zoom: two members of the public

A Water & Sewer Rate Study

Ryan Lyyski, Public Works Director, introduced Sergey Tarasov with FCS, who reviewed a presentation with Council. Council asked questions of Mr. Terasov and city staff.

14. Adjournment

Meeting adjourned at 6:50 pm

Mayor

ATTEST:

City Clerk

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

**Minutes of Access, Advocacy, Equity, &
Engagement Commission Meeting**

April 14, 2026

3:00 PM

Council Chambers & Zoom

1. Call to Order and Roll Call

Chair Nancy Goodloe called the meeting to order at 3:00 p.m.

Roll Call Present: Phil Backlund, Kandee Cleary, Amber Darting, Nancy Goodloe, Judd Grey, Amber Hoefer, Cody Natland, and M. Eliatamby-O'Brien.

Also present: Nicole Klauss, staff member assigned to the AAEE Commission; Stacey Henderson, Planning Manager; Lily Frey, Housing Program Manager; Heidi Behrends Cerniwey, City Manager; Eliann Carr, Crime & Intelligence Analyst at EPD; Kelle Vandenberg, Arts & Economic Development Manager; Rhonda Schmidt, Ellensburg School District liaison; Elvin Delgado, Interim Associate Vice President for Faculty Success at Central Washington University; Ramona Bryant, League of Women Voters of Kittitas County; and 7 members of the public.

Chair Goodloe allowed applicants Kathryn Martell and Matthew Stalder to provide an introduction.

2. Approval of the Agenda

Commissioner Judd Grey moved to approve the agenda. Commissioner Kandee Cleary seconded the motion. There was no discussion. **Motion approved 7-0.**

3. Public Comment

Chair Goodloe called for public comment. There was no public comment.

4. Approval of Commission Minutes from March 10, 2026 Meeting

Commissioner Phil Backlund moved to approve the meeting minutes from the March 10, 2026 DEI Commission meeting. Commissioner Cody Natland seconded the motion. There was no discussion. **Motion approved 7-0.**

5. New Business

A. Arts & Economic Development Manager Kelle Vandenberg presented on the Kittitas County America 250 Celebration and provided a funding request. Commissioner Phil Backlund made a motion to spend \$1,500 on the America 250 event and develop a plan for the Commission's remaining \$8,500. Commissioner Natland seconded the motion. During discussion, commission members commented on the challenge of budgeting the money for the event without knowing the work plan for the year. **Motion failed 5-2.**

B. Housing Program Manager Lily Frey reported on the Racially Disparate Impacts memo that is part of the Comprehensive Plan Periodic Update. William Coleman provided public comment.

C. Eliann Carr and Heidi Behrends Cerniwey reported on the Community Survey that is in development and listened to feedback from the commission.

D. Staff reported on the Commission name change.

6. Liaison Reports

Due to time, Rhonda Schmidt's school district update will be moved to May. CWU did not have any updates.

7. Subcommittee Reports

Staff provided a report on responsibility of the Proclamation Subcommittee.

8. Commission Member Reports

There were no commission member reports.

9. Staff Report

Staff reported on City activities including Arbor Day free tree program, Comprehensive Plan mini polls, voting for the Community Selected Historic Preservation Award, National Poetry Month, Bike Month events, and Recycling Event.

10. Adjourn

Meeting adjourned at 4:36 p.m.

Drafted by Nicole Klauss, staff member assigned to the AAEE Commission

Drafted: 4/15/26

Approved: 5/12/26



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Affordable Housing Commission Meeting

April 15, 2026

4:30 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Present: Dan Witkowski, Courtney Garzone, Delano Palmer, and Kim Funtson.

Not present: Sarah Syverson (excused), John Perrie

Also present: Dan Carlson, Community Development Director; Lily Frey, Housing Program Manager; Denise Tlatelpa, Planning Technician.

Chair Garzone called the meeting to order at 4:30 p.m. Councilmember Palmer moved to excuse Commissioner Syverson's absence. Motion passed 4-0.

2. Approval of Agenda

Councilmember Palmer moved to approve the agenda as presented. Motion passed 4-0.

3. Approval of Minutes

3.A. April 1st, 2026 Meeting minutes

Councilmember Palmer moved to approve the meeting minutes as presented. Motion passed 4-0.

4. Public Comments

None.

5. New Business

5.A. Review racially disparate impact memo (Comprehensive plan housing elements) (Public Comment Opportunity)

Frey reviewed the memo draft with commissioners highlighting sections including historical context, demographic changes, and cost burden by race. Commissioner Palmer highlighted the margin of error potentially affecting analysis results.

Commissioners discussed and recommended adding a note on the margin of error.

Frey summarized the policy evaluation that categorizes current housing element policies as supportive, approaching, or challenging racial equity to identify needed edits. This evaluation identified areas of exclusionary standards and subjective terminology for revision in the update goals and policies. Commissioners discussed opportunities to explore emergency housing services, address displacement risk, and platforms for public support.

No public comments were heard. Councilmember Palmer moved to recommend the racially disparate impact memo to the Planning Commission for approval. Motion passed 4-0.

5.B. Discuss adequate provisions checklist (Comprehensive plan housing element) (Public Comment Opportunity)

Frey presented an early draft of the adequate provisions checklist. For this draft, staff evaluated current barriers to housing production and the actions needed to address identified barriers. Frey requested feedback on identified barriers and to encourage targeted housing types.

During the discussion, commissioners recommended exploring examples from other municipalities, considering options to reduce parking requirements for affordable housing, and providing the public with guidance throughout the permitting process. Additionally, commissioners discussed the value of conducting a financial analysis of affordability and providing tools to address the findings. No public comments were heard.

6. Unfinished Business

None.

7. Staff Update/ Discussion Items

7.A. Commissioner & Staff Updates

Frey shared the housing terms draft with commissioners to review and provide feedback. Councilmember Palmer suggested an additional term for inclusion.

8. Commission Representative Update

None.

9. Adjournment

Chair Garzone adjourned the meeting at 5:28 p.m.



CITY OF ELLENSBURG

Arts Commission Meeting Minutes

Meeting Date of Meeting

April 9, 2026

Start Time of Meeting

4:08 PM

Place of Meeting

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, Jerry Dougherty

Absent: Jensen Lopez, excused

Welcome guests: Teresa Chanes, and Jodi Polak

2. Public Comment

No public comment

3. Approval of Agenda

Motion to approve April 9, 2026, Arts Commission amended agenda as presented

By: Commissioner Young

Seconded: Commissioner Wenz

In Favor: All in favor

Opposed: None

Abstain: None

Motion Carries

4. Approval of Minutes

Motion to approve March 12, 2025, Arts Commission meeting minutes as presented.

By: Commissioner Wenz

Seconded: Commissioner Young

In Favor: All

Opposed: None

Abstain: None

Motion Carries

5. Budget/Financial Report

5.A YTD 2026 Arts Commission Budget Update
Staff presented budget updates.

6. New Business

6.A Ellensburg Rodeo Mural Approval Request

Jodi Polak, Rodeo Board and Teresa Chanes, EDA presented the plan for updating the Rodeo Mural on 3rd and Main. The cost will be \$8,000.00. Rodeo Board is short of the total funds and working with the Fair Board to potentially cover the difference. Rodeo Board/EDA has the building owner's permission.

Motion to approve the restoration artwork of the Rodeo Mural as presented to the Arts Commission by Jodi Polak of the Rodeo Board.

By: Commissioner Snedeker

Seconded: Commissioner Dougherty

In Favor: All

Opposed: None

Abstain: None

Motion Carries

6.B Public Art Donation Consideration—Action Needed

Motion to accept the presented donation sculpture 1 at Node 30 and sculpture 2 at node 31 on the condition that the logo be removed sculpture 1 to comply with City Policy and City Risk Manager reviews sculpture 2 to access risk. Additionally, commission approves plaque that recognizes the donation of Tim Cornia, of buddy's barkery.

By: Commissioner Snedeker

Seconded: Commissioner Wenz

In Favor: All

Opposed: None

Abstain: None

Motion Carries

Action Item: Staff will get assessment of sculpture 2 from City Risk Manager and discuss changes with Tim Cornia. Concern centers around the extreme points at the ends of the sculpture and height, as they could pose a potential risk.

7. Unfinished Business:

7.A America 250 Planning Update-staff gave update. Next countywide planning meeting is Wednesday, April 15, 2026, at the County Court House.

7.B Admission Tax Discussion—next steps? Jerry sent staff his schedule to be able to assist with scheduling a meeting with City Manager to discuss further.

7.C Committee Scope of Work Project Update--March 31, 2026

The noted commissioner(s) below will review and/or write the subcommittee scope of work.

Jeff: Creative District-update: Jeff, Kelle have reviewed, Therese is in final review.

Therese/Matt/Jensen: update: finalized—no additional changes--complete.

Alex/Jerry: Public Art—then send to Matt and Jeff for review. Update: in progress

Action Item: Send template from Artwalk to Jerry and Alex

Project Grant/Funding—Alex/Jerry/Jensen

Update: staff send past Scope of Work for revisions to Alex/Jerry.

Awards & Distinction—Jeff/Therese—Done—staff to note as final

7.D Open Arts Commission Position—Update/Review/Action Item

Commissioners discussed both applications and the current need of the Arts Commission at length. While both applicants are qualified; working artists, arts teachers, and both have previous experience in the public sector, the commission felt that one candidate had an additional professional skill that is currently missing from the Arts Commission.

The selected applicant brings the ability to catalog and preserve the historical stories of the City Art Collection and help the commission make the collection accessible to all, to capture and share the emerging stories from the Creative District, increasing awareness and growing tourism, and to assist with overall enhancement of community outreach and engagement through meaningful connections and leadership.

Motion: The Arts Commission respectfully recommends that the City Council approve the appointment of Emily Jacobs to the Ellensburg Arts Commission, effective June 1, 2026.

By: Commissioner Snedeker

Seconded: Commissioner Wenz

In Favor: All

Opposed: None

Abstain: None

Motion Carries

8. Subcommittee Business:

8.A

- Project Grant Funding & Advocacy: Jerry/Alex/Staff/Jensen:

Action Item: Update Project Grant Application. Staff sent 2025 application via email on 4/7/26 to subcommittee and again on 4/14/26

- First Friday Art Walk: Matt/Therese/Jensen/Staff:
 - New signage project—Some venues have expressed concerns with the flags and trying to secure them in the wind. The idea of having a windsock instead was discussed and has interest.

Action Item: Staff to help set up FFAW meeting:

- City Art/Public Art: Jerry/Alex/Jeff (Matt):
Action Item: Staff will set up a demo with Exhibit IQ with members of the Arts Commission and the EACA. The EACA board meeting is on 4/17/26, once discussed there, staff will set up demo.

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

Action Item: Need to discuss timeline and planning for nomination process for Arts Treasure & Art Advocate awards.

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

Update: ECD is focused on implementation of the four goals of the 2026 ECD Strategic Plan:

1. Establish and expand ECD regional presence.
2. Finish implementation of the community calendar.
3. Continuing grant writing workshop series.
4. Creating an ArtPreneur Workshop: From Passion to Profits

Action Item: Meeting on Monday, April 13th at 2:00pm

9. Staff Update/Discussion Items:

- Bus Shelter update current call and pending open call for Rotary Park with specific parameters.
- Update on National Poetry Month Planning
- Exhibit IQ
- Utilizing Zoom Webinar

10. Council Representative Update:

11. Adjournment Time: 5:31pm



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Landmarks & Design, Regular Meeting

March 17, 2026

5:45 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

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

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

Absent: Fred Redmon, Julia Stringfellow

Blackson motioned to excuse. Motion passed 5-0.

Others Present: Chace Pedersen – Associate Planner; Dan Carlson – Community Development Director

2. Approval of Agenda

Commissioner Chanes motioned to approve the agenda. Motion Passed 5-0.

3. Approval of the Minutes

3.A. January 22nd, 2026, Meeting Minutes

3.B. February 3rd, 2026, Meeting Minutes

Commissioner Chanes motioned to approve the meeting minutes. Motion Passed 5-0.

4. Public Comments

None.

5. New Business

5.A CLG Grant Project Presentation - Historic Ellensburg Story Map

Pedersen introduced Spencer Howard, a consultant for the development of HESM. He presented project information, including the use of story maps, the content within a story map, audience experience with a story map, template options, and examples of other city story maps. The schedule includes the creation of a first draft, a second draft, public meetings, and the completion of the final story map, which is expected by September 30, 2026. Spencer also invited comments while demonstrating the *City of Walla Walla: Story Map Tour*.

The commissioners reviewed the content of the story maps, examined proposed projects, and discussed the maintenance of historic plaques. They welcome supporting materials from the public and will share these sources publicly. Commissioner Sannuto addressed the issues that need to be resolved in the current historic survey.

Commissioner Watson talked about the existing scope of work that will help establish a baseline historic map.

5.B Historic Preservation Awards Nominees - Discussion/Decision

Pedersen described the categories of awards and the associated opening/due dates, along with guidelines for nominee requirements, and then discussed the previous award winners. Commission recommendations were collected for residential; 3 structures were identified for their window restoration, siding use, and addition design. A community member supports Kathy's residence.

Commissioner Chanes motioned to nominate 907 C St for the residential award. Motion passed 4-0. Commissioner Vicky abstained.

Commission recommendations were collected for commercial; 1 structure was identified for the façade work, and interior renovations. Commissioner Blackson motioned to nominate the Odd Fellows structure for the commercial award. Motion passed 4-0. Commissioner Watson abstained.

Peterson announces that the staff would like to recognize Dorothy Stanley for the Commission Award. Commissioner Watson motions to nominate Dorothy for the commission awards. Motion passed 4-0. Commissioner Sannuto abstained.

6. Unfinished Business

None.

7. Staff Update/Discussion Items

7.A Commissioner Training

Peterson discussed training for open public meetings and will share helpful webinars with the commissioners. He also addressed the land acknowledgment statement for the historical preservation chapter and updates on giveaways for the preservation awards.

8. Commission Representative Update

Chanes informs the Places conference event sessions are due April 13th.

9. Adjournment

The meeting was adjourned at 6:57 pm.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Landmarks & Design, Regular Meeting

April 7, 2026

5:45 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

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

Present: Vicki Sannuto, Marty Blackson, Scott Carlson, Fred Redmon, Julia Stringfellow, Teresa Chanes

Absent: Jeff Watson

Blackson motioned to excuse. Motion passed 6-0.

Others Present: Chace Pedersen – Associate Planner; Dan Carlson – Community Development Director; Denise Tlatelpa – Planning Technician; and community members.

2. Approval of Agenda

Commissioner Blackson motioned to approve the agenda. Motion Passed 6-0.

3. Approval of the Minutes

None.

4. Public Comments

None.

5. New Business

5.A Historic Preservation Month Planning

Pedersen announced that the nominations have been sent out to the public for voting, with the final voting date set for April 17th. He also presented the schedule for the Historic Preservation Award show and confirmed the allocated times for the presentations.

The commissioners discussed the upcoming tour at the museum and agreed to contact them to schedule. They also mentioned the need to explore the rules and guidelines for future nominees. Additionally, Pedersen updated the group on the opening event for Historic Preservation Month and the prizes being collected for the events.

6. Unfinished Business

None.

7. Staff Update/Discussion Items

Denise Tlatelpa, with the Community Development department, will be attending for clerical support. Tlatelpa made a short introduction.

Pedersen provided an overview of the new Zoom Webinar format, which enables the muting or removal of disruptive attendees. He has sent the commissioners individual links for both monthly meetings, and they will be joining as panelists in the webinar.

8. Commission Representative Update

Chanes informs the Places conference event sessions are due Monday, April 14th.

9. Adjournment

Blackson motioned to adjourn the meeting at 6:03 pm. Motion passed 6-0.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Utility Advisory Committee, Regular Meeting

April 16, 2026

3:30 PM

Council Conference Room

501 North Anderson Street

Ellensburg, WA 98926

Or remotely via Zoom -

<https://us02web.zoom.us/j/83931522564>

1. Call to Order and Roll Call

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

Members present in person: Nancy Lillquist, City Council; Fred Springsteen, Utility Customer.

Others present in person: City Manager Behrends Cerniwey, Energy Services Director Stanavich, Energy Resources Manager Baker, Gas Engineer Yusi, Finance Officer Bair, Telecom Manager Hiede

Others present remotely via Zoom: Jeff Bousson, Chair/CWU, Delano Palmer, City Council; Rate Analyst Moores, members of the public

2. Approval of Agenda

Committee member Bousson motioned to add Item 7A — Selection Committee to the agenda. **Motion Approved 4-0**

Committee member Bousson moved to approve the agenda as presented. **Motion Approved 4-0**

3. Approval of Minutes

3.A Utility Advisory Committee Meeting 3-19-26 - Minutes

Committee member Bousson moved to approve the regular meeting minutes as presented. **Motion Approved 4-0**

4. Correspondence and Citizen Comments on Non-Agenda Items

No public comment.

5. Electric, Natural Gas, and Telecommunications Discussion Items

- 5.A 2026 Clean Energy Transformation Act (CETA) Energy Assistance Report
Nichole Baker, Energy Resource Manager introduced guest Hassan Shaban, who presented on 2026 Clean Energy Transformation Act CETA Energy Assistance Report. Requesting a favorable recommendation to city council. Committee member Nancy Lilquist asked for clarification on funding sources for this assistance program. Committee member Jeff Bousson asked for the amount of budgeted BPA funds in 2026 - \$226,000. Guest speaker, Hassan Shaban discussed potential risks of not utilizing the budgeted funds, and suggested a solution if the funds are not utilized.

Committee member Nancy Lillquist moved to forward a favorable recommendation to City Council to designate up to \$150,000 annually of Bonneville Power Administration (BPA) Energy Conservation funding to support the City's compliance obligation for the 2026 Clean Energy Transformation Act (CETA) RCW 19.405.120, Section 120 Low-income programs. **Motion Approved 4-0.**

- 5.B Letter of Commitment — CWU Collaboration – Geothermal Resource Characterization & Confirmation (DOE - NOFO)
Energy Services Director Buddy Stanavich introduced Letter of Commitment - CWU Collaboration - Geothermal Resource Characterization & Confirmation (DOE - NOFO). Committee Member Delano Palmer presented the geothermal facility and system plans at CWU. Committee Member Jeff Bousson asked if the committed land would be federally owned; Committee Member Delano Palmer is working on determining the land ownership with the DOE. Committee members discussed the community impact of drilling the proposed wells. Committee Member Delano Palmer suggested an increase of community engagement and communication for potential disruptions. Public comment from Lauren Spear.

Committee Member Bousson moved to forward a favorable recommendation to City Council to authorize the City Manager to execute the Letter of Commitment for the Geothermal Resource Characterization & Confirmation (DOE-NOFO). **Motion Approved 3-0, 1 Abstained.**

6. Energy Services Updates

- 6.A Energy Services Updates
No comments.
- 6.B BPA Contract High Water Mark Review

Energy Services Director Buddy Stanavich presented an information-only item on the analysis of the BPA Contract High Water Mark Review.

7. Commission Representative Update

Approved agenda item 7A, Selection Committee. Energy Services Director Buddy Stanavich shared that the committee has received two applications. The Selection Committee discussed availability and target dates for interviews, in order to present elected members at

the next upcoming City Council meeting on May 4th. Committee Member Jeff Bousson and Committee Member Nancy Lillquist provided availability for scheduling interviews.

No commission representative updates.

8. Adjournment

Meeting adjourned at 4:41pm.



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

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

Suggested Motion/Action:

No action needed, this report is for informational purposes.

Background/Summary:

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

Previous Council Action:

Council adopted Ordinance 4534 on March 15, 2009, implementing the Traffic Impact Fee program. The original program has been amended over time and is codified in ECC 14.04.

Analysis:

Attached to the Council's awareness is a spreadsheet of traffic impact fees billed during 2025. The total of impact fee permits collected in 2025 was \$774,165 which is a \$577,648 increase from impact fees collected in 2024. Total fee reductions for commercial and industrial zoned property/projects, as well as projects located within the CCI zone, was \$215,944 with the sum of these fee reductions from 2009 through 2025 totaling \$1,421,138. Staff has been successful in obtaining grants and other funding to offset these exemptions, as confirmed in the 2018 Traffic Impact Fee Update. Staff will continue to pursue additional funding sources as they become available.

The amount of \$2,781 was expended in 2025 from the administrative portion of the fee on the following: Transportation Impact Analysis Review.

The amount of \$20,952 was expended in 2025 from the capital improvement component of the fee on the Mt View & Bull Rd Signalization project. A total of \$3,323,826 has been expended from the capital improvement component of the fee since the inception of the ordinance.

Financial Impact:

See attached report which is provided for informational purposes only.

Budget Adjustment: No

Attachments:

1. 2025 Traffic Impact Fees

TRAFFIC IMPACT FEES 2025																		
	Date Submitted	Project Number	Building Permit Number	Payer	Site Address	Official Zone	Quantity	Per	Units	Total Impact Fee	Impact Fee Billed **	Administration Fee (5%)	Total	GP Date Collected	GP Invoice Number	SG Receipt Number	Date Spent	Comments/Project Spent On
1	1/15/25		B24-506	Reece Bull	1411 Kittitas Hwy	R-S	1	DU		\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/17/2025	577126/27	CD25-00140		New SFR
2	1/15/25		B24-619	Jason Nordberg	115 E 9th Ave	R-L	0	DU		\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	remodel kitchen, bathroom, laundry
3	1/15/25		B24-621	Becky Kennedy	310 W 9th Ave	R-L	0	DU		\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	foundation repair
4	1/23/25		B24-507	Michael Tomulty	715 E 2nd Ave	R-M	0	DU		\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	convert garage to habitable space
5	1/23/25		B24-509	Pat Sorensen	1611 Bull Rd	R-S	0	DU		\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	New SFR. No cost, TIF credit for previous SFR that was demo'd. Demo permit B22-128
6	1/23/25		B24-607	Jesse Sivak	201 N Elliott St #1	R-L	1	DU		\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	11/5/2025	583416/17	CD25-00602		New SFR
7	1/23/25		B24-607	Jesse Sivak	201 N Elliott St #2	R-L	1	DU		\$2,300.41	\$1,095.44	\$54.77	\$1,150.21	11/5/2025	583416/17	CD25-00602		New ADU, fee calculation per RCW 36.70A.681(1)(a)
8	1/24/25		B24-465	Jackson Food Stores	2300 S Canyon Rd	C-H	0	pump		\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	relocate truck fuel island add new o/w separator
9	1/29/25		B24-622	Ellensburg Solar	1301 N Walnut St	P-R	0	KSF		\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	CWU - solar on existing building
10	1/29/25		B24-592	CWU	911 N Chestnut St	P-R	0	KSF		\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	CWU - interior remodel existing building - Black Hall
11	1/29/25		B25-032	River Ridge	119 W 5th Ave Suite 101	C-C	0	KSF		\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior office remodel
12	1/29/25		B25-025	5th Ave Storage LLC	607 N Kittitas St	R-O	0	DU		\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel of existing home
13	2/20/25	24-071	B24-516	Starbucks	2708 Triple L Loop	C-H	x	KSF	\$25,410.80	\$25,410.80	\$635.27	\$26,046.07	2/27/2025	576850/81	CD25-00099		New Starbucks - TIA is in review	
13B	3/10/25	24-071	B24-516	Starbucks	2708 Triple L Loop	C-H	x	KSF	\$3,919.59	\$3,823.99	\$95.60	\$3,919.59	4/10/2025	577889/90	CD25-00185		updated TIA for Starbucks	
14	2/27/25		B25-015	Town & Country Homes	2517 N Dandelion Ln	R-S	1	DU		\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/10/2025	576972/73	CD25-00124		New SFR
15	2/27/25		B25-016	Town & Country Homes	2513 N Dandelion Ln	R-S	1	DU		\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/10/2025	576972/73	CD25-00124		New SFR
16	2/27/25		B25-019	DR Horton	1700 S Mallard Way	R-S	1	DU		\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/25/2025	577399/400	CD25-00153		New SFR
17	2/27/25		B25-020	DR Horton	1804 S Mallard Way	R-S	1	DU		\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/25/2025	577399/400	CD25-00153		New SFR
18	2/27/25		B25-021	DR Horton	1601 S Mallard Way	R-S	1	DU		\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/26/2025	577429/30	CD25-155		New SFR
19	2/27/25		B25-022	DR Horton	1811 S Mallard Way	R-S	1	DU		\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/26/2025	577429/30	CD25-155		New SFR
20	2/27/25		B25-044	Aspen Grove LLC	1201 S Chestnut St #503	MHP	0	DU		\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	place new MFH at space 503, this space was previously occupied in the past
21	2/27/25		B25-043	Aspen Grove LLC	1201 S Chestnut St #206	MHP	0	DU		\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	place new MFH at space 206, this space was previously occupied in the past
22	2/27/25		B25-042	Aspen Grove LLC	1201 S Chestnut St #405	MHP	1	DU	\$1,305.67	\$1,305.67	\$65.28	\$1,370.95	12/18/2025	584433/34	CD25-00673		New MFH placement, lot 405	
23	2/27/25		B25-056	DR Horton	1203 E Eider Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	4/8/2025	577760/61	CD25-00176		New SFR	
24	2/27/25		B25-057	DR Horton	1503 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/8/2025	578664/65	CD25-00239		New SFR	
25	2/27/25		B25-058	DR Horton	1509 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/8/2025	578664/65	CD25-00239		New SFR	
26	2/27/25		B25-059	DR Horton	1809 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/8/2025	578664/65	CD25-00239		New SFR	
27	2/27/25		B25-060	DR Horton	1202 E Eider Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	4/8/2025	577760/61	CD25-00177		New SFR	
28	2/27/25		B25-061	DR Horton	1805 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/8/2025	578664/65	CD25-00239		New SFR	
29	2/27/25		B25-063	Garrett & Catherine Poshusta	309 N Poplar St	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Second floor remodel to add walls and a bathroom	
30	2/27/25		B25-065	Town & Country Homes	1203 E Greenfield Ave	R-S	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Residential addition to construct new bedroom and expand existing deck	
31	2/27/25		B25-067	Shane Sanders	401 W 12th Ave	R-M	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Demo existing garage to make room for proposed second ADU on property	
32	2/27/25		B25-069	Town & Country Homes	2519 N Dandelion Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/17/2025	577126/27	CD25-00139		New SFR	
33	2/27/25		B25-070	Town & Country Homes	2515 N Dandelion Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	3/17/2025	577126/27	CD25-00139		New SFR	
34	3/10/25		B23-324	Solar Dolar LLC	1500 W Dolarway Rd bld #12	I-L	5.46	KSF	\$5,074.85	\$2,475.54	\$61.89	\$2,537.43	3/21/2025	577290/91	CD25-00142		changed bld size from 10,920sf to 16,380sf see original TIF worksheet 2023-098	
35	3/19/25		B25-104	DR Horton	1816 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/8/2025	578664/65	CD25-00240		New SFR	
36	3/19/25		B25-105	DR Horton	1204 E Eider Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/8/2025	578664/65	CD25-00240		New SFR	
37	3/19/25		B25-106	DR Horton	1807 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/8/2025	578664/65	CD25-00240		New SFR	
38	3/19/25		B25-107	DR Horton	1505 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/8/2025	578664/65	CD25-00240		New SFR	
39	3/19/25		B25-108	DR Horton	1200 E Canvasback Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/8/2025	578664/65	CD25-00240		New SFR	
40	3/19/25		B25-109	DR Horton	1205 E Eider Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41	5/8/2025	578664/65	CD25-00240		New SFR	
41	3/19/25		B25-114	DR Horton	1611 S Goldeneye St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
42	3/19/25		B25-115	DR Horton	1610 S Goldeneye St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
43	3/19/25		B25-116	DR Horton	1206 E Eider Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
44	3/19/25		B25-117	DR Horton	1207 E Eider Ln	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
45	3/19/25		B25-118	DR Horton	1507 S Mallard Way	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
46	3/19/25		B25-119	DR Horton	1810 S Goldeneye St	R-S	1	DU	\$2,190.87	\$2,190.87	\$109.54	\$2,300.41					New SFR	
47	4/8/25		B25-103	Baxter and Frost Bakery	1711 S Canyon Rd	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel of existing building	
48	4/8/25		B25-122	Sertis QRS Holdings	1802 S Canyon Rd	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel of existing building	
49	4/8/25		B25-137	Pautzke Bait	401 E Mountain View Ave	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior - adding door	
50	4/8/25		B25-152	Solar Dolar LLC	1500 W Dolarway Rd bld #11	I-L	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel - no additional square footage	
51	4/8/25		B25-141	Solar Dolar LLC	1500 W Dolarway Rd bld #10	I-L	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel - no additional square footage	
52	4/8/25		B25-095	Forth Ascent Climbing Center	308 W 4th Ave	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior remodel of existing building for climbing gym	
53	4/17/25		B25-143	Ellensburg Sheridan LLC	600 S Ruby St #14 & 28	MHP	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Demo MFH space #14 & 28	
54	4/17/25		B25-144	Ellensburg Sheridan LLC	600 S Ruby St #33	MHP	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Demo MFH space #33	
55	4/25/25	21-101	B24-627	WinCo	805 S Anderson Rd	I-L	135	trips	\$298,755.00	\$298,755.00	\$14,937.75	\$313,692.75	5/19/2025	578909/10	CD25-00265		new warehouse facility see TIA for full report	
56	4/25/25		B25-142	Mary Radeke	805 E 2nd Ave	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	remove existing front porch and replace with sun porch, new dormers and roof	
57	5/2/25		B25-145	Iron Horse Brewery	1621 Vantage Hwy	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	remodel bathroom enlarge existing no added sf	
58	5/12/25		B25-162	Brody Kasting	403 S Sprague St	R-M	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Residential addition of 687 sf to add 2 bedrooms, closets, laundry room and bathroom	
59	5/13/25		B25-177	Ellensburg School District	1203 E Capitol Ave	P-R	0	student	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	build engraver room inside existing wood shop	
60	5/14/25		B25-202	Secret Assets	1013 E University Way	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	repair existing commercial building siding, window,insulation	
61	5/14/25		B25-166	APG Real Estate Investment LLC	405 N Main St	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	replace existing commercial building door	
62	5/14/25		B25-170	Igor Elperin	108 S Water St	C-Cl	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	demo 3 buildings total 1,879sf	
63	6/2/25		B25-226	Greg & Jenni Loreti	1000 E 4th Ave	R-L	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	change door to window, add new front door, create bedroom	
64	6/2/25		B25-198	Fred Meyer	201 S Water St	C-Cl	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	adding Tesla chargers to existing parking lot - Dewberry Engineers	
65	6/11/25		B25-246	Ross Anderson	116 W 3rd Ave	C-C	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	interior work to finish out existing space	
66	6/11/25		B25-073	Solar Dolar LLC	2011 Old Hwy 10	C-H	75.2	KSF	\$29,705.50	\$14,490.49	\$362.26	\$14,852.75	6/20/2025	579789/90	CD25-00333		5 new building = 75,200sf mini storage	
67	6/17/25		B25-234	Melissa Denlinger	1006 S Ruby St	NC-MU	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	egress door, window, fire alarm upgrades	
68	6/17/25		B25-255	Lia Sommer	709 E 6th Ave #2	R-O	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	ADU addition on existing	
69	6/27/25		B25-274	Rodeo City Investments	2305 W Dolarway Rd	C-H	0	KSF	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Remove interior wall and add beam. No exterior, mechanical, or plumbing	
70	7/9/25		B25-278	Jessica Black	304 E 28th Ave	R-S	0	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	new rear 2 story deck	
71	7/18/25		B25-279	Libenow Properties	211 E Idaho Ave	R-S	2	DU	\$0.00	\$0.00	\$0.00	\$0.00	X	X	X	X	Demo existing 2 unit duplex	
72	7/18/25		B25-310	Solar Dolar LLC	1500 W Dolarway Rd bld #1101	I-L	0.48	KSF	\$446.14	\$217.63	\$5.44	\$223.07	7/23/2025	580732/33				



