

COUNCIL AGENDA

Monday, March 16, 2020



GUIDELINES FOR PUBLIC PARTICIPATION

AUDIENCE COMMENTS:

PURPOSE

Allow the public to address the City Council on subjects that are not scheduled for Public Hearing at this particular meeting. Comments must concern the City's business or a matter over which Council has control

PROCEDURE FOR PARTICIPATION

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

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. You may wish to concisely state your concern and request placement of your matter on a future agenda.

PUBLIC HEARINGS:

PURPOSE

- ◆ Allow the public to provide input/testimony to the City Council on a particular subject scheduled for Public Hearing.
- ◆ Council will consider all testimony, respond to any questions, and take action after the public hearing is closed.

PROCEDURE FOR PARTICIPATION

- ◆ When recognized, approach the microphone provided on the right side of the room.
- ◆ Please state your name, address, and whether you are representing only yourself or others.
- ◆ Please limit your comments to 5 MINUTES.
- ◆ Submit written comments to the City Clerk.

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 925-8614.

AMERICANS WITH DISABILITIES ACT

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 962-7222.

**CITY OF ELLENSBURG
COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
Monday, March 16, 2020
7:00 PM - Regular Meeting**

Pledge of Allegiance

- 1. Call to Order and Roll Call**
- 2. Proclamations**
- 3. Awards and Recognitions**
- 4. Approval of Agenda**

5. Consent Agenda

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 - March 2, 2020 Regular Meeting
March 2, 2020 Regular meeting minutes | 6 |
| 5.B Award Bid Call 2020-01 - Manufacture, Supply and Delivery of Aggregate for Bituminous Surface Treatment (BST) | 10 |
| 5.C Approve University Way Banner Request for Washington State Search and Rescue Conference from June 15-21, 2020
Search & Rescue Banner Request | 11 |
| 5.D City Property Groundskeeping Contract - First Amendment
Amendment 1 to Groundskeeping Contract | 12 |
| 5.E Resolution to Approve Street Tree Removal Request from CWU for 7 trees at 3 locations.
CWU Street Tree Removal Request
Photos and Graphics for CWU tree removal request
Resolution 2020-06 - CWU street tree removal | 21 |

5.F	Resolution to Approve Street Tree Removal Request from City of Ellensburg Public Works Department for bus pull outs on Mountain View Ave. Photos and Graphics for Street Tree Removal Request Resolution 2020-07	27
5.G	Stormwater Management Plan Update 2019-2020 2019-2020 Stormwater Management Plan Update	32
5.H	Project Acceptance - Bid Call No. 2019-17 - 2019 Residential Sidewalk Repair Program	85
5.I	Bid Award - Bid Call No. 2020-022020 Residential Sidewalk Repair Program	87
5.J	Bid Call 2020-12 - Award Bid - Vactor Truck Rental	89
5.K	Approve University Way Banner Request for Ellensburg Rodeo from August 31 - September 8, 2020 Ellensburg Rodeo Banner Request	90
5.L	Approve March 16, 2020 Voucher Listing March 16, 2020 Voucher	92

6. Petitions, Protests, and Communications

6.A	Tourism Strategic Plan Presentation by Chamber of Commerce	
6.B	Presentation by Commissioner Osiadacz concerning Lodging Tax Small Scale Grants 2020 Tourism-Related, Small-Scale Municipality-Owned Capital Projects Grant Application	93
6.C	Introduction of Benjamin West, Kittitas County Airport Manager and Airport Update	
6.D	Covid-19 Update	

7. Citizen Comment on Non-agenda Issues

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

9.A	Ordinance 4850 Second Reading for Title 4 Public Works Revisions - Insurance and Bonding Ordinance 4850 - Title 4 Public Works Amendments	104
9.B	Proposed Ordinance - First Reading for Title 4 Public Works Revisions (Section 4.14.020 and 4.14.120) Proposed Ordinance - Title 4 Public Works Amendments	109

10. Unfinished Business

11. New Business

12. Miscellaneous

12.A Manager's Report

[Manager's Report](#)

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12.B Councilmembers' Reports

13. Executive Session - RCW 42.30.110(1)(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

14. Adjournment



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

March 2, 2020

7:00 PM

Council Chambers 501 N Anderson St

Ellensburg, WA 98926

Pledge of Allegiance

1. Call to Order and Roll Call

Roll Call Present: Stacey Engel, Nancy Goodloe, Tristen Lamb, Nancy Lillquist, Mary Morgan, Bruce Tabb

Absent: David Miller

Councilmember Nancy Lillquist moved for an excused absence for Councilmember David Miller. **Motion Approved 6-0**

Others present were City Manager Akers, Assistant City Manager/City Attorney Weiner, Assistant City Attorney Reiman, Community Development Director Sackett, Parks and Recreation Director Case, City Engineer Mayo, Deputy City Clerk Davison and approximately 10 members of the audience.

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Mary Morgan moved to Approve the Agenda as presented. **Motion Approved 6-0.**

5. Consent Agenda

Councilmember Mary Morgan moved to Approve the Consent Agenda. **Motion Approved 6-0.**

6. Petitions, Protests, and Communications

6.A. Board and Commission Appointments

Councilmember Nancy Lillquist moved to Approve Kristine Steinkoenig for the Environmental Commission. **Motion Approved 5-1.**

6.B. East Cascades Recreation Partnership Presentation

Nicky Pasi presented for the East Cascades Recreation Partnership on the growing demand for outdoor recreation in the Kittitas Valley. Councilmembers Lillquist and Morgan expressed willingness to participate.

6.C. Presentation by Commissioner Osiadacz concerning Lodging Tax Small Scale Grants

Commissioner Osiadacz was not present to make the presentation.

7. Citizen Comment on Non-agenda Issues

Julie Petersen from Kittitas Valley Healthcare (KVH), 603 S Chestnut St., spoke regarding KVH's response plans to the coronavirus.

Dr. Mark Larson from Kittitas Public Health, 815 E 1st, gave an update on Kittitas Public Health's response to the coronavirus.

Howard Jones, 704 N. Kittitas St., provided a flyer for the 2020 Mule Deer Foundation Banquet.

Pat Kelleher, 6530 Wilson Creek Rd., commented on the Ellensburg School District's SEPA application for the new school on the Winegar property.

8. Business Requiring Public Hearings

8.A. Legislative Public Hearing for second reading of Ordinance No. 4847 to annex 260 Parcels Referred to as the Currier Creek Area Annexation Area, Located in Northwest Ellensburg.

Mayor Tabb opened the public hearing. Community Development Director Sackett presented the staff report. Mayor Tabb opened the floor to the public. There were no additional comments from the public or staff. Mayor Tabb closed the public testimony portion of the hearing.

Councilmember Mary Morgan moved to Approve second reading and adoption of Ordinance 4847. **Motion Approved 6-0.**

9. Introduction and Adoption of Ordinances and Resolutions

9.A. Proposed Ordinance - First Reading for Title 4 Public Works Revisions

City Engineer Mayo presented information from the staff report concerning the Bonding and Insurance revisions in Ordinance 4850.

Councilmember Nancy Lillquist moved to Approve First Reading of Ordinance 4850. **Motion Approved 6-0.**

9.B. Resolution accepting a donation from the Ellensburg Rotary Club and Authorizing the Placement of Monuments along the Palouse to Cascades Reconnection Route.

Parks and Recreation Director Case detailed information from the staff report regarding a donation of monuments from the Ellensburg Rotary Club.

Councilmember Mary Morgan moved to Authorize Mayor Tabb to sign the agreement with the Rotary Club for the installation of the monuments. **Motion Approved 6-0.**

Councilmember Nancy Lillquist moved to Approve Resolution 2020-04. **Motion Approved 6-0.**

10. Unfinished Business

11. New Business

12. Miscellaneous

12.A. Manager's Report

City Manager Akers provided a draft Agenda for the City Council Retreat on March 13, 2020.

12.B. Councilmembers' Reports

Councilmember Engel attended the Parks and Recreation commission meeting and directed attention to two open surveys regarding the naming of the downtown park and general satisfaction with our parks system.

Councilmember Goodloe attended the Utility Advisory Committee, sat in on a webinar on the Clean Energy Transportation act, represented the City at the Dick Elliott art exhibition at Morgan Middle School, reviewed applications for the AWC scholarship, worked on the survey for the Heart and Soul presentation for the Council retreat and attended the Law and Justice Council meeting.

Councilmember Lamb gave a public health update on the coronavirus.

Councilmember Lillquist attended an Airport Advisory meeting, the Dick Elliott art dedication at Morgan Middle School, the Utility Advisory Committee, the webinar on the Clean Energy Transportation act, a government affairs lunch, and reviewed the AWC scholarship applications.

Councilmember Morgan was a judge at the Main Street Business Entrepreneur awards and reminded the public about First Friday Art Walk.

Mayor Tabb thanked Councilmember Goodloe for her attendance at the Dick Elliott art dedication and Councilmembers Lillquist and Goodloe for their review of the AWC scholarship applications.

13. Executive Session

RCW 42.30.110(1)(c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. No action by City Council is anticipated.

Council recessed to executive session at 8:04 p.m. and no action was to be taken.

14. Adjournment

Councilmember Mary Morgan moved to Approve adjournment at 8:15 p.m. **Motion Approved 6-0**

Mayor

ATTEST:

Deputy City Clerk



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 16, 2020

Item Title/Agenda Subject: Award Bid Call 2020-01 - Manufacture, Supply and Delivery of Aggregate for Bituminous Surface Treatment (BST)

Submitted by: Rod Paul Public Works & Utilities

Recommended Action or Motion: Staff is recommending Council award Bid Call 2020-01 to Ellensburg Cement Products Inc., the lowest responsive and responsible bidder.

Background/Summary: The City of Ellensburg Street Division's annual chipseal (BST) project is scheduled to resurface approximately 9.10 miles of city streets in July of 2020. Bid call 2020-01 was for 1,750 Tons of 3/8" – No. 10 Aggregate to be used as a top course for the project.

Bids were solicited for the delivery of crushed aggregate for the 2020 annual chipseal project (BST). One bid was received on Thursday February 20, 2020 for the project.

Previous Council Action: City Council at its December 3, 2018 meeting approved the 2020 annual chipseal project through the adoption of the 2019/2020 biennial budget.

Analysis: Staff developed the bid specifications and the project was advertised, with one bid being received from Ellensburg Cement Products Inc.

1,750 Ton, 3/8" – No.10 Aggregate for Bituminous Surface Treatment:	\$35,875.00
Sales Tax:	\$ 2,997.63
Total Bid:	\$38,852.63

Financial Impact: Adequate expenditure authority exists in the 2020 Street Division budget for procurement of the aggregate.

University Way Banner Request Form

Contact Person: Jim Nale (WASARVAC) Phone Number: 509-859-2243

Name of Event/Program: Washington State Search and Rescue Conference

Banner Dates (Monday-Sunday): June 15, 2020 - June 21, 2020



* Example of a correctly made banner.

☐ I have contacted CWU Scheduling Services and reserved the banner dates.
Phone 509-963-1321 or 509-963-1641, Email: schedule@cwu.edu

☐ This Banner is a **maximum of 30' x 52"** and a **minimum of 24' x 48"** with **3" turnback at the top and bottom of the banner that will allow steel cable to be strung through it, and no grommets.**

- We recommend that wind flaps be cut into the banner to prevent wind damage.
(Additional fees may apply, if CWU provides the services of adding wind flaps to your banner).

☐ I have contacted the City of Ellensburg for approval to hang this banner on the above dates.
City of Ellensburg: Phone 509-925-8614 Fax 509-962-7130, Email: leaderb@ci.ellensburg.wa.us

Please Provide an Example of Your Banner in the Box Below (Please fill in writing and logos)

WELCOME SAR VOLUNTEERS; WASHINGTON STATE SEARCH AND RESCUE CONFERENCE; "SO OTHERS MAY LIVE"

* If your banner does not meet specifications, we will be unable to process your request.*

City of Ellensburg approved by: _____

Date: _____

Disapproval/Reasons: _____

CWU Student Union Operations approved by: _____

Date: _____

For more information please contact CWU Student Union Operations & Scheduling Services at 509-963-1321.
The CWU scheduling center will not be held responsible for any weather related damage that occurs to your banner.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 16, 2020

Item Title/Agenda Subject: City Property Groundskeeping Contract - First Amendment

Submitted by: Hunter Slyfield Public Works & Utilities

Recommended Action or Motion: Authorize City Manager to Sign Amendment 1 to the Groundskeeping Contract with Elevation Contracting, Inc.

Background/Summary: In order to consolidate landscaping maintenance requests and provide competitive pricing, the City bid out groundskeeping work, including lawn care, sprinkler maintenance, and sterilization. The project includes work performed at various sites broken down into Schedules "A"- "F" according to department. The 2019 contract contained the option to extend the contract for two (2) additional twelve (12) month periods. Council is being requested to authorize the City Manager to sign Amendment 1 which extends the contract and adjusts for pricing increases through December 31, 2020.

Previous Council Action: Council awarded the above-mentioned project to Elevation Contracting Inc. at their April 1, 2019 meeting.

Analysis: The original contract amount bid for the project was \$76,930.91. The 2020 contract extension accounts for a 10% pricing increase, bringing the total amount to \$84,623.99. This pricing increase is due to state minimum wage and prevailing wage rate increases effective January 1, 2020.

Financial Impact: The following is a pricing breakdown by fund:

Schedule "A" General Sites	\$25,184.08
Schedule "B" Stormwater Utility	\$44,364.01
Schedule "C" Water Utility	\$5,003.46
Schedule "D" Electric Utility	\$9,292.14
Schedule "E" Natural Gas Utility	\$506.30
Schedule "F" IT Sites	\$274.00
TOTAL	\$84,623.99

Adequate funding exists in the 2020 budget for each fund.

Attachments:

[Amendment 1 to Groundskeeping Contract](#)

**FIRST AMENDMENT TO THE
2019 CITY PROPERTY GROUNDSKEEPING CONTRACT**

THIS FIRST AMENDMENT TO THE 2019 CITY PROPERTY GROUNDSKEEPING CONTRACT ("Amendment") is dated _____, 2020 by and between the City of Ellensburg, Washington, a municipal corporation (the "City"), and Elevation Contracting, Inc. ("Contractor"). Each of the City and Contractor may hereafter be referred to as a "Party" or together as the "Parties."

RECITALS

WHEREAS, the Parties wish to extend the 2019 City Property Groundskeeping Contract, and

WHEREAS, RCW 39.12 and WAC 296-127 require that contracts for public agencies must include provisions for paying prevailing wages under the contract, and be amended from time to time to account for increases in the prevailing wage, and

WHEREAS, the Contractor seeks a ten (10) percent price increase adjustment to the original bid item pricing,

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties mutually agree to amend the Agreement as follows:

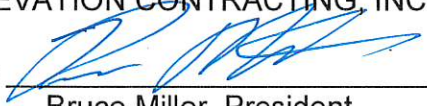
SCOPE OF WORK

1. **Extension of Contract.** Pursuant to Section 5 of the Contract between the Parties, the Contract is hereby extended through December 31, 2020.
2. **Price Increase Adjustment.** Bid Schedules "A" through "F", attached hereto and incorporated herein, are amended to reflect the intent of the Parties with regard to Contractor price increase adjustment and prevailing wage rate increases.
3. **Full Force and Effect.** Except as expressly set forth in this Amendment, the Parties' Contract is unmodified and remains in full force and effect.

CITY OF ELLENSBURG,

By: _____
John Akers, City Manager

ELEVATION CONTRACTING, INC.

By:  _____
Bruce Miller, President

Attest: _____
City Clerk

Approved as to Form:

City Attorney

[Attachment A on following pages]

Attachment A
City of Ellensburg 2020 City Property Groundskeeping Pricing
2020 Pricing Increases 10% from 2019 Pricing

Schedule A - General Sites				2019 Pricing		2020 Pricing	
Item No.	Item Description	Unit	Quantity	Unit Price	Total Cost	Unit Price	Total Cost
City Hall							
1.1	Lawn Maintenance	EA	30	\$ 185.00	\$ 5,550.00	\$ 203.50	\$ 6,105.00
1.2	Property Maintenance	EA	32	\$ 50.00	\$ 1,600.00	\$ 55.00	\$ 1,760.00
1.3	Sprinkler Activation	EA	1	\$ 80.00	\$ 80.00	\$ 88.00	\$ 88.00
1.4	Sprinkler Winterization	EA	1	\$ 85.00	\$ 85.00	\$ 93.50	\$ 93.50
1.5	Sprinkler Timing Adjustment	EA	5	\$ 50.00	\$ 250.00	\$ 55.00	\$ 275.00
1.6	Spring Cleanup	FA	EST	\$ 800.00	\$ 800.00	\$ 880.00	\$ 880.00
1.7	Fall Cleanup	FA	EST	\$ 3,000.00	\$ 3,000.00	\$ 3,300.00	\$ 3,300.00
1.8	Fertilize Lawn	EA	4	\$ 215.00	\$ 860.00	\$ 236.50	\$ 946.00
1.9	Insecticide Application	EA	5	\$ 270.00	\$ 1,350.00	\$ 297.00	\$ 1,485.00
1.10	Core Aeration	EA	1	\$ 300.00	\$ 300.00	\$ 330.00	\$ 330.00
1.11	Misc. Landscaping/Irrigation Repairs	FA	EST	\$ 5,000.00	\$ 5,000.00	\$ 5,500.00	\$ 5,500.00
Ellensburg Public Library							
2.1	Lawn Maintenance	EA	30	\$ 45.00	\$ 1,350.00	\$ 49.50	\$ 1,485.00
2.2	Sprinkler Activation	EA	1	\$ 55.00	\$ 55.00	\$ 60.50	\$ 60.50
2.3	Sprinkler Winterization	EA	1	\$ 110.00	\$ 110.00	\$ 121.00	\$ 121.00
2.4	Sprinkler Maintenance Check	EA	5	\$ 50.00	\$ 250.00	\$ 55.00	\$ 275.00
2.5	Misc. Landscaping/Irrigation Repairs	FA	EST	\$ 500.00	\$ 500.00	\$ 550.00	\$ 550.00
Schedule A Total				\$ 21,140.00		\$ 23,254.00	
Schedule A Sales Tax (8.3%)				\$ 1,754.62		\$ 1,930.08	
Schedule A Total				\$ 22,894.62		\$ 25,184.08	

Schedule B - Stormwater Utility Sites				2019 Pricing		2020 Pricing	
Item No.	Item Description	Unit	Quantity	Unit Price	Total Cost	Unit Price	Total Cost
3rd Avenue Swales							
1.1	Lawn Maintenance	EA	30	\$ 72.00	\$ 2,160.00	\$ 79.20	\$ 2,376.00
1.2	Sprinkler Activation	EA	1	\$ 55.00	\$ 55.00	\$ 60.50	\$ 60.50
1.3	Sprinkler Winterization	EA	1	\$ 65.00	\$ 65.00	\$ 71.50	\$ 71.50
1.4	Sprinkler Maintenance Check	EA	5	\$ 50.00	\$ 250.00	\$ 55.00	\$ 275.00
Dolarway Swales							
2.1	Lawn Maintenance	EA	30	\$ 108.00	\$ 3,240.00	\$ 118.80	\$ 3,564.00
2.2	Sprinkler Activation	EA	1	\$ 55.00	\$ 55.00	\$ 60.50	\$ 60.50
2.3	Sprinkler Winterization	EA	1	\$ 65.00	\$ 65.00	\$ 71.50	\$ 71.50
2.4	Sprinkler Maintenance Check	EA	5	\$ 50.00	\$ 250.00	\$ 55.00	\$ 275.00
Mountain View Swales							
3.1	Lawn Maintenance	EA	30	\$ 305.00	\$ 9,150.00	\$ 335.50	\$ 10,065.00
3.2	Sprinkler Activation	EA	1	\$ 250.00	\$ 250.00	\$ 275.00	\$ 275.00
3.3	Sprinkler Winterization	EA	1	\$ 280.00	\$ 280.00	\$ 308.00	\$ 308.00
3.4	Sprinkler Maintenance Check	EA	5	\$ 160.00	\$ 800.00	\$ 176.00	\$ 880.00
Rotary Park Swales							
4.1	Lawn Maintenance	EA	30	\$ 105.00	\$ 3,150.00	\$ 115.50	\$ 3,465.00
4.2	Sprinkler Activation	EA	1	\$ 55.00	\$ 55.00	\$ 60.50	\$ 60.50
4.3	Sprinkler Winterization	EA	1	\$ 65.00	\$ 65.00	\$ 71.50	\$ 71.50
4.4	Sprinkler Maintenance Check	EA	5	\$ 50.00	\$ 250.00	\$ 55.00	\$ 275.00
Dolarway Bridge							
5.1	Sprinkler Activation	EA	1	\$ 55.00	\$ 55.00	\$ 60.50	\$ 60.50
5.2	Sprinkler Winterization	EA	1	\$ 65.00	\$ 65.00	\$ 71.50	\$ 71.50
5.3	Sprinkler Maintenance Check	EA	5	\$ 50.00	\$ 250.00	\$ 55.00	\$ 275.00
Idaho Avenue Swale							
6.1	Lawn Maintenance	EA	15	\$ 80.00	\$ 1,200.00	\$ 88.00	\$ 1,320.00
Water Street Swales							
7.1	Lawn Maintenance	EA	15	\$ 176.00	\$ 2,640.00	\$ 193.60	\$ 2,904.00
Centerpoint Business Park							
8.1	Lawn Maintenance	EA	30	\$ 210.00	\$ 6,300.00	\$ 231.00	\$ 6,930.00
8.2	Sprinkler Activation	EA	1	\$ 85.00	\$ 85.00	\$ 93.50	\$ 93.50
8.3	Sprinkler Winterization	EA	1	\$ 130.00	\$ 130.00	\$ 143.00	\$ 143.00
8.4	Sprinkler Maintenance Check	EA	5	\$ 75.00	\$ 375.00	\$ 82.50	\$ 412.50
Miscellaneous - All Locations							

8.1	Miscellaneous Landscaping/Irrigation Repairs	FA	EST	\$ 6,000.00	\$ 6,000.00	\$ 6,600.00	\$ 6,600.00
Schedule B Sub-Total					\$ 37,240.00		\$ 40,964.00
Schedule B Sales Tax (8.3%)					\$ 3,090.92		\$ 3,400.01
Schedule B Total					\$ 40,330.92		\$ 44,364.01

Schedule C - Water Utility Sites				2019 Pricing		2020 Pricing	
Item No.	Item Description	Unit	Quantity	Unit Price	Total Cost	Unit Price	Total Cost
1.1	Craig's Hill Reservoir - Mow & Trim	EA	30	\$ 50.00	\$ 1,500.00	\$ 55.00	\$ 1,650.00
2.1	Mt. Stuart Well - Mow & Trim	EA	30	\$ 90.00	\$ 2,700.00	\$ 99.00	\$ 2,970.00
Schedule C Sub-Total					\$ 4,200.00		\$ 4,620.00
Schedule C Sales Tax (8.3%)					\$ 348.60		\$ 383.46
Schedule C Total					\$ 4,548.60		\$ 5,003.46

