

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER
COLLEDA MONICK

City Council
Agenda
November 25, 2025
6:00 PM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

MAYOR PRO TEM
STEVEN HARPER

CITY COUNCIL
CASSIDY BUECHLE - CURTIS
BETH WILLIAMS
JERRED WEIS
KEN RATLIFF
STEVEN COOK
AUDREY MALEK

CITY ATTORNEY
CURTIS CHAMBERS

Join Virtually via Zoom: <https://zoom.us/j/7573184018?pwd=dERndjBJVC9GdVQ1d2lSRExwZFhXZz09>
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode:98922

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Receive city text alerts: text CLEELUM to 91896

DISCLAIMER: The City does not guarantee that virtual or telephonic access to the City Council meeting will be available, and the City does not warrant audio quality. Attendees are encouraged to attend in person.

1. Call to Order, Pledge of Allegiance, and Roll Call

- a. November 25, 2025 Sign In Sheet

2. Public Comment – Limited to 5 Minutes per Speaker

3. Announcements, Appointments, Awards, and Recognition

- a. 2025 Paul P. Pangrazi Award — Bev Gonyea
b. Small Business Saturday Proclamation — Mayor Lundh

4. Approval of Meeting Agenda

5. Consent Agenda

Items listed below have been distributed to Council Members in advance for review and will be enacted by one motion. If separate discussion is desired, an item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Council Member or a member of the public with concurrence from a Council Member:

- a. Committee of the Whole Meeting Minutes — November 10, 2025
b. Council Meeting Minutes — November 10, 2025
c. Special Meeting Minutes — November 14, 2025
d. Payables — November 10, 2025 — \$815,431.13
e. Office of the Washington State Auditor — Accountability Audit Engagement Letter

6. Department Head Reports

City Administrator, Public Works, Police Chief

City Council Agenda

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CLE ELUM, WA 98922

- a. Rob Omans — City Administrator
October Budget Position Report
 - b. Colleda Monick — Planner
 - c. Mathew Bailey — Public Works Director
 - d. Rich Albo — Police Chief
7. **Public Appearances – 15-Minute Limit per Speaker**
- a. Jordan Peterson — Downtown Association
 - b. Visitor Center Updates — Jordan Peterson
8. **Business Requiring Public Hearings**
- a. 2026 Final Budget — Robin Newcomb — Finance Director
 - b. City of Cle Elum Council Assuming the Transportation Benefit District — Colleda Monick — Planner
 - c. Emergency Moratorium on the Sale and Distribution of Kratom Within the City of Cle Elum — Curtis Chambers — City Attorney
9. **Unfinished Business**
10. **New Business**
- a. Ordinance 1711 — 2026 Final Budget — Robin Newcomb — Finance Director
 - b. Ordinance 1715 — 2025 Budget Amendment #3 — Robin Newcomb — Finance Director
 - c. Ordinance 1716 — Cle Elum Transportation Benefit District Assumption — Colleda Monick — Planner
 - d. Cle Elum Alleyway CIPP and Sewer Main Improvement — Bid Summary and Recommendation of Award — Jakob Michael — HLA
 - e. N. Montgomery Avenue Watermain Improvements — Bid Summary and Recommendation of Award — Jakob Michael — HLA
 - f. Second Street Pathway — Transportation Improvement Board — Supplement for Extending Expiration Date — Jakob Michael — HLA
 - g. Upper Kittitas County Basketball Club Mountain Madness — 2025 Lodging Tax Application — Steven Cook — Councilmember
 - h. Christmas Lights — Public Works Building — Cle Elum Downtown Association — 2025 Lodging Tax Application — Steven Cook — Councilmember
11. **Report of Committees**
- a. Public Works & Community Development
 - b. Public Safety & Health
 - c. Lodging Tax & Events
 - d. General Government
 - e. Coal Mines Trail

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12. **Councilmember Comments - Limited to 5 Minutes**
13. **Mayor's Report**
14. **Adjournment**

Upcoming Meetings:

General Government Committee Meeting — November 26, 2025, at 8:30 a.m.

Coal Mines Trail Commission Meeting — December 1, 2025, at 4:00 p.m.

Planning Commission Meeting — December 2, 2025, at 6:00 p.m.

Public Works & Community Development Committee Meeting — December 3, 2025, at 8:30 a.m.

Regular Council Meeting — December 9, 2025, at 6:00 p.m.

Lodging Tax & Events Committee Meeting — December 10, 2025, at 8:30 a.m.

Historical Preservation Commission Meeting — December 16, 2025, at 3:00 p.m.

Public Safety & Health Committee Meeting — December 17, 2025, at 2:00 p.m.

November 25, 6:00 p.m.

If you wish to address the Mayor and Council, please sign in below

PLEASE PROVIDE EMAIL ADDRESS IF YOU WANT COUNCIL'S RECOMMENDATION MAILED TO YOU

September 16, 2025

Whitney Prosek
215 N Montgomery Ave
Cle Elum, WA 98922



Nomination for the 2025 Judge Paul P. Pangrazi Memorial Service Award

Honorable Mayor and City Council,

I would like to nominate Bev Gonyea for this award. We first met Bev when she was handpicked as a mentor for my young daughter through the Youth Mentor Program. My daughter, at 7 years old, had lost her grandma who she spent time with everyday. Bev came and played games with her and spent quality time with her every week for years. Since that program ended Bev has continued a committed mentorship and friendship to not only my daughter, but our whole family.

During these years, I have known Bev to be an upstanding community member who volunteers in numerous places, even substitute teaching at the school knowing they need help, donating blood, her commitment to Rotary club, teaching yoga, community garden, teen center, senior center, following up on people and standing in the gap for the rest of us reliably. Bev is a consistent giver to this community. When she hears of something going on, she looks to see how she can help.

She is a truly community-minded citizen who's contribution to our city and surrounding area is above and beyond.

In this way, I would like to nominate Bev Gonyea for this award.

Whitney R. Prosek

Nomination Letter
Judge Paul P. Pangrazi Memorial Service Award
City of Cle Elum

September 16, 2025

To the Honorable Mayor and City Council,



It is my honor to nominate Bev Gonyea for the 2025 Judge Paul P. Pangrazi Memorial Service Award. Bev is the very definition of a community-minded citizen—humble, hardworking, and always willing to serve. She embodies the same spirit of selfless dedication that Judge Pangrazi displayed throughout his life of service.

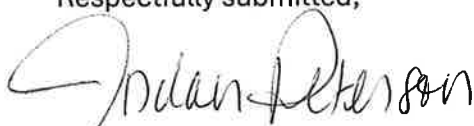
Bev is not someone who seeks the spotlight or asks for recognition. Instead, she quietly and consistently shows up, ready to do whatever is needed to make Cle Elum a better place. She is the person you'll find behind the scenes at community events, making sure the details come together seamlessly. She is the one who doesn't hesitate to roll up her sleeves, pick up trash, plant flowers, organize supplies, or lend a hand with the "dirty work" that ensures our community looks welcoming and cared for. For those who benefit from her efforts, it is nothing short of generosity in action.

A proud Rotarian, Bev lives out the values of "service above self" every day. She gives her time, energy, and care without hesitation or expectation of thanks. Her selflessness is genuine, and her quiet reliability has made her an anchor of support in countless projects and initiatives. She has volunteered on community cleanup days, assisted with local fundraisers, supported events that promote arts and culture, and been a steady presence in Rotary-led service projects that improve the daily lives of Cle Elum residents. While others may be recognized on stage, Bev is often working just off to the side—ensuring that everything runs smoothly, beautifully, and with heart.

Her service has made a lasting difference in Cle Elum, not only in the way our community looks, but in the spirit of togetherness and pride she inspires. Bev leads by example, showing that true leadership doesn't always come with a title or recognition, but through humility, dedication, and a willingness to do the small things that add up to something great. Her actions remind us all that meaningful change often comes from consistent, quiet effort rather than grand gestures.

For these reasons, and in recognition of her unwavering dedication to our community, I wholeheartedly nominate Bev Gonyea for the Judge Paul P. Pangrazi Memorial Service Award. She exemplifies the best of Cle Elum: quiet strength, genuine kindness, and a commitment to making this a wonderful place to live. Bev's lifelong service reflects the values of integrity, generosity, and civic responsibility that this award was created to honor, and she is truly deserving of this recognition.

Respectfully submitted,


Jordan Peterson



CITY OF CLE ELUM SMALL BUSINESS SATURDAY PROCLAMATION

WHEREAS, the City of Cle Elum recognizes the essential contributions of small businesses to the prosperity, character, and quality of life in our community; and

WHEREAS, Cle Elum's locally owned shops, restaurants, cafés, service providers, outdoor recreation outfitters, artisans, and entrepreneurs strengthen our local economy, create jobs, and enrich the cultural and historic identity of our city; and

WHEREAS, small businesses donate generously to local causes, support community events, and help make Cle Elum a vibrant and welcoming place for residents and visitors alike; and

WHEREAS, Small Business Saturday was founded in 2010, held nationwide on the Saturday following Thanksgiving, encourages people across the country to shop small, independently owned local businesses, and honor the dedication, creativity, and resilience of small business owners; and

WHEREAS, supporting small businesses contributes to a thriving downtown, fosters economic stability, and ensures that Cle Elum's unique spirit continues to flourish for generations to come.

NOW, THEREFORE, I, Matthew Lundh, Mayor of the City of Cle Elum, do hereby proclaim Saturday, November 29, 2025, as Small Business Saturday in the City of Cle Elum. I urge all residents and visitors to celebrate and support the small businesses that make our community strong, distinctive, and proud – not just on Small Business Saturday but throughout the year.

SIGNED this 25th day of November 2025.

Matthew Lundh, Mayor

CLE ELUM COMMITTEE OF THE WHOLE
MINUTES
NOVEMBER 10, 2025
5:00 PM
119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order, Pledge of Allegiance, and Roll Call

Present:

Cassidy Buechle-Curtis
Beth Williams
Jerred Weis
Steven Cook
Audrey Malek

Absent:

Ken Ratliff
Steven Harper

MOTION: Councilmember Cook made a motion to approve the absence of Councilmembers Harper and Ratliff; seconded by Councilmember Williams.

MOTION CARRIED: 5 yes 0 no.

Staff Present:

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Robin Newcomb - Finance Director

2. New Business

a. 3rd Quarter Budget Report — Robin Newcomb — Finance Director

- The 3rd Quarter Report was reviewed.
- Lease-to-own: Most equipment is under lease-to-own agreements; however, some are not, for example, copiers.
- Another budget amendment is expected around the first of December.
- It was noted that expenses may require a budget amendment, as the current budget is based on received revenue.
- Projections indicate spending may exceed incoming revenue.
- There has been a change in the distribution of payables (when payments are sent) through waste management, impacting how expenses are recorded.
- The city experienced a shortfall during the last two months of the fiscal year with the garbage fund.
- Maintaining a financial cushion is recommended to cover any unexpected increases

Committee of the Whole Agenda

November 10, 2025

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CLE ELUM, WA 98922

or expenses.

3. Other Committee Comments

4. Adjournment

The meeting was adjourned at 5:17 p.m.

Matthew Lundh, Mayor

Debbie Lee, Clerk

CLE ELUM CITY COUNCIL
MINUTES
NOVEMBER 10, 2025
6:00 PM
119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order, Pledge of Allegiance, and Roll Call

Councilmembers Present:

Cassidy Buechle-Curtis
Beth Williams
Jerred Weis
Steven Cook
Audrey Malek

Councilmembers Absent:

Steven Harper
Ken Ratliff

Excused:

MOTION: Councilmember Cook made a motion to approve the absence of Councilmembers Harper and Ratliff; seconded by Councilmember Weis.

MOTION CARRIED: 5 yes 0 no.

Staff Present:

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Colleda Monick - Planner
William La Rue - Water/Wastewater Manager
Mathew Bailey - Public Works Director
Ed Mills - Fire Chief
Mike Heit - HLA
Rich Albo - Chief of Police via zoom

- a. [Sign In Sheet — November 10, 2025](#)

2. Public Comment – Limited to 5 Minutes per Speaker

3. Announcements, Appointments, Awards, and Recognition

4. Approval of Meeting Agenda

City Council Agenda

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MOTION: Councilmember Cook made a motion to approve the agenda as presented; seconded by Councilmember Weis.
MOTION CARRIED: 5 yes 0 no.

5. Consent Agenda

MOTION: Councilmember Cook made a motion to approve the consent agenda; seconded by Councilmember Buechle-Curtis.
MOTION CARRIED: 5 yes 0 no.

- a. Council Meeting Minutes — October 28, 2025
- b. Payroll Vouchers — November 5, 2025 — \$302,245.61
- c. Payables — November 11, 2025 — \$323,191.36

6. Department Head Reports

- a. Rob Omans — City Administrator

See attached report.

Public Record Request October 2025

October 2025 Building Permits

- b. Colleda Monick — Planner

See attached report.

Councilmember Cook inquired about the origin of the franchise agreement request. Staff reported that Inland Cellular submitted the request and is seeking use of city right-of-way for the installation of fiber.

- c. Mathew Bailey — Public Works Director

See attached report.

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Councilmember Cook asked for an update on the 3rd Street service abandonment. Public Works reported that a different part was required for the service line and has been ordered.

Councilmember Malek requested an update on the Coal Mines Trail utility hole cover. Public Works noted that all the risers are ready and installation will begin soon.

d. [Rich Albo — Police Chief](#)

Chief Albo reported that work is ongoing to achieve compliance with sales tax requirements under HB 2015. A significant portion of the work has been completed, with additional tasks still remaining.

e. [Ed Mills — Fire Chief](#)

See attached report.

Councilmember Buechle-Curtis wished Chief Mills a happy birthday.

f. [William LaRue — Water/Wastewater Manager](#)

See attached reports.

Councilmember Cook asked when the Variable Frequency Drive (VFD) would be installed. Staff reported that the crew would need to come in to complete the installation.

7. **Public Appearances – 15-Minute Limit per Speaker**

8. **Business Requiring Public Hearings**

a. [Stafford Avenue Corridor Improvements — Final Project Closeout Process — Mike Heit — HLA](#)

See attached report.

Mike Heit from HLA introduced the staff report for the Public Hearing on the Stafford Avenue Corridor Improvements.

The Public Hearing was opened at 6:31 p.m. and, with no public comment received, was closed at 6:31 p.m.

9. **Unfinished Business**

City Council Agenda

November 10, 2025

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10. New Business

- a. [Kittitas County Economic Development Partnership Documents — Bryan Elliott — Kittitas County Auditor](#)

Bryan Elliott, Chair of the Council of Governments, provided an update and referenced the attached report. He noted that the COG played a significant role in the project. Formal agreements are now in place, including an Interlocal Agreement (ILA) as the legal document and a Memorandum of Understanding (MOU) formalizing the partnership between the municipality and consultants.

MOTION: Councilmember Cook made a motion to authorize the Mayor to sign the Interlocal Agreement and the Memo of Understanding for the Kittitas County Economic Development Partnership Documents; seconded by Councilmember Buechle-Curtis.

MOTION CARRIED: 5 yes 0 no.

- b. [Task Order No. 2025-04 — Bullfrog Flats Development Review — Mike Heit — HLA](#)

Two task orders from HLA were presented. Mike Heit, HLA, introduced both task orders and noted that the Council may choose to vote on them either together or separately. The current task orders expire at the end of the year.

The City Heights task order also expires at the end of the year and is being renewed in anticipation of further development.

MOTION: Councilmember Williams made a motion to authorize the Mayor to sign both Task Orders No. 2025-04 and 2025-05; seconded by Councilmember Buechle-Curtis.

MOTION CARRIED: 5 yes 0 no.

- c. [Task Order No. 2025-05 — City Heights Development Review — Mike Heit — HLA](#)

Councilmember Cook asked how amendable the task orders are. Mike Heit, HLA, states they are a general task order.

- d. [Indian John Service Agreement — Mathew Bailey — Public Works Director](#)

Mathew Bailey, Public Works Director, introduced the Indian John Service Agreement, which updates an existing contract that has been in place for 20 years. The primary updates include the removal of a designated rate, classification as a Commercial A user, and specification of monthly testing requirements. The agreement has been reviewed by the Public Works Committee, legal staff, and WSDOT, with four months of edits incorporated into this final version.

Staff provided additional context regarding the Williams trucked-in sewer connection. A

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sewer force main installed in 2014 included improvements and additional Equivilant Residential Units (ERUs) paid for by the property owner. Concerns regarding elevated black water concentrations from RV use were addressed: commercial users are classified within ranges under Commercial A, and if subsequent testing shows concentrations above the range, the account would be reclassified as Commercial B.

A meter is installed and tied into their pump station to measure gallons. While there is no testing port on-site, testing occurs at the lagoon. The facility pre-treats sewage in a four-chambered lagoon, resulting in somewhat diluted sewage that is pumped, typically, to the treatment facility between October and April.

MOTION: Councilmember Cook made a motion to approve the Indian John Service Agreement; seconded by Councilmember Weis.

MOTION CARRIED: 5 yes 0 no.

e. [Request for Leak Adjustment — Shirley Petrich — Steven Cook — Councilmember](#)

Councilmember Cook explained that an underground leak was identified and repaired in a timely manner, with all work performed in accordance with code. The Public Works Committee recommends approval.

MOTION: Councilmember Cook made a motion to approve the request for leak adjustment in the amount of \$493.27; seconded by Councilmember Williams.

MOTION CARRIED: 5 yes 0 no.

f. [Ordinance 1714 — 2026 Garbage Rates — Steven Cook — Councilmember](#)

Councilmember Cook proposed a 19% increase in garbage rates. He noted that the Garbage Fund has operated at a deficit for the past five years, the reserve is depleted, and the fund is now running negative. Current rates have been subsidized. The proposed increase would allow the fund to remain budget-neutral with a small reserve and is projected to generate approximately \$70,000. The reserve would provide a buffer against potential increases in tipping fees by the county or changes in the occupation tax. A 15% increase would only balance the fund temporarily. The committee recommended approval of the rate increase.

MOTION: Councilmember Cook made a motion to approve Ordinance 1714–2026 Garbage Rates; seconded by Councilmember Williams.

MOTION CARRIED: 5 yes 0 no.

g. [Resolution 2025-024 — 2026 Water Rates — Steven Cook — Councilmember](#)

Councilmember Cook presented updates on both water and sewer rates. He noted that the rates are codified in the municipal code to increase by 3% in January, with resolutions formally adopting these adjustments.

MOTION: Councilmember Cook made a motion to approve Resolution 2025-024 Water Rates and Resolution 2025-025 Sewer rates for 2026; seconded by Councilmember Buechle-Curtis.

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MOTION CARRIED: 5 yes 0 no.

h. Resolution 2025-025 — 2026 Sewer Rates — Steven Cook — Councilmember

11. Report of Committees

a. Public Works & Community Development

Councilmember Cook provided updates on several items from previous discussions:

- The Upper Kittitas County (UKC) baseball agreement is under review with proposed revisions by the attorneys. The item will return to the committee and then to council for approval.
- Comments on the Blue Fern park proposal have been submitted to Mathew Bailey, Public Works Director, and will be forwarded to Blue Fern.
- The stormwater plan was discussed at length. Councilmember Cook has additional comments and will submit them to Bailey.

b. Public Safety & Health

Councilmember Buechle-Curtis announced an upcoming meeting on November 19th at 1:00 p.m. A long list of items will be discussed and brainstormed, including e-bikes. Buechle-Curtis encouraged council members to submit any comments they would like considered.

Regarding the Planning Commission, there is interest in reviewing allowable uses in the downtown area, specifically for sports and recreation facilities. Councilmembers were advised to watch the meeting or review the staff report. Community interest has been expressed in facilities such as martial arts studios, dance studios, and pickleball courts. Reviewing the meeting minutes will help Councilmembers become familiar with the topic.

c. Lodging Tax & Events

The next committee meeting is scheduled for Wednesday at 8:30 a.m.

Three committee members finalized scores for the consolidated process. The Consolidated Lodging Tax Advisory Committee (CLTAC) meeting will be held Friday this week, and Councilmembers Malek and Harper will be in attendance.

A local Spokane-based foodie show, which broadcasts in Eastern and Western Washington, has proposed doing a segment on Cle Elum restaurants. They inquired about eligibility for lodging tax funding and will be submitting a formal application.

d. General Government

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Councilmember Weis reported that they are awaiting the animal code revisions from Jackie VonDongen, Code Enforcement.

e. Coal Mines Trail

Concerns regarding utility hole covers, including liability and other issues, remain. Public Works will continue to address these matters.

The Heritage Club is partnering to install signage along the Coal Mines Trail, including basic trail rules, leave-no-trace principles, guidance for pedestrians, equestrians, and e-bikes, as well as information on timber placement at the park. Virgil Amick, Secretary, will follow up on the timber locations. The Heritage Club plans to hold an open house in the spring to gather public feedback on the trail.

The December Coal Mines Trail meeting will be canceled.

12. Councilmember Comments - Limited to 5 Minutes

Councilmember Weis noted that he will conclude his Council service at the end of the year, with John Cornelius assuming Position 4 on January 1, 2026.

Councilmember Weis, currently representing Cle Elum on the Solid Waste Committee, noted that since he will no longer be on the Council, he recommends that another Councilmember volunteer to serve on the committee.

Councilmember Williams informed the council that Dan Morbacher will give a presentation to Rotary on November 19, 2025, regarding Automated External Defibrillators (AEDs) made for the outdoors. She noted that cameras are installed on these outdoor installations.

Councilmember Cook recognized Veterans Day and Polish Independence Day.

Councilmember Buechle-Curtis highlighted the upcoming Veterans Day event tomorrow at 12:00 p.m. at Flag Pole Park and thanked the Cle Elum-Roslyn School District for today's assembly, which was described as phenomenal.

13. Mayor's Report

The Mayor commented that the school assembly was excellent, with veterans participating in police vehicle rides and a parade.

Upcoming elected officials training is scheduled for December 6 in Union Gap, serving as a refresher for recently elected officials.

A regional water and sewer meeting was held on October 30, 2025; these quarterly meetings have been informative.

The Rotary Club will host a brief ceremony tomorrow to dedicate a new metal sign at Flag Pole

City Council Agenda November 10, 2025

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Park, donated by Bill Pare. All were encouraged to attend.

14. Adjournment

The meeting was adjourned 7:07 p.m.

Matthew Lundh, Mayor

Debbie Lee, Clerk

CLE ELUM SPECIAL MEETING
MINUTES
NOVEMBER 14, 2025
9:00 AM
119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order, Pledge of Allegiance, and Roll Call

Present:

Cassidy Buechle-Curtis
Ken Ratliff
Beth Williams
Steven Harper via zoom
Jerred Weis
Audrey Malek via zoom
Steven Cook via zoom

Absent:

Jerred Weis

Excused:

MOTION: Councilmember Harper made a motion to approve the absence of Councilmember Weis; seconded by Councilmember Cook.

MOTION CARRIED: 6 yes 0 no.

Staff Present:

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Mathew Bailey - Public Works Director

2. New Business

- a. [Resolution 2025-026 — Market Conditions Competitive Bid Waiver — Mathew Bailey — Public Works Director](#)

Mathew Bailey, Public Works Director, presented a resolution authorizing the City to purchase a snowplow truck without normal procedures. The snowplow truck is located in Colorado. Because of the immediate nature of the transaction, the resolution includes a waiver of the competitive bidding requirements.

MOTION: Councilmember Ratliff made a motion to approve Resolution 2025-026 Market Conditions Competitive Bid Waiver; seconded by Councilmember Cook.

MOTION CARRIED: 6 yes 0 no.

3. Adjournment

Special Meeting Agenda

November 14, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

The meeting was adjourned at 9:03 a.m.

Matthew Lundh, Mayor

Debbie Lee, Clerk

CHECK REGISTER

City Of Cle Elum

Time: 14:10:44 Date: 11/19/2025

11/11/2025 To: 11/25/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4977	11/11/2025	Claims	1	EFT	American Express	61.40	October merchant fees
4994	11/11/2025	Claims	1	EFT	City of Cle Elum	3,301.16	Oct 2025 w/s use - Police, Fire, City Hall, Water plant, Public works, library, bathrooms, rentals
4995	11/11/2025	Claims	1	EFT	Cintas Corporation	250.77	Public works mats, towels, uniforms 11/4
4998	11/11/2025	Claims	1	EFT	Inland Networks	30.00	Police Dept alarm monitoring
5022	11/12/2025	Claims	1	EFT	Pitney Bowes Global Financial Services L	552.35	City Hall Postage Machine Lease 9/30 to 12/29
5023	11/12/2025	Claims	1	EFT	Pitney Bowes Global Financial Services L	87.69	Police Dept Postage Machine Lease 9/30 to 12/29
5024	11/12/2025	Claims	1	EFT	Kittitas County P.U.D. #1	555.63	PUD Power for shop, street lights, Airport Rd liftstation, and Airport Rd office
5076	11/14/2025	Claims	1	EFT	WA State Dept of Licensing	36.00	Gun permits 1152 and 1153
5110	11/18/2025	Claims	1	EFT	Cintas Corporation	250.77	Public works mats/towels/uniforms 11/11
5111	11/18/2025	Claims	1	EFT	Plitkin County Treasurer	50,000.00	Kenworth T-800 2012 VIN #1NKDL70X9CR332662 -- Plow
5112	11/18/2025	Claims	1	EFT	Puget Sound Energy	249.18	Oct 2025 -- First St & Pennsylvania Street Lights #0910
5113	11/18/2025	Claims	1	EFT	Puget Sound Energy	166.46	Oct 2025 -- 1009 E Third St - natural gas #8160
5114	11/18/2025	Claims	1	EFT	Puget Sound Energy	6,712.06	Oct 2025 Gas and Electric-- city hall, library, police, fire, parks, street lights, shop, restrooms, old water plant, chlorinator, cemetery, city hall
5115	11/18/2025	Claims	1	EFT	U.S. Cellular	510.43	Cell phones for Fire Dept, Admin, and Public Works
5117	11/18/2025	Claims	1	EFT	United Parcel Service	14.21	Police Dept shipping
5128	11/19/2025	Claims	1	EFT	Columbia Bank now Umpqua	35,201.36	Police dept. \$816.19, Fire Dept. \$1,422.57, Public Works \$18,459.96 Police Dept. \$798.82 City Admin \$8,546.10
5170	11/19/2025	Claims	1	EFT	WA State Dept of Health	778.00	Zone 3 Booster Pump Project and Plan Review 25-0427
5137	11/25/2025	Claims	1	48015	Abadan	5.42	Police Dept copier usage 10/2 to 11/1
5138	11/25/2025	Claims	1	48016	BNSF Railway Company	2,230.00	Land Lease 12/1/25 to 11/30/26 -- Gravel Storage Area Contract #400658
5139	11/25/2025	Claims	1	48017	Cassidy J Buechle-Curtis	390.00	Reimbursement for AWC annual conference/councilmember Buechle-Curtis
5140	11/25/2025	Claims	1	48018	Canon Financial Services, Inc.	623.61	City Hall copier lease 11/1 to 11/30; Library and Public Works copier lease 11/1 to 11/30
5141	11/25/2025	Claims	1	48019	Cascade Door & Remodel	243.68	Rapair garage door at Search and Rescue old shop building
5142	11/25/2025	Claims	1	48020	Central Cleaning	480.00	Cleaning City Hall, 11/17, Shop 11/18 and 11/25, Police 11/20 and 11/26, Fire 11/21

CHECK REGISTER

City Of Cle Elum

Time: 14:10:44 Date: 11/19/2025

11/11/2025 To: 11/25/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5143	11/25/2025	Claims	1	48021	Century Link	2,327.28	Telephones -- Public Works 674-5126 ; Telephones -- City Hall 674-2262 ; Telephone -- water plant 674-9718 ; Telephone -- library 674-2313 ; Telephone -- Fire Dept 674-5785 ; Telephone -- Fire De
5144	11/25/2025	Claims	1	48022	Cle Elum Downtown Association	11,479.80	2025 Lodging Tax Applicaiton Placer Labs 5/25-5/26
5145	11/25/2025	Claims	1	48023	Creation Organics LLC	973.35	Fire Dept .75 cu ft throw and go x 25 and fire suppression pail
5146	11/25/2025	Claims	1	48024	D Square Energy LLC	828.50	Fire Dept generator annual service
5147	11/25/2025	Claims	1	48025	Bev Gonyea	1,000.00	2025 Pangrazi Award Recipient
5148	11/25/2025	Claims	1	48026	HLA Engineering and Land Surveying, Inc.	226,387.46	HLA Engineering Fees October -- First Street Project DOT and TIB Grants; HLA Engineering Fees October -- Stafford Ave Corridor CDBG Grant; HLA Engineering Fees October -- Growth Mngt Act Periodic Upd
5149	11/25/2025	Claims	1	48027	Huntington National Bank	3,663.05	Police Dept camera lease x 11; Police Dept camera lease x 4
5150	11/25/2025	Claims	1	48028	I Spy Fire Inc.	1,506.45	Police Dept I Spy Subscription
5151	11/25/2025	Claims	1	48029	Inslee Best Doezie & Ryder, P.S.	49,331.16	Attorney Fees October -- Blue Fern, code enforcement, planning, public records, City Heights, bnakruptcy, McCann Litigation, Homestead Appeal
5152	11/25/2025	Claims	1	48030	James Oil Company	877.71	Public works fuel 11/1-11/15; Fire Dept Fuel 11/1-11/15; Police Dept fuel/11/1/25 to 11/15/25
5153	11/25/2025	Claims	1	48031	Jerrold's	142.12	City Hall office supplies - Post its various size, binder clips various size; City Hall janitorial supplies - Paper towel 30 Count
5154	11/25/2025	Claims	1	48032	Kenyon Disend, PLLC	117.00	Attorney Fees for October -- Worked with Inslee Best on litigation matters
5155	11/25/2025	Claims	1	48033	Kittitas County Public Works	102.93	10/25 Bridge Inspection of Bridge #3 and check on #2 and #4
5156	11/25/2025	Claims	1	48034	Marson & Marson	119.12	Milwaukee impact set
5157	11/25/2025	Claims	1	48035	Menke Jackson Beyer LLP	159.50	Review prior settlement position statements -- Dearmin
5158	11/25/2025	Claims	1	48036	New York Life Insurance Company	4,099.12	LEOFF 1 Krahenbuhl long term care 12/6/25 to 3/5/26
5159	11/25/2025	Claims	1	48037	Robin L Newcomb	60.34	Reimburse to employee an employee paid Colonial Life benefit that was refunded to the city and not the employee/Newcomb
5160	11/25/2025	Claims	1	48038	Northern Kittitas County Tribune	1,309.45	Public hearing CDBG Stafford Ave Corridor Project; Transportation Benefit District Ord. 1707; Nameplates Civil Service Commission; AI aided redaction software program sealed bid police department 1st;

CHECK REGISTER

City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5161	11/25/2025	Claims	1	48039	Perteet Inc.	4,222.25	Planning Fees for October -- Planning for STR-2025-002 permit and Legal Arbitration
5162	11/25/2025	Claims	1	48040	Reflection by Perfection LLC	69,179.71	2025 Holiday Light Lease Service Installation
5163	11/25/2025	Claims	1	48041	Jennifer E Rogers	155.93	Police Dept Rogers Uniform Reimbursement
5164	11/25/2025	Claims	1	48042	State Auditors Office	26,223.65	Audit 2022 to 2024 -- Federal Audit, Financial Audit, and Accountability Audit
5165	11/25/2025	Claims	1	48043	Tacoma Screw Products Inc.	151.02	Public works screws, washers, nuts
5166	11/25/2025	Claims	1	48044	Van Ness Feldman LLP	24,966.50	Van Ness Attorney Fees for October -- Hansen Easement; Van Ness Attorney Fees for October -- Blue Fern; Van Ness Attorney Fees for October -- Teanaway Court/Hopesource; Van Ness Attorney Fees for Octo
5167	11/25/2025	Claims	1	48045	Veolia Water North America	279,503.09	Passthrough wastewater treatment plant July 2025; Fixed fee Wastewater Treatment Plant October 2025; Fixed fee water treatment plant August 2025; Fixed rate waste water August 2025; Passthrough Water;
5168	11/25/2025	Claims	1	48046	WA State Dept of Transportation	3,186.46	Police Dept October Fuel
5169	11/25/2025	Claims	1	48047	WA State Treasurer	628.00	November Court Remittance
					511 Legislative	594.60	
					514 Financial, Recording & Elections	60.34	
					515 Legal Services	49,981.16	
					518 Centralized Services	31,001.90	
					521 Police Department	20,300.23	
					522 Fire Department	5,906.31	
					536 Cemetery	418.71	
					558 Planning & Community Devel	17,088.70	
					559 Housing & Community Develop	246.00	
					572 Libraries	877.01	
					576 Park Facilities	842.97	
					594 Capital Expenditures	4,840.75	
					001 Current Expense/General Fund	132,158.68	
					515 Legal Services	8,761.50	
					559 Housing & Community Develop	11,910.40	
					004 City Heights WCIA Settlement Agreement 2023	20,671.90	
					542 Streets - Maintenance	11,106.07	
					543 Streets Admin & Overhead	5,027.32	
					591 Debt Service - Principal Repayment	160.93	
					594 Capital Expenditures	3,000.00	
					595 Capital Expenditures- Streets	25,603.43	
					101 Street Fund	44,897.75	
					595 Capital Expenditures- Streets	1,439.30	
					102 TIB Complete Streets Grant	1,439.30	
					521 Police Department	840.16	
					104 Police 3/10's Sales Tax Fund	840.16	

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City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			557 Community Services			80,659.51	
		106 Tourist/Lodging Tax Fund				80,659.51	
			515 Legal Services			6,224.50	
			558 Planning & Community Devel			71,695.55	
		131 Blue Fern DA # 2002-01 CRA 2024-01,03				77,920.05	
			515 Legal Services			9,607.00	
			558 Planning & Community Devel			1,927.00	
		140 Teanaway Court/Hopesource Devel. Fund				11,534.00	
			534 Water Utilities			19,494.28	
			594 Capital Expenditures			23,000.00	
		401 Water Fund				42,494.28	
			537 Garbage & Solid Waste			188.76	
		402 Garbage Fund				188.76	
			546 Airports, Port, Terminal			911.32	
			594 Capital Expenditures			3,500.00	
		403 Airport Fund				4,411.32	
			534 Water Utilities			141,365.19	
		404 Water Regional Fund				141,365.19	
			534 Water Utilities			119.12	
		406 Water Capital Reserve Fund				119.12	
			535 Sewer			9,411.81	
			594 Capital Expenditures			20,500.00	
		409 Sewer Fund				29,911.81	
			535 Sewer			147,703.87	
			594 Capital Expenditures			2,029.56	
		410 Sewer Regional Fund				149,733.43	
			594 Capital Expenditures			75,308.45	
		413 Sewer Capital Reserve Fund				75,308.45	
			580 Non Expeditures			1,113.42	
		630 Pangrazi Memorial Fund				1,113.42	
			580 Non Expeditures			664.00	
		699 State Agency Fund 380/580				664.00	
						815,431.13	Claims: 815,431.13

CHECK REGISTER

City Of Cle Elum

Time: 14:10:44 Date: 11/19/2025

11/11/2025 To: 11/25/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

_____	Date _____
Jerred Weis	

_____	Date _____
Steven Harper	

_____	Date _____
Audrey Malek	



**Office of the Washington State Auditor
Pat McCarthy**

November 24, 2025

Mayor and Council Members
City of Cle Elum
119 W 1st St
Cle Elum, WA 98922

We are pleased to confirm the audit to be performed by the Office of the Washington State Auditor, in accordance with the provisions of Chapter 43.09 RCW, for the City of Cle Elum. This letter confirms the nature and limitations of the audit, as well as responsibilities of the parties and other engagement terms.