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Project Acceptance - WWTP Fiber Construction Project
Submitted by: Kenneth Heide, Telecom Business Manager
Department: Energy Services

Suggested Motion/Action:

Accept Waste Water Treatment Plant (WWTP) Fiber Construction Project as complete.

Background/Summary:

The project of constructing a new fiber optic backbone cable from the existing plant on Bull Rd and E Mountain View Ave to the Waste Water Treatment Plant has been deemed complete. This project consisted of constructing a new 144 Count Fiber Optic cable from an existing splice case on the south-west corner of the intersection and built south down Bull Rd, across Interstate 90 to Berry Rd and then to the Waste Water Treatment Plant.

On August 7, 2024, the City signed a Purchase Order agreement with Paramount to begin constructing fiber to reach the Waste Water Treatment Plant. The project was completed on April 2, 2025.

City Council approved the motion to allow City Manager to sign Paramount's quote on 8/5/2026 in the amount of \$103,615.50. The project is deemed complete, and the final invoice was in the amount of \$143,841.94 and was received on 4/2/2025.

Previous Council Action:

On June 2, 2025, Council authorized the City Manager to sign and approve payment for the Paramount invoice for the fiber construction to reach the Waste Water Treatment Plant and approved necessary budget adjustments.

Analysis:

New fiber was constructed down Bull Rd and across I-90 to the Waste Water Treatment Plant. This work was all deemed complete and fiber circuit was activated.

Financial Impact:

None for closeout.

Budget Adjustment: No

Attachments:

None



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Utility Vehicle Purchasing Authority
Submitted by: Jim Weed, Captain
Department: Police

Suggested Motion/Action:

Approve the purchase of a utility vehicle for use by first responders and approve the necessary budget adjustments.

Background/Summary:

The City of Ellensburg Police Department is responsible for maintaining public safety during multiple special events over the year and has historically borrowed a utility vehicle from another agency in order to provide police officer and first responder mobility during parade events and during fair and rodeo. Utilizing this vehicle gives officers the ability to respond to emergencies along the entirety of the parade route without disrupting the parade. In addition, the police department is not able to access the Irene Rinehart park trail system other than by foot. With the addition of Pride Parade and the growth in attendance at the rodeo/fair and Rotary park venues, and Irene Rinehart park venues, the police department requests to purchase a utility vehicle to provide ongoing accessibility.

Previous Council Action:

None

Analysis:

The Ellensburg Police Department proposes to utilize grant funding, which was received in 2025 as a result of a successful WASPC Accreditation assessment, to procure this utility vehicle. This results in no additional allocation of City funding. This type of vehicle requires no special endorsements and is a street-legal vehicle. The quoted price from the Washington State CARS program vendor is \$38,000.

Financial Impact:

Other than using the grant funding, the Ellensburg Police Department does not anticipate any financial impact as a result of this purchase. A budget adjustment is necessary to provide expenditure authority for this purchase, but is offset by the grant revenue.

Budget Adjustment: No

Attachments:

None



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Professional Services Agreement with Brookhouse
Professional Services LLC for Ellensburg’s Utility
Improvement Initiative

Submitted by: Jim Goeben, IT Director

Department: Information Technology

Suggested Motion/Action:

Authorize the City Manager’s signature on the Professional Services Agreement with Brookhouse Professional Services LLC for Ellensburg’s Utility Improvement Initiative (as attached, or in substantially similar form), authorize payment of fixed fees identified in the Agreement, and approve the necessary budget adjustments.

Background/Summary:

The 2024-2029 Ellensburg City Council Strategic Vision identified a priority to advance the technology roadmap which includes the utility improvement initiative to prepare for Enterprise Asset Management software.

This initiative includes: the identification and documentation of utility assets and their attributes; asset maintenance requirements, activities, and procedures; data cleansing, standardization, and enrichment; GIS asset population, and an Enterprise Asset Management software functional requirements document necessary to produce a software Request for Proposals (RFP).

Previous Council Action:

None.

Analysis:

This Agreement and scope of work have been reviewed by City staff, including the Public Works Director, Energy Services Director, City Attorney, HR Director/Risk Manager, IT Director, and the Purchasing and Procurement Coordinator.

Financial Impact:

The total cost of the agreement is \$132,576, and will be budgeted and accounted for in the IT Internal Services Fund and will require increased internal services rates charged to the various utility funds. Financial impacts for the Utility Improvement Initiative have been heretofore funded through the GIS Internal Service Fund. Following a reconciliation of sources and uses, the balance of Utility Improvement Initiative resources in the GIS Internal Service Fund will be proposed to be transferred as part of a future supplemental budget.

Budget Adjustment: Yes

Attachments:

1. A2872-Brookhouse Professional Services-Professional Services Agreement for Utility Improvement Initiative

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF ELLENSBURG
AND
BROOKHOUSE PROFESSIONAL SERVICES LLC (Brookhouse)**

**RELATING TO: CONSULTING SERVICES FOR THE CITY'S UTILITY
IMPROVEMENT INITIATIVE**

THIS COST PLUS FIXED FEE AGREEMENT is made and entered into this ____ day of _____, 2026 ("Effective Date"), by and between THE CITY OF ELLENSBURG, a non-charter code city of the State of Washington (hereinafter called the "CITY") and BROOKHOUSE PROFESSIONAL SERVICES LLC, a Limited Liability Company authorized to do business in the state of Washington (hereinafter called the "CONSULTANT").

1. RECITALS.

1.1. The CITY and the CONSULTANT previously entered into an Agreement for Professional Services for an Enterprise Software Roadmap ("Roadmap") project. The term of the Agreement for the Roadmap project ended on December 31, 2025.

1.2. The CITY is in the process of a competitive solicitation (through a different consultant) to select a new Enterprise Resource Planning (ERP) software system and is in the process of planning a competitive solicitation process for a new Enterprise Asset Management (EAM) software system.

1.3. The CITY desires to obtain professional services from CONSULTANT under this new Agreement for work related to the Utility Improvement Initiative project ("Project") to complete foundational maintenance strategies prior to the upcoming EAM system software selection process and to ensure the EAM strategies align with the ERP strategies and long-term Roadmap project objectives.

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

1.5. CONSULTANT, based on prior experience under the previous agreement and its specific industry knowledge, 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.

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

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

2. SCOPE OF WORK.

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

2.2. The CITY may review the CONSULTANT'S work product, and if it is not satisfactory, the CONSULTANT shall make such changes as may be required by the CITY. Such changes shall not constitute "Extra Work" as related in Section 15 of this Agreement.

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

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

3. TIME OF PERFORMANCE. The Time of Performance under this Agreement is from January 1, 2026 through December 31, 2027. The work shall be completed in accordance with the Schedule of Deliverables set forth in the attached Exhibit A.

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

4.1. Payment shall be on the basis of the CONSULTANT'S standard billing rates multiplied by the actual hours worked, cost for actual labor, overhead and profit plus CONSULTANT'S direct non-salary reimbursable costs for cost plus fixed fee agreements, as set forth in the attached Exhibit A.

4.2. The CONSULTANT shall submit invoices to the CITY on a monthly basis. Invoices shall detail the work, hours, employee name, and hourly rate; shall itemize on invoices the non-salary direct costs; shall indicate the specific task or activity in the Statement of Work to which the costs are related; and shall indicate the cumulative total for each task.

4.3. All travel lodging, and meal reimbursements will be subject to CITY travel policies and state and federal law, including General Service Administration (GSA) per diem and Washington State Office of Financial Management (OFM) mileage rates, applicable to Washington state government agencies. CONSULTANT will include

itemized receipts for lodging reimbursement. Other incidental expenses not covered by mileage reimbursement, lodging, or the daily per diem rate must be preapproved in writing by the CITY.

4.4. 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.

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

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

4.7. Payment for "Extra Work" performed under Section 15 of this Agreement shall be as agreed to by the parties in writing.

5. MAXIMUM COMPENSATION.

5.1. The CONSULTANT's total compensation and reimbursement under this Agreement, including labor, travel expenses, direct non-salary reimbursable costs and outside services, shall not exceed the maximum sum of \$132,576.00. This amount is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from CITY in the form of a negotiated and executed amendment of this Agreement.

6. RELATIONSHIP OF PARTIES.

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

6.2. Employees of the CONSULTANT, while engaged in the performance of any work or Services under this Agreement, shall be considered employees of the CONSULTANT only and not of the CITY, and claims that may arise under the Workman's Compensation Act on behalf of said employees while so engaged, and any and all claims made by a third party as a consequence of any negligent act or omission on the part of the CONSULTANT'S employees while so engaged, on any of the work or

Services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT. On or before the Effective Date, CONSULTANT shall file, maintain and/or open all necessary records with the Internal Revenue Service and the State of Washington, and as may be required by RCW 51.08.195, to establish CONSULTANT's status as an independent contractor.

7. WORK PRODUCT AND DOCUMENTS.

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

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

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

8. ACCESSIBILITY. If this Agreement involves any digital deliverables, including but not limited to PDFs and/or videos, CONSULTANT will ensure that all digital deliverables meet the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA, which is the technical standard for state and local governments' web content and mobile apps, as required by the Department of Justice's final rule updating its regulations for Title II of the Americans with Disabilities Act.

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

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.

CONSULTANT'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 CONSULTANT's use of Confidential Information used, collected, or acquired pursuant to this Agreement.

CONSULTANT 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 CONSULTANT, at rest in the data base or other data facility maintained or used by CONSULTANT, and when transmitted to authorized recipients.

If the Agreement involves CITY's Data and/or access to CITY's IT network, CONSULTANT, at its expense, will comply with the data security requirements of the CITY's System Access and Confidential Information Agreement.

CONSULTANT shall not use or disclose any non-public 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. NONDISCRIMINATION. The CONSULTANT shall conduct its business in a manner, which assures fair, equal and non-discriminatory treatment of all persons, in particular:

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

11.2. The CONSULTANT shall comply with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of non-discriminatory requirements in hiring and employment practices

and assuring the service of all persons without discrimination as to any person's race, creed, color, religion, national origin, status as a military veteran, marital status, gender, sexual orientation, disability or other legally protected classification.

12. SUBCONTRACTING.

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

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

12.3. In the event CONSULTANT elects to utilize subcontractors to perform work and/or Services under this Agreement, and such subcontracting is approved by the CITY, CONSULTANT shall: (i) incorporate CONSULTANT's responsibilities under this Agreement into its subcontracts, (ii) be fully responsible for the performance of any such subcontractors, and (iii) ensure that subcontractors comply with each, and every CONSULTANT obligation set forth in this Agreement.

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

13. SUPERVISION, INSPECTION AND PERFORMANCE.

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

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

13.3. CONSULTANT shall be responsible for the professional quality, technical adequacy, accuracy, timely completion, and coordination of the Services and all plans, designs, drawings, specifications, reports, and other work performed pursuant to this

Agreement. CONSULTANT shall perform the Services in accordance with the standard of care of its profession in the same or similar localities at the time Services are performed. CONSULTANT shall be responsible for the professional standards, performance, and actions of all persons and firms performing the Services under this Agreement. CONSULTANT shall, without additional compensation, correct any specific breach of a contractual obligation in the Services and revise any errors or omissions in any plans, designs, drawings, specifications, reports, and other products prepared under this Agreement.

14. 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.

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

16. TERMINATION.

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

16.2. The CITY may terminate this Agreement, in whole or in part and at any time, in writing if CONSULTANT substantially fails to fulfill any or all of its material obligations through no fault of CITY. If CITY terminates all or part of this Agreement for default, CITY shall determine the amount of Services satisfactorily performed to the date of termination and the amount owing to CONSULTANT using the criteria set forth below; provided that (a) no amount shall be allowed for anticipated profit on unperformed Services or other work, and (b) any payment due to CONSULTANT at the time of termination may be adjusted to the extent of any additional costs CITY incurs or will incur because of CONSULTANT's default. In such event, CITY shall consider the actual costs incurred by CONSULTANT in performing the Services to the date of termination, the amount of Services originally required which was satisfactorily completed to the date of termination, whether the Services or deliverables were in a form or of a type which is usable and suitable to CITY at the date of termination, the cost to CITY of either completing the Services itself or employing another firm to

complete the Services in addition to the inconvenience and time which may be required to do so, and other factors which affect the value to CITY of the Services performed to the date of termination. Under no circumstances shall payments made under this provision exceed the Schedule of Charges. This provision shall not preclude CITY from filing claims and/or commencing litigation to secure compensation for damages incurred beyond that covered by withheld payments.

16.3. In the event this Agreement is terminated prior to the completion of the work, a final payment shall be made to the CONSULTANT, which, when added to any payments previously made, shall compensate the CONSULTANT for the portion of work completed. Whenever the Agreement is terminated in accordance with this Section 16, the CONSULTANT shall be entitled to payment for actual work performed up to the termination date. Upon such termination, whether for convenience or default, an equitable adjustment in the Agreement 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 16 shall not constitute a breach of the Agreement by the CITY.

17. INDEMNIFICATION/HOLD HARMLESS.

17.1. CONSULTANT shall defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the CONSULTANT in performance of this Agreement, except for injuries and damages caused by the sole negligence of the CITY.

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

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

17.3. The provisions of this Section shall survive the expiration or termination of this Agreement. Further, the indemnity obligations shall extend to claims that are not reduced to a suit and to any claims that may be compromised prior to the culmination of any litigation or the institution of any litigation. Inspection, acceptance or payment by CITY of or for any Services performed by CONSULTANT shall not be grounds for avoidance of any Indemnity Obligations.

18. INSURANCE.

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

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

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

18.3.1. 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,

18.3.2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. The CITY shall be named or added as an additional insured under the CONSULTANT's Commercial General Liability insurance policy using ISO endorsement form CG 20 26, or coverage at least as broad; and,

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

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

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

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

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

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

18.5. 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:

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

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

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

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

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

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

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

19. 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.

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

City of Ellensburg

Department of Information Technology
Attention: Jim Goeben
501 N Anderson ST
Ellensburg, WA 98926

Brookhouse Professional Services LLC
18540 SW Boones Ferry Road, E-2
Tualatin, OR 97062

21. ENTIRE AGREEMENT. The written terms and provisions of this Agreement, together with all referenced Exhibits, supersede all previous agreements and/or verbal statements of any officer or other representative of CITY, and such agreements and/or 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.

22. 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.

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

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

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

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

27. 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 – Statement of Work

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

CONSULTANT:

By: _____

Printed
Name: _____

Title: _____

Tax ID#: _____

THE CITY OF ELLENSBURG:

By: _____

Heidi Behrends Cerniwey
City Manager

ATTEST: _____

Clerk

Approved as to Form:

City Attorney

Utilities Improvement Program

Statement of Work - Exhibit A

City of Ellensburg, WA

May 2026 - Brookhouse Professional Services, LLC

Engagement Context

Brookhouse Professional Services, LLC (“Brookhouse”) previously entered into an Agreement for Professional Services with the City of Ellensburg (“City”) for an Enterprise Software Roadmap (“Roadmap”) project outlining a recommended five-year program of technology initiatives. The term of the Agreement for the Roadmap project ended on December 31, 2025. This proposal reflects Brookhouse’s continued engagement in support of the Roadmap project under a new Agreement for Professional Services for the Utilities Improvement Initiative (“Project”).

This Utilities Improvement Initiative Project – is a structured effort to prepare Public Works and City Utilities for the future selection and implementation of an Enterprise Asset Management (EAM) solution. This preparation is foundational. EAM implementation projects carry substantial risk of scope, schedule, and cost escalation; the work performed under this engagement directly mitigates that risk by establishing the asset documentation, standard processes, and data readiness that a successful EAM implementation requires.

Concurrent to this effort, the City is engaged in an ERP selection process with another consulting firm. Brookhouse will maintain visibility into that workstream and actively manage sequencing dependencies to ensure that near-term activities across both programs remain aligned with long-term Roadmap objectives. The formal selection of an EAM solution will be sequenced to follow ERP selection, ensuring that integration requirements and system dependencies are understood before EAM procurement begins.

Areas of Engagement

Facilitated Sessions & Asset Documentation

Brookhouse will conduct facilitated working sessions with City divisions to develop asset maintenance documentation across the six utility groups. Sessions target 237 asset types, reflecting a commitment of 100% of critical asset types and 80% of non-critical asset types.

***Note:** Scope changes affecting the 237-asset target may require a change order.*

The following activities and deliverables define the scope of this work:

- **Inventory Data Sources** - Brookhouse will mine existing documentation; each utility division will review and validate. *Deliverable: Data Source Register (Smartsheet)*

- **Inventory Outputs/Reports** - Brookhouse will mine existing documentation; each utility division will review and validate. *Deliverable: Reports Register (Smartsheet)*
- **Identify Asset Maintenance Requirements** - Brookhouse will facilitate sessions with each division to understand the current state of maintenance for each asset type. Feeds into Asset Maintenance Sheets.
- **Identify Maintenance Activities** - Brookhouse will facilitate sessions to document specific tasks, frequencies, ownership, and tools for each asset type. Feeds into Asset Maintenance Sheets.
- **Develop Maintenance Procedures** - Brookhouse will provide a documentation package to guide City staff in producing formal Standard Operating Procedures (“SOPs”) for each in-scope asset type. City divisions are responsible for completing SOPs using the provided tools. Progress will be monitored through the Project schedule and reported at monthly management meetings. *Deliverable: Maintenance Procedure Documentation Package, consisting of: (1) Master SOP Template (.docx); (2) SOP Index - an Excel tracker listing all 237 asset types and their SOP completion status; (3) User Guide - a one-page instruction for Division Leads on how to complete and maintain SOPs.*
- **Data Cleansing and Standardization** - City-led with Brookhouse oversight. *Deliverable: Progress tracked in Updated Project Schedule*
- **Data Enrichment** - City-led with Brookhouse oversight. *Deliverable: Progress tracked in Updated Project Schedule*
- **Retire Redundant Data Sources** - City-led with Brookhouse oversight. *Deliverable: Progress tracked in Updated Project Schedule*
- **GIS Population** - City-led with Brookhouse oversight and progress reporting. *Deliverable: Progress reported in Monthly Management Meetings and Updated Project Schedule*
- **Asset Maintenance Sheets** - Six Excel workbooks, one per utility, each containing a worksheet for every in-scope asset type. Approximately 237 worksheets in total, synthesizing maintenance requirements, activities, cycles, and procedure status. *Deliverable: Asset Maintenance Sheets (~237 worksheets across six utility workbooks)*
- **Functional Requirements Document** - Synthesized across all participating divisions and asset types to inform the future EAM RFP. *Deliverable: Functional Requirements Document*

Program Oversight & Leadership

Brookhouse will provide ongoing program oversight and leadership throughout the engagement. This includes active monitoring and maintenance of the program schedule, surfacing risks to City leadership, and coordinating sequencing dependencies across concurrent workstreams. The program schedule serves as the primary accountability mechanism for participating departments and will reflect progress and slippage on a current basis.

Monthly management meetings include leadership from participating utility divisions, the IT Director, and Energy Services and Public Works directors to keep executive stakeholders apprised of Project status and to surface and mitigate risks. Brookhouse owns the preparation and follow-up for these meetings.

- ▶ **Deliverable:** *Monthly Management Meetings*
- ▶ **Deliverable:** *Updated Project Schedule (Smartsheet) - published and accessible to City stakeholders for use in monthly executive reporting; includes downstream EAM program milestones to illustrate the dependency between prep work progress and the overall program timeline*

External Budget Estimate

Brookhouse will research and synthesize anticipated future external costs associated with the next phases of the Project, including software selection assistance, contract review, project oversight, software licensing, maintenance, and vendor implementation services. The resulting estimate is a rough order of magnitude intended to provide a representative range of costs to facilitate City budgeting for future program phases.

- ▶ **Deliverable:** *External Cost Estimate*

Proposed Approach

Brookhouse's approach to this engagement is built around three core activities that operate continuously and in parallel throughout the term.

FACILITATE	Brookhouse leads working sessions with City divisions to develop asset maintenance documentation, establish standard processes, and build the institutional knowledge that will outlast the engagement. Sessions are structured to make productive use of staff time while advancing the program on a measurable, trackable basis.
MONITOR	Brookhouse maintains the program schedule, tracks progress against deliverables, and surfaces risks to City leadership before they become problems. Monthly management meetings serve as the formal accountability mechanism, providing a recurring forum for schedule review, issue escalation, and decision-making.
ADVISE	Brookhouse provides independent, ongoing advisory to City leadership on sequencing decisions, vendor considerations, and Project dependencies -

ensuring that near-term activities remain aligned with long-term program goals.

Fees Summary

Item	Basis	Est. Hours	Rate	Subtotal
Facilitated Sessions & Asset Documentation	237 asset types	490	\$185	\$90,650
Program Oversight & Leadership	2 hrs/week × ~96 weeks	192	\$185	\$35,520
External Budget Estimate	Research and synthesis	14	\$185	\$2,590
Total Labor		696		\$128,760
Estimated Expenses	8 onsite visits	-	-	\$3,816
Total Fees (Not to Exceed)				\$132,576

Assumptions

The scope and fee estimate reflected in this proposal are based on the following assumptions. Material changes to these assumptions may affect the estimate and could require a change order.

- The engagement term is January 1, 2026 through December 31, 2027.
- Expense reimbursement is based on 8 onsite visits. Two visits have already occurred and are not yet invoiced, with 6 remaining. The proposal reflects 8 visits for consistency. Travel expenses are charged as incurred and include travel, mileage, lodging, and per diem (GSA rate) for meals and incidental expenses. All travel, mileage, lodging, per diem, and incidental expenses will be reimbursed in accordance with Section 4.3 of the Professional Services Agreement. If additional visits are requested by the City beyond this estimate, associated travel expenses will be invoiced as incurred at the same reimbursement basis and are subject to written authorization by the City in advance.
- The 237-asset target is the basis for the associated hour and fee estimate. Scope changes affecting this target may require a change order.
- It is understood that not all asset types require identical treatment.

Appendix A – Schedule of Deliverables

The following schedule identifies deliverables associated with this engagement and their anticipated delivery dates. Deliverables are organized by those that are continuous in nature throughout the engagement term and those that are one-time in nature.

Section 1 – Continuous Deliverables

The following deliverables recur throughout the engagement term of January 1, 2026, through December 31, 2027.