Schedule D - Electrical Utility Sites				2019 Pricing		2020 Pricing	
Item No.	Item Description	Unit	Quantity	Unit Price	Total Cost	Unit Price	Total Cost
Helena Substation							
1.1	Lawn Maintenance	EA	30	\$ 80.00	\$ 2,400.00	\$ 88.00	\$ 2,640.00
1.2	Property Maintenance	EA	30	\$ 30.00	\$ 900.00	\$ 33.00	\$ 990.00
1.3	Sprinkler Activation	EA	1	\$ 55.00	\$ 55.00	\$ 60.50	\$ 60.50
1.4	Sprinkler Winterization	EA	1	\$ 65.00	\$ 65.00	\$ 71.50	\$ 71.50
1.5	Sprinkler Maintenance Check	EA	5	\$ 50.00	\$ 250.00	\$ 55.00	\$ 275.00
1.6	Sterilization Pre-emergent Treatment	EA	1	\$ 150.00	\$ 150.00	\$ 165.00	\$ 165.00
1.7	Misc. Landscaping/Irrigation Repairs	FA	EST	\$ 2,000.00	\$ 2,000.00	\$ 2,200.00	\$ 2,200.00
Renewable Energy Park							
2.1	Sterilization Pre-emergent Treatment	EA	1	\$ 890.00	\$ 890.00	\$ 979.00	\$ 979.00
East Ellensburg Substation					\$ -		
3.1	Sterilization Pre-emergent Treatment	EA	1	\$ 275.00	\$ 275.00	\$ 302.50	\$ 302.50
Dolarway Substation & Pole Yard							
4.1	Sterilization Pre-emergent Treatment	EA	1	\$ 500.00	\$ 500.00	\$ 550.00	\$ 550.00
East of Dolarway Substation							
5.1	Sterilization Pre-emergent Treatment	EA	1	\$ 120.00	\$ 120.00	\$ 132.00	\$ 132.00
"D" Street Switching Station							
6.1	Sterilization Pre-emergent Treatment	EA	1	\$ 100.00	\$ 100.00	\$ 110.00	\$ 110.00
Chestnut Street Switching Station							
7.1	Sterilization Pre-emergent Treatment	EA	1	\$ 95.00	\$ 95.00	\$ 104.50	\$ 104.50
Miscellaneous - All Locations							
Schedule D Sub-Total					\$ 7,800.00		\$ 8,580.00
Schedule D Sales Tax (8.3%)					\$ 647.40		\$ 712.14
Schedule D Total					\$ 8,447.40		\$ 9,292.14

Schedule E - Natural Gas Utility Sites				2019 Pricing		2020 Pricing	
Item No.	Item Description	Unit	Quantity	Unit Price	Total Cost	Unit Price	Total Cost
1.1	501 W 4th Avenue - Sterilization & Pre-emergent Treatment	EA	1	\$ 85.00	\$ 85.00	\$ 93.50	\$ 93.50
2.1	1225 Kittitas Highway - Sterilization & Pre-emergent Treatment	EA	1	\$ 85.00	\$ 85.00	\$ 93.50	\$ 93.50
3.1	3261 Kittitas Highway - Sterilization & Pre-emergent Treatment	EA	1	\$ 85.00	\$ 85.00	\$ 93.50	\$ 93.50
4.1	1012 Seattle Avenue - Sterilization & Pre-emergent Treatment	EA	1	\$ 85.00	\$ 85.00	\$ 93.50	\$ 93.50
5.1	901 E 11th Avenue - Sterilization & Pre-emergent Treatment	EA	1	\$ 85.00	\$ 85.00	\$ 93.50	\$ 93.50
Schedule E Sub-Total					\$ 425.00		\$ 467.50
Schedule E Sales Tax (8.3%)					\$ 35.28		\$ 38.80
Schedule E Total					\$ 460.28		\$ 506.30

Schedule F - IT Sites				2019 Pricing		2020 Pricing	
Item No.	Item Description	Unit	Quantity	Unit Price	Total Cost	Unit Price	Total Cost
1.1	Craig's Hill Telecom Hut - Sterilization & Pre-emergent Treatment	EA	1	\$ 115.00	\$ 115.00	\$ 126.50	\$ 126.50
2.1	Dolarway Hut - Sterilization & Pre-emergent Treatment	EA	1	\$ 115.00	\$ 115.00	\$ 126.50	\$ 126.50
Schedule F Sub-Total					\$ 230.00		\$ 253.00
Schedule F Sales Tax (8.3%)					\$ 19.09		\$ 21.00
Schedule F Total					\$ 249.09		\$ 274.00

Total Bid (Schedules A, B, C, D, E & F)	\$ 76,930.91	\$84,623.99
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CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 16, 2020

Item Title/Agenda Subject: Resolution to Approve Street Tree Removal Request from CWU for 7 trees at 3 locations.

Submitted by: Gordon Crane Public Works & Utilities

Recommended Action or Motion: Adopt Resolution authorizing CWU to remove the aforementioned trees.

Background/Summary: CWU has been removing dead, nuisance, or declining health trees on and around the CWU Campus, as part of their overall tree care program. This request is for street tree removals is for one Black Walnut on Walnut St, one White Birch on University Way west of Wildcat Way, and five crab apples on Wildcat Way south of 14th Ave.

Previous Council Action: None.

Analysis:

Tree Condition:

- The Black Walnut is in poor condition, with extensive dieback. It is one of the many Black Walnuts in Ellensburg that are being attacked by Thousand Canker disease. The symptoms are decline and death in the outer branches, with tree mortality typically within 3 years. There is no cure for this disease. Two years ago, CWU removed a Black Walnut just north of this tree, which was dying from the same disease.
- The White Birch on University Way is in fair condition, but in declining health and with dieback in the upper branches. Construction activities during recent parking lot and roadway improvements damaged the roots, so the tree will be less stable in the wind.
- The crabapples on Wildcat Way are in fair condition, but have not performed well in the landscape. They should be about 20 feet tall and 20 feet wide, but instead are small and bush-like. Fruit trees are often grafted on a parent root stock, and sometimes the root stock has

more vigor than the scion and sends up multiple suckers from below the graft.

City Infrastructure damage: minimal; one sidewalk panel near the Black Walnut has been lifted, and ground down by the Street Department.

Tree Maintenance activity by City: none known.

Species suitability to location: none of the trees are on the approved street tree list. Black Walnuts produce nuts and are susceptible to the Thousand Canker disease, White Birch are prone to insect attack, and crab apples can be a host to Apple Maggots.

Private damage claims processed by the City: None known.

Financial Impact: None for the City. The cost will be borne by the applicant.

Attachments:

[CWU Street Tree Removal Request](#)

[Photos and Graphics for CWU tree removal request](#)

[Resolution 2020-06 - CWU street tree removal](#)



LEARN. DO. LIVE.

February 24, 2020

City of Ellensburg
Public Works and Utilities Department
501 North Anderson Street
Ellensburg, WA 98926

Attention: Mr. Gordon Crane, ISA Certified Arborist
Stormwater Tech. / Urban Horticulturalist

Subject: Central Washington University
Street Tree Removal

Mr. Crane,

Central Washington University has an onus to maintain and promote a healthy campus forest. In order to maintain our healthy forest it is occasionally necessary to remove dead, nuisance, or unhealthy campus and street trees and replace with an appropriate live healthy tree.

The purpose of this letter is to request permission to remove seven street trees as follows: (1) Birch 3852 on University Way south of D5 parking lot; (1) Black Walnut 3380 on Walnut Street next to Munson; (5) Apple trees on Wildcat Way by Farrell.

Replacement trees will be planted in the following locations: (1) on Walnut Street in its current location, and (6) on Wildcat Way.

If you have any questions, or need additional information please email or give me a call.

Sincerely,

Sunny Bloxham
Director, Custodial & Grounds
Central Washington University
Office: 509-963-1155 Cell: 509-607-1077
Sunny.Bloxham@cwu.edu

Facilities Management

400 E University Way • Ellensburg WA 98926-7523 • Office: 509-963-3000 • Fax: 509-963-1015
EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU.

Attachment 1 - CWU Street Tree removal request



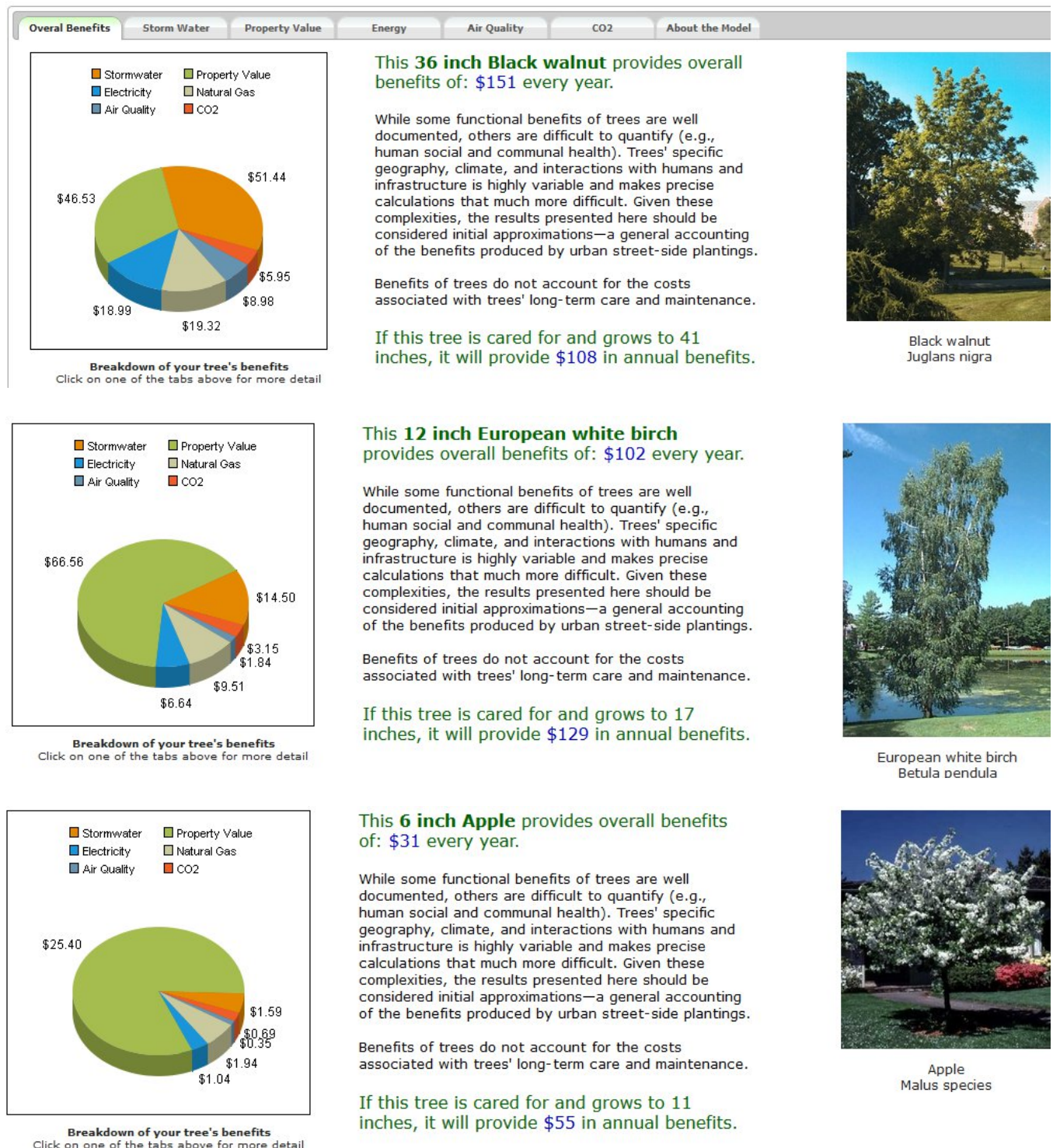
Black Walnut on Walnut St.



White Birch on University Way



5 crabapples on Wildcat Way



Stormwater
Electricity
Air Quality

Property Value
Natural Gas
CO2

Breakdown of your tree's benefits
Click on one of the tabs above for more detail

This 6 inch Apple provides overall benefits of: **\$31** every year.

While some functional benefits of trees are well documented, others are difficult to quantify (e.g., human social and communal health). Trees' specific geography, climate, and interactions with humans and infrastructure is highly variable and makes precise calculations that much more difficult. Given these complexities, the results presented here should be considered initial approximations—a general accounting of the benefits produced by urban street-side plantings.

Benefits of trees do not account for the costs associated with trees' long-term care and maintenance.

If this tree is cared for and grows to 11 inches, it will provide **\$55** in annual benefits.

Apple
Malus species

RESOLUTION NO. 2020-06

A RESOLUTION authorizing Central Washington University (CWU) to remove seven street trees located on Walnut Street, University Way, and Wildcat Way.

WHEREAS, ECC 4.36.380 requires that any person, firm or corporation may apply for the removal of street trees, subject to city council approval, under such conditions and requirements as set forth in the Ellensburg City Code; and

WHEREAS, CWU has requested permission to remove seven street trees; and

WHEREAS, the City Arborist has reviewed the condition of the trees and the proposed replanting of the trees, and recommends the City Council authorize removal of the trees;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. CWU is authorized to remove seven street trees located on Walnut Street, University Way, and Wildcat Way. Approval is conditioned upon CWU first receiving a Street Tree Permit and Public Works Permit from the City of Ellensburg Public Works & Utilities Department for removal of the trees at CWU's expense including removal of the stumps, and replanting seven replacement trees from the City's Street Tree List in the City right of way in an approved location, within one year.

Section 2. Removal of the stumps shall be done within 30 days of the removal of the trees.

ADOPTED by the City Council of the City of Ellensburg this March 16, 2020.

MAYOR

CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 16, 2020

Item Title/Agenda Subject: Resolution to Approve Street Tree Removal Request from City of Ellensburg Public Works Department for bus pull outs on Mountain View Ave.

Submitted by: Gordon Crane Public Works & Utilities

Recommended Action or Motion: Adopt Resolution for Street Tree Removal Request by the City's Public Works Department.

Background/Summary:

Public Works is requesting to remove two street trees located on Mountain View Ave., north of Super 1 Foods. The trees are both Red Maples, located in a planting strip. Public Works is requesting to remove the trees to install bus stop pull outs.

Tree Condition: The crowns of both Red Maples are in good condition. On the north side, roots in the tree's critical root zone were cut and damaged by the City's contractor in 2019 during installation of a sidewalk across the grass planter. The walk was installed to provide access to the current street side bus stop. Cutting roots in a tree's critical root zone predisposes a tree to wind throw.

City Infrastructure damage: None

Tree Maintenance activity by City: Both trees were planted in 1986 as part of City roadway improvements. The planting strip with trees and grass is maintained by the City.

Species suitability to location: Red maples are on the City's approved tree list, and are commonly planted.

Damage claims processed by the City: None known.

Previous Council Action: None.

Analysis: Removal of the trees is appropriate to install the bus pull outs.

Financial Impact:

Removal of the trees is included in the 2020 Residential Sidewalk Repair project costs.

Attachments:

[Photos and Graphics for Street Tree Removal Request
Resolution 2020-07](#)

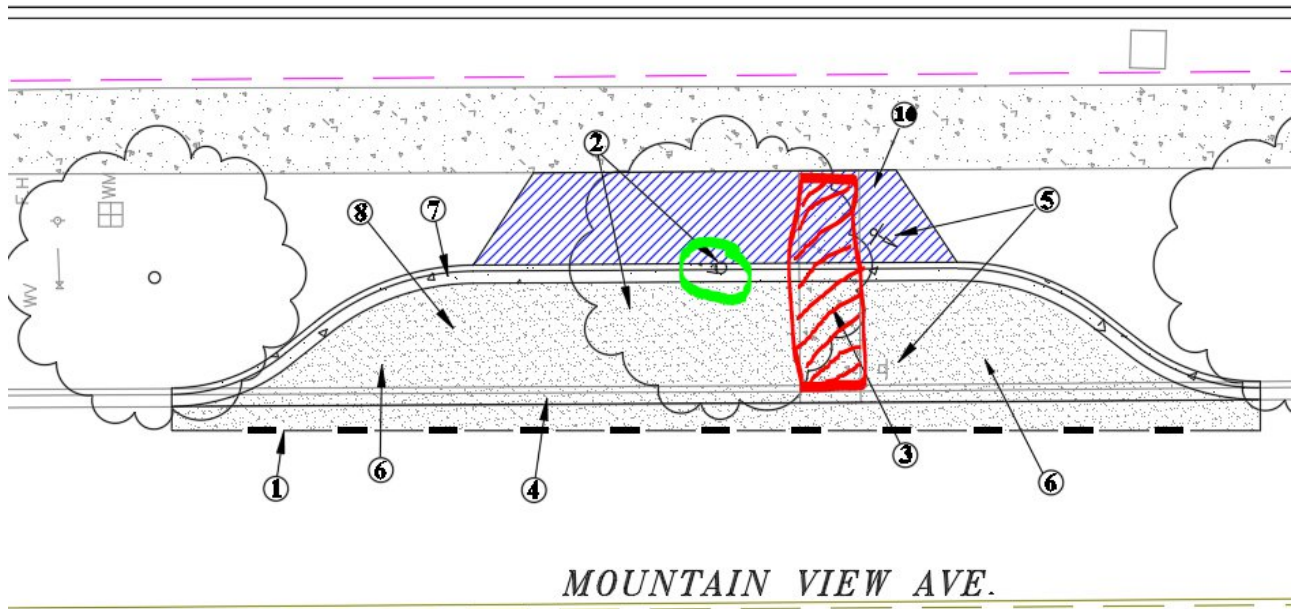
Attachment 1 Street Tree Removal Request – Public Works Department for bus pull outs on Mountain View Ave



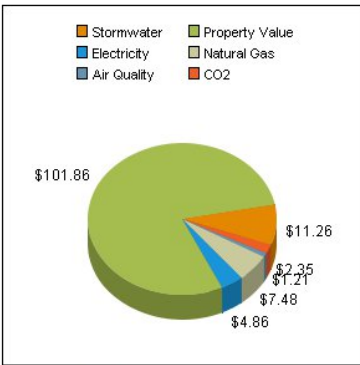
South side



North side



North side



Breakdown of your tree's benefits
Click on one of the tabs above for more detail

This **10 inch Red maple** provides overall benefits of: **\$129** every year.

While some functional benefits of trees are well documented, others are difficult to quantify (e.g., human social and communal health). Trees' specific geography, climate, and interactions with humans and infrastructure is highly variable and makes precise calculations that much more difficult. Given these complexities, the results presented here should be considered initial approximations—a general accounting of the benefits produced by urban street-side plantings.

Benefits of trees do not account for the costs associated with trees' long-term care and maintenance.

If this tree is cared for and grows to 15 inches, it will provide **\$170** in annual benefits.



Red maple
Acer rubrum

RESOLUTION NO. 2020-07

A RESOLUTION authorizing Public Works and Utilities to remove two street trees located on Mountain View Ave, north of Super 1 Foods

WHEREAS, ECC 4.36.380 requires that any person, firm or corporation may apply for the removal of street trees, subject to city council approval, under such conditions and requirements as set forth in the Ellensburg City Code;

WHEREAS, Public Works and Utilities has requested permission to remove two street trees;

WHEREAS, the City Arborist has reviewed the condition of the trees and the proposed replanting of the trees, and recommends the City Council authorize removal of the trees;

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

Section 1. Public Works and Utilities is authorized to remove two street trees located on Mountain View Ave. Approval is conditioned upon Public Works first receiving a Street Tree Permit from the City of Ellensburg Public Works & Utilities Department for removal of the trees at the City of Ellensburg's expense, including removal of the stumps, and replanting two replacement trees from the City's Street Tree List in the City right of way in an approved location or pay \$700 into the city's tree fund (the cost of two 1½" diameter replacement tree), within one year.

Section 2. Removal of the stump shall be done within 30 days of the removal of the trees.

ADOPTED by the City Council of the City of Ellensburg this March 16, 2020.

MAYOR

CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 16, 2020

Item Title/Agenda Subject: Stormwater Management Plan Update 2019-2020

Submitted by: Jon Morrow Public Works & Utilities

Recommended Action or Motion: Approve Stormwater Management Plan Update for 2019-2020

Background/Summary: The City of Ellensburg was issued its first National Pollutant Discharge Elimination System (NPDES) Stormwater Permit in 2007. The permit was renewed on August 1, 2019 and will expire July 31, 2024. The permit requires a plan be written to show compliance and look forward towards program development. The plan must address all of the inspections performed, enforcement actions taken, measures to educate the public, Best Management Practices (BMP) training, Operation and Maintenance, illicit discharges and any monitoring efforts.

Previous Council Action: Annually, for the past ten years, staff has prepared the management plan for Ecology submittal and Council has approved on consent.

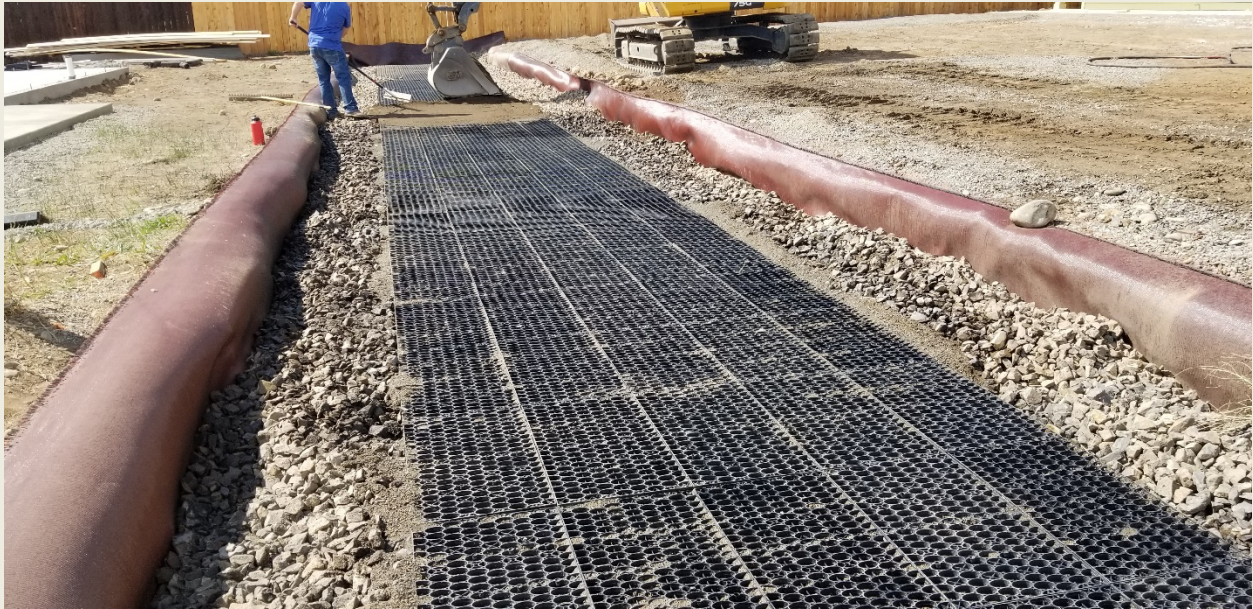
Analysis: A portion of the work required is addressing complaints from citizens and staff. Sometimes these issues lead to enforcement actions and Ecology requires we keep a record of each case, which can be accessed through the public records process. Because programs are ongoing annually, the plan can only capture the year in review at the time of writing. Future program activities will be showcased in the 2020-2021 plan update.