Office of the Washington State Auditor Responsibilities

Accountability Audit

We will perform an accountability audit of compliance with applicable state laws, regulations, and policies, and of controls over the safeguarding of public resources for the fiscal years ended December 31, 2024, 2023 and 2022. The audit will be conducted in accordance with provisions of RCW 43.09.260 and the Office's audit policies, which include policies specific to these types of audits and general audit policies. Our general audit policies apply to all our engagements and incorporate the requirements of *Government Auditing Standards*, as applicable, on topics such as communications with auditees, independence, audit evidence and documentation, and reporting.

An accountability audit involves performing procedures to obtain audit evidence about compliance and controls in areas selected for audit. In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. The areas examined and procedures selected depend on the auditor's judgment, including the assessment of the risks of fraud, loss, abuse, or noncompliance.

Upon completion of our audit, we will issue a written report describing the overall results and conclusions for the areas we examined.

Data Security

Our Office is committed to appropriately safeguarding the information we obtain during the course of the audit. We have entered into a data sharing agreement with the City to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56 and OCIO Standard 141.10) in the handling of information considered confidential.

Responsibilities specific to this engagement

Additionally, we will:

- Provide management with advanced notification if we identify issues that require further audit work and increase audit costs.
- Participate in weekly progress meetings to discuss the status of the audit plans for future weeks. At those meetings, we will provide information on the departments we will work in and the audit objectives we will be addressing.
- Conduct a formal entrance conference on the accountability audit
- Conduct a formal exit conference to discuss results of the accountability audit.
- Interact with staff professionally and respectfully and communicate needs and issues in a timely manner.
- Provide written correspondence during the course of the audit through email to the audit liaison, Robin Newcomb, Finance Director.
- Provide advance notice when a scheduled meeting is to be cancelled.
- Allow the City seven days to provide a written response to any findings.

Reporting levels for audit issues

Issues identified through the auditing process will be communicated as follows. Failure to appropriately address audit issues may result in escalated reporting levels.

- **Findings** formally address issues in an audit report. Findings report significant results of the audit, such as significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations, contracts or grant agreements. You will be given the opportunity to respond to a finding, and this response, or a synopsis of it, will be published in the audit report.
- **Management letters** communicate control deficiencies, non-compliance, misappropriation, abuse, or errors with a less-than-material effect on audit objectives. Management letters are referenced, but not included, in the audit report.
- **Exit items** address control deficiencies, non-compliance, abuse, or errors that have an insignificant effect on audit objectives. These issues are informally communicated to management and are not referenced in the audit report.

Client's Responsibilities

Management is responsible for the accuracy and completeness of information provided to the auditor and will provide the Office of the Washington State Auditor with:

- Unrestricted access to people with whom the auditor wishes to speak.
- All information that is requested or relevant to auditor requests.
- Notification when any documents, records, files, or data contain information that is covered by confidentiality or privacy laws.
- Adequate workspace and conditions, including interacting with auditors professionally and respectfully and promptly communicating about any issues and concerns.

Moreover, our audit does not relieve management or the governing body of their responsibilities. Management's responsibilities, with oversight from the governing body, include:

- Selecting and applying appropriate administrative and accounting policies.
- Establishing and maintaining effective internal controls over financial reporting, compliance, and safeguarding of public resources.
- Designing and following effective controls to prevent and detect fraud, theft, and loss.

- Promptly reporting to us knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others, in accordance with RCW 43.09.185.
- Ensuring compliance with laws, regulations and provisions of contracts and grant agreements.

Responsibilities at the conclusion of the audit

At the conclusion of our audit, the City will provide us with a letter to confirm in writing certain express and implied representations made during the course of the audit. This letter includes representations regarding legal matters. A separate letter may be needed from the City's legal counsel.

Management and the governing body are also responsible for following up and taking corrective action on all audit findings, including, when applicable, preparing a summary schedule of prior audit findings and a corrective action plan on the City's own letterhead.

Responsibilities specific to this engagement

Additionally, the City will:

- Obtain a clear understanding of accounting standards applied in your financial statements and fully understand any adjusting journal entries recommended by the Office of the Washington State Auditor before approving the entries.
- Provide auditors adequate workspace with access to secure Internet and electrical outlets.
- Interact with auditors professionally and respectfully and promptly communicate issues and concerns.

Estimated Audit Costs and Timeline

We estimate the cost of the audit work to be \$20,310, plus estimated charges for travel time of \$1,050 travel costs, and other expenses, if any. Invoices for these services will be prepared and presented each month as our audit work progresses.

We anticipate our reports will be published on our website www.sao.wa.gov and be available to you and the public as outlined below. These estimates are based on timely access to financial information and no significant audit reporting issues. The estimated cost and completion date may change if unforeseen issues arise or if significant audit issues are identified necessitating additional audit work. We will promptly notify you if this is the case.

Report	Date*
Independent Auditor's Report on Accountability	December 2025

**Report Issuance Dates Are Estimates Only*

The audit documentation for this engagement, which may contain confidential or sensitive information, is the property of SAO and constitutes a public record under Chapter 42.56 RCW. Subject to applicable laws and regulations, appropriate individuals, as well as audit documentation, will be made available upon request and in a timely manner to appropriate auditors and reviewers, City's management and governing body, and federal agencies, for purposes of a public records request, a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

The audit documentation for this engagement will be retained for a minimum of five years after the report release (publish) date in accordance with the public records retention schedule established by the Washington Secretary of State.

Expected Communications

During the course of the audit, we will communicate with the City’s selected audit liaison, Robin Newcomb, Finance Director, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed. The audit liaison is responsible for regularly updating management and the governing body on these matters. We may also provide direct communication of these matters to management and the governing body as needed or upon request.

Please contact us if any events or concerns come to your attention of which we should be aware. We will expect the audit liaison to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

By signing and returning this letter, you acknowledge that the foregoing is in accordance with your understanding. Please contact us with any questions.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Sincerely,



Mandy Wilson, CPA, Audit Manager *Date*
Office of the Washington State Auditor

City Response:

This letter correctly sets forth our understanding.

Matthew Lundh, Mayor

Date

Robin Newcomb, Finance Director *Date*

City Administrator

Staff Report

(November 25, 2025)

IP Phones:

We've completed the rollout of our new IP phones across the city. As you may recall, this project was designed both to reduce costs and to unify everyone on a single phone system. The deployment went smoothly overall—just a few minor glitches, as expected. I've been using the new phones for about a month now, and the sound quality has been surprisingly excellent.

City Wide Network Reconfiguration:

Just a quick update on the citywide network reconfiguration. We've already installed internet connections at all city locations, and next week we'll begin deploying individual firewalls at each site. This project is fully budgeted in the 2025 plan, so I'm still confident we can complete it this year. With the internet connections in place and all the hardware on hand, we're ready to move forward with installation.

Audit News:

Yesterday, we held our exit conference with the state auditors regarding the last two-years financial statements and last year's Federal Single Audit. During the same meeting, we also conducted our entrance conference for the upcoming accountability audit, which will cover the past three years.

Overall, the meeting went well. We appreciated having two councilmembers in attendance—thank you, Councilmembers Buechle-Curtis and Williams.

The auditor was on-site today reviewing payroll, accounts receivable, and related areas.

Garbage Collection:

The Utility Department would like to remind everyone that garbage and recycling collection will not be affected by the holiday this week and will be picked up as usual.

2025 BUDGET POSITION TOTALS

City Of Cle Elum

Months: 01 To: 10

Time: 15:53:17 Date: 11/13/2025

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense/General Fund	4,795,575.68	3,591,982.17	74.9%	4,822,575.68	4,072,516.18	84%
002 UKC Recreation Center	77,185.00	94,662.61	122.6%	238,095.00	134,299.48	56%
004 City Heights WCIA Settlement Agr	55,236.00	55,236.86	100.0%	559,266.30	564,677.58	101%
101 Street Fund	4,885,613.00	2,690,671.93	55.1%	4,933,648.00	2,941,487.89	60%
102 TIB Complete Streets Grant	2,241,799.00	677,795.71	30.2%	2,241,799.00	770,465.75	34%
104 Police 3/10's Sales Tax Fund	248,993.00	202,688.55	81.4%	332,292.00	242,762.68	73%
106 Tourist/Lodging Tax Fund	162,000.00	170,174.79	105.0%	302,000.00	173,703.76	58%
110 Coal Mine Trail Fund	8,620.00	9,073.45	105.3%	4,120.00	2,884.38	70%
120 Central Cascades/Weis Land CRA :	2,050.00	73.77	3.6%	2,050.00	0.00	0%
121 Cle Elum Pines West Devel. Fund	1,500.00	0.00	0.0%	1,500.00	0.00	0%
123 Sun Communities CRA 2018-01 De	50,000.00	218.39	0.4%	50,000.00	0.00	0%
124 MVOLLC/Prium CRA 2005-02 Devel	3,015.00	48.36	1.6%	3,015.00	0.00	0%
125 Whispering Pines Devel. Fund	5,000.00	0.00	0.0%	5,000.00	0.00	0%
127 City Heights CRA 2020-01 Devel. F	70,000.00	132.97	0.2%	70,000.00	1,086.25	2%
128 Fowler Creek Trails Deneen Develc	5,250.00	-10,000.00	-190.5%	5,250.00	0.00	0%
131 Blue Fern DA # 2002-01 CRA 2024	1,330,000.00	1,405,077.27	105.6%	1,330,000.00	966,339.67	73%
132 Wildwood Ranch DA #2024-001 C	115,200.00	54,908.70	47.7%	115,200.00	64,548.00	56%
140 Teanaway Court/Hopesource Devel	50,000.00	34,778.30	69.6%	50,000.00	25,206.25	50%
309 REET Excise Tax/Capital Projects Fi	182,500.00	519,160.29	284.5%	113,800.00	15,821.12	14%
401 Water Fund	1,040,459.00	1,263,198.67	121.4%	1,040,459.00	917,734.51	88%
402 Garbage Fund	988,950.00	1,000,242.98	101.1%	1,038,950.00	888,595.18	86%
403 Airport Fund	37,000.00	39,466.92	106.7%	24,000.00	4,712.29	20%
404 Water Regional Fund	1,026,000.00	1,013,508.00	98.8%	1,058,059.00	622,011.40	59%
406 Water Capital Reserve Fund	156,474.99	202,883.25	129.7%	334,774.99	281,928.20	84%
408 Stormwater Fund	15,000.00	1,000.00	6.7%	12,000.00	0.00	0%
409 Sewer Fund	1,069,796.00	1,083,667.92	101.3%	1,003,796.00	821,764.77	82%
410 Sewer Regional Fund	1,082,000.00	967,742.31	89.4%	952,000.00	587,372.12	62%
413 Sewer Capital Reserve Fund	385,000.00	219,893.23	57.1%	441,000.00	225,363.90	51%
630 Pangrazi Memorial Fund	100.00	194.90	194.9%	1,300.00	111.68	9%
699 State Agency Fund 380/580	45,000.00	40,775.66	90.6%	47,000.00	40,841.64	87%
	20,135,316.67	15,329,257.96	76.1%	21,132,949.97	14,366,234.68	68.0%

** RESERVES ARE NOT INCLUDED IN THIS REPORT

** JANUARY TO OCTOBER (10 MONTHS) = 83%

** PROPERTY TAX GENERAL FUND REVENUE RECEIVED IN NOVEMBER = \$219,000

** UMPQUA BANK AND U.S. BANK GARNISHMENTS WERE PAID BACK IN NOVEMBER

TREASURER'S REPORT

Fund Totals

City Of Cle Elum

Time: 15:49:07 Date: 11/13/2025

10/01/2025 To: 10/31/2025

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Fund	Previous Balance	Revenue	Expenditures	Book Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Bank Balance
001 Current Expense/General Fund	212,266.98	333,008.72	408,967.57	136,308.13	268,834.33	0.00	-1,881.17	403,261.29
002 UKC Recreation Center	0.00	0.00	328.00	-328.00	328.00	0.00	0.00	0.00
004 City Heights WCIA Settlement Agreement 2023	10,675.08	0.00	16,085.50	-5,410.42	15,710.50	0.00	0.00	10,300.08
101 Street Fund	-23,207.17	675,707.18	838,880.82	-186,380.81	198,645.99	0.00	0.00	12,265.18
102 TIB Complete Streets Grant	-70,181.72	92,625.25	115,113.57	-92,670.04	27,957.18	0.00	0.00	-64,712.86
104 Police 3/10's Sales Tax Fund	70,425.46	18,694.07	22,778.67	66,340.86	49.57	0.00	0.00	66,390.43
106 Tourist/Lodging Tax Fund	247,811.66	29,118.52	8,000.29	268,929.89	5,840.44	0.00	0.00	274,770.33
110 Coal Mine Trail Fund	43,394.13	0.00	330.00	43,064.13	0.00	0.00	0.00	43,064.13
120 Central Cascades/Weis Land CRA 2009-01 Devel. Fund	5,202.22	0.00		5,202.22	0.00	0.00	0.00	5,202.22
123 Sun Communities CRA 2018-01 Devel. Fund	15,398.77	0.00		15,398.77	0.00	0.00	0.00	15,398.77
124 MVOLLC/Prium CRA 2005-02 Devel. Fund	3,409.42	0.00		3,409.42	0.00	0.00	0.00	3,409.42
127 City Heights CRA 2020-01 Devel. Fund	-407,301.01	0.00		-407,301.01	0.00	0.00	0.00	-407,301.01
131 Blue Fern DA # 2002-01 CRA 2024-01,03	348,117.15	112,087.25	113,635.13	346,569.27	103,299.13	0.00	0.00	449,868.40
132 Wildwood Ranch DA #2024-001 CRA 2024-02	-13,795.00	18,795.00	22,027.50	-17,027.50	4,845.00	0.00	0.00	-12,182.50
140 Teanaway Court/Hopesource Devel. Fund	19,189.12	6,416.93	16,034.00	9,572.05	11,179.00	0.00	0.00	20,751.05
309 REET Excise Tax/Capital Projects Fund	1,016,614.14	15,662.20		1,032,276.34	0.00	0.00	0.00	1,032,276.34
401 Water Fund	509,500.88	131,536.72	75,022.63	566,014.97	42,673.53	0.00	-8,228.32	600,460.18
402 Garbage Fund	161,476.43	103,285.61	101,575.92	163,186.12	4,640.00	0.00	-4,787.48	163,038.64
403 Airport Fund	122,443.33	-1,050.00	141.47	121,251.86	1,050.00	0.00	0.00	122,301.86
404 Water Regional Fund	1,707,870.74	186,933.34	122,379.16	1,772,424.92	0.00	0.00	0.00	1,772,424.92
406 Water Capital Reserve Fund	58,069.55	23,914.27	1,598.47	80,385.35	163.61	0.00	-834.83	79,714.13
408 Stormwater Fund	50,750.00	0.00		50,750.00	0.00	0.00	0.00	50,750.00
409 Sewer Fund	938,621.46	71,076.99	54,461.33	955,237.12	40,922.19	0.00	-8,457.37	987,701.94
410 Sewer Regional Fund	1,209,190.83	118,350.00	65,255.71	1,262,285.12	0.00	0.00	0.00	1,262,285.12
413 Sewer Capital Reserve Fund	437,966.81	12,543.00	61,090.38	389,419.43	60,337.80	0.00	0.00	449,757.23
630 Pangrazi Memorial Fund	13,741.16	0.00		13,741.16	0.00	0.00	0.00	13,741.16
699 State Agency Fund 380/580	12,249.50	1,438.83	12,059.41	1,628.92	1,759.39	0.00	0.00	3,388.31
	6,699,899.92	1,950,143.88	2,055,765.53	6,594,278.27	788,235.66	0.00	-24,189.17	7,358,324.76

TREASURER'S REPORT

Account Totals

City Of Cle Elum

10/01/2025 To: 10/31/2025

Time: 15:49:07 Date: 11/13/2025

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Book Balance	Outstanding Rec	Outstanding Exp	Bank Balance
1 Checking 2924	3,270,394.64	1,949,860.82	2,026,145.96	3,194,109.50	-84,465.84	556,235.66	3,665,879.32
8 Cash Drawer City Hall	150.00	0.00	0.00	150.00	0.00	0.00	150.00
9 US Bank	850,068.76	82.71	40.50	850,110.97	0.00	232,000.00	1,082,110.97
10 US Bank Investment	2,484,905.00	0.00	0.00	2,484,905.00	0.00	0.00	2,484,905.00
11 Xpress Deposit Account	43,616.52	143,886.20	173,264.92	14,237.80	-11,630.47	71,907.14	74,514.47
12 Petty Cash City Hall	100.00	0.00	0.00	100.00	0.00	0.00	100.00
13 Petty Cash Police	100.00	0.00	0.00	100.00	0.00	0.00	100.00
14 Cash Drawer Police	100.00	0.00	0.00	100.00	0.00	0.00	100.00
15 Petty Cash Library	100.00	0.00	0.00	100.00	0.00	0.00	100.00
16 Cash Drawer Library	15.00	0.00	0.00	15.00	0.00	0.00	15.00
17 Police Drug Fund	350.00	0.00	0.00	350.00	0.00	0.00	350.00
18 Umpqua Card Account 9016	50,000.00	0.00	0.00	50,000.00	0.00	0.00	50,000.00
Total Cash:	6,699,899.92	2,093,829.73	2,199,451.38	6,594,278.27	-96,096.31	860,142.80	7,358,324.76
	6,699,899.92	2,093,829.73	2,199,451.38	6,594,278.27	-96,096.31	860,142.80	7,358,324.76

A

B

TREASURER'S REPORT

Signature Page

City Of Cle Elum

10/01/2025 To: 10/31/2025

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We the undersigned officers for the City of Cle Elum have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: Robin Newcomb 11/14/25 Signed: Debbie Lee 11/14/25
Finance Director / Date Clerk/ Date

CITY OF CLE ELUM
Planning Department

AGENDA
STAFF REPORT

AGENDA DATE:	November 25, 2025
ACTION REQUESTED:	None, Current Planning Update: November 10, 2025 – November 25, 2025
LEAD STAFF:	Colleda Monick, HLA

BACKGROUND:

Current Planning Permits:

Teanaway Court – Notice for this project was issued on November 13, 2025, public comment review ends on December 1st, 2025. The public hearing date has not been scheduled. At this time, the city has received [no] public comments. *Reminder that comments on social media are not entered into the record. Comments can be submitted up to and at the time of the hearing. Comments received by December 1st will be addressed in the staff report. (code requires a minimum of 14 days)

Bullfrog Flats – Applicant is in the process of revising final plats for submittal. There may be a request for a modification to the Traffic Mitigation Agreement which would require approval through council.

Planning Commission:

Climate Element Survey: To date, the City has received over 180 responses to the survey. The survey does close on November 30th, 2025.

Comprehensive Plan: The commission recently reviewed an early draft of the Land Use Element portion. A similar type of survey will be issued to the public in spring of 2026 to garner public input.

The Commission has been actively addressing several business inquiries that have highlighted a potential gap in how certain recreation-oriented uses are treated within the Downtown Commercial (DC) zoning district. Specifically, the City has received multiple requests from businesses that fall under the definition of “Sports or Recreation Facility”. Based on the immediate demand, notice for this code amendment, along with recently discussed amendments on non-conforming uses will go out for public notice on December 11th. We expect to have a closed record public hearing before council in February.

Other:

The City’s Draft **ADA Transition Plan** is now inviting public comment through December 19, 2025. An Americans with Disabilities Act (ADA) Transition Plan identifies barriers to ADA compliance and provides actions that the city can take over the next several years to remove barriers within the public right-of-way and city-owned facilities. City of Cle Elum received funding to create an ADA Self-Evaluation and Transition Plan as part of its ongoing Safe Streets and Roads for All (SS4A) City Safety Plan grant, the Comments can be submitted to: mbailey@cleelum.gov or submitted in writing at City Hall (119 West First Street).

Public Works Council Update

- **PSE Electric Vehicle Charging Stations:** Pending EV charging hookups and signage.
- **1st Street Revitalization:** Plant counts have been taken and plants that didn't take will be replanted in the spring of 2026
- **Montgomery Water main replacement:** Bid opening November 13th bids to be awarded to lowest bidders
- **Sewer main Lining project:** Bid opening November 13th bids to be awarded to lowest bidders
- **Public Works Transitioning to Fall Maintenance:** Crews are focused on seasonal maintenance activities. Preparing for snow is our main focus.
- **Stormwater Survey:** HLA surveying of our Stormwater System Compleat. Currently working on Stormwater Plan and Stormwater Utility Fund. Part of Department of Ecology grant/loan
- **Bullfrog Flats**

Asphalt: First lift of asphalt installed

Bullfrog Roundabout: Pending County approval

Final Plat: Final plat submission for S-1,S-2, and J. Pending planning review

Park: Consolidating council comments and sending to Bluefern and New Homes

Council Meetings

Honorable Mayor and council,

- On 11/15 Officers received a request for an agency assist from Monroe PD
 - They had probable cause to arrest a subject for multiple felonies to include 2 Counts of Kidnapping 1st Degree, Felony Harassment, Attempted Vehicular Assault, and Assault 4 DV
 - Our Officers found the vehicle prior to it leaving the city
 - Suspect was arrested as well as processed for DUI
 - 2 young minors were recovered unharmed, were given food, diapers, and clothing provided by LE
 - Suspect was transported and met by Monroe PD
 - KCSO was a big help in facilitating a safe recovery of the children and the arrest of the suspect
 - Flock cameras were not instrumental in this case as Officers had live information, although the vehicle was captured on Flock cameras
 - Monroe PD was in the process of issuing an Amber alert, but we found the suspect prior to the alert being created
- On 11/11 we had a pursuit that started in our jurisdiction
 - It was determined the pursuit was unsafe and was terminated
 - Vehicle was located again and again had to terminate the pursuit because of the danger to the community
 - We know who the suspect is and they have unrelated warrants and will be arrested in the future
- On 11/21 Federal agents conducted an arrest warrant
 - Arresting agency was federal DOT under Inspector General
 - US Marshalls assisted in the arrest, CEPD assisted
 - Case had to do with fraud

- WASPC
 - Had a few items on my agenda to make contacts at WASPC
 - Was able to clarify information about HB2015 and make contacts with other agencies going through the process
 - I was also able to hear from CJTC directly and participate in the larger conversation of the difficulties of the process
 - They will be making changes that I will be following and adjusting to
 - I have made a significant dent on the HB2015 Compliance submittal, and am on track to complete the submission before the end of the year
- Flock cameras have been in the news lately
 - Initial issue had to do with potential federal usage of flock cameras for immigration purposes
 - The term “backdoor” was used, to be clear, this was not a breach of the Flock system, it was federal officers gaining access through common means
 - Flock immediately restricted federal access for Washington users
 - I also turned off “nationwide look-up” and made it a regional lookup of a 500 mile radius
 - The second issue arose when a judge made a decision that all photos are public record, which makes it a potential issue
 - I have not turned the entire system off because it is an extremely valuable tool
 - This issue is likely to be legislated so I am carefully paying attention to public records requests, watching for legislation, and speaking to other Chiefs about what they are doing

City of Cle Elum – City Council Report

November 2025



BOO-ELUM 2025

A huge thank you to everyone who participated in Boo-Elum 2025! Your involvement—whether through trunk-or-treat participation, decorating, volunteering, or supporting the event in any capacity—made this year truly special. Families continue to share that Boo-Elum is a highlight of their year, and the positivity and grace shown during those two hours contribute greatly to that experience. Even if Friday's weather impacted sales, we are confident many families will return because of the welcoming and memorable time they had downtown.

Event Highlights

- Setup and street closures were completed by 3:20 PM — thank you for helping us stay ahead of schedule.
- Streets were fully cleared by 6:05 PM, with minimal cleanup required.
- Attendance increased by approximately 5% from previous years, despite the rain, and visitors stayed longer than usual.
- Trunk-or-treat participation nearly doubled, with 27 registered vehicles plus participating businesses.
- Special thanks to Officer Rogers for assisting a vehicle with a dead battery and keeping things running smoothly.
- The band was a crowd favorite—especially their performance of *Thriller*! Be sure to give them a high-five if you see them.

Thank you all for helping create a safe, fun, and engaging environment for families. Looking ahead to Halloween **2026**, which falls on a Saturday, we anticipate even higher attendance and increased traffic. We welcome any ideas or feedback on how to improve next year's event.

LOOKING AHEAD: PIONEER DAYS 2026

Regular Pioneer Days planning meetings have resumed for 2026. Due to continued low attendance, we are adjusting the schedule and format to encourage broader participation.

New Meeting Schedule:

- 3rd Monday of each month
- 10:00 AM
- Primarily online, with the option to join in person at the CEDA office.

We hope this shift provides greater accessibility for our partners and community members.

MAIN STREET TAX CREDIT INCENTIVE PROGRAM

This program has become increasingly competitive. Participants are strongly encouraged to be ready to pledge at the start of Q1 (January).

- Payments are not due until early November, but this year showed that the statewide \$5M cap fills very quickly.
- Funds obtained through the MSTCIP directly support events, grants, and community-enhancing initiatives throughout downtown Cle Elum.

CHRISTMAS IN CLE ELUM

It's almost time for Christmas in Cle Elum—our lighting ceremony, parade, and fireworks are right around the corner!

Theme: "Antlers and Evergreens"

This theme will guide the seasonal décor and add a warm, festive touch throughout downtown.

Because this topic has been raised on several social media pages, we want to remind the community that holiday lighting is managed by the Cle Elum Downtown Association and funded through the Lodging Tax program.

All buildings with rooftop lights are encouraged to ensure that:

- Lights are plugged in
- Any related switches are turned **ON**

Kaylee and I have been downtown checking remotes and preparing the displays.

Lighting Ceremony Details

- Saturday, November 29, 2025
- Flagpole Park
- Sponsored by Puget Sound Energy
- Featured Guests: The Grinch, Santa, Rick Rizzs, and the Mariners' Moose
- Santa will arrive on the old Studebaker, driven by FF Ballard (Cle Elum Fire Department).
- Eide Homes will host photos with our special guests (BYOC – bring your own camera).
- Liberty Restrooms has donated a porta-potty.
- Stella's will offer free Christmas cookies to kids and be open for hot beverages and treats.
- Reflection of Perfection and Augie have coordinated with the Mariners to bring a digital Toy Drive to Flagpole Park. Physical donations can be dropped at Eide Homes and will support Court Appointed Special Advocates (CASA) of Kittitas County.

Operation Santa

Operation Santa is returning!

This program is fully funded and run through CEDA (Kaylee and me), with support from our generous sponsors: 509 Docs, Cle Elum Volunteer Firefighters Association, and Bator Glass.

Last year, more than 200 letters were received—from our community, from across the U.S., and even from Canada. Letters were collected from:

- CEDA office
- Cle Elum Fire Department
- Pioneer Coffee
- Sunset Café
- Santa events
- **New this year:** Jensen Farms Outpost

Adopt-a-Tree is now live on our website.

ESSB 5814 – Washington State Tax Update

I attended a webinar hosted by the Nonprofit Association of Washington (NAWA) with representatives from the Washington Department of Revenue. After two hours, it was clear that there are still more questions than answers surrounding ESSB 5814.

The main takeaway:

- **Work closely with your accountant.**
- For specific questions, contact the **Department of Revenue directly.**
- For clarity on particular activities or transactions, request a **tax ruling.**

This directive is currently confusing for both organizations and the DOR, and evolving legislation and pushback continue to keep many aspects in flux.

Visitor Center Updates

Visitor Center Activity & Stats

- Many visitors continue to request maps, trail information, and recommendations for local dining — especially quick eats, coffee spots, and family-friendly options.
- High demand for historical context about Cle Elum and nearby outdoor activities.

Online Guestbook Trends

- Visitors continue to represent a mix of regional day-trippers and out-of-state travelers.
- Notable increases in entries from Seattle, Oregon, and even Arizona visitors.
- Positive comments highlight friendliness, outdoor recreation, and walkability of downtown.

Tourism Trends & Visitor Insights (Placer.ai – Oct 2025)

- Out-of-market visitors: 157.3K (-4.7% YOY)
- Non-resident visits: 331.8K (-0.1% YOY)
- Daily patterns: Strong weekend peaks; out-of-market visitors make up the largest share.

Time spent in Cle Elum:

Majority stay **10–30 minutes**

Average stay: **90 mins**

Overall takeaway:

Cle Elum continues to attract a steady flow of travelers, especially on weekends, with strong engagement in dining, fuel stops, coffee shops, and local staples.

CITY OF CLE ELUM
City Finance Department

**AGENDA STAFF
REPORT**

AGENDA DATE: November 25, 2025

ACTION REQUESTED: 2026 Final Budget Public Hearing

BACKGROUND: The City Council has held two budget study sessions and a preliminary public hearing October 28, 2025, on the 2026 Budget. State law requires both a preliminary and a final public hearing for budget adoption. Attached is the final budget, along with the Ordinance #1711 for the 2026 Budget.