Deliverable	Description	Cadence
Monthly Management Meetings	Recurring meetings with City leadership to review program schedule, surface risks, and support decision-making. Brookhouse owns preparation and follow-up.	Monthly, beginning no sooner than 30 days following contract execution. Meetings may be rescheduled or skipped at the City's discretion; Brookhouse will coordinate with the City to maintain consistent cadence throughout the engagement term.
Updated Project Schedule	Maintenance and distribution of the program schedule reflecting current progress and slippage across all participating divisions. Published and accessible to City stakeholders for use in monthly executive reporting. Includes downstream EAM program milestones to illustrate the dependency between prep work progress and the overall program timeline	Initial delivery no sooner than 30 days following contract execution; updated and reviewed at each subsequent management meeting. Published and accessible to City stakeholders for use in monthly executive reporting. Includes downstream EAM program milestones to illustrate the dependency between prep work progress and the overall program timeline.

Section 2 – One-Time Deliverables

The following deliverables are produced once during the engagement term. Dates assume timely participation and availability of City staff. Delays attributable to City scheduling or resource constraints may affect delivery dates and will be reflected in the Updated Project Schedule.

Deliverable	Description	Due Date
Data Source Register - Initial Draft	Consolidated listing of existing data sources across all participating utility divisions, mined from existing documentation.	Within 60 days of contract execution
Data Source Register - Validation and Refinement	Each utility division reviews and validates the initial draft; updates incorporated on an ongoing basis.	Ongoing; progress tracked in Updated Project Schedule
Reports Register - Initial Draft	Consolidated listing of current outputs and reports across all participating utility divisions, mined from existing documentation.	Within 60 days of contract execution
Reports Register - Validation and Refinement	Each utility division reviews and validates the initial draft; updates incorporated on an ongoing basis.	Ongoing; progress tracked in Updated Project Schedule
Maintenance Procedure Documentation Package	An editable Master SOP Template (.docx), an SOP Index tracking completion status across all 237 asset types, and a one-page User Guide for Division Leads. City divisions are responsible for completing SOPs using the provided tools; progress is monitored through the Updated Project Schedule.	Within 30 days of contract execution
Asset Maintenance Sheets	Six Excel workbooks, one per utility, each containing a worksheet for every in-scope asset type. Approximately 237 worksheets in total, synthesizing maintenance requirements, activities, cycles, and procedure status. Reflects 100% of critical asset types and 80% of non-critical asset types.	October 1, 2027
Functional Requirements Document	A synthesized listing of functional requirements across all participating divisions and asset types, intended to inform the future EAM RFP.	December 1, 2027
External Cost Estimate	A rough order of magnitude estimate providing a representative range of anticipated future external costs associated with next-phase activities, including software selection assistance, contract review, project oversight, software licensing, maintenance, and vendor implementation services. Intended to facilitate City budgeting for future program phases.	September 1, 2026



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: KVFR Interlocal Agreement-Amendment No 1
Submitted by: Heidi Behrends Cerniwey, City Manager
Department: City Manager

Suggested Motion/Action:

Move to approve Amendment No 1 to the Interlocal Agreement with KVFR, for fire protection services, as attached or in substantially similar form, and authorize the Mayor's signature.

Background/Summary:

The City and Kittitas Valley Fire & Rescue (KVFR) have an Interlocal Agreement for Fire Protection Services, originally executed on May 11, 2017. The City and KVFR entered into the Agreement for the City to pay KVFR for fire inspection, development application plan review, code enforcement, and fire investigation services following the City's annexation into the District.

Previous Council Action:

The Interlocal Agreement for Fire Protection Services was approved by Council and executed on May 11, 2017. It is set to expire December 31, 2026.

Analysis:

Under Section 5 of the Interlocal Agreement, Kittitas Valley Fire & Rescue (KVFR) was to provide Emergency Management Services to the City at no additional cost. Given the complexity of the City's organization and services, as well as the need for stronger internal coordination of resources during emergency conditions, staff recommend that the City assume responsibility for its own emergency management services in order to improve coordination with external partners. Bringing this function within the City organization will better support the City's emergency response and preparedness efforts.

Accordingly, this action requires an amendment to the Agreement to remove Section 5, Emergency Management Services. Notice of the City's intent to amend the original Agreement and remove this function was provided to KVFR by email on May 14, 2026.

Effective July 1, 2026, KVFR will no longer provide Emergency Management Services to the City. The City will retain full authority to appoint an Emergency Manager and will carry out Emergency Management Services using internal City staff. Therefore, Section 5, Emergency Management Services, is removed in its entirety from the Agreement.

The payment rate for Fire Code Official Services has also been adjusted over time and was updated administratively pursuant to a February 13, 2026, letter from KVFR, in accordance with Section 3 of the Agreement.

All other terms and conditions of the Agreement will remain in full force and effect.

The Interlocal Agreement expires on December 31, 2026. Staff have begun discussions regarding the terms of a new agreement, which will be presented to the City Council later this year.

Financial Impact:

There is no financial impact to the cost of fire services for this Amendment.

Appointment of an internal staff person to serve as emergency manager would be a special assignment which would come with up to a 5% pay premium, included in the department's personnel budget.

Budget Adjustment: No

Attachments:

1. Kittitas Valley Fire Rescue-Amendment 1-final

AMENDMENT NO. 1
to the
INTERLOCAL AGREEMENT FOR FIRE PROTECTION SERVICES
between
THE CITY OF ELLENSBURG
and
KITTITAS COUNTY FIRE PROTECTION DISTRICT 2 (Kittitas Valley Fire & Rescue)

This Amendment to the Interlocal Agreement for Fire Protection Services, originally executed on May 11, 2017 (the "Agreement"), is made and entered into as of the Effective Date set forth below by and between the City of Ellensburg ("City") and Kittitas County Fire Protection District 2 (Kittitas Valley Fire & Rescue"). The CITY and Kittitas Valley Fire & Rescue are collectively referred to as the "Parties."

RECITALS

- A. The Parties entered into the Agreement for Fire Protection Services for the City to pay Kittitas Valley Fire & Rescue for fire inspection, development application plan review, code enforcement, and fire investigation services.
- B. Section 5, Emergency Management Services, was to be provided by the Kittitas Valley Fire & Rescue at no additional cost to the City.
- C. The City desires to perform its own emergency management services.
- D. The payment rate for Fire Code Official Services was updated as an administrative matter pursuant to a February 13, 2026 letter from KVFR, in accordance with Section 3 of the Agreement.
- E. The Parties now desire to enter into this Amendment to remove Section 5, Emergency Management Services, from the Agreement.

NOW, THEREFORE, the Parties agree to amend the Agreement as follows:

AMENDMENT TERMS

- 1. Effective July 1, 2026, KVFR will no longer provide Emergency Management Services to the City. The City will retain all authority to appoint an Emergency Manager, and will handle Emergency Management Services with internal City staff. For this reason, Section 5, **Emergency Management Services**, is hereby removed in its entirety from the Agreement.
- 2. Full Force and Effect. Except as expressly modified herein, all other terms and conditions of the Agreement remain in full force and effect. In the event of a conflict between the terms of this Amendment, the terms of this Amendment shall control.

The Parties hereby execute and authorize this amendment to be effective July 1, 2026.

CITY OF ELLENSBURG

KITTITAS COUNTY
FIRE PROTECTION DISTRICT 2

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Access, Advocacy, Equity, & Engagement (AAEE)
Commission Spending Plan

Submitted by: Nicole Klauss, Public Information Officer

Department: City Manager

Suggested Motion/Action:

Approve the Access, Advocacy, Equity, & Engagement (AAEE) Commission's proposed 2026 Spending Plan.

Background/Summary:

The Access, Advocacy, Equity, & Engagement Commission has \$10,000 in the budget for 2026. At their May 19, 2026, Special Meeting, the Commission approved a motion to fund:

- \$1,200 for the Juneteenth Community Celebration music
- \$1,500 for the America250 Community Picnic
- \$4,000 for 2026 AAEE Commission grants

The Commission received the attached funding requests from the City Arts & Economic Development Manager for the America250 Community Picnic, a City-hosted event to be held at Unity Park on July 4, 2026, and from the Juneteenth Celebration, which has previously been a City-sponsored event.

Previous Council Action:

In previous years, the City Council has approved the AAEE Commission's spending plan which has included a grant program.

Analysis:

The AAEE Commission has funded the Juneteenth Celebration in the past. The AAEE Commission provided opportunities for community grants in 2023, 2024, and 2025. The Commission will revise its grant policies and procedures based on the guidance from Council included in the updated ECC Chapter 1.88. Any grant awards must also be approved by the City Council.

Financial Impact:

If approved, the AAEE Commission would have \$3,300 remaining for the year. Any additional recommendations for funding would be sent to the City Council for approval.

Budget Adjustment: No

Attachments:

1. 2026 Juneteenth - AAEE Commission Grant Application
2. America 250 Community Picnic-Unity Park Proposal



CENTRAL WASHINGTON UNIVERSITY

May 5th, 2026

City of Ellensburg
Access, Advocacy, Equity, and Engagement Commission

RE: 2026 Access, Advocacy, Equity, and Engagement Grant Application

1. OVERVIEW OF PROJECT PROPOSAL:

Central Washington University proposes a collaborative celebration of Juneteenth on Thursday, June 19th from 4pm -9pm at Unity Park. This would mark the third year that our community celebrated Juneteenth in this manner. This year the collaboration was organized by Central Washington University, The Ellensburg Downtown Association, the City of Ellensburg Access, Advocacy, Equity, and Engagement commission, the Kittitas County Historical Museum, the Kittitas County Chamber of Commerce, Kittitas County League of Women Voters and community members.

The event intends to engage everyone in the community on the education and history associated with Juneteenth and provide broader understanding on the significance of freedom of African Americans from the institution of slavery, acknowledgement of the community contributions, and community celebration on the values of respect, justice, and peace that bring us together.

OBJECTIVES:

- Provide an engaging family atmosphere for the public to enjoy free live music and speaker entertainment
- To share the history and significance associated with Juneteenth
- To share local available resources for individuals to learn more about Juneteenth and its impact on our community.

The event will include the following resources as part of the celebration:

- CWU will have a dedicated website, exhibits, and curated book display at Brooks Library throughout the month of June.
- The Kittitas County Historic Museum will be open for extended hours on Juneteenth to all participants to gain understanding of local impacts.
- Lawn games and free face painting for children of all ages.

2. BUDGET AND FUNDING:

We are seeking seventeen hundred dollars (\$1,700) for the funding of entertainment, event supplies, and engagement activities. The breakdown is as follows:

CAPITAL PLANNING & PROJECTS

400 E University Way | Ellensburg WA 98926 | Office: 509-963-2906

| Email: Delano.palmer@cwu.edu | Web: CWU.edu/operations/capital

CWU is an EEO/AA/Title IX Institution. For accommodation email: DS@cwu.edu.

This is an electronic communication from Central Washington University.

Event Purchases	
Item	Cost
Day of Entertainment: Music	\$1,200.00
Printing	\$0.00 (in kind donation from SLICE)
Event Activities	\$300.00
Miscellaneous event supplies	\$200.00
Total Expenses	\$1700.00

Entertainment invoicing is proposed to go directly to Black Grenade Entertainment as was done with 2025 application. Black Grenade Entertainment is already part of City vendor database.

The project could still move forward with partial funding, if additional resources are secured to cover the gap. We have many partners at the table generously donating their time to help make this event a success.

3. ADDITIONAL REQUESTS/NEEDS

At the time of this submission, our group has already obtained the permit required for the use of Unity Park. We are seeking supplementary food truck vendors to park on the north end of Unity Park for food and snack. We may need to seek additional permits if a vendor is secured.

4. PREVIOUS FUNDING

We were able to obtain One thousand, seven hundred dollars (\$1,700) for last year's Juneteenth celebration.

5. ADDITIONAL INFORMATION

Juneteenth is a rallying call for all of us to think about the meaning of freedom. It is important not only because it reminds us of what we have survived, but what we can achieve. Celebrating Juneteenth provides a mechanism to dismantle assumptions, divisive politics, and educate our community. It is an important holiday on the reflection on never repeating the mistakes of slavery from the past that would hold any person in bondage; and celebrating values of justice and liberty freely shared with all humanity regardless of race, color, identity, sexuality, religion, or creed. We're excited to honor this holiday as a meaningful celebration of freedom!

Contact	Mal Stewman	Phone #	509-963-2906
Email	Malbert.Stewman@cwu.edu	Address	205 E 11 th Avenue, Ellensburg, WA 98926

KITTITAS COUNTY **AMERICA**

250



Community Picnic @ Unity Park

July 4, 2026
2:00–6:00 pm

America 250 Community Picnic Proposal:

Overview:

The City of Ellensburg proposes hosting a community-wide America 250 Community Picnic at Unity Park on Saturday, July 4, 2026, from 2:00–6:00 pm to celebrate the 250th anniversary of the United States. This event will bring together residents, families, veterans, artists, and local musicians for a relaxed gathering that reflects Ellensburg's community spirit and creative cultural identity. Designed as a free, family-friendly event, the picnic will combine live music, interactive art, and community connection in an open park setting.

Event Goals:

- Celebrate America's 250th anniversary through a local, community-centered lens
- Foster civic pride, celebrate a shared identity as Americans, and celebrate the diversity that is America
- Support local artists, musicians, and creatives
- Activate public space and encourage community gathering
- Provide an accessible, intergenerational event for residents and visitors

Event Details:

Community Picnic

- Encourage attendees to bring blankets, lawn chairs, sunshades, towels, and picnic meals
- Invite local restaurants to offer 'take out' specials
- Potentially have food vendors in the alley behind the park

Live Music & Entertainment

- Feature two regional bands representing a mix of genres
- Create a casual environment with scheduled performances and background music when bands are not playing
- Feature selected storytellers of shared service experiences during an open mic portion



Interactive Art in the Park

- Invite local artists to create live, thematic artwork inspired by:
 - American identity and history
 - Community and belonging
 - Regional cultures and/or landscapes
- Hands-On Art Activities:
 - Collaborative 'mural' station
 - Thematic craft makers station to build create & take art

Potential Community Partner Tables

- Library story station
- Community nonprofits
- City commissions
- Cultural organizations

Event Atmosphere & Theme:

Rather than a formal or ceremonial tone, the America 250 Community Picnic will emphasize:

- Inclusivity and reflection
- Local storytelling and creativity
- A relaxed, welcoming environment

The event can incorporate subtle patriotic elements while prioritizing a diverse and contemporary expression of community identity.

Proposed Budget & Event Needs:

Sound System	\$1,500.00
Portapotties & Hand Washing Station	\$350.00
Bands	\$1,800.00
Various Community Craft Station Supplies	\$500.00
Spanish translations	\$200.00
Total:	\$4,350.00

Marketing & Promotion:

- Social media campaigns and community calendars
- Partnerships with local organizations and businesses
- Posters and flyers throughout Ellensburg
- Coordination with regional tourism and America 250 initiatives

Community Impact:

- Strengthen community connections and civic pride
- Support the local creative economy
- Activate Unity Park as a vibrant public gathering space
- Contribute to Ellensburg's identity as a hub for arts, culture, and community events

Questions?

Kelle Vandenberg, Arts & Economic Development Manager
City of Ellensburg | vandenbergk@ellensburgwa.gov | 509.962.7149



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Extension Letter to Conditionally Selected Developer of the Ellensburg Fieldhouse Project
Submitted by: Christopher Horner, City Attorney
Department: City Attorney

Suggested Motion/Action:

Authorize the Mayor to sign a a 60-day extension letter (as attached or in substantially similar form) to Central Paving, LLC, regarding the May 30, 2026, contract negotiation deadline for the Ellensburg Fieldhouse 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.

Central Paving, LLC, was subsequently conditionally selected by Council as the Ellensburg Fieldhouse developer, on the condition Central Paving, LLC agreed to the terms listed in the letter of intent. One of the terms listed in the letter of intent was a deadline of May 30, 2026, for the City and Central Paving, LLC to reach agreement on terms and conditions of the lease-leaseback contracts.

Previous Council Action:

On September 15, 2025, Council approved publication of an RFQ for Developer of Ellensburg Fieldhouse.

On March 2, 2026, Council conditionally selected Central Paving, LLC as developer for the Ellensburg Fieldhouse Project.

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.

Since March 2, 2026, when Council conditionally selected Central Paving, LLC as the developer of the Ellensburg Fieldhouse project, the City and Central Paving, LLC have made substantial progress on developing the contract. However, given the complexity of the project, and the desire by both the City and Central Paving, LLC to have additional time to finalize the design and financing details of the agreement, and allow time for Council to review the proposed final agreements, a 60-day extension to the contract negotiation deadline will be helpful for both parties.

Financial Impact:

A 60-day extension is anticipated to have no or minimal financial impacts to the City.

Budget Adjustment: No

Attachments:

1. Letter of Intent-Extension



**501 North Anderson Street
Ellensburg, Washington 98926
Telephone: (509) 962-7230**

June 1, 2026

Central Paving, LLC
Attn: Joel Greear, Managing Member
1410 W Dolarway Road, Ste 301
Ellensburg, WA 98926

RE: Letter of Intent-Ellensburg Fieldhouse R25-09-60 Day Extension

Dear Mr. Greear:

As you are aware, on March 2, 2026, the City conditionally selected Central Paving, LLC, as the Ellensburg Fieldhouse developer, with a specific condition that terms on the lease-leaseback contracts be agreed to by May 30, 2026.

However, while the City and Central Paving, LLC, have been working collaboratively and have made substantial progress on developing the contract, given the complexity of the project, and the desire by both the City and Central Paving, LLC to have additional time to finalize the design and financing details of the agreement, the City hereby grants a 60 day extension to the contract negotiation deadline.

All other terms and conditions of the March 2, 2026 Letter of Intent remain in full force and effect.

We appreciate Central Paving, LLC's collaboration and efforts on contract drafting, 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:

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.

Kelli M. V. J.
AUDITING OFFICER

5/27/26
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 **1ST DAY OF JUNE 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	174421	TO	174549	\$ 840,277.87
EFT #'s	7959	TO	7987	\$ 181,441.89
Treasure Cash				Total Amounts
EFT #'S	1774	TO	1802	\$ 1,796,300.87
Check #'s	34588	TO	34599	\$ 1,856.02
Payroll Fund				Total Amounts
Check #'s	96597	TO	96597	\$ 2,411.59
Direct Deposits	92130	TO	92408	\$ 613,957.64

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK

	Residency Requirement	Members within City Limits	Members outside City Limits	CWU-Appointed	ESD-Appointed	Ex Officio (EHS-Appointed)	Utility Customers	Alternates	Total Members	Current Vacancies	Applicant Name
Access, Advocacy, Equity, & Engagement	Y	4	1	N/A	N/A	N/A	N/A	N/A	9	4	Phil Backlund (reappoint), Katherine Martell (new), Lorena Medina-Dirksen (new)
Affordable Housing Commission	Y	5	1	N/A	N/A	N/A	N/A	N/A	7	1	
Arts Commission	N	4	2	N/A	N/A	N/A	N/A	N/A	7	1	Jeffrey Snedeker (reappoint)
Civil Service Commission	Y	2	0	N/A	N/A	N/A	N/A	N/A	3	1	
Ellensburg Transportation Advisory Committee	N	6	1	2	1	N/A	N/A	1	7	1 (alternate)	
Environmental Commission	Y	5	1	1	1	1	N/A	N/A	7	1 (EHS appointment)	
Landmarks & Design Commission	Y	6	1	N/A	N/A	N/A	N/A	N/A	7	0	
LEOFF Board	Y	3	1	N/A	N/A	N/A	N/A	N/A	5	1	
Library Board	Y	7	0	N/A	N/A	N/A	N/A	N/A	7	0	
Lodging Tax Advisory Committee	N	4	1	N/A	N/A	N/A	N/A	N/A	7	2	
Parks & Recreation Commission	Y	6	1	N/A	N/A	N/A	N/A	N/A	7	0	
Planning Commission	Y	7	0	N/A	N/A	N/A	N/A	N/A	7	0	
Utility Advisory Committee	N	7	0	1	N/A	N/A	4	N/A	7	0	



DATE: June 1, 2026

TO: City Council

FROM: Ellensburg Arts Commission

SUBJECT: Reappointment Recommendation

The Ellensburg Arts Commission subcommittee consisting of Alex Eyre, Sarah Beauchamp, and staff member, Kelle Vandenberg conducted the reappointment interview with Jeffrey Snedeker after he submitted his application for reappointment.

Dr. Snedeker is an accomplished professional musician and a Washington State Music Educators Hall of Fame inductee, published author, and recording artist. He also serves as Principal Horn with the Yakima Symphony and is active in several national and international organizations.

In his service of the City of Ellensburg Arts Commission, he has been a member of several subcommittees and serves on the Ellensburg Creative District Steering Committee. He brings organization, professionalism, and a passion for growing the creative sector within Ellensburg.

The Arts Commission is pleased to recommend Dr. Jeffrey Snedeker for council consideration for reappointment, term beginning June 1, 2026.

Submitted by:

Kelle Vandenberg
Arts & Economic Development Manager
Staff Liaison, Ellensburg Arts Commission

From: noreply@civicplus.com
To: [Gretchen Delaford](#)
Subject: [Ext] Online Form Submittal: Application for Reappointment
Date: Monday, February 23, 2026 8:58:01 PM

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

Application for Reappointment

Application for Reappointment

For volunteering to serve on a Board or Commission

Name of Board or Commission	Arts Commission
Current Term Expires	May 31 of current year
First Name of Member	Jeffrey
Last Name of Member	Snedeker
Address 1	
Address 2	Field not completed.
City	Ellensburg
State	WA
Zip	98926
Phone Number	
Email Address	
I am requesting to be considered for reappointment for another ____ year term.	4
Why are you seeking reappointment?	I feel I am finally figuring out what the Arts Commission is able to accomplish and I am eager to continue and contribute.
Type your name as	Jeffrey Snedeker

your electronic
signature

Date

2/23/2026

Email not displaying correctly? [View it in your browser.](#)

Print

Application for Reappointment - Submission #12067

Date Submitted: 2/17/2026

Application for Reappointment

For volunteering to serve on a Board or Commission

Name of Board or Commission*

Diversity, Equity, and Inclusion



Current Term Expires*

- ☒ May 31 of current year
- ☐ December 31 of current year

First Name of Member*

Philip

Last Name of Member*

Backlund

Address 1*

Address 2

City*

Ellensburg

State*

WA

Zip*

98926

Phone Number*

Email Address*

I am requesting to be considered for reappointment for another ____ year term.*

4

Why are you seeking reappointment?*

I have been on the DEI Commission for almost four years. We have made some progress, and more can be done. This past year has been a tumultuous one for the Commission as the Comprehensive Plan revision process unfolded. Within the next few months, the Commission will likely receive a re-focused mission and new work plan for community engagement. I would like to be part of the process and continue the work the Commission has begun. The Commission has quite a number of exciting possibilities in front of it.

Type your name as your electronic signature* Date*

Philip M Backlund

2/17/2026

Print

Application for Appointment - Submission #12664

Date Submitted: 5/6/2026

Application for Appointment

For volunteering to serve on a Board or Commission.

Please note that information provided on this application form is subject to Chapter 42.56 RCW: Public Records Act. If recommended for appointment, your application will be submitted to the City Council in the public agenda packet.

Boards & Commissions*

Access, Advocacy, Equity, and Engagement Commission ▼

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

No ▼

Name of Applicant:*

C. Lorena medina Dirksen

Address*

Vantage WA *Applicant serves as a Park Ranger in the Vantage location and lives in Kittitas County.

Mailing Address (If Different)

[REDACTED]

City*

Des Moines

State*

Washington State

Zip*

98198

Email Address*

[REDACTED]

Phone Number*

[REDACTED]

Length of Residency in Kittitas County*

2 1 / 2 years

Do you live within the city limits?*

☐ Yes

☒ No

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

Occupation Status and Background:*

Interpretive Specialist

Organization Affiliations:*

Washington State Parks

Why are you seeking appointment?*

I am very interesting to be part of the city issues of Equity. I have never been part but I am very interested in learning so I can be part of changes to our community. I do understand that my lack of experience on these specific issues may be on the way but I would like the opportunity to work order to bring more and equal opportunities to different members of the community regardless their cultural, economic or social background. If, because of my lack of experience is not possible to be appointed, I would like to be able to attend so I can learn for a future consideration.

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

☒ Yes

☐ No

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

Boards & Commissions

Arts Commission

Boards & Commissions

Library Board

Application for Appointment - Submission #12374

Date Submitted: 4/6/2026

Application for Appointment

For volunteering to serve on a Board or Commission.

Please note that information provided on this application form is subject to Chapter 42.56 RCW: Public Records Act. If recommended for appointment, your application will be submitted to the City Council in the public agenda packet.

Boards & Commissions*

Diversity, Equity, and Inclusion

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

Yes

Name of Applicant:*

Kathryn Martell

Address*

Mailing Address (If Different)

City*

Ellensburg

State*

WA

Zip*

98926

Email Address*

Phone Number*

Length of Residency in Kittitas County*

14 yrs.

Do you live within the city limits?*

☐ Yes☒ No

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

Occupation Status and Background:*

Retired College professor and Dean.

Organization Affiliations:*

KVH hospice

Why are you seeking appointment?*

I am a strong believer in the mission of the DEI commission and attended almost all of the City Council meetings in 2025 when it was attacked in addition to the 2 meetings facilitated by Greater Angels. After the George Floyd murder, I devoted 10% of my management classes to DEI and, in a confidential survey, most students rated those sessions as useful and impactful. I was a member of the CWU Faculty Senate Executive Board when we designed and implemented a DEI requirement for all CWU students. (Unfortunately, the current President removed this requirement after Trump's attack on DEI). I have participated in all the Pride parades in Ellensburg since moving here.

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

☒ Yes☐ No

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

Boards & Commissions

-- Select One --

Boards & Commissions

-- Select One --



To: City Council

From: Access, Advocacy, Equity, & Engagement Commission

Date: May 20, 2026

Re: Recommendation of Appointment

Three terms for the Access, Advocacy, Equity & Engagement Commission are expiring on May 31, 2026, and there is one position currently vacant. The Access, Advocacy, Equity, & Engagement Commission subcommittee consisting of Nancy Goodloe and M. Eliatamby-O'Brien conducted interviews for those interested in reappointment as well as potential new members.

Phil Backlund submitted an application for reappointment to the Access, Advocacy, Equity, & Engagement Commission on February 17, 2026. Phil was interviewed by the subcommittee on May 4.

Kathryn Martell submitted an application for appointment to the Access, Advocacy, Equity, & Engagement Commission on April 6, 2026. Kathryn was interviewed by the subcommittee on May 20.

C. Lorena Medina-Dirksen submitted an application for appointment to the Access, Advocacy, Equity, & Engagement Commission on May 6, 2026. Lorena was interviewed by the subcommittee on May 20.

The Commission received six applications total, but three withdrew from consideration.

Based on the interviews, the subcommittee is recommending the City Council appoint Phil Backlund, Kathryn Martell, and C. Lorena Medina-Dirksen to the Access, Advocacy, Equity, & Engagement Commission for four-year terms.