Financial Impact: None

Attachments:

[2019-2020 Stormwater Management Plan Update](#)

City of Ellensburg



Stormwater Management Plan Update

2019/2020

Written by

Jon Morrow Stormwater Utility Manager

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NPDES Program Compliance:

A. Public Education and Outreach

1. Ellensburg Water Quality Grant Program

B. Post- Construction Stormwater Management for New Development and Re-Development

C. Illicit Discharge Detection and Elimination (IDDE)

D. Construction Site Stormwater Runoff Control

E. Public Involvement and Participation

F. Operation and Maintenance

G. S8 Monitoring and Assessment

H. Achievements and planned activities

1. Stormwater Gateway Grant WQC-2019 EllePW-00012
2. Reecer/Currier Flood Project

I. S7 Compliance with (TMDL)

J. Operation and Maintenance Plan Update

Appendices: Stormwater Utility Budget

Introduction:

On January 17, 2007 the City of Ellensburg was issued an Eastern Washington Phase II Municipal Stormwater permit. In compliance with the provisions of the State of Washington Water Pollution Control Law, Chapter, 90.48 Revised Code of Washington and The Federal Water Pollution Control Act (The Clean Water Act), the City formed the Stormwater Utility in 2009.

The City of Ellensburg adopted ordinances, created a fee for equivalent residential units and hired the necessary staff to develop and implement programs aimed at complying with the permit. Those programs and projects are captured each year in the annual report to Ecology and Stormwater Management Plan (SWMP).

In addition to the NPDES Permit requirements, the City wrote its own Stormwater Operation and Maintenance (O&M) Plan in 2010 and updated it in 2017. The City trained all field staff from all departments on Best Management Practices and pollution prevention from 2010 to 2020 annually. A copy of the O&M Plan is available upon request.

The City of Ellensburg maintains approximately 2,367 catch basins and manholes in the public right of way. The public storm system is comprised of 50.26 miles of underground pipe. The system discharges to 80 outfalls in local streams. In addition, most of the newer parts of town infiltrate stormwater in bio-retention facilities (swales). The City's public storm system also receives runoff from private property, but not in all locations.

The SWMP outlines specific programs and projects aimed at improving water quality throughout the City. Public outreach/education, illicit discharge elimination, construction/post construction runoff controls, public participation, operation maintenance and LID stormwater retro-fit projects are covered in detail with this plan.

Copies are made available upon request or can be obtained online at:

<https://ci.ellensburg.wa.us/738/Stormwater-Division>

A. Public Education and Outreach

Partnership with Central Washington University Center for Leadership:

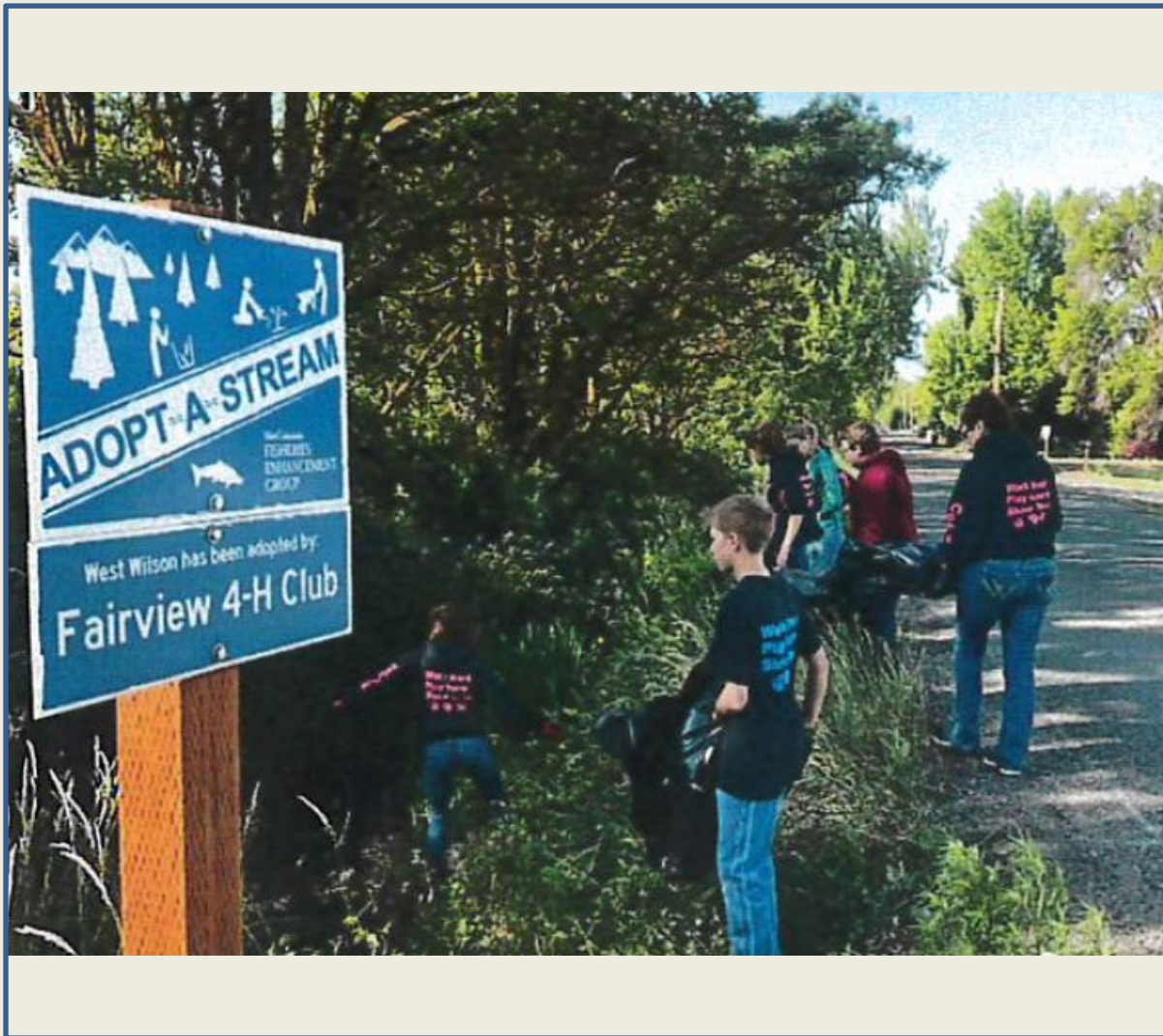
The City of Ellensburg teams up with The CWU Center for Leadership annually and semiannually to provide outreach education activities in the community. Leadership volunteers have stenciled all storm drains in Ellensburg, performed multiple litter pick parties and planted several hundred trees along the banks of local streams. All these events are organized by the Utility with CWU annually. More events are planned for 2020.



Stormwater Utility Water Quality Grant Program

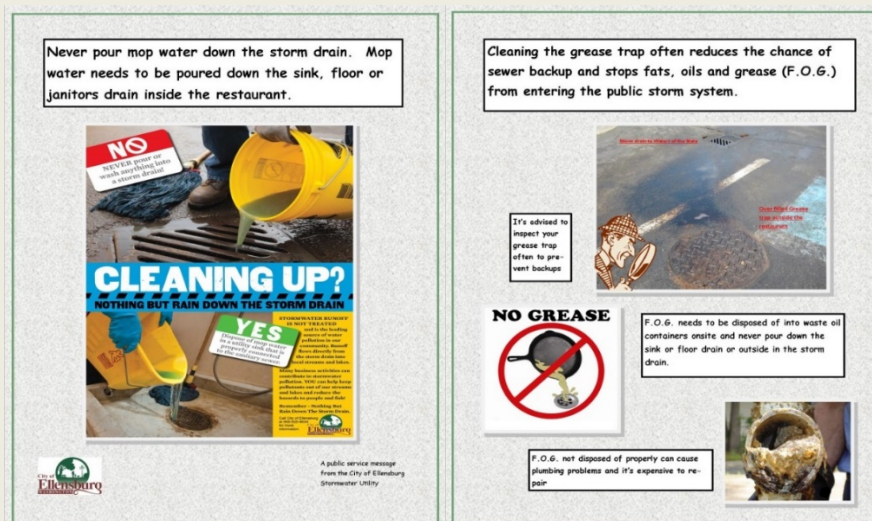
Two years ago, the City Council approved a grant program whereby stormwater utility funds are used to improve the health of local streams and the environment. Applicants who can demonstrate water quality health improvements within the city limits are encouraged to apply annually. Grant applications are scored and ranked by the Environmental Commission and those applicants that meet the funding guidelines are awarded. The utility awards up to \$10,000 annually out of the stormwater budget.

In 2019/2020 the Mid-Columbia Fisheries Enhancement Group (MCFEG) was awarded grant funding to continue operation of the adopt a stream program, backyard stream protection program and a water in the classroom education program. Volunteer groups from the community planted trees and removed trash from local streams.



Media, workshops, seminars, fairs, schools, stream walks and activities:

The Eastern Washington Stormwater Permit requires an outreach education program that targets restaurants, industrial businesses, mobile businesses, fueling, automotive and the general public. In 2019 the utility sent out fliers (pictured below) to all businesses and residents.



In 2020 the utility will work with a consultant to study a business or businesses and track behavior change as required by the 2019-2024.

KEEN Winter Fair

Annually the Kittitas environment and education network (KEEN) holds an annual fair. The 2019 fair was moved back to Hal Holmes Event Center. The stormwater utility always sponsors an educational booth along with 35 other exhibitors. The fair is a great outreach mechanism for the City's utility, and it reaches out to several different levels of interest. It's nice to be part of a great event and look forward to participating again in 2020.



KEEN's 2020 Fair was held January 25th at Hal Holmes Event Center.

Copied is the link to the City's stormwater web page.

<https://ci.ellensburg.wa.us/1035/Stormwater-Utility>

Dial 811 Contractors Safety Training Seminar

Annually the City's stormwater Utility is a guest speaker at the Dial 811 Contractors Training Safety Seminar. The event reaches out to all contractors, irrigators, county and city work crews. The stormwater utility finds that it is a great opportunity to reach out to all local contractors and discuss erosion control, permit compliance issues and help with development related questions. The stormwater utility has been a guest speaker since 2010. The Utility spoke in 2019 and was a guest speaker at the February 20, 2020 workshop.



CONTRACTORS SAFETY TRAINING SEMINAR

Brought to you by Kittitas County Utility Coordinating Council

Please join the Kittitas County Utility Coordinating Council for a complimentary lunch and conversations.

Come learn about upcoming Dig Law changes and how they could effect your operation of excavation.

Key Speakers:

Dangers involving Natural Gas and Pipeline Equipment — Williams Pipeline

Onsite Hydro-Excavating Demonstration with Vactor and Vac-Con





Thursday February 20th, 2020
8:30AM to 1:00PM
Kittitas Valley Event Center ~
Heritage Room
901 E.7th Ave. Ellensburg, WA

Please RSVP by 2/17/20
Heather Forgey 509-925-8603
forgeyh@ci.ellensburg.wa.us





Earth Day Activities: 2019/2020

The City of Ellensburg and CWU's Center for Leadership along with Mid-Columbia Fisheries Enhancement Group, Bureau of Land Management and Fish and Wildlife all take part in the Yakima River Cleanup annually. The Yakima River Cleanup has been an ongoing event for over 41 years.

The event in 2019 focused on litter pick up and streamside tree planting. The City partnered with CWU volunteers and planted trees along Mercer Creek and picked up litter at Reecer Creek.

Earth Day 2019

CWU volunteers picked up 1000 pounds of trash out of and along Wilson Creek at the Flying J Truck Stop.

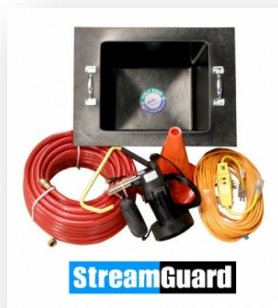


Earth Day 2020 is scheduled for April 18th at Main Street Extension. Native trees and shrubs will be planted along Mercer Creek with the help of CWU volunteers and the public.

Car Wash Kits: (Ongoing Program)

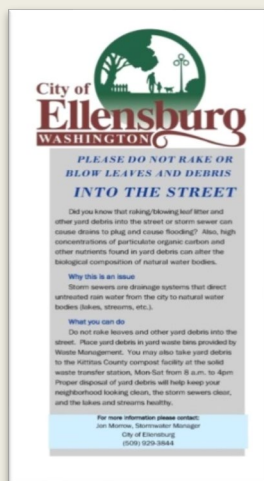
In 2011 the City of Ellensburg purchased two car wash kits. Car wash kits trap the soapy water from entering the storm drainage system and pump it to the nearest sanitary sewer connection.

The car wash kits are an ongoing annual program. The kits are permanently loaned out to local businesses that sponsor car wash fundraising activities. The program is free to the public. Use the QR code below to watch a video on how to set up a car wash kit and learn about your watershed.



Media Releases, Utility Inserts and Multi Media Public Education:

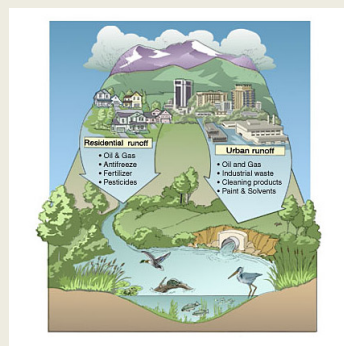
To date several articles featuring the stormwater utility with regards to pollution prevention, pet waste runoff, pesticide use, flooding, hazardous materials handling, and car washing have been sent in utility billing inserts, on the radio and in the newspaper.



Interlocal Agreement Franklin County Conservation District (Drain Rangers) Ongoing

In 2018/2019 the City and Franklin County Conservation District will be provided outreach education in local grade schools. Franklin Conservation District has a program called Water on Wheels Week and has incorporated stormwater education into the curriculum. In 2017 Water on Wheels week became Drain Rangers. Events held at all of the elementary schools provided students an opportunity to learn about stormwater and see how a vector truck and sweeper works.

Drain Rangers will be happening again Fall and Spring of 2020.



B. Post Construction Stormwater Management for New Development and Redevelopment

Permanent stormwater control facilities shall be maintained and operated in compliance with Chapter 9.100 'Storm Drainage and Surface Water Management Utility' of the Ellensburg Municipal Code and the current Stormwater Management Manual for Eastern Washington. Stormwater control facilities include manmade stormwater control facilities that combined constitute the city's stormwater control facility.

Cited above is an excerpt from the City of Ellensburg Storm Drainage Standards. It references the code Chapter 9.100. The ordinance requires that owners (private or public) of stormwater facilities that were constructed after the effective date of this permit be required to maintain their facilities in accordance with the standards and details to which they were constructed.

<https://ci.ellensburg.wa.us/803/Engineering-Division>

The link above references the Stormwater Design standards and details for the City of Ellensburg. All projects (public and private) that disturb one acre or more, and from projects of less than one acre that are part of a larger common plan of development or sale, adhere to the Stormwater Management Manual of Eastern Washington. Ellensburg Stormwater Standards require at a minimum all applicants use the Stormwater Management Manual for Eastern Washington when designing treatment and flow control facilities. The design storm shall treat the first ½ inch of rainfall in 24 hours (6 month 24 hour storm event) for all pollution generating impervious surfaces.

Flow control shall be designed based on the 10 year 24-hour storm event and if detention is proposed, it shall be based on the first 1.6 inches of rain in 24 hours (25 yr. storm event).

The standards have a section devoted to enforcement/penalties and a brand new section devoted to Low Impact Development (LID).

Staff reviews all projects that disturb one acre or greater and records comments on a spreadsheet. (See review comments spreadsheet in appendix) In addition staff reviews all stormwater pollution prevention plans (SWPPP's) and temporary sediment erosion control plans (TESC) for completeness.

With each rain event that exceeds the 10 year 24 hour storm (approximately 1.2-1.4 inches, depending on the location in Ellensburg), staff inspects all treatment and flow control facilities owned and operated by the City. **No recorded storm events exceeded 1.2 inches/24 hr in 2019.** Facilities are inspected for damage and if found to have problems, they're put on a

capital facilities list. In 2019 staff inspected all city owned BMP's to determine if they need maintenance. S5.6.i.ii.a of the permit requires inspections every two years or as needed for 95% of treatment and control facilities. Below is a snip of the database that tracks the inspections and recommendations.

annual City maintained Swale inspection						
Swale ID	Maintainance notes	Project #	Plat / Dev. Name	Street	X Street	inspected 2019
205	still works, but excess vegetation	2003-055	Water St Impr project	Manitoba	Water	11/14/19
36	cleaned outfall vegetation with shovel	2002-075	Kayla/Mylissa short plats	Ridgeview Ln		
63	still works, but excess vegetation	2002-080	Helena Ave Impr.	Helena Ave.	Chestnut St.	11/14/19
64	still works, but excess vegetation	2002-080	Helena Ave Impr.	Helena Ave.	Chestnut St.	11/14/19
99	still works, but excess vegetation	2002-080	Helena Ave Impr.	Helena Ave.	Alder st.	11/14/19
334	no issues	1997-029	Water St Impr project	John Wayne Tr	15th Ave	9/14/19
219	cleaned out inlet pipe; now has constant groundwater drainage	1997-029	Water St Impr project	Water St.	11th Ave	9/14/19
417	standing water in swale bottom - clay soils/next to Canal	2010-083	John Wayne Trail extension	Sanders Rd	Alder St	
65	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Willow St.	11/12/19
212	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Ruby St.	11/12/19
213	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Ruby St.	11/12/19
214	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Ruby St.	11/12/19
215	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Ruby St.	11/12/19
216	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Ruby St.	11/12/19
217	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Whitman St.	11/12/19
220	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	11/12/19
221	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	11/12/19
222	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	11/12/19
223	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	11/12/19
224	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	11/12/19
225	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	11/12/19
226	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	11/12/19
227	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	11/12/19
228	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	11/12/19
229	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	11/12/19
230	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Willow St.	11/12/19
231	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Willow St.	11/12/19
232	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Willow St.	11/12/19
233	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Willow St.	11/12/19
287	no issues - grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	11/12/19
307	standing water in swale bottom, from groundwater flow into upstream Storm drains	1997-066	Aspen Grove MHP	Umptanum Rd	Chestnut St.	
139	no issues - grass maintained by city contract	2006-080	Dolarway Rd. Impr project	Dolarway Rd.	Prospect St	11/14/19
458	no issues	2001-075	Reed Mill ditch bridge	University Way	Reecer Cr. Rd	11/14/19
325	no issues - grass maintained by Parks Dept	2006-080	Dolarway Rd. Impr project	in Rotary Park	5th Ave	11/14/19

Some public stormwater swales are maintained by local contract with private companies and catch basin cleaning is performed by City staff. The city inventoried all post construction BMP's private and public. There are 475 systems citywide. Most were all built before 2007. The same annual inspection will occur in 2020.

(2019 post construction BMP inspection database see appendix)

Road & parking lot Swales, retention/detention ponds, pervious concrete, etc											
					Swale issue or problem in pink						
owner / Dev. name	Owner	ownership notes	Street	Maintenance	Notes	year built	In city pond swale qty	eventual discharge to creek?	25 yr storm discharges to water body	after 2007 acreage if >1 Ac pre dev	
Ellensburg Meadows Homeowners Assoc. 309 E Kristen Ave	Private	inactive Date 10/1/2013	Corra St	No Homeowners Assoc	5 onsite parking lot swales, 7 roof water swales	2012	5	No	no outfall	less than	yes
Ellensburg Meadows Homeowners Assoc. 309 E Kristen Ave	Private	inactive Date 10/1/2013	Ellington St	No Homeowners Assoc	1 of 7 retention swales for this plat	2007	1	E Water Co	Canal	yes	yes
Ellensburg Meadows Homeowners Assoc. 309 E Kristen Ave	Private	inactive Date 10/1/2013	28th Ave	No Homeowners Assoc	1 of 7 retention swales for this plat	2007	1	E Water Co	Canal	yes	yes
Ellensburg Meadows Homeowners Assoc. 309 E Kristen Ave	Private	inactive Date 10/1/2013	Ellington St	No Homeowners Assoc	1 of 7 retention swales for this plat	2007	1	E Water Co	Canal	yes	yes
Ellensburg Meadows Homeowners Assoc. 309 E Kristen Ave	Private	inactive Date 10/1/2013	Kristen Ave	No Homeowners Assoc	1 of 7 retention swales for this plat	2007	1	E Water Co	Canal	yes	yes
Ellensburg Meadows Homeowners Assoc. 309 E Kristen Ave	Private	inactive Date 10/1/2013	Ellington St	No Homeowners Assoc	1 of 7 retention swales for this plat	2007	1	E Water Co	Canal	yes	yes
Ellensburg Meadows Homeowners Assoc. 309 E Kristen Ave	Private	inactive Date 10/1/2013	Kristen Ave	No Homeowners Assoc	1 of 7 retention swales for this plat	2007	1	E Water Co	Canal	yes	yes
Ellensburg Meadows Homeowners Assoc. 309 E Kristen Ave	Private	inactive Date 10/1/2013	Kristen Ave	No Homeowners Assoc	1 of 7 retention swales for this plat	2007	1	E Water Co	Canal	yes	yes
MDJ Development Inc	City	inactive Date 11/1/2012	Bender Rd	City's by default...	no HOA, maintained by City	2006	1	E Water Co	Canal	X	X
				back yard swale: maintenance varies by prop owner	MDJ special: dump water onto adjacent plat; multiple fences across swale	2006	1	No	no outfall	X	X
easement	Private		Bender Rd		1 of 2 Retention swales	2005	1	No	no outfall	X	X
easement	Private		Canal St		1 of 2 Retention swales	2005	1	No	no outfall	X	X
easement	Private		Canal St		no responsible party for swale maintenance shown on plat documents	2001	1	No	no outfall	X	X
easement	Private	no maintenance requirements on Plat	Country Side Ave	ongoing	Trees Growing in Swale	2004	1	yes	Mercer Cr	X	X
Belsaas & Smith Const. Inc. PO Box 926	Private	no maintenance requirements on Plat	Airport Rd	ongoing	Needs Cleared	2005	1	E Water Co	Canal	X	X
City	City	City's by default...	Ridgeview Ln	City's by default...	no HOA, maintained by City	2003	1	E Water Co	Canal	X	X
Money Creek LLC PO Box 1038	Private	inactive Date 02/02/2015	Columbia St	8/1/2014	Needs Cleared - weed complaint 2014, again 4/2015	2007	1	No	no outfall	yes	yes
					Stormtech Exfiltration system, including overflow to Dolanway Lake	2007	1	No	no outfall	less than	less than
easement	Private		Dolanway Rd		added in 2020	1995	2	No	no outfall	X	X
Taco Bell	Private		Canyon Rd		Grass Clippings Dumped in Swale	2004	1	E Water Co	Canal	X	X
in r/w	Private	individual lots, including adjacent R/W	Water St.	no date		2004	1	E Water Co	Canal	X	X
in r/w	Private	individual lots, including adjacent R/W	Water St.		no HOA, maintained by City	2004	1	E Water Co	Canal	X	X
in r/w	City	individual lots, including adjacent R/W	Water St.			2004	1	E Water Co	Canal	X	X
easement	Private	individual lots, including adjacent R/W	Ellington St			2004	1	No	no outfall	X	X
easement	Private	individual lots, including adjacent R/W	Water St.	8/1/2012	Needs to be cleared; back yard swale w/ no access	2004	1	No	no outfall	X	X
easement	Private	individual lots, including adjacent R/W	Ellington St			2004	1	No	no outfall	X	X
easement	Private	individual lots, including adjacent R/W	Ellington St			2004	1	No	no outfall	X	X
easement	Private	individual lots, including adjacent R/W	Joanna Pl			2004	1	E Water Co	Canal	X	X
easement	Private	individual lots, including adjacent R/W	Greenfield Ave	no date	Gate had padlock on it (no Access)	2004	1	E Water Co	Canal	X	X
in r/w	Private	individual lots, including adjacent R/W	Water St.	no date	Swale partially filled in	2004	1	No	no outfall	X	X
in r/w	Private	individual lots, including adjacent R/W	Water St.			2004	1	E Water Co	Canal	X	X
in r/w	Private	individual lots, including adjacent R/W	Water St.			2004	1	E Water Co	Canal	X	X

The City inspects private post construction BMP's every two to four years for BMP's built after 2007. Above is a snip of the master database of 475 facilities and inspection notes. The database is in the appendix of this plan. New requirements for after August 2019 may require some sort of inventorying and inspection for BMP's that discharge to groundwater. That will be captured in the 2020-2021 SWMP.