RECOMMENDATION: Public hearing on the Final 2026 Budget and adoption of Ordinance #1711

ATTACHMENTS: 2026 Final Budget

LEAD STAFF: Robin Newcomb

2026 CITY OF CLE ELUM BUDGET -- HIGHLIGHTS -- 11/25/25		ANNUAL COST	NOTES
1.	Police Department -- Mini Splits	32,500	Moved to Real Estate Excise Tax Fund
2.	Fire Department -- Sprinkler System, Roof Repair	115,000	Moved to Real Estate Excise Tax Fund
3.	City of Roslyn Law Enforcement -- Annual Increase of 20%		
4.	Cost of Living Increases -- 7% Police/5% Public Works Clerical/3% Non-Union	402,000	Multiple Funds/Includes Assistant City Administrator for \$180,000 salary/benefits
5.	Fire Department -- Volunteer Salaries Increased	8,000	
6.	Administration/Building Department -- Vehicle	60,000	Split 68% General Fund/Water 18%/Sewer 14%
7.	Street Fund -- Transportation Benefit District		Estimated \$150,000 Revenue
8.	3/10's Fund -- Animal Control Revenue Reduced by 50%		\$22,700 Revenue Annually
9.	3/10's Fund -- 1% Sales Tax Revenue		Estimated \$160,000 Revenue
10.	REET -- Cemetery Water Project	100,000	Moved to Real Estate Excise Tax Fund
11.	Water/Water Capital Reserve -- Main Repairs and Replacements	200,000	
12.	REET -- Second and Rosetti Way Water Main Replacement -- PWTF Loan	173,529	2026 Loan Payment
13.	Regional Water Projects -- Robicon Irrigation VFD and Well Pumps #3 and #7	180,000	Replaced Veolia with Salaries and Benefits
14.	Airport Fund #403 New 2022 Rent Revenue	30,000	Annually
15.	Regional Sewer Projects -- Rebuild 2 Influent Pumps, Rebuild Jet Motive Pump #1, and Lagoon Cleaning	610,000	
16.	Sewer/Sewer Capital Reserve -- Main Repairs and Replacements	445,000	
9/10/25 Budget Meeting			
Project 80-100 new homes in 2026			
Assistant City Administrator			
Form a Transportation Benefit District./Sales Tax Increase of 1%			
Public Safety Sales Tax Increase of 1%			
Add Health Insurance Benefits for the Mayor			
Increased the Senior Center to \$12,000			
Kept Fire Assistant at Part Time			
Removed an additional Police Officer			
10/1/25 Budget Meeting			
Non-Union Employees Cost of Living Reduced from 5% to 3%			

CITY OF CLE ELUM
Planning Department

Public Hearing
Ordinance 1716

AGENDA DATE: November 25, 2025

ITEM TITLE: **Public Hearing: Ordinance No. 1716 – Assumption of Powers of the Cle Elum Transportation Benefit District**

SUMMARY: Resolution No. 2025-023 declared the City Council’s intent to conduct a public hearing to assume the rights, powers, functions, and obligations of the Cle Elum Transportation Benefit District (TBD). The resolution was approved on October 28, 2025, and notice of the hearing was duly published in the newspaper on November 13 and November 20, 2025.

Pursuant to RCW 36.74.010–.020, a city whose TBD boundaries are coterminous with city limits may assume the functions of the TBD by ordinance following a public hearing.

With the required notice provided, Ordinance 1716 is now before the City Council for consideration.

ATTACHMENTS: Ordinance 1716

LEAD STAFF: Colleda Monick, Planning Consultant for the City of Cle Elum
Mike Heit, PE, Engineering Consultant for the City of Cle Elum

CITY OF CLE ELUM

ORDINANCE NO. 1716

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON, ASSUMING THE RIGHTS, POWERS, IMMUNITIES, FUNCTIONS, AND OBLIGATIONS OF THE CLE ELUM TRANSPORTATION BENEFIT DISTRICT, AS AUTHORIZED BY CHAPTER 36.74 RCW; AMENDING CHAPTER 12.30 OF THE CLE ELUM MUNICIPAL CODE ENTITLED TRANSPORTATION BENEFIT DISTRICT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

WHEREAS, Chapter 36.73 RCW provides for the establishment of a transportation benefit district and the levying of revenue sources for transportation improvements within such districts; and

WHEREAS, on October 14, 2025, the City Council adopted Ordinance 1705, codified as Chapter 12.30 of the Cle Elum Municipal Code, which established the Cle Elum Transportation Benefit District as authorized by Chapter 36.73 RCW; and

WHEREAS, the Washington State Legislature enacted RCW 36.74.010, which authorizes a city that has established a transportation benefit district with boundaries coterminous with the city's boundaries to assume the rights, powers, immunities, functions, and obligations of the transportation benefit district, in accordance with Chapter 36.74 RCW; and

WHEREAS, the boundaries of the Cle Elum Transportation Benefit District are coterminous with the boundaries of the City of Cle Elum; and

WHEREAS, RCW 36.74.020(1) provides that a city council, prior to assuming the rights, powers, immunities, functions, and obligations of a transportation benefit district, must indicate its intent to conduct a hearing concerning the assumption in a resolution of intention, which sets the time and place for the hearing and states that all person interested in the assumption may appear and be heard at the hearing, and on October 28, 2025, the City Council adopted Resolution 2025-023 expressing its intent to conduct a public hearing to consider the proposed assumption of the Cle Elum Transportation Benefit District; and

WHEREAS, after proper notice, the City Council held a public hearing on November 25, 2025 concerning the proposed assumption of the Cle Elum Transportation Benefit District and considered all testimony of interested persons relating to the proposed assumption; and

WHEREAS, the City Council desires to continue the work and functions of the Cle Elum Transportation Benefit District as defined in state law and Chapter 12.30 CEMC without the necessity of maintaining a separate entity, and desires to amend Chapter 12.30 of the Cle Elum Municipal Code to assume the Cle Elum Transportation Benefit District; and

WHEREAS, the City's assumption of the rights, powers, immunities, functions, and obligations of the Cle Elum Transportation Benefit District would provide for more effective and efficient administration of transportation improvements; and

WHEREAS, the City Council finds that it is in the public interest and welfare to assume the rights, powers, immunities, functions, and obligations of the Cle Elum Transportation Benefit District; now therefore

THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Recitals. The City Council adopts and incorporates herein the recitals above as findings and determinations in support of this ordinance.

Section 2. Assumption of Cle Elum Transportation Benefit District.

- A. Pursuant to Chapter 36.74 RCW, the Cle Elum City Council hereby assumes all rights, powers, immunities, functions, and obligations of the Cle Elum Transportation Benefit District. The City Council is hereby vested with all rights, powers, immunities, functions, and obligations currently granted to or possessed by the Cle Elum Transportation Benefit District as of the effective date of this ordinance. The rights, powers, immunities, functions, and obligations previously exercised or performed by the governing body of the Cle Elum Transportation Benefit District are hereby assumed and transferred to the Cle Elum City Council.

Section 3. Amendment. Chapter 12.30 of the Cle Elum Municipal Code, entitled "Transportation Benefit District," is amended to read as follows:

Chapter 12.30 Transportation Benefit District

12.30.010 Purpose – Findings.

- 12.30.020 Transportation Benefit District Established.**
- 12.30.030 Governing Board - Treasurer.**
- 12.30.040 Functions and Authority of District.**
- 12.30.050 Transportation Improvements Funded.**
- 12.30.055 Additional Sales and Use Tax Imposed for Cle Elum Transportation Benefit District**
- 12.30.060 Dissolution of District.**
- 12.30.070 Liberal Construction.**

12.30.010 Purpose – Findings.

A. The purpose of this chapter is to establish a Transportation Benefit District pursuant to Chapter 36.73 RCW.

B. The Cle Elum City Council finds it is in the public interest to establish a Transportation Benefit District to fund transportation improvements within the District that are consistent with any existing state, regional, or local transportation plans and are necessitated by existing or reasonably foreseeable congestion levels.

C. The Cle Elum City Council further finds that it is in the public interest to provide for transportation improvements that, without limitation, improve modal connectivity and address congestion throughout the city and that protect the city’s long-term investments in its infrastructure, reduce the risk of transportation facility failure, improve safety, continue optimal performance of the infrastructure over time, and avoid more expensive replacements in the future.

D. The Cle Elum City Council further finds that the City’s Transportation Improvement Program shall be annually updated to identify projects that constitute transportation improvements that may be funded by the Transportation Benefit District as funding becomes available.

12.30.020 Transportation Benefit District Established.

There is established and created a transportation benefit district to be known as the Cle Elum Transportation Benefit District or “District” with geographical boundaries comprised of the corporate limits of the City of Cle Elum as they now exist or as they may exist following future annexations.

12.30.030 Governing Board - Treasurer.

A. The governing board of the Cle Elum Transportation Benefit District shall be the Cle Elum City Council, which shall have the authority to exercise the statutory powers set forth in Chapter 36.73 RCW, as may be amended.

B. The City Treasurer shall act as the Treasurer of the Cle Elum Transportation Benefit District.

C. The City Council shall develop a material change policy to address major plan changes that affect project delivery or the ability of the District to finance the plan, pursuant to RCW 36.73.160(1).

D. The City Council shall issue an annual report meeting the requirements of RCW 36.73.160(2).

12.30.040 Authority and Functions of District.

A. The District shall have and may exercise any and all powers and functions provided by Chapter 36.73 RCW to fulfill the purposes for which the District is established as described in this chapter.

B. The City Council shall have the authority to establish all fees, taxes, charges, and other revenue sources authorized by Chapter 36.73 RCW, as may be amended. Pursuant to RCW 36.75.065, the City Council may, by majority vote, (1) impose a vehicle license fee as provided in RCW 36.73.065(4) and RCW 82.80.140; (2) impose a fee or charge on building construction or land development as authorized by RCW 36.73.065(4) and RCW 36.73.120; and (3) impose a one-tenth of one percent sales tax as authorized by RCW 36.73.065 and RCW 82.14.0455.

C. When approved by voters pursuant to Chapter 36.73 RCW, the District may assess other taxes, fees, charges, and tolls and impose increases in the same for the uses and purposes identified in this chapter.

D. The District may issue general obligation bonds or revenue bonds in accordance with the provisions of RCW 36.73.070.

12.30.050 Transportation Improvements Funded.

- A. The funds generated by the District shall be used for any purpose allowed by law including the operation of the District, and to acquire, construct, improve, provide, and fund transportation improvements within the District that are consistent with any existing state, regional, or local transportation plans and necessitated by existing or reasonably foreseeable congestion levels pursuant to Chapter 36.73 RCW.
- B. The funds generated by the District may be used for transportation improvements that preserve and maintain transportation infrastructure, improve public safety, or implement the projects identified in the Cle Elum Transportation Improvement Program, as may be amended.
- C. Consistent with RCW 36.73.020(1), to the extent practicable, the District will consider the following criteria when selecting transportation improvements: (1) protection of long-term investments in its infrastructure, (2) reduced risk of transportation facility failure and improved safety, (3) improved travel time, (4) improved air quality, (5) increases in daily and peak period trip capacity, (6) improved modal connectivity, (7) improved freight mobility, (8) cost-effectiveness of the investment, (9) optimal performance of the infrastructure over time, (10) improved accessibility, as described in RCW 36.73.020(1)(i), or (11) avoids more expensive infrastructure replacements in the future.
- D. Additional transportation improvements not within the scope authorized by this chapter may only be funded after compliance with the provisions of RCW 36.73.050(2)(b) following notice, public hearing, and enactment of an authorizing ordinance.

12.30.055 Additional Sales and Use Tax Imposed for Cle Elum Transportation Benefit District.

- A. Pursuant to RCW 36.73.065 and RCW 82.14.0455, there is hereby imposed an additional sales and use tax to be collected from persons who are taxable by the state under Chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the boundaries of the Cle Elum Transportation Improvement District. The amount of the additional tax shall be one-tenth of one percent (0.1%) of the selling price in the case of the sales tax, or value of the article used, in the case of the use tax.

B. The tax imposed by this section shall apply for a period of ten (10) years from the date the tax is first collected within the District and shall thereafter cease to be imposed unless renewed with an affirmative vote of the voters voting at an election or a majority vote of the Cle Elum City Council exercising its authority as the governing board of the District.

C. The tax imposed by this Section shall be in addition to any other taxes authorized by law, including but not limited to the sales and use taxes imposed under Chapters 3.66 CEMC, or as otherwise authorized by law.

D. The revenues received from the tax imposed by this Section shall be general revenues of the District and shall be used to fund transportation improvements as set forth in CEMC12.30.050, or as otherwise authorized by law.

E. The imposition of this tax shall remain authorized, and is not impacted by the Cle Elum City Council's decision to assume the Cle Elum Transportation Benefit District at any point in the future pursuant to Chapter 36.74 RCW.

12.30.060 Dissolution of District.

Pursuant to the procedures of Chapter 36.73 RCW, the District shall be automatically dissolved when all indebtedness of the District has been retired and when all of the District's anticipated responsibilities have been satisfied.

3.70.070 Liberal Construction.

This chapter shall be liberally construed to permit the accomplishment of the District's purposes.

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

Section 5. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 6. Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL, the _____ day of _____, 2025.

APPROVED:

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

APPROVED AS TO FORM:

Curtis J. Chambers
City Attorney

FILED WITH ADMINISTRATIVE SERVICES: _____
PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NUMBER: _____

On the _____ day of _____, 2025, the City Council of the City of Cle Elum, Washington, passed Ordinance No.1716. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON, ASSUMING THE RIGHTS, POWERS, IMMUNITIES, FUNCTIONS, AND OBLIGATIONS OF THE CLE ELUM TRANSPORTATION BENEFIT DISTRICT, AS AUTHORIZED BY CHAPTER 36.74 RCW; AMENDING CHAPTER 12.30 OF THE CLE ELUM MUNICIPAL CODE ENTITLED TRANSPORTATION BENEFIT DISTRICT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

The full text of this Ordinance will be mailed upon request.

DATED this _____ day of _____, 2025.

Debbie Lee, City Clerk

CITY OF CLE ELUM
Staff Agenda Bill

AGENDA DATE: November 25, 2025

ITEM TITLE: **Public Hearing:** On October 14, 2025, the City Council unanimously passed Ordinance 1709 Relating to the Public Health & Safety Emergency Moratorium on the Sale & Distribution of Kratom Within the City Limits (Ordinance). The Ordinance states that the City will hold a public hearing on the Ordinance within 60 days of the Ordinance passing. Tonight, Council will hold that public hearing.

SUMMARY: On October 14, 2025, the City of Cle Elum City Council unanimously passed emergency Ordinance 1709 prohibiting the sale or distribution of kratom in the City of Cle Elum. Kratom is a plant-derived substance that is currently unregulated under federal and state law, and the moratorium was passed in response to growing public health and safety concerns. The City has authority to adopt regulations necessary to protect public health, safety, and welfare and the City is committed to using this authority to safeguard residents, including youth and vulnerable populations, from unregulated products that pose immediate health risks.

Kratom refers to the leaves of the *Mitragyna speciosa* plant and any products containing its natural or synthetic compounds, mitragynine and 7-OH. Kratom is sold in a wide range of consumable products, including powders, pills, capsules, beverages, and extracts. Kratom products are sold in various retail settings and are often marketed as natural or safe despite the absence of regulatory oversight.

Federal agencies have identified significant concerns about the use of kratom. The U.S. Drug Enforcement Agency (DEA) identified kratom as a “Drug and Chemical of Concern” due to its potential to produce stimulant or sedative effects and its association to addiction, dependency, hallucinations, confusion, psychosis, and other significant adverse impacts. The U.S. Food and Drug Administration (FDA) has similarly warned that 7-OH, one of kratom’s primary chemical components, carries the potential for abuse that is consistent with opioid abuse and may pose heightened risks to youth. As a result, the FDA has not approved any kratom-based products or medications for prescription or over-the-counter use.

Because kratom is not federally regulated and the State of Washington has not adopted any safety standards or oversight mechanisms, kratom

products currently sold in retail settings may vary widely in purity, dosage, and composition. This lack of regulation creates a public health concern, particularly for young people and vulnerable populations who may be exposed to products with unknown potency or contaminants, increasing the risks of adverse effects or potential for abuse and addiction.

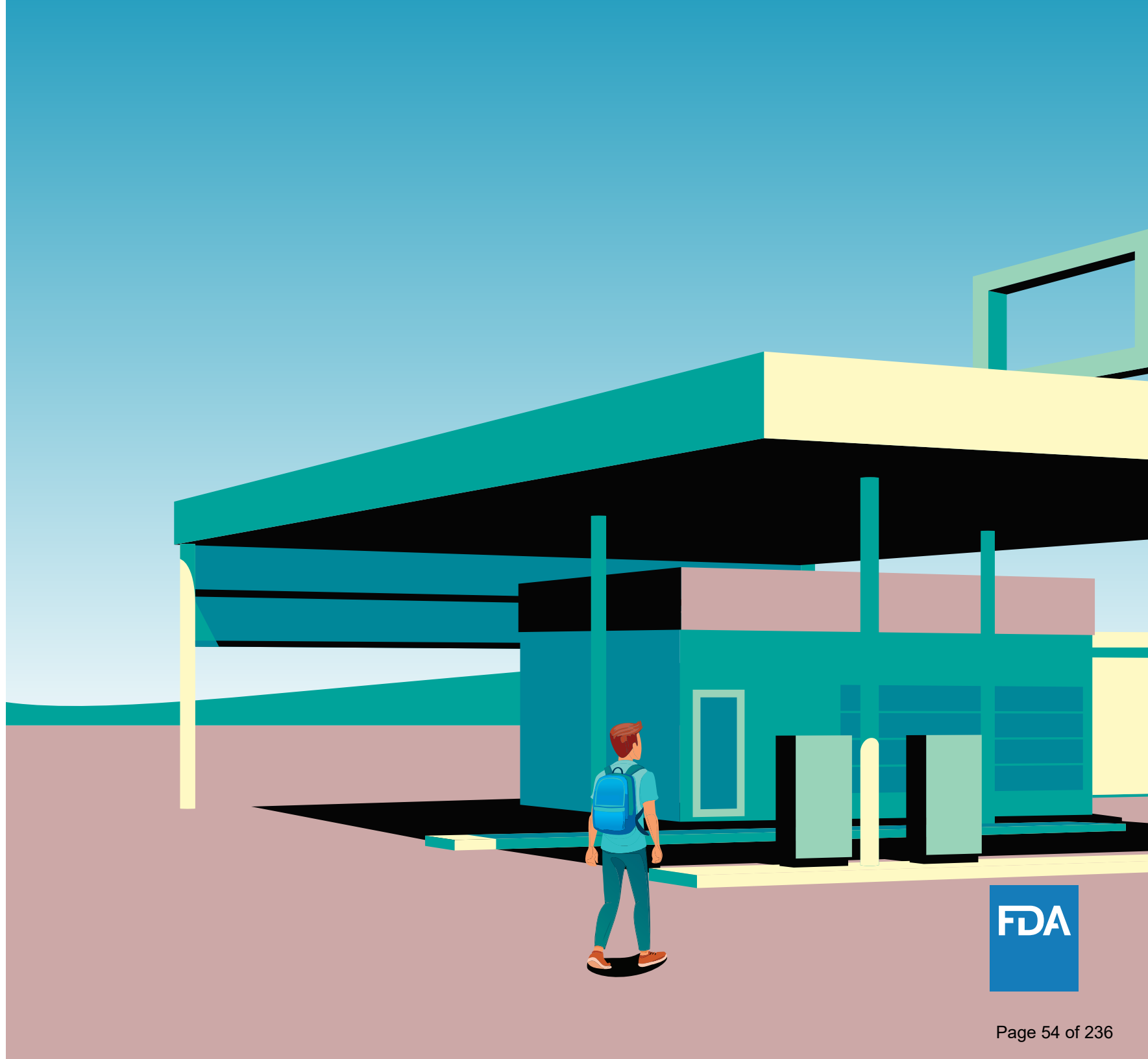
The continued sale and distribution of kratom products without appropriate regulatory controls poses an immediate threat to public health and safety. The moratorium prohibits the sale and distribution of kratom products within the City for six months while additional regulatory approaches are considered or recommendations for permanent standards are developed. This moratorium is intended to safeguard public health and safety while ensuring adequate time for consideration of appropriate long-term policies and regulations.

ACTION REQUESTED:

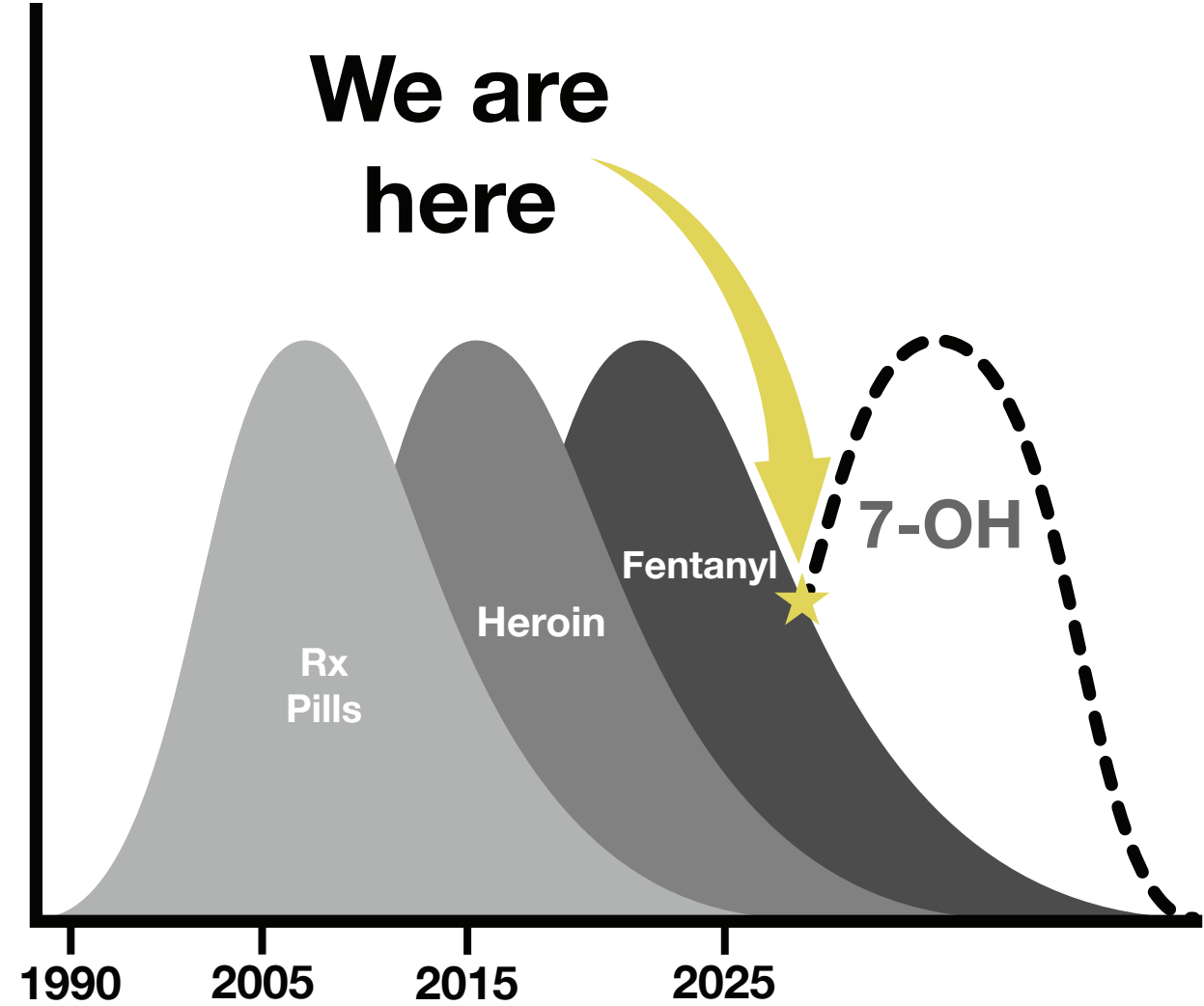
Following the public hearing, the City Council may request additional study, direct staff to present an ordinance permanently banning the sale and distribution of kratom, lift the moratorium on the sale and distribution of kratom, or take other action as deemed appropriate by the Council.

Preventing The Next Wave of the Opioid Epidemic:

What You Need to Know About 7-OH



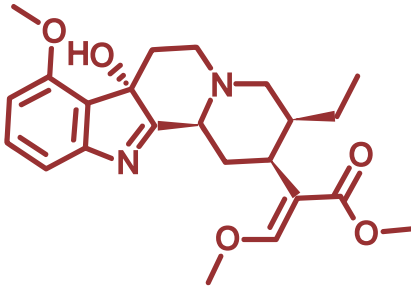
The Opioid Epidemic is Evolving with 7-OH. We Can and Must Act Now to Prevent a New Wave.



Note: The next potential phase of the opioid crisis may be defined by the emergence of novel synthetic opioids like 7-OH, combined with an increasing prevalence of concurrent use of opioids and other controlled substances.



7-OH is Engineered to be Addictive. It is a Potent Opioid by Design.

	
Rx Pills	Heroin
	
Fentanyl	7-OH

7-OH (formally known as **7-Hydroxymitragynine**) is a powerful psychoactive compound that occurs naturally in very small amounts in the Kratom plant.

7-OH products are concentrated derivatives often falsely marketed as Kratom.

Street names include 7-Hydroxy, 7-OHMG and '7'.



This Opioid is not Prescribed or Purchased on the Street - It's Sold like Candy at Retail Stores and Online.



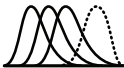
What began as doctor-prescribed painkillers migrated to back-alley dealers when prescriptions dried up. Opioids have disturbingly gone mainstream with 7-OH—no prescription needed, no dealer required. This dangerous opioid is sitting on store shelves, making gas stations and convenience stores risky places where kids can purchase these drugs as easily as buying candy.



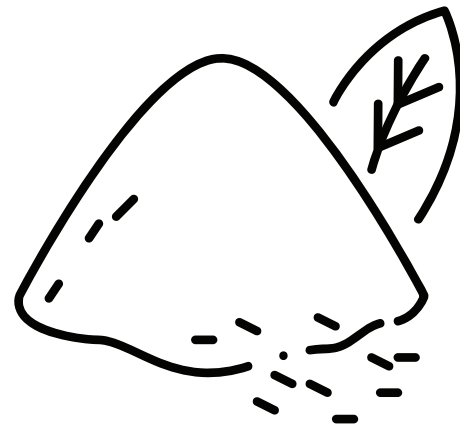
Hiding in Plain Sight: 7-OH Products are Designed to Look Like Everyday Treats Like Gummies, Candies and Ice Cream.



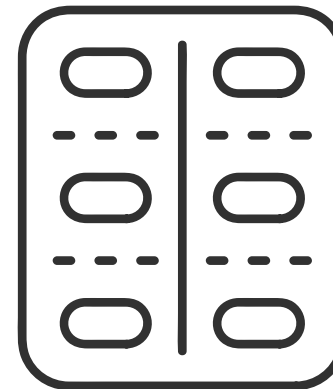
Note: These images are select illustrative examples and do not represent the full scope of 7-OH products on the market. Consumers should read packaging and labels carefully to determine whether a product contains 7-OH.



While Some 7-OH Products are Marketed as Natural Kratom, They are Not the Same. 7-OH Presents Significant Risks.



Crushed/Powdered Leaves
with Natural 7-OH Levels



Kratom 7-OH Significantly
Concentrated Extract

**7-OH is 13x
more potent
than morphine.**

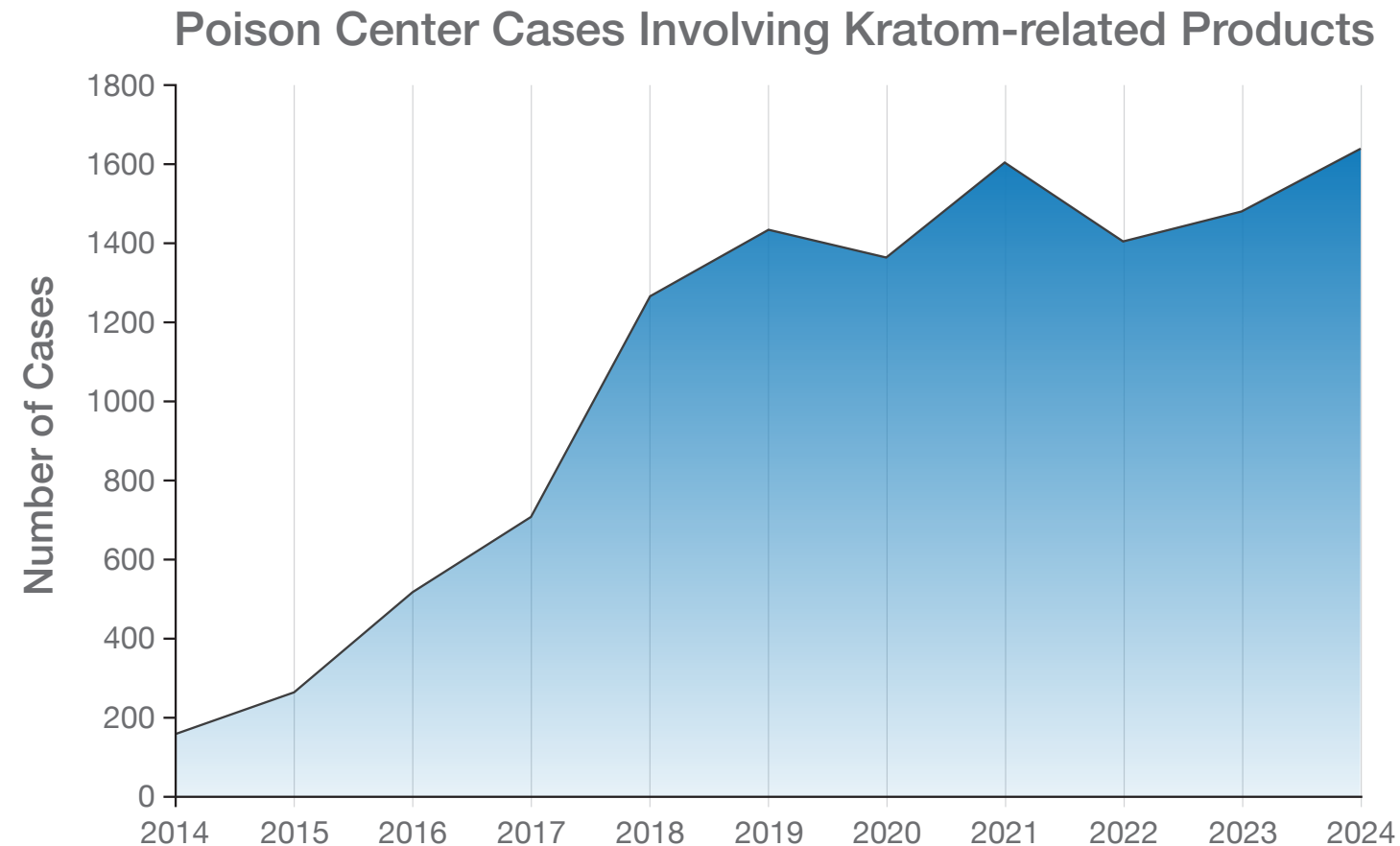
High Risk

“Enhanced” or “spiked” kratom products may appear to be natural leaf, but actually contain as much as 500% more 7-OH than would be expected naturally.



Poison Control is Sounding the Alarm on 7-OH.

American families are reporting side effects such as dependency, withdrawals, overdose and even death.



Note: Kratom-related products refers to a broad category of botanical kratom products and other kratom-derived products, including an unknown number of 7-OH involved cases; a classification code for 7-OH products was added to the National Poison Data System only in February, 2025.

**Data reflect partial year.*



In 2025*, approximately 40% of 7-OH reports were among individuals abusing the drug.



There is No Safe Swap. 7-OH is an Opioid, Not an Alternative for Approved Treatments.

Kratom-related products, including 7-OH, are not safe or approved treatments for opioid or SSRI (selective serotonin reuptake inhibitors) withdrawal symptoms, chronic pain, or to treat depression, anxiety and other mood disorders.