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Ordinance 4987 (Second Reading) - Amending the 2025/2026 Biennial Budget (Public Comment Opportunity)
Submitted by: Emily Del Prete, Accountant III - Budget Officer
Department: Finance

Suggested Motion/Action:

Move to conduct second reading and adoption of Ordinance 4987, amending the 2025/2026 Biennial Budget.

Background/Summary:

The proposed supplemental budget is a routine budget amendment which principally carries forward unspent 2025 budget revenues and expenditures into 2026, amends the 2025/2026 Biennial Budget to reflect changes in operational requirements and adjustments to capital project plans approved through prior Council action since the last supplemental budget was adopted in December 2025, along with other modifications to the Biennial Budget as proposed by the City Manager.

Previous Council Action:

Council adopted the 2025/2026 Biennial Budget via Ordinance 4950 on December 2, 2024, appropriating funds and providing expenditure authority for the two-year period beginning January 1, 2025. Council amended the budget via Ordinance 4958 on March 17, 2025, Ordinance 4970 on September 2, 2025, and Ordinance 4976 on December 1, 2025. Council held a public hearing on 2026 General Fund revenue sources on November 3, 2025. Council conducted first reading of Ordinance 4987 on May 18, 2026. Council regularly reviews and approves additional budget adjustments as part of its ongoing review and approval of contracts and purchases.

Analysis:

Since the prior supplemental budget was adopted, items have been approved by City Council that require a supplemental budget adjustment in order to be implemented. The anticipated budget impacts are presented as part of the City's standard agenda reports that accompany the initial request. The proposed ordinance will officially authorize expenditures in support of previously approved projects and program changes. Previously approved projects and program changes that have come before Council since the approval of the mid-biennial review include: Personnel adjustments related to the adoption of the OPEIU CBA, two pay resolutions for Non-Represented employees, and Teamsters Local 760 CBA; distribution of Opioid Settlement Funds to be pooled with Kittitas County funds, Dissolution of the EBDA and final ILA Property Exchange, Periodic Update of Comprehensive Plan, Grant-Odd Fellows Lodge #20 Housing project, Grant-Habitat Willow Street, Pathways Place traffic impact fee replacement, JustFOIA purchase, Interlocal agreement with KVFR for IT Services,

Property Acquisition on Industrial Way, 2025-27 Stormwater Capacity Grant Agreement, updated/amended Transit related agreements, 2026 Canyon Rd Overlay-Umptanum Rd to Mountain View Ave, Engineering and Design of the Umptanum Road Roundabout, Natural Gas System Plan Update, Water Utility Fed Indirect Grant Emergency Drought Relief, Interlocal Agreement with Kittcom for Accounting Services, Amendment 2 to the 2023 Electrical System Plan Consultant, West Ellensburg Park Playground Purchase, Electric Rate Increase, Bull Rd & Mountain View Ave Traffic Signal & Intersection Improvements, Yakima Humane Society Ellensburg Animal Shelter Contract, Microsoft licensing agreement, 3rd Avenue Paverstone Pathway & Historic Lighting Project.

Additional items in the proposed ordinance include:

- Carry-forward of 2025 actual ending fund balances and unspent budget into 2026
- Personnel analysis true-up to 2025 actuals to reflect changes in personnel, accurate coding of personnel costs on the account level, and to reflect changes to tax and other benefit rates
- Clean-up of budgeted utility expenditures to be in line with actual expenditures.
- Account code corrections per BARS (no financial impact)
- Purchase of receptacle bins for downtown Ellensburg
- Recognize a donation of estate proceeds to the Ellensburg Animal Shelter
- Increase budget for the ERP and EAM projects using funds previously set aside for the projects
- CCA Compliance increase
- Increased developer revenue
- Development of the Decarbonization Roadmap and related planning activities
- Transit Retail Sales tax
- Recognize increased voter registration costs

Detailed figures for each item, by fund, are included in Table 1. A summary of all items by fund are identified in Table 2.

Financial Impact:

The proposed ordinance increases beginning budgeted fund balance by \$26.01 million, increases total budgeted 2026 revenue by approximately \$8.47 million, increases total budgeted 2026 expenditures by approximately \$17.74 million, and increases the total anticipated 2026 ending fund balances by \$16.74 million. While these amendments appear large, the 2026 proposed amended budget is close to the 2025 final approved budget. The proposed amendments maintain anticipated 2025 and 2026 ending fund balances within required fund balance thresholds.

Budget Adjustment: No

Attachments:

1. Table 1 - Supplemental Items by Fund
2. Table 2 - Summary of Budget Adjustments by Fund
3. Ordinance 4987- 2025-2026 Supplemental Budget (2nd Reading)
4. Exhibits A & B - 2025-2026 Biennial Budget as Amended

Table 1 - Supplemental Items by Fund (First Reading)

Fund/Item	Bud. Beg. Fund Balance	2026 Revenues	2026 Expenditures	Bud. Ending Fund Balance
General Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	\$ 3,143,532	\$ -	\$ -	\$ 3,143,532
Restructure Human Resources front counter/reception area		-	4,000	(4,000)
Periodic Update of Comprehensive Plan		-	121,547	(121,547)
Engineering Admin - Professional Services		-	15,000	(15,000)
Engineering Admin - Travel		-	11,000	(11,000)
Engineering Admin - Capital Outlay Equipment		-	20,000	(20,000)
Diving Board Replacement - KVMP		-	7,500	(7,500)
Other Capital Facilities - Parks and Recreation		-	92,500	(92,500)
2026 Supplemental				
Distribution of Opioid Settlement Funds to be pooled with Kittitas County funds		-	100,000	(100,000)
Periodic Update of Comprehensive Plan		24,000	200,000	(176,000)
Estate Proceeds for Ellensburg Animal Shelter		406,947	-	406,947
Interlocal Agreement with Kittcom for Accounting Services		1,377	-	1,377
Personnel Updates/True-Ups		-	167,960	(167,960)
Electric Rate Increase (3.75% May-Dec)		-	787	(787)
Utility Adjustments to be in line with 2025 actuals		-	97,991	(97,991)
Yakima Humane Society Ellensburg Animal Shelter Contract		-	150,000	(150,000)
Increased Voter Registration Costs		-	8,236	(8,236)
General Fund Total	3,143,532	432,324	996,521	2,579,335
General Sub-Funds				
Economic Development Investments Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	25,972	-	-	25,972
2026 Supplemental				
Airport Business Park Utilities		-	1,000	(1,000)
Dissolution of the EBDA and final ILA Property Exchange.		-	30,000	(30,000)
Economic Development Investments Fund Total	25,972	-	31,000	(5,028)
Sales Tax Reserve Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	(115,573)	-	-	(115,573)
2026 Supplemental				
2026 Canyon Rd Overlay-Umptanum Rd to Mountain View Ave		-	216,000	(216,000)
Bull Rd & Mountain View Ave Traffic Signal & Intersection Improvements		-	200,000	(200,000)
Sales Tax Reserve Fund Total	(115,573)	-	416,000	(531,573)

Fund/Item	Bud. Beg. Fund Balance	2026 Revenues	2026 Expenditures	Bud. Ending Fund Balance
Art Acquisition Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	14,652	-	-	14,652
2026 Supplemental				
Personnel Updates/True-Ups		-	475	(475)
Art Acquisition Fund Total	14,652	-	475	14,177
Grants Fund (CARES/ARPA/CCA)				
2025 Carryforward				
Beginning Fund Balance Adjustments	192,960	-	-	192,960
Development of the Decarbonization Roadmap and related planning activities		-	220,490	(220,490)
2026 Supplemental				
Development of the Decarbonization Roadmap and related planning activities		-	127,500	(127,500)
Grants Fund (CARES/ARPA/CCA) Total	192,960	-	347,990	(155,030)
Library Trust Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	13,789	-	-	13,789
Library Trust Fund Total	13,789	-	-	13,789
Hal Holmes Trust Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	27,795	-	-	27,795
Hal Holmes Trust Fund Total	27,795	-	-	27,795
Flex Savings Account Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	3,620	-	-	3,620
Flex Savings Account Fund Total	3,620	-	-	3,620
Fire Relief & Pension Trust Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	84,049	-	-	84,049
Fire Relief & Pension Trust Fund Total	84,049	-	-	84,049
General Sub-Funds Total	247,262	-	795,465	(548,203)

Fund/Item	Bud. Beg. Fund Balance	2026 Revenues	2026 Expenditures	Bud. Ending Fund Balance
Special Revenue Funds				
Street Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	651,131	-	-	651,131
Street Preservation		-	209,800	(209,800)
Street Maintenance		-	41,600	(41,600)
Snow & Ice Control		-	92,700	(92,700)
Training		-	9,350	(9,350)
2026 Supplemental				
Receptacle bins for downtown Ellensburg		-	15,000	(15,000)
Personnel Updates/True-Ups		-	(41,791)	41,791
Electric Rate Increase (3.75% May-Dec)		-	826	(826)
Utility Adjustments to be in line with 2025 actuals		-	17,308	(17,308)
Street Fund Total	651,131	-	344,793	306,338
Arterial Street Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	60,610	-	-	60,610
Traffic Control Devices O&M - Prof Services		-	32,900	(32,900)
Road & St Ops - Engineering		-	15,400	(15,400)
Engineering - Professional Services		-	326,000	(326,000)
Construction Engineering - Professional Services		-	25,000	(25,000)
Utility Adjustments - Other Improvements		-	175,000	(175,000)
Main/Manitoba to Water/Bender Overlay		699,460	-	699,460
Helena Ave Improvements		97,407	-	97,407
Gateway II - Vantage Hwy		309,915	-	309,915
2026 Supplemental				
2026 Canyon Rd Overlay-Umptanum Rd to Mountain View Ave		638,288	667,839	(29,551)
Engineering and Design of the Umptanum Road Roundabout		302,300	302,300	-
Bull Rd & Mountain View Ave Traffic Signal & Intersection Improvements		200,000	200,000	-
3rd Avenue Paverstone Pathway & Historic Lighting Project		202,607	202,607	-
Arterial Street Fund Total	60,610	2,449,977	1,947,046	563,541
Traffic Impact Fees Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	562,379	-	-	562,379
2026 Supplemental				
Engineering and Design of the Umptanum Road Roundabout		-	114,641	(114,641)
Traffic Impact Fees Fund Total	562,379	-	114,641	447,738

Fund/Item	Bud. Beg. Fund Balance	2026 Revenues	2026 Expenditures	Bud. Ending Fund Balance
Public Transit Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	679,030	-	-	679,030
2026 Supplemental				
Cabulance Operating Agreement		-	44,000	(44,000)
Paratransit Operating Amendment		-	5,251	(5,251)
Public Transit Amendment Agreement		-	70,216	(70,216)
Interlocal Agreement for Provision of Yakima-Ellensburg Commuter Service		-	16,000	(16,000)
Interlocal Agreement for transit services around the CWU		(15,000)	-	(15,000)
Transit Retail Sales		1,210,834	-	1,210,834
Personnel Updates/True-Ups		-	2,002	(2,002)
Public Transit Fund Total	679,030	1,195,834	137,469	1,737,396
Criminal Justice Sales Tax Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	181,031	-	-	181,031
2026 Supplemental				
Personnel Updates/True-Ups		-	117,283	(117,283)
Yakima Humane Society Ellensburg Animal Shelter Contract		-	(123,000)	123,000
Criminal Justice Sales Tax Fund Total	181,031	-	(5,717)	186,748
Drug Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	24,236	-	-	24,236
Drug Fund Total	24,236	-	-	24,236
CATV Operations Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	1,503	-	-	1,503
2026 Supplemental				
Move expense to ECTV Operations Fund and request increase		-	3,725	(3,725)
CATV Operations Fund Total	1,503	-	3,725	(2,222)
CATV Capital Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	3,108	-	-	3,108
CATV Capital Fund Total	3,108	-	-	3,108
Parks Acquisition Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	619,500	-	-	619,500
Parks Acquisition Fund Total	619,500	-	-	619,500

Fund/Item	Bud. Beg. Fund Balance	2026 Revenues	2026 Expenditures	Bud. Ending Fund Balance
Lodging Tax Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	333,431	-	-	333,431
Receptacle bins for downtown Ellensburg		-	58,370	(58,370)
2026 Supplemental				
Personnel Updates/True-Ups		-	147	(147)
Lodging Tax Fund Total	333,431	-	58,517	274,914
Housing Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	459,933	-	-	459,933
CHIP Grant-Stuart Meadows		245,599	245,599	-
CHIP Grant- Pathways		829,875	829,875	-
2026 Supplemental				
Grant Odd Fellows Lodge #20 Housing project		-	1,200,000	(1,200,000)
Grant Habitat Willow Street		-	1,100,000	(1,100,000)
Pathways Place traffic impact fee replacement		-	22,446	(22,446)
Split out/adjust cold weather shelter costs		-	(11,400)	11,400
Housing Fund Total	459,933	1,075,474	3,386,520	(1,851,113)
Special Revenue Funds Total	3,575,894	4,721,285	5,986,994	2,310,184
Debt Service Funds				
Facilities Imp. Debt Service Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	2,001	-	-	2,001
Facilities Imp. Debt Service Fund Total	2,001	-	-	2,001
2010 Maint. Bond Debt Service Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	1,600	-	-	1,600
2026 Supplemental				
2010 Maint. Bond Debt Service Fund Total	1,600	-	-	1,600
Debt Service Funds Total	3,601	-	-	3,601
Capital Projects Funds				
Fieldhouse Development Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	(280,689)	-	-	(280,689)
Fieldhouse Construction		-	287,534	(287,534)
Fieldhouse Development Fund Total	(280,689)	-	287,534	(568,223)
Cap. Imp. Bond Projects Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	301,723	-	-	301,723
Cap. Imp. Bond Projects Fund Total	301,723	-	-	301,723

Fund/Item	Bud. Beg. Fund Balance	2026 Revenues	2026 Expenditures	Bud. Ending Fund Balance
General Capital Projects Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	(0)	-	-	(0)
General Capital Projects Fund Total	(0)	-	-	(0)
Sidewalk Fund (REET1)				
2025 Carryforward				
Beginning Fund Balance Adjustments	46,918	-	-	46,918
Sidewalks - Improvements		-	120,000	(120,000)
Sidewalk Fund (REET1) Total	46,918	-	120,000	(73,082)
Rec. Facilities Fund (REET 2)				
2025 Carryforward				
Beginning Fund Balance Adjustments	140,041	-	-	140,041
2026 Supplemental				
West Ellensburg Park Playground Purchase		-	40,000	(40,000)
Rec. Facilities Fund (REET 2) Total	140,041	-	40,000	100,041
Capital Projects Funds Total	207,993	-	447,534	(239,541)
Enterprise Funds				
Stormwater Utility Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	(431,161)	-	-	(431,161)
Administration - Professional Services		-	137,500	(137,500)
Maintenance		-	135,500	(135,500)
2026 Supplemental				
Account code corrections per BARS		-	-	-
2025-27 Stormwater Capacity Grant Agreement		(10,000)	-	(10,000)
Personnel Updates/True-Ups		-	83,874	(83,874)
Electric Rate Increase (3.75% May-Dec)		-	88	(88)
Stormwater Utility Fund Total	(431,161)	(10,000)	356,962	(798,123)
Telecommunications Utility Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	230,493	-	-	230,493
Equipment upgrades		-	200,000	(200,000)
Unexpected grant funding		99,458	-	99,458
Delayed federal grant reimbursement		180,332	-	180,332
Delayed state grant reimbursement		53,710	-	53,710
Anticipated new Dark Fiber service connections		60,000	-	60,000
Installation/ maintenance on Telecom property		20,863	-	20,863
Central Connect payment for NTIA Grant, payment is delayed due to L&I filling		-	62,044	(62,044)
2026 Supplemental				
Personnel Updates/True-Ups		-	2,098	(2,098)
Electric Rate Increase (3.75% May-Dec)		-	40	(40)
Utility Adjustments to be in line with 2025 actuals		-	676	(676)
Telecommunications Utility Fund Total	230,493	414,363	264,858	379,998

Fund/Item	Bud. Beg. Fund Balance	2026 Revenues	2026 Expenditures	Bud. Ending Fund Balance
Gas Utility Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	1,795,372	-	-	1,795,372
SR 97 project and other miscellaneous projects		-	700,000	(700,000)
2026 Supplemental				
CCA Compliance increase		-	50,000	(50,000)
Increased developer revenue		100,000	-	100,000
Natural Gas System Plan Update - Budget Amendment for Professional Services Agreement		-	45,500	(45,500)
Personnel Updates/True-Ups		-	395,799	(395,799)
Electric Rate Increase (3.75% May-Dec)		-	115	(115)
Utility Adjustments to be in line with 2025 actuals		-	(1,364)	1,364
Gas Utility Fund Total	1,795,372	100,000	1,190,050	705,322
Electric Utility Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	10,243,195	-	-	10,243,195
Purchase of land		-	1,600,000	(1,600,000)
CCA allowance sales		105,460	-	105,460
Removal of existing overhead conductor and replacement with new underground feeder conductor		-	297,187	(297,187)
2026 Supplemental				
Amendment 2 to the 2023 Electrical System Plan Consultant		-	8,759	(8,759)
Personnel Updates/True-Ups		-	279,386	(279,386)
Electric Rate Increase (3.75% May-Dec)		-	486	(486)
Utility Adjustments to be in line with 2025 actuals		-	20	(20)
Revenue adjusted for the electric rate increase driven by the cost of service analysis		2,477,648	-	2,477,648
Electric Utility Fund Total	10,243,195	2,583,108	2,185,837	10,640,466
Water Utility Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	3,545,342	-	-	3,545,342
Distribution Main - Improvements		-	434,900	(434,900)
Station Equipment - Other Improvements		-	36,000	(36,000)
Transmission Main - Other Improvements		-	19,900	(19,900)
Wells - Professional Services		-	400,000	(400,000)
Reservoirs - Land and Land Imp.		-	750,000	(750,000)
Training		-	23,250	(23,250)
Treatment Ops		-	5,000	(5,000)
Cross Connection Control		-	20,000	(20,000)
2026 Supplemental				
Water Utility Fed Indirect Grant Emergency Drought Relief		248,031	-	248,031
Personnel Updates/True-Ups		-	71,907	(71,907)
Electric Rate Increase (3.75% May-Dec)		-	5,269	(5,269)
Utility Adjustments to be in line with 2025 actuals		-	144,883	(144,883)
Water Utility Fund Total	3,545,342	248,031	1,911,109	1,882,264

Fund/Item	Bud. Beg. Fund Balance	2026 Revenues	2026 Expenditures	Bud. Ending Fund Balance
Sewer Utility Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	418,406	-	-	418,406
WWTP Maintenance - Small Tools		-	9,200	(9,200)
Buildings & Structures - Other Improvements		-	695,043	(695,043)
Training		-	28,400	(28,400)
2026 Supplemental				
Personnel Updates/True-Ups		-	(149,609)	149,609
Electric Rate Increase (3.75% May-Dec)		-	6,977	(6,977)
Utility Adjustments to be in line with 2025 actuals		-	30,107	(30,107)
Sewer Utility Fund Total	418,406	-	620,118	(201,712)
Enterprise Funds Total	15,801,648	3,335,502	6,528,934	12,608,216
Internal Service Funds				
Shop & Warehouse Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	760,877	-	-	760,877
Machinery & Equipment		-	232,000	(232,000)
2026 Supplemental				
Property Acquisition on Industrial Way		-	460,000	(460,000)
Personnel Updates/True-Ups		-	(178,659)	178,659
Electric Rate Increase (3.75% May-Dec)		-	851	(851)
Shop & Warehouse Fund Total	760,877	-	514,192	246,685
General Facilities Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	537,089	-	-	537,089
2026 Supplemental				
Personnel Updates/True-Ups		-	(67,406)	67,406
Electric Rate Increase (3.75% May-Dec)		-	3,142	(3,142)
Utility Adjustments to be in line with 2025 actuals		-	(4,683)	4,683
General Facilities Fund Total	537,089	-	(68,947)	606,036
Health & Benefits Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	391,395	-	-	391,395
2026 Supplemental				
Personnel Updates/True-Ups		-	3,816	(3,816)
Health & Benefits Fund Total	391,395	-	3,816	387,579
Risk Management Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	(47,567)	-	-	(47,567)
Risk Management Fund Total	(47,567)	-	-	(47,567)

Fund/Item	Bud. Beg. Fund Balance	2026 Revenues	2026 Expenditures	Bud. Ending Fund Balance
Information Technology Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	1,309,686	-	-	1,309,686
Capital outlay for network resources.		-	193,000	(193,000)
Software purchases		-	77,100	(77,100)
Professional services		-	18,500	(18,500)
Repairs and maintenance for network switches and other equipment		-	203,000	(203,000)
Prefunded replacements of computer, servers, and network equipment		-	328,428	(328,428)
Training and travel		-	37,200	(37,200)
Equipment expenses		-	2,500	(2,500)
ERP Replacement		-	533,000	(533,000)
2026 Supplemental				
City utility charges-True-up to 2025 actuals		-	23,231	(23,231)
JustFOIA purchase-a public records management software-as-a-service		-	10,754	(10,754)
Interlocal agreement with KVFR for IT Services updated allocation costs		36,679	-	36,679
Personnel Updates/True-Ups		-	183,515	(183,515)
Electric Rate Increase (3.75% May-Dec)		-	37	(37)
Move vehicle rental from Enterprise Applications to Desktop Operations		-	-	-
ERP Replacement		-	979,338	(979,338)
Move expense to ECTV Operations Fund and request increase		-	(870)	870
Microsorft licensing agreement		-	4,537	(4,537)
Increased costs for support and licensing of Dynamics GP and its add-on software		-	6,327	(6,327)
Information Technology Fund Total	1,309,686	36,679	2,599,597	(1,253,232)
Geographic Info. Systems Fund				
2025 Carryforward				
Beginning Fund Balance Adjustments	77,189	-	-	77,189
2025 personnel savings to fund two additional GIS interns		-	17,937	(17,937)
Software purchases		-	2,200	(2,200)
Professional services		-	36,000	(36,000)
Training and travel		-	8,000	(8,000)
Equipment expenses		-	1,700	(1,700)
2026 Supplemental				
Personnel Updates/True-Ups		-	(4,413)	4,413
Geographic Info. Systems Fund Total	77,189	-	61,424	15,765
Internal Service Funds Total	3,028,668	36,679	3,110,082	(44,735)
Grand Total	\$ 26,008,599	\$ 8,525,790	\$ 17,865,531	\$ 16,668,857

Table 2
City of Ellensburg

2026 Summary of Budget Adjustments by Fund

	Bud. Beg.	2026	2026	Bud. Ending
	Fund Balance	Revenues	Expenditures	Fund Balance
General Fund	\$ 3,143,532	\$ 432,324	\$ 996,521	\$ 2,579,335
Managerial Funds of the General Fund				
Econ. Dev. Investments Fund	25,972	-	31,000	(5,028)
Sales Tax Reserve Fund	(115,573)	-	416,000	(531,573)
Art Acquisition Fund	14,652	-	475	14,177
Grants Fund (CARES/ARPA/CCA)	192,960	-	347,990	(155,030)
Library Trust Fund	13,789	-	-	13,789
Hal Holmes Trust Fund	27,795	-	-	27,795
Flex Savings Account Fund	3,620	-	-	3,620
Fire Relief & Pension Trust Fund	84,049	-	-	84,049
Total Managerial Funds of the GF	247,262	-	795,465	(548,203)
Special Revenue Funds				
Street Fund	651,131	-	344,793	306,338
Arterial Street Fund	60,610	2,449,977	1,947,046	563,541
Traffic Impact Fees Fund	562,379	-	114,641	447,738
Public Transit Fund	679,030	1,195,834	137,469	1,737,396
Criminal Justice Sales Tax Fund	181,031	-	(5,717)	186,748
Drug Fund	24,236	-	-	24,236
CATV Operations Fund	1,503	-	3,725	(2,222)
CATV Capital Fund	3,108	-	-	3,108
Parks Acquisition Fund	619,500	-	-	619,500
Lodging Tax Fund	333,431	-	58,517	274,914
Housing Fund	459,933	1,075,474	3,386,520	(1,851,113)
Total Special Revenue Funds	3,575,894	4,721,285	5,986,994	2,310,185
Debt Service Funds				
Facilities Imp. Debt Service Fund	2,001	-	-	2,001
2010 Maint. Bond Debt Service Fund	1,600	-	-	1,600
LID Guaranty Fund	-	-	-	-
Total Debt Service Funds	3,601	-	-	3,601
Capital Project Funds				
Fieldhouse Development Fund	(280,689)	-	287,534	(568,223)
Cap. Imp. Bond Projects Fund	301,723	-	-	301,723
General Capital Projects Fund	(0)	-	-	(0)
Sidewalk Fund (REET1)	46,918	-	120,000	(73,082)
Rec. Facilities Fund (REET 2)	140,041	-	40,000	100,041
Total Capital Project Funds	207,993	-	447,534	(239,541)
Enterprise Funds				
Stormwater Utility Fund	(431,161)	(10,000)	356,962	(798,123)
Telecommunications Utility Fund	230,493	414,363	264,858	379,998
Gas Utility Fund	1,795,372	100,000	1,190,050	705,322
Electric Utility Fund	10,243,195	2,583,108	2,185,837	10,640,466
Water Utility Fund	3,545,342	248,031	1,911,109	1,882,264
Sewer Utility Fund	418,406	-	620,118	(201,712)
Total Enterprise Funds	15,801,648	3,335,502	6,528,934	12,608,216
Internal Service Funds				
Shop & Warehouse Fund	760,877	-	514,192	246,685
General Facilities Fund	537,089	-	(68,947)	606,036
Health & Benefits Fund	391,395	-	3,816	387,579
Risk Management Fund	(47,567)	-	-	(47,567)
Information Technology Fund	1,309,686	36,679	2,599,597	(1,253,232)
Geographic Info. Systems Fund	77,189	-	61,424	15,765
Total Internal Service Funds	3,028,668	36,679	3,110,082	(44,735)
All Funds	\$ 26,008,599	\$ 8,525,790	\$ 17,865,530	\$ 16,668,858

ORDINANCE NO. 4987

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, AMENDING THE 2025-2026 BIENNIAL BUDGET FOR THE CITY OF ELLENSBURG, WASHINGTON AS SET FORTH IN ORDINANCE NO. 4950 TO ADJUST APPROPRIATIONS IN THE CITY'S FUNDS.

WHEREAS, the City Council approved Ordinance No. 4950, which adopted a biennial budget for fiscal years 2025-2026; and

WHEREAS, the City Council approved Ordinance No. 4958, which amended the biennial budget for fiscal years 2025-2026; and

WHEREAS, the City Council approved Ordinance No. 4970, which amended the biennial budget for fiscal years 2025-2026; and

WHEREAS, the City Council approved Ordinance No. 4976, which amended the biennial budget for fiscal years 2025-2026; and

WHEREAS, Ch. 35A.34 RCW provides procedures for adopting, managing, and amending a biennial budget; and

WHEREAS, the City Manager has identified the need to make certain revisions to the 2025-2026 biennial budget; and

WHEREAS, the City Council has reviewed the proposed adjustments to the budget and has determined that they should be made;

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

Section 1. 2025-2026 Supplemental Budget. The 2025-2026 Biennial Budget for the City of Ellensburg for the period January 1, 2025 through December 31, 2026, as authorized in Ordinance 4950 and previously amended in Ordinance 4958, Ordinance 4970, and Ordinance 4976 is hereby amended as revised in attached Exhibits A and B, and are hereby appropriated for expenditure at the fund level during the 2025-2026 biennium.