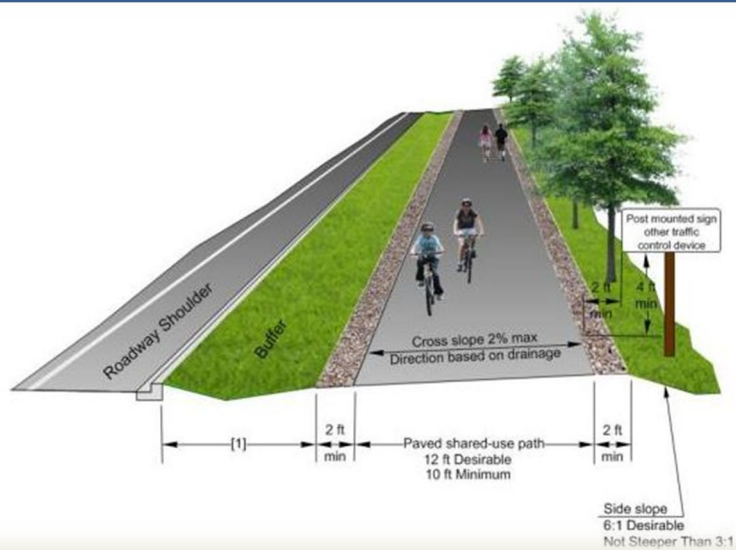
The private BMP's are already mapped and inventoried and the system is updated daily.

Pictured on the opposite page 16 are a few public and private examples of post construction flow control and treatment BMP's within the City of Ellensburg.

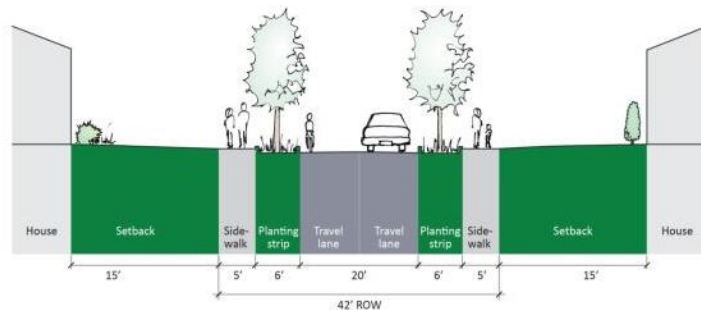




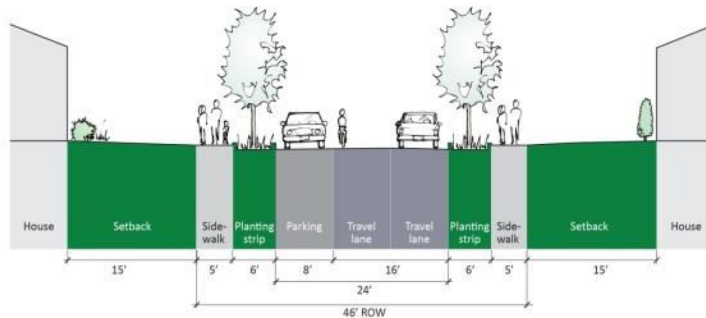
All frontage improvements are now required to provide infiltration for street water instead of connecting to the existing storm system. Recently the City adopted new street standards. The new standards narrowed the streets and now require vegetated or rock lined planter strips to accommodate runoff. Pictured below are examples out of the City Code that depicts the new street standards.



20' Wide Street



24' Wide Street



30' Wide Street

The City receives approximately 8.89 inches of precipitation annually. Most often, that falls in the form of snow. The region is classified as high desert/shrub steppe. Maintenance of post construction facilities are an issue statewide. More often than not, the facilities fall in the hands of homeowner's associations that fail to form and or developers that refuse to take care of the systems. Most are in private ownership and were built prior to permit in 2007. Most have fallen victim to the lack of maintenance over the years and are in decay, a condition of out

of sight and out of mind. Most become overgrown with vegetation, quit working and plug, and become dumping grounds for trash.



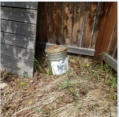
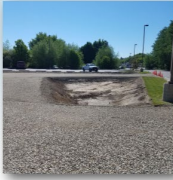
Rock lined swales (Xeriscaping) are becoming very popular in Ellensburg. They're relatively inexpensive to construct and very little maintenance is required. They're aesthetically pleasing to the eye and blend in with the native landscape. They're usually visible to the public and that eliminates the out of sight, out of mind issues. Watering is not required on xeriscaping facilities and is one of the benefits to conservation. Pre-treatment is required to treat the first half inch of rainfall. 60/40 Bio-soil retention media mulch, grassy strips, downturn elbows and other BMP's are offered in the Eastern Washington Manual and it is up to the design engineer to choose, which one best fits the design. Examples of rock lined swales are on pages 16 and 19.





Department of Ecology now requires on all sites greater than one acre of disturbance or part of a common plan or sale, the builder provide the local jurisdiction with an O&M plan. The plan outlines how maintenance will be conducted, the financial element to make that happen and who is responsible for maintenance.

New for 2019 is a flier that can be handed out to new homeowners and developers on how to maintain private stormwater facilities.

 Stormwater swales are not supposed to be dumping grounds for pet waste, grass clippings and hazardous waste. 	 Commercial property and businesses are required to have stormwater swales too. Contact the Stormwater Utility With questions at (509) 925-8619 	 Why does my neighborhood have these depressions (Stormwater Swales) with street water going into them? All developments are required to provide for stormwater runoff, infiltrate it and treat it before discharging to local streams. It's a statewide regulation. Homeowners and businesses are required. 	 When constructed stormwater swales will have a specific location, drainage calculations, engineered and required to retain the 10 year storm event onsite (1.2 inches in 24 hours)	Some may be lined with rock and some are lined with grass. Homeowners and businesses need to mow the grass at least two to three times a summer season and not let the vegetation get over 18 inches tall. Dead brown weeds/grass can be a fire hazard.  Contact the Stormwater Utility With questions at (509) 925-8619	 <u>They should never look like below !</u> Unattended, they can become overgrown, not drain and cause flooding problems and or be a fire hazard. It's a code violation to not maintain these features. 
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C. Illicit Discharge Detection and Elimination (IDDE)

Provided is a link to the City's prohibited discharges Municipal Code Section 9.25.320, allowable discharges 9.25.322, conditional discharges 9.25.324 and the prohibited illicit connections to the storm drainage system 9.25.326

<http://www.codepublishing.com/WA/Ellensburg/#!/Ellensburg09/Ellensburg0925.html#9.25.320>

The City has an escalating enforcement procedure under ordinance 4717, Chapter 1.80 of the Civil Violations and penalties section of the City Code. The ordinance allows the City to escalate enforcement for water quality and other stormwater violations beyond the educational correction notice. This code can apply to IDDE, Post Construction and Construction.

The utility enforces the storm drainage code on a complaint basis. Complaints from the public are kept anonymous but are a matter of public record. All complaints are followed through until compliance has been achieved or the problem rectified. All complaints that violate state water quality standards are reported to the Washington State Department of Ecology's Environmental Tracking System (ERTS)

A spreadsheet is kept annually to track complaints. For privacy reasons a copy of the complaint database is only available through the public records request procedure.



Outfall Inspection Program 2019



Annually the City conducts outfall screening in the dry season and after rain events that exceed the 10 year 24 hour storm. In 2019 no recorded storm events exceeded the 10 year 24 hour storm. No spot checks were required. The City mapped all of the outfalls to local streams in 2010 and again in 2013. Approximately 80 discharge points (outfalls) exists within the 50.26 mile underground system. Below is a breakdown of the underground pipe/outfall size in inches (diameter) and the number of (how many) of each pipe type exists within the system.

Pipe/culvert size diameter on top row and number of pipes/culverts that match that size on the bottom row

48"	42"	36"	30"	24"	18"	16"	12"	10"	8"	6"	4"
15	6	3	4	82	129	137	1013	136	947	354	30

Below is a recent inventory of storm pipes that indicates the pipe make, type, length etc.

Storm Pipe Inventory

Dia.	Length (ft) by Material*														Total Feet	Total Miles	% Total
	CI	DI	CMP	HDPE	PVC	AC	CONC	STL	ABS	TRUSS	PERF	VC	OJ	UNK			
4"				160	2		90							699.47	952	0.18	0%
6"	89	38	2,826	985	726	77	5,027			59.22				8,665.63	18,493	3.50	7%
8"			145	6,356	7,888	15,002	791	12,061		1,461.64				20,719.42	64,424	12.20	24%
10"			112	857	2,485	2,732	429	3,586				1,062.11		1,550.76	12,816	2.43	5%
12"	48	833	6,961	35,227	21,498	526	11,371			4,841.05		44.82	2,289.23	20,604.65	104,244	19.74	39%
15"				413	8,901	2,733	32	2,330						4,966.04	19,374	3.67	7%
18"				1,668	7,592	2,462		2,993						673.02	15,388	2.91	6%
21"				1,645				808						104.34	2,557	0.48	1%
24"				1,476	4,780	587		1,667						2,227.22	10,739	2.03	4%
30"				196	85			539							820	0.16	0%
36"				421				1,073							1,494	0.28	1%
40"								574							574	0.11	0%
42"					230									130.61	360	0.07	0%
48"				1,044				549							1,593	0.30	1%
60"				18											18	0.00	0%
Unknown				2,173	136			2,495				148.08		6,568.35	11,520	2.18	4%
Total	137	1,129	26,055	68,469	45,744	1,855	45,163	0	0	6,362	0	1,255	2,289	66,910	265,366	50.26	100%

CI = Cast Iron, DI = Ductile Iron, CMP = Corrugated Metal Pipe, HDPE = High Density Polyethylene, PVC = Polyvinyl Chloride, AC = Asbestos Concrete, CONC = Concrete, STL = Steel, ABS = Pressure Pipe, TRUSS = Thermoplastic Composite, Double-Walled Pipe, PERF = Perforated, VC = Vitrified Clay, OJ = Open Joint, UNK = Unknown

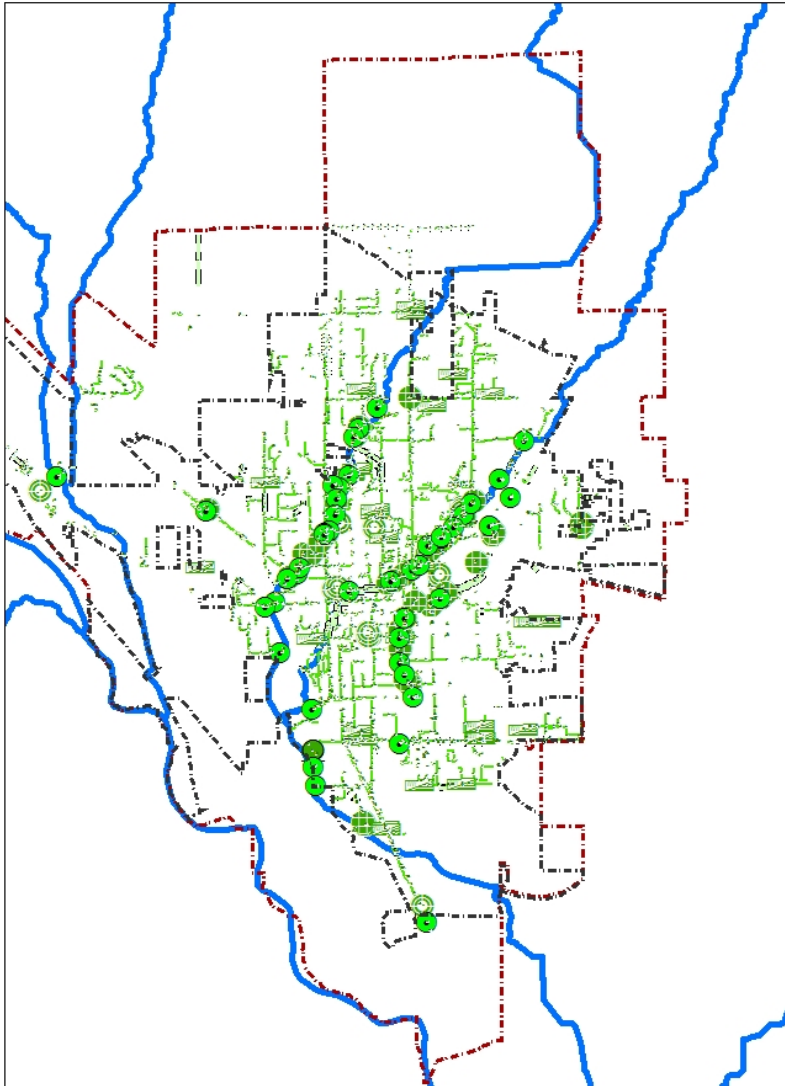
*All pipe totals are manually entered and come from the most current GIS storm main totals. Verify totals each year as the map is updated.

Updated: 01/23/17

Catch Basins (includes Dry Wells)	1875
Manholes (includes misc. storm structures)	492

The average underground pipe size in Ellensburg is 12 inches in diameter. The number of outfalls to local streams is tabled on the outfall database in the appendix. An outfall is defined by 40 CFR 122.2, a point where a discharge leaves the MS4 and discharges to waters of the state.

Ellensburg Outfall Discharge Points



Each outfall is identified by an ID number correlating with the City's GIS maps. Each outfall was screened for flow, odor, color and any visible signs of pollution. Pictures were taken of every outfall. Each outfall inventoried has an NPDES dry weather field screening data form. See page 23 for outfall inspection database.

(Example outfall database see appendix)

South to north Facility ID #	Location	Outfall location / comments	Stream/Outfall	Pipe Size	Pipe Type	2019 Inspection date	2019 Dry screening	2019 Comments
Lyle Cr								
Lyle 1	38-2000	E of Bull, S of Gregory Pl	outfall buried under fallen tree branches & leaf litter. Drainage from Gregory Place and Mtn. View	Lyle Creek	8" from Gregory Pl; 2 CB on Bull Rd	Concrete	11/14/2019	No Flow upstream CB
Lyle 2	38-2006	Kittitas Hwy, E of Gregory Pl	irrigation tailwater from E of Pfennig & overflow from shallow swales at Vista View plat	Lyle Creek	18	irrigation pipe & roadside ditch	11/14/2019	almost no flow in November
Lyle 3	48-5500	W of Hobert Ave, at swale #170	overflow from Swale 170 from Vista View plat	Lyle Creek	18	PVC	11/14/2019	No Flow upstream CB
Mercer Cr.								
Mercer 1	55-2030	1st Ave dead end at terminus with creek	usually visible from RR Ave (saves hiking through weeds on 1st Ave!)	Mercer Creek	12	HDPE	11/15/2019	No Flow
Mercer 2	55-1017	5th Ave, west of Wenas	outfall buried under rip rap boulders; drains 5th Ave west of Kittitas St.	Mercer Creek	12	Concrete	11/15/2019	No Flow upstream MH
Mercer 3	55-2053	6th Ave, west of Wenas	1st upstream CB buried under fallen tree branches & leaf litter	Mercer Creek	8	AC	11/15/2019	No Flow upstream CB
Mercer 4	55-2057	Wenas St, south of 7th Ave	3 CB at 7th & Wenas; outfall at culvert & not visible	Mercer Creek	6	Concrete	11/15/2019	No Flow upstream CB
Mercer 5	55-2059	7th Ave, east of Wenas	Point of connection inside culvert - not visible	Mercer Creek	8	PVC	11/15/2019	No Flow upstream CB
Mercer 6	65-2057	east of Cle Elum St, south of University Way @ Hampton Court Apartments	Point of connection inside culvert - not visible; 18" line is the abandoned Reed Mill ditch pipe, per 1972 street project note.	Mercer Creek	18	Concrete	11/15/2019	No Flow upstream CB
Mercer 7	65-1037	University Way, east of Okanogan	Point of connection inside culvert - not visible	Mercer Creek	12	Concrete	x	needs traffic control to inspect MH in arterial street
Mercer 8	65-7000	11th & Water St.	Pipe drains 11th Ave & Columbia St. and discharges direct to the creek, parallel to swale.	Mercer Creek	12	HDPE	11/15/2019	No Flow
Mercer 9	65-1041	11th & Water St. Splitter MH	12" low flow from Water St goes into swale #219, which overflows into creek	Mercer Creek	swale #219 overflows into creek	PVC	11/15/2019	standing water & saturated soil from groundwater at outfall pipe into swale. I cleaned out the outfall pipe several times this year

The City operates a 24 hour hotline for spills on its stormwater web page (509) 962-7230. See link <https://ci.ellensburg.wa.us/738/Stormwater-Division>

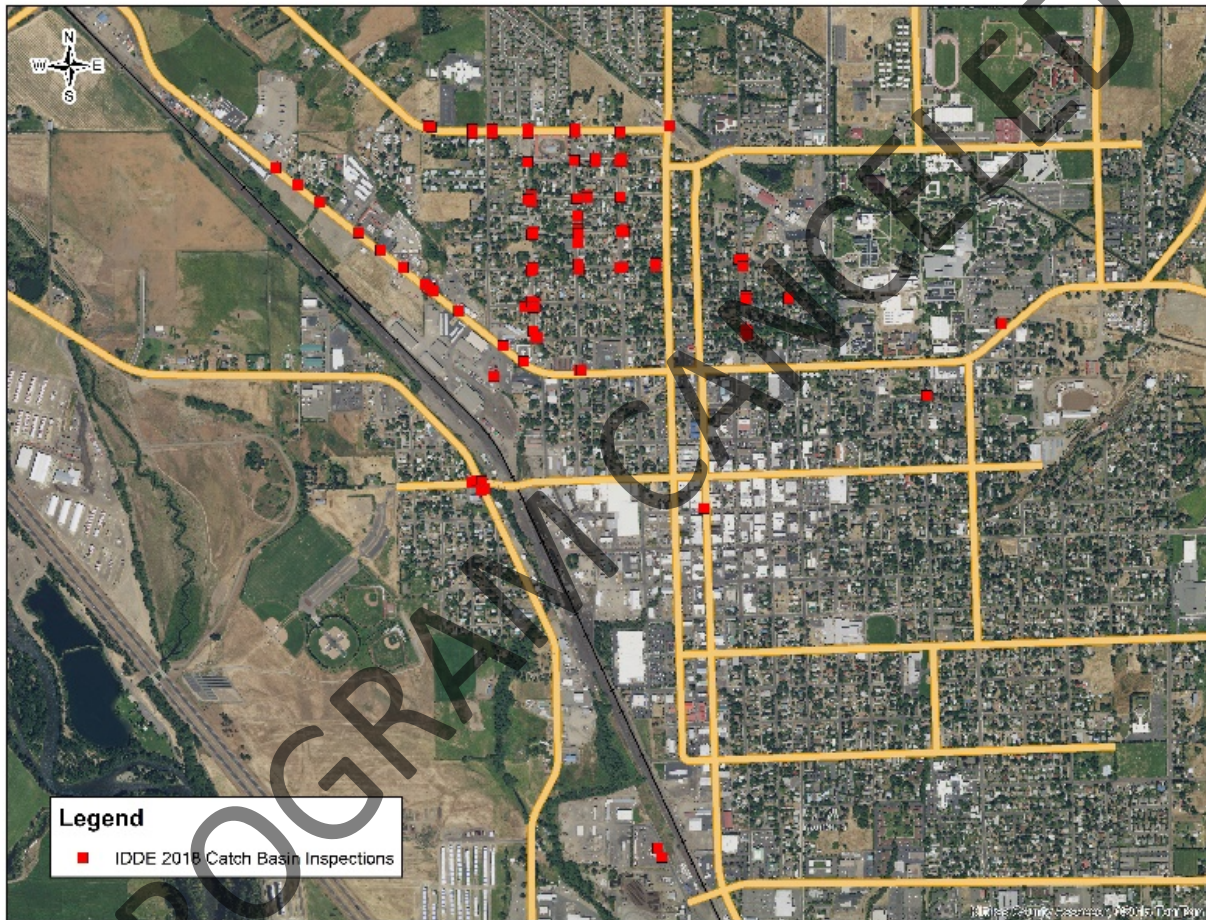
The Utility has a software program powered by ESRI GIS to assist with IDDE inspections. The vector truck crew is outfitted with a tablet that tracks each cleaning and collects data on IDDE inspections. Each catch basin, manhole and pipe is inspected before cleaning. The crews inspect each inlet and outlet for flow, odor, color, sheen, staining and floatables. They also note if side laterals have obvious discharge from private sources. Once inspected, they clean the lines, and that too is tracked in the software program. If any structural damage is noted, then that information is put on a capital facilities plan. If pollution problems are noted, the Utility technician is notified and source traces the problem for elimination.

The City is on target for meeting its permit obligation to inspect and clean the entire system by December 31st 2018 (at time of writing this report, the system has been entirely inspected and cleaned as of September 2017). In 2014 (728) catch basins were cleaned, 2015, (637) cleaned, 2016, (410) and (602) in 2017 and (361) in 2018. The utility met the new requirements for 2019 and cleaned one half of the town during the spring-summer-fall season. Same will be done for the remainder of the new permit.