KRATOM



7-OH



FDA APPROVED THERAPIES

Protect You and Your Family



If you believe someone is experiencing an adverse event from a 7-OH product, contact the Poison Help Line (1-800-222-1222) or visit www.poisonhelp.org for help.

If someone is unresponsive, dial **911** immediately!

- Avoid buying any products with 7-OH.
- When buying candy or other treats for you or your family, examine the packaging and label so you don't accidentally buy a treat containing 7-OH.
- Talk to your health care professional if you need help with opioid addiction, anxiety, mood disorders, pain, or other ailments.



“*Even better than rolling back a public health crisis would be never having one in the first place: Let’s not allow 7-OH to drive the next wave of the U.S. opioid epidemic.*”

– Marty Makary, M.D., M.P.H., FDA Commissioner



Scan the QR code or visit fda.gov/7-OH for additional resources and to learn more.



U.S. FOOD & DRUG
ADMINISTRATION

FDA Takes Steps to Restrict 7-OH Opioid Products Threatening American Consumers

Agency alerts health care professionals and consumers of 7-hydroxymitragynine risks

[More Press Announcements \(/news-events/newsroom/press-announcements\)](/news-events/newsroom/press-announcements)

For Immediate Release:

July 29, 2025

The U.S. Food and Drug Administration today is taking a bold step to protect Americans from dangerous, illegal opioids by recommending a scheduling action to control certain 7-hydroxymitragynine (also known as 7-OH) products under the Controlled Substances Act (CSA).

The FDA is specifically targeting 7-OH, a concentrated byproduct of the kratom plant; it is not focused on natural kratom leaf products. 7-OH is increasingly recognized as having potential for abuse because of its ability to bind to opioid receptors. The FDA is releasing a new [report \(https://www.fda.gov/media/187899/download?attachment\)](https://www.fda.gov/media/187899/download?attachment) to educate the public about the health concerns of 7-OH and its distinction from the kratom plant leaf.

"Today, we're taking action on 7-OH as a critical step in the fight against opioid addiction," said **HHS Secretary Robert F. Kennedy, Jr.** "We will protect the health of our nation's youth as we advance our mission to Make America Healthy Again."

This recommendation follows a thorough medical and scientific analysis by the FDA and is one of several efforts to address the agency's concerns around the growing availability and use of 7-OH opioid products. There are no FDA-approved 7-OH drugs, 7-OH is not lawful in dietary supplements and 7-OH cannot be lawfully added to conventional foods.

"Vape stores are popping up in every neighborhood in America, and many are selling addictive products like concentrated 7-OH. After the last wave of the opioid epidemic, we cannot get caught flat-footed again," said **FDA Commissioner Marty Makary, M.D., M.P.H.** "7-OH is an opioid that can be more potent than morphine. We need regulation and public education to prevent another wave of the opioid epidemic."

The availability of 7-OH products is a major concern to the FDA, as consumers can easily purchase products with concentrated levels of 7-OH online and in gas stations, corner stores and vape shops. The FDA is particularly concerned with the growing market of 7-OH products that may be especially appealing to children and teenagers, such as fruit-flavored gummies and ice cream cones. These products may not be clearly or accurately labeled as to their 7-OH content and are sometimes disguised or marketed as kratom. The FDA has also published [educational materials \(https://www.fda.gov/media/187900/download\)](https://www.fda.gov/media/187900/download) for consumers to be more informed about these harmful products.

In June, the FDA issued warning letters to seven companies for illegally distributing products containing 7-OH, including tablets, gummies, drink mixes and shots. Today, the FDA is also issuing a [letter to health care professionals \(https://www.fda.gov/media/187898/download?attachment\)](https://www.fda.gov/media/187898/download?attachment) and is [warning consumers \(https://www.fda.gov/drugs/information-consumers-and-patients-drugs/hiding-plain-sight-7-oh-products\)](https://www.fda.gov/drugs/information-consumers-and-patients-drugs/hiding-plain-sight-7-oh-products) about the risks associated with 7-OH products.

Under the CSA, drugs, substances and certain chemicals are placed into one of five schedules based upon their medical use, potential for abuse and safety or dependence liability. The Drug Enforcement Administration is reviewing the recommendation and has the final authority on scheduling, which requires a rulemaking process that includes a period for the public to provide comments before any scheduling action is finalized.

Feedback

Related Information

- [Hiding in Plain Sight: 7-OH Products \(/news-events/public-health-focus/hiding-plain-sight-7-oh-products\)](/news-events/public-health-focus/hiding-plain-sight-7-oh-products)
-

Media:

[HHS Request for Comment \(https://www.hhs.gov/request-for-comment-form/index.html?Agency=ASPA\)](https://www.hhs.gov/request-for-comment-form/index.html?Agency=ASPA)
202-690-6343

Consumer:

888-INFO-FDA

###

The FDA, an agency within the U.S. Department of Health and Human Services, protects the public health by assuring the safety, effectiveness, and security of human and veterinary drugs, vaccines and other biological products for human use, and medical devices. The agency also is responsible for the safety and security of our nation's food supply, cosmetics, dietary supplements, radiation-emitting electronic products, and for regulating tobacco products.

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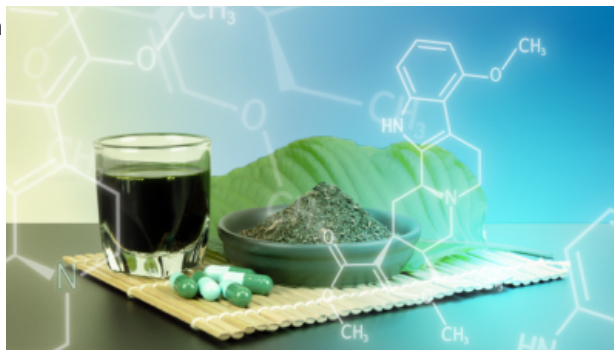
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FDA and Kratom

Kratom is a tropical tree (*Mitragyna speciosa*) that is native to Southeast Asia. Products prepared from kratom leaves are available in the U.S. online and in brick-and-mortar stores. Kratom is often used to self-treat conditions such as pain, coughing, diarrhea, anxiety and depression, opioid use disorder, and opioid withdrawal, with regular kratom users self-reporting using less than 6g of botanical kratom per consumption, per several recent

(<https://pmc.ncbi.nlm.nih.gov/articles/PMC7423016/>) studies. An estimated 1.7 million Americans aged 12 and older used kratom in 2021, according to the Substance Abuse and Mental Health Services Administration's National Survey on Drug Use and Health (<https://www.samhsa.gov/data/sites/default/files/reports/rpt39443/2021NSDUHFFRRev010323.pdf>).



Of note, 7-hydroxymitragynine (7-OH) is a naturally occurring alkaloid in the kratom plant, but only a minor constituent that comprises less than 2% of the total alkaloid content in natural kratom leaves. However, 7-OH demonstrates substantially greater mu-opioid receptor potency than kratom's primary alkaloid constituent mitragynine, as well as other classical opioids such as morphine. For more information about the agency's efforts regarding 7-OH, see Hiding in Plain Sight: 7-OH Products (</news-events/public-health-focus/hiding-plain-sight-7-oh-products>).

There are no prescription or over-the-counter drug products containing kratom or its known alkaloids that are legally on the market in the U.S. If a new drug application (NDA) is submitted for kratom (or one of its components) to treat a specific medical condition, FDA will review the scientific data to determine if a drug product containing kratom (or its components) is safe and effective to treat that specific medical condition. Consistent with FDA's practice with unapproved substances, until the agency scientists can evaluate the safety and effectiveness of kratom (or its components) in the treatment of any medical conditions, FDA will continue to warn the public against the use of kratom for medical treatment. The agency will also continue to monitor emerging data trends to better understand the substance and its components.

Kratom is not appropriate for use as a dietary supplement. FDA has concluded from available information, including scientific data, that kratom is a new dietary ingredient for which there is inadequate information to provide reasonable assurance that such ingredient does not present a significant or unreasonable risk of illness or injury and, therefore, dietary supplements that are or contain kratom are adulterated under section 402(f)(1)(B) of the FD&C Act. Further, FDA has determined that kratom, when added to food, is an unsafe food additive within the meaning of section 409; food containing an unsafe food additive, such as kratom, is adulterated under section 402(a)(2)(C)(i). Based on these determinations by FDA, kratom is not lawfully marketed as a dietary supplement and cannot be lawfully added to conventional foods.

Therefore, kratom is not lawfully marketed in the U.S. as a drug product, a dietary supplement, or a food additive in conventional food.

What can happen if a person uses kratom?

FDA has warned consumers not to use kratom because of the risk of serious adverse events, including liver toxicity, seizures, and substance use disorder (SUD). In rare cases, deaths have been associated with kratom use, as confirmed by a medical examiner or toxicology reports. However, in these cases, kratom was usually used in combination with other drugs, and the contribution of kratom in the deaths is unclear.

Cases of kratom-related SUD have also been observed. In these cases, individuals met certain criteria for SUD, including using kratom for longer than intended, using more kratom than intended, having cravings for kratom, continuing to use kratom despite adverse consequences (either physically or in their personal life), increasing the amount of kratom used to produce the same effect (tolerance), and experiencing withdrawal symptoms when kratom use was stopped (physical dependence).

FDA is also aware of cases involving neonatal abstinence syndrome, in which newborns experienced withdrawal signs such as jitteriness, irritability, and muscle stiffness following prolonged exposure to kratom prior to birth.

FDA has warned the public when certain kratom products were contaminated with Salmonella and/or concerning levels of heavy metals. These contaminants can put people at risk and can result in numerous documented illnesses.

How is FDA protecting the public from the risks of kratom?

There are no FDA-approved kratom drug products or over-the-counter drugs containing kratom that are legally on the market in the U.S. FDA continues to warn consumers not to use kratom because of the risk of serious adverse events, including liver toxicity, seizures, and substance use disorder (SUD).

Consistent with its mission to protect the public's health, FDA regularly exercises its authority to protect consumers from companies selling unapproved kratom drug products, making false or misleading claims about unproven benefits of kratom, and selling unlawfully marketed kratom dietary supplements and conventional foods. The agency has partnered with the U.S. Customs and Border Protection and with the Department of Justice to take numerous actions to limit the sale of unlawful kratom products in the U.S. The agency continues to work with its federal partners to warn the public about risks associated with use of kratom.

Unapproved drug products are some of the most challenging products that FDA regulates, due to the complex and fragmented supply chain of distributors, wholesalers, retailers, and even individuals. These entities are not usually registered with FDA, may operate out of residences, and distribute kratom through sales made on the internet, social media, smoke/vape shops, other small stores, or by using the mail or other package delivery services. Kratom-containing drug products have been shipped through U.S. and international mail facilities and may falsely be declared as other items, such as potpourri or incense.

FDA will continue to work with its federal partners to warn the public about the risks associated with the use of kratom and protect consumers from entities that are selling violative kratom products, including products with false or misleading labeling claims about unproven health benefits of kratom. Additionally, states may have their own regulations or prohibitions for kratom products. State health and law enforcement agencies are the best resource concerning applicable state laws.

What is FDA doing to support sound scientific research on kratom?

FDA recognizes that there is much that is not known scientifically about kratom. Although there are published animal studies with kratom extracts, there are few published reports from well-designed scientific studies where kratom was administered to humans. Additional investigation by researchers, including those in the academic community, drug companies, and government agencies, into the many safety issues and potential therapeutic uses of kratom would provide important public health information.

What research is FDA doing on kratom?

Research on Safety Issues

While kratom contains over 50 alkaloids, most scientific research focuses on mitragynine and 7-OH, both of which bind to the same receptors in the brain (mu opioid receptors) as opioid drugs such as codeine. Mitragynine also has additional mechanisms of action on other chemical systems of the brain, including serotonin, dopamine, norepinephrine, and kappa opioid receptors. These compounds may produce classic opioid-related effects such as sedation, nausea/vomiting, constipation, physical dependence/withdrawal, and respiratory depression that may lead to death. However, as with all drugs, the ability of kratom to cause harmful responses will depend on how much of the drug is taken and under what conditions.

One additional safety concern with kratom is that of abuse potential. There are epidemiological data suggesting that some individuals develop substance use disorder following kratom use. To date, a well-designed human abuse potential study has not been conducted that would show whether kratom, mitragynine, or 7-OH produce rewarding effects (such as feeling “high”) that might lead an individual to abuse kratom. This means that the abuse potential of kratom has yet to be fully understood.

Research on Kratom by FDA Clinical Investigators

To better understand kratom’s safety profile, FDA funded a single ascending dose study to evaluate the effects of botanical kratom ingestion in humans. FDA researchers have submitted a manuscript to a peer-reviewed journal and will make the results publicly available upon acceptance.

Building on this preliminary study, FDA awarded a grant for a human abuse potential study on kratom in September 2024. While these studies will further FDA’s efforts to characterize kratom’s safety profile, results from these studies will need to be considered in relation to the many and varied kratom-related products available to consumers and other scientific research.

Are There Possible Therapeutic Uses as a Drug?

FDA recognizes that it is necessary to develop therapies for patients with unmet medical needs. The agency has numerous programs that help drug companies develop and obtain approval for new drug products. Drug companies that are interested in kratom-related drug development are encouraged to contact the relevant [review division](https://www.fda.gov/about-fda/cder-offices-and-divisions/office-new-drugs) (<https://www.fda.gov/about-fda/cder-offices-and-divisions/office-new-drugs>) in the Center for Drug Evaluation and Research to answer questions related to their specific drug development program.

While FDA continues to evaluate the available safety information about the effects of kratom, the agency encourages health care professionals and consumers to report any adverse reactions to the FDA’s [MedWatch](https://www.fda.gov/safety/medwatch-fda-safety-information-and-adverse-event-reporting-program) (<https://www.fda.gov/safety/medwatch-fda-safety-information-and-adverse-event-reporting-program>) program or the [Safety Reporting Portal](https://www.safetyreporting.hhs.gov/) (<https://www.safetyreporting.hhs.gov/>).

Additional Resources

- [Hiding in Plain Sight: 7OH Products](/news-events/public-health-focus/hiding-plain-sight-7-oh-products) (/news-events/public-health-focus/hiding-plain-sight-7-oh-products)

Related Information

- [FDA issues warning letters to firms marketing products containing 7-hydroxymitragynine \(https://www.fda.gov/news-events/press-announcements/fda-issues-warning-letters-firms-marketing-products-containing-7-hydroxymitragynine\)](https://www.fda.gov/news-events/press-announcements/fda-issues-warning-letters-firms-marketing-products-containing-7-hydroxymitragynine)
- [FDA Takes Steps to Restrict 7-OH Opioid Products Threatening American Consumers \(/news-events/press-announcements/fda-takes-steps-restrict-7-oh-opioid-products-threatening-american-consumers\)](/news-events/press-announcements/fda-takes-steps-restrict-7-oh-opioid-products-threatening-american-consumers)

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Kratom

WHAT IS KRATOM?

Kratom is a tropical tree native to Southeast Asia. Consumption of its leaves produces both stimulant effects (in low doses) and sedative effects (in high doses), and can lead to psychotic symptoms, and psychological and physiological dependence. Kratom leaves contain two major psychoactive ingredients (mitragynine and 7-hydroxymitragynine). These leaves are crushed and then smoked, brewed with tea, or placed into gel capsules. Kratom has a long history of use in Southeast Asia, where it is commonly known as thang, kakuam, thom, ketum, and biak. In the U.S., the use of kratom has increased markedly in recent years.

How is it used?

Mostly used by oral ingestion in the form of a tablet, capsule, or extract. Kratom leaves may also be dried or powdered and ingested as a tea, or the kratom leaf may be chewed.

What are the effects?

At low doses, kratom produces stimulant effects with people reporting increased alertness, physical energy, and talkativeness. At high doses, people experience sedative effects. Kratom consumption can lead to addiction.

Several cases of psychosis resulting from use of kratom have been reported, where individuals addicted to kratom exhibited psychotic symptoms, including hallucinations, delusion, and confusion.

What does it do to the body?

Kratom's effects on the body include nausea, itching, sweating, dry mouth, constipation, increased urination, tachycardia, vomiting, drowsiness, and loss of appetite. Users of kratom have also experienced anorexia, weight loss, insomnia, hepatotoxicity, seizure, and hallucinations.

What is its legal status?

Kratom is not controlled under the Controlled Substances Act; however, there may be some state regulations or prohibitions against the possession and use of kratom. FDA has not approved kratom for any medical use. In addition, DEA has listed kratom as a Drug and Chemical of Concern.



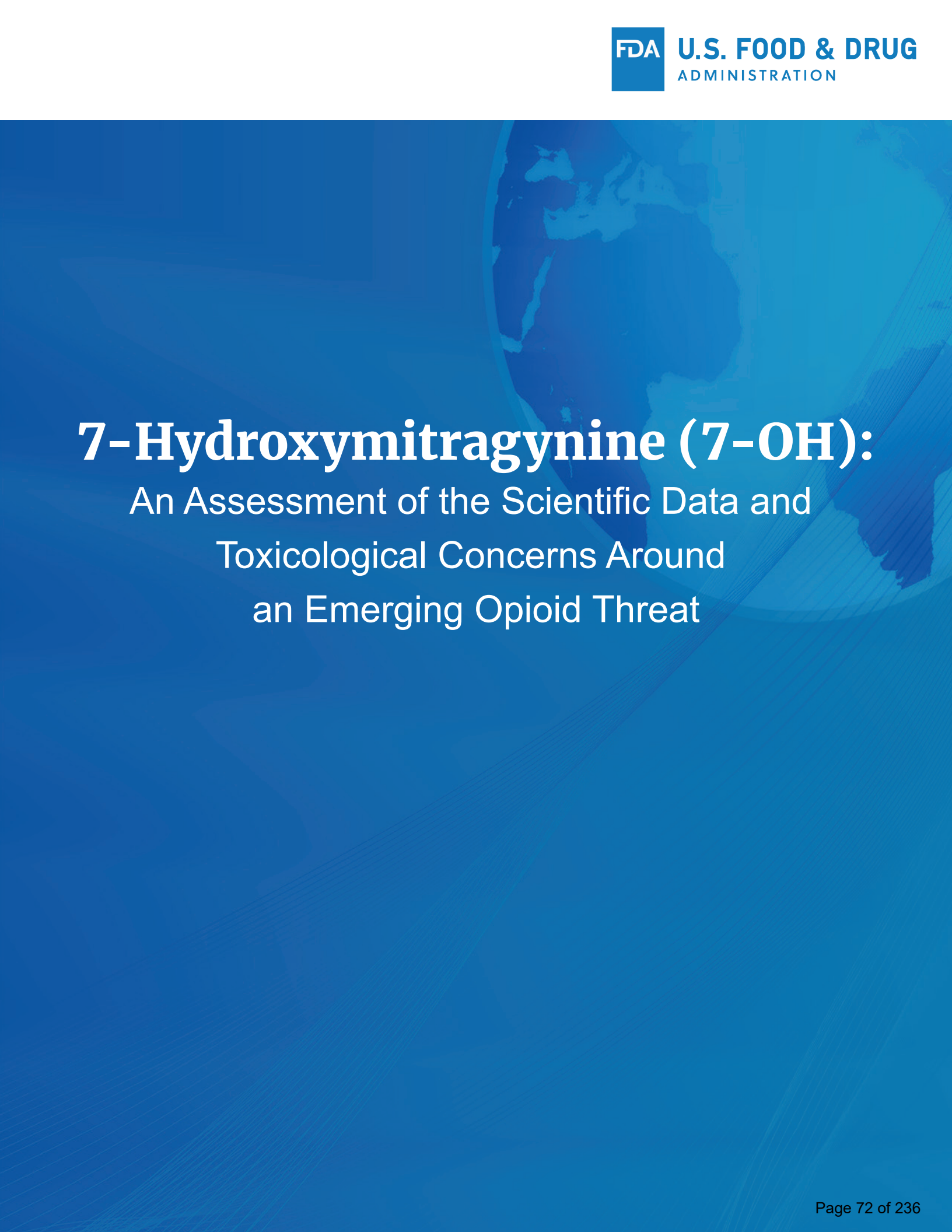
Kratom tree



Leaf of kratom tree



Kratom capsules

The background of the slide is a solid blue color with a faint, stylized graphic of a globe showing the continents of North and South America. The globe is centered behind the title text.

7-Hydroxymitragynine (7-OH):

An Assessment of the Scientific Data and
Toxicological Concerns Around
an Emerging Opioid Threat

7-Hydroxymitragynine (7-OH):

An Assessment of the Scientific Data and Toxicological Concerns Around an Emerging Opioid Threat

FDA Center for Drug Evaluation and Research

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EXECUTIVE SUMMARY

Recent reports indicate increased availability and marketing of 7-hydroxymitragynine (7-OH) in the U.S., raising public health concerns due to its pharmacology. This report provides an overview on the chemical, pharmacological, and epidemiological data on 7-OH. It focuses on the characterization of 7-OH-containing products in the marketplace, the evidence of increasing human exposures, and the extensive body of preclinical studies in the scientific literature that indicate the predominant mu opioid agonist pharmacology of 7-OH. These data sources indicate that 7-OH is a potent opioid that poses an emerging public health threat, especially when considering the increasing availability of enhanced or concentrated 7-OH products in the marketplace.

7-OH is a naturally occurring substance in the kratom plant (*Mitragyna speciosa*), but only a minor constituent that comprises less than 2% of the total alkaloid content in natural kratom leaves. However, 7-OH demonstrates substantially greater mu-opioid receptor potency than kratom's primary alkaloid constituent mitragynine, as well as other classical opioids such as morphine. In vitro studies reveal 7-OH exhibits high binding affinity for mu-opioid receptors ($K_i = 7.2\text{--}70\text{ nM}$), with functional activity as a mu agonist. Animal behavioral studies demonstrate its rewarding effects from self-administration and conditioned place preference methods, consistent with its opioid properties. Critically, 7-OH produces respiratory depression, physical dependence, and withdrawal symptoms characteristic of classical opioids, such as morphine, fentanyl, oxycodone, and hydrocodone.

Recently, there has been a concerning proliferation of concentrated 7-OH products that are sold over the counter and online. The enhanced amount of 7-OH in these products is likely synthetically derived through oxidate chemical conversion of mitragynine isolates or kratom extracts. Given the trace amounts of 7-OH that are naturally present in kratom, direct extraction of 7-OH from plant material would simply be unfeasible economically.

Surveillance data from multiple sources, including America's Poison Centers National Poison Data System (NPDS), Drug Enforcement Administration toxicology testing programs, and social media monitoring, suggest increasing human exposure to these concentrated 7-OH products. Clinical presentations include euphoria, sedation, respiratory depression, and opioid-like withdrawal syndromes, with users acknowledging its significant addiction potential.

The pharmacological profile, abuse liability, and emerging patterns of non-medical use establish 7-OH as a dangerous substance. Current regulatory gaps have enabled widespread availability of these products despite their opioid-like properties and necessitate immediate policy intervention to address this emerging threat to American public health.

INTRODUCTION

The Context for 7-OH Concerns

7-Hydroxymitragynine (7-OH) is a component of the plant kratom (*Mitragyna speciosa*), a tropical evergreen tree in the Rubiaceae family that grows in the wetlands of Southeast Asia (Brown et al., 2017). Kratom leaves contain over 50 alkaloids, with mitragynine and 7-OH being the primary psychoactive constituents (Warner et al., 2016). Its leaves, consumed as a tea or in dry leaf form, have been used for centuries in both medicinal and recreational settings, largely due the properties of its alkaloids mitragynine and 7-OH. Typically, 7-OH occurs in botanical kratom in amounts no more than ~.01-.04 percent by dry weight (Heywood et al., 2024). Medicinally, kratom has been used to treat headaches, diarrhea, insomnia, anxiety, opioid use withdrawal, and more, while in recreational use cases, it has been associated with feelings of euphoria (Hill et al., 2025). Currently, there are no FDA-approved drugs containing kratom or kratom-derived drug substances such as 7-OH for any therapeutic indications.

Kratom products have grown in popularity since the mid-2000's; however, kratom, mitragynine, and 7-OH have faced regulatory scrutiny in the United States due to concerns about their safety and potential for abuse. None of these substances are lawful when added to conventional foods, as dietary supplements, or as ingredients in any FDA-approved drug, and yet, these substances are still sold in various markets. At the state level, some jurisdictions have implemented restrictions on their sale and use. Until now, 7-OH has not been the sole target of a regulatory response but has always been addressed alongside the kratom plant and mitragynine.

FDA issued its first import alert for kratom in 2012. At the time, kratom was being marketed in various forms for human consumption despite a lack of approved drug uses or established safety as a dietary ingredient. In the years since, additional import alerts have been issued by the Agency. The Drug Enforcement Administration (DEA) and the Department of Health and Human Services (HHS) had given consideration to kratom, as well as its constituents, mitragynine and 7-OH, to determine whether these substances should be recommended for control under the Controlled Substances Act (CSA). Those actions were ultimately suspended in 2018, with the Assistant Secretary for Health at that time stating that the science was incomplete, and the available data were not adequate to support a recommendation to control these substances under the CSA.

Contemporary Outlook

Given the concerning trends with 7-OH and other kratom-related products, FDA has now determined that a more comprehensive assessment of available scientific and medical data on 7-OH is warranted. Many of the products available today, which are often associated with or advertised as kratom, no longer resemble botanical kratom. Instead, they contain “enhanced” or concentrated amounts of 7-OH and are formulated as powders, capsules, and liquid extracts designed to generate a stronger effect on users. Other products are explicitly advertised as 7-OH-containing products. One analysis of websites selling 7-OH products found that most (82.2 %) were formulated as chewable/sublingual tablets, shots, or gummies and marketed specifically as 7-OH only products (92%). The mean cost per recommended dose/serving was \$3.97 (Hill et al., 2025).

As described below, research has shown that 7-OH is a potent mu-opioid receptor agonist, demonstrating pharmacological characteristics that define classical opioids like morphine and fentanyl. Based on its opioid pharmacology, there is significant potential for abuse of 7-OH. In fact, in various preclinical studies it has demonstrated greater potency than classical opioids. For example, 7-OH produces respiratory depression with more than 3-fold greater potency than morphine. Since the substance's therapeutic and psychoactive effects are mediated through the same mu-opioid receptor pathways as classical opioids, it can be considered to have opioid properties warranting similar regulatory consideration (Hill et al., 2025; Obeng et al., 2021).

In this report, FDA presents its new assessment of the available scientific data and literature on 7-OH, as well as more recent law enforcement data and the rapidly evolving trends in kratom-related products. FDA still has concerns about the safety of kratom products more broadly and the unlawful marketing of them under several regulated product categories in the Federal Food, Drug, and Cosmetic Act. However, there is a recognized need for more immediate action to address 7-OH because it is a substance with potent mu opioid agonist properties and significant abuse liability.

ANALYSIS OF DATA ON 7-HYDROXYMITRAGYNINE (7-OH)

7-OH Sources and Products vs. Kratom

The alkaloid 7-hydroxymitragynine (7-OH) is a naturally occurring substance in the kratom plant (*Mitragyna speciosa*), but only a minor constituent, described as early as 1994, when it was reported to comprise about 1.6% of the total alkaloid content of kratom leaves (Ponglux et al., 1994). This early reported value is in agreement with more recent assessments that have consistently demonstrated 7-OH as comprising less than 2% of the total alkaloid content in natural kratom as noted below.

7-OH has the chemical structure shown in Figure 1. Its IUPAC name is methyl (E)-2-[(2S,3S,7aS,12bS)-3-ethyl-7a-hydroxy-8-methoxy-2,3,4,6,7,12b-hexahydro-1H-indolo[2,3-a]quinolizin-2-yl]-3-methoxyprop-2-enoate, and it has the molecular formula $C_{23}H_{30}N_2O_5$, with a molecular weight of 414.40 amu.

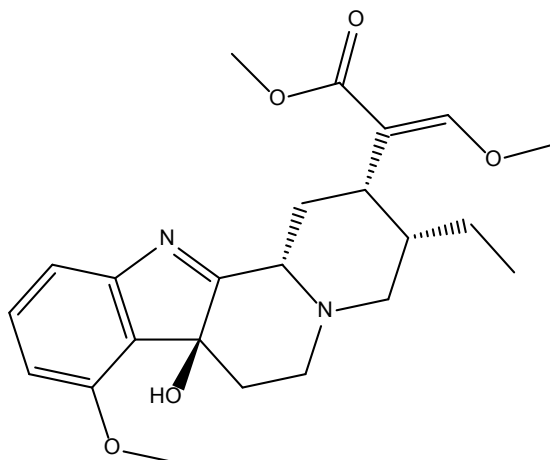


Figure 1. 7-Hydroxymitragynine Chemical Structure

Although details are not well-known, 7-OH is present in some products in amounts far exceeding its natural levels in the kratom plant. The 7-OH in these products is likely derived from the kratom plant. These 7-OH-enhanced products likely involve additional chemical synthetic steps by the producers of these products, converting the more abundant plant alkaloid mitragynine into 7-OH via chemical oxidation.

Data are available regarding 7-OH as a percentage of the total alkaloid content in kratom, and also as a percentage of dried botanical kratom leaf material and other kratom-derived products in the U.S. marketplace. One recent review reports 7-OH as comprising 2% of the total alkaloid content in kratom (Hossain et al., 2023) and this result can be extended to samples of kratom grown in the U.S. (Leon et al., 2009). In another analysis of 13 commercial products purported to contain kratom, the 7-OH content by weight ranged from 0.01-0.04% (Kikura-Hanajiri et al., 2009) a finding in agreement with others that have reported 7-OH to account for less than 0.05% by weight, substantially lower than reported mitragynine amounts (Kruegel et al., 2019). A more

recent study used ecological momentary assessment to evaluate the motivations and patterns of use of adult U.S. kratom consumers (Smith, Panlilio, Feldman, et al., 2024; Smith, Panlilio, Sharma, et al., 2024). As part of the study, subjects provided samples for quantitative testing of their own kratom products that they obtained and were self-administering. Across the 341 samples, the 7-OH content (expressed as a percentage by weight/weight or weight/volume, as indicated) ranged from below the limit of quantitation ($< 0.005\%$) to a maximum of 0.21% with a mean of 0.01% (Sharma et al., 2025). These data suggest 7-OH is present in botanical kratom (i.e., leaf) at relatively low or trace amounts and may be a postharvest oxidative derivative of mitragynine (Karanakaran et al., 2024).

Common forms of kratom sold online include powders, capsules, resin extracts, crushed leaves, and tablets, although loose powder and prepared capsules have been reported to be the most frequently used formulations (Garcia-Romeu et al., 2020; Smith, Panlilio, et al., 2024). While kratom use characteristics are complicated by the diversity of products in the marketplace, survey studies have reported on consumption patterns. Garcia-Romeu collected data from regular kratom users and found that most users reported using 1-3g (49%) or 4-6g (33.4%) of botanical kratom per consumption (Garcia-Romeu et al., 2020). In other survey studies, the self-reported average consumption of kratom powder was 4-5 g per serving with serving sizes ranging between 2.6- 7.5 g (Rogers et al., 2024; Smith et al., 2022). When quantifying the amount of mitragynine consumed through the use of kratom, individuals self-reported consuming an average of 31.3 mg of mitragynine/serving and a range of 78.3 – 134.6 mg of mitragynine per day (Sharma et al., 2025).

Mitragynine, as the most abundant alkaloid in kratom, accounts for about 66% of the *total alkaloid content* of kratom and less than 2% of dried leaf content *by weight*, although there are reports of regional and seasonal variability in the tree's alkaloid composition (Arndt et al., 2011; Leon et al., 2009; Sengnon et al., 2023). For example, Chear and colleagues collected fresh kratom leaves from different locations in Peninsular Malaysia and determined their alkaloid profiles. The mitragynine concentration ranged from 9.38 to 18.85 mg/g or 0.38% to 1.89% of dried leaf weight while the 7-OH concentration ranged from 0.05 to 0.15 mg/g or 0.005% to 0.015% (Chear et al., 2021).