Section 2. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 3. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of the ordinance or a summary thereof consisting of the title.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 1st day of June, 2026.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4987 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4987 was published as required by law.

BETH LEADER

City of Ellensburg
2025 Budget - All Funds as Amended

	Bud. Beg.	2025	2025	Bud. Ending
	Fund Balance	Revenues	Expenditures	Fund Balance
General Fund	\$ 8,301,093	\$ 22,381,847	\$ 23,937,442	\$ 6,745,498
Managerial Funds of the General Fund				
Econ. Dev. Investments Fund	657,018	272,000	18,806	910,212
Sales Tax Reserve Fund	1,392,527	8,670,232	7,056,734	3,006,025
Art Acquisition Fund	82,560	51,000	105,000	28,560
Grants Fund (CARES/ARPA/CCA)	805,941	750,000	1,100,881	455,060
Library Trust Fund	382,656	7,500	8,974	381,182
Hal Holmes Trust Fund	199,147	4,500	1,472	202,175
Flex Savings Account Fund	-	-	-	-
Fire Relief & Pension Trust Fund	949,397	232,767	163,852	1,018,312
Total Managerial Funds of the GF	4,469,246	9,987,999	8,455,719	6,001,526
Special Revenue Funds				
Street Fund	1,149,604	2,658,227	3,149,134	658,697
Arterial Street Fund	228,475	6,437,253	5,686,316	979,412
Traffic Impact Fees Fund	682,871	389,387	158,330	913,928
Public Transit Fund	4,300,013	3,213,190	3,230,015	4,283,188
Criminal Justice Sales Tax Fund	2,787,333	2,087,540	2,164,481	2,710,392
Drug Fund	26,286	3,100	10,000	19,386
CATV Operations Fund	117,688	81,536	86,109	113,115
CATV Capital Fund	70,820	-	-	70,820
Parks Acquisition Fund	672,237	101,820	427,800	346,257
Lodging Tax Fund	1,841,216	687,000	622,966	1,905,250
Housing Fund	3,424,285	2,302,875	2,886,895	2,840,265
Total Special Revenue Funds	15,300,828	17,961,928	18,422,046	14,840,710
Debt Service Funds				
Facilities Imp. Debt Service Fund	361,381	562,327	563,326	360,382
2010 Maint. Bond Debt Service Fund	86,815	186,403	186,403	86,815
LID Guaranty Fund	153,508	9,492	163,000	-
Total Debt Service Funds	601,704	758,222	912,729	447,197
Capital Project Funds				
Fieldhouse Development Fund	5,607,619	2,332,931	485,232	7,455,318
Cap. Imp. Bond Projects Fund	348,384	-	348,384	-
General Capital Projects Fund	116,203	-	-	116,203
Sidewalk Fund (REET1)	232,319	396,000	363,000	265,319
Rec. Facilities Fund (REET 2)	806,936	313,431	35,000	1,085,367
Total Capital Project Funds	7,111,461	3,042,362	1,231,616	8,922,207
Enterprise Funds				
Stormwater Utility Fund	1,404,011	3,518,351	3,802,605	1,119,757
Telecommunications Utility Fund	262,779	1,019,457	1,031,365	250,871
Gas Utility Fund	7,585,123	15,122,537	19,902,582	2,805,078
Electric Utility Fund	14,328,297	22,634,757	31,553,245	5,409,809
Water Utility Fund	9,071,285	6,978,953	9,253,523	6,796,715
Sewer Utility Fund	7,415,678	8,266,225	10,212,243	5,469,660
Total Enterprise Funds	40,067,173	57,540,280	75,755,563	21,851,890
Internal Service Funds				
Shop & Warehouse Fund	9,793,434	4,178,620	3,310,993	10,661,061
General Facilities Fund	181,326	3,522,128	3,481,135	222,319
Health & Benefits Fund	1,295,483	10,000	1,301,366	4,117
Risk Management Fund	1,356,984	1,076,102	1,168,716	1,264,370
Information Technology Fund	2,992,205	2,998,071	3,357,481	2,632,795
Geographic Info. Systems Fund	433,228	349,127	538,095	244,260
Total Internal Service Funds	16,052,660	12,134,048	13,157,786	15,028,922
All Funds	\$ 91,904,165	\$ 123,806,686	\$ 141,872,901	\$ 73,837,950

City of Ellensburg				
2026 Budget - All Funds as Amended				
	Bud. Beg.	2026	2026	Bud. Ending
	Fund Balance	Revenues	Expenditures	Fund Balance
General Fund	\$ 9,889,030	\$ 20,673,263	\$ 24,150,315	\$ 6,411,978
Managerial Funds of the General Fund				
Econ. Dev. Investments Fund	936,184	-	31,000	905,184
Sales Tax Reserve Fund	2,890,452	6,475,071	7,672,164	1,693,359
Art Acquisition Fund	43,212	51,000	50,475	43,737
Grants Fund (CARES/ARPA/CCA)	648,020	-	647,990	30
Library Trust Fund	394,971	7,500	8,983	393,488
Hal Holmes Trust Fund	229,970	4,000	1,546	232,424
Flex Savings Account Fund	3,620	-	-	3,620
Fire Relief & Pension Trust Fund	1,102,361	231,888	169,793	1,164,456
Total Managerial Funds of the GF	6,248,790	6,769,459	8,581,951	4,436,298
Special Revenue Funds				
Street Fund	1,309,828	2,857,106	3,629,973	536,961
Arterial Street Fund	1,040,022	4,514,195	4,456,790	1,097,427
Traffic Impact Fees Fund	1,476,307	389,387	1,149,391	716,303
Public Transit Fund	4,962,218	2,916,405	3,345,974	4,532,649
Criminal Justice Sales Tax Fund	2,891,423	2,070,984	2,293,285	2,669,122
Drug Fund	43,622	3,100	5,000	41,722
CATV Operations Fund	114,618	75,954	89,772	100,800
CATV Capital Fund	73,928	-	-	73,928
Parks Acquisition Fund	965,757	101,820	-	1,067,577
Lodging Tax Fund	2,238,681	687,000	684,492	2,241,189
Housing Fund	3,300,198	1,880,880	3,879,290	1,301,788
Total Special Revenue Funds	18,416,602	15,496,831	19,533,967	14,379,466
Debt Service Funds				
Facilities Imp. Debt Service Fund	362,383	562,327	563,326	361,384
2010 Maint. Bond Debt Service Fund	88,415	186,403	186,403	88,415
LID Guaranty Fund	-	-	-	-
Total Debt Service Funds	450,798	748,730	749,729	449,799
Capital Project Funds				
Fieldhouse Development Fund	7,174,629	-	287,534	6,887,095
Cap. Imp. Bond Projects Fund	301,723	-	-	301,723
General Capital Projects Fund	116,203	-	-	116,203
Sidewalk Fund (REET1)	312,237	376,000	610,000	78,237
Rec. Facilities Fund (REET 2)	1,225,408	328,931	865,000	689,339
Total Capital Project Funds	9,130,200	704,931	1,762,534	8,072,597
Enterprise Funds				
Stormwater Utility Fund	688,596	2,532,752	3,133,381	87,967
Telecommunications Utility Fund	481,364	824,687	828,921	477,130
Gas Utility Fund	4,600,450	15,277,736	16,504,922	3,373,264
Electric Utility Fund	15,653,004	31,566,706	32,626,498	14,593,212
Water Utility Fund	10,342,057	7,126,984	10,097,615	7,371,426
Sewer Utility Fund	5,888,066	10,241,344	12,882,939	3,246,471
Total Enterprise Funds	37,653,537	67,570,209	76,074,276	29,149,470
Internal Service Funds				
Shop & Warehouse Fund	11,421,938	4,348,114	3,759,277	12,010,775
General Facilities Fund	759,408	1,057,701	951,299	865,810
Health & Benefits Fund	395,512	250,000	253,816	391,696
Risk Management Fund	1,216,803	1,116,798	1,161,525	1,172,076
Information Technology Fund	3,942,481	3,424,047	5,289,282	2,077,246
Geographic Info. Systems Fund	321,449	357,010	603,733	74,726
Total Internal Service Funds	18,057,591	10,553,670	12,018,932	16,592,329
All Funds	\$ 99,846,548	\$ 122,517,093	\$ 142,871,704	\$ 79,491,937



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Ordinance 4988 (Second Reading) - Water and Sewer Utility Rates and Plant Investment Fees 2026-2028 (Public Comment Opportunity)

Submitted by: Ryan Lyyski, Public Works Director

Department: Public Works

Suggested Motion/Action:

Move to conduct second reading and adoption of Ordinance 4988, adjusting water and sewer rates and plant investment fees.

Background/Summary:

The Public Works Department completed a Water System Plan Update in 2024 which was adopted by Council at its June 17, 2024, meeting and recently completed a General Sewer Plan Update which was approved by Council in substantially similar form at the May 4, 2026, Council meeting. These plans identify capital improvement and maintenance projects that will need to be completed to continue providing quality service, and to maintain the reliability of the Water and Sewer utilities. In an effort to equitably cover the costs of these significant and necessary infrastructure upgrades, FCS Group was retained to complete a rate analysis for both water and sewer utilities.

Previous Council Action:

Council was provided a presentation from the FCS Group at the Council Study Session on May 18, 2026. The presentation outlined staff and FCS findings and the reasoning behind the proposed ordinance. Council conducted first reading of Ordinance 4988 at their May 18, 2026 regular meeting.

Analysis:

Water and sewer (wastewater) utilities operate as their own business entities (enterprise funds) where revenues from utility rates must cover all expenditures (capital and operations) for the utility.

The FCS Group's analysis of the Water and Sewer Utility's revenue requirements show a need for rate and plant investment fee (PIF) increases over the next six years to adequately fund the necessary maintenance and capital improvement projects that have been outlined in the recently adopted Water and Sewer System Plan Updates.

FCS Group presented these findings to the Environmental Commission at its April 15, 2026, meeting. The Environmental Commission provided a favorable recommendation to Council to consider the increases proposed in the ordinance, which includes rate increases for three years (July 2026, January 2027, January 2028), and tiered PIF increases for two years

beginning in January 2027. The recommendation to start the PIF increases on January 1, 2027, is suggested to not start mid-year and allow adequate notifications to contractors and developers, which would be consistent with previous PIF increases. Staff would then complete another rate analysis in 2028 to see where each utility fund stands at that time. Revenue sources (rate revenue, debt service, and grants) would be re-evaluated to see if the proposed increases in the final three years of the study are necessary in their current form.

Non-Profit City utilities such as water and sewer are self-supporting (Enterprise Funds) and must cover the cost of services that they provide to the public. It is the City's responsibility to deliver reliable service to customers by maintaining systems and preparing for projected future growth.

Financial Impact:

The proposed ordinance before Council includes the rate and PIF increases that have been recommended by the Environmental Commission and presented to Council at the study session preceding this meeting.

Budget Adjustment: No

Attachments:

1. Ordinance 4988 - Utility Rates Update (1)

ORDINANCE NO. 4988

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO TITLE 9 “UTILITIES” AND AMENDING SECTIONS 9.91.300, 9.91.400, 9.92.300, AND 9.92.400 OF THE ELLENSBURG CITY CODE.

WHEREAS, the Water System Plan (WSP) was adopted by Council on June 17, 2024; and

WHEREAS, the General Sewer Plan (GSP) was accepted by Council on May 4th, 2026; and

WHEREAS, both the WSP and GSP included Capital Improvements Plans (CIP’s) outlining necessary improvement needed over each respective plans 20 year evaluations based on projected growth and demand; and

WHEREAS, water and wastewater utilities operate as enterprise funds where revenues from utility rates must cover all expenditures (capital and operations) for the utility; and

WHEREAS, the City contracted with the FCS (a Bowman company) on Sept. 17th, 2025, to complete a water and sewer revenue requirement rate study to support the water and sewer CIP’s; and

WHEREAS, a water and sewer rate proposal was presented to the Environmental Commission on April 15th, 2026, which recommended that City Council adopt the first three of the six rate and PIF increases, with increased in July 2026, January 2027, and January 2028; and

WHEREAS, a water and sewer Plant Investment Fee (PIF), or connection charges, was also presented to the Environmental Commission on April 15th, 2026, which recommended that City Council adopt a phased in PIF; and

WHEREAS, the City Council is scheduled to have a Study Session and receive a water and sewer rate and PIF presentation at the Council Study session at 6pm on May 18th, 2026, prior to the regular Council meeting.

WHEREAS, the rate study recommended six annual rate increases, but due to economic uncertainties and the desire to secure state and/or federal funding to facilitate large capital projects, especially in the sewer system improvements, staff recommend adoption of three (3) increases through 2028, and then completing an additional rate study to reevaluate rate increases for subsequent years; and

WHEREAS, staff recommends that the incremental increases to the PIF’s begin on January 1, 2027, to allow adequate notifications to contractors and developers, consistent with previous PIF increases; and

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

Section 1. Section 9.91.300 of the Ellensburg City Code, as last amended by Section 85 of Ordinance 4955, is hereby amended to read as follows:

9.91.300 Sewer utility rate schedules.

A. *Residential single-family WW-11.*

1. *Availability.* This rate schedule is available to single-family dwellings having a single water service meter and churches.
2. *Character of service.* Service shall be nonmetered and at a single point of receipt.

B. *Residential multifamily WW-12.*

1. *Availability.* This rate schedule is available to houses and other multiple-unit residential structures, including manufactured home parks. The residence units referred to in this schedule shall be those dwelling units contained in a single structure as the dwelling units are defined in the zoning ordinance.
2. *Character of service.* Service shall be charged to and collected from each residential unit or property user having a city sewer connection for their property.

C. *Low-income senior citizen/low-income disabled citizen WW-13.*

1. *Availability.* This rate schedule is available for residential service to individuals who meet the definition of low-income senior citizen or low-income disabled citizen and who do not reside in federally subsidized housing. The rates established by this section will be published on the city's website, and be made available from the city's finance department.
2. *Character of service.* Service shall be nonmetered and at a single point of receipt.

D. *Commercial, industrial and general service WW-21.*

1. *Availability.* This rate schedule is available to single and multiple services for commercial, industrial, residential units combined with commercial and/or industrial, schools, motels, hotels, trailer parks, social and fraternal facilities, governmental facilities, and other services not qualifying under other rate schedules.
2. *Character of service.* Service shall be based on water usage through water or other approved meter to determine volume of sewage to be treated.

3. *Rate.* The rate shall be composed of a monthly volume charge and a daily customer charge.
4. *Surcharges.* The surcharges shall apply when effluent strength differs substantially from domestic wastes as determined by the public works director.

E. *Central Washington University WW-22.*

1. *Availability.* This rate schedule is available to all Central Washington University facilities with the exception of single-family dwellings owned, leased or rented by the university.
2. *Character of service.* Service shall be based on water usage through water or other approved meter to determine volume of sewage to be treated.
3. *Rate.* The rate shall be composed of a monthly volume charge and a daily customer charge.
4. *Surcharges.* The surcharges shall apply when effluent strength differs substantially from domestic wastes as determined by the public works director.

F. *Multiple-family WW-23.*

1. *Availability.* This rate schedule is available on an optional basis to single-family residences, apartment houses and other multiple-unit residential structures, including manufactured home parks.
2. *Character of service.* Service shall be based on water usage through water or other approved meter to determine volume of sewage to be treated.
3. *Rate.* The rate shall be composed of a monthly volume charge and a daily customer charge.
4. *Surcharges.* The surcharges shall apply when effluent strength differs substantially from domestic wastes as determined by the public works director.

G. *Municipal WW-40.*

1. *Availability.* This rate schedule is available to city-owned buildings.
2. *Character of service.* Service shall be based on water usage through water or other approved meter to determine volume of sewage to be treated.
3. *Rate.* The rate shall be composed of a monthly volume charge and a daily customer charge.

H. *High-strength commercial WW-33.*

1. *Availability.* This rate schedule is available, subject to city council approval, to commercial businesses with strengths differing substantially from typical commercial customers.
2. *Character of service.* Service shall be based on water usage through water or other approved meter to determine volume of sewage to be treated.
3. *Rate.* The rates available under this schedule shall be established by contract between the city and the customer.

I. *Nonprofit agency serving the disadvantaged WW-70.*

1. *Availability.* This rate schedule is available to nonprofit agencies serving the disadvantaged. The rates established by this section will be published on the city's website, and be made available from the city's finance department.
2. *Character of service.* Service shall be based on water usage through water or other approved meter to determine volume of sewage to be treated.

J. *Large customer/contractual WW-80.*

1. *Availability.* This rate schedule is available to new sewer customers whose sewer service is provided by contract authorized by the city council. The city will provide sewer service under this schedule; provided, that:
 - a. Adequate capacity exists in the city's wastewater collection system; and
 - b. Adequate capacity exists in the city's wastewater treatment plant; and
 - c. The customer has executed a sewer sales agreement with the city for services under this schedule.
2. *Character of service.* Service shall be based on water usage through water or other approved meter to determine volume of sewage to be treated.
3. *Rate.* The rates available under this schedule shall be established by contract between the city and the customer.

Sewer Rate Summary

Rate class	Rate effective date				Consumption unit
	1/1/2022	1/1/2023	1/1/2024	1/1/2025	

WW-11 residential single-family	\$1.2345	\$1.3401	\$1.4548	\$1.5793	Flat rate/day
WW-12 multifamily	\$1.2171	\$1.3212	\$1.4342	\$1.5570	Each/first four units/day
	\$0.9120	\$0.9900	\$1.0747	\$1.1667	Each additional unit/day
WW-21 commercial/industrial	\$1.4058	\$1.5429	\$1.6933	\$1.8584	Customer charge/day
	\$4.5234	\$4.9644	\$5.4484	\$5.9796	Per 1,000 gallons of water use
	\$0.3645	\$0.4000	\$0.4390	\$0.4818	Per lb BOD surcharge > 200 mg/l
	\$0.3645	\$0.4000	\$0.4390	\$0.4818	Per lb suspended solids > 250 mg/l
WW-22 CWU	\$1.4259	\$1.5649	\$1.7175	\$1.8850	Customer charge/day
	\$4.82	\$5.29	\$5.81	\$6.38	Per 1,000 gallons of water use
	\$0.3697	\$0.4057	\$0.4453	\$0.4887	Per lb BOD surcharge > 200 mg/l
	\$0.3697	\$0.4057	\$0.4453	\$0.4887	Per lb suspended solids > 250 mg/l
WW-23 multifamily	\$1.2171	\$1.3212	\$1.4342	\$1.5570	Customer charge/day
	\$3.92	\$4.25	\$4.62	\$5.01	Per 1,000 gallons of water use
	\$0.3697	\$0.4013	\$0.4356	\$0.4729	Per lb BOD surcharge > 200 mg/l
	\$0.3697	\$0.4013	\$0.4356	\$0.4729	Per lb suspended solids > 250 mg/l
WW-40 municipal	\$1.2967	\$1.4134	\$1.5406	\$1.6793	Customer charge/day

	\$4.39	\$4.78	\$5.21	\$5.68	Per 1,000 gallons of water use
WW-80 large customer/contractual	\$1.4058	\$1.5429	\$1.6933	\$1.8584	Customer charge/day
	\$4.94	\$5.43	\$5.95	\$6.54	Per 1,000 gallons of water use
	\$0.3645	\$0.4000	\$0.4390	\$0.4818	Per lb BOD surcharge > 200 mg/l
	\$0.3645	\$0.4000	\$0.4390	\$0.4818	Per lb suspended solids > 250 mg/l

Rate Class	Rate effective date			Consumption unit
	<u>7/1/2026</u>	<u>1/1/2027</u>	<u>1/1/2028</u>	
<u>WW-11 residential single-family</u>	<u>\$1.7609</u>	<u>\$1.9634</u>	<u>\$2.1892</u>	<u>Flat rate/day</u>
<u>WW-12 multifamily</u>	<u>\$1.7361</u>	<u>\$1.9358</u>	<u>\$2.1584</u>	<u>Each/first four units/day</u>
	<u>\$1.3009</u>	<u>\$1.4505</u>	<u>\$1.6173</u>	<u>Each addition unit/day</u>
<u>WW-21 commercial/ industrial</u>	<u>\$2.0721</u>	<u>\$2.3104</u>	<u>\$2.5761</u>	<u>Customer charge/day</u>
	<u>\$6.6673</u>	<u>\$7.4340</u>	<u>\$8.2889</u>	<u>Per 1,000 gallons of water use</u>
	<u>\$0.5372</u>	<u>\$0.5990</u>	<u>\$0.6679</u>	<u>Per lb BOD surcharge > 200 mg/l</u>
	<u>\$0.5372</u>	<u>\$0.5990</u>	<u>\$0.6679</u>	<u>Per lb suspended solids > 250 mg/l</u>
<u>WW-22 CWU</u>	<u>\$2.1018</u>	<u>\$2.3435</u>	<u>\$2.6130</u>	<u>Customer charge/day</u>

	<u>\$7.11</u>	<u>\$7.93</u>	<u>\$8.84</u>	<u>Per1,000 gallons of water use</u>
	<u>\$0.5449</u>	<u>\$0.6076</u>	<u>\$0.6775</u>	<u>Per lb BOD surcharge > 200 mg/l</u>
	<u>\$0.5449</u>	<u>\$0.6076</u>	<u>\$0.6775</u>	<u>Per lb suspended solids > 250 mg/l</u>
<u>WW-23 multifamily</u>	<u>\$1.7361</u>	<u>\$1.9358</u>	<u>\$2.1584</u>	<u>Customer charge/day</u>
	<u>\$5.59</u>	<u>\$6.23</u>	<u>\$6.95</u>	<u>Per1,000 gallons of water use</u>
	<u>\$0.5273</u>	<u>\$0.5879</u>	<u>\$0.6555</u>	<u>Per lb BOD surcharge > 200 mg/l</u>
	<u>\$0.5273</u>	<u>\$0.5879</u>	<u>\$0.6555</u>	<u>Per lb suspended solids > 250 mg/l</u>
<u>WW-40 municipal</u>	<u>\$1.8724</u>	<u>\$2.0877</u>	<u>\$2.3278</u>	<u>Customer charge/day</u>
	<u>\$6.33</u>	<u>\$7.06</u>	<u>\$7.87</u>	<u>Per1,000 gallons of water use</u>
<u>WW-80 large customer/contractual</u>	<u>\$2.0721</u>	<u>\$2.3104</u>	<u>\$2.5761</u>	<u>Customer charge/day</u>
	<u>\$7.29</u>	<u>\$8.13</u>	<u>\$9.06</u>	<u>Per1,000 gallons of water use</u>
	<u>\$0.5372</u>	<u>\$0.5990</u>	<u>\$0.6679</u>	<u>Per lb BOD surcharge > 200 mg/l</u>
	<u>\$0.5372</u>	<u>\$0.5990</u>	<u>\$0.6679</u>	<u>Per lb suspended solids > 250 mg/l</u>

(Ord. No. 4955, § 85, 2-18-2025; Ord. No. 4933, § 4, 12-4-2023; Ord. 4897 § 3, 2022; Ord. 4844 § 8, 2019; Ord. 4817 § 1, 2018; Ord. 4804 § 4, 2018; Ord. 4690 § 1, 2014; Ord. 4555 § 9, 2009; Ord. 4503 § 2, 2007)

Section 2. Section 9.91.400 of the Ellensburg City Code, as last amended by Section 86 of Ordinance 4955, is hereby amended to read as follows:

9.91.400 Water utility rate schedules.

A. *Residential W-110.*

1. *Availability.* This rate schedule is available to single-family dwellings, residential seasonal sprinkling service, and churches.
2. *Character of service.* Service shall be through metered delivery.
3. *Rate.* The rate shall be composed of a monthly consumption charge plus a daily customer charge based on meter size.

B. *Irrigation W-111.*

1. *Availability.* This rate schedule is available to irrigation systems served by a water meter dedicated to irrigation service.
2. *Character of service.* Service shall be through metered delivery.
3. *Rate.* The rate shall be composed of a monthly consumption charge plus a daily customer charge based on meter size.

C. *SF residential including fire service W-115.*

1. *Availability.* This rate schedule is available to single-family dwellings when a single-family residential customer elects to install a fire suppression system within the structure charged from city water service. The fire suppression system must be installed by a licensed professional fire installer permitted by the Kittitas County Fire District No. 2.
2. *Character of service.* Service shall be through metered delivery.
3. *Rate.* The rate shall be composed of a monthly consumption charge plus a daily customer charge based on meter size. The maximum meter size available at this rate is one inch.

D. *Residential multiple housing W-120.*

1. *Availability.* This rate schedule is available to buildings, grounds, and premises used for residential multiple housing purposes.
2. *Character of service.* Service shall be through metered delivery.

3. *Rate.* The rate shall be composed of a monthly consumption charge plus a daily customer charge based on meter size.
- E. *Low-income senior citizen/low-income disabled citizen W-130.*
1. *Availability.* This rate is available for residential service to individuals who meet the definition of low-income senior citizen or low-income disabled citizen and who do not reside in federally subsidized housing.
 2. *Character of service.* Service shall be through a single five-eighths-inch to three-fourths-inch meter at a single point of delivery.
 3. *Rate.* The rate shall be composed of a monthly consumption charge plus a daily customer charge. The rates established by this section will be published on the city's website, and be made available from the city's finance department.
- F. *Commercial/industrial W-200.*
1. *Availability.* This rate schedule is available to commercial users, industrial users, and other customers who do not qualify under other rate schedules.
 2. *Character of service.* Service shall be through a metered delivery.
 3. *Rate.* The rate shall be composed of a monthly consumption charge plus a daily customer charge based on meter size.
- G. *Private fire protection W-300.*
1. *Availability.* This rate schedule is available inside the city to any water user connected to the municipal water system for the use of fire protection only.
 2. *Character of service.* Service shall be through a nonmetered connection and shall be separately piped within the premises for the purpose of fire protection only, and shall require installation of a detector device.
 3. *Rate.* The daily rate shall be based on the diameter of pipe connecting the fire protection to the city main.
- H. *Central Washington University W-600.*
1. *Availability.* This rate schedule is available to buildings, grounds and premises operated by Central Washington University.
 2. *Character of service.* Service shall be through a metered delivery.