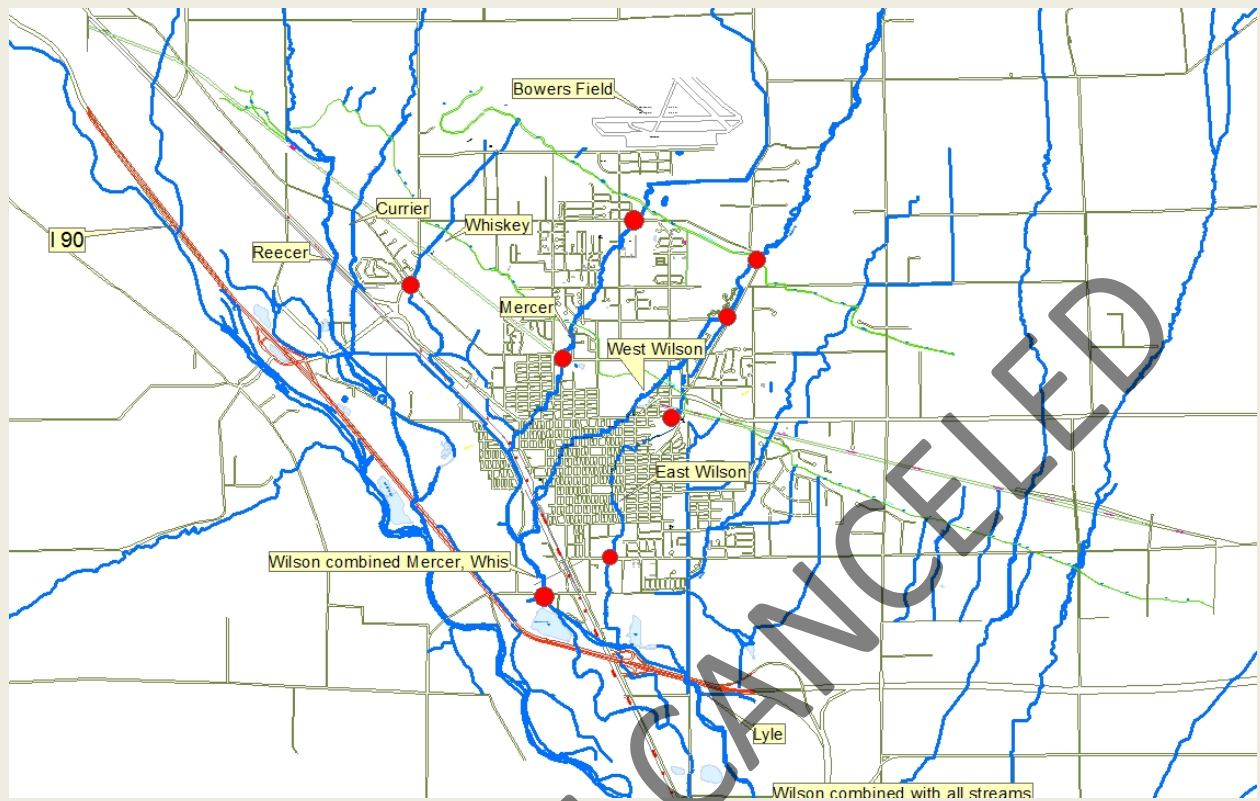
2019 IDDE Inspection map

In 2017 the utility finished inspecting and cleaning the system in its entirety since starting in 2014.

(Read below in red) The IDDE program used to conduct weekly bacteria monitoring on local streams to detect for illicit connections in addition to the O&M inspection program. That program has been replaced with a new inspection program using an ORP meter at several locations and will be rolled out in 2020.



The weekly stream monitoring program was canceled for 2018-2019 due to staffing and lack of resources. It will be replaced with a new program 2020 spot checking various outfall/stream locations with an ORP meter. The program is being set up at the time of writing this update.



(Monitoring locations map)

The data collection spreadsheet shows the date and time the bacteria sample was collected and the level recorded in coliform units per 100 milliliters. (Disclaimer) Data collected does not use EPA certified Standard Methods. The method of collection and analysis is certified for finding out the presence of coliform units per 100 milliliters. Membrane filtration is the certified standard method. The collection augments the City's IDDE program and if sources are detected, they are traced and eliminated. (Sample example data spreadsheet below)

Date sample taken	Wilson @ Sanders cfu/mL	Wilson above Fairgrounds @ 8th & Alder	Wilson @ 5th w of Poplar cfu/mL	Wilson @ Mtn. View south side cfu/mL	Wilson @ Berry Road/Bar 14 rest. cfu/mL	Precip past 24 hrs	comments
8/21/2017	700	200	0	100	0	None	
8/30/2017	600	0	400	400	200	None	
9/11/2017	200	0	100	300	0	None	
9/13/2017	800	200	200	100	100	None	
9/18/2017	400	200	100	0	0	None	
9/20/2017	900	300	200	1800	100	None	
9/27/2017	300	300	100	100	100	None	
10/2/2017	200	0	0	100	0	None	
10/9/2017	100	0	100	0	0	None	
10/15/2017	100	0	100	0	0	None	
10/17/2017	100	100	0	0	0	None	
10/23/2017	700	1000	1000	700	600	None	
10/25/2017	0	0	100	0	0	None	
11/1/2017	0	0	0	0	100	None	
11/6/2017	0	0	0	0	0	None	
11/8/2017	100	0	0	0	0	None	
11/13/2017	0	0	0	0	0	None	
11/28/2017	0	0	0	0	0	None	
12/18/2017	0	0	0	100	0	None	
1/10/2018	600	700	800	0	0	None	
1/17/2018	0	0	100	200	0	None	

Wilson @ Sanders Rd 9/20/2017			distances measured E to W 9/27/2017			10/2/2017			10/9/2017			10/15/2017			10/17/2017			10/23/2017			10/25/2017		
dist.	depth	dist.	depth	dist.	depth	dist.	depth	dist.	depth	dist.	depth	dist.	depth	dist.	depth	dist.	depth	dist.	depth	dist.	depth		
0	x	0	x	0	x	0	x	0	x	0	x	0	x	0	0.1	0	x	0	x	0	x		
1	x	1	x	1	x	1	x	1	x	1	x	1	x	1	0.2	1	x	1	x	1	x		
2	x	2	x	2	x	2	x	2	x	2	x	2	x	2	0.3	2	x	2	x	2	0.1		
3	x	3	x	3	x	3	x	3	x	3	x	3	x	3	0.3	3	x	3	x	3	0.3		
4	x	4	x	4	x	4	x	4	x	4	x	4	x	4	0.3	4	x	4	x	4	0.3		
5	0.50	5	0.50	5	0.50	5	x	5	0.50	5	0.50	5	0.50	5	0.4	5	0.4	5	0.4	5	0.2		
6	0.50	6	0.50	6	0.50	6	x	6	0.50	6	0.50	6	0.50	6	0.4	6	0.4	6	0.4	6	0.2		
7	0.50	7	0.50	7	0.50	7	x	7	0.50	7	0.50	7	0.50	7	0.4	7	0.4	7	0.4	7	0.2		
8	0.1	8	0.1	8	0.1	8	0.1	8	0.1	8	0.1	8	0.1	8	0.4	8	0.4	8	0.4	8	0.3		
9	0.2	9	0.2	9	0.2	9	0.2	9	0.2	9	0.2	9	0.2	9	0.5	9	0.5	9	0.5	9	0.3		
10	0.2	10	0.2	10	0.2	10	0.2	10	0.2	10	0.2	10	0.2	10	0.5	10	0.5	10	0.5	10	0.7		
11	0.2	11	0.2	11	0.2	11	0.2	11	0.2	11	0.2	11	0.2	11	0.6	11	0.6	11	0.6	11	0.7		
12	0.3	12	0.3	12	0.3	12	0.3	12	0.3	12	0.3	12	0.3	12	0.6	12	0.6	12	0.6	12	0.7		
13	0.5	13	0.5	13	0.5	13	0.5	13	0.5	13	0.5	13	0.5	13	0.8	13	0.8	13	0.8	13	0.9		
14	0.5	14	0.5	14	0.5	14	0.5	14	0.5	14	0.5	14	0.5	14	0.8	14	0.8	14	0.8	14	0.8		
15	0.6	15	0.6	15	0.6	15	0.6	15	0.6	15	0.6	15	0.6	15	0.9	15	0.9	15	0.9	15	1.0		
16	0.9	16	0.9	16	0.9	16	0.9	16	0.9	16	0.9	16	0.9	16	1.2	16	1.2	16	1.2	16	0.9		
17	0.4	17	0.4	17	0.4	17	0.4	17	0.4	17	0.4	17	0.4	17	0.7	17	0.7	17	0.7	17	0.7		
18	0.7	18	0.7	18	0.7	18	0.7	18	0.7	18	0.7	18	0.7	18	1.1	18	1.1	18	1.1	18	0.9		
19	x	19	x	19	x	19	x	19	x	19	x	19	x	19	0.3	19	0.3	19	0.3	19	0.2		
20	0.4	20	0.4	20	0.4	20	0.4	20	0.4	20	0.4	20	0.4	20	0.7	20	0.7	20	0.7	20	0.2		
21	0.2	21	0.2	21	0.2	21	0.2	21	0.2	21	0.2	21	0.2	21	0.4	21	0.4	21	0.4	21	0.2		
17	0.42	17	0.42	17	0.42	14	0.40	17	0.42	17	0.42	17	0.42	22	0.54	20	0.49	20	0.49	20	0.49		
F/S meter		F/S meter		F/S meter		F/S meter		F/S meter		F/S meter		F/S meter		F/S meter		F/S meter		F/S meter		F/S meter			
1.4		1.9		2.0		0.7		1.0		1.2		1.2		1.4		1.2		1.2		1.7			
cfs	9.97	cfs	13.53	cfs	14.24	cfs	3.92	cfs	7.12	cfs	8.54	cfs	16.52	cfs	16.52	cfs	11.76	cfs	11.76	cfs	11.76		
dist to water		dist to water		dist to water		dist to water		dist to water		dist to water		dist to water		dist to water		dist to water		dist to water		dist to water			
7.50		7.50		7.50		7.55		7.50		7.50		7.50		7.25		7.40		7.40		7.40			

In addition to outfall screening and O&M inspections, the utility also fields complaints from citizens and staff. The complaints range from spills to drainage problems, water quality violations, swales, construction/erosion control and flooding. The requests are kept on a spreadsheet, tracked and followed up on. If it's a water quality violation, spill or discharge under S4F of the permit, the problem is reported to the Department of Ecology's ERTS tracking system. The City also receives ERTS from Ecology and they are tracked and followed up on. The database contains the names and addresses of the responsible party. For privacy reasons the spreadsheet is no longer attached to the annual SWMP. Copies may be requested through the public records request procedure. **2019 now requires permittees to report water quality violations on a statewide electronic database. In 2019 there was only one reportable incident that required it be on the statewide database.**

(Example of complaint database)

Storm complaint File #	Date	Site Address	Name associated with Site	Notes	Water Quality Issue	Erosion Control	Utility Concern	Drainage Concern	Swale Issue	Flooding Concern	Stormwater Billing concern	Outreach Education Visit	Case Closed
SW-2019-01	1/28/19			Bryan called me about a small oil spill; he estimated about 2 gallons. When I got there, the Street crew had put out absorbent material and were sweeping it up. No oil made it to the catch basins.	1								X
SW-2019-02	3/28/19			Code Enforcement complaint from unknown source called about illegal dumping of oil, anti-freeze, hydraulic oil, onto ground and creek behind business. Site visit determined no impacts to surface waters of the state, but multiple impacts to ground were discovered whereby the business has been spilling to ground for a very long time with no apparent proper disposal practices.	1								X
SW-2019-03	7/2/19			A Waste Management truck broke a hydraulic line on Canyon Rd. The leak started around Arbys and went north to approximately the Washington Tractor building. Waste Management sent their staff to the site of the spill and spread a large amount of oil absorbent on the oil. City of Ellensburg street sweepers picked up the material and dumped it at Waste Management's site on Railroad Ave. It appears that no oil made it into the storm system. Rodney said that the Waste Management crews did a great job on containing the spill. Emailed report to Ecology; no response.	1								X
SW-2019-04	7/3/19			caller reported that possibly contaminated water was being pumped by CWU to a CWU storm drain. Gordon checked with CWU, Mike and Yukon said they did have a chiller water leak, that they tested the water & it was clean - "tap water quality". CWU is finding & fixing their leak. No file.	1								X
SW-2019-05	7/26/19			citizen report of the masonry contractor (Pioneer Masonry) working at the site was cutting bricks & leaving a trail of red brick mud. Gordon stopped by & informed contractor of need to capture the brick slurry before it leaves their site. They said they would scoop up the red mud; they did a good job cleaning up. No file.	1							1	X
SW-2019-06	7/24/19			citizen complaint of neighbor dumping grass clippings in swale. I looked at it; most likely resident at 101 W Courtney Ct. Small pile of grass clippings at top of bank of swale does not affect swale function. No file.					1				X
SW-2019-07	9/26/19			citizen complaint of soapy water draining out to street. Spray water containing soap is blown out the open bay door, and drains across their driveway and the City sidewalk to the gutter line, then into the storm drain. Sent Notice of Infraction on 10/1/19. Followup inspection revealed that they already had a roll down door to keep the spray in, but apparently stopped using it recently. Door in use again & no new soapy water on driveway.	1								X
SW-2019-08	8/21/19			Plugged Drain, private, was told to call private company to un-plug				1					X

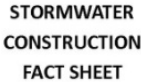
As a part of S8 monitoring and assessment, the group chose to develop Effectiveness studies. The group had to come up with 8-10 studies. Ideas ranging from street sweeping, LID, catch basin cleaning, outreach education, illicit discharge detection elimination are just a few being studied. In section G of this plan, is the detailed study and Quality Assurance Plan (QAPP). Ellensburg will be conducting its own street sweeping and catch basin cleaning comparative study.

D. Construction Site Stormwater Runoff Control

The link below is the City of Ellensburg's Stormwater Development Standards. Site operators, civil engineers, city staff and private developers must adhere to these standards when designing and constructing projects. Sites one acre or greater are required to complete a Stormwater Pollution Prevention Plan (SWPPP). SWPPP's along with the O&M plan and sediment control plans are reviewed by the Stormwater Manager for completeness. Engineering plans are reviewed by both the stormwater manager and the plans examiner to meet the requirements of the EWA Manual.

<https://ci.ellensburg.wa.us/339/Development-Standards>

Ellensburg Standards has a whole section devoted to LID and site design (copy link above). Also new is the section on treatment and volume-based design. The Eastern Washington Stormwater Manual was updated in 2019 and the City adopted that manual into their standards.



- If your site is one acre or greater of disturbance or part of a common plan, or sale, you need to comply with the Department of Ecology regulations and apply for a Stormwater General Construction Permit well in advance of any site work taking place (see link below)
<http://www.ecy.wa.gov/programs/wq/stormwater/construction/index.html>
- A stormwater pollution prevention plan (SWPPP) is required (see template link above on DOE website) and will be reviewed by City staff for completeness before work takes place.
- Temporary Erosion Sediment Control (TESC) is required on all plans submitted if disturbance is one acre or greater. Plans must be reviewed by City staff and approved before work takes place.
- New rules apply for construction de-watering, dust control and several other construction related elements (see link above)
- Commercial and residential stormwater flow control/treatment facilities (swales/detention ponds, bio-filtration) on sites one acre or greater must be designed to meet Core Element 2,5 and 6 out of the Eastern Washington Stormwater Management Manual along with the City of Ellensburg Development Standards. <http://www.ci.ellensburg.wa.us/index.aspx?nid=339>
- **New:** An Operation and Maintenance plan for the perpetual maintenance of the facilities is now required. <http://www.ci.ellensburg.wa.us/index.aspx?nid=252>

The stormwater construction fact sheet (page 29) and O&M template are handed out at every pre-application meeting informing the developer that sites an acre or greater require a SWPPP, TESC, Construction General Permit from Ecology and a O&M plan. Both the O&M template and the fact sheet can also be found on the City's Stormwater webpage at,

<https://ci.ellensburg.wa.us/738/Stormwater-Division>

All sites > 1 acre are required to use the Eastern Washington Stormwater Design Manual. Private projects and projects proposed by the permittee's own departments adhere to the same standards and details as set forth in the Eastern Washington Stormwater Design Manual.

All employees involved in field activities, (Operation and Maintenance, Plan Review, and Construction Inspection) undergo stormwater pollution prevention training.

The City adopted ordinances to prohibit silt, sediment, concrete slurry and all construction related products from entering the public storm system. See City code sections 9.25.320, 322, 324 and 326 from the link provided.

<http://www.codepublishing.com/WA/Ellensburg/#!/Ellensburg09/Ellensburg0925.html#9.25.320>

City ordinances, the adoption of the Eastern Washington Stormwater Manual, the design/development standards, the required SWPPP, TESC, O&M Plan, site review and field inspection combined, ensure compliance with the regulatory framework of the permit.

City staff who manage capital projects, oversee Operation and Maintenance, review site plans, inspect in the field and manage stormwater are all Certified Erosion Sediment Control Leads (CESCL). Every three years city staff renew their CESCL accreditation.

All projects disturbing one acre or greater since the issuance of the Phase II permit are on file with the City of Ellensburg. The permit requires construction records be kept for a period of up to five years after completion. All records at the City of Ellensburg pertaining to public projects or private development are kept indefinitely thru archiving and project files.

Stormwater Development Standards require staff review **all** site plans for treatment and flow control, inspect all stormwater BMP's and erosion control even if the threshold is under one acre or greater.

Stormwater Construction Review						
Current Projects						
PW Project #	Project Title	Applicant	Reviewer	prelim storm review	comments	Acre or greater, 800 drains to MS4
4-116	Gail & Countryside (Heatherstone Plat)	Pillar	GC & JM	5/6/15	4 onsite swales, with outfall to swale #29 at Bender & Gail. First draft comments, (in part): 1. Needs O&M plan. 2. No TESC plan submitted. 3. Irrigation plans conflict with some swales. 4. no fences in swales & max height 42" at walk. 5. D.O.E. construction storm water permit will be required.	checked BMP selection and Calcs (added 3-17-18)
5-099	Sanders Mill Phase 8	Willard	Morrow	3/1/16	Phases 9-11 of 5F residential plan. 2017 revised to only phase 8. Does not discharge to City MS4. Exempt from review for sizing, treatment and flow control. Had a SWPPP, needs TESC and O&M plan/SWPPP and TESC complete 9/3/18 waiting on O&M	checked; doesn't drain to City
6-094	1130 W University Way - Fish & Wildlife Bid	Fish and Wildlife	Morrow	5/9/18	TESC, SWPPP and O&M are approved for construction, but the Civil plans don't show calculations or geo-tech supporting documentation for infiltration rates. There are no essential details provided for the storm sections. It appears the swales have been designed for treatment, but not flow control. The system does not drain to the City's MS4 so they are exempt from the EWA manual, but not the City's standards.	No calcs to support swales sizing and infiltration rates. Waiting on geo-tech, soils report or how they obtained infiltration rates to support sizing of facilities. 6/5/2018
6-101	601 E Main View Ave - CHCW Dental Clinic	CHCW	Morrow		parking lot to drain to porous pavers, roof water of building addition to drain to perfor pipe UIC. Does not discharge to City MS4.	Using grass lined as treatment instead of rock and performed infiltration testing and achieved 1 inch per hour. APPROVED FOR CONSTRUCTION
6-125	2207 N Airport Rd - 14 unit apartment	Boe	Morrow		drains to interior swale. Does not discharge to City MS4.	checked; doesn't drain to City
7-046	Helena Ave - E of Alder St - Central Apartments	Douglass	Morrow		Reviewed SWPPP, which included TESC. Approved for construction. Drains to irrigation ditch	less than acre
7-048	Airport Rd - N of Helena - Stalder 18 Unit Duplex	Stalder	Morrow		4 interior swales. Does not discharge to City MS4.	checked
7-070	5th & Main - Windrow Hotel and Parking		Morrow		Under an acre no plan review as it pertains to the NPDES permit requirements	less than acre
7-089	Enterprise Way - Storage Facility	Singer	Morrow		4.04 acres, TESC approved, needs SWPPP, calcs have been pre-approved for 83% ISA, Singer needs an ECV permit	checked approved
7-108	1600 SR-97 - Loves Tire Shop	Loves	Morrow		1.18 acres new development. 1.08 acres proposed impervious, all BMP's, calcs, and SWPPP-TESC approved, but does not drain to the City's MS4 so they are exempt from NPDES review and inspection.	Approved
7-119	CWU Dorm Project - Wildcat Way & 18th Avenue	CWU	Morrow		The parking lot plans were submitted separately. The plans meet the requirements out of Chapter 2, 4, 5 and 6 of the SWMM6. Stormwater will sheet flow to four bio-infiltration swales and do not connect to the City's MS4. Same with the dorms. The storm system does not connect to the City's MS4, but meets the criteria out of the manual for both flow control and treatment. The TESC, SWPPP and O&M plans were submitted and approved for both.	BMP's approved, Calcs approved, approved for construction
7-122	205 W Idaho Ave - Landon Lane	Glahn	Morrow		Does not discharge to City MS4. Drainage report submitted to PW.	Approved for construction
7-138	Aspen Short Plat	Pfeffer	Morrow		SWPPP and TESC approved, 6/4/18 Region 2 25% retention approved, permit for ECV approved, note to inspector, de-watering could be a problem, approved for construction.	Approved for construction
8-078	CWU Tomlinson Upgrade & Rec Expansion	CWU	Morrow	6/5/18	SWPPP and TESC are complete and approved. Calculations for flow control and treatment are approved. O&M plan is approved	Approved for construction
8-086	Central Storage	Piper	Morrow	5/30/18	Does not discharge to City MS4. Site is less than one acre disturbance so no TESC, SWPPP or O&M required and abandonment of swale is allowed because the remaining ponds have adequate storage for the 25 year event.	less than acre
9-096	Jongeward Paving Project	CWU	Morrow	5/30/18	Does not discharge to City MS4. No geo-tech report, depth to groundwater or perc test results to support drainage calculations for infiltration facilities. Design of facilities precludes the UIC rule as everything is wider than deep. Site is 1 acre or greater of disturbance, no SWPPP, O&M Plan, but TESC is approved per the plans.	No geo-tech to support drainage calculations for infiltration facilities. Waiting on soils report, infiltration rates or sub surface analysis to provide for treatment and flow control.

(2019 Plan Review Spreadsheet example)

The project number, title, applicant, reviewer, comments, plan approval and status are the fields that get reviewed. Under comments, the status of the TESC and SWPPP are reviewed for completeness. Every project, public or private goes through the same internal process. With Ecology's assistance, a spreadsheet was made to run and simulate storm calculations to check up on sizing requirements. See column on review spreadsheet. After the permit is issued and groundbreaking commences, staff inspects the BMP's to ensure they match the plan requirements throughout the project. Staff keeps a daily log called the "Inspectors Daily Report" (IDR).

(Example IDR)

 CITY OF ELLENSBURG Public Works Department Inspector's Daily Report						
Project:	Pilot Flying J	Date:	9/24/2019			
Weather AM:		Weather PM:	sun 80			
Location:	Dollarway					
Contractor:		representative:	Mike Ricker			
Contractors:	Justin Schmidt/ Compass Land Development					
Equipment:	Backhoe					
Labor:						
Item Of Work	n-Progres	Complete	Erosion Control	Require	Installed	Approved
Saw Cutting			EC Plan			
Clearing/Grubbing	x		SWPP			
Excavation & Haul			Tire Wash			
Storm Sewer			Silt Fence			
Utilities			Wattles			
Water			Wattles			
Sidewalks			Check Dams			
HMA Patch			Drain Filter			
Signage			Seeding/Sod			
Punch List			Sed. Ponds			
Sewer						
Paving						
Traffic Control Needed	Yes	No	Traffic Control Acceptable	Yes	No	N/A
Drove by the project and noticed that there was an 8 inch pipe running out towards the ditch and being pumped up from the ground. I talked with Mike Ricker about Dust and Socks in the catch basins and potential track out. He told me that Ecology was visiting him about the pipe going to the ditch.						
Photos/Video taken?			Inspector's On Site Hours			
yes	Dustin Auckland		0.5 Hours			

The City's construction inspector keeps daily inspection records. (See example above)

All construction site operators, developers, and engineers are provided information on erosion control training available, how to install effective Best Management Practices (BMP's) and how to comply with requirements in Appendix 1 of the Phase II Eastern Washington Municipal Permit. Information is provided on how to apply and install the BMP's as prescribed in Chapter 7 of the Stormwater Management Manual for Eastern Washington.