Despite the low amounts of 7-OH in botanical kratom, there are reports of its more-enhanced presence in commercial kratom-related products (Grundmann et al., 2024), although some products have been identified in reports from nearly a decade ago. For example, Lydecker and colleagues tested eight commercially available kratom products for their alkaloid content(s). In seven of the eight products tested, they found levels of 7-OH to be 109-509% higher than expected, based on naturally occurring levels of 7-OH reported in the kratom plant (Lydecker et al., 2016). More recently, the Tampa Bay Times purchased twenty kratom-derived products from local stores. One of those products consisted of pressed pills and contained 15 mg/pill of 7-OH, an amount far greater than observed in any botanical kratom preparation to date (Ogozalek, 2023). In addition to the verified amounts of 7-OH in the products obtained by Lydecker et al. and the Tampa Bay Times, other products *labeled* and/or *purported* to have high levels of 7-OH appear to be readily available for purchase online.

In summary, the low amounts of 7-OH in natural botanical kratom products is well-established as a percentage of alkaloid content, as a percentage of dried kratom leaf material, and in products representing other dosage forms made from natural kratom and consistent with its natural

composition. However, there are also a concerning and increasing number of products being sold that have unexpectedly and unnaturally high levels of 7-OH. This poses a threat to public health that is more clearly understood based on the pharmacological properties and effects of 7-OH, discussed in the preclinical data section below, and also in the limited information available on known patterns of human use and resulting harms discussed below. These sections will present and discuss the evidence in the available data that establishes the mu opioid agonist pharmacology associated with 7-OH in particular.

Patterns of 7-OH Use, Human Exposures, and Law Enforcement Data

There are several sources of information to characterize the current patterns of 7-OH use and the resulting harms to individuals who knowingly or unknowingly are exposed to 7-OH at significant doses from 7-OH-enhanced products, as described in the subsections below.

National Drug Early Warning System (NDEWS)

The National Drug Early Warning System (NDEWS) provides real-time surveillance from sentinel sites across U.S. to detect early signals of potential drug epidemics using novel (e.g., street reporting, web monitoring) and traditional data sources (e.g., OD deaths, treatment admissions).

NDEWS analyzed Reddit posts mentioning 7-OH during January to September 2024 and found that posts increased over this time. These posts are broad and can vary in content but have included warnings from Reddit users about respiratory depression, potency, dependence and long-lasting withdrawal (NDEWS, 2024).

Social Media

A variety of social media outlets were assessed for mentions and/or discussions of 7-OH. Websites included:

- erowid.org - a member-supported organization providing access to information about psychoactive plants, chemicals, and related issues;
- bluelight.org - an international message board that educates the public about responsible drug use by promoting free discussion, advocating harm reduction, and attempting to eliminate misinformation;
- reddit.com - online forum that functions as a vast collection of user-driven communities, known as sub-Reddits, each centered around specific topics.

It is important to note that all considerations of these social media sources are, at best, anecdotal in considering the risks and abuse potential associated with 7-OH products. However, it is clear that there is fairly widespread understanding of the availability of products specifically targeting high levels of the substance 7-OH, distinct from kratom products generally. In analyzing these social media posts, some relevant themes have been identified and include mention of the following: euphoria and an opioid-like “buzz”/high as motivation for consuming 7-OH; availability of “candy-like” formulations which users acknowledge as having a risk of overconsumption to their own detriment; perceptions of therapeutic value of 7-OH in self-treating pain and anxiety; concerns over loss of access to these products if they were to be banned; acknowledgement that use of these products could lead to overdose and serious

outcomes including death; and acknowledgement that use could lead to addiction and has caused users to experience withdrawal symptomology much like that produced by other commonly abused opioids.

Drug Enforcement Administration Toxicology Testing Program (DEA TOX)

The Drug Enforcement Administration Toxicology Testing program (DEA TOX) conducts analyses of voluntarily submitted leftover or previously collected biological samples from drug overdose victims to identify novel psychoactive substances (NPS) and other drugs of abuse in subjects with fatal and nonfatal overdose. The DEA TOX database was queried for reports of mitragynine, 7-OH, or mitragynine pseudoindoxyl from 2019-2025. A total of 103 cases, some fatal and some non-fatal, were identified in this selected sample; this database does not include all overdose cases, and the number of samples voluntarily submitted for analysis may vary year to year based on unknown factors.

It is notable that the utility of the DEA TOX data is limited because it generally cannot be discerned whether deaths are related to mitragynine, 7-OH, or mitragynine pseudoindoxyl, or some combination thereof. In addition, although 7-OH and mitragynine pseudoindoxyl are not typically found in appreciable amounts in fresh kratom leaves (Hill et al., 2025), both are metabolites of mitragynine, complicating forensic assessments of causality (Kamble et al., 2020). These are significant limitations in making inferences from these data; however, the number of fatal overdose cases in which one or more of these substances were detected for 2023 to 2025 are approximately three-fold higher than for the years 2019 through 2022, coinciding with the more recent entry of more-concerning kratom-related products in the marketplace, such as 7-OH.

Human Exposures in Pharmacokinetic Studies

Pharmacokinetic (PK) data for 7-OH are sparse, as to our knowledge, no clinical studies have been performed using isolated or purified 7-OH. Nonetheless, there are 7-OH PK data derived from a small number of studies using botanical kratom. Most available clinical PK data for 7-OH are variable, which may be for several reasons such as genetic differences in kratom plants, different formulations (e.g., teas, capsules, etc.), and methods of analysis. Much of the data is also from non-controlled studies making it difficult to interpret the results. Huestis and colleagues conducted a randomized, between-subject, double-blind, placebo-controlled dose escalation study of 500-4000 mg encapsulated dried kratom leaf powder corresponding to mitragynine doses of 6.65-53.2 mg. Twelve subjects enrolled in the study (n=12). Blood plasma levels of mitragynine and 7-OH were assessed after a single dose, and then again after 15 days of continuous dosing. According to the study authors, peak plasma levels of 7-OH (i.e., C_{max} values) and exposure (i.e., area under the curve, (AUC)) were lower than mitragynine but increased in a dose proportional manner and ranged from 3.6 to 22.7 ng/mL while the time to peak plasma levels (i.e., T_{max} values) ranged from 1.2 – 1.8 h. The half-life of 7-OH increased with increasing dose and ranged from a mean of 1.7 to 4.7 hours. During the multiple dose phase of the study, 7-OH steady state was reached in about 7 days (Huestis et al., 2024).

In another study examining the PK properties of 7-OH, sixteen healthy subjects (n=16) received kratom tea containing 23.6 mg of mitragynine. Subjects were administered tea in two sessions: once with tea alone, and in a second session following pretreatment with itraconazole, a

CYP3A4 inhibitor. The 7-OH $C_{\max}$ was 12.81 ± 3.39 ng/mL which occurred 1.7 h after administration ($T_{\max}$). In the second session after pretreatment with itraconazole (200 mg), the $C_{\max}$ decreased 56% with a concomitant 43% decrease in AUC. These data describe the PK of 7-OH and demonstrate that the metabolism of mitragynine to 7-OH is heavily dependent on CYP3A4 (Mongar et al., 2024).

Tanna et. al., assessed the PK of a single orally administered dose of kratom (2 g), in the form of a tea, to healthy adult subjects ($n = 5$ completers). According to the authors, there were only trace amounts of 7-OH ($< \text{LOQ}$) in the starting product, therefore, the assumption was made that 7-OH was generated from the metabolism of mitragynine *in vivo*. The authors identified a PK difference between enantiomers of kratom alkaloids in either the 3S or 3R configuration. 7-OH has a 3S configuration which, according to the authors, leads to a shorter $T_{\max}$, lower exposure (AUC), longer terminal half-life, and a higher volume of distribution during the terminal phase compared to the 3R alkaloids. Measured 7-OH in plasma samples demonstrated that 7-OH had a $C_{\max} = 16.1$ nM, $T_{\max} = 1$ h, half-life = 5.67h, and an $\text{AUC}_{0-120\text{h}} = 103\text{nM} \times \text{h}$. (Tanna et al., 2022).

Epidemiological Data Sources

Limitations with the Epidemiological Data Sources

Because 7-OH appears to be a novel, emerging public health threat, the ability of public health surveillance systems to monitor 7-OH specific risks may be limited. For example, large national surveys such as the National Survey on Drug Use and Health include questions about use of kratom, but not 7-OH. Additionally, there may be a lack of awareness among consumers of kratom-related products that they are obtaining 7-OH enhanced products, and thus use of 7-OH would likely be underreported in data collected using self-report. Many forensic laboratories test for mitragynine as a marker of kratom use. In these cases, 7-OH overdose cases and fatalities may incorrectly be classified as kratom and/or mitragynine-related (Smith, Boyer, et al., 2024). Furthermore, toxicology reports documenting presence of 7-OH are difficult to interpret, because 7-OH is a known metabolite of mitragynine in humans. All of these issues complicate the real-world assessment of risks associated with use of 7-OH containing products as distinct from risks associated with kratom and other mitragynine-containing products.

FDA's Adverse Event Reporting System

Although FDA's Adverse Event Reporting System (FAERS) has documented cases reporting adverse events (13 cases, including 2 deaths) suspected to involve 7-OH, ambiguity about the contributory role of 7-OH from uncharacterized products or concomitant medications and underlying disease limits interpretation. Therefore, we do not include further analysis of these FAERS cases here.

America's Poison Centers, National Poison Data System

National Poison Data System (NPDS) receives near real-time data from the nation's poison centers (PC), providing information and assistance to callers on exposures to prescription drugs, over-the-counter medications, unapproved products, and other substances. PC healthcare professionals systematically follow up on exposure cases to document medical and clinical effects. Quality control measures are used to ensure data accuracy and completeness. Notably, 7-OH specific NPDS codes were only recently added (Feb-May 2025), and therefore the NPDS reporting period is limited to 2/1/2025-4/30/2025. As shown below, there were a total of 53 exposure cases involving 7-OH during this time period, the majority of which involved abuse-related reasons for use (i.e., "intentional abuse"). Most single-substance 7-OH exposure cases resulted in minor or moderate clinical outcomes, with several documented cases having major clinical outcomes.

**Table 1. National Poison Data System Closed Human Exposure Cases*,
2/1/2025-4/30/2025**

	Number of exposure cases**	Number of abuse cases**	Single substance exposure cases	Single substance abuse cases
Total cases involving 7-OH	53	24	37	16
Reason				
Adverse drug reaction	4		2	
Intentional- abuse	24		16	
Intentional- misuse	4		3	
Intentional - Suspected suicide	2		0	
Other – Withdrawal	8		6	
Unintentional – general	4		4	
Unintentional- misuse	1		1	
Unintentional therapeutic error	4		3	
Unknown reason	2		2	
Related clinical outcomes				
Minor			6	3
Moderate			13	6
Major			3	1
Not followed, minimal clinical effects possible			5	3
Unable to follow, judged as potentially toxic exposure			1	0
Age				
<18 years	6	1	5	0
≥ 18 years	46	23	32	16
Unknown age	1	0	0	0

*Excludes cases classified as 'confirmed non-exposure'

**Cases may involve other substances, besides 7-OH

Related clinical outcomes include cases with clinical effects deemed "related" to exposure based on timing, severity, and assessment of clinical effects by Poison Center Specialists. Definitions available from America's Poison Centers: NPDS Full Report 2023. Page 235.

Note: This analysis used the case listing data in NPDS to identify and characterize cases documented as involving 7-OH. As of July 2025, an in-depth review NPDS case narrative data was ongoing; this further review may yield different numbers from those presented here.

Summary of Epidemiological Data and 7-OH Concerns

Available surveillance data indicate that abuse of 7-OH is occurring and is associated with serious harms; however, as noted previously, it is difficult to quantify the public health burden because surveillance systems do not provide estimates for the prevalence of 7-OH use and are only beginning to track the specific involvement of 7-OH enhanced products in exposure cases and overdoses. The current epidemiologic data on 7-OH exposures often lack sufficient detail to distinguish with confidence involvement of botanical kratom products from 7-OH enhanced products.

Preclinical Data Characterizing 7-OH Pharmacology

Although there are limited data from human studies to characterize effects of 7-OH in humans, as noted above, there is a large body of in vitro and animal studies that provide extensive evidence of 7-OH as a potent mu opioid agonist, as described in below subsections.

In Vitro Data

Receptor Binding Studies

7-OH has been shown to have affinity and activity at mu opioid receptors. In a study using human embryonic kidney (HEK) cells with cloned, human opioid receptors, 7-OH demonstrated high affinity for the mu opioid receptor ($K_i = 47 \text{ nM}$) relative to kappa ($K_i = 188 \text{ nM}$) and delta opioid receptors ($K_i = 219 \text{ nM}$) (Kruegel et al., 2016). In a second study using HEK 293 cells expressing human mu and other opioid receptors, 7-OH demonstrated high affinity for mu opioid receptors ($K_i = 16 \pm 1 \text{ nM}$) and its affinity was greater than mitragynine ($K_i = 238 \pm 28 \text{ nM}$) and lower than morphine ($K_i = 1.50 \pm 0.04 \text{ nM}$) (Todd et al., 2020). Using an in vitro radioligand binding assay with CHO cells expressing murine-derived opioid receptors, 7-OH demonstrated relatively high affinity for mu-opioid receptors ($K_i = 37 \pm 4 \text{ nM}$), relative to mitragynine ($K_i = 230 \pm 47 \text{ nM}$), although its affinity was lower than morphine ($K_i = 4.6 \pm 1.8 \text{ nM}$) (Varadi et al., 2016). Other studies conducted using whole brain homogenates of guinea pig brain tissue have also demonstrated that 7-OH has high affinity at mu opioid receptors ($K_i = 8.0 \text{ nM}$) relative to kappa ($K_i = 6.7 \text{ nM}$) and delta opioid receptors ($K_i = 6.8 \text{ nM}$) (Matsumoto et al., 2004). Obeng and colleagues evaluated the binding affinity of 7-OH using human recombinant HEK 293 cells expressing mu opioid receptors. Their results are in agreement with the data presented above where the authors found that 7-OH binds with high affinity ($K_i = 7.2 \text{ nM}$) to mu opioid receptors relative to delta ($K_i = 236 \text{ nM}$) and kappa ($K_i = 74.1 \text{ nM}$) receptor subtypes (Obeng et al., 2020). A number of additional binding studies are in keeping with the data described above, demonstrating the affinity of 7-OH for mu opioid receptors across a variety of binding assays (Chakraborty et al., 2021; Matsumoto et al., 2008; Obeng et al., 2021; Takayama et al., 2002).

The results of the receptor binding studies with 7-OH are in keeping with *in silico* receptor binding models that suggest 7-OH has high affinity for the mu opioid receptor. The *in silico* modeling results were subsequently confirmed with a radioligand binding assay where 7-OH demonstrated high affinity for cloned, human mu opioid receptors ($K_i = 70 \text{ nM}$). (Ellis et al.,

2020). Collectively, the available receptor binding data demonstrate the affinity and binding of 7-OH to mu opioid receptors.

Functional Studies

Many of the studies referenced above performed additional assessments of 7-OH to determine its functional activity after binding (i.e., agonist or antagonist effects). These studies have consistently demonstrated that 7-OH produces mu-opioid agonist effects. For example, Kruegel and colleagues examined the functional activity of 7-OH and mitragynine in HEK cells expressing opioid receptors using a bioluminescence resonance energy transfer (BRET) assay. Both mitragynine and 7-OH functioned as partial agonists, producing E_{max} values of 34% and 47% respectively and EC₅₀ values of 339 ± 178 nM and 34.5 ± 4.5 nM (Kruegel et al., 2016). Activation of the mu opioid receptor pathway was also investigated using forskolin-stimulated cyclic adenosine monophosphate (cAMP) accumulation in Chinese Hamster Ovary (CHO) cells expressing mu opioid receptors. In this assay, 7-OH produced a maximal activation (E_{max}) of 85.9%, a value similar to that produced by the positive control comparators DAMGO (86.2%) and morphine (86.9%). These data suggest 7-OH acts a full mu opioid agonist (Todd et al., 2020). Similarly, Matsumoto and colleagues concluded that 7-OH was “found to have an opioid agonist property on μ- and/or κ-opioid receptors” based on its ability to inhibit contraction of isolated guinea pig ileum. In this assay, 7-OH displayed approximately 13-fold greater potency than morphine and 46-fold greater potency than mitragynine. The inhibition was reversed by naloxone, suggesting the effects are mediated via mu opioid receptors (Matsumoto et al., 2004). Other functional assays produced results that are aligned with Matsumoto and colleagues. For example, using a cAMP mobilization assay as a measure of functional effects, 7-OH acted as a full agonist with an EC₅₀ of 7.6 nM, and was more potent than mitragynine (EC₅₀ 307.5 nM) (Obeng et al., 2020). Likewise, when evaluating the agonist activity of 7-OH in an electrically stimulated guinea pig ileum, 7-OH acted as a full agonist and was more potent than morphine (Takayama et al., 2002). Finally, using a [³⁵S] GTPγS functional assay, 7-OH produced an E_{max} of 77% with an EC₅₀ of 53.4 nM, further demonstrating its agonist effects (Varadi et al., 2016).

Animal Data on Behavioral and Physiological Effects

Conditioned Place Preference

Conditioned place preference (CPP) is a commonly utilized animal model to study the rewarding effects of drugs. In this paradigm, an animal is conditioned to associate a particular environment with a drug treatment, and an alternative environment with a non-drug condition. After repeated sessions, the animal is then observed under non-drug conditions to determine which environment the animal prefers. CPP is established if the animal spends more time in the drug-paired compartment vs. the vehicle-paired compartment (Mombelli, 2022; Prus et al., 2009). Many drugs of abuse produce CPP, though notably, it is not a direct measure of reinforcing effects.

Using the CPP paradigm, several studies have demonstrated the ability of 7-OH to produce rewarding effects and that it does so more potently than morphine. Gutridge and colleagues employed C57BL/6 mice and demonstrated the development of CPP after 3 mg/kg 7-OH. CPP was observed after both doses although 7-OH required more sessions (4 sessions) whereas morphine (6 mg/kg) was able to establish CPP in two sessions (Gutridge et al., 2020). Similarly,

other studies have demonstrated the ability of 7-OH (2 mg/kg) to produce CPP, and that it does so with greater potency than morphine (Matsumoto et al., 2008).

Drug Discrimination

Drug discrimination is an experimental method in which animals identify whether a test drug produces interoceptive effects similar to those produced by a drug to which the animals are trained to differentiate from placebo, and which has known pharmacological properties. If the known drug is one with abuse potential, drug discrimination methods can be used to predict if a test drug will have abuse potential in humans (Balster & Bigelow, 2003; Solinas et al., 2006).

For abuse assessment purposes, an animal is trained to press one bar when it receives a known drug of abuse (the training drug) and another bar when it receives placebo. A challenge session with the test drug determines which of the two bars the animal presses more often as an indicator of whether the test drug is more like the known drug of abuse or more like placebo. A test drug is said to have “full generalization” to the training drug when the test drug produces bar pressing >80% on the bar associated with the training drug (Ator & Griffiths, 2003; Swedberg, 2016; Walker, 2018; Young, 2009). A test drug that generalizes to a known drug of abuse will likely be abused by humans (Balster and Bigelow, 2003).

Male Sprague Dawley rats were trained to discriminate morphine (5.0 mg/kg i.p.) from saline using a 30 min pretreatment time and FR10 schedule of reinforcement. After successful training, substitution tests with 7-OH (0.3, 1.0 and 3.0 mg/kg) were performed. The highest dose of 7-OH (3.0 mg/kg) produced complete substitution for the morphine stimulus cue. Moreover, pretreatment with naloxone significantly reversed the 7-OH substitution and resulted in saline-like responding. Notably, in this study, 7-OH was more potent than morphine (Harun et al., 2015).

In a second study, the discriminative stimulus effects of 7-OH were examined in separate groups of rats trained to discriminate either morphine (3.2 mg/kg i.p., 15 min pretreatment) or mitragynine (32 mg/kg i.p., 30 min pretreatment) from saline. After successful acquisition of discrimination training 7-OH was administered in substitution tests. 7-OH was administered i.p., with a 15 min pretreatment time in a dose range of 0.1-17.8 mg/kg. In the morphine-trained rats, 7-OH produced complete substitution at doses above 0.56 mg/kg, with the 1.0 mg/kg dose producing 100% drug-lever-appropriate responding and a resultant ED₅₀ of 0.28 mg/kg. Notably, the dose-response curve was shifted to the left, demonstrating an increased potency of 7-OH relative to morphine. In addition, pretreatment with 0.032 mg/kg naltrexone shifted the dose-response curve to the right suggesting substitution was mediated via mu-opioid receptors (Obeng et al., 2021). Taken together, the drug discrimination data demonstrate the ability of 7-OH to substitute and mimic the stimulus effects of morphine, and that 7-OH is more potent in doing so. These data are a strong indication that 7-OH produces subjective effects in humans that are similar to opioids, along with an associated abuse potential.

Self-Administration

Self-administration is a method that assesses whether a drug produces reinforcing effects that increase the likelihood of behavioral responses in order to obtain additional drug (i.e., whether an animal will press a lever for a drug injection). Drugs that are self-administered by animals are

likely to produce rewarding effects in humans, which is indicative of abuse potential. Generally, a good correlation exists between those drugs that are self-administered by animals and those that are abused by humans (Balster & Bigelow, 2003; Brady et al., 1987; Johanson & Schuster, 1981; Panlilio & Goldberg, 2007). It is notable that self-administration is a behavior that is produced by drugs that have been placed into every schedule of the CSA. Additionally, rates of self-administration for a particular drug will go up or down if the available drug dose or the work requirement (bar pressing for drug) is altered. Positive results from a self-administration study provide an abuse potential signal, suggesting that a drug has rewarding properties, but not necessarily that it produces more rewarding effects than another drug in humans.

7-OH produces reinforcing effects and is self-administered by rodents. In the study, rodents were trained to self-administer morphine (100 µg/infusion) and faded to 50 µg/infusion once stable responding was achieved. Thereafter, extinction sessions were performed to confirm acquisition of the self-administration training prior to substitution tests. Substitution tests were performed with 7-OH doses of 2.5, 5, 10 and 20 µg/infusion. In the substitution tests, 7-OH produced an inverted U-shaped curve and the number of infusions for 5 and 10 µg/infusion of 7-OH were significantly greater than vehicle, demonstrating the reinforcing effects of 7-OH (Hemby et al., 2019).

The self-administration of 7-OH was blocked by both a mu opioid antagonist (naloxonazine) and a delta opioid antagonist (naltrindole), suggesting its reinforcing effects are mediated via opioid receptors. In addition, peak morphine self-administration occurred at 50 µg/infusion while peak 7-OH infusions occurred at 5 µg/infusion, demonstrating a substantially increased potency of 7-OH relative to morphine.

There are some pharmacokinetic (PK) data available from animal studies involving the administration of isolated, i.e., single entity, 7-OH. Following a single oral dose (1 mg/kg 7-OH) to beagle dogs, absorption was rapid, with a peak plasma concentration (i.e., C_{max}) of 56 ± 1.6 ng/mL 15 minutes post-dose. The elimination half-life was slower, producing a mean of 3.6 ± 0.5 h. No AEs were observed, and no abnormal laboratory findings were reported (Maxwell et al., 2021). In adult male and female mice, the PK parameters of 7-OH were investigated after a single oral dose of 50 mg/kg 7-OH. The tissue distribution of 7-OH was observed in descending order: liver > kidney > spleen > lung > brain. Plasma C_{max} values were 0.6 and 0.9 µg/mL in males and females with a T_{max} value of 0.5 hr. Area under the curve (AUC) values over 48 hours (AUC_{0-48 hr} µg/mL) were 1.4 and 2.9 in male and female mice (Berthold et al., 2022).

Antinociceptive Effects

The antinociceptive effects of 7-OH were investigated in mice using the tail flick and hot plate tests. These tests are commonly used to examine pain and analgesic effects in rodents (D'Amour & Smith, 1941). In these tests, rodents are subject to a heat stimulus and timed for the duration it takes to move their tail (i.e., tail flick) or produce a response such as jumping, licking, or shaking of limbs (i.e., hot plate).

In the tail flick test, subcutaneous administration of 7-OH (2.5 – 10 mg/kg) produced both time and dose-related antinociceptive effects. Notably, the dose-effect curve for 7-OH was shifted to the left, indicating a greater potency than the positive control comparator, morphine. Similar results were observed in the hot plate test, and when morphine and 7-OH were administered

orally. Naloxone (2 mg/kg s.c.) inhibited the effects of 7-OH and morphine in both tests (Matsumoto et al., 2004; Matsumoto et al., 2008). Concurrent results were observed by Obeng and colleagues using the hot plate test. In their study, 7-OH (0.0032 – 3.2 mg/kg, i.v.) produced maximum antinociceptive effects and was more potent morphine but less potent than fentanyl when administered intravenously. Likewise, naltrexone (0.1 mg/kg) reversed the antinociceptive effects of 7-OH suggesting the antinociception was mediated via mu opioid receptors (Obeng et al., 2020).

Respiratory Depression

A major risk of opioid exposure and cause of opioid-induced death is respiratory depression (Baldo & Rose, 2022; Bateman et al., 2023). To examine the respiratory effects of 7-OH in rodents, whole body plethysmography was used in freely moving, awake rats. Both morphine (10 and 32 mg/kg, i.v.) and 7-OH (1, 3.2, and 10 mg/kg, i.v.) induced significant respiratory depression as assessed by minute volume, tidal volume, and breathing frequency. The mu-opioid agonist naloxone (1.0 mg/kg i.v.) reversed these effects, a finding consistent with the mu opioid effects of 7-OH (Zuarth Gonzalez et al., 2025). These data highlight a potential risk factor of 7-OH exposure and suggest 7-OH may expose individuals to similar risks as classic opioids, including respiratory depression.

Physical Dependence and Withdrawal

It is well-established that chronic administration of opioids leads to the development of tolerance and physical dependence that may culminate into a withdrawal syndrome. In parallel with some of the hot plate tests described above, the ability of 7-OH to produce physical dependence and withdrawal was examined. Mice were treated with subcutaneous 7-OH (10 mg/kg b.i.d.) or morphine (10 mg/kg b.i.d.) for five days. Tolerance was assessed as a reduction of analgesia in the hot plate test. After five days of treatment, both morphine and 7-OH showed a decreased analgesic response on the hot plate test, demonstrating the development of tolerance. In addition, cross-tolerance was also observed between morphine and 7-OH suggesting a similar mechanism of action between the drugs. Finally, after five days of escalating doses of 7-OH and morphine (8-45 mg/kg b.i.d.) the development of withdrawal was assessed with a 3 mg/kg s.c., dose of naloxone injected two hours after 7-OH administration. Both morphine and 7-OH treatment produced signs of withdrawal such as jumping, rearing, urination, ptosis, forepaw tremor, and diarrhea (Matsumoto et al., 2005).

Summary of Preclinical Data

From the studies described above, 7-OH has high affinity for mu opioid receptors and functional activity as an agonist at these receptors. Consistent with this pharmacological activity, 7-OH is self-administered by animals, substitutes for morphine in drug discrimination studies, produces antinociception, and physical dependence leading to withdrawal when administered to rodents. Moreover, 7-OH has consistently demonstrated an increased potency relative to morphine in preclinical rodent studies. These observations suggest 7-OH has pharmacological properties representative of a full mu opioid agonist and an associated high potential for abuse.

CONCLUSIONS

The data described in this report indicate that 7-OH has a significant potential for abuse and associated harms. Conclusively, 7-OH has high affinity and agonist activity at mu opioid receptors. Consistent with this pharmacological mechanism of action, 7-OH demonstrates rewarding effects in that it is self-administered by animals and also produces conditioned place preference, two well-established animal behavioral models measuring rewarding effects as a predictor of abuse potential in humans. In animal drug discrimination studies, 7-OH substitutes for morphine with full generalization. 7-OH is also demonstrated to produce antinociception consistent with opioid pharmacology, and to produce physical dependence when administered to rodents, as evidenced by a classic set of withdrawal signs associated with opioid withdrawal upon discontinuation of opioid administration. Moreover, 7-OH in all above models has consistently demonstrated an increased potency relative to morphine.

Due to the fact that 7-OH is both a metabolite of mitragynine and naturally present in low amounts in botanical kratom, using toxicology results to identify 7-OH as a primary or sole contributor in human exposures is challenging. There is also a need for improved clinical awareness and population surveillance to better characterize patterns of 7-OH use, the products that people are obtaining, and individual treatment needs following 7-OH exposure. Additionally, questions on 7-OH are not generally included in national surveys, and other data sources that rely on self-reported use of 7-OH likely underestimate the number of 7-OH exposure cases, as individuals may be unaware of the distinction from kratom products. Nonetheless, since specific codes were added earlier this year to document 7-OH exposure cases, U.S. poison centers have identified multiple single-substance cases of 7-OH exposure resulting in serious adverse clinical outcomes. Also, although anecdotal, social media and online forums indicate growing awareness and use of 7-OH, and many testimonials of the negative opioid-mediated effects users have experienced, including 7-OH dependence, associated withdrawal syndrome, and addiction.

In the current marketplace in the U.S., 7-OH is increasingly being marketed over-the-counter and online, in concentrated forms or sufficient doses to cause harms to those individuals engaging, knowingly or unknowingly, in use of 7-OH. Based on demonstrated pharmacology, repeated or prolonged use of 7-OH would lead to tolerance, physical dependence, and potentially to opioid addiction—typical of mu opioid agonist drugs of abuse. This public health threat is troubling and requires immediate and impactful policies to educate consumers and take regulatory action that limits access to 7-OH containing products.

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**CITY OF CLE ELUM
WASHINGTON
ORDINANCE NO. 1711**

**AN ORDINANCE OF THE CITY OF CLE ELUM,
WASHINGTON, ADOPTING A BUDGET FOR THE FISCAL
YEAR ENDING ON DECEMBER 31, 2026; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the Mayor of the City of Cle Elum (“City”) placed on file with the City Clerk a proposed budget and estimate of the moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of City government for the fiscal year ending December 31, 2026; and

WHEREAS, the City published notice that the City Council would meet on November 25, 2025 at 6:00 p.m., at the council chambers in City Hall for consideration and adoption of a budget for fiscal year 2026 and providing taxpayers within the City limits an opportunity to be heard upon said budget; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on property within the City for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on with the City government for 2026 and being sufficient to meet the various needs of the City during the year 2026.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Budget Adopted. The budget for the City of Cle Elum, Washington, for the year 2026 is hereby adopted at the fund level in its final form and content as set forth in the document entitled Cle Elum City Budget for 2026, three copies of which are on file in the Office of the Clerk, and attached hereto as Exhibit A.

Section 2. Expenditures. Estimated 2026 aggregate expenditures for each fund are hereby appropriated at the fund level as set forth in the Cle Elum City Budget for 2026 and attached hereto as Exhibit A.

Section 3. City Clerk Directed. The City Clerk is directed to transmit a certified copy of the budget ordinance hereby adopted to the State Auditor's Office and the Association of Washington Cities.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 25th DAY OF NOVEMBER, 2025.