3. *Rate.* The rate shall be composed of a monthly consumption charge plus a daily customer charge based on meter size.
- I. *Meter maintenance service W-610.*
1. *Availability.* This rate schedule is established for those water meters of Central Washington University which are used to measure the water which is the basis for determination of the sewer charge and not for water consumption billing.
 2. *Character of service.* The charges are for the purpose of covering the expense of maintenance to the meters and additional labor and expense in meter reading and billing.
 3. *Rate.* The rate shall be composed of a daily customer charge based on meter size.
- J. *Nonprofit agency serving the disadvantaged W-700.*
1. *Availability.* This rate schedule is available to nonprofit agencies serving the disadvantaged. The rates established by this section will be published on the city's website, and be made available from the city's finance department.
 2. *Character of service.* Service shall be through a metered delivery.
 3. *Rate.* The rate shall be composed of a monthly consumption charge plus a daily customer charge based on meter size.
- K. *Municipal W-710.*
1. *Availability.* This rate schedule is available to buildings, grounds and premises operated by the city.
 2. *Character of service.* Service shall be through a metered delivery.
 3. *Rate.* The rate shall be composed of a monthly consumption charge plus a daily customer charge based on meter size.
- L. *New large commercial/industrial contract W-800.*
1. *Availability.* This rate is available to customers whose services are provided by contract authorized by the city council. The city will provide water service under this schedule; provided, that:
 - a. Adequate capacity exists in the city's water distribution system;
 - b. Adequate capacity exists in the city's water supply system; and

- c. The customer has executed a water sales agreement with the city for service under this schedule.
2. *Rate.* The rates under this schedule will be covered by individual contract between the city and the customer.
3. *Billing.* Billing shall be made on a calendar month basis or as otherwise covered by the agreement.

Water Rate (Consumption)

Rate class	Rate and effective date				Consumption unit
	1/1/2022 (\$/1,000 gal.)	1/1/2023 (\$/1,000 gal.)	1/1/2024 (\$/1,000 gal.)	1/1/2025 (\$/1,000 gal.)	
W-110 residential	\$1.92	\$2.03	\$2.15	\$2.27	First 15,000 gallons
	\$2.05	\$2.17	\$2.30	\$2.43	All over 15,000 gallons
W-111 irrigation	\$2.12	\$2.24	\$2.37	\$2.50	First 15,000 gallons
	\$2.26	\$2.39	\$2.53	\$2.67	All over 15,000 gallons
W-115 residential fire protection	\$1.92	\$2.03	\$2.15	\$2.27	First 15,000 gallons
	\$2.05	\$2.17	\$2.30	\$2.43	All over 15,000 gallons
W-120 multifamily	\$1.98	\$2.09	\$2.21	\$2.33	All consumption
W-200 commercial/industrial	\$2.01	\$2.13	\$2.25	\$2.37	First 100,000 gallons
	\$1.67	\$1.77	\$1.87	\$1.97	All over 100,000 gallons
W-300* private fire service	\$0.2099	\$0.2167	\$0.2237	\$0.2304	*Dollars/day/inch diameter of connection pipe
W-600 CWU	\$2.01	\$2.13	\$2.25	\$2.37	First 100,000 gallons

	\$1.67	\$1.77	\$1.87	\$1.97	All over 100,000 gallons
W-710 municipal	\$2.35	\$2.49	\$2.63	\$2.77	First 100,000 gallons
	\$1.94	\$2.05	\$2.17	\$2.29	All over 100,000 gallons

<u>Rate class</u>	<u>Rate effective date</u>			<u>Consumption unit</u>
	<u>7/1/2026</u> <u>(\$/1,000 gal.)</u>	<u>1/1/2027</u> <u>(\$/1,000 gal.)</u>	<u>1/1/2028</u> <u>(\$/1,000 gal.)</u>	
				-
<u>W-110 Residential</u>	<u>\$2.34</u>	<u>\$2.41</u>	<u>\$2.48</u>	<u>First 15,000 gallons</u>
-	<u>\$2.50</u>	<u>\$2.58</u>	<u>\$2.66</u>	<u>All over 15,000 gallons</u>
<u>W-111 irrigation</u>	<u>\$2.58</u>	<u>\$2.66</u>	<u>\$2.74</u>	<u>First 15,000 gallons</u>
-	<u>\$2.75</u>	<u>\$2.83</u>	<u>\$2.91</u>	<u>All over 15,000 gallons</u>
<u>W-115 residential fire protection</u>	<u>\$2.34</u>	<u>\$2.41</u>	<u>\$2.48</u>	<u>First 15,000 gallons</u>
	<u>\$2.50</u>	<u>\$2.58</u>	<u>\$2.66</u>	<u>All over 15,000 gallons</u>
<u>W-120 multifamily</u>	<u>\$2.40</u>	<u>\$2.47</u>	<u>\$2.54</u>	<u>All consumption</u>
<u>W-200 commercial/industrial</u>	<u>\$2.44</u>	<u>\$2.51</u>	<u>\$2.59</u>	<u>First 100,000 gallons</u>
-	<u>\$2.03</u>	<u>\$2.09</u>	<u>\$2.15</u>	<u>All over 100,000 gallons</u>

<u>W-300* private fire service</u>	<u>\$0.2373</u>	<u>\$0.2444</u>	<u>\$0.2517</u>	<u>*Dollars/day/inch diameter of connection pipe</u>
<u>W-600 CWU</u>	<u>\$2.44</u>	<u>\$2.51</u>	<u>\$2.59</u>	<u>First 100,000 gallons</u>
-	<u>\$2.03</u>	<u>\$2.09</u>	<u>\$2.15</u>	<u>All over 100,000 gallons</u>
<u>W-710 municipal</u>	<u>\$2.85</u>	<u>\$2.94</u>	<u>\$3.03</u>	<u>First 100,000 gallons</u>
-	<u>\$2.36</u>	<u>\$2.43</u>	<u>\$2.50</u>	<u>All over 100,000 gallons</u>

Water Rate (Customer Charge)

Service size	Daily fixed charge and effective date			
	1/1/2022 (\$/day)	1/1/2023 (\$/day)	1/1/2024 (\$/day)	1/1/2025 (\$/day)
<u>5/8" or 3/4" meter</u>	<u>\$0.8482</u>	<u>\$0.8970</u>	<u>\$0.9486</u>	<u>\$1.0008</u>
<u>1" Meter for W-115 class only</u>	<u>\$0.8702</u>	<u>\$0.9202</u>	<u>\$0.9731</u>	<u>\$1.0266</u>
<u>1" or 1-1/4" meter</u>	<u>\$2.1202</u>	<u>\$2.2421</u>	<u>\$2.3710</u>	<u>\$2.5014</u>
<u>1-1/2" meter</u>	<u>\$4.2401</u>	<u>\$4.4839</u>	<u>\$4.7417</u>	<u>\$5.0025</u>
<u>2" meter</u>	<u>\$6.7841</u>	<u>\$7.1742</u>	<u>\$7.5867</u>	<u>\$8.0040</u>
<u>3" meter</u>	<u>\$12.7190</u>	<u>\$13.4503</u>	<u>\$14.2237</u>	<u>\$15.0060</u>
<u>4" meter</u>	<u>\$21.1992</u>	<u>\$22.4182</u>	<u>\$23.7072</u>	<u>\$25.0111</u>
<u>6" meter</u>	<u>\$42.3972</u>	<u>\$44.8350</u>	<u>\$47.4130</u>	<u>\$50.0207</u>
<u>8" meter</u>	<u>\$67.8365</u>	<u>\$71.7371</u>	<u>\$75.8620</u>	<u>\$80.0344</u>

<u>Service size</u>	<u>Daily fixed charge and effective date</u>		
	<u>7/1/2026</u> <u>(\$/day)</u>	<u>1/1/2027</u> <u>(\$/day)</u>	<u>1/1/2028</u> <u>(\$/day)</u>
<u>5/8" or 3/4" meter</u>	<u>\$1.0308</u>	<u>\$1.0617</u>	<u>\$1.0936</u>
<u>1" Meter for W-115 class only</u>	<u>\$1.0574</u>	<u>\$1.0891</u>	<u>\$1.1218</u>
<u>1" or 1-1/4" meter</u>	<u>\$2.5764</u>	<u>\$2.6537</u>	<u>\$2.7333</u>
<u>1-1/2" meter</u>	<u>\$5.1526</u>	<u>\$5.3072</u>	<u>\$5.4664</u>
<u>2" meter</u>	<u>\$8.2441</u>	<u>\$8.4914</u>	<u>\$8.7461</u>
<u>3" meter</u>	<u>\$15.4562</u>	<u>\$15.9199</u>	<u>\$16.3975</u>
<u>4" meter</u>	<u>\$25.7614</u>	<u>\$26.5342</u>	<u>\$27.3302</u>
<u>6" meter</u>	<u>\$51.5213</u>	<u>\$53.0669</u>	<u>\$54.6589</u>
<u>8" meter</u>	<u>\$82.4354</u>	<u>\$84.9085</u>	<u>\$87.4558</u>

CWU Irrigation Meter Maintenance Fee W-610

<u>Service size</u>	<u>Daily fixed charge and effective date: W-610</u>			
	<u>1/1/2022</u> <u>(\$/day)</u>	<u>1/1/2023</u> <u>(\$/day)</u>	<u>1/1/2024</u> <u>(\$/day)</u>	<u>1/1/2025</u> <u>(\$/day)</u>
<u>5/8" or 3/4" meter</u>	<u>\$0.2422</u>	<u>\$0.2561</u>	<u>\$0.2708</u>	<u>\$0.2857</u>
<u>1" or 1-1/4" meter</u>	<u>\$0.3874</u>	<u>\$0.4097</u>	<u>\$0.4333</u>	<u>\$0.4571</u>
<u>1-1/2" meter</u>	<u>\$0.5459</u>	<u>\$0.5773</u>	<u>\$0.6105</u>	<u>\$0.6441</u>
<u>2" meter</u>	<u>\$0.9565</u>	<u>\$1.0115</u>	<u>\$1.0697</u>	<u>\$1.1285</u>
<u>3" meter</u>	<u>\$1.5017</u>	<u>\$1.5880</u>	<u>\$1.6793</u>	<u>\$1.7717</u>

4" meter	\$2.3993	\$2.5373	\$2.6832	\$2.8308
6" meter	\$4.9063	\$5.1884	\$5.4867	\$5.7885

Service size	Daily fixed charge and effective date: W-610		
	<u>7/1/2026</u> (\$/day)	<u>1/1/2027</u> (\$/day)	<u>1/1/2028</u> (\$/day)
<u>5/8" or 3/4" meter</u>	<u>\$0.2943</u>	<u>\$0.3031</u>	<u>\$0.3122</u>
<u>1" or 1-1/4" meter</u>	<u>\$0.4708</u>	<u>\$0.4849</u>	<u>\$0.4994</u>
<u>1-1/2" meter</u>	<u>\$0.6634</u>	<u>\$0.6833</u>	<u>\$0.7038</u>
<u>2" meter</u>	<u>\$1.1624</u>	<u>\$1.1973</u>	<u>\$1.2332</u>
<u>3" meter</u>	<u>\$1.8249</u>	<u>\$1.8796</u>	<u>\$1.9360</u>
<u>4" meter</u>	<u>\$2.9157</u>	<u>\$3.0032</u>	<u>\$3.0933</u>
<u>6" meter</u>	<u>\$5.9622</u>	<u>\$6.1411</u>	<u>\$6.3253</u>

(Ord. No. 4955, § 86, 2-18-2025; Ord. 4897 § 4, 2022; Ord. 4844 § 9, 2019; Ord. 4817 § 1, 2018; Ord. 4690 § 2, 2014; Ord. 4555 § 10, 2009; Ord. 4503 § 2, 2007)

Section 3. Section 9.92.300 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4911, is hereby amended to read as follows:

9.92.300 Sewer utility fee and credit schedule.

Service credit	None	
Extension credit	None	
Reconnect fee	N/A	
After hours reconnect fee	N/A	
Meter testing fee	N/A	
Inspection fee	See ECC title 4	

Temporary service fee	Actual cost	
Plant investment fee	Size of meter	PIF
		Effective date 1/1/2023
	¾ inch or smaller	5,680.00
	1 inch	\$9,467.00
	1 ½ inch	\$18,933.00
	2 inch	\$30,293.00
	3 inch	\$60,587.00
	4 inch	\$94,667.00
	6 inch	\$189,333.00
	8 inch	\$302,933.00

<u>Service credit</u>	<u>None</u>		
<u>Extension credit</u>	<u>None</u>		
<u>Reconnect fee</u>	<u>N/A</u>		
<u>After hours reconnect fee</u>	<u>N/A</u>		
<u>Meter testing fee</u>	<u>N/A</u>		
<u>Inspection fee</u>	<u>See ECC title 4</u>		
<u>Temporary service fee</u>	<u>Actual cost</u>		
<u>Plant investment fee</u>	<u>Size of meter</u>	<u>PIF</u>	
		<u>Effective Date</u> <u>1/1/2027</u>	<u>Effective Date</u> <u>1/1/2028</u>

	<u>¾-inch or smaller</u>	<u>\$7,893.05</u>	<u>\$10,968.35</u>
	<u>1-inch</u>	<u>\$13,155.55</u>	<u>\$18,281.24</u>
	<u>1-½-inch</u>	<u>\$26,309.71</u>	<u>\$36,560.54</u>
	<u>2-inch</u>	<u>\$42,095.81</u>	<u>\$58,497.25</u>
	<u>3-inch</u>	<u>\$84,193.00</u>	<u>\$116,996.41</u>
	<u>4-inch</u>	<u>\$131,551.31</u>	<u>\$182,806.54</u>
	<u>6-inch</u>	<u>\$263,101.23</u>	<u>\$365,611.16</u>
	<u>8-inch</u>	<u>\$420,962.24</u>	<u>\$584,978.23</u>

(Ord. No. 4911, § 1, 3-6-2023; Ord. 4897 § 5, 2022; Ord. 4817 § 2, 2018; Ord. 4555 § 13, 2009; Ord. 4503 § 2, 2007)

Section 4. Section 9.92.400 of the Ellensburg City Code, as last amended by Section 2 of Ordinance 4911, is hereby amended to read as follows:

9.92.400 Water utility fee and credit schedule.

Service credit	None		
Extension credit	None		
Reconnect fee	1 hour at senior pipeperson wage		
Unauthorized service fee	1.5 hours at senior pipeperson wage		
After hours reconnect fee	2 hours at senior pipeperson overtime wage		
Inspection fee	See ECC title 4		
Temporary service fee	Actual cost		

Plant investment fees	Meter size	PIF 2019	Effective Date 1/1/2023
	¾-inch or smaller	\$3,080.00	\$6,160.00
	1-inch	\$5,144.00	\$10,267.00
	1½-inch	\$10,256.00	\$20,533.00
	2-inch	\$16,416.00	\$32,853.00
	3-inch	\$30,800.00	\$65,707.00
	4-inch	\$51,344.00	\$102,667.00
	6-inch	\$102,656.00	\$205,333.00
	8-inch	\$164,256.00	\$328,533.00
Bacteriological samples	Actual cost		

<u>Service credit</u>	<u>None</u>		
<u>Extension credit</u>	<u>None</u>		
<u>Reconnect fee</u>	<u>1 hour at senior pipeperson wage</u>		
<u>Unauthorized service fee</u>	<u>1.5 hours at senior pipeperson wage</u>		
<u>After hours reconnect fee</u>	<u>2 hours at senior pipeperson overtime wage</u>		
<u>Inspection fee</u>	<u>See ECC title 4</u>		
<u>Temporary service fee</u>	<u>Actual cost</u>		

<u>Plant investment fees</u>	<u>Meter size</u>	<u>Effective Date 1/1/2027</u>	<u>Effective Date 1/1/2028</u>
-	<u>¾-inch or smaller</u>	<u>\$7,672.00</u>	<u>\$9,555.13</u>
-	<u>1-inch</u>	<u>\$12,787.08</u>	<u>\$15,925.73</u>
-	<u>1-½-inch</u>	<u>\$25,572.92</u>	<u>\$31,849.92</u>
-	<u>2-inch</u>	<u>\$40,916.93</u>	<u>\$50,960.19</u>
-	<u>3-inch</u>	<u>\$81,835.10</u>	<u>\$101,921.92</u>
-	<u>4-inch</u>	<u>\$127,867.11</u>	<u>\$159,252.71</u>
-	<u>6-inch</u>	<u>\$255,732.98</u>	<u>\$318,503.87</u>
-	<u>8-inch</u>	<u>\$409,173.01</u>	<u>\$509,606.50</u>
<u>Bacteriological samples</u>	<u>Actual cost</u>		

(Ord. No. 4911, § 2, 3-6-2023; Ord. 4897 § 6, 2022; Ord. 4817 § 3, 2018; Ord. 4761 § 3, 2016; Ord. 4690 § 3, 2014; Ord. 4555 § 14, 2009; Ord. 4508 § 2, 2007; Ord. 4503 § 2, 2007)

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

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

Section 7. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the ____ day of June, 2026.

MAYOR

ATTEST: _____

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4988 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4988 was published as required by law.

BETH LEADER



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Ordinance 4989 (First Reading) - Amending the Ellensburg City Code Regarding the Fee Schedule for Public Records Requests (Public Comment Opportunity)

Submitted by: Christopher Horner, City Attorney

Department: City Attorney

Suggested Motion/Action:

Move to conduct first reading of Ordinance 4989 amending Ellensburg City Code regarding the process for adopting a fee schedule for public records requests.

Background/Summary:

Ordinance 4989 would amend City Code to remove the fee schedule for public records requests from City Code, and instead provides that the fee schedule will be adopted by resolution of City Council, and maintained by the City Clerk as a public document.

It is anticipated that Ordinance 4989 would reduce the staff time and administrative burden of updating and maintaining an accurate fee schedule for public records requests, as further modifications to the fee schedule would be accomplished more efficiently by resolution of the City Council instead of the code amendment process.

Previous Council Action:

City Council adopted Ordinance 4201 in 1999 to establish public records rules and processes for compliance with the Public Records Act.

City Council substantially revised the City's public records rules and processes through adoption of Ordinance 4754 in 2016, which was codified in Chapter 1.75 of the Ellensburg City Code.

Analysis:

There has been a substantial increase in the volume and complexity of records requests submitted to the City since the City's public records rules were last updated, resulting in increased cost and financial burden to the City in responding to these requests. As such, staff recommends updating the fee schedule for public records requests to allow the City to recover more of its actual costs in responding to records requests.

Ordinance 4989 by itself will not establish a new fee schedule for public records requests. Ordinance 4989 only specifies that the fee schedule will be established by separate resolution of City Council.

Staff has drafted a proposed resolution establishing a new fee schedule for public records

requests, and a separate resolution establishing fees for requests to the Police Department for redacting and disclosing body worn camera footage. Drafts of these resolutions are included with this agenda item. If Council conducts first reading of Ordinance 4989, staff will present these two resolutions to Council when it considers second reading of Ordinance 4989.

Financial Impact:

Ordinance 4989 by itself will have minimal financial impact since it is simply modifying the process for adopting a fee schedule for public records requests. Future action by Council to update the fee schedule for public records requests could allow the City to recover more of its costs in responding to records requests.

Budget Adjustment: No

Attachments:

1. Ordinance 4989-Public Records Costs and Fees
2. DRAFT-Resolution Setting PDR Fee Schedule
3. DRAFT-Resolution Adopting BWC Policy
4. DRAFT-Body Worn Camera Redaction Policy

ORDINANCE NO. 4989

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, AMENDING THE ELLENSBURG CITY CODE REGARDING THE PROCESS FOR ADOPTING A FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS.

WHEREAS, under Chapter 42.56 RCW, the Public Records Act (“PRA”), government agencies such as the City of Ellensburg (“City”) are “to provide full access to public records” and the “fullest assistance to inquirers and the most timely possible action on requests for information” (RCW 42.56.100); and

WHEREAS, the City adopted its own public records rules for compliance with the PRA through adoption of Ordinance 4201 in 1999 (and substantially revised by Ordinance 4754 in 2016), which was codified in Chapter 1.75 of the Ellensburg City Code; and

WHEREAS, there has been a substantial increase in the volume and complexity of records requests submitted to the City since the City’s public records rules were last updated, resulting in increased cost and financial burden to the City in responding to these requests; and

WHEREAS, the City Code currently allows charging only a minimal fee for responding to public records requests, even though the PRA would authorize the City to charge a schedule of fees that would allow the City to recover more of its actual costs in responding to records requests;

WHEREAS, removing the fee schedule from City Code, and instead adopting a fee schedule by resolution of City Council; and then directing the City Clerk to maintain a separate public records fee schedule, would reduce the administrative burden of updating and maintaining an accurate fee schedule;

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

Section 1. Section 1.75.180 of the Ellensburg City Code, as originally adopted in Section 2 of Ordinance 4754, is hereby amended to read as follows (additions to this text are underlined, and deletions are shown by ~~strikeout~~):

1.75.180-Copying, delivery or inspection—Fees—Installments.

A. Charges for copying.

1. No fee is charged for the location or inspection of public records.

2. ~~Fees for copies of records shall be as follows:~~

~~a. Photocopying per page (eight and one-half inches by 17 inches maximum): \$0.15 per page;~~

b. ~~Compact disc: \$1.00 per disc;~~

c. ~~Postage: actual cost.~~

The fee schedule for public records requests shall be adopted by resolution of the City Council. The city clerk is directed to prepare and have on file as a public document a schedule of such fees, as approved by City Council.

3. ~~Payment of fees is required prior to release of records unless other arrangements have been made.~~ Fees may also include charges incurred for having nonstandard size or specialty documents (e.g. maps) copied; the requester will be notified in advance of such costs.

4. Payment of fees is required prior to release of records unless other arrangements have been made.

5. As provided in RCW 42.56.120, the city may also require a deposit of up to ten percent of the estimated cost of ~~copying records prior to copying any records for a requester of providing copies for a request, including a customized service charge.~~

B. When records are to be provided in installments.

1. The city may require the payment of the costs of copying an installment as they accrue for each installment before providing that installment.

2. If, within 30 days of the notice of availability of the responsive records, the requester fails to inspect the set of records, pay the copying charge or claim one or more of the installments, the public records officer may stop processing the remainder of the request and close it.

(Ord. 4754 § 2, 2016)

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

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

Section 7. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the _____ day of June, 2026.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4989 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4989 was published as required by law.

BETH LEADER

RESOLUTION NO. 2026-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON TO ADOPT A FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS

WHEREAS, RCW 42.56.120 authorizes agencies to impose a reasonable charge for providing copies of public records; and

WHEREAS, the City adopted fees for photocopies, compact discs, and postage in 2016, but does not charge for the production of electronic records; and

WHEREAS, the proliferation of requests for records and body-worn camera videos has increased the cost and staff time required to respond to requests; and

WHEREAS, RCW 42.56.240 (f) authorizes agencies to require requestors pay the reasonable costs of redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of the body worn camera recording prior to disclosure to the extent necessary to comply with the exemptions in chapter 42.56, or any applicable law; and

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

Section 1. A fee schedule for public records requests, to be maintained by the City Clerk and updated as costs change, is hereby adopted as set forth in Appendix A, effective July 1, 2026;

ADOPTED by the City Council of the City of Ellensburg this ____ day of _____, 2026.

Mayor

Attest:

City Clerk

Appendix A

Public Records Fee Schedule

It is unduly burdensome and impractical for the City of Ellensburg to calculate the “actual cost” of copying and producing public records on a case-by-case basis. The City currently receives over 1500 requests per year. Costs vary significantly from request to request depending on the size, complexity, level of legal review required, number of redactions required, the format of the records, and personnel (salary) working on a request. Therefore, the City adopts the costs listed below, as authorized by RCW 42.56.120(2)(b) and RCW 42.56.240(f). These charges shall go into effect July 1, 2026 and shall apply to all new and pending Public Records Act requests.

Method of Release	Fee
Inspection of Records	No charge-Please arrange an in-person appointment Monday-Thursday between 8:30 a.m. to 4:00 p.m. (excluding holidays).
City Website	No charge
Printed Copies	
Black and White	\$0.15 per page
Large Plans or Maps (Outsourced)	Actual cost (Vendor Invoice)
Electronic Records	
Transmission of records via JustFOIA or other electronic format	\$0.10 per gigabyte, and \$0.05 per every 4 files
Scanning physical records to electronic format	\$0.10 per page (single or double-sided)
USB or other Storage Device	Actual cost
Audio/Visual	
Police Body Worn Camera Recording	\$0.75 per minute of redaction time, plus \$0.10 per gigabyte
Police Dash Camera Recording	\$0.75 per minute of redaction time, plus \$0.10 per gigabyte
Postage or Delivery	
Container or Envelope to mail copies	Actual cost
Postage or delivery charge	Actual cost
Other	
Customized service charge (if the City estimates the request will require the use of information technology expertise to prepare data compilations. For example: creation of custom electronic GIS information/files)	Actual cost
Voluminous or frequently occurring requests	Alternative fee arrangement (requires written agreement)

If the estimated cost of producing requested records is \$20.00 or more, the City reserves the right to collect a 10% deposit of the estimated fees before beginning work on the request. After the deposit is received, staff will commence work. Once the records are available, an invoice will be sent for the total actual cost minus the deposit amount. The records will be provided after full payment is received.

The City reserves the right to charge for each part of the installment as it is provided. If an installment of a records request is not claimed or reviewed, the City is not obligated to fulfill the balance of the request.

Charges above may be combined if more than one type of charge applies to a particular request.

***The City will waive the fees for requests \$3.00 or under, which is approximately.**

- 20 pages of black and white printed copies
- 30 pages of scanned records
- 240 electronic files, not including potential gigabyte charges

***The City will normally waive the fees for government agencies or when in the City's interest.**

RESOLUTION NO. 2026-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON TO ADOPT A BODY WORN CAMERA FEE FOR STAFF TIME SPENT ON PUBLIC RECORDS REQUESTS REQUIRING REDACTION OF BODY WORN CAMERA FOOTAGE.

WHEREAS, the City of Ellensburg Police Department implemented a Body Worn Camera Program in 2021; and

WHEREAS, body worn camera recordings are public records subject to Chapter 42.56 RCW, the Washington State Public Records Act; and

WHEREAS, RCW 42.56.240 (f) authorizes agencies to require requestors pay the reasonable costs of redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of the body worn camera recording prior to disclosure to the extent necessary to comply with the exemptions in chapter 42.56, or any applicable law; and

WHEREAS, the proliferation of requests for records and body-worn camera videos has increased the cost and staff time required to respond to requests; and

WHEREAS, RCW 42.56.240 (f) authorizes agencies to require requestors pay the reasonable costs of redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of the body worn camera recording prior to disclosure to the extent necessary to comply with the exemptions in chapter 42.56, or any applicable law; and

WHEREAS, the City of Ellensburg examined a 2017 Body Worn Video Redaction Cost Study, and subsequent amendments, completed by the Seattle Police Department, which determined the amount of time it takes to redact such footage, and multiplied that amount of time by the Police Clerk's staff salaries to determine the "reasonable cost" for such redactions; and

WHEREAS, the City Council wishes to adopt an Ellensburg Police Department fee that will allow the City to recover the cost of staff time incurred by the City for redacting body worn camera recordings;

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

Section 1. A fee schedule for public records requests, to be maintained by the City Clerk and updated as costs change, is hereby adopted as set forth in Appendix A, effective July 1, 2026;

ADOPTED by the City Council of the City of Ellensburg this ____ day of _____,
2026.