Training for private contractors is provided annually as a part of the "Contractors training safety seminar" held every year at the Kittitas County Fairgrounds. (See outreach education Dial 811 Training) The stormwater utility is a guest speaker annually and provides training on Low impact development, erosion control, spill control and other various stormwater related topics as they relate to construction. The next Dial 811 seminar is scheduled for February 20, 2020.

Internally Capital Improvement projects undergo the same scrutiny with regards to permitting, erosion control, plan review, field inspections and guideline compliance as the private sector.

In 2014 the Utility created a flyer aimed at educating contractors to implement erosion control on all sites even if the threshold is less than one acre. The flier is handed out to all developers and contractors at predevelopment meetings and is available in the Building Department at City Hall.

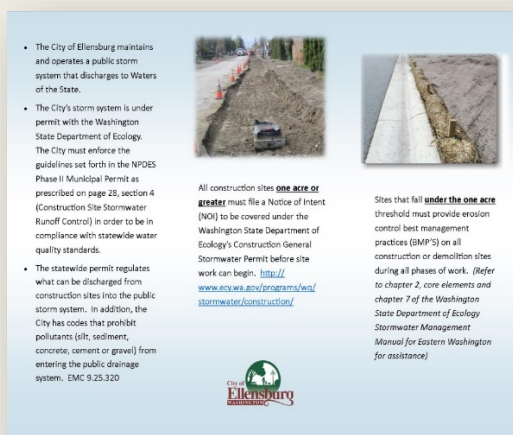


• Minimize track out by stabilizing construction entrance/exit
• Washout concrete slurry onsite
• De-water only clean water
• Use of silt fence or straw wattles to protect toe of slope
• Saw cutting slurry is not allowed to enter the storm system

New for 2013-2014
Erosion Control is Now Required on All Construction Sites and Demolitions

Sites may apply for an "Erosivity Waiver" if they qualify under Appendix 1, Core Element 2 of the Eastern Washington Phase II Municipal Stormwater Permit.

Contact the Stormwater Utility
With questions at
(509) 929-3844



- The City of Ellensburg maintains and operates a public storm system that discharges to Waters of the State.
- The City's storm system is under permit with the Washington State Department of Ecology. The City must enforce the guidelines set forth in the NPDES Phase II Municipal Permit as prescribed on page 28, section 4 (Construction Site Stormwater Runoff Control) in order to be in compliance with statewide water quality standards.
- The statewide permit regulates what can be discharged from construction sites into the public storm system. In addition, the City has codes that prohibit pollutants (silt, sediment, concrete, cement or gravel) from entering the public drainage system. EMC 9.25.320

All construction sites one acre or greater must file a Notice of Intent (NOI) to be covered under the Washington State Department of Ecology's Construction General Stormwater Permit before site work can begin. <http://www.ecy.wa.gov/programs/water/stormwater/construction/>

Sites that fall under the one acre threshold must provide erosion control best management practices (BMP's) on all construction or demolition sites during all phases of work. (Refer to chapter 2, core elements and chapter 7 of the Washington State Department of Ecology Stormwater Management Manual for Eastern Washington for assistance)



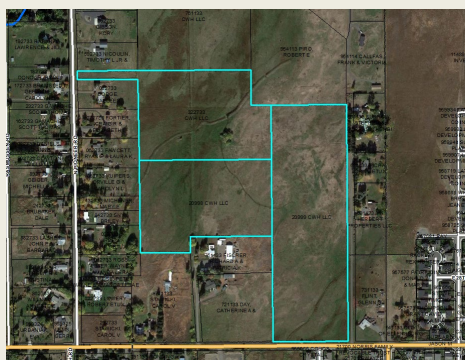
E. Public Involvement and Participation

On the third Wednesday of each month, the City of Ellensburg's Environmental Commission holds its public meeting at 5:15 pm, at 501 North Anderson Street (City Hall). The meeting is open to the public. From time to time, the agenda will have stormwater items requiring SEPA that is reviewed by the committee.

The City of Ellensburg Utility Advisory Committee (UAC) meets on the 3rd Thursday of the month from 3:30-5pm at City Hall and these meetings are open to the public. Committee meetings generally have stormwater agenda items and will remain to do so in the future. This plan goes before the UAC for public approval and is recommended by the UAC for City Council approval. Most items like SWMP, O&M, grants/projects and ordinances always are presented at the UAC first, then to City Council for authorization.

The public is always welcome to comment on the utility's program development, the City's NPDES permit, how to volunteer or general questions regarding the utility. The City's stormwater webpage offers citizens a chance to voice concerns, report problems and be informed of upcoming events. The public can contact the Stormwater Utility Manager at 509-925-8619 with questions, concerns or comments.

Three annexations occurred in 2019. Ordinance 4828, 4827 and 4825. Pictured below are the parcels that were annexed into the City.



The City of Ellensburg wrote its own Operation and Maintenance (O&M) Plan in 2010. The Utility updated that plan in 2017 to meet the permit requirement S5 6a. All City staff is trained on Best Management Practices (BMP's) and pollution prevention. A copy of the updated O&M plan is available upon request.

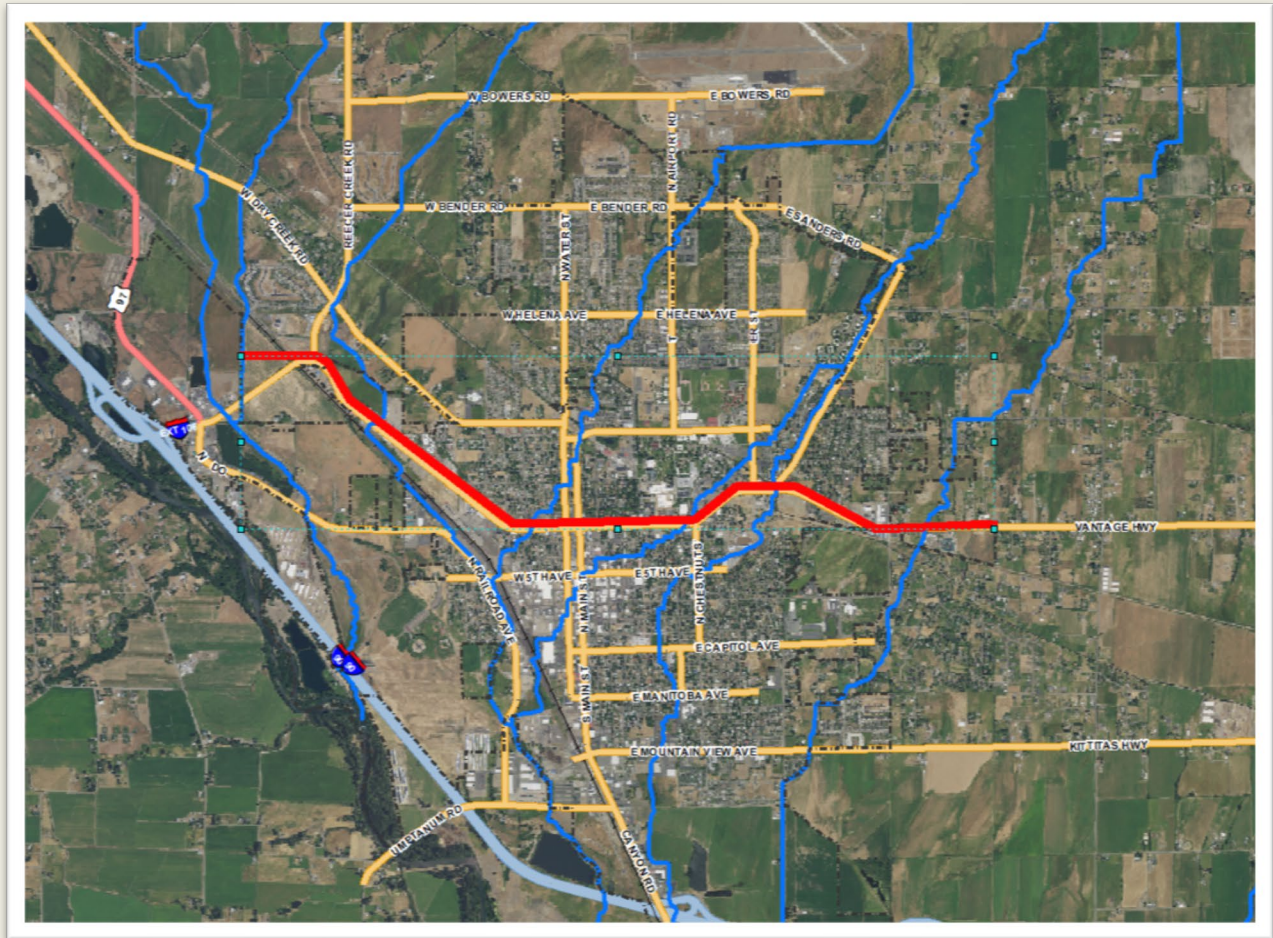
Catch Basins Last Cleaned and Inspected

- 2019
- 2018

City Limits

City Of Ellensburg GIS, City of Yakima, County of Kittitas, Bureau of Land Management

The city inspected and cleaned the entire system years 2014-2017. The new permit is requiring the town be inspected and cleaned every two years instead of four. The city met these obligations in 2019. The city has budgeted for two 6 month temporary employees. The sewer collections crew will be split into two vector trucks. One temporary seasonal employee will ride on each truck and assist with the operations. The town has been divided into two even hemispheres.



On page 35 is the inspection and cleaning map for 2019.

G.

S8 Monitoring and Assessment

The City of Ellensburg took lead on its own study, which was one of eight studies accepted by ECY in the approved list from the Eastern Washington Stormwater Group. The study compares street sweeping to catch basin cleaning on State Route 97. The study runs for two years and will deliver a final report to ECY on the findings.



The study (red shaded box) is on State Route 97 west of the west interchange. The area was chosen because it's flat, has four catch basins evenly spaced on each side of the road, lots of traffic and no trees. The study will sweep one side of the street 2018, clean catch basins the opposite side 2018 and then flip flop for 2019.

Data collection began April 2018 and ran through October of the same year. The study conducted two technical advisory (TAG) meetings in 2018. One to kick off the project and one to wrap up for the year end. Pictured are data collection events, assemblage of the field apparatus, laboratory sample results, data recovered on graphs and miscellaneous photos of 2018. A lot of work, time and money has been spent on this study. As mentioned above, the stream source tracing program had to be suspended because of the enormous time commitment and money devoted to this monitoring requirement in the permit.

See project photos and descriptions following pages.

QUAP for project attached.

https://g3coe-my.sharepoint.com/:b:/g/personal/morrowj_ci_ellensburg_wa_us/EZ0HCptv2Q9Nn-8gnasFHfEBaZ958Q1sB0vQUicEQLBSZw?e=ef7Kk5



Step 1, obtain locates in the field



Step 2, make and install outfall equipment



Step 3, pre-measure catch basins



Step 4, pre-weigh collection socks



Step 5, install socks in all 8 outfall catchments



Step 6, make and install drain tube valves



Step 7, get tare weight on all tanks



Step 8, set out tanks for collection day



Step 9, collection day



collection day



Step 10, remove sediment sock



Step 11, decant vector



Decant sweeper



Fill both containers



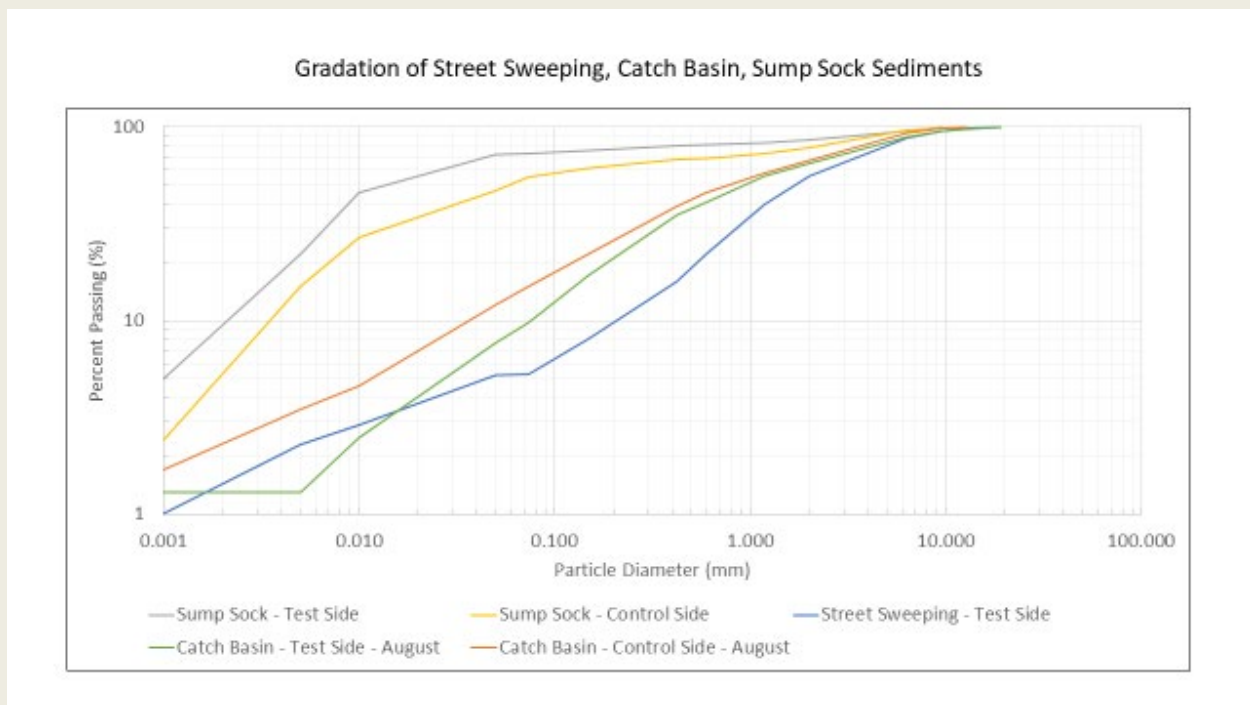
Let all tanks drain and evaporate for two weeks



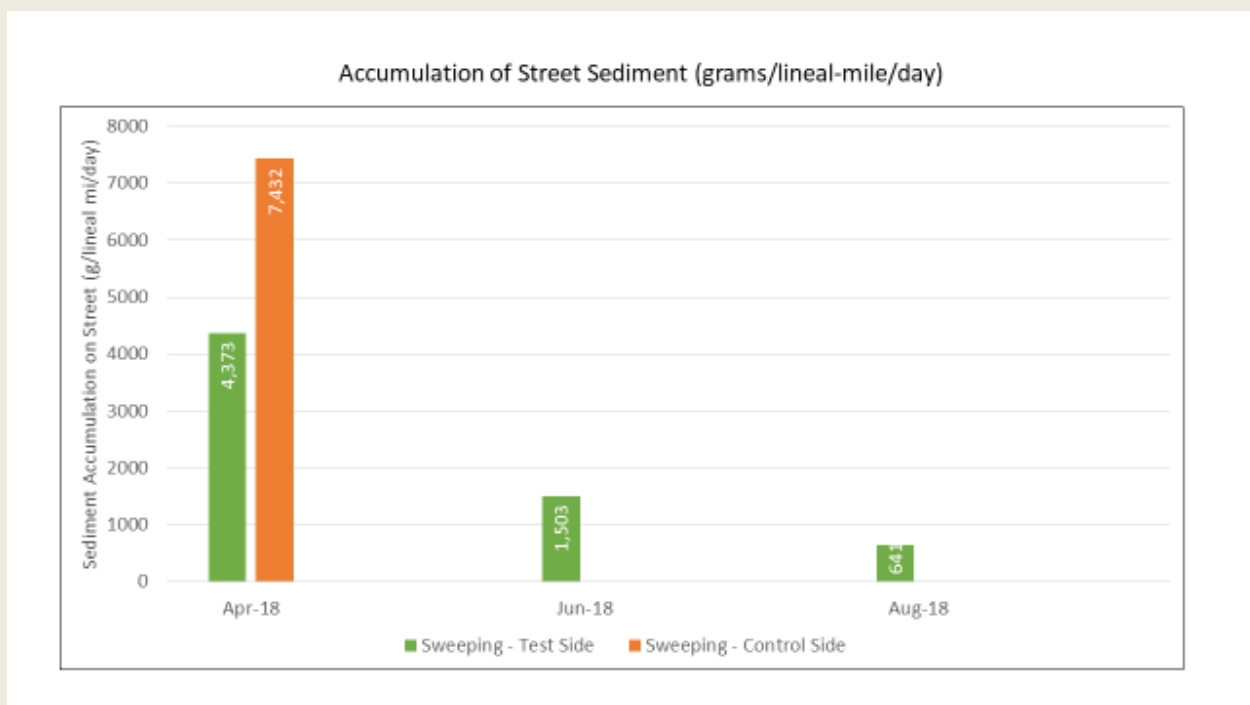
Step 12, after completely draining, weigh all tanks and begin sediment collection/ send to lab for testing

Samples are collected from each tank for particle size distribution, moisture content and organic content. Samples follow the chain of custody, put on ice and sent overnight to the lab.

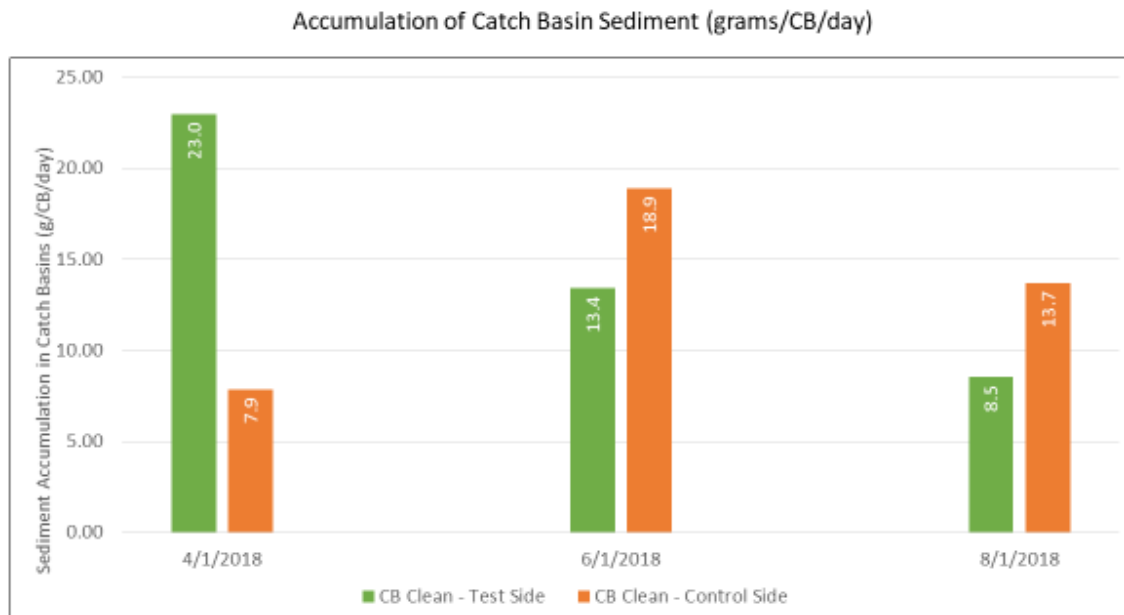
Next page shows the data results.



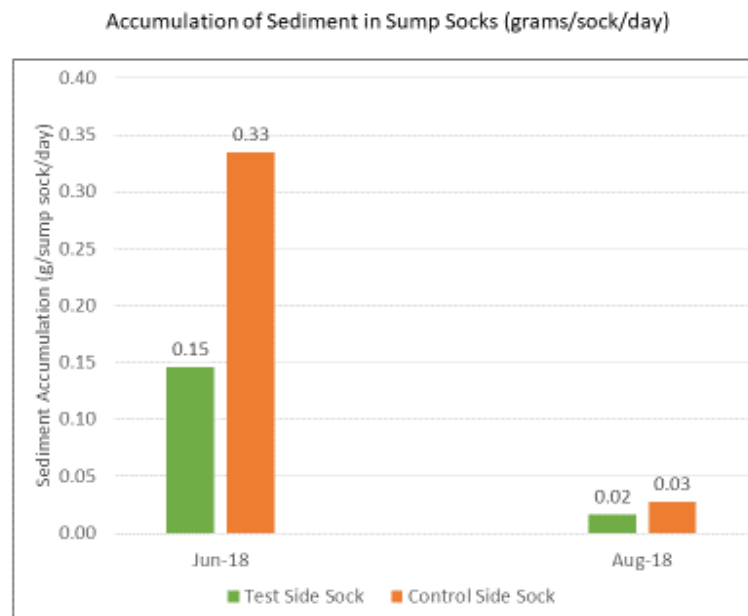
Sump socks showing particle diameter and percent passing through the sieve.



Shows sediment accumulation collected for both sides and operations.



Accumulation of catch basin sediment collected both sides



Accumulation of sediment in sump socks

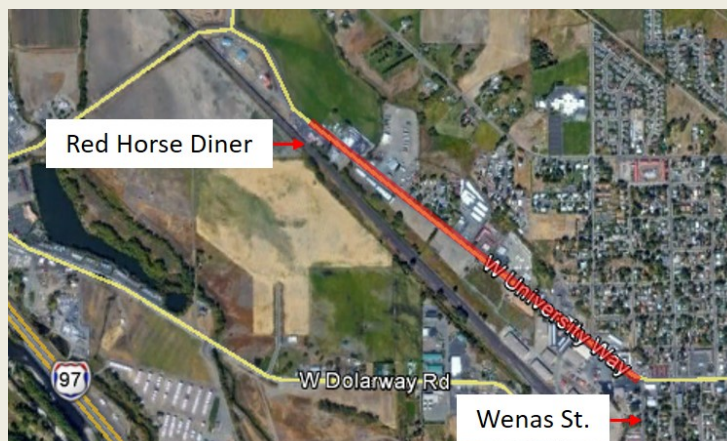
Synopsis for year one: I think right now the study is showing us that the sweeper collects large particles and the fines end up in the catch basin. Indicating both operations serve a viable

purpose. Data may suggest after one more year of collection that sweeping does a better job or vice versa. For the remainder of 2019 the project will carry on with data collection starting April 1 through October, but will switch the test and control sides. The project wrapped up in 2019 and we are waiting the final report from the consultant in 2020. The report will be give to the Department of Ecology sometime April 2020 TBD.

H. Achievements and Planned Activities

1. Stormwater Gateway Grant WQC-2019 EllePW-00012

In 2017 the City applied for grant funding with the Washington State Department of Ecology's Stormwater Financial Assistance Program. The application requested funding to retro-fit two miles of University Avenue and install stormwater treatment (bio-infiltration swales) along with porous concrete pedestrian/bicycle paths on both sides of the road. At the time of writing this plan, the project is at 30% design heading towards 60% and expected to be constructed 2021-2022.