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

Approved as to form:

Curtis Chambers, City Attorney

Date of Publication: _____

Effective Date: _____

CLE ELUM CITY BUDGET FOR 2026 -- ORDINANCE 1711 EXHIBIT A FOR COUNCIL

FUND	BEGINNING BALANCE	REVENUES	EXPENDITURES	ENDING BALANCE
001-- CURRENT EXPENSE/GENERAL FUND	\$ 709,432.00	\$ 5,029,486.00	\$ 5,029,486.00	\$ 709,432.00
002 -- UKC RECREATION CENTER	0	300,000.00	300,000.00	0
004 -- WCIA INSURANCE SETTLEMENT -- CITY HEIGHTS	0	0	0	0
101/102 -- STREET FUNDS	91,884.50	3,982,392.00	3,980,230.25	94,046.25
104 -- PUBLIC SAFETY 3/10'S TAX FUND	53,155.00	393,850.00	353,859.00	93,146.00
106 -- TOURIST/LODGING TAX FUND	70,000.00	204,000.00	168,000.00	106,000.00
110 -- COAL MINE TRAIL FUND	40,000.00	9,100.00	4,900.00	44,200.00
120-132 --DEVELOPER FUNDS	88,680.00	573,380.00	573,770.00	88,290.00
309 -- REET EXCISE TAX FUND	935,600.10	201,000.00	555,429.80	581,170.30
401 -- WATER O&M FUND	394,047.00	1,166,700.00	1,248,900.00	311,847.00
402 -- SANITARY/GARBAGE FUND	101,126.00	1,158,300.00	1,185,103.00	74,323.00
403 -- AIRPORT FUND	95,000.00	39,400.00	26,400.00	108,000.00
404 -- WATER REGIONAL FUND	1,414,048.00	1,158,000.00	1,114,554.79	1,457,493.21
406 -- WATER CAPITAL RESERVE FUND	184,048.00	211,327.84	196,327.84	199,048.00
408 -- STORMWATER FUND	50,750.00	5,000.00	5,000.00	50,750.00
409 -- SEWER FUND	623,584.00	1,099,500.00	1,246,100.00	476,984.00
410 -- SEWER REGIONAL FUND	983,471.00	1,160,000.00	1,491,567.80	651,903.20
413 -- SEWER CAPITAL RESERVE FUND	483,470.00	247,839.77	247,839.77	483,470.00
630 -- PANGRAZI MEMORIAL FUND	13,800.00	200.00	1,550.00	12,450.00
699 -- STATE AGENCY FUND	3,000.00	27,200.00	27,200.00	3,000.00
TOTALS	\$ 6,335,095.60	\$ 16,966,675.61	\$ 17,756,218.25	\$ 5,545,552.96
TOTAL REVENUES/EXPENSES	23,301,771.21			23,301,771.21

001 Current Expense/General Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 41 07 001	Beginning Balance Fire Dept Class A Pumper/Reserve/Capital	129,733.00
308 41 14 001	Beginning Balance Cemetery Endowment Reserve	16,297.00
308 51 02 001	Beginning Balance Police Reserve	114,280.00
308 51 05 001	Beginning Balance Fire Dept Oversight Levy Reserve	32,601.00
308 51 06 001	Beginning Balance Fire Dept City Heights	19,327.00
308 51 15 001	Beginning Balance Park Reserve	37,050.00
308 51 87 001	Beginning Balance Traffic Impact Fees	6,000.00
308 91 00 001	Beginning Balance General Fund	354,144.00
308 Beginning Balances		709,432.00

310 Taxes

311 10 00 001	Real & Personal Property	760,000.00
313 11 00 001	Local Retail Sales & Use tax	1,780,000.00
313 71 00 000	Local Criminal Justice	85,000.00
316 41 00 000	Electricity Taxes	315,000.00
316 43 00 001	Natural Gas	36,000.00
316 47 00 000	Telephone Taxes	26,000.00
316 48 00 001	City Utility Water Tax	139,000.00
316 49 00 001	City Utility Sewer Tax	144,000.00
316 81 00 001	Gambling Tax-Punch Boards	12,000.00
318 11 00 001	Admissions Tax	800.00
310 Taxes		3,297,800.00

320 Licenses & Permits

321 99 00 001	Business License-Professional	52,000.00
322 10 00 000	Building Permits City Share	410,000.00
322 90 00 000	Gun Permits City Share	1,000.00
322 90 00 004	Fireworks Permit	500.00
320 Licenses & Permits		463,500.00

330 Intergovernmental Revenues

333 16 00 001	Department of Justice -- Justice Assist. Grant	228,000.00
334 04 20 558	DOC -- GMA Climate Element Grant	28,000.00
334 04 20 559	DOC -- PUG Periodic Update GMA Grant	40,000.00
334 04 90 001	DOH -- EMS Participation Grant	778.00
335 00 91 000	Pud Privilege Tax	10,000.00
336 06 21 000	CJ-Violent Crimes/Pop	1,000.00
336 06 26 000	CJ-Special Programs	3,404.00
336 06 42 000	Marijuana Excise Tax Distribution	16,000.00
336 06 51 000	Dui-Cities	200.00
336 06 94 000	Liquor Excise	16,077.00
337 72 00 001	Library Agreement -- County Interlocal	35,000.00

001 Current Expense/General Fund

01/01/2026 To: 12/31/2026

REVENUES

330 Intergovernmental Revenues

330 Intergovernmental Revenues	378,459.00
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340 Charges For Goods & Services

341 33 00 001	Court Administrative Fees	2,000.00
341 42 00 001	Admin Fee -- Sewer Connection Fees	3,000.00
341 42 00 002	Admin Fee -- Water Connection Fees	3,000.00
342 10 00 000	Police Services	300.00
342 10 02 222	Police Contract-Roslyn	567,634.00
342 36 00 001	Detention/Correction Services	3,500.00
342 60 00 000	Ambulance/Aid Car/Medic Fees	2,500.00
343 60 00 000	Cemetery Sales & Care	60,000.00
343 61 00 000	Cemetery Endowment	9,000.00
345 89 00 000	Planning/Development Fees	110,000.00
347 20 00 001	Library Fees	800.00
347 20 00 002	Library Fees for South Cle Elum Residents	1,000.00
347 30 00 001	Library Summer Reading Program	500.00

340 Charges For Goods & Services	763,234.00
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350 Fines & Penalties

353 10 00 001	Traffic Infraction Penalties	6,000.00
355 20 00 001	DUI Court Fines	1,000.00
355 80 00 001	Other Criminal Traffic Fines	1,200.00
356 90 00 001	Other Criminal Non-Traffic Fines	2,000.00
357 33 00 001	Public Defense Costs	2,400.00
357 37 00 005	County Drug Fines	1,000.00
357 37 00 222	Court Fines -- Roslyn	2,500.00

350 Fines & Penalties	16,100.00
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360 Interest & Other Earnings

361 11 00 001	Interest	25,000.00
361 40 00 001	Interest -- DNR from State	6,000.00
361 41 00 001	Interest -- Court Fines	1,500.00
362 50 00 001	Lease/Rent -- Lums and Senor Bones	19,800.00
362 50 00 003	Lease -- Horse Park	1.00
362 50 00 004	Lease -- Billboard On I90	1,500.00
362 50 54 265	Parking Fees Revenue	18,000.00
362 60 00 002	Lease -- Rental Houses and CEDA	37,392.00
369 91 00 001	Copies, Jury Re-payments, NSF, E-bates Etc.	1,200.00

360 Interest & Other Earnings	110,393.00
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Fund Revenues:

	5,738,918.00
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EXPENDITURES

001 Current Expense/General Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

511 Legislative

511 30 31 001	Council Equipment/Supplies	1,000.00
511 30 49 001	Printing/Publishing/Supplies	10,000.00
511 60 10 010	Salaries -- Council	21,000.00
511 60 20 010	Benefits -- Council	1,742.93

511 Legislative	33,742.93
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512 Judicial

512 52 10 001	Salaries -- Municipal Court Judge	65,201.04
512 52 20 001	Benefits -- Municipal Court Judge	5,252.19
512 52 41 000	County Court Contract	12,000.00

512 Judicial	82,453.23
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513 Executive

513 10 10 001	Salaries -- Administrator	57,549.33
513 10 10 002	Salaries -- Mayor	36,000.00
513 10 10 003	Salaries -- Assistant Administrator	85,000.00
513 10 20 001	Benefits -- Administrator	17,690.14
513 10 20 002	Benefits -- Mayor	39,491.41
513 10 20 003	Benefits -- Assistant Administrator	37,400.00
513 10 49 001	Conferences/Training/Supplies	5,000.00

513 Executive	278,130.88
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514 Financial, Recording & Elections

514 20 10 001	Salaries -- Finance Director	65,920.87
514 20 10 002	Salaries -- Clerks	68,037.22
514 20 20 001	Benefits -- Finance Director	21,755.01
514 20 20 002	Benefits -- Clerks	25,998.07
514 30 49 001	Conferences/Training	2,000.00
514 40 41 001	Election Services/Voter Registration Maint.	5,500.00

514 Financial, Recording & Elections	189,211.17
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515 Legal Services

515 41 41 002	Legal Services -- Public Records Request	15,000.00
515 41 41 003	Legal Services -- Inslee Best	80,000.00
515 41 42 001	Legal Services -- Prosecutor	45,000.00
515 45 41 001	Legal Services -- Litigation City Attorney	30,000.00
515 91 41 001	Legal Services -- Indigent Defense Attorney	16,000.00

515 Legal Services	186,000.00
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518 Centralized Services

518 10 45 001	Lease -- Railroad	39,000.00
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001 Current Expense/General Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

518 Centralized Services

518 30 31 001	Office/Operating Supplies	25,000.00
518 30 31 003	Springbrook Software	10,500.00
518 30 31 004	Civic Plus Next Request Software 50%	5,300.00
518 30 31 005	Civic Plus Agenda and Minute Software	5,020.00
518 30 41 001	Professional Services	2,000.00
518 30 41 002	Maintenance Agreements	7,000.00
518 30 41 003	Professional Services -- Engineering	1,000.00
518 30 41 004	State Auditor Fees	5,000.00
518 30 41 007	Leases -- Sales Tax	386.96
518 30 41 015	Senior Center Services	12,000.00
518 30 42 001	Telephones	3,000.00
518 30 42 002	Postage	6,000.00
518 30 46 001	Insurance -- Equipment and Liability	85,323.00
518 30 47 001	Utilities-City Hall	18,000.00
518 30 47 002	Utilities-Rentals	4,000.00
518 30 47 003	Utilities-Public Restrooms Etc.	9,000.00
518 30 48 001	Building Maintenance-City Hall	6,000.00
518 30 48 002	Building Maintenance-Rentals	6,000.00
518 30 48 003	Cleaning Service	2,000.00
518 30 49 001	Bank Charges	15,000.00
518 30 49 002	Dues/Memberships/Support Agreements	10,000.00
518 50 47 000	County Assessments And Other Taxes	4,000.00
518 61 41 003	City Heights Judgment Payment/Bankruptcy Litigation Costs	260,253.60
518 80 31 001	Civic Plus Archive Social and Goto Log me in	4,617.00
518 80 31 002	Microsoft 365 Software	25,000.00
518 80 35 001	IT Supplies and Equipment	5,000.00
518 80 41 001	IT Web Site Maintenance	500.00
518 80 42 001	IT Communications (Internet)	10,000.00
518 85 41 002	IT Professional Services	20,000.00
591 18 75 002	Lease -- Canon Copy Machine City Hall 2022	3,047.40
591 18 75 003	Lease -- Postage Machine City Hall	2,075.40

518 Centralized Services	611,023.36
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521 Police Department

521 20 10 001	Salaries -- Police	873,788.88
521 20 10 002	Overtime -- Police	40,000.00
521 20 10 003	Salaries -- Police Clerks	166,935.88
521 20 10 010	Salaries -- Police Mechanic	4,139.89
521 20 20 001	Benefits -- Police	313,119.19
521 20 20 002	Benefits Overtime -- Police	11,000.00
521 20 20 003	Benefits -- Police Clerks	62,535.15
521 20 20 007	Leoff 1 -- Supp Health Insurance	6,309.00
521 20 20 008	Leoff 1-- Claims NYL	16,400.00
521 20 20 010	Benefits -- Police Mechanic	1,645.40
521 20 20 012	Unemployment	500.00
521 20 31 001	Office Supplies	6,500.00
521 20 31 006	National Night Out Expenses	2,500.00

001 Current Expense/General Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

521 Police Department

521 20 31 007	Civic Plus Next Request Software 50%	5,300.00
521 20 32 000	Fuel Consumed	28,000.00
521 20 36 001	Uniform Allowance	6,750.00
521 20 41 001	IT Services	7,000.00
521 20 41 002	Leases -- Sales Tax and Personal Prop. Tax	2,942.00
521 20 48 003	Radar Maintenance	1,500.00
521 20 48 004	Ballistic Vest Purchase -- City Portion	3,600.00
521 20 48 005	Equipment Exp. -- (Tasers/Armory/Firearms/Computers/vests/radios Etc.)	32,000.00
521 20 48 007	Repair & Maintenance -- Vehicles	12,000.00
521 20 48 008	Maintenance Replacement to deduct from 308 year end	35,000.00
521 20 49 000	Dues/memberships	3,600.00
521 20 49 004	Sexual Assault Interviewer	900.00
521 20 49 005	Lexipol Policy Subscription	9,807.00
521 40 43 001	Training/Travel	12,000.00
521 50 42 001	Telephones	18,500.00
521 50 42 003	Security Alarm	500.00
521 50 46 001	Insurance -- Equipment And Liability	136,768.65
521 50 47 001	Utilities-Police Station	12,000.00
521 50 48 003	Repair & Maintenance -- Building	3,000.00
523 60 41 000	Jail Costs/Services	60,000.00
528 70 41 000	Kittcom-Police	154,000.00
591 21 75 002	Lease -- Postage Machine Police	323.88
591 21 75 003	Lease -- Police Cameras/In Car 11	31,801.68
591 21 75 005	Lease -- Police New Cameras/In Car 4	9,515.40
591 21 75 006	Lease -- Police LEADS Software	2,373.00

521 Police Department	2,094,555.00
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522 Fire Department

522 10 41 000	Background Checks	300.00
522 20 10 001	Salaries -- Fire Chief, Admin. Assistant, 2 part time	139,275.59
522 20 10 002	Salaries -- Medic	550.00
522 20 11 000	Salaries -- Volunteer	24,000.00
522 20 12 001	Salaries -- Administration and Mechanic	3,311.91
522 20 20 001	Benefits -- Fire Chief, Admin. Assistant, 2 part time	60,345.33
522 20 20 002	Benefits -- Medic	59.32
522 20 20 003	Unemployment	620.00
522 20 21 000	Benefits -- Volunteer	2,500.00
522 20 22 001	Benefits -- Administration and Mechanic	1,316.30
522 20 31 003	Operating Supplies-Fire	10,000.00
522 20 31 004	Fire and Safety Education	500.00
522 20 31 005	Wildland Fire Supplies New Brush Truck	10,000.00
522 20 32 000	Fuel Consumed-Fire	3,000.00
522 20 41 003	Alarms and Fire Extinguishers Services	4,100.00
522 20 49 000	Dues/Memberships	1,500.00
522 20 49 003	Supplies -- Other	2,500.00
522 20 49 007	National Fire Institute	12,000.00
522 45 43 001	Training/Travel	16,500.00

001 Current Expense/General Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

522 Fire Department

522 50 33 000	Uniforms/Turnouts	25,000.00
522 50 41 000	Fit Test	1,000.00
522 50 42 001	Telephones	1,000.00
522 50 42 002	Internet Services	500.00
522 50 46 001	Insurance -- Equipment and Liability	34,435.46
522 50 47 001	Utilities-Fire Station only power and w/s	28,500.00
522 50 48 001	Station/Computer Maintenance	15,000.00
522 50 48 002	Cleaning Service	3,000.00
522 60 48 001	Radio/Pager Maintenance	10,000.00
522 60 48 002	Vehicle/Equipment Maintenance	10,000.00
522 60 49 001	SCBA Testing	5,600.00
522 60 49 002	Pump Testing	3,300.00
522 60 49 003	Hose Testing	3,800.00
522 70 31 001	Operating Supplies-Aide Car	2,250.00
522 70 31 002	Trauma Care EMS Grant	778.00
522 70 31 003	Operating Supplies -- Life Support	3,500.00
522 70 32 001	Fuel Consumed-Aide Car	2,000.00
522 70 41 001	EMS Contract	13,638.00
528 70 41 001	Kittcom-Fire	31,000.00

522 Fire Department	486,679.91
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524 Protective Inspections

524 60 10 001	Salaries -- Code Enforcer	31,724.41
524 60 20 001	Benefits -- Code Enforcer	24,164.99

524 Protective Inspections	55,889.40
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536 Cemetery

536 20 10 001	Salaries -- Cemetery	30,445.61
536 20 20 001	Benefits -- Cemetery	12,556.76
536 20 31 002	Supplies	3,000.00
536 20 34 000	Liners	6,500.00
536 20 35 000	Tools/Equipment	1,000.00
536 20 35 003	Shoring	2,500.00
536 20 41 001	Repairs And Maintenance	2,000.00
536 20 45 000	County Assessments And Other Taxes	168.17
536 20 47 000	Utilities-Cemetery	4,500.00

536 Cemetery	62,670.54
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557 Community Services

557 30 41 003	Historic Preservation Commission	100.00
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557 Community Services	100.00
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001 Current Expense/General Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

558 Planning & Community Devel

558 50 30 000	Building Department Equipment/Tools/Books	6,000.00
558 50 31 001	Electronic Submittal System	5,000.00
558 50 41 000	Building Department Dues/Associations	500.00
558 50 43 000	Building Department Training	4,000.00
558 60 10 001	Salaries -- Planner	91,000.00
558 60 12 001	Salaries -- Planning Tech	50,000.00
558 60 20 001	Benefits -- Planner	34,000.00
558 60 22 001	Benefits -- Planning Tech	20,000.00
558 60 31 000	Office Supplies/Telephone/Notices	3,000.00
558 60 31 005	Planning Commission Expenses	1,000.00
558 60 41 013	Professional Services -- Engin/PLan -- Non-Reimbursed	50,000.00
558 60 43 001	Training/Travel	1,500.00

558 Planning & Community Devel	266,000.00
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559 Housing & Community Develop

559 30 41 001	Development Fees -- Reimbursed	75,000.00
559 30 41 014	Public Records Request Costs -- Engineering/Planning Etc.	1,000.00

559 Housing & Community Develop	76,000.00
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562 Public Health

562 90 41 001	Substance Abuse 2 percent	400.00
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562 Public Health	400.00
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572 Libraries

572 20 10 001	Salaries -- Librarian	53,399.65
572 20 10 002	Salaries -- Library Aide	27,057.90
572 20 20 001	Benefits -- Librarian	35,996.90
572 20 20 002	Benefits -- Library Aide	22,743.51
572 20 31 001	Supplies/Book Processing	8,000.00
572 20 31 004	Library Annual WSL Cons. Fees and Deep Freeze	2,350.00
572 20 41 001	Summer Reading Program	500.00
572 20 49 003	Other Supplies	1,000.00
572 50 41 002	Lease -- Sales Tax	160.32
572 50 41 003	Professional Services -- Other	1,800.00
572 50 41 004	Training	500.00
572 50 42 001	Telephones	750.00
572 50 42 002	Internet WSL	1,000.00
572 50 47 001	Utilities-Library	7,000.00
572 50 48 001	Building Repairs	5,000.00
572 50 48 002	Cleaning Service	2,430.00
591 72 75 001	Lease -- Library Canon Copy Machine Library 2022	1,931.16
591 72 75 002	Lease -- Library Lib Tech Equipment and Internet	1,000.00

001 Current Expense/General Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

572 Libraries

572 Libraries	172,619.44
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576 Park Facilities

576 80 10 001	Salaries -- Park	25,520.55
576 80 20 001	Benefits -- Park	10,279.59
576 80 20 002	Unemployment	500.00
576 80 30 001	Arbor Day Supplies -- Tree City	4,510.00
576 80 31 001	Operating Supplies	5,500.00
576 80 35 002	Equipment/Tools	1,000.00
576 80 41 000	Porta Potties	1,400.00
576 80 41 001	Repairs And Maintenance Parks and Bathrooms	10,000.00
576 80 47 000	Utilities and Taxes	23,000.00
576 90 49 001	Fireman's Park Improvements	1,000.00

576 Park Facilities	82,710.14
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594 Capital Expenditures

594 18 63 085	Fema Cybersecurity Grant \$26,000	10,000.00
594 21 64 021	Department of Justice -- Edward Byrne Memorial	228,000.00
594 58 61 001	DOC -- GMA Climate Element Grant	28,000.00
594 58 61 002	DOC -- PUG Periodic Update GMA Grant	40,000.00
594 58 64 001	Vehicle -- Building Dept./Admin.	40,800.00

594 Capital Expenditures	346,800.00
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597 Interfund Transfers

597 00 00 110	OUT-To Coal Mine From General Fund	4,500.00
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597 Interfund Transfers	4,500.00
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999 Ending Balance

508 41 07 001	Ending Balance Fire Dept Class A Pumper/Reserve/Capital	129,733.00
508 41 13 001	Ending Balance Cemetery Reserve	16,297.00
508 51 02 001	Ending Balance Police Reserve	114,280.00
508 51 05 001	Ending Balance Fire Dept Reserve	32,601.00
508 51 06 001	Ending Balance Fire Dept City Heights	19,327.00
508 51 15 001	Ending Balance Park Reserve	37,050.00
508 51 87 001	Ending Balance Traffic Impact Fees	6,000.00
508 91 00 001	Ending Balance General Fund	354,144.00

999 Ending Balance	709,432.00
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Fund Expenditures:

	5,738,918.00
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FINAL

2026 BUDGET TOTALS

City Of Cle Elum

Time: 15:50:26 Date: 11/18/2025

Page: 9

001 Current Expense/General Fund

01/01/2026 To: 12/31/2026

Excess/Deficit:

0.00

002 UKC Recreation Center

01/01/2026 To: 12/31/2026

REVENUES

340 Charges For Goods & Services

345 81 02 002	Planning/Attorney Fees	300,000.00
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340 Charges For Goods & Services	300,000.00
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Fund Revenues:**300,000.00**

EXPENDITURES

511 Legislative

511 30 49 002	Publication Services -- 12 Acre Parcel	500.00
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511 Legislative	500.00
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515 Legal Services

515 41 41 005	Legal Services -- UKC Rec Center	150,000.00
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515 Legal Services	150,000.00
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518 Centralized Services

575 50 41 000	Engineering/Consulting/Planning Services -- Fund 002	149,500.00
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518 Centralized Services	149,500.00
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Fund Expenditures:**300,000.00**

Excess/Deficit:**0.00**

101 Street Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 00 085	Beginning Balance Public Open Spaces or Transportation Cap. Facilities	1,503.25
308 51 00 101	Beginning Balance Street Fund	46,891.25
308 51 23 101	Beginning Balance Equipment Street	22,490.00
308 51 82 101	Beginning Balance Development Fees -- Street	1,000.00

308 Beginning Balances	71,884.50
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310 Taxes

311 10 00 101	Real & Personal Property	180,000.00
313 11 00 101	Local Retail Sales & Use tax	5,000.00
317 60 00 101	Transportation Benefit District .1% Sales Tax	150,000.00

310 Taxes	335,000.00
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320 Licenses & Permits

322 40 01 010	Overside Load Permits	2,000.00
322 90 00 002	Street Cutting/Right of Way Permit	2,000.00

320 Licenses & Permits	4,000.00
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330 Intergovernmental Revenues

333 20 20 508	DOT STBG -- 1st St. Phase 3 Revitalization -- \$5,142,454	100,000.00
333 20 20 530	DOT -- US Congressionally Directed Spending -- Downtown Revitalization	1,500,000.00
333 20 20 535	DOT STBG -- First St. and Oakes Resurface 2025 -- \$714,414	765,000.00
333 20 20 540	DOT -- Signal First and Hartwig 2025 -- \$333,000	315,000.00
333 20 20 545	QUADCO DOT -- Park St Ped Corridor Study -- \$53,000	15,000.00
333 20 20 550	QUADCO DOT -- Stafford Sidewalk and SR903 Camera -- \$186,600	175,000.00
333 20 93 902	DOT -- Safety Action Plan Federal 2024	90,000.00
336 00 71 000	Multimodal Transportation City	2,875.00
336 00 87 000	Motor Vehicle Tax	42,159.00
336 06 95 000	Liquor Profits	16,859.00

330 Intergovernmental Revenues	3,021,893.00
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340 Charges For Goods & Services

344 71 01 101	Miscellaneous Billings	1,000.00
345 89 00 005	Impact Development Fees/Street	1,000.00

340 Charges For Goods & Services	2,000.00
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360 Interest & Other Earnings

361 11 00 101	Interest	100.00
362 50 00 101	Lease -- Kittitas County Sheriff S&R	30,000.00
362 90 00 000	Lease -- US Cellular Tower	42,000.00
367 12 01 106	Scrap Metal Revenue	400.00
369 10 01 101	Surplus of Street Equipment	5,000.00

101 Street Fund

01/01/2026 To: 12/31/2026

REVENUES

360 Interest & Other Earnings

369 91 00 006	Reimbursements/Public Works	200.00
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360 Interest & Other Earnings	77,700.00
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Fund Revenues:

3,512,477.50

EXPENDITURES

542 Streets - Maintenance

542 30 10 001	Salaries -- Street	130,000.00
542 30 20 001	Benefits -- Street	45,000.00
542 30 30 101	Boots/CDL License -- Reimbursement -- See Personnel Policy	1,575.00
542 30 31 000	Cold Mix/Gravel/Sand/Salt	12,000.25
542 30 31 002	Office Supplies	5,500.00
542 30 32 001	Fuel/Propane/Hydraulic Oil	10,000.00
542 30 41 001	Professional Services	11,000.00
542 30 41 002	Engineering Services -- Streets	9,000.00
542 30 41 015	Leases -- Sales Tax	160.32
542 30 41 101	State Auditor Fees	4,000.00
542 30 43 000	Training/Travel	1,452.93
542 30 47 001	Utilities and Taxes -- New Public Works Bldg	5,500.00
542 40 42 001	Telephones	1,600.00
542 50 45 101	Rent -- New Public Works Shop to Airport Fund	4,000.00
542 63 47 000	Street Lights	34,000.00
542 64 35 001	Street Signs/Brackets	12,000.00
542 64 41 001	Striping and Paving	13,000.00
542 64 48 000	Traffic Signal Maintenance	700.00
542 66 41 000	Snow/Ice Removal And Supplies	28,000.00

542 Streets - Maintenance	328,488.50
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543 Streets Admin & Overhead

543 30 30 001	Supplies	15,000.00
543 30 30 101	Supplies/Safety	750.00
543 30 35 001	Tools/Small/Radios	3,000.00
543 30 41 001	Maintenance Agreements and Dues	2,000.00
543 30 46 001	Insurance -- Equipment and Liability	23,628.59
543 30 48 001	Repairs and Maintenance	38,942.00

543 Streets Admin & Overhead	83,320.59
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562 Public Health

562 90 41 101	Substance Abuse 2 percent	400.00
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562 Public Health	400.00
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591 Debt Service - Principal Repayment

101 Street Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

591 Debt Service - Principal Repayment

591 95 75 007	Lease -- Vac Truck 2100i/2023 -- Principal	13,346.95
591 95 75 101	Lease -- Canon Copy Machine Shop 2022	1,931.16

591 Debt Service - Principal Repayment	15,278.11
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592 Debt Service - Interest Costs

592 95 81 101	Lease -- Vac Truck 2100i/2023 -- Interest	1,248.62
592 95 84 500	Cat 950 Loader Interest	1,235.33

592 Debt Service - Interest Costs	2,483.95
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594 Capital Expenditures

594 42 74 500	Cat 950 Wheel Loader 2023 Ser. #M5T05619	17,460.10
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594 Capital Expenditures	17,460.10
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595 Capital Expenditures- Streets

595 30 63 013	Chipseal Project	30,000.00
595 30 63 068	DOT STBG -- 1st St. Phase 3 Revitalization -- \$5,142,454	100,000.00
595 30 63 071	DOT -- Safety Action Plan Federal 2024	90,000.00
595 30 63 072	DOT -- US Congressionally Directed Spending -- Downtown Revitalization	1,500,000.00
595 30 63 103	Construction Costs -- City Portion Of CDBG/TIB/DOT Grants	1,000.00
595 30 63 205	DOT STBG -- First St. and Oakes Resurface 2025 -- \$714,414	765,000.00
595 30 63 540	DOT -- Signal First and Hartwig 2025 -- \$333,000	315,000.00
595 30 63 545	QUADCO DOT -- Park St Ped Corridor Study 2026 -- \$53,000	15,000.00
595 30 63 550	QUADCO DOT -- Stafford Sidewalk and SR903 Camera 2026 -- \$186,600	175,000.00

595 Capital Expenditures- Streets	2,991,000.00
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999 Ending Balance

508 51 00 085	Ending Balance Public Open Spaces or Transportation Cap. Facilities	1,503.25
508 51 00 101	Ending Balance Street Fund	49,053.00
508 51 23 101	Ending Balance Street Equipment Reserve	22,490.00
508 51 82 101	Ending Balance Development Fees -- Street	1,000.00

999 Ending Balance	74,046.25
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Fund Expenditures:

3,512,477.50

Excess/Deficit:

0.00

102 TIB Complete Streets Grant

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 31 00 102	Beginning Balance TIB Grants	20,000.00
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308 Beginning Balances	20,000.00
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330 Intergovernmental Revenues

334 03 82 105	TIB -- Seal Coat 2-E-930(006)-1 -- \$41,799	41,799.00
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334 03 82 106	TIB -- 2nd St. Pathway Stafford to Penn Phase 1 -- \$497,767	500,000.00
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330 Intergovernmental Revenues	541,799.00
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Fund Revenues:**561,799.00**

EXPENDITURES

595 Capital Expenditures- Streets

595 30 63 305	TIB -- Seal Coat 2-E-930(006)-1 -- \$41,799	41,799.00
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595 30 63 306	TIB -- 2nd St. Path Staff to Penn Phase 1 P-E-930(P06)-1 -- \$497,767 amend to \$548,798	500,000.00
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595 Capital Expenditures- Streets	541,799.00
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999 Ending Balance

508 31 00 102	Ending Balance Complete Streets 2019 2020	20,000.00
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999 Ending Balance	20,000.00
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Fund Expenditures:**561,799.00**

Excess/Deficit:**0.00**

104 Police 3/10's Sales Tax Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 31 00 104	Beginning Balance 3/10's Fund	53,155.00
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308 Beginning Balances	53,155.00
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310 Taxes

313 15 00 001	3/10ths Safety Tax	210,000.00
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313 15 00 104	1/10th Sales Tax 2026	160,000.00
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310 Taxes	370,000.00
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320 Licenses & Permits

322 30 00 000	Animal Licenses	550.00
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320 Licenses & Permits	550.00
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340 Charges For Goods & Services

342 10 02 223	Police Contract-Roslyn	22,700.00
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340 Charges For Goods & Services	22,700.00
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360 Interest & Other Earnings

361 11 00 104	Interest	600.00
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360 Interest & Other Earnings	600.00
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Fund Revenues:**447,005.00**

EXPENDITURES

521 Police Department

521 20 10 004	Salaries -- Police 3/10's	238,416.30
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521 20 10 005	Overtime -- Police 3/10's	1,486.02
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521 20 20 004	Benefits -- Police 3/10's	102,575.50
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521 20 20 005	Benefits -- Police 3/10's Overtime	581.18
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521 20 31 104	Equipment 3/10's	1,000.00
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521 20 32 001	Fuel Consumed	2,000.00
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521 20 35 104	Uniform Allowance	1,200.00
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521 20 43 104	Training/Travel	1,000.00
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521 20 47 001	Utilities--3/10's	500.00
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521 Police Department	348,759.00
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554 Environmental Services

554 30 30 001	ARRF Shelter Fee	3,000.00
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554 30 30 104	Animal Control Misc Costs/Supplies	500.00
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104 Police 3/10's Sales Tax Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

554 Environmental Services

554 30 32 001	Fuel Consumed	1,000.00
554 30 43 104	Training/Travel	600.00

554 Environmental Services	5,100.00
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999 Ending Balance

508 31 00 104	Ending Balance 3/10's Fund	93,146.00
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999 Ending Balance	93,146.00
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Fund Expenditures:	447,005.00
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Excess/Deficit:	0.00
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106 Tourist/Lodging Tax Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 31 00 106	Beginning Balance Tourist Fund	70,000.00
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308 Beginning Balances	70,000.00
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310 Taxes

313 31 00 001	Hotel/Motel Tax	200,000.00
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310 Taxes	200,000.00
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360 Interest & Other Earnings

361 11 00 106	Interest	4,000.00
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360 Interest & Other Earnings	4,000.00
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Fund Revenues:**274,000.00**

EXPENDITURES

557 Community Services

557 30 41 002	Promotion -- Marketing and Advertising	2,000.00
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557 30 41 008	County -- Consolidated CLAT 13%	30,000.00
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557 30 41 016	Cle Elum Hotel/Motel -- CEDA Xmas In Cle Elum	50,000.00
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557 30 41 018	Cle Elum Hotel/Motel -- Pioneer Days Queen	2,000.00
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557 30 41 021	Cle Elum Hotel/Motel -- Fireworks/Chamber/Christmas and 4th of July	17,000.00
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557 30 41 023	Cle Elum Hotel/Motel -- Hopesource KCC Bus	24,000.00
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557 30 41 031	Cle Elum Hotel/Motel -- UKC Basketball Club Mountain Madness	8,000.00
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557 30 41 032	Cle Elum Hotel/Motel -- CEDA Pioneer Days	20,000.00
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557 30 41 033	County Lodging Tax Reimb. -- CEDA 2023	15,000.00
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557 Community Services	168,000.00
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999 Ending Balance