Mayor

Attest:

City Clerk



Body Worn Camera Redaction Policy

Background

The City of Ellensburg implemented a Body Worn Camera (BWC) program in 2021. Currently all City police officers are equipped with body cameras. These devices capture recordings that are public records subject to the Washington Public Records Act, Chapter 42.56 RCW (PRA). The PRA allows a law enforcement agency to charge certain requestors for the reasonable costs of redacting BWC videos prior to disclosure. Allowable redaction costs are in addition to copying costs that agencies are legally allowed to charge requestors.

In February 2017, the City of Seattle conducted a study to determine the staff costs of applying redactions to BWC video. The Seattle Police Department (SPD) then conducted a revised BWC redaction cost study in March 2018, and again in October of 2024, to incorporate SPD's experience with applying redactions to BWC videos over the course of the previous year. The purpose of that revised cost study was to determine reasonable costs for redacting BWC recordings, including determining reasonable estimated redaction charges to provide to requestors. The City finds that the City of Seattle's cost study is sufficient to develop reasonable costs for BWC redaction fees for the City of Ellensburg. The City further finds that the City of Seattle's redaction process is generally equal to the process used by the City of Ellensburg.

The Seattle Police Department performed stopwatch-style time studies to determine the amount of time it takes to redact BWC recordings including how long it takes to fully blur and remove audio from an entire video, eliminate one minute of video, redact one minute of simple audio, redact one minute of complex audio, redact one minute of simple video, and redact one minute of complex video. The results of this study are reproduced in the table below. The City finds that these time studies are generally accurate for City of Ellensburg staff and are accurate for providing reasonable cost estimates to requestors.

<u>Redaction Type</u>	<u>Actual Time</u>	<u>Redaction Time</u>
Targeted Video Redaction with or without Targeted Audio Redaction	1 Minute per individual or object redacted	10 Minutes per individual or object redacted
Targeted Audio Redaction Alone	1 Minute	5 Minutes

Screen Blur or Screen Blackout	1 Minute per segment	1 Minute per segment
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Authority to Charge

Pursuant to RCW 42.56.240(14)(f), law enforcement agencies are permitted to charge requestors, not exempted under RCW 42.56.240(14)(e), the reasonable costs of redacting videos prior to disclosure. A video requested through the Public Records Act is redacted (faces and identifying items blurred or boxed out) when it is publicly released and contains information that is generally offensive to the public or contains a situation where an individual has a reasonable expectation of privacy — these instances are largely governed by State Law (see RCW. 42.56.240(14) for more detail). Generally, this means a video that contains images disclosure of which are presumed to be highly offensive to a reasonable individual to the extent that it contains images of a medical facility, contains images of the interior of a place of residence, contains images of an identifiable minor, contains images of a deceased person, contains the identity or communications from a victim or witness of an incident involving domestic violence or sexual assault, and many other exemptions listed by state law.

Goals

The City recognizes that providing BWC videos in response to public records requests results in substantial costs and staff time. The City, unlike most jurisdictions, has not previously charged a fee to provide BWC videos to requestors.

While being committed to transparency and the disclosure mandates of the PRA, the City now seeks to offset the substantial costs that BWC video management, processing, storage, and redaction impose on the City. The City will adopt the following standards in charging requestors for BWC video redactions:

- The City will charge for BWC video redactions based on the parameters of the PRA.
- The City will charge only for staff time spent reviewing and applying redactions to BWC videos. The City will not charge for other costs, such as the costs of storing BWC video recordings or the costs of redaction technology.

Cost

The City employees who will primarily be performing BWC video redactions are the Law Enforcement Records Clerks. The average annual cost for a Law Enforcement Records Clerk is \$95,574, averaging \$0.76 per minute. This amount includes benefits paid to the Law Enforcement Records Clerks.

To simplify cost calculations and make payment simpler, the City intends to round down and charge requestors at the rate of \$0.75 per minute of Law Enforcement Records Clerk time spent reviewing and redacting BWC videos in response to public records requests. Because this rate does not factor in the costs of redaction technology, the cost of BWC video storage, or other

overhead costs, it is well below the actual costs the City incurs for redacting BWC videos.

This fee may be amended based on actual staff salaries. The City Clerk is authorized to increase or decrease the per minute fee based on actual staff salaries and update the fee schedule accordingly.

Based on the results of the cost study, the law enforcement records clerks will calculate estimated redaction costs at the following rates:

Redaction Method	Estimated Cost per Minute to Redact	Minutes to Redact per Minute of Raw Footage	Estimated cost of Redaction per Minute of Raw Footage
Targeted Video Redaction with or without Targeted Audio Redaction	\$0.75 per individual or object redacted	10 per individual or object redacted	\$7.50 per individual or object redacted
Targeted Audio Redaction Alone	\$0.75	5	\$3.75
Screen Blur or Screen Blackout	\$0.75	1 minute per segment	\$0.75/segment



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Resolution 2026-11 Accepting Donation for Swim Lessons
Submitted by: Brad Case, Parks & Recreation Director
Department: Parks & Recreation

Suggested Motion/Action:

Move to adopt Resolution 2026-11, accepting the donation of \$7,500.00 to sponsor Level 2 swimming lessons for the 2026 summer season and waive the fees that will be offset by the donation.

Background/Summary:

An anonymous member of our community would like to donate \$7,500.00 to sponsor Level 2 swimming lessons for the 2026 swim lesson season. The City will offer twenty-four (24) Level 2 classes during the 2026 summer season, serving a total of approximately 120 children. The cost for a level 2 swim lesson ranges between \$42.40—\$55.60 per session, depending on residency.

Previous Council Action:

None

Analysis:

Per Ellensburg City Code, Chapter 2.04 – Gifts and Donations, states that restricted donations in excess of \$1,000.00 must be accepted only by resolution of the City Council. Additionally, City Code, Chapter 2.38.080 – Waiver of fees, states that the City Council shall have authority to waive any of the fees provided for in this Chapter, upon a finding that good cause exists for such waiver and/or that to require payment of such fees would cause an undue hardship upon the applicant.

Financial Impact:

The donation does not require a budget adjustment as the donation offsets any potential revenue loss from the fee waiver.

Budget Adjustment: Yes

Attachments:

1. KVMP Donation Resolution 2026-11

RESOLUTION NO. 2026-11

A RESOLUTION accepting a restricted donation in the amount of \$7,500.00 from an anonymous donor.

WHEREAS, a donor would like to donate \$7,500.00 to the City of Ellensburg to sponsor Level 2 swimming lessons for the summer 2026 season at the Kittitas Valley Memorial Pool and Fitness Center; (KVMP) and

WHEREAS, the KVMP would benefit from receiving the cash donation from the anonymous donor; and

WHEREAS, community members participating in Level 2 swimming lessons would benefit from the donation

WHEREAS, the Ellensburg City Council, pursuant to 2.04.120 the Ellensburg City Code must accept any monetary donation which exceeds \$1,000; and

NOW THEREFORE, the City Council of the City of Ellensburg, Washington, does resolve as follows:

Section 1. The City Council of the City of Ellensburg hereby authorizes the KVMP to accept the restricted donation in the amount of \$7,500.00 from the anonymous donor and to waive the fees associated with the Level 2 swim lessons for the 2026 summer season.

ADOPTED by the City Council of the City Ellensburg this 1st day of June 2026.

Mayor

Attest: _____
City Clerk



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Kittitas Valley Memorial Pool & Fitness Center Consultant Proposal
Submitted by: Hunter Slyfield, Shop & Warehouse Manager, Brad Case, Parks & Recreation Director
Department: Public Works

Suggested Motion/Action:

Authorize staff to move forward with Task 1 - Condition Assessment of Existing Facility.

Background/Summary:

The natatorium steep-sloped roof at the Kittitas Valley Memorial Pool and Fitness Center (KVMP) is in need of replacement due to its age and condition. It has experienced multiple leaks which have been temporarily stopped by replacing sections of shingles, but a full replacement of the roof and sub-structure is required. City staff performed a competitive consultant selection from the MRSC roster and selected Innova Architecture due to their qualifications and experience with aquatic facilities.

Parallel to this effort, staff planned to release a consultant RFQ for site feasibility and adaptive reuse of the KVMP. It was realized there would be efficiencies in expanding the scope of Innova's work to include components of the feasibility and adaptive reuse plan to prevent duplicative work.

In order to consolidate efforts, staff requested Innova to provide an updated fee proposal for three task items:

- Task 1. Comprehensive Facility Condition Assessment
- Task 2. Conceptual Designs of Future Alterations
- Task. 3. Steep-Sloped Roof Replacement Design and Bidding/Construction Assistance

Previous Council Action:

At the March 16, 2026, regular meeting, Council discussed the Kittitas Valley Memorial Pool roof project and requested additional information regarding options of a full roof and sub-structure replacement along with establishing a timeline for this option and that of a partial roof-only replacement.

Analysis:

Upon reviewing Innova's scope and fee proposal, staff believes the best option is to first move forward with Task 1 — Facility Condition Assessment. This first step will provide a detailed assessment of the building and all associated systems. By first gathering this information, it will allow the eventual roof design to be completed more efficiently and with

less risk of unforeseen conditions.

Task 1 is expected to be completed in 2026 and once complete, staff will return with updated information and a potential request for approval of additional items of the original proposal. According to the consultant, Tasks 2 and 3 would also be able to be completed in 2026 and eventual construction of the roof and sub-structure replacement project would be in 2027. While a partial roof-only replacement could likely be completed in 2026, it is not the preferred option at this time.

Financial Impact:

The 2026 budget contains sufficient REET II funds to fund Task 1 of the proposal. Upon completion of Task 1, funding sources will be reassessed before moving forward with additional tasks. Although the activities to be performed in Task 1 aren't traditional "capital projects", they are accommodated within the limited allowable use of REET II to fund "operations, maintenance, and service support" up to \$100,000 or 35% of available REET II funds, whichever is greater.

Budget Adjustment: No

Attachments:

1. KVMP Proposal - Innova Architecture

May 7, 2026



Hunter Slyfield
Facilities & Fleet Manager | City of Ellensburg
Public Works Department
501 N Anderson Street | Ellensburg, WA 98926
P. (509) 962-7134
slyfieldh@ellensburgwa.gov

Project: Kittitas Valley Memorial Pool facility
Subject: Proposal

Attached to this cover letter is a spreadsheet showing our agreed upon scope of work with associated hours and costs for both INNOVA as well as our consultants we need to complete that work, as well as cost estimating the work for items 2 and 3 below.

We outline the work in 3 categories, each one shown as a separate tab on the bottom of the page of the attached spreadsheet. In summary we outline the work by those three tabs as follows:

1. Facility Condition Assessment (Comprehensive)	\$124,729
2. 10% Concepts of proposed alterations and additions and or all new construction	\$147,563
3. Roof Replacement Project	\$235,216
TOTAL	\$507,508

Our scope is as follows:

1. Task 1 – Condition Assessment of existing Facility

- a. Architectural
 - i. Interior finishes, flooring, walls ceilings
 - ii. Roofing, Flashing, gutters and downspouts
 - iii. Siding, Windows, Doors
 - iv. lobby space and entry
 - v. Accessibility throughout space including toilet rooms, change areas, locker rooms and shower areas
 - vi. Pool area, Deck, equipment, Accessibility, safety area
 - vii. Produce a report of findings
- b. Mechanical Systems and HVAC
 - i. Pool equipment, pumps, filters,
 - ii. HVAC and air pressure assessment between natatorium and other spaces

- iii. Energy Life Cycle Costs Analysis to aid in making decisions about type and efficiency of HVAC equipment for future.
 - c. Electrical
 - i. Service to Building, Transformer capacity and electrical panel and switch gear to understand capacity for current and future needs
 - ii. Consideration for Energy source Full electric Vs Gas
 - iii. Evaluate lighting in building
 - iv. Evaluate lighting outside in parking areas
 - v. Life Cycle Costs Analysis
 - d. Structural
 - i. Assessment of roof structure
 - ii. Assessment of structure around natatorium
 - e. Hazardous Material
 - i. Assessment for lead and asbestos
 - ii. Selective testing
 - iii. Produce a report of findings and plan for dealing with in construction
 - f. Civil Site
 - i. Evaluate parking lot condition of paving
 - ii. Evaluate Site accessibility
- 2. **Task 2 – 10% Concept Options with Cost Estimates** – Based on needs assessment and facility condition assessment, we will work closely with you to develop three options for how to address current needs as well as develop a plan for planning the future of this facility to meet future needs.
 - a. Concept to expand facility to meet future needs and cost to do that.
 - i. Architectural –
 - 1. Space Floor Plan modifications & Expansions of Building additions
 - 2. Building expansions site plans showing with its impact on site
 - 3. New floor plans showing how interior layout works with remainder of facility
 - 4. Interior finishes changes
 - 5. Exterior envelope of building upgrades
 - 6. Insulation and energy upgrades
 - ii. Mechanical system
 - 1. Upgrade HVAC
 - 2. Upgrade all Pool mechanical systems
 - 3. Plumbing Upgrades
 - 4. Fire Sprinkler and Alarm system upgrades
 - iii. Electrical
 - 1. Upgrade Lighting in Facility and Outside if warranted
 - 2. Upgrade if needed electrical panel capacity and or power transformer capacity
 - b. Concept to remove and replace with a new facility and cost to do that.
 - i. This might be simply a site plan showing a footprint of a new facility in order to obtain estimate of cost for that option. This option would not in this scope include concepts for an all-new facility in detail of floor plans.

But if that option became a viable option, then we could provide the effort to add that to our scope. For now, we would use it more as a square foot understanding of a new building in order to have a comparative cost of that option as compared to the other options listed above.

3. Task 3 – Roof Replacement Project

- a. Roofing Project Only – if this is found to be all that is needed then scope includes
 - i. Create Cad Plans of the building roofs
 - ii. Demolition Plan of roof removal items
 - iii. New Roof Plan of proposed new roofing
 - iv. Details and notes for flashing, roofing
 - v. Specifications for roof project, assumes owner will provide division 1 and Division 2 specifications, INNOVA will provide remaining specification sections needed.
- b. Roof Structure Upgrades – This part was found needed in a prior owners commissioned report. INNOVA will validate if that is accurate and if so roof project may warrant the following work scope
 - i. Demolition Plan of sub structure below roofing
 - ii. Plan for new sub structure below roofing
 - iii. Engineering to support the roof can hold new roof weights
 - iv. Details notes and specifications for this work.
- c. Bidding Assistance
 - i. Assist with answering questions that may arise during bidding
 - ii. If needed issue an addendum for use in bidding
- d. Construction Administration
 - i. Answer contractor requests for information (RFIs)
 - ii. Review Submittals from the contractor for products
 - iii. Site Visits as may be needed or desired by owner
 - iv. Attend any owner/contractor meetings requested of us
 - v. Coordinate to ensure contractor has obtained proper warranty documentation for roof
 - vi. Perform site walk to create punch list of any incomplete work and provide punch list to contractor to complete
 - vii. Upon completion, issue a notice of project completion to the owner.

Once you review this let me know if you have questions or if you are ready to proceed. I look forward to your reply.

Sincerely,

Paul B. McCormick, P.E., S.E.

Chief Executive Officer

INNOVA Architects Inc.

Paul@INNOVAarchitects.com

(253) 380-1932



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: 2026 State Legislative Session Update by Josh Weiss (Public Comment Opportunity)
Submitted by: Heidi Behrends Cerniwey, City Manager
Department: City Manager

Suggested Motion/Action:

This item is for informational purposes only.

Background/Summary:

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

Previous Council Action:

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

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

- Council approved the City's 2025 State Legislative Priorities/Agenda on December 16, 2024.
- Council approved the City's 2026 State Legislative Priorities/Agenda on December 1, 2025.

Analysis:

The 60-day 2026 Washington State Legislative Session convened on January 12 and adjourned on March 12, 2026. The City's contract lobbyist, Josh Weiss, Columbia Policy Advisors, will provide an end-of-session report on the 2026 State Legislative Session and highlight bill status relevant to the City's interests at the meeting.

Financial Impact:

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

Budget Adjustment: No

Attachments:

1. 2026 COE Legislative Priorities - 12-18-25
2. Final Ellensburg 2026 Legislative Priorities 12-1-25



Wastewater Treatment Plant

\$1 million Capital Budget request for aeration project

- City's Wastewater Treatment Plant was built in 1972 and needs improvements estimated at \$127 million over the next 15-20 years.
- Aeration project, currently under design is scheduled for 2027 construction.



Energy & Carbon Reduction

The City of Ellensburg stands at a crossroads partially shared by just one other in Washington—responsible for both natural gas and electric services. As state-mandated climate laws like the Climate Commitment Act (CCA) and Clean Energy Transformation Act (CETA) accelerate Washington's transition to a cleaner future, small municipal utilities like Ellensburg are tasked with delivering ambitious carbon-reduction goals, maintaining system reliability, and keeping energy affordable for all residents.

- **Steep Upfront Costs:** Since the CCA's inception in 2023, Ellensburg has spent over \$4.75 million—roughly 14% of total utility revenue—on CCA allowance auctions. Wiring public funds as bid guarantees through international institutions exposes local agencies to financial risk and short-term cash flow challenges.
- **Disproportionate Burden:** Small municipals must comply with the same technical mandates as larger cities yet face outsized financial and administrative hurdles.
- **Incentives Not Designed for Consumer-Owned Utilities:** State cap-and-invest incentives, rebates, and program carve-outs tend to bypass small, non-profit utilities. The lack of a CCA-aligned low-income customer definition means that up to 40% of Ellensburg's customers could be exempted from cost recovery, forcing all CCA compliance costs onto a shrinking rate base.



Homelessness/Housing

Flexible policies to expand housing, preserve affordability, and address homelessness

- Allow local communities to determine solutions as large metropolitan solutions don't translate.
- Support organizations dealing with homelessness that have shown success impacting the problem.
- Defend against preemption of local land use authority with zoning mandates.
- Provide tools to preserve existing affordability.



Ellensburg Recreation Facilities

\$150,000 Design Assistance Funding for Replacement of Kittitas Valley Memorial Pool

Ellensburg has invested in recreation facilities that benefit all of Kittitas County. Two priority projects are underway:

Replacement for Kittitas Valley Memorial Pool (KVMP), built in 1977 and last renovated in 2011.

The City is replacing the remaining roof in 2026 to extend the usable life and will begin predesign on a replacement facility.

- KVMP is the most heavily used recreational facility in Ellensburg with over 50,000 participations in 2024. Closure of the CWU pool in spring 2025 has forced the relocation of campus aquatic programs to the KVMP.
- In the fall of 2025, the City replaced the flat roof and HVAC unit; sloped roof over the swimming pool to be replaced in 2026.

Ellensburg Community Fieldhouse is the planned replacement for the Racquet and Recreation Center, which was entirely lost to arson fire in 2022.

- Taking steps to replace indoor court/turf fieldhouse facility and is securing a leased facility with the potential to purchase.



Other Issues

- **Funding for recent costs transferred to cities** – Additional investment needed to help with costs stemming from transfer of misdemeanor crimes.
- **Public Defense Cost Increases** – The State's new standards will have a significant budget impact on cities required pay for indigent defense services.
- **Public Disclosure Requests** – Cities need the ability to adequately recover the cost for disclosures.
- **Flock Automated License Plate Readers (ALPR)** – Retain tools for law enforcement to investigate and hold offenders accountable. Resolve risk and burden when it comes to public disclosure requests.
- **Increased services for juveniles** exposed to adverse childhood experiences.

Ellensburg 2026 Legislative Priorities

The City of Ellensburg supports legislation that furthers the goals of the Council's Strategic Vision and protects the City's ability to provide basic municipal services to residents. Prior to the start of a legislative session, the City Council adopts Legislative Priorities (also called Legislative Agenda). These priorities are developed by City staff and Councilmembers with support from the City's Lobbyist/Policy Advisor.

WASTEWATER TREATMENT PLANT INFRASTRUCTURE UPGRADE

Infrastructure investment is important to Ellensburg's economic vitality. The City's current wastewater treatment plant is over 50 years old and needs technology and infrastructure improvements to continue serving this growing community. The City has responsibly invested in the plant over its life span to maintain and meet planned capacity needs for the system as well as met or exceeded Washington State Department of Ecology (DOE) permit compliance. A General Sewer System Plan and Aeration Upgrade (additional aerator) design will be completed in early 2026. The sewer system plan identifies \$127 million in treatment plant upgrades over the next seventeen years, with \$83 million projected over the next ten years.

The City previously adopted policies to phase sewer utility rate increases and has raised plant investment fees for new ratepayers to maximize local funding for the project. Customer rates have increased annually between 2019 through 2025 to help support these necessary projects and the City is performing a revenue analysis to evaluate ongoing sewer utility rate needs. The City holds a "growth" pays for "growth" philosophy and has aggressively raised permit fees so that new permit holders are paying their fair share. The City is actively seeking State and Federal funding for these essential plant investments.

- **\$1 million Capital Budget Request:** for construction of the aeration project. Design will be complete in 2026, and with the state's investment the City will be ready to build a fifth aerator for the system by the middle of 2027. This will enable the City to make future infrastructure upgrades.
- Future project phases include installation of an additional secondary clarifier which is estimate at \$23.1 million by 2029 as well as additional aeration system process improvement/blower building \$51.6 million by 2033. Together, these improvements will provide upgraded infrastructure, significant electric energy savings, and future treatment capacity to support a growing community.

ELLENSBURG RECREATION FACILITIES

Ellensburg is the county seat and the largest city within Kittitas County. As such, the City has invested in recreation facilities that benefit the entirety of Kittitas County, including the Kittitas Valley Memorial Pool (KVMP), built in 1977, and the Ellensburg Racquet and Recreation Center (ERRC), which was entirely lost to arson fire in 2022. The City is taking steps to provide a replacement indoor court/turf facility including

secure partial funding, beginning preliminary design, exploring alternative delivery methods, and now is securing a leased facility with the potential to purchase. The KVMP replacement work recently began with a community needs assessment through the Park Recreation and Open Space planning project. Design will begin for the facility in 2026. These two facilities have been primarily supported by City General Funds for decades.

1. Replacement for Kittitas Valley Memorial Pool – Design Assistance Funding - \$150,000 Capital Budget Request

The City contributed \$100,000 for pre-design and is requesting \$150,000 from the Community Capital Projects to get to advance the design for the replacement facility.

The Kittitas Valley Memorial Pool and Fitness Center (KVMP) was completed in 1979 and includes the following amenities:

- 25-meter pool
- Hot tub
- Training pool
- Wet/dry sauna
- Fitness room
- 1 meter diving board
- Children's spray feature

The current pool is open six days a week and provides: lap swim, water exercise classes, swim lessons, recreational swims, family swims, facility rentals, and special events.

As with any older aquatic facility, the KVMP is in need of significant capital repairs and investment, the last major renovation was completed in 2011. In 2026, the City will have a KVMP facility analysis performed which will provide a detailed report on potential reuse of the facility, as well as look at what a new aquatic facility cost (pre-design). In the fall of 2025, the City allocated funds to replace the flat roof and HVAC unit over the office area, funds have also been budgeted in 2026 to replace the sloped roof over the swimming pool.

Based on the uncertainty of how long the existing facility will be operable, the City will be conducting predesign work on a new facility in 2026. This work will include community outreach to determine what kind of programmatic elements need to be accommodated in a new facility, possible locations, and cost estimates.

The KVMP is the most heavily used recreational facility in Ellensburg with over 50,000 participations in 2024. The closure of the CWU pool in the spring of 2025 has forced the relocation campus aquatic programs to the KVMP. This includes the Ellensburg High School swim team, water exercise classes, and the

Ellensburg Area Swim Team (EAST), a competitive swim program for youth and adults.

The City is currently updating its Park, Recreation, Open Space, and Sustainable Funding Plan. Public outreach efforts have included a community survey and community pop-up events and resulted in 1,125 responses. The message from this outreach is clear: aquatics is a high priority for our community.

Although the planning efforts for a new aquatic facility are just beginning, it is anticipated that the key partners will include:

- Central Washington University
- Ellensburg School District
- Kittitas County
- City of Ellensburg
- Ellensburg Area Swim Team
- Community at large

2. Ellensburg Community Fieldhouse

The Ellensburg Fieldhouse project is an indoor recreation facility that will be approximately 60,000 square feet in size. The facility will be located in the southeast corner of Rotary Park, a City of Ellensburg owned park facility. As a part of the fieldhouse construction, a large parking lot will be constructed that not only serves fieldhouse activities but also events and activities taking place at the Rotary Park athletic fields.

As planned, the fieldhouse building will be a prefabricated steel frame building that will consist primarily of sport courts and a synthetic turf area. The sport court area will make up much of the building and will include up to five full sized basketball courts (84'x50'), the basketball courts will also include court lines for volleyball and pickleball. The synthetic turf area will be approximately 14,400 square feet and will be able to accommodate training for sports such as football, rugby, soccer, softball, and baseball. A fitness track will circle the perimeter of the building, providing a safe and dry place for people to walk or run year-round. The building will also include a multipurpose room that could be rented for parties, offices for staff, and spectator viewing areas.

The facility would complement and add to the recreational uses of Rotary Park, a facility that is currently used by local youth and adult sports organizations, as well as the Ellensburg School District for recreational and tournament baseball, soccer, softball, and rugby. The addition of the Ellensburg Community Fieldhouse will enhance regional state-wide tournaments opportunities for the county by providing space for tournament play in the center of the state.

The City plans to enter into a public/private partnership through Chapter 35.42 RCW, to construct and lease back a fieldhouse facility. The City published a request for qualifications for the construction of the fieldhouse at Rotary Park and responses are under review. Next steps include selecting the builder and negotiating a ground lease and building lease that will include terms for the City to purchase the building in the future. Under this arrangement the builder assumes all risks during construction and will own the building throughout the term of the lease. Upon completion of the fieldhouse, the City would manage and operate the day-to-day operations of the building.

Under this model, the City believes the total cost to construct and furnish the building will be approximately \$16,000,000.00. The proposed project timeline has construction beginning in late 2026 with an estimated completion date of 2027.

ENERGY AND CARBON REDUCTION

The City of Ellensburg stands at a crossroads partially shared by just one other in Washington—responsible for both natural gas and electric services, serving 5,000 homes and businesses with natural gas, and many more with public power. As state-mandated climate laws like the Climate Commitment Act (CCA) and Clean Energy Transformation Act (CETA) accelerate Washington's transition to a cleaner future, small municipal utilities like Ellensburg are at the front lines—tasked with delivering ambitious carbon-reduction goals, maintaining system reliability, and keeping energy affordable for all residents.

This reality has created multiple impacts on the City and its residents, and challenges:

Steep Upfront Costs: Since the inception of the CCA in 2023, Ellensburg has spent over \$3.5 million—roughly 14% of total utility revenue—on CCA allowance auctions. Wiring public funds as bid guarantees through international institutions exposes local agencies to financial risk and short-term cash flow challenges.

Disproportionate Burden: Unlike larger investor-owned utilities, small municipals must comply with the same technical mandates yet face outsized financial and administrative hurdles. With limited staff every new program, reporting requirement, or unfunded mandate, stretches resources thinner.

Incentives Not Designed for Consumer-Owned Utilities: State cap-and-invest incentives, rebates, and program carve-outs tend to bypass small, non-profit utilities. The lack of a CCA-aligned low-income customer definition means that up to 40% of Ellensburg's customers could be exempted from cost recovery, forcing all CCA compliance costs onto a shrinking rate base.