Attached is the fact sheet that outlines the entire project. (See below)

University Way from Wenas Street to Red Horse Diner

The proposed project is located in the City of Ellensburg along a one-mile stretch of University Way between the Red Horse Diner and Wenas Street. This city street is on the national highway system and includes two lanes and a center turning lane (each 12-foot wide) and two 4-foot wide shoulders. University Way has an annual average daily traffic (AADT) count of 7,400 to 11,000 making it the second busiest arterial in Ellensburg and the main arterial from I-90 to downtown Ellensburg and Central Washington University. This area is zoned as light industrial and the land cover within the 100-foot right-of-way (measured from the centerline to both sides of the street) is primarily pollutant generating impervious surfaces (PGIS).

Background Information

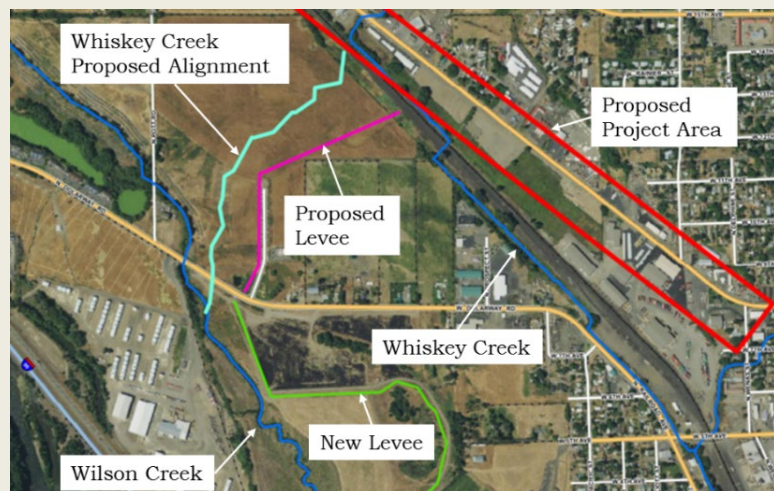
This location was selected for a stormwater LID retrofit project because water quality impairments have been documented in the creeks adjacent to the project and stormwater has been identified as a pollutant source. The project site was developed prior to the implementation of the Phase II NPDES MS4 permit. As such, no structural treatment or flow control BMPs are located within the project area. Instead, untreated runoff is collected in grate inlets and conveyed through an existing storm drain network



to both Whiskey and Mercer Creeks. Mercer Creek and Whiskey Creek are both tributaries of Wilson Creek. Wilson Creek is listed on Ecology's 303d water body list for bacteria, TSS, and temperature. Wilson Creek has a TMDL for these parameters, which calls for the city to reduce untreated stormwater runoff from municipal applications. Whiskey Creek is the preferred conduit for the reintroduction of steelhead as

defined in the Yakima Basin Integrated Plan (YBIP).

Flooding is an issue in the project area. During rain on snow events, businesses along University Way have reported flooding on their property. The 6-year improvement plan for the project area focuses on floodplain projects and creek realignment. A new levee was constructed southwest of the project area and another levee is proposed west of the project area. The proposed realignment of Whiskey Creek is part of a Washington State Department of Ecology's Floodplains by Design project that is intended to improve the creek habitat suitability for steelhead salmon. The proposed alignment will connect to Reecer Creek which was also recently realigned. Reducing pollutant loading from stormwater (TSS and dissolved metals Cu and Zn) from the 2nd busiest street in Ellensburg to these Creeks will support the City in meeting their TMDL obligations for improving water quality and providing a habitat suitable for anadromous fish populations.



Project Goals & Approach

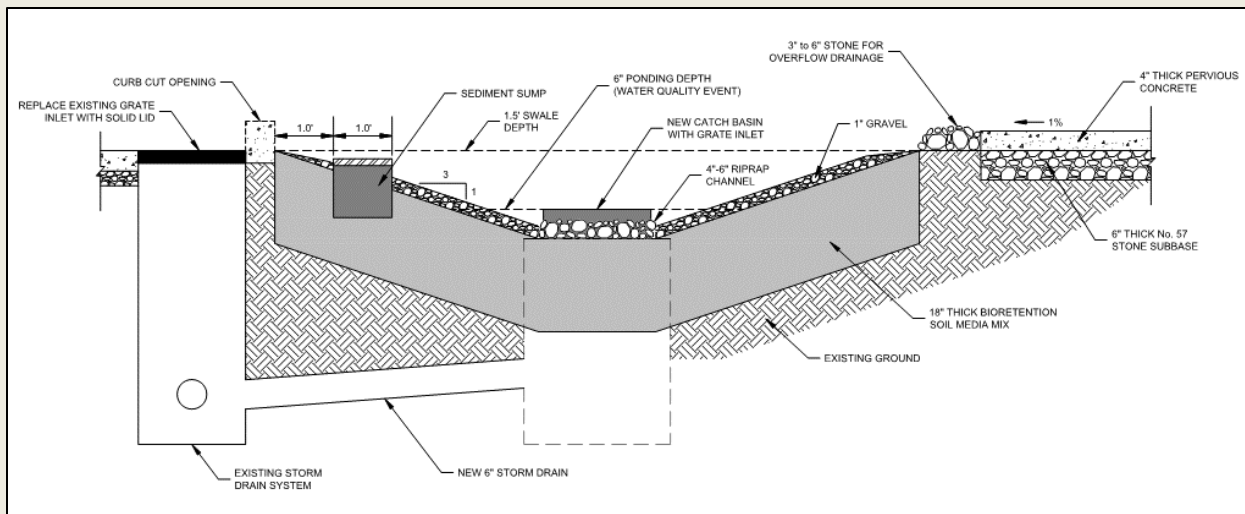
Project Goals	Approach
Improve water quality in Whiskey, Mercer, and Wilson Creeks	Decrease pollutant loading to creeks by: • Remove PGIS within the right-of-way • Provide treatment of stormwater runoff using BMPs bio-infiltration swales • Reduce vehicular traffic on University Way by adding bus stops, bike lanes & sidewalk
Bring street up to municipal standards	• Move power lines underground • Upgrade lighting • Install curbs and gutters (where existing is nonstandard or degraded)
Provide example of how to implement LID in a semi-arid location and provide community beautification benefits	• Use BMPs that do not require <i>supplemental water source</i> such as permeable pavement and bio-infiltration swales with a rock mulch • Use drought tolerant trees
Improve interconnectedness of pedestrian pathways in natural and urban areas	Connect proposed permeable paver sidewalk to levee extension trail and maybe John Wayne trail in near future.
Integrated watershed approach	Incorporate recommendations for management of municipal stormwater from YBIP, the Wilson Creek TMDL, and the City's transportation utility into the design

Project Vision for Stormwater Management

Existing PGIS adjacent to the road (and within in the right-of-way) will be removed and replaced with a permeable concrete/paver pedestrian pathway (7-feet-wide on the north side and 12-feet-wide on the south side). Linear bio-infiltration swales will be constructed parallel to the road and located between the road and sidewalk. The swale design will resemble a dry riverbed with rip-rap at the swale base, 1-inch gravel on the side slopes, and drought tolerant trees planted in the swale. The existing grate inlets on University will be replaced with solid lids and new curb cuts will be added to intercept and direct stormwater runoff to the swales. The swales will be designed to provide treatment for the water quality event (6-month, 24-hour) which will occur as runoff ponds in the swale and infiltrates through a bio-infiltration soil media to the underlying soils. Runoff from larger rainfall events will overflow into catch basin installed in the swales (the rim elevation of grate inlet is 6 inches above the swale bottom) which will connect to the existing storm drain network.



University Way today (left) and after stormwater retrofit construction (right)



Proposed bio-infiltration swale and permeable concrete sidewalk cross section

Hydrological & Geotechnical Information

Ellensburg is located in Central Washington, a semi-arid region with climate conditions characterized by cold winters with snowfall and hot dry summers with high winds and short-duration high intensity rainfall events. The Mean Annual Precipitation in Ellensburg is 9 inches, of which 22 inches is in the form of snow. The Soil Web survey indicates that the hydrologic soil group is predominantly C and D. As such, the infiltration rate for the conceptual BMP design was assumed to be 0.5-inches/hour. The groundwater elevation is estimated to be within 5- to 10-feet of the ground elevation and highest during the summer months due to irrigation returns from upland areas. Both a geotechnical and groundwater investigation will be conducted prior to the start of design to verify the actual field conditions.

Project Budget

The estimate for the design and construction costs for the Gateway to Ellensburg Project is \$3.3M. The City of Ellensburg's plans for funding the project include the following combination of sources:

- Stormwater Retrofits – Ecology grant funding from the Stormwater Financial Assistance Program (SFAP).
- The City's Gas and Light Department will underground and re-locate their utilities at their own expense of \$1.8M.
- Relocate Utilities – The City plans to fund the design/construction for relocating utilities prior to construction of the stormwater retrofit project because they are currently located where the proposed BMPs will be installed. This includes:
 - Utilities and Lighting – \$1.3M to move utilities and lighting. Both utilities and lighting will be upgraded to current municipal standards.
 - Gas – \$0.5M to relocate gas lines.

Project Timeline	
Winter/Spring/Fall 2019	Begin Design
2020	Design/Permit
2021	Begin Construction of Overall Project
2022	Finish Construction
December 31, 2023	Final Acceptance/Closeout Grant

2. Reccer/Currier Floodplain Project

The city has been working on flood management projects with regards to West Ellensburg and Reecer Creek since 2010. Phase I re-located a section of Reecer Creek into a new channel that supported fish habitat and constructed a setback levee. Phase II just bonded for five million dollars to acquire 56 acres of land, extend the setback levee up to the Burlington Northern Railway, build a new fish passable 35 foot bridge on Dolarway and three contiguous flood swales. The project is slated for construction 2020-2021.

I. S7 Permit Requirements (TMDL)

The Utility will resume distributing literature to citizens at recreational swimming areas and streamside homeowners to not feed water fowl. This is the requirement under S.5.B.1 in appendix 2 of the NPDES permit TMDL.



In addition to the waterfowl education, the city is required to have pet waste stations at all public parks, city property and open spaces. The City has pet waste stations at all locations and they are maintained by city staff.



J. Operation and Maintenance Plan Update 2020

Every five years the NPDES permit requires permittees to update their stormwater operation and maintenance plan. The plan shall document all field activities performed by city work crews and address pollution prevention at the shop. The plan addresses best management practices for each activity. The plan update is available upon request and was completed July 2017. The plan serves as the stormwater pollution prevention plan (SWPPP) for the city shop/treatment plant as approved by Ecology. (See Ecology E-mail below)

Hello Jon,

Nice to hear from you and happy New Year! Your second email literally gave me the chills.

OK, regarding the O&M plan and the SWPPPs: The permit requires SWPPPs for material storage areas, heavy equipment areas, and maintenance areas – which likely applies to the shop.

As it sounds like your O&M plan includes all the important and applicable SWPPP elements, you do not need to fill out the SWPPP template as well. The important thing is that the O&M plan or at least the portion that applies to the shop is kept on site so that staff can have access to it, the BMPs are inspected and maintained, and staff is properly trained. You could also include an explicit statement that the O&M plan for the shop will serve as the SWPPP.

Although there is no surface water or MS4 discharge the permits do apply to discharges to ground...

Thanks for the question, I appreciate your diligence!

Abbey

It has been decided at the time of writing that the maintenance shop will be getting a SWPPP. Although it's not needed, one will be drafted to accompany the O&M plan in 2020.

Appendices:

Stormwater Utility Budget

https://g3coe-my.sharepoint.com/:b:/g/personal/morrowj_ci_ellensburg_wa_us/EaMuOWZRCK1AtVVvLGDGH_ABtQIaMGBECW4YJUNCvpHTbQ?e=RkkWQa



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 16, 2020

Item Title/Agenda Subject: Project Acceptance - Bid Call No. 2019-17 - 2019 Residential Sidewalk Repair Program

Submitted by: Derek Mayo Public Works & Utilities

Recommended Action or Motion: Accept bid call 2019-17 as complete.

Background/Summary: Work on the 2019 Residential Sidewalk Repair Program has now been completed. Council is now being requested to accept bid call 2019-17 as complete.

The project consisted of four schedules of work:

- Bid schedule "A" was for planned general sidewalk repair and upgrades
- Bid schedule "B" consisted of work to replace the curb, gutter, sidewalk, and raise the edge of the road on the south side of Capitol Ave between Ruby St and Pine St.
- Bid schedules "C" & "D" established unit prices for all City departments to utilize throughout 2019 for on call curb and sidewalk repairs required by their respective operations.

Previous Council Action: Council awarded Bid Call 2019-17 to Belsaas & Smith at its June 3, 2019 regular meeting.

Analysis: The original contract amount bid for the project was \$170,531.14, and the final project cost was \$278,906.01. The project was bid to remain open throughout 2019 to allow for additional sidewalk work to be included with the project, as needed. The City received a request from CWU, in conjunction with our interlocal agreement, to complete their required sidewalk work on Walnut St. and Wildcat Way. This work was completed and CWU reimbursed the City the full amount of \$77,107.65 for this work. The project also utilized the on call schedule of the contract to complete sidewalk repairs in the Vista View neighborhood in the amount of \$10,000. The City utilized a developer's performance bond to cover these costs.

Financial Impact:

Sufficient budget existed within the sidewalk budget to complete Bid Schedules “A”, and “B”. Sufficient budget existed within City utility funds for work orders completed through Bid Schedules “C” and “D”.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 16, 2020

Item Title/Agenda Subject: Bid Award - Bid Call No. 2020-02
2020 Residential Sidewalk Repair Program

Submitted by: Derek Mayo Public Works & Utilities

Recommended Action or Motion: Staff recommends the following:

- Award bid call 2020-02 to Belsaas and Smith Construction, the lowest responsive and responsible bidder in the amount of \$449,682.34;
- Approve a Supplemental Budget Appropriation in the amount of \$34,835 for the 2020 Sidewalk Budget;
- Approve a carry forward request from the 2019 Transit budget to the 2020 Transit budget in the amount of \$157,786.

Background/Summary: Bids were opened February 18th, 2020 for the 2020 Residential Sidewalk Repair Program Project. Belsaas and Smith Construction was the low bidder in the amount of \$449,682.34. Council is being requested to award the bid to Belsaas and Smith Construction, the lowest responsive and responsible bidder.

Bid schedule "A" is for general repair of concrete curbs and sidewalks in the City. Schedule "A" also includes the replacement/upgrades of the ADA ramps on Main St. that are required to be upgraded in conjunction with the previously awarded Main St. Overlay project. Staff determined including that work with the Sidewalk Repair project would result in cheaper prices due to the joining of like work and the benefit of economy of scale.

Bid schedule "B" consists of work attributable to improvements associated with the Transit System, including the installation of 10 bus shelters, bus pullouts, and other misc. improvements. Separate bid schedules "C" & "D" establish unit prices for all

City departments to utilize throughout 2020 for curb and sidewalk repairs required by their respective operations.

Previous Council Action: The Main Street Overlay project was awarded by Council at its February 3, 2020 regular meeting.

Analysis: Bids were solicited from contractors on the small works roster. The bids received were as follows:

Belsaas and Smith	\$449,682.34
Granite Construction	\$680,027.00
Engineer's Estimate	\$468,891.48

The bid submitted by Belsaas and Smith Construction is below the engineer's estimate.

Financial Impact:

Schedule A: Bid Amount of \$154,835.00

- \$120,000 included in the 2020 Sidewalk Budget
- Supplemental Budget Request of \$34,835.00 for the Sidewalk Budget
- The required sidewalk improvements associated with the Main St. Overlay project were included in this schedule for economy of scale. The sidewalk ending fund balance is sufficient to pay for these improvements.

Schedule B: Bid Amount of \$271,726.00

- The 2020 Transit budget includes \$150,000 for capital improvements, including 5 bus shelters.
- Budget carry forward request of \$165,286 from the 2019 Transit budget to the 2020 Transit budget.
- The 2019 Transit budget included \$277,500 for capital improvements, which included the purchase and installation of 5 bus shelters, deferred to 2020. The carry forward would allow for all 10 bus shelters to be constructed with this project, as well as other miscellaneous transit capital improvements in 2020.

Schedule C: Bid Amount of \$11,230.00

- Adequate budget capacity within the existing 2020 Street budget for this schedule.

Schedule D: Bid Amount of \$11,891.34

- Adequate budget capacity within the existing utility budgets (water, sewer, gas, light, and storm) for this schedule.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	March 16, 2020
Item Title/Agenda Subject:	Bid Call 2020-12 - Award Bid - Vactor Truck Rental
Submitted by:	Rod Paul Public Works & Utilities
Recommended Action or Motion:	Staff is recommending City Council Award Bid Call #2020-12 to the lowest responsive and responsible bidder, Owen Equipment.
Background/Summary:	The City of Ellensburg Sewer and Stormwater Divisions each own a vactor truck that is utilized by all city crews. The accessibility of the Sewer and Stormwater vactor trucks becomes very limited to the Light, Gas, and Water divisions during the construction season. We have rented an additional vactor truck for all city divisions for the past few years.
Previous Council Action:	City Council, at its December 3, 2018 meeting, approved the annual 6 month rental of a vactor truck through the adoption of the 2019/2020 biennial budget.
Analysis:	Staff requested quotes from venders who have contracts through the State of Washington (#02915) or through the Sourcewell National Purchasing Contract (#122017-SCA). The City of Ellensburg is a member of both the Washington State Purchasing Cooperative and the Sourcewell Purchasing Group and may purchase off any contract they provide. The City received two (2) quotes and the results are as follows: 1) Owen Equipment - Vactor 2100 PD - (WA State #02915) Total cost with fees : \$72,335.70 plus WSST 2) SWS Equipment, Inc. - Sewer Equipment 900 Eco - (Sourcewell Contract #122017-SCA) Total cost with fees: \$77,320 plus WSST
Financial Impact:	The Gas, Light and Water divisions each have funds budgeted for the annual 6 month rental of the vactor truck and will split the cost equally.

ELLENSBURG Rodeo

Since 1923

Labor Day Weekend



609 N. MAIN ST.

• ELLENSBURG, WA 98926 •

(509) 962-7831 •

1-800-637-2444

February 24, 2020

Ellensburg City Council
501 North Anderson
Ellensburg, WA 98926

RECEIVED

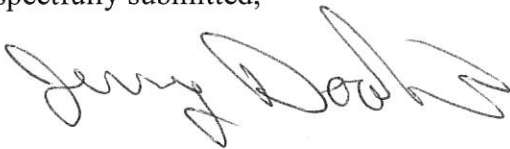
MAR - 5 2020

OFFICE • MANAGER
ELLensburg, WA

Dear City Council,

This letter is requesting your permission to hang the "Welcome Ellensburg Rodeo Parade Fans" banner, across University Way for this year's 2020 Ellensburg Rodeo. We would like to hang the banner on Monday, August 31st, and remove it on Tuesday, September 8th. The banner will be the standard size. We have been in contact with Bonnie at the CWU Scheduling Center and she has sent us the necessary forms (see copy attached).

Respectfully submitted,



Jerry Doolin
President

University Way Banner Request Form

Contact Person: Megan Meeks Phone Number: 509-962-7831

Name of Event/Program: Ellensburg Rodeo

Banner Dates (Monday-Sunday): Mon 8/31/2020 - Tues 9/8/2020



* Example of a correctly made banner.

☒ I have contacted CWU Scheduling Services and reserved the banner dates.
Phone 509-963-1321 or 509-963-1641, Email: schedule@cwu.edu

☒ This Banner is a **maximum of 30' x 52"** and a **minimum of 24' x 48"** with **3" turnback at the top and bottom of the banner that will allow steel cable to be strung through it, and no grommets.**

- We recommend that wind flaps be cut into the banner to prevent wind damage.
(Additional fees may apply, if CWU provides the services of adding wind flaps to your banner).

☐ I have contacted the City of Ellensburg for approval to hang this banner on the above dates.
City of Ellensburg: Phone 509-962-7204, Fax 509-962-7130, Email: renoc@ci.ellensburg.wa.us

Please Provide an Example of Your Banner in the Box Below (Please fill in writing and logos)

Welcome Ellensburg Rodeo Parade Fans

* If your banner does not meet specifications, we will be unable to process your request.*

City of Ellensburg approved by: _____

Date: _____

Disapproval/Reasons: _____

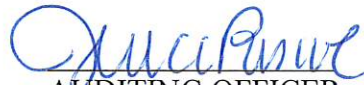
CWU Student Union Operations approved by: _____

Date: _____

For more information please contact CWU Student Union Operations & Scheduling Services at 509-963-1321.
The CWU scheduling center will not be held responsible for any weather related damage that occurs to your banner.

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.


AUDITING OFFICER

3/10/2020
DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **16TH DAY OF MARCH 2020**. 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	147872	TO	148054	\$ 434,078.36
EFT #'s	4084	TO	4104	\$ 1,384,444.90

Payroll Fund				Total Amounts
Check #'s	95095	TO	95117	\$ 32,980.87
Direct Deposits	55023	TO	55251	\$ 353,073.81

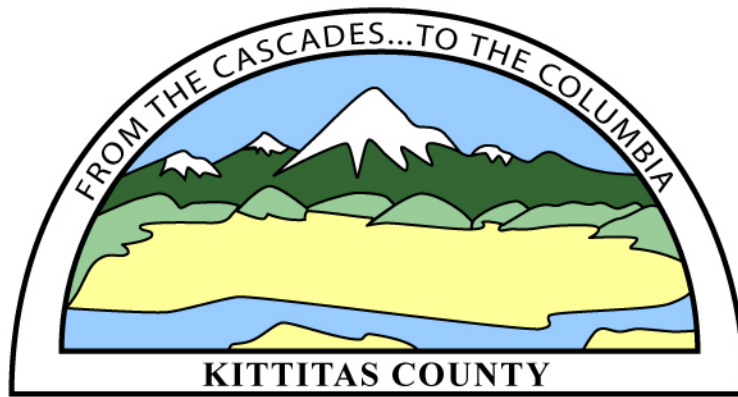
COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



Lodging Tax for Tourism-Related, Small-Scale Municipality-Owned Capital Projects and Operations

Submission Deadline: **April 24th, 2020**

Kittitas County Commissioners
205 W 5th Avenue, Suite 108, Ellensburg, WA 98926
509-962-7508

Lodging Tax for Tourism-Related, Small-Scale Municipality-Owned Capital Projects and Operations General Information

Kittitas County imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. In accordance with the tax and Washington State law, a Lodging Tax Advisory Committee has also been established. The committee's purpose is to advise and recommend to the Board of County Commissioners how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

RCW 67.28.1816 states the following:

Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor bureau or destination marketing organization for: ...(c) Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality...

Definitions included in state law which should be considered in any application requesting funding include:

1. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
2. Tourism promotion means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designed to attract tourists.
3. Tourism-related facility means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended; a business organization, destination marketing organizations, main street organization, lodging association, or chamber of commerce; and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

Kittitas County's Lodging Tax Advisory Committee (LTAC) will review all complete applications. Qualifying applicants will be provided the opportunity to present their projects to the LTAC and answer questions. Capital project applications will be scored based on the information provided by the applicant, ranked, and funding recommendations with supporting information will be submitted to the Kittitas County Board of Commissioners. The ranking will determine, generally, the order in which the applications will be considered for funding from the highest being considered first to the lowest receiving the last consideration. However, all municipalities which submit at least one qualifying application in a given year must receive funding consideration before a second application from a municipality which has been recommended for a funding award is considered. The Board of County Commissioners (BOCC) has final approval authority for the list of recommendations.