508 31 00 106	Ending Balance Tourist Fund	106,000.00
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999 Ending Balance	106,000.00
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Fund Expenditures:**274,000.00**

Excess/Deficit:**0.00**

110 Coal Mine Trail Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 41 00 110	Beginning Balance Coal Mine Fund	40,000.00
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308 Beginning Balances	40,000.00
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340 Charges For Goods & Services

344 30 00 001	Roslyn Contribution	2,000.00
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344 30 00 002	Kittitas County Contribution	2,000.00
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340 Charges For Goods & Services	4,000.00
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360 Interest & Other Earnings

361 11 00 110	Interest	600.00
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360 Interest & Other Earnings	600.00
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397 Interfund Transfers

397 00 00 110	IN-Coal Mine from General Fund	4,500.00
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397 Interfund Transfers	4,500.00
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Fund Revenues:**49,100.00**

EXPENDITURES

542 Streets - Maintenance

542 62 10 110	Salaries -- Coal Mine Trail	340.00
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542 62 20 110	Benefits -- Coal Mine Trail	160.00
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542 62 30 000	Trail Signs	1,000.00
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542 62 41 001	County Assessed Taxes	400.00
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542 62 41 002	Porta Potties	2,700.00
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542 62 49 000	Trail Maintenance	300.00
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542 Streets - Maintenance	4,900.00
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999 Ending Balance

508 41 00 110	Ending Balance Coal Mine Fund	44,200.00
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999 Ending Balance	44,200.00
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Fund Expenditures:**49,100.00**

Excess/Deficit:**0.00**

120 Central Cascades/Weis Land CRA 2009-01 Devel. Fun

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 00 120 Beginning Balance Central Cascades Land 5,230.00

308 Beginning Balances 5,230.00

340 Charges For Goods & Services

345 81 00 120 Developer Contributions 3,000.00

340 Charges For Goods & Services 3,000.00

360 Interest & Other Earnings

361 11 00 120 Interest 100.00

360 Interest & Other Earnings 100.00

Fund Revenues: 8,330.00

EXPENDITURES

559 Housing & Community Develop

559 30 41 005 Engineering Services -- Fund 120 3,100.00

559 Housing & Community Develop 3,100.00

999 Ending Balance

508 51 00 120 Ending Balance Central Cascades Land 5,230.00

999 Ending Balance 5,230.00

Fund Expenditures: 8,330.00

Excess/Deficit: 0.00

124 MVOLLC/Prium CRA 2005-02 Devel. Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 00 124	Beginning Balance MVOLLC Devel. Fund	3,450.00
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308 Beginning Balances	3,450.00
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360 Interest & Other Earnings

361 11 00 124	Interest	60.00
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367 12 00 124	Developer Contributions	3,000.00
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360 Interest & Other Earnings	3,060.00
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Fund Revenues:

6,510.00

EXPENDITURES

558 Planning & Community Devel

558 70 41 124	Professional Services	3,450.00
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558 Planning & Community Devel	3,450.00
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999 Ending Balance

508 51 00 124	Ending Balance MVOLLC Devel Fund	3,060.00
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999 Ending Balance	3,060.00
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Fund Expenditures:

6,510.00

Excess/Deficit:

0.00

125 Whispering Pines Devel. Fund

01/01/2026 To: 12/31/2026

REVENUES

340 Charges For Goods & Services

345 81 00 125 Developer Contributions 5,000.00

340 Charges For Goods & Services 5,000.00

Fund Revenues:**5,000.00**

EXPENDITURES

515 Legal Services

515 41 41 025 Legal Services 2,500.00

515 Legal Services 2,500.00

558 Planning & Community Devel

558 70 41 125 Professional Services -- Engineering Fees 2,500.00

558 Planning & Community Devel 2,500.00

Fund Expenditures:**5,000.00**

Excess/Deficit:**0.00**

128 Fowler Creek Trails Deneen Developer Fund

01/01/2026 To: 12/31/2026

REVENUES

340 Charges For Goods & Services

345 81 00 128	Developer Contributions/Deposits	10,000.00
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340 Charges For Goods & Services	10,000.00
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Fund Revenues:	10,000.00
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EXPENDITURES

558 Planning & Community Devel

558 70 41 128	Professional Services -- Engineering/Planning Fees	10,000.00
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558 Planning & Community Devel	10,000.00
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Fund Expenditures:	10,000.00
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Excess/Deficit:	0.00
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131 Blue Fern DA # 2002-01 CRA 2024-01,03

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 00 131	Beginning Balance Blue Fern Devel. DA 2002-001 CRA 2024-01,03	60,000.00
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308 Beginning Balances	60,000.00
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340 Charges For Goods & Services

345 81 00 131	Developer Contributions	500,000.00
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340 Charges For Goods & Services	500,000.00
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360 Interest & Other Earnings

361 11 00 131	Interest	2,000.00
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360 Interest & Other Earnings	2,000.00
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Fund Revenues:

562,000.00

EXPENDITURES

515 Legal Services

515 41 41 131	Legal Services	50,000.00
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515 Legal Services	50,000.00
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558 Planning & Community Devel

558 70 41 131	Engineering/Planning/Consulting Fees CRA 2024-01	302,000.00
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558 70 42 131	Engineering Fees Zone 3 Pump CRA 2024-03 24184C and 24184E	150,000.00
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558 Planning & Community Devel	452,000.00
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999 Ending Balance

508 51 00 131	Ending Balance Blue Fern Devel. DA 2002-001 CRA 2024-01,03	60,000.00
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999 Ending Balance	60,000.00
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Fund Expenditures:

562,000.00

Excess/Deficit:

0.00

132 Wildwood Ranch DA #2024-001 CRA 2024-02

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 00 132	Beginning Balance Wildwood Ranch Devel. DA 2024-001 CRA 2024-02	5,000.00
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308 Beginning Balances	5,000.00
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340 Charges For Goods & Services

345 81 00 132	Developer Contributions	30,000.00
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340 Charges For Goods & Services	30,000.00
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360 Interest & Other Earnings

361 11 00 132	Interest	200.00
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360 Interest & Other Earnings	200.00
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Fund Revenues:**35,200.00**

EXPENDITURES

515 Legal Services

515 41 41 132	Legal Services	15,000.00
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515 Legal Services	15,000.00
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558 Planning & Community Devel

558 70 41 132	Engineering/Planning/Consulting Fees	15,200.00
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558 Planning & Community Devel	15,200.00
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999 Ending Balance

508 51 00 132	Ending Balance Wildwood Ranch Devel. DA 2024-001 CRA 2024-02	5,000.00
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999 Ending Balance	5,000.00
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Fund Expenditures:**35,200.00****Excess/Deficit:****0.00**

140 Teanaway Court/Hopesource Devel. Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 00 140	Beginning Balance Teanaway Court/Hopesource CRA 2025-01	15,000.00
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308 Beginning Balances	15,000.00
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340 Charges For Goods & Services

345 81 00 140	Developer Contributions	20,000.00
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340 Charges For Goods & Services	20,000.00
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360 Interest & Other Earnings

361 11 00 140	Interest	20.00
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360 Interest & Other Earnings	20.00
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Fund Revenues:	35,020.00
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EXPENDITURES

515 Legal Services

515 41 41 140	Legal Services	9,000.00
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515 Legal Services	9,000.00
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558 Planning & Community Devel

558 70 41 140	Engineering/Planning/Consulting Fees	11,020.00
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558 Planning & Community Devel	11,020.00
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999 Ending Balance

508 51 00 140	Ending Balance Teanaway Court/Hopesource CRA 2025-01	15,000.00
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999 Ending Balance	15,000.00
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Fund Expenditures:	35,020.00
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Excess/Deficit:	0.00
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309 REET Excise Tax/Capital Projects Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 31 00 309	Beginning Balance REET 1 Fund	535,600.10
308 31 01 309	Beginning Balance REET 2 Fund	400,000.00
308 Beginning Balances		935,600.10

310 Taxes

318 34 00 309	REET 1 - First Quarter Percent	100,000.00
318 35 00 309	REET 2 - Second Quarter Percent	100,000.00
310 Taxes		200,000.00

360 Interest & Other Earnings

361 11 00 309	Interest	1,000.00
360 Interest & Other Earnings		1,000.00

Fund Revenues:**1,136,600.10**

EXPENDITURES

591 Debt Service - Principal Repayment

591 34 72 309	Public Works Trust Fund Loan Principal 2nd Rosetti Main 2022 20 yr \$2,841,810	149,568.95
591 95 72 309	DOH -- 2nd/Rosetti Water Main Loan Principal Only \$331,500	34,399.90
591 Debt Service - Principal Repayment		183,968.85

592 Debt Service - Interest Costs

592 34 82 309	Public Works Trust Fund Loan Interest 2nd Rosetti Main 2022 20 yr 1.39 percent	23,960.95
592 Debt Service - Interest Costs		23,960.95

594 Capital Expenditures

594 18 65 000	Capital Expenditures REET Projects	100,000.00
594 18 65 002	Cemetery Water Project	100,000.00
594 21 63 021	Mini-splits -- Police Dept.	32,500.00
594 22 63 023	Sprinkler System -- Fire Dept.	100,000.00
594 22 64 022	Roof Repair -- Fire Dept.	15,000.00
594 Capital Expenditures		347,500.00

999 Ending Balance

508 31 00 309	Ending Balance REET 1 Fund	281,170.30
508 31 01 309	Ending Balance REET 2 Fund	300,000.00
999 Ending Balance		581,170.30

309 REET Excise Tax/Capital Projects Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

Fund Expenditures:

1,136,600.10

Excess/Deficit:

0.00

401 Water Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 31 85 401	Beginning Balance Cle Elum Water Loan Reserve	175,000.00
308 51 00 401	Beginning Balance Water Fund	214,047.00
308 51 82 401	Beginning Balance Water Equipment Reserve	5,000.00
308 Beginning Balances		394,047.00

340 Charges For Goods & Services

343 40 00 000	Cle Elum Water Sales	870,000.00
343 40 00 004	Hydrant Water	15,000.00
343 40 00 005	Water Hookups	50,000.00
343 40 00 006	Water Utility Tax	86,000.00
343 40 00 010	Meter, Parts, and Installation	20,000.00
340 Charges For Goods & Services		1,041,000.00

350 Fines & Penalties

359 11 00 401	Certified Notice Fee	700.00
350 Fines & Penalties		700.00

360 Interest & Other Earnings

361 11 00 401	Interest	4,000.00
368 10 00 000	Capital Reimbursement Water Charge -- Suncadia	120,000.00
369 91 00 000	Transfer Fee Water	800.00
369 91 00 401	Lien Release	200.00
360 Interest & Other Earnings		125,000.00

Fund Revenues:**1,560,747.00**

EXPENDITURES

534 Water Utilities

534 12 10 401	Salaries -- Water Clerical/Admin	118,000.00
534 12 20 401	Benefits -- Water Clerical/Admin	47,400.00
534 50 10 001	Salaries -- Water Public Works	170,000.00
534 50 20 001	Benefits -- Water Public Works	77,000.00
534 50 20 002	Unemployment	500.00
534 50 30 401	Safety Supplies	1,000.00
534 50 31 000	Tools	12,000.00
534 50 31 001	Office, Postage, and Misc. Supplies	6,217.89
534 50 31 003	Software	1,800.00
534 50 31 004	Water Meter and Hydrant Supplies	23,330.00
534 50 31 005	Water Meters/City Heights	10,000.00
534 50 32 001	Fuel/Propane/Hydraulic Oil, Gravel	11,000.00
534 50 41 000	Bureau of Reclamation	12,000.00
534 50 41 001	Maintenance Agreements/Fees and Dues	11,500.00

401 Water Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

534 Water Utilities

534 50 41 002	Professional Services	3,200.00
534 50 41 005	State Auditor Fees	2,500.00
534 50 42 001	Telephones/Internet	2,000.00
534 50 43 001	Travel/Training	4,000.00
534 50 44 001	Excise Tax	89,000.00
534 50 44 401	Main Street/B&O Tax Credit	12,500.00
534 50 45 401	Rent -- New Public Works Shop to Airport Fund	11,000.00
534 50 46 001	Insurance -- Equipment and Liability	43,107.78
534 50 47 001	Utilities-Chlorinator/Tanks	700.00
534 50 47 002	Utilities-Old Plant Storage	6,500.00
534 50 47 003	Utilities - Utility Services	1,000.00
534 50 48 000	Repair & Maintenance	16,000.00
534 50 48 003	Repair & Maintenance/Building	2,000.00
534 50 49 002	Permit -- Dept. of Health	2,400.00
534 50 49 003	Permit -- Water Quality Permit Fees WA0021938	6,000.00
534 50 49 401	Capital Reimbursement Water--Suncadia	120,000.00
534 51 41 001	Engineering Services -- Water	3,000.00
534 51 44 002	Utility Tax On Water	64,000.00

534 Water Utilities	890,655.67
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591 Debt Service - Principal Repayment

591 34 72 401	Columbia Bank Water Loan -- Principal	168,188.34
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591 Debt Service - Principal Repayment	168,188.34
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592 Debt Service - Interest Costs

592 34 80 401	Columbia Bank Water Loan -- Interest	46,179.46
592 34 84 501	Cat 950 Loader Interest	2,185.58

592 Debt Service - Interest Costs	48,365.04
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594 Capital Expenditures

594 34 63 012	Water Main Replacements	100,000.00
594 34 63 020	Vehicle -- Building Dept./Admin.	10,800.00
594 34 74 501	Cat 950 Wheel Loader 2023 Ser. #M5T05619	30,890.95

594 Capital Expenditures	141,690.95
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999 Ending Balance

508 31 85 401	Ending Balance Cle Elum Loan Reserve	175,000.00
508 51 00 401	Ending Balance Water Fund	131,847.00
508 51 82 401	Ending Balance Water Equipment Reserve	5,000.00

999 Ending Balance	311,847.00
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401 Water Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

Fund Expenditures:

1,560,747.00

Excess/Deficit:

0.00

402 Garbage Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 00 402	Beginning Balance Garbage Fund	101,126.00
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308 Beginning Balances	101,126.00
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340 Charges For Goods & Services

343 70 00 000	Garbage Service	1,050,000.00
343 70 00 001	Franchise Fee -- Garbage	40,000.00
343 70 00 002	Recycling Service	8,000.00
343 70 00 003	Garbage -- Temp Dumpster	50,000.00

340 Charges For Goods & Services	1,148,000.00
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350 Fines & Penalties

359 11 00 402	Garbage Late Fees	6,000.00
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350 Fines & Penalties	6,000.00
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360 Interest & Other Earnings

361 11 00 402	Interest	2,300.00
369 91 00 402	Transfer Fee Garbage	2,000.00

360 Interest & Other Earnings	4,300.00
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Fund Revenues:

1,259,426.00

EXPENDITURES

537 Garbage & Solid Waste

537 60 46 001	Insurance -- Equipment and Liability	19,137.63
537 80 10 001	Salaries -- Garbage	79,762.52
537 80 20 001	Benefits -- Garbage	32,040.48
537 80 31 001	Office Supplies/Telephone/Postage	5,762.37
537 80 31 003	Software	1,000.00
537 80 41 003	Maintenance Fees/Professional Fees	8,300.00
537 80 44 001	Excise Tax	50,000.00
537 80 45 402	Rent -- New Public Works Shop to Airport Fund	8,400.00
537 80 47 000	Utilitites	200.00
537 80 47 001	Collection And Disposal Fees -- WM	980,000.00
537 80 48 000	Repairs And Maintenance	500.00

537 Garbage & Solid Waste	1,185,103.00
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999 Ending Balance

508 51 00 402	Ending Balance Garbage Fund	74,323.00
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402 Garbage Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

999 Ending Balance

999 Ending Balance	74,323.00
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Fund Expenditures:	1,259,426.00
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Excess/Deficit:	0.00
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403 Airport Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 00 403	Beginning Balance Airport Fund	95,000.00
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308 Beginning Balances	95,000.00
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360 Interest & Other Earnings

361 11 00 403	Interest	1,500.00
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362 50 00 403	Lease -- Airport	7,900.00
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362 50 00 405	Lease -- Public Works New Shop	30,000.00
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360 Interest & Other Earnings	39,400.00
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Fund Revenues:

134,400.00

EXPENDITURES

546 Airports, Port, Terminal

546 80 10 001	Salaries -- Airport	2,000.00
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546 80 20 001	Benefits -- Airport	500.00
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546 80 41 000	Legal Services -- Airport	2,000.00
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546 80 41 004	Professional Services -- Other	3,000.00
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546 80 41 005	Engineering Fees -- Airport Hanger Development	10,000.00
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546 80 46 002	Insurance -- Equipment and Liability	4,000.00
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546 80 47 001	Utilities-Airport	2,900.00
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546 80 48 000	Maintenance And Supplies	2,000.00
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546 Airports, Port, Terminal	26,400.00
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999 Ending Balance

508 51 00 403	Ending Balance Airport Fund	108,000.00
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999 Ending Balance	108,000.00
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Fund Expenditures:

134,400.00

Excess/Deficit:

0.00

404 Water Regional Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 86 404	Beginning Balance Water -- Regional	1,414,048.00
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308 Beginning Balances	1,414,048.00
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340 Charges For Goods & Services

343 40 04 000	Cle Elum Water Sales -- Regional	390,000.00
343 40 04 001	Cle Elum Water Reserve Fees -- Regional	70,000.00
343 40 04 002	Suncadia Potable Water Sales -- Regional	345,000.00
343 40 04 003	Suncadia Potable Reserve Fees -- Regional	50,000.00
343 40 04 004	Suncadia Irrigation Water Sales -- Regional	130,000.00
343 40 04 005	Suncadia Irrigation Reserve Fees -- Regional	21,000.00
343 40 04 006	South Cle Elum Water Sales -- Regional	100,000.00
343 40 04 007	South Cle Elum Water Reserve Fees -- Regional	22,000.00

340 Charges For Goods & Services	1,128,000.00
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360 Interest & Other Earnings

361 11 00 404	Interest	30,000.00
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360 Interest & Other Earnings	30,000.00
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Fund Revenues:

2,572,048.00

EXPENDITURES

534 Water Utilities

534 51 44 003	Utility Tax On Water -- Regional	35,000.00
534 60 10 000	Salaries -- Regional Water	237,202.90
534 60 20 000	Benefits -- Regional Water	113,797.10
534 60 31 002	Chemicals, Supplies, Labs -- Regional Water	50,000.00
534 60 31 003	Sales Tax on Win 911 and AVEVA Leases	1,237.95
534 60 41 009	Yakima River Intake Professional and Water Plant Fees	7,500.00
534 60 41 010	Insurance -- Regional Water	57,763.42
534 60 42 009	Telephone -- US Cell and Century Link	6,000.00
534 60 48 002	Maintenance and Repair -- Regional Water	55,000.00
534 60 48 005	Other Expenses -- Regional	15,500.00
534 60 48 010	HLA Engineering Fees -- Regional Water	4,000.00
534 60 48 011	Repairs -- Emergency	30,000.00
534 60 49 006	PSE Bullfrog -- Regional Water	25,000.00
534 60 49 007	PSE 903 -- Regional Water	110,000.00
534 60 49 008	PSE SCE Way -- Regional Water	140,000.00

534 Water Utilities	888,001.37
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591 Debt Service - Principal Repayment

591 34 75 404	Win 911 Pro Software SBITA 3 year	2,070.00
591 34 76 404	AVEVA Flex Credits Software SBITA	12,845.00

404 Water Regional Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

591 Debt Service - Principal Repayment

591 Debt Service - Principal Repayment	14,915.00
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592 Debt Service - Interest Costs

592 34 84 502	Cat 950 Loader Interest	2,090.55
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592 Debt Service - Interest Costs	2,090.55
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594 Capital Expenditures

594 34 64 406	Robicon Irrigation VFD Replace/Yakima River Intake	155,000.00
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594 34 64 407	Well Pumps 3 and 7/Cle Elum Source Rebuild/Replace	25,000.00
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594 34 74 502	Cat 950 Wheel Loader 2023 Ser. #M5T05619	29,547.87
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594 Capital Expenditures	209,547.87
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999 Ending Balance

508 51 86 404	Ending Balance Water -- Regional	1,457,493.21
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999 Ending Balance	1,457,493.21
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Fund Expenditures:	2,572,048.00
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Excess/Deficit:	0.00
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406 Water Capital Reserve Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 00 406	Beginning Balance Water Capital Reserve	184,048.00
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308 Beginning Balances	184,048.00
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340 Charges For Goods & Services

343 40 00 007	Cle Elum -- Water Capital Reserve Fees	210,002.84
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340 Charges For Goods & Services	210,002.84
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360 Interest & Other Earnings

361 11 00 406	Interest	1,325.00
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360 Interest & Other Earnings	1,325.00
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Fund Revenues:

395,375.84

EXPENDITURES

534 Water Utilities

534 50 41 003	Lease -- Sales Tax	200.00
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534 50 48 001	Repairs	20,000.00
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534 51 44 004	Utility Tax On Water/Capital Reserve	11,000.00
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534 Water Utilities	31,200.00
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591 Debt Service - Principal Repayment

591 34 75 400	Lease -- Vac Truck 2100i/2023 -- Principal	58,241.23
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591 Debt Service - Principal Repayment	58,241.23
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592 Debt Service - Interest Costs

592 34 81 406	Lease -- Vac Truck 2100i/2023 -- Interest	5,448.50
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592 34 84 503	Cat 950 Loader Interest	95.03
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592 Debt Service - Interest Costs	5,543.53
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594 Capital Expenditures

594 34 63 406	Water Main Replacements	100,000.00
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594 34 74 503	Cat 950 Wheel Loader 2023 Ser. #M5T05619	1,343.08
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594 Capital Expenditures	101,343.08
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999 Ending Balance

508 51 00 406	Ending Balance Cle Elum Water Capital Reserve	199,048.00
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406 Water Capital Reserve Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

999 Ending Balance

999 Ending Balance	199,048.00
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Fund Expenditures:	395,375.84
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Excess/Deficit:	0.00
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408 Stormwater Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 00 408	Beginning Balance Stormwater Fund	50,750.00
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308 Beginning Balances	50,750.00
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340 Charges For Goods & Services

345 89 00 408	Impact Development Fees/Stormwater	3,000.00
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340 Charges For Goods & Services	3,000.00
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360 Interest & Other Earnings

361 11 00 408	Interest	2,000.00
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360 Interest & Other Earnings	2,000.00
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Fund Revenues:

55,750.00

EXPENDITURES

592 Debt Service - Interest Costs

592 31 81 408	DOE Stormwater Planning Loan Interest	5,000.00
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592 Debt Service - Interest Costs	5,000.00
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999 Ending Balance

508 51 00 408	Ending Balance Stormwater Fund	50,750.00
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999 Ending Balance	50,750.00
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Fund Expenditures:

55,750.00

Excess/Deficit:

0.00

409 Sewer Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 31 85 409	Beginning Balance Cle Elum Sewer Loan Reserve	75,000.00
308 51 00 409	Beginning Balance Sewer Fund	413,471.00
308 51 81 409	Beginning Balance Sewer Contingency	65,000.00
308 51 82 409	Beginning Balance Sewer Equipment Reserve	65,000.00
308 51 86 409	Beginning Balance Sewer Technology	5,113.00

308 Beginning Balances	623,584.00
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340 Charges For Goods & Services

343 50 00 002	DOT Sewer Services	4,000.00
343 50 00 006	Cle Elum -- Sewer Services	750,000.00
343 50 00 008	Sewer Utility Tax	72,000.00
343 50 00 011	Sewer Collection System/WWTP Connection Fees	90,000.00
343 50 01 409	Regional Admin Fee 1% Sewer Revenue	8,500.00

340 Charges For Goods & Services	924,500.00
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360 Interest & Other Earnings

361 11 00 409	Interest	13,000.00
368 10 00 001	Capital Reimbursement Sewer Charge -- Suncadia	160,000.00
369 91 00 409	Transfer Fee Sewer	2,000.00

360 Interest & Other Earnings	175,000.00
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Fund Revenues:

1,723,084.00

EXPENDITURES

535 Sewer

535 50 10 001	Salaries --Sewer Public Works	179,675.37
535 50 10 409	Salaries -- Sewer Clerical/Admin	132,110.11
535 50 20 001	Benefits -- Sewer Public Works	76,142.12
535 50 20 002	Unemployment	900.00
535 50 20 409	Benefits -- Sewer Clerical/Admin	51,475.80
535 50 30 409	Safety Supplies	1,000.00
535 50 31 001	Tools	7,000.00
535 50 31 003	Office, Postage, Misc. Supplies	5,500.00
535 50 31 004	Software	1,500.00
535 50 32 002	Fuel/Propane/Hydraulic Oil/Gravel	17,000.00
535 50 41 001	Professional Services	9,760.56
535 50 41 002	Maintenance Agreements/Fees/Dues	18,000.00
535 50 41 003	Engineering Services -- Sewer	13,000.00
535 50 41 006	State Auditor Fees	7,500.00
535 50 42 001	Telephones	1,400.00
535 50 43 001	Travel/Training	3,000.00
535 50 44 001	Excise Tax	30,000.00
535 50 44 002	Utility Tax On Sewer	64,000.00

409 Sewer Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

535 Sewer

535 50 44 409	Main Street/B&O Tax Credit	12,500.00
535 50 45 406	Rent -- New Public Works Shop to Airport Fund	10,000.00
535 50 46 001	Insurance -- Equipment and Liability	29,849.64
535 50 47 002	Utilities	3,000.00
535 50 48 001	Repair & Maintenance	30,000.00
535 50 48 002	Repair & Maintenance/Building	2,500.00
535 50 49 002	Sewer Discharge Permit	1,000.00
535 50 49 409	Capital Reimbursement Sewer-- Suncadia	160,000.00
535 Sewer		867,813.60

591 Debt Service - Principal Repayment

591 35 72 409	Columbia Bank Sewer Loan -- Principal	24,811.66
591 Debt Service - Principal Repayment		24,811.66

592 Debt Service - Interest Costs

592 35 80 409	Columbia Bank Sewer Loan -- Interest	6,812.54
592 35 84 504	Cat 950 Loader Interest	1,900.50
592 Debt Service - Interest Costs		8,713.04

594 Capital Expenditures

594 35 63 020	Vehicle -- Bldg. Dept./Admin.	8,400.00
594 35 63 409	Sewer Main Replacements	300,000.00
594 35 63 417	City Hall Remodel Expansion 12%	9,500.00
594 35 74 504	Cat 950 Wheel Loader 2023 Ser. #M5T05619	26,861.70
594 Capital Expenditures		344,761.70

999 Ending Balance

508 31 86 409	Ending Balance Cle Elum Loan Reserve	75,000.00
508 51 00 409	Ending Balance Sewer Fund	266,871.00
508 51 81 409	Ending Balance Sewer Contingency	65,000.00
508 51 82 409	Ending Balance Sewer Equipment Reserve	65,000.00
508 51 86 409	Ending Balance Sewer Technology	5,113.00
999 Ending Balance		476,984.00

Fund Expenditures:**1,723,084.00****Excess/Deficit:****0.00**

410 Sewer Regional Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 84 410	Beginning Balance Sewer/Regional	983,471.00
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308 Beginning Balances	983,471.00
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340 Charges For Goods & Services

343 50 01 003	Suncadia Sewer Services/Regional	560,000.00
343 50 01 006	Cle Elum Sewer Services/Regional	290,000.00
343 50 01 131	Blue Fern Sewer Shortfall/Regional 36.8%	91,000.00
343 50 01 222	South Cle Elum Sewer Services -- Regional	75,000.00
343 50 01 223	Roslyn Sewer Services -- Regional	130,000.00

340 Charges For Goods & Services	1,146,000.00
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360 Interest & Other Earnings

361 11 00 410	Interest	14,000.00
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360 Interest & Other Earnings	14,000.00
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Fund Revenues:**2,143,471.00**

EXPENDITURES

535 Sewer

535 50 44 003	Utility Tax On Sewer -- Regional	57,000.00
535 60 10 410	Salaries -- Regional Sewer	336,600.40
535 60 20 410	Benefits -- Regional Sewer	171,399.60
535 60 42 003	PSE Utilities -- Regional Sewer	150,000.00
535 60 42 004	Maintenance and Repair -- Regional Sewer	42,000.00
535 60 42 005	Other Expenses -- Regional Sewer	7,000.00
535 60 42 007	Insurance -- Regional Sewer	80,805.60
535 60 42 008	HLA Engineering Regional Sewer Fees	8,000.00

535 Sewer	852,805.60
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592 Debt Service - Interest Costs

592 35 84 505	Cat 950 Loader Interest	1,900.50
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592 Debt Service - Interest Costs	1,900.50
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594 Capital Expenditures

594 35 63 420	Lagoon Cleaning	500,000.00
594 35 64 415	Influent Pumps -- Rebuild 2	30,000.00
594 35 64 416	Jet Motive Pump #1 -- Rebuild	80,000.00
594 35 74 505	Cat 950 Wheel Loader 2023 Ser. #M5T05619	26,861.70

410 Sewer Regional Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

594 Capital Expenditures

594 Capital Expenditures	636,861.70
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999 Ending Balance

508 51 84 410	Ending Balance Sewer -- Regional	651,903.20
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999 Ending Balance	651,903.20
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Fund Expenditures:	2,143,471.00
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Excess/Deficit:	0.00
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413 Sewer Capital Reserve Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 51 00 413	Beginning Balance Sewer Capital Reserve	483,470.00
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308 Beginning Balances	483,470.00
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330 Intergovernmental Revenues

334 03 10 101	DOE -- Stormwater Planning Grant -- \$165,828	20,000.00
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330 Intergovernmental Revenues	20,000.00
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340 Charges For Goods & Services

343 50 00 007	Cle Elum -- Sewer Capital Reserve Fees	199,999.77
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340 Charges For Goods & Services	199,999.77
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360 Interest & Other Earnings

361 11 00 413	Interest	7,840.00
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360 Interest & Other Earnings	7,840.00
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390 Other Financing Sources

391 80 01 101	DOE -- Stormwater Planning Loan -- \$165,828	20,000.00
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390 Other Financing Sources	20,000.00
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Fund Revenues:

731,309.77

EXPENDITURES

535 Sewer

535 50 35 413	Tools and Equipment/Radio	3,000.00
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535 50 44 004	Utility Tax On Sewer/Capital Reserve	4,000.00
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535 Sewer	7,000.00
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591 Debt Service - Principal Repayment

591 35 75 400	Lease -- Vac Truck 2100i/2023 -- Principal	49,747.72
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591 Debt Service - Principal Repayment	49,747.72
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592 Debt Service - Interest Costs

592 35 81 413	Lease -- Vac Truck 2100i/2023 -- Interest	4,653.94
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592 35 84 506	Cat 950 Loader Interest	95.03
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592 Debt Service - Interest Costs	4,748.97
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413 Sewer Capital Reserve Fund

01/01/2026 To: 12/31/2026

EXPENDITURES

594 Capital Expenditures

594 35 62 413	Sewer Main Repairs	145,000.00
594 35 63 054	DOE -- Stormwater Planning Grant -- \$165,828	20,000.00
594 35 63 056	DOE -- Stormwater Planning Loan -- \$165,828	20,000.00
594 35 74 506	Cat 950 Wheel Loader 2023 Ser. #M5T05619	1,343.08

594 Capital Expenditures	186,343.08
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999 Ending Balance

508 51 00 413	Ending Balance Sewer Capital Reserve	483,470.00
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999 Ending Balance	483,470.00
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Fund Expenditures:	731,309.77
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Excess/Deficit:	0.00
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630 Pangrazi Memorial Fund

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 31 00 630	Beginning Bal Pangrazi Memorial Fund	13,800.00
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308 Beginning Balances	13,800.00
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380 Non Revenues

389 60 00 630	Interest	200.00
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380 Non Revenues	200.00
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Fund Revenues:**14,000.00**

EXPENDITURES

580 Non Expenditures

589 40 00 630	Award Costs	1,550.00
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580 Non Expenditures	1,550.00
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999 Ending Balance

508 31 00 630	Ending Balance Pangrazi Memorial Fund	12,450.00
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999 Ending Balance	12,450.00
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Fund Expenditures:**14,000.00**