Ellensburg has shown leadership in conservation and clean energy for decades, yet requires legislative action to mitigate the unintended consequences that the CCA and

CETA are having. The City will seek targeted changes to state policy that reduce greenhouse gas emissions in a manner that small municipal utilities can effectively and efficiently implement.

HOMELESSNESS AND AFFORDABLE HOUSING POLICY

About 40% of Ellensburg households are cost burdened (paying more than 30% of their income for housing), and over one quarter (28%) are severely cost burdened (paying more than 50% of their income on housing). Ellensburg has taken action to address housing affordability over the past few years. Voters passed the 0.1 percent local sales and use tax (RCW 82.14.530) in 2017, with funds allocated to projects that create new affordable housing. The City also identified three parcels for affordable housing, and has partnered with Habitat for Humanity, HopeSource, and private developers to bring housing project online. Currently, there are 100 units of affordable housing (ranging from 30%-80% AMI) in the pipeline plus 20 units completed.

Ellensburg requests that the Legislature continue to implement flexible policies and provide funding to expand housing, preserve affordability, and address homelessness, including:

- Continuing state funding for emergency shelters. Ellensburg, in partnership with Kittitas County and community providers, established a cold-weather shelter during winter months. There is no year-round emergency shelter that serves the community's most vulnerable by providing access to services and to manage health and safety. The City and County are working with providers collectively to reduce gaps in the spectrum of housing and support services.
- Allowing local communities to determine their own needs and solutions and provide support for agreed local solutions. Resource-intensive homelessness solutions for larger metropolitan areas do not translate well for use in rural communities.
- Refraining from preemption of local land use authority and zoning mandates, while supporting policies that provide flexibility to respond to local housing needs.
- Providing tools to preserve existing affordable housing units.
- Continuing to support organizations dealing with homelessness that have shown success.
- Expanding flexibility and resources available through Connecting to Housing Infrastructure Program (CHIP) to continue community partnerships for affordable housing projects.

PUBLIC DEFENSE COST INCREASES

The Washington Supreme Court has substantially lowered the caseload requirements (first established several years ago) for indigent defense counsel. The new standards will have a significant budget impact on Washington cities and counties, who are required pay for indigent defense services. Although the Legislature increased the

amount it provides to local governments, the amount is woefully inadequate, and there is no long-term stable state funding for these services.

PROVIDE FUNDING FOR RECENT COSTS TRANSFERRED TO CITIES

The City of Ellensburg urges the Legislature to take responsibility for costs recently transferred to municipalities, particularly those related to law and justice. Additional investment is needed to help cities with the costs stemming from the transfer of misdemeanor crimes to local communities. This includes costs from:

- Transferring drug related offenses to misdemeanor crimes;
- Vacating criminal convictions and repaying legal financial obligations;
- Administration of diversion programs;
- Alternative response teams;
- Treatment facilities for both youth and adults;
- Behavioral health services—specifically, increased services for those experiencing mental health and substance abuse while maintaining accountability for those who have criminally victimized the community; and
- Medical costs for felony inmates.

Other issues to consider:

- Public Disclosure Requests – We recognize and support the need for transparency in government and public disclosure, but the process is routinely abused by individuals utilizing the system to collect information outside the intended purpose of government accountability. Cities need the ability to adequately recover the actual cost for disclosures.
- Flock Automated License Plate Readers (ALPR) – Retain tools for law enforcement to investigate and hold offenders accountable. ALPR are valuable tools for solving crime and locating missing individuals but there is a risk and burden when it comes to public disclosure requests which must be resolved.
- Increased services for juvenile exposed to adverse childhood experiences.
- Oppose increasing Juvenile age to 20 years-old— We oppose increasing the age to 20 years old for the juvenile justice process. We currently lack sufficient resources for those offenders under the age of 18 and by adding the additional 2 years will only spread resources thinner.
- Juvenile Access to an attorney (RCW 13.40.740) – We support the clarification of when a juvenile can be interviewed regarding a criminal matter and allowing the parents to make the determination on what's in the best interest of their child, not the state.

Ellensburg supports Association of Washington Cities (AWC) 2026 Legislative Priorities, attached.



Meeting Date: June 1, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Notice of Intent to Commence Annexation Proceedings for parcels 016833 (200 S. Elliott St.) and 026833 (107 S Dennis St.). (Public Comment Opportunity)

Submitted by: Chace Pedersen, Associate Planner

Department: Community Development

Suggested Motion/Action:

1. Consider notice of intent to commence annexation proceedings.
2. Set annexation area as shown on the attached map (Exhibit 6).
3. Direct simultaneous adoption of zoning as provided for in this agenda report.
4. Determine whether the City shall require the assumption of all or of any portion of existing city or town indebtedness by the area to be annexed.

Background/Summary:

The Notice of Intention to Annex application was submitted for parcel 016833 on April 14, 2026, (Exhibit 1) by Joel Greear, managing member of property owner Solar Dolar, LLC. The parcel is located at 200 S. Elliott Street and is approximately 20 acres. An area map of the general vicinity (Exhibit 2) and a map outlining the parcel proposed to be annexed (Exhibit 3) are attached to this Report.

Upon review of the submitted Notice of Intent to Annex, staff suggest the boundaries of the annexation be expanded to include parcel 026833. This parcel is located at 107 S Dennis Street and is approximately 2.43 acres. Parcel 026833 lies east of and is contiguous with parcel 016833. The expansion of the annexation boundary allows for the elimination of an island of unincorporated area within the Urban Growth Area boundaries. A map of the suggested boundary has been attached for reference (Exhibit 6).

Per Chapter 35A.14 RCW, City Council is to determine the following at this initial meeting:

1. Whether the City will accept, reject, or geographically modify the proposed annexation. Acceptance does not constitute approval but rather affirms the process of consideration will continue. Once a geographic boundary has been set at this meeting, it can still be changed up until the time the Petition for Annexation is sent to the County Assessor for certification.
2. Whether the City shall require the simultaneous adoption of the proposed zoning for the parcel proposed to be annexed.
3. Whether the City shall require the assumption of all, or part of, existing City indebtedness by the area, if annexed.

If Council agrees to move forward with the intent to annex, the requestor then files a petition

for annexation with City Council. The petition is reviewed by City staff and must be sent to the County Assessor within three days of receipt of the petition. The Assessor must then certify the petition within a reasonable amount of time. After receipt of the Assessor's certification of the petition to annex, Council may then schedule a public hearing to formally consider and act upon the proposed annexation. A decision to approve the annexation is implemented by ordinance, which may be given first reading at the conclusion of the public hearing. When the annexation ordinance also establishes the zoning for the annexed areas, two public hearings for the first and second reading of the ordinance must be conducted, and scheduled no sooner than 30 days apart, per RCW 35A.14.330 and .340.

Previous Council Action:

None

Analysis:

The parcels proposed for annexation are an unincorporated island within the Ellensburg Urban Growth Area (UGA). The City of Ellensburg owned Rotary Park is located west of the subject parcels and is zoned Public Reserve. The Winco Foods distribution center property is located southwest of the subject parcels. The property owner of parcel 016833 also owns the property immediately abutting to the southeast, which resides in Ellensburg City limits. These nearby parcels are both zoned Light Industrial (I-L). Upon annexation, future development of the parcels not currently serviced by City utilities will necessitate connections to City utilities.

The Growth Management Act calls for logical growth patterns. Annexation of areas in the City's UGA is a valuable tool that will extend the City's land use regulations, assuring consistent and orderly growth through subdivision regulations, design standards, and other relevant regulations in the City's Land Development Code. The annexation of these parcels would be a logical extension of the City and ensure new development remains consistent with City standards.

Staff recommends Light Industrial (I-L) zoning for the parcels proposed to be annexed. The parcels are designated as Industrial Residential in the Comprehensive Plan Future Land Use Map (Exhibit 4). The Plan's Future Land Use-Zoning conversion table prescribes I-L zoning as the only compatible zone (Exhibit 5).

Financial Impact:

Fiscal impact will be determined upon receipt of the petition to annex.

Budget Adjustment: No

Attachments:

1. Exhibit 1 - Notice of Intent to Annex
2. Exhibit 2 - Vicinity Map
3. Exhibit 3 - Property Boundaries
4. Exhibit 4 - Future Land Use Map
5. Exhibit 5 - Future Land Use-Zoning Conversation Table
6. Exhibit 6 - Suggested Annexation Boundary



Land Use Application Cover Sheet

PA-01
APPLICATION

Community Development Department

501 N. Anderson, Ellensburg, WA 98926

(509) 962-7239 (Building) permits@ci.ellensburg.wa.us (509) 962-7231 (Planning) comdev@ci.ellensburg.wa.us

INSTRUCTIONS – PLEASE READ FIRST AND ANSWER ALL QUESTIONS COMPLETELY.

If you have any questions about this form or the application process, please ask to speak with a planner. All necessary attachments and the filing fee are required upon submittal. Filing fees are not refundable. This application consists of two parts. PART I - GENERAL INFORMATION and PART II, project descriptions and site plan contain additional information specific to your proposal and all required information MUST be attached to this page to complete the application process.

PART I – GENERAL INFORMATION

1. Applicant's Information:	Name:	Joel Greear, Managing Member, Solar Dolar, LLC						
	Mailing Address:	1410 W. Dolarway Road, Ste 301 Ellensburg, WA, 98926						
	City:	Ellensburg	St:	WA	Zip:	98926	Phone :	(509)899-7371
	E-Mail:	joel@centralpavingllc.com						
2. Applicant's Interest in Property:	Check One:	☒ Owner	☐ Agent	☐ Purchaser	☐ Other			
3. Property Owner's Information (If other than Applicant):	Name:	Joel Greear, Managing Member, Solar Dolar, LLC						
	Mailing Address:	1410 W. Dolarway Road, Ste 301 Ellensburg, WA, 98926						
	City:	Ellensburg	St:	WA	Zip:	98926	Phone :	(509)899-7371
	E-Mail:	joel@centralpavingllc.com						

4. Subject Property's Assessor's Parcel Number(s): 016833

5. Legal Description of Property. (if lengthy, please attach it on a separate document)

The West Half of the Northwest Quarter of the Southwest Quarter of Section 2, Township 17 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

6. Property Address: 200 S. ELLIOTT ST. ELLENSBURG, WA, 98926

7. Property's Existing Zoning:

☐ RS ☐ RL ☐ RM ☐ RH ☐ RO ☐ CN ☐ CH ☐ CT ☐ CC ☐ CCH ☐ MHP ☐ IL ☐ IH ☐ PR ☐ PUD

Other: Urban Residential

8. Type Of Application: (Check All That Apply)

- | | | |
|---|--|--|
| ☐ Final Plat Application | ☐ Environmental Checklist (SEPA Review) | ☐ Conditional Use Permit |
| ☐ Type (II) Review | ☐ Landmarks COA | ☐ Rezone |
| ☐ Boundary Line Adjustment | ☐ Landmarks Demolition | ☐ Shoreline |
| ☐ Short Plat Alteration | ☐ Commercial Wireless Communication | ☐ Critical Areas Review |
| ☐ Preliminary Short Subdivision | ☐ Appeal to HE / City Council | ☐ Variance/Admin. Variance |
| ☐ Preliminary Long Subdivision | ☐ Code Interpretation | ☐ Temporary Use Permit |
| ☐ Plat Vacation | ☐ Regional Retail Master Plan | ☐ Design Review Major/Minor |
| ☐ Plat Alteration | ☐ Design Review Departure | ☐ Binding Site Plan |
| ☐ Master Plan P-R Use | ☐ Comprehensive Plan Amendment | ☐ Essential Public Facility |
| ☒ Annexation Industrial Light | ☐ Development Code Amendment | ☐ Site Development Permit |

9. PART II – PROJECT DESCRIPTION AND SITE PLAN (See attached page)

10. I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.

Joel Greear
Property Owner's Signature

4-2-2026

Date

Joel Greear
Applicant's Signature

4-2-2026

Date

FILE/APPLICATION(S)#

COMMUNITY DEVELOPMENT

DATE FEE PAID:	RECEIVED BY:	AMOUNT PAID:	RECEIPT NO:
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Notice of Intention to Annex

PF-04
FORM

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) permits@ci.ellensburg.wa.us

NOTICE OF INTENTION TO COMMENCE ANNEXATION TO THE CITY OF ELLENSBURG, WASHINGTON

TO: THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON

The undersigned, representing the ownership of more than ten percent of the acreage of the real property for which annexation is sought, as more particularly described below, hereby gives notice to the City Council of the City of Ellensburg, Washington, of their intent to commence annexation proceedings.

The City Council of the City of Ellensburg is hereby requested to set a date not later than 60 days after the date this NOTICE OF INTENTION is filed with the Community Development Department for a meeting with the initiating party to determine whether the city will accept, reject, or geographically modify the proposed annexation, whether it will require the simultaneous adoption of a proposed zoning regulation, and whether it will require the assumption of all or any portion of existing city indebtedness by the area sought to be annexed.

Information regarding real property for which annexation is sought:

200 S. ELLIOTT ST. ELLENSBURG, WA, 98926

(Street address of property)

(City, State, Zip Code)

016833

(Parcel Number)

20 ACRES

(Acreage)

The West Half of the Northwest Quarter of the Southwest Quarter of Section 2, Township 17 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

(Legal)

Respectfully submitted:

(Signature of Initiator of Annexation)

Joel Greear, Managing Member, Solar Dolar, LLC

(Printed Name of Initiator of Annexation)

1410 W. Dolarway Road, Ste 301, Ellensburg, WA, 98926

(Petitioner's Address)

(City, State, Zip Code)

509-899-7371

(Phone number)

4/1/2026

(Date Signed)

**** List this same information for all signers representing the ownership of at least 10% of the most recent assessed valuation of the real property for which annexation is sought. Attach additional sheets, as necessary.**

**** Provide a location map identifying the area you are requesting to be annexed.**


(Signature of Petitioner)

Joel Greear
(Printed Name of Petitioner)

1410 W Dolarway Road Suite 301, Ellensburg, WA 98926
(Petitioner's Address)

(City, State, Zip Code)

509-899-7371
(Phone number)

4/1/2026
(Date Signed)


(Signature of Petitioner)

Jeff Greear
(Printed Name of Petitioner)

1410 W Dolarway Road Suite 301, Ellensburg, WA 98926
(Petitioner's Address)

(City, State, Zip Code)

509-607-3235
(Phone number)

4/1/2026
(Date Signed)


(Signature of Petitioner)

Aaron Greear
(Printed Name of Petitioner)

1410 W Dolarway Road Suite 301, Ellensburg, WA 98926
(Petitioner's Address)

(City, State, Zip Code)

509-929-3980
(Phone number)

4/1/2026
(Date Signed)

(Signature of Petitioner)

(Printed Name of Petitioner)

(Petitioner's Address)

(City, State, Zip Code)

(Phone number)

(Date Signed)

(Signature of Petitioner)

(Printed Name of Petitioner)

(Petitioner's Address)

(City, State, Zip Code)

(Phone number)

(Date Signed)

Exhibit "A"

Solar Dolar Annexation

Legal description

(Amerititle ALTA Title Policy no. 1025285 of Oct. 17, 2025)

The West Half of the Northwest Quarter of the Southwest Quarter of Section 2, Township 17 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.



PARCEL INFORMATION:

Owner: Solar Dolar LLC

Address: 200 S. Elliott St. Ellensburg

Parcel Number:016833

Abbreviated Legal: NW1/4 SW1/4 TAX
NO. 7; SEC 2, TWP 17, RGE 18

Current Zoning: Urban Residential

Requested Zoning: Industrial Light

Fire District: Kittitas Valley Fire & Rescue

FEMA FIRM Panel: 53037C1281D

FEMA Floodplain: Minor portions of
property are impacted by 100-year
floodplain.

Critical Areas: Mercer Creek abuts subject
property on east side.

Annexation
Area 20 Acres

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Owner: Solar Dolar LLC

Address: 200 S. Elliott St. Ellensburg

Parcel Number:016833

Abbreviated Legal: NW1/4 SW1/4 TAX
NO. 7; SEC 2, TWP 17, RGE 18

Current Zoning: Urban Residential

Requested Zoning: Industrial Light

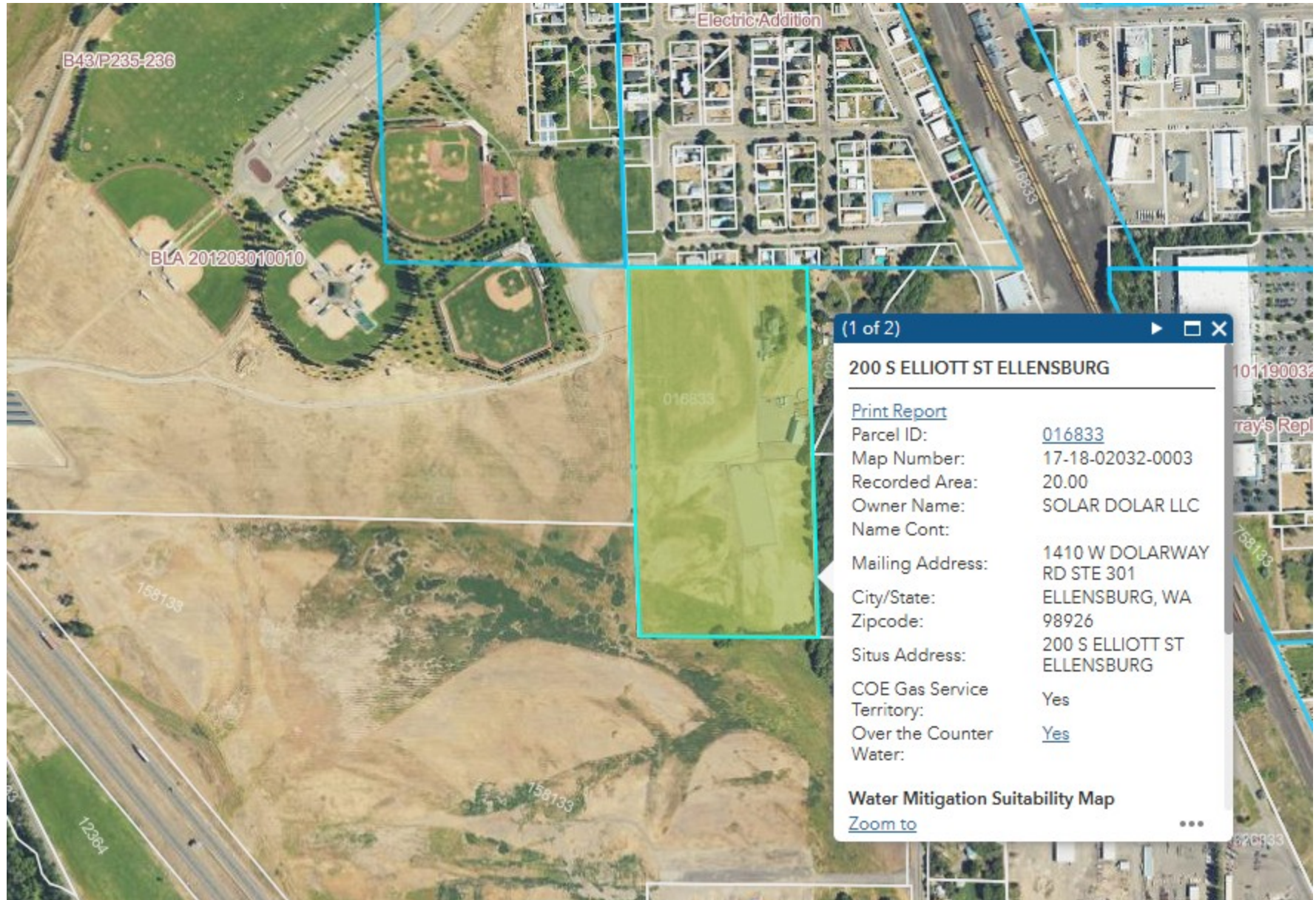
Fire District: Kittitas Valley Fire & Rescue

FEMA FIRM Panel: 53037C1281D

FEMA Floodplain: Minor portions of
property are impacted by 100-year
floodplain.

Critical Areas: Mercer Creek abuts subject
property on east side.

Annexation
Area 20 Acres



(1 of 2) ▶ □ ×

200 S ELLIOTT ST ELLENSBURG

[Print Report](#)

Parcel ID:	016833
Map Number:	17-18-02032-0003
Recorded Area:	20.00
Owner Name:	SOLAR DOLAR LLC
Name Cont:	
Mailing Address:	1410 W DOLARWAY RD STE 301
City/State:	ELLENSBURG, WA
Zipcode:	98926
Situs Address:	200 S ELLIOTT ST ELLENSBURG
COE Gas Service Territory:	Yes
Over the Counter Water:	Yes

Water Mitigation Suitability Map

[Zoom to](#) ...

W DRY CREEK RD

REEFER CREEK RD

W BOWERS RD

E BOWERS RD

N AIRPORT RD

E SANDERS RD

W HELENA AVE

E HELENA AVE

NALDER ST

N WALNUT ST

W 15TH AVE

E 14TH AVE

N MAIN ST

N BRICK RD

W UNIVERSITY WAY

E UNIVERSITY WAY

W DOLARWAY RD

N DOLARWAY RD

W 5TH AVE

E 5TH AVE

E CAPITOL AVE

E MANITOBA AVE

E MOUNTAIN VIEW AVE

KITTITAS HWY

VANTAGE HWY

W 14TH AVE

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Table 7. Future Land Use- Zoning Conversion Table

Future Land Use	Zoning Options
Residential Neighborhood	Residential Suburban (R-S)
	Residential Low (R-L)
	Residential Medium (R-M)
	Residential High (R-H)
	Residential Office (R-O)
	Commercial Neighborhood (C-N)
Blended Residential Neighborhood	Residential Low (R-L)
	Residential Medium (R-M)
	Residential High (R-H)
	Commercial Neighborhood (C-N)
Urban Neighborhood	Residential High (R-H)
	Residential Office (R-O)
	Commercial Neighborhood (C-N)
Neighborhood Mixed Use	Residential Medium (R-M)
	Residential High (R-H)
	Residential Office (R-O)
	Commercial Neighborhood (C-N)
Community Mixed Use	Residential Medium (R-M)
	Residential High (R-H)
	Residential Office (R-O)
	Neighborhood Center (NCMU)
	Regional Center Mixed Use (RCMU)
	Commercial Highway (C-H)
Neighborhood Commercial	Commercial Neighborhood (C-N)
	Residential Office (R-O)
Mixed Business Park	Industrial Light (I-L)
	Commercial Highway (C-H)
	Regional Center Mixed Use (RCMU)
Urban Center	Central Commercial (C-C)
	Central Commercial II (C-CII)
General Commercial and Services	Commercial Highway (C-H)
Light Industrial	Industrial Light (I-L)
Heavy Industrial	Industrial Heavy (I-H)
Industrial Residential	Industrial Light (I-L)
Public Institutional	Public Reserve (P-R)
Open Space (Private)	Public Reserve (P-R)
Parks and Open Space (Public)	Public Reserve (P-R)

Exhibit 6 - Suggested Annexation Boundary



5/26/2026, 4:15:20 PM

Owner Address (COMPAS) select widget selection

Override 1

Tax Parcel Query (COMPAS)

Owner Address (COMPAS)

Site Address (COMPAS)

Alley

Addresses

Active

Retired

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MANAGER'S REPORT

DATE: June 1, 2026

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Pathways Project Groundbreaking Ceremony on June 3

HopeSource will host a groundbreaking ceremony for the future Pathways Project on June 3 at 11:00 a.m. The event celebrates the official start of construction and recognizes the support and advocacy of community partners who helped make the affordable housing project possible for families, seniors, veterans, and youth in need. This development will renovate the former Nites Inn motel and add two new housing buildings and one new clubhouse building on the site. Besides City affordable housing fund dollars and a City-sponsored CHIP grant, other funders include Kittitas County, the Washington State Housing Trust Fund, and the U.S. Department of Housing and Urban Development (HUD). Learn more about affordable housing on the City website at <https://www.ellensburgwa.gov/1233/Affordable-Housing>.

2. Willow Street Groundbreaking on June 4

Seattle—King & Kittitas County Habitat for Humanity will host a celebration at 510 S. Willow Avenue, Ellensburg, WA, to honor the groundbreaking of its newest project. The ceremony begins at 4:00 p.m. on June 4, 2026.

3. Touch-a-Truck Event on June 17

In celebration of National Public Works Week, the City's Public Works Department is excited to once again be hosting the Touch-a-Truck event. This year's event will be held on Wednesday, June 17 from 11:00 a.m. to 2:30 p.m. at Rotary Park.

Anticipated participants are:

- City of Ellensburg Street, Water, Sewer, Stormwater, Parks Maintenance, Gas, and Light Divisions
- National Public Works Mascot PW Paws
- City of Ellensburg Library Department
- City of Ellensburg Police Department
- City of Ellensburg Transit
- Ellensburg School District – Transportation Division
- Kittitas County Jail/Corrections Department
- Kittitas County Public Works

- Kittitas County Search & Rescue
- Kittitas County Sheriff's Department
- Kittitas Valley Fire and Rescue
- 811 – "Call Before You Dig"
- Washington State Department of Fish & Wildlife
- Washington State Department of Natural Resources
- Washington State Department of Transportation
- Waste Management
- United States Postal Service
- Washington State Patrol

The morning of and during the Touch-a-Truck event, the City Public Works Department will be closed to the public to allow employees to assist with the event.

4. Public Hearing Set for June 15 for Six-Year Transportation Plan Update

The City is required by law to annually update its Six-Year Transportation Improvement Plan (TIP) and file a copy with the Washington State Department of Transportation. The plan, which requires a public hearing by the Council, must be adopted by resolution. Staff are coordinating the development of the TIP with the Ellensburg Transportation Advisory Committee (ETAC). The public hearing is set for June 15, 2026, to consider the plan for 2027-2032.

5. City Seeks Volunteers for Committee Considering Taxi Code Updates

The City of Ellensburg is seeking volunteers to serve on an ad hoc committee that will consider possible updates to the City's taxi code. Community members with an interest in local transportation or those with current taxi licenses are encouraged to apply. The committee is expected to include about five members and will provide input as the City reviews the current code and considers whether updates may be needed. A commitment to attend up to five meetings will be required. If you are interested in serving on the ad hoc committee, please call the City Manager's office at (509) 962-7221 or email citymanager@ellensburgwa.gov and provide your name and a brief statement regarding why you would like to be appointed to the ad hoc committee. Reply before June 20, 2026.

6. Preview of June 1 Council Agenda and Special Study Session

The June 15 regular meeting will include a public hearing related to a Land Development Code Update and Six-Year Transportation Improvement Plan. Transit Service Agreements for Fixed Route, Paratransit, and Cabulance, and the 20-year Bonneville Power Administration (BPA) Energy Contract for High Water Mark will be considered. Council will be presented with a discussion item regarding potential vacation of a trail easement adjacent to Catherine Cottages project, and a Summer Water Conservation Program. In addition, the 2026-2031 Council Strategic Vision and Priorities which will be updated to include the 2026 Community Survey feedback will be presented for adoption.