Prior to making a final decision, the BOCC will publicly deliberate on the recommendations received from the LTAC. Applicants may also be requested to present their projects to the BOCC and answer questions.

Scoring sheets utilized by the LTAC to rank applications for capital projects are included in this packet for your reference and information. **Applications which do not receive a minimum score of at least 75 points, do not provide at least 50% matching funds, or do not follow the submission instructions will not be considered for funding.**

Application Definitions:

Below is a list of terms and phrases which have a specific meaning within this application. It may be helpful for you to review these as you prepare responses so that a better understanding of the reviewer's expectations may be obtained.

Capital Asset is any type of property that has a useful life longer than one year and is valued at over \$5,000.00.

Construction or "Hard" Costs are the direct contractor costs for labor, material, equipment and services; contractor's overhead and profit, and other direct construction costs. These costs do not include the compensation paid to architects, engineers, or consultants, the cost of land, right-of-ways, or other similar costs.

Matching Funds is the amount of funding your organizations has secured and is contributing to the project. This includes both direct and indirect support. Direct funds can be in the form of cash funding from your organization or funding secured elsewhere but dedicated to the project such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project or event, including those supplied by your organization and others.

Municipality is an incorporated city, county, or town.

Real Property is fixed property, principally land and buildings.

Small Scale capital projects are defined as those which request funding support of less than \$50,000.

Soft Costs are cost items in addition to the direct construction cost. These generally include architectural and engineering, permits and fees, financing fees, construction interest and operating expenses, leasing and real estate commissions, advertising and promotion, and supervision.

Tourist is a person traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application and answers to narrative questions to:

Kittitas County Commissioners
Attn: Lodging Tax Grant Application
205 West 5th, Suite 108, Ellensburg, WA 98926

Applications must be received no later than 5:00 PM April 24, 2020 or postmarked no later than April 24th, 2020.

Incomplete and/or late applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission

Schedule:

- | | |
|--|-----------------------|
| ▪ Application deadline | 4/24/2020 |
| ▪ Oral presentations of proposals to LTAC | 5/29/2020 |
| ▪ BOCC Deliberation and Decision | 6/26/2020 |
| ▪ Applicant Award Notification and fund availability | 7/31/2020 (Tentative) |

Project Management:

Successful applicants may be required, as a condition of the funding award, to enter into a contract. The agreement may include, but not be limited to, the specific amount of the award and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. Kittitas County will be the contracting agent for all approved projects.

All funds awarded under this program will be available in the form of reimbursable grants. The funds for capital projects will be available for reimbursement as of the date of the contract and for 24 (twenty-four) months (or two years) thereafter. Capital projects must be completed within the two-year period. All funds awarded for supporting the operations of county-owned tourism-related facilities will be available for reimbursement as of the date of the award and for up to 12 (twelve) months (1 year) thereafter. Any unexpended funds will be returned to the Lodging Tax account and made available for re-appropriation. All requests for reimbursement shall be made to the Kittitas County Auditor's office at the following address:

Kittitas County Auditor
Attn: Lodging Tax Grant Funds Reimbursement
205 W 5th, Suite 105
Ellensburg, WA 98926

For specific information and requirements regarding the reimbursement process, please contact the Auditor's office at 509-962-7504.

Project Reporting Requirements for Tourism-Related Facilities:

State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your project is complete.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, Capital Projects and County Operations. No more than one capital project is allowed per application. An organization may submit no more than two capital project applications per funding cycle. The categories are defined as follows:

The **Capital Project** category is for applications from municipalities or public facilities districts requesting support for capital expenditures of tourism-related facilities owned or operated by the municipality for public facilities district.

If applying for funding under the capital project category, an applicant need only answer the questions listed under the **Capital Budget Narrative** and provide the **Capital Project Budget** as well as include necessary attachments.

The **Operations** category is for applications from municipalities requesting support for the operations of tourism-related facilities owned or operated by the municipality.

If applying for funding under the Operations category, an applicant need only answer the questions listed under the **Operational Funding Narrative**.

Other Information:

Insurance: As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of \$1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

Application Form: This packet will be available on Kittitas County's website as a word document and as a pdf. It can also be obtained directly as a hard copy or in digital format by contacting the Kittitas County Board of Commissioners office at 509-962-7508. Kittitas County's website address is: www.co.kittitas.wa.us.

APPLICATION FOR LODGING TAX FOR TOURISM-RELATED, SMALL-SCALE MUNICIPALITY-OWNED CAPITAL PROJECTS AND OPERATIONS

Applicant Information – Capital Project or Operations (Circle One or Both)

Name of Municipality: _____

Mailing Address: _____

Contact Person and Title: _____

Phone: _____

Email: _____

Project Title: _____

Project Location: _____

Funding Request: _____

Application Requirements

- _____ 1. The project qualifies for lodging tax funds as a capital expenditure of a tourism-related facility owned or operated by a municipality or is supporting the operations of tourism-related facilities owned or operated by a municipality.
- _____ 2. The municipality has submitted no more than two applications for capital project funding in the current year.
- _____ 3. The municipality's lodging tax advisory committee (or equivalent) has been informed of the project and endorsed it (not required for Kittitas County). A letter from the municipality is included.
- _____ 4. Lodging tax capital project funds are not being substituted for other funds that are already secured or applied for (if applicable).
- _____ 5. Municipality has secured matching funds of at least 50% of the total project costs.
- _____ 6. A completed project budget is included in the application (if applicable).
- _____ 7. A detailed 8 ½ X 11 vicinity map that clearly shows the project is included (if applicable).

Tourism-Related, Small-Scale Municipality-Owned Capital Project Narrative

1. **Project Description:** Please describe the project in detail. Indicate the major work to be completed, any milestones that need to be overcome in order for the project to move forward, and include a comparison of existing and proposed conditions.
2. **Kittitas County Tourism Infrastructure Plan:** Please explain how the project meets the goals and priorities in the Kittitas County Tourism Infrastructure Plan as adopted. Also, describe the specific county tourism infrastructure needs the project addresses and how the project directly increases tourism. Explain how the improvements will promote tourism in Kittitas County and indicate specifically how the improvements will directly increase economic activity resulting from tourists (see the definition of tourist on page 3 of this application).
3. **Use of Grant Funds:** Please explain exactly how the requested funds will be used. Include an itemized list.
4. **Real Property:** If real property acquisition is a component of the project, please explain. Include any information of property already secured or evidence of the ability to secure the real property.
5. **Capital Assets:** If capital asset acquisition is a component of the project, please explain. Include any bids solicited and received from potential vendors willing to supply the asset. *All capital asset purchases require at least three bids.* If you have already selected one of the bids, please provide justifications in writing.
6. **Coordination:** Please explain how this project has been coordinated with other jurisdictions as well as affected stakeholders. Please include letters of support from stakeholders.
7. **Studies:** Please attach any feasibility or other studies that demonstrate linkages between the proposed project and the anticipated tourism impacts. Also please include your operations/maintenance funding strategy and business plan for long-term project sustainability (how the facility or facilities will be operated and maintained for at least three years following completion).
8. **Project Readiness:** Please provide a detailed project schedule, including milestones necessary for completion as mentioned in question 1 above. On the schedule, indicate items completed and exactly where in the schedule the project is at this time. Be sure to include expected completion date.
9. **Applicant Certification:** Please sign below in agreement with statement of certification.

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I further certify that the application thresholds are met at the time of application.

Signature of Official Representative

Title

Date

Tourism-Related, Small-Scale Municipality-Owned Capital Project Budget

All applicants for capital project funding must supply a detailed and complete project budget utilizing the following basic format:

Funding Sources

Lodging Tax Funds Request

*Other Grant Funds

List By Source (indicate if secured or applied)

*Other Local Government Funds

List By Source

*Private Funds

List By Source (may include in-kind)

Total Available Funding

Project Expenses

Real Property or "Right-of-Way" Acquisition Cost

Capital Asset Cost

Construction Cost or "Hard" Cost

Include an itemized list of general costs

For example: asset type and cost, site prep, building foundation and structure, mechanical work, finish work, site restoration, electrical work, technology, etc.

Soft Cost

Include an itemized list of soft costs

For example: design fees, construction management fees, survey costs, engineering fees, permitting costs, special inspections, cultural resource surveys, etc.

Total Project Costs

*Verifying documentation must be provided and attached to this budget. This documentation may include award letters, letters of commitment, or loan approval documentation. You must include this in order to meet the matching funds requirement. If the funding source includes applicant funds, proof of available funding in the form of a letter of commitment from an authorized body or representative of the applicant is adequate.

Tourism-Related Facility Operational Funding Narrative

(Municipality Applications Only)

1. Operational Spending: Please explain your request for operational funding and how it is directly related to supporting the operations of a tourism-related facility owned or operated by a municipality or public facilities district.

2. Sustainability Strategy: Please describe your strategy for long-term operational sustainability. Include any specific progress toward this goal.

3. Applicant Certification: Please sign below in agreement with statement of certification.

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I further certify that the application thresholds are met at the time of application.

Signature of Official Representative

Title

Date

Lodging Tax Capital Project Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Kittitas County Tourism Infrastructure Plan	Low Priority = 5 Medium Priority = 15 High Priority = 20	Question 2	
Stakeholder Support	Up to 5	Question 6	
Feasibility Analysis and Business Plan Completed	15 Yes = 15 No = 0	Question 7	
Promotes Tourism/ Increases Economic Activity Resulting From Tourists	Up to 20	Question 2	
Project Readiness	Up to 20	Question 8	
Applicant's Matching Funds	Up to 20 Less than 50% = 0 50% - 55% = 5 56% - 59% = 10 60% - 70% = 15 71% or more = 20	Capital Project Budget	



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 16, 2020

Item Title/Agenda Subject: Ordinance 4850 Second Reading for Title 4 Public Works Revisions - Insurance and Bonding

Submitted by: Derek Mayo Public Works & Utilities

Recommended Action or Motion: Consider second reading and adoption of Ordinance 4850 revising Title 4 (Section 4.08) of the ECC.

Background/Summary: Attached for Council's consideration is Ordinance 4850 which reflects various revisions to the 'Public Works' Chapter 4.08 of the Ellensburg City Code. An ordinance is required to revise the Bonding and Insurance chapter of the city code (Chapter 4.08 ECC). The Public Works Development Standards, originally adopted by code in 2006 (Chapter 4.04 Standard Specifications of the ECC) includes a chapter on Bonding and Insurance, which duplicates this section of the code. The proposed revision includes deletion of the duplicated code and provides references to the Public Works Development Standards.

Previous Council Action: First reading of Ordinance 4850 was held at the March 2nd Council meeting. The Public Works and Development Standards were adopted by Ordinance in 2006, and have been periodically updated since then.

Analysis: The proposed revision to Chapter 4.08 of the ECC eliminates duplicated language which will avoid potential conflicts between the code and the Public Works Development Standards.

Financial Impact: None.

Attachments:

[Ordinance 4850 - Title 4 Public Works Amendments](#)

ORDINANCE NO. 4850

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO TITLE 4 “PUBLIC WORKS” AND AMENDING SECTIONS 4.08.020, 4.08.040, 4.08.060 OF THE ELLENSBURG CITY CODE.

WHEREAS, the Public Works Development Standards include a chapter on bonding and insurance requirements for construction being completed in the City of Ellensburg, which is more current than, and duplicated by, Chapter 4.08 of the Ellensburg City Code (“ECC”); and

WHEREAS, the proposed changes delete the bonding and insurance requirements in the Ellensburg City Code and add references to the applicable Public Works Development Standards section;

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

Section 1. Section 4.08.020 of the Ellensburg City Code, as last amended by Section 4 of Ordinance 4804, is hereby amended to read as follows:

4.08.020 Bonds required.

~~A.— Surety Bond. Before any permit as hereinbefore provided shall be issued, the person, firm, contractor, or corporation performing such work shall execute in favor of and deliver to the city and file with the city clerk, a bond of at least \$1,000 or equal to that cost of improvement to be done in any street, sidewalk, alley, public thoroughfare, or public easement, whichever is the greater. Such bond shall be valid for at least one year from the date of completion of all work covered by the permit. Sureties shall be approved by the director of public works and utilities and the city attorney, and stipulate that the surety will save harmless the city from all claims, liabilities, judgments, costs, damages, and expenses arising from any acts which he may do under the permit, or which may be done by any acts which he may do under the permit, or which may be done by any of his agents, servants, contractors, or any of them in disturbing the street, sidewalk, alley, pavement, improvement, or other place affected and to place the same in its former condition as near as may be, and within the time specified by the director of public works and utilities, and to include all fees, or other costs to the city as a result of activity by the permittee in the execution of his contract for which the permit is issued.~~

~~B.— Cash Bond. Before any permit as hereinbefore provided shall be issued, which provides for the breaking of any roadway surfacing, the person, firm, contractor, or corporation performing such work shall deliver to the city a cash bond in the amount of \$500.00, which shall be either cash, check, or money order, and shall be made payable to the city. A separate cash bond shall be required for each individual crossing or excavation to be made under the permit issued. The cash bond shall be retained by the city and shall be returned to the person, firm, or contractor~~

~~performing the work upon the satisfactory completion of the work and restoration of the roadway surface.~~

Performance, payment, and maintenance bond requirements for any work performed or permit issued under Title 4 of the Ellensburg City Code shall be in accordance with Section 9 (Bonding Standards) of the Public Works Development Standards.

[Ord. 4804 § 4, 2018; Ord. 3851 § 2, 1993; Ord. 2844, 1970.]

Section 2. Section 4.08.040 of the Ellensburg City Code, as last amended by Ordinance 2844, is hereby amended to read as follows:

4.08.040 Continuous bond.

~~Any contractor normally operating within the city may file with the city clerk a bond with sureties as provided in ECC 4.08.020 in the amount of \$1,000 or more and such filing of a bond will be due evidence of good faith for any permit obtained during the life of the bond. The bond shall continue in force for at least one year following the completion date of the last improvement made under permit in the city. In the event the cost of any and all improvements performed by the respective contractor exceeds in total the value of the bond on file by the permittee, it shall be the permittee's responsibility to increase the value of the bond equal the total cost of the several improvements before further permits will be issued.~~

Continuous right-of-way bond requirements for any work performed or permit issued under Title 4 of the Ellensburg City Code shall be in accordance with Section 9 (Bonding Standards) of the Public Works Development Standards.

[Ord. 2844, 1970.]

Section 3. Section 4.08.060 of the Ellensburg City Code, as last amended by Section 3 of Ordinance 3851, is hereby amended to read as follows:

4.08.060 Liability.

~~The person, firm, contractor, or corporation must also furnish the city a certificate of public liability and property damage insurance with a single limit not less than \$500,000 for bodily injury including death and property damage per occurrence. Property damage coverage shall include but not be limited to: injury to or destruction of any wires, conduits, pipes, mains, sewers, or other similar property, or any apparatus or other appurtenance in connection therewith, below the surface of the ground, if such injury or destruction occurs during the use of mechanical equipment for the purpose of grading the land, paving, excavating or drilling, or injury to or destruction of property at any time resulting therefrom, and keeping the same in force. It will be the contractor's responsibility to keep and save the city harmless from all claims,~~

~~liability, judgments, costs, damages, and expenses arising from any of them in making or constructing the improvements or by reason of a violation of any of the provisions of this title.~~

Liability insurance requirements for any work performed or permit issued under Title 4 of the Ellensburg City Code shall be in accordance with Section 9 (Bonding Standards) of the Public Works Development Standards.

[Ord. 3851 § 3, 1993; Ord. 2844, 1970.]

Section 4. 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 5. 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 6. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 16th day of March, 2020.

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. 4850 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4850 was published as required by law.

BETH LEADER



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 16, 2020

Item Title/Agenda Subject: Proposed Ordinance - First Reading for Title 4 Public Works Revisions (Section 4.14.020 and 4.14.120)

Submitted by: Derek Mayo Public Works & Utilities

Recommended Action or Motion: Consider first reading of the Ordinance revising Title 4 (Sections 4.14.020 and 4.14.120) of the ECC.

Background/Summary:

Attached for Council's consideration is an ordinance which reflects various revisions to Section 4.14.020 and 4.14.120 of the Ellensburg City Code. Council is being requested to consider first reading of the ordinance.

The proposed changes include:

- Revised the reference for the General Specification, Section 4.14.020, to the Public Works Development Standards
- Revised Section 4.14.120 to allow for up to 50% City Participation on sidewalk repairs/replacements for Commercial and Industrial properties
- Added the recently adopted ADA Transition Plan as a consideration when prioritizing City's sidewalk repairs

Previous Council Action: The City's ADA Transition Plan update was approved by Council at the January 6, 2020 regular meeting.

Analysis: The proposed revisions to Section 4.12.120 of the ECC will allow for City participation on sidewalk repairs for commercial and industrial properties, dependent on available budget and approval by the Public Works and Utilities Director. Staff hopes this will lead to an increase in sidewalk repairs and that necessary repairs will be completed in a more timely fashion.

Financial Impact: No financial impact at this time. Projects will be completed within the existing annual sidewalk repair replacement budgeted amounts.

Attachments:

[Proposed Ordinance - Title 4 Public Works Amendments](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO TITLE 4 “PUBLIC WORKS” AND AMENDING SECTIONS 4.14.020 AND 4.14.120 OF THE ELLENSBURG CITY CODE.

WHEREAS, the proposed change to section 4.14.120 (C) would allow for the City of Ellensburg (“City”) to participate in sidewalk repairs for commercial and industrial properties, as budget allows;

WHEREAS, with the completion and acceptance of the City’s Americans With Disabilities (“ADA”) Transition plan update, ECC 4.14.120(G) was revised to include the accepted plan as a criteria for the Public Works and Utilities Director to prioritize repairs;

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

Section 1. Section 4.14.020 of the Ellensburg City Code, as last amended by Section 3 of Ordinance 3066, is hereby amended to read as follows:

4.14.020 General specifications.

All sidewalks, curbs and gutters hereafter constructed in the city of Ellensburg shall be constructed or reconstructed in accordance with ~~Division 8 of the Standard Specifications provided for in ECC 4.04.020~~ the Public Works Development Standards, as outlined in Chapter 4.04 ECC, except as modified herein. [Ord. 3066 § 3, 1975; Ord. 2920 § 3, 1972; Ord. 2844, 1970.]

Section 2. Section 4.14.120 of the Ellensburg City Code, as last amended by Section 4 of Ordinance 4804, is hereby amended to read as follows:

4.14.120 Maintenance of sidewalks and driveways.

A. Hazardous Sidewalks. It is unlawful for any person, persons, firm or corporation to keep or retain a public sidewalk or driveway area fronting his property which is in a state of disrepair and dangerous for use by the public.

B. Method of Repair. Repairs shall consist of removing complete slabs, sections or squares of sidewalk which are broken, spalled, raised and/or otherwise damaged, and replacing them with new cement, concrete or concrete paving stones. Removal of only portions of damaged sidewalk slabs, sections or squares shall not be permitted.

C. Cost Sharing. City participation in cost sharing for sidewalk repairs is dependent on available budget and approval of the Public Works and Utilities Director. When sidewalks are ordered to be repaired or replaced or when property owners at their own initiative request repairs,

the city shall participate with the property owner in the expense of repair or replacement as follows:

Area	City Participation	Property Owner Participation
Residential Property	100%	0%
Public Reserve Zone	0%	100%
Commercial and Industrial Property	0 <u>50</u> %	100 <u>50</u> % ⁴
Paver Stone District	100% ¹	0% ¹
	25% ²	75% ²
	0% ³	100% ³

¹Applies to areas with existing concrete paving stones or fired clay pavers which are repaired.

²Applies to areas with existing concrete sidewalks which, because of their condition, are extensively reconstructed with concrete paving stones.

³Applies to areas with existing concrete sidewalks which, because of their condition, are extensively reconstructed with concrete.

⁴~~Commercial/industrial property owners wishing to complete repairs may petition the public works and utilities director to participate in the city's annual repair contract at their own expense in order to access the project unit bid prices and secure removal of damaged sidewalk by city forces and roadway patching at no additional cost.~~

D. The property owner shall not be required to repair or replace those slabs, sections or squares damaged by the city in the course of installation of utilities, plantings or signs.

E. For purposes of subsection (C) of this section, the references to zones are those zones contained in the city of Ellensburg's zoning ordinance, except for the paver stone district, which refers to properties fronting the following specific streets:

Street	From	To
Pearl	Second	Sixth
Pine	Second	Sixth
Main	Second	Sixth
Ruby	Second	Sixth
Third	Depot	Ruby
Fourth	Water	Ruby
Fifth	Water	Ruby
Sixth	Water	Ruby

F. Sidewalk repairs within the paver stone district as defined in this section shall be made with concrete paving stones wherever concrete paving stones or clay paver bricks exist. In areas of existing concrete sidewalk, the director of public works and utilities shall first review the work and then report to the city council on the recommended method of repairs. Whenever possible, concrete paving stones should be used. The city council, after review, shall determine the method and extent of repairs to be undertaken.

G. The director of public works and utilities shall prioritize the repairs to ensure that the most needed repairs are accomplished first. The director of public works and utilities shall take into consideration the following when prioritizing the city's repairs:

1. The volume of pedestrian traffic;~~and~~
2. The usage of the sidewalk by senior citizens;~~;~~ and
3. Recommendations/guidance from the City's most current ADA Transition Plan.

H. Repair work in excess of budgeted funds may, at the option of the property owner, be completed at the property owner's sole expense or the property owner may elect to have the work carried over until the next year, at which time it will again be prioritized against all available funds and projects. The property owner's responsibility for the repair of sidewalks shall not in any way be diminished by reason of said sidewalk not attaining priority under the city's prioritization.

I. To qualify for city participation, the work shall be under the control and supervision of the director of public works and utilities. The director of public works and utilities shall work with the property owner to ensure that the best product is achieved at the most economical price. [Ord. 4804 § 4, 2018; Ord. 4605 § 1, 2011; Ord. 3618 § 1, 1988.]

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

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

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

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the ____ day of March, 2020.

MAYOR

ATTEST:

CITY CLERK

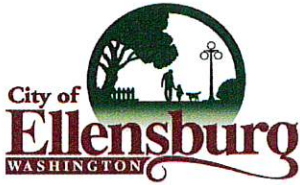
Approved as to form:

CITY ATTORNEY

Publish:

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

BETH LEADER



MANAGER'S REPORT

DATE: March 16, 2020
To: Ellensburg City Council
FROM: John Akers, City Manager

A handwritten signature in blue ink, likely belonging to John Akers, the City Manager.

1. City Employee Promotion.

Chet Weekes has been promoted to Gas Technician in the Gas Division. Chet was in the Street Division prior to his promotion. He started in his new position on March 16, 2020.

2. Waste Management Spring Cleanup Days.

The Waste Management contract with the City of Ellensburg provides for a fall and spring waste disposal coupon program. The coupons are valid for each Waste Management customer (one per subscribing household) to self-haul to the County Transfer Station. Customers are required to show proof of residency. Coupons will be mailed to customers and available at City Hall around March 27. This spring's event is scheduled for April 11 through 18.

3. New Employee.

Mike Hagemeier was recently hired as the new Journeyperson Lineperson. His start date was March 9, 2020.

March 2020

CITY COUNCIL

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April 2020

CITY COUNCIL

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