Excess/Deficit:**0.00**

699 State Agency Fund 380/580

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances

308 31 00 699	Beginning Balance State Agency Fund Non Reserved	3,000.00
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308 Beginning Balances	3,000.00
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380 Non Revenues

386 83 00 000	Trauma Care	300.00
386 83 31 000	Auto Theft Prevention	500.00
386 83 32 000	Trauma Brain Injury	200.00
386 88 00 000	Psea	200.00
386 89 09 000	WSP Highway Account	400.00
386 89 14 001	Highway Safety And DOL Account	200.00
386 91 00 000	Psea	4,000.00
386 92 00 000	Psea	3,000.00
386 96 00 000	Crime Lab Analysis	1,000.00
386 97 00 000	Judicial Information System	1,000.00
386 99 00 001	School Safety Zone	500.00
389 31 00 001	FBI Fees State Share	700.00
389 31 00 002	Gun Permits State Share	2,000.00
389 31 00 003	Building Code Fee State Share	4,000.00
389 31 00 006	Leasehold Tax -- Rentals, ROW's etc.	7,000.00
389 31 00 007	Leasehold Tax -- Airport	1,500.00
389 31 00 008	Leasehold Tax -- Billboard Lease	400.00
389 31 00 010	Confiscated Property	300.00

380 Non Revenues	27,200.00
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Fund Revenues:

30,200.00

EXPENDITURES

580 Non Expenditures

586 83 00 000	Trauma Care	300.00
586 83 00 001	Auto Theft Prevention	500.00
586 83 00 002	Trauma Brain Injury	200.00
586 88 00 000	Psea 3	200.00
586 89 09 001	WSP Highway Account	400.00
586 89 14 001	Highway Safety And DOL Account	200.00
586 91 00 000	Psea 1	4,000.00
586 92 00 000	Psea 2	3,000.00
586 96 00 000	Crime Lab Analysis	1,000.00
586 97 00 000	Judicial Information System	1,000.00
586 99 00 001	School Safety Zone	500.00
589 31 00 001	Building Code Fees	4,000.00
589 31 00 003	FBI Fees	700.00
589 31 00 004	Gun Permits	2,000.00
589 31 00 005	Leasehold Tax -- Rentals, ROW's, etc.	7,000.00
589 31 00 006	Leasehold Tax -- Airport	1,500.00
589 31 00 007	Leasehold Tax -- Billboard	400.00

699 State Agency Fund 380/580

01/01/2026 To: 12/31/2026

EXPENDITURES

580 Non Expenditures

589 31 00 010	Confiscated Property	300.00
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580 Non Expenditures	27,200.00
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999 Ending Balance

508 31 00 699	Ending Balance Agency Fund	3,000.00
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999 Ending Balance	3,000.00
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Fund Expenditures:	30,200.00
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Excess/Deficit:	0.00
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Fund	Revenues	Expenditures	Net
001 Current Expense/General Fund	5,738,918.00	5,738,918.00	0.00
002 UKC Recreation Center	300,000.00	300,000.00	0.00
101 Street Fund	3,512,477.50	3,512,477.50	0.00
102 TIB Complete Streets Grant	561,799.00	561,799.00	0.00
104 Police 3/10's Sales Tax Fund	447,005.00	447,005.00	0.00
106 Tourist/Lodging Tax Fund	274,000.00	274,000.00	0.00
110 Coal Mine Trail Fund	49,100.00	49,100.00	0.00
120 Central Cascades/Weis Land CRA 2009-01 Devel	8,330.00	8,330.00	0.00
124 MVOLLC/Prium CRA 2005-02 Devel. Fund	6,510.00	6,510.00	0.00
125 Whispering Pines Devel. Fund	5,000.00	5,000.00	0.00
128 Fowler Creek Trails Deneen Developer Fund	10,000.00	10,000.00	0.00
131 Blue Fern DA # 2002-01 CRA 2024-01,03	562,000.00	562,000.00	0.00
132 Wildwood Ranch DA #2024-001 CRA 2024-02	35,200.00	35,200.00	0.00
140 Teanaway Court/Hopesource Devel. Fund	35,020.00	35,020.00	0.00
309 REET Excise Tax/Capital Projects Fund	1,136,600.10	1,136,600.10	0.00
401 Water Fund	1,560,747.00	1,560,747.00	0.00
402 Garbage Fund	1,259,426.00	1,259,426.00	0.00
403 Airport Fund	134,400.00	134,400.00	0.00
404 Water Regional Fund	2,572,048.00	2,572,048.00	0.00
406 Water Capital Reserve Fund	395,375.84	395,375.84	0.00
408 Stormwater Fund	55,750.00	55,750.00	0.00
409 Sewer Fund	1,723,084.00	1,723,084.00	0.00
410 Sewer Regional Fund	2,143,471.00	2,143,471.00	0.00
413 Sewer Capital Reserve Fund	731,309.77	731,309.77	0.00
630 Pangrazi Memorial Fund	14,000.00	14,000.00	0.00
699 State Agency Fund 380/580	30,200.00	30,200.00	0.00
	23,301,771.21	23,301,771.21	0.00

CITY OF CLE ELUM
City Finance Department

**AGENDA STAFF
REPORT**

AGENDA DATE: November 25, 2025

ACTION REQUESTED: Approve the Budget Amendment Ordinance #1715

BACKGROUND: The budget amendments include General Fund expenditures for legal services, audit fees, engineering and planning costs, park improvements, and the purchase of a police vehicle.

Amendments to other funds include:

- **Lodging Tax Fund:** Scheduled disbursements
- **Water Fund:** Salaries, insurance, and payroll taxes
- **Garbage Fund:** Collection and disposal service fees
- **Sewer Fund:** Suncadia capital reimbursement fees

RECOMMENDATION: Authorize the Mayor to sign the Budget Amendment Ordinance #1715

ATTACHMENTS: Budget Amendment Ordinance #1715

LEAD STAFF: Robin Newcomb

CITY OF CLE ELUM

WASHINGTON

ORDINANCE NO. 1715

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON AMENDING THE 2025 BUDGET, AS ADOPTED BY ORDINANCE NO. 1689, PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the CITY OF CLE ELUM adopted the 2025 budget in final form by Ordinance No. 1689 on the 26TH day of November, 2024 and

WHEREAS, subsequent thereto it has become necessary for the City to amend said ordinance because of revenues and expenditures of same, which could not reasonably have been foreseen at the time of adopting said budget; and

WHEREAS, said expenditures are not one of the emergencies specifically enumerated in RCW 35A.33.080; and

WHEREAS, the City is desirous of amending its budget pursuant to RCW 35A.33.120; and

NOW THEREFORE, THE CITY COUNCIL CITY OF CLE ELUM, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. The following accounts contained in the 2025 Budget are hereby amended as set forth below.

Section 2. Severability. Should any portion of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

Fund, Account No. & Name	Current Budget	This Amendment	New Ending
General Fund (#001)			
REVENUE:			
369.40.00.003 -- Garnishment Release General Fund Portion	0	315,520.00	315,520.00
		315,520.00	
EXPENSE:			
515.41.41.004 -- Legal Services -- Developmentss/Code Enforcement	0	25,000.00	25,000.00
515.41.41.011 -- Legal Services -- Reimbursed	0	25,000.00	25,000.00
515.45.41.001 -- Legal Services -- Litigation	5,000.00	50,000.00	55,000.00
518.30.41.004 -- Audit Costs	5,000.00	20,000.00	25,000.00
518.30.46.001 -- Insurance	68,000.00	15,000.00	83,000.00
558.60.41.013 -- Engineering/Planning Fees	75,000.00	100,000.00	175,000.00
576.80.10.001 -- Salaries Park	25,520.55	33,000.00	58,520.55
576.80.20.001 -- Benefits Park	10,279.59	8,000.00	18,279.59
576.80.47.000 -- Utilities	23,000.00	20,000.00	43,000.00
594.21.64.014 -- Police Ford Interceptor 20218	0	19,520.00	19,520.00
		315,520.00	
City Heights WCIA Insurance (#004)			
EXPENSE:			
508.91.03.004 -- Ending Balance	0	(80,000.00)	(80,000.00)
515.45.41.019 -- Legal Services -- Stoel Rives	265,000.00	50,000.00	315,000.00
559.30.41.015 -- HLA Engineering	12,030.30	30,000.00	42,030.30

Tourist/Lodging Tax (#106)			
REVENUE:			
313.31.00.001 -- Lodging Tax Revenue	160,000.00	30,000.00	190,000.00
		30,000.00	
EXPENSE:			
508.31.00.106 -- Ending Balance	360,000.00	(43,600.00)	316,400.00
594.36.63.107 -- UKC Community Center 35% of Revenues	0	73,600.00	73,600.00
		30,000.00	
Water Fund (#401)			
REVENUE:			
343.40.00.005 -- Water Hook Ups	65,000.00	200,000.00	265,000.00
369.40.00.401 -- Garnishment Reimbursement	0	70,000.00	70,000.00
		270,000.00	
EXPENSE:			
534.12.10.401 -- Salaries Clerical	78,000.00	40,000.00	118,000.00
534.12.20.401 -- Benefits Clerical	34,000.00	10,000.00	44,000.00
534.50.31.004 -- Water Meter Supplies	23,330.00	20,000.00	43,330.00
534.50.41.015 -- Engineering Services	0	30,000.00	30,000.00
534.50.41.401 -- City Heights Garnishment and Fees	0	70,000.00	70,000.00
534.50.44.001 -- Excise Tax	89,000.00	53,000.00	142,000.00
534.50.46.001 -- Insurance	27,000.00	12,000.00	39,000.00
534.51.44.002 -- Utility Tax	64,000.00	35,000.00	99,000.00
		270,000.00	
Garbage Fund (#402)			
REVENUE:			
343.70 -- Garbage Service	900,000.00	160,000.00	1,060,000.00
		160,000.00	
EXPENSE:			
537.80.47.001 -- Collection and Disposal Fees	870,000.00	160,000.00	1,030,000.00
		160,000.00	
Sewer Fund (#409)			
REVENUE:			
368.10.00.001 -- Capital Reimbursement Fees	50,000.00	110,000.00	160,000.00
		110,000.00	
EXPENSE:			
535.50.49.409 -- Capital Reimbursement Charges	50,000.00	110,000.00	160,000.00
		110,000.00	
ADOPTED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 25TH DAY OF NOVEMBER, 2025			
Page 149 of 236			

ATTEST / AUTHENTICATED:		CITY OF CLE ELUM	
Debbie Lee, City Clerk		Matthew Lundh, Mayor	
APPROVED AS TO FORM:			
Inslee Best, City Attorney			
Date of Publication:			
Effective Date:			

CITY OF CLE ELUM

ORDINANCE NO. 1716

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON, ASSUMING THE RIGHTS, POWERS, IMMUNITIES, FUNCTIONS, AND OBLIGATIONS OF THE CLE ELUM TRANSPORTATION BENEFIT DISTRICT, AS AUTHORIZED BY CHAPTER 36.74 RCW; AMENDING CHAPTER 12.30 OF THE CLE ELUM MUNICIPAL CODE ENTITLED TRANSPORTATION BENEFIT DISTRICT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

WHEREAS, Chapter 36.73 RCW provides for the establishment of a transportation benefit district and the levying of revenue sources for transportation improvements within such districts; and

WHEREAS, on October 14, 2025, the City Council adopted Ordinance 1705, codified as Chapter 12.30 of the Cle Elum Municipal Code, which established the Cle Elum Transportation Benefit District as authorized by Chapter 36.73 RCW; and

WHEREAS, the Washington State Legislature enacted RCW 36.74.010, which authorizes a city that has established a transportation benefit district with boundaries coterminous with the city's boundaries to assume the rights, powers, immunities, functions, and obligations of the transportation benefit district, in accordance with Chapter 36.74 RCW; and

WHEREAS, the boundaries of the Cle Elum Transportation Benefit District are coterminous with the boundaries of the City of Cle Elum; and

WHEREAS, RCW 36.74.020(1) provides that a city council, prior to assuming the rights, powers, immunities, functions, and obligations of a transportation benefit district, must indicate its intent to conduct a hearing concerning the assumption in a resolution of intention, which sets the time and place for the hearing and states that all person interested in the assumption may appear and be heard at the hearing, and on October 28, 2025, the City Council adopted Resolution 2025-023 expressing its intent to conduct a public hearing to consider the proposed assumption of the Cle Elum Transportation Benefit District; and

WHEREAS, after proper notice, the City Council held a public hearing on November 25, 2025 concerning the proposed assumption of the Cle Elum Transportation Benefit District and considered all testimony of interested persons relating to the proposed assumption; and

WHEREAS, the City Council desires to continue the work and functions of the Cle Elum Transportation Benefit District as defined in state law and Chapter 12.30 CEMC without the necessity of maintaining a separate entity, and desires to amend Chapter 12.30 of the Cle Elum Municipal Code to assume the Cle Elum Transportation Benefit District; and

WHEREAS, the City's assumption of the rights, powers, immunities, functions, and obligations of the Cle Elum Transportation Benefit District would provide for more effective and efficient administration of transportation improvements; and

WHEREAS, the City Council finds that it is in the public interest and welfare to assume the rights, powers, immunities, functions, and obligations of the Cle Elum Transportation Benefit District; now therefore

THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Recitals. The City Council adopts and incorporates herein the recitals above as findings and determinations in support of this ordinance.

Section 2. Assumption of Cle Elum Transportation Benefit District.

- A. Pursuant to Chapter 36.74 RCW, the Cle Elum City Council hereby assumes all rights, powers, immunities, functions, and obligations of the Cle Elum Transportation Benefit District. The City Council is hereby vested with all rights, powers, immunities, functions, and obligations currently granted to or possessed by the Cle Elum Transportation Benefit District as of the effective date of this ordinance. The rights, powers, immunities, functions, and obligations previously exercised or performed by the governing body of the Cle Elum Transportation Benefit District are hereby assumed and transferred to the Cle Elum City Council.

Section 3. Amendment. Chapter 12.30 of the Cle Elum Municipal Code, entitled "Transportation Benefit District," is amended to read as follows:

Chapter 12.30 Transportation Benefit District

12.30.010 Purpose – Findings.

- 12.30.020 Transportation Benefit District Established.**
- 12.30.030 Governing Board - Treasurer.**
- 12.30.040 Functions and Authority of District.**
- 12.30.050 Transportation Improvements Funded.**
- 12.30.055 Additional Sales and Use Tax Imposed for Cle Elum**
- Transportation Benefit District**
- 12.30.060 Dissolution of District.**
- 12.30.070 Liberal Construction.**

12.30.010 Purpose – Findings.

A. The purpose of this chapter is to establish a Transportation Benefit District pursuant to Chapter 36.73 RCW.

B. The Cle Elum City Council finds it is in the public interest to establish a Transportation Benefit District to fund transportation improvements within the District that are consistent with any existing state, regional, or local transportation plans and are necessitated by existing or reasonably foreseeable congestion levels.

C. The Cle Elum City Council further finds that it is in the public interest to provide for transportation improvements that, without limitation, improve modal connectivity and address congestion throughout the city and that protect the city’s long-term investments in its infrastructure, reduce the risk of transportation facility failure, improve safety, continue optimal performance of the infrastructure over time, and avoid more expensive replacements in the future.

D. The Cle Elum City Council further finds that the City’s Transportation Improvement Program shall be annually updated to identify projects that constitute transportation improvements that may be funded by the Transportation Benefit District as funding becomes available.

12.30.020 Transportation Benefit District Established.

There is established and created a transportation benefit district to be known as the Cle Elum Transportation Benefit District or “District” with geographical boundaries comprised of the corporate limits of the City of Cle Elum as they now exist or as they may exist following future annexations.

12.30.030 Governing Board - Treasurer.

A. The governing board of the Cle Elum Transportation Benefit District shall be the Cle Elum City Council, which shall have the authority to exercise the statutory powers set forth in Chapter 36.73 RCW, as may be amended.

B. The City Treasurer shall act as the Treasurer of the Cle Elum Transportation Benefit District.

C. The City Council shall develop a material change policy to address major plan changes that affect project delivery or the ability of the District to finance the plan, pursuant to RCW 36.73.160(1).

D. The City Council shall issue an annual report meeting the requirements of RCW 36.73.160(2).

12.30.040 Authority and Functions of District.

A. The District shall have and may exercise any and all powers and functions provided by Chapter 36.73 RCW to fulfill the purposes for which the District is established as described in this chapter.

B. The City Council shall have the authority to establish all fees, taxes, charges, and other revenue sources authorized by Chapter 36.73 RCW, as may be amended. Pursuant to RCW 36.75.065, the City Council may, by majority vote, (1) impose a vehicle license fee as provided in RCW 36.73.065(4) and RCW 82.80.140; (2) impose a fee or charge on building construction or land development as authorized by RCW 36.73.065(4) and RCW 36.73.120; and (3) impose a one-tenth of one percent sales tax as authorized by RCW 36.73.065 and RCW 82.14.0455.

C. When approved by voters pursuant to Chapter 36.73 RCW, the District may assess other taxes, fees, charges, and tolls and impose increases in the same for the uses and purposes identified in this chapter.

D. The District may issue general obligation bonds or revenue bonds in accordance with the provisions of RCW 36.73.070.

12.30.050 Transportation Improvements Funded.

- A. The funds generated by the District shall be used for any purpose allowed by law including the operation of the District, and to acquire, construct, improve, provide, and fund transportation improvements within the District that are consistent with any existing state, regional, or local transportation plans and necessitated by existing or reasonably foreseeable congestion levels pursuant to Chapter 36.73 RCW.
- B. The funds generated by the District may be used for transportation improvements that preserve and maintain transportation infrastructure, improve public safety, or implement the projects identified in the Cle Elum Transportation Improvement Program, as may be amended.
- C. Consistent with RCW 36.73.020(1), to the extent practicable, the District will consider the following criteria when selecting transportation improvements: (1) protection of long-term investments in its infrastructure, (2) reduced risk of transportation facility failure and improved safety, (3) improved travel time, (4) improved air quality, (5) increases in daily and peak period trip capacity, (6) improved modal connectivity, (7) improved freight mobility, (8) cost-effectiveness of the investment, (9) optimal performance of the infrastructure over time, (10) improved accessibility, as described in RCW 36.73.020(1)(i), or (11) avoids more expensive infrastructure replacements in the future.
- D. Additional transportation improvements not within the scope authorized by this chapter may only be funded after compliance with the provisions of RCW 36.73.050(2)(b) following notice, public hearing, and enactment of an authorizing ordinance.

12.30.055 Additional Sales and Use Tax Imposed for Cle Elum Transportation Benefit District.

- A. Pursuant to RCW 36.73.065 and RCW 82.14.0455, there is hereby imposed an additional sales and use tax to be collected from persons who are taxable by the state under Chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the boundaries of the Cle Elum Transportation Improvement District. The amount of the additional tax shall be one-tenth of one percent (0.1%) of the selling price in the case of the sales tax, or value of the article used, in the case of the use tax.

B. The tax imposed by this section shall apply for a period of ten (10) years from the date the tax is first collected within the District and shall thereafter cease to be imposed unless renewed with an affirmative vote of the voters voting at an election or a majority vote of the Cle Elum City Council exercising its authority as the governing board of the District.

C. The tax imposed by this Section shall be in addition to any other taxes authorized by law, including but not limited to the sales and use taxes imposed under Chapters 3.66 CEMC, or as otherwise authorized by law.

D. The revenues received from the tax imposed by this Section shall be general revenues of the District and shall be used to fund transportation improvements as set forth in CEMC12.30.050, or as otherwise authorized by law.

E. The imposition of this tax shall remain authorized, and is not impacted by the Cle Elum City Council's decision to assume the Cle Elum Transportation Benefit District at any point in the future pursuant to Chapter 36.74 RCW.

12.30.060 Dissolution of District.

Pursuant to the procedures of Chapter 36.73 RCW, the District shall be automatically dissolved when all indebtedness of the District has been retired and when all of the District's anticipated responsibilities have been satisfied.

3.70.070 Liberal Construction.

This chapter shall be liberally construed to permit the accomplishment of the District's purposes.

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

Section 5. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 6. Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL, the _____ day of _____, 2025.

APPROVED:

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

APPROVED AS TO FORM:

Curtis J. Chambers
City Attorney

FILED WITH ADMINISTRATIVE SERVICES: _____
PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NUMBER: _____

On the _____ day of _____, 2025, the City Council of the City of Cle Elum, Washington, passed Ordinance No.1716. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON, ASSUMING THE RIGHTS, POWERS, IMMUNITIES, FUNCTIONS, AND OBLIGATIONS OF THE CLE ELUM TRANSPORTATION BENEFIT DISTRICT, AS AUTHORIZED BY CHAPTER 36.74 RCW; AMENDING CHAPTER 12.30 OF THE CLE ELUM MUNICIPAL CODE ENTITLED TRANSPORTATION BENEFIT DISTRICT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

The full text of this Ordinance will be mailed upon request.

DATED this _____ day of _____, 2025.

Debbie Lee, City Clerk

CITY OF CLE ELUM
Public Works Department

AGENDA
STAFF REPORT

AGENDA DATE: November 25, 2025

ACTION REQUESTED: Approve City of Cle Elum (CITY) Alleyway CIPP and Sewer Main construction contract award and authorize the mayor to sign the construction contracts.

BACKGROUND: **Alleyway CIPP and Sewer Main Improvements:**

- a. The project includes rehabilitating approximately 1,620 LF of sanitary sewer collection pipeline utilizing modern Cure-In-Place-Pipe (CIPP) trenchless technology. Project also includes making piping spot repairs necessary to operate and maintain the existing sewer mains, and installing a new manhole. The emphasis of this project is to reduce infiltration and inflow (I&I) and preserve system integrity.
- b. The project was publicly advertised from October 30th to November 13th. A total of three (3) contractors submitted bids for the project. Bids ranged from \$246,718 to \$347,404. The Engineer's Estimate was \$225,101.
- c. It is recommended City Council approve award of the contract to P&A Civil, LLC for completion of the project.

RECOMMENDATION: Approve Alleyway CIPP and Sewer Main construction contract and authorize the mayor to sign the construction contracts.

ATTACHMENTS: Award recommendation letter

LEAD STAFF: Jakob Michael



November 14, 2025

City of Cle Elum
119 W. 1st Street
Cle Elum, WA 98922

Attn: Mayor Matthew Lundh

Re: City of Cle Elum
Alleyway CIPP and Sewer Main Improvements
HLA Project No.: 25100
Recommendation of Award

Dear Mayor Lundh:

The bid opening for the above-referenced project was held at Cle Elum City Council Chambers at 11:00 a.m. on Thursday, November 13, 2025. A total of three (3) bids were received with the low bid of \$246,718.23, being offered by P&A Civil, LLC, of Tacoma, WA. This low bid is approximately ten (10%) percent above the Engineer's Estimate of \$225,101.55.

We have reviewed and checked the bid proposals of all bidders and recommend the City of Cle Elum award a construction contract to P&A Civil, LLC, in the amount of \$246,718.23. Please send us a copy of the City of Cle Elum Council meeting minutes authorizing the award of this project.

Enclosed please find the project Bid Summary for your review. Please advise if we may answer any questions or provide additional information.

Sincerely,

Jakob W. Michael, PE

JWM/asr

Enclosures

Copy: Rob Omans, Mathew Bailey, Robin Newcomb, Debbie Lee (City of Cle Elum)
Taylor Denny, Jennifer Davis, Mike Heit (HLA)

BID SUMMARY						BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
Owner: City of Cle Elum Project: Alleyway CIPP and Sewer Main Improvements HLA Project No.: 25100 Bid Opening Date: November 13, 2025						P&A Civil, LLC 10524 A St. S. Tacoma, WA 98444		East Slope Earthworks, LLC PO Box 1311 Cle Elum, WA 98922		SCI Infrastructure, LLC 2821 S. 154th Street Sea Tac, WA 98188	
ITEM NO.	DESCRIPTION	QTY.	UNIT	ENGINEER'S ESTIMATE		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
				UNIT PRICE	AMOUNT						
1	Minor Change	Est.	FA	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2	Mobilization	---	LS	\$ 23,000.00	\$ 23,000.00	\$ 2,000.00	\$ 2,000.00	\$33,799.89	\$ 33,799.89	\$ 30,000.00	\$ 30,000.00
3	Project Temporary Traffic Control	---	LS	\$ 20,000.00	\$ 20,000.00	\$ 2,000.00	\$ 2,000.00	\$ 8,490.79	\$ 8,490.79	\$ 40,000.00	\$ 40,000.00
4	Crushed Surfacing Top Course	25	TON	\$ 100.00	\$ 2,500.00	\$ 50.00	\$ 1,250.00	\$ 81.45	\$ 2,036.20	\$ 62.00	\$ 1,550.00
5	Manhole 48 In. Diam. Type 1	1	EA	\$ 5,500.00	\$ 5,500.00	\$ 6,500.00	\$ 6,500.00	\$ 5,917.62	\$ 5,917.62	\$ 7,500.00	\$ 7,500.00
6	Shoring or Extra Excavation	150	LF	\$ 5.00	\$ 750.00	\$ 8.00	\$ 1,200.00	\$ 22.80	\$ 3,420.49	\$ 10.00	\$ 1,500.00
7	PVC Sanitary Sewer Pipe 8 In Diam.	80	LF	\$ 140.00	\$ 11,200.00	\$ 120.00	\$ 9,600.00	\$ 150.78	\$ 12,062.48	\$ 275.00	\$ 22,000.00
8	PVC Sanitary Sewer Pipe 6 In Diam.	70	LF	\$ 130.00	\$ 9,100.00	\$ 135.00	\$ 9,450.00	\$ 151.44	\$ 10,601.08	\$ 300.00	\$ 21,000.00
9	Sanitary Sewer Bypass	---	LS	\$ 10,000.00	\$ 10,000.00	\$ 4,000.00	\$ 4,000.00	\$12,916.29	\$ 12,916.29	\$ 35,000.00	\$ 35,000.00
10	Clean and Video Inspect Existing Pipe	1,620	LF	\$ 5.00	\$ 8,100.00	\$ 8.00	\$ 12,960.00	\$ 16.74	\$ 27,118.45	\$ 6.50	\$ 10,530.00
11	Obstruction Removal, CIPP Preparation	10	EA	\$ 700.00	\$ 7,000.00	\$ 450.00	\$ 4,500.00	\$ 1,249.05	\$ 12,490.45	\$ 500.00	\$ 5,000.00
12	Cured in Place Pipe Rehabilitation 8 In. Diam.	950	LF	\$ 55.00	\$ 52,250.00	\$ 62.00	\$ 58,900.00	\$ 39.77	\$ 37,780.73	\$ 65.00	\$ 61,750.00
13	Cured in Place Pipe Rehabilitation 6 In. Diam.	670	LF	\$ 45.00	\$ 30,150.00	\$ 80.00	\$ 53,600.00	\$ 43.10	\$ 28,876.73	\$ 80.00	\$ 53,600.00
14	Reinstate Existing Side Sewer, Internal	61	EA	\$ 300.00	\$ 18,300.00	\$ 850.00	\$ 51,850.00	\$ 1,184.11	\$ 72,230.73	\$ 350.00	\$ 21,350.00
Bid Subtotal					\$ 207,850.00		\$ 227,810.00		\$ 277,741.93		\$ 320,780.00
8.3% Sales Tax					\$ 17,251.55		\$ 18,908.23		\$ 23,052.58		\$ 26,624.74
BID TOTAL					\$ 225,101.55		\$ 246,718.23		\$ 300,794.51		\$ 347,404.74
ENGINEER'S REPORT						ADDITIONAL BID TOTALS					
Competitive bids were opened November 13, 2025. All bids have been reviewed by this office. We recommend the contract be awarded to: P&A Civil, LLC. Project Engineer _____ Date _____  *Bid results can be found at: hlacivil.com						BIDDER		BID TOTAL			
						*Highlighted amounts have been corrected.					

CITY OF CLE ELUM
Public Works Department

AGENDA
STAFF REPORT

AGENDA DATE: November 25, 2025

ACTION REQUESTED: Approve City of Cle Elum (CITY) N. Montgomery Avenue Watermain Improvements construction contract award and authorize the mayor to sign the construction contracts.

BACKGROUND: **N. Montgomery Avenue Water Main Improvements:**

- a. The project includes upgrading approximately 240 linear feet (LF) of existing 4-inch steel potable water piping on N. Montgomery Avenue from Third Street to Fourth Street with new 8-inch C900 PVC piping and valving.
- b. The project was publicly advertised from October 30th to November 13th. A total of 12 contractors submitted bids for the project. Bids ranged from \$51,675 to \$171,645. The Engineer's Estimate was \$111,711.
- c. It is recommended City Council approve award of the contract to Flowline, LLP for completion of the project.

RECOMMENDATION: Approve N. Montgomery Avenue Watermain Improvements construction contract and authorize the mayor to sign the construction contracts.

ATTACHMENTS: Award recommendation letter

LEAD STAFF: Jakob Michael

November 17, 2025

City of Cle Elum
119 W. 1st Street
Cle Elum, WA 98922

Attn: Mayor Matthew Lundh

Re: City of Cle Elum
N. Montgomery Avenue Watermain Improvements
HLA Project No.: 25099
Recommendation of Award

Dear Mayor Lundh:

The bid opening for the above-referenced project was held at Cle Elum City Council Chambers at 10:00 a.m. on Thursday, November 13, 2025. A total of twelve (12) bids were received with the low bid of \$51,675.35, being offered by Flowline, LLP, of Spanaway, WA. This low bid is approximately fifty-four (54%) percent below the Engineer's Estimate of \$111,711.45.

We have reviewed and checked the bid proposals of all bidders and recommend the City of Cle Elum award a construction contract to Flowline, LLP, in the amount of \$51,675.35. Please send us a copy of the City of Cle Elum Council meeting minutes authorizing the award of this project.

Enclosed please find the project Bid Summary for your review. Please advise if we may answer any questions or provide additional information.

Sincerely,

Jakob W. Michael, PE

JWM/asr

Enclosures

Copy: Rob Omans, Mathew Bailey, Robin Newcomb, Debbie Lee (City of Cle Elum)
Taylor Denny, Angie Ringer, Mike Heit (HLA)

BID SUMMARY						BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
Owner: City of Cle Elum Project: N. Montgomery Avenue Watermain Improvements HLA Project No.: 25099 Bid Opening Date: November 13, 2025						Flowline, LLP 16815 Pacific Ave S #4 Spanaway, WA 98387		Tyco Industrial, LLC 1626 Highway 28 W. Ephrata, WA 98823		Sascon, LLC 20211 SE 210th St. Maple Valley, WA 98038	
ITEM NO.	DESCRIPTION	QTY.	UNIT	ENGINEER'S ESTIMATE		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
				UNIT PRICE	AMOUNT						
1	Minor Change	Est.	FA	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2	Mobilization	---	LS	\$ 11,000.00	\$ 11,000.00	\$ 3,500.00	\$ 3,500.00	\$ 15,000.00	\$ 15,000.00	\$ 8,800.00	\$ 8,800.00
3	Project Temporary Traffic Control	---	LS	\$ 15,000.00	\$ 15,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 5,500.00	\$ 5,500.00
4	Crushed Surfacing Base Course	60	TON	\$ 100.00	\$ 6,000.00	\$ 50.00	\$ 3,000.00	\$ 45.00	\$ 2,700.00	\$ 38.00	\$ 2,280.00
5	Crushed Surfacing Top Course	45	TON	\$ 100.00	\$ 4,500.00	\$ 50.00	\$ 2,250.00	\$ 45.00	\$ 2,025.00	\$ 39.00	\$ 1,755.00
6	HMA Cl. 3/8-Inch PG 64H-28	15	TON	\$ 250.00	\$ 3,750.00	\$ 400.00	\$ 6,000.00	\$ -	\$ -	\$ 375.00	\$ 5,625.00
7	Cold Mix Asphalt	15	TON	\$ 250.00	\$ 3,750.00	\$ 1.00	\$ 15.00	\$ 420.00	\$ 6,300.00	\$ 265.00	\$ 3,975.00
8	Shoring or Extra Excavation	250	LF	\$ 3.00	\$ 750.00	\$ 1.00	\$ 250.00	\$ 8.00	\$ 2,000.00	\$ 9.00	\$ 2,250.00
9	Select Backfill, as Directed	70	CY	\$ 100.00	\$ 7,000.00	\$ 50.00	\$ 3,500.00	\$ 30.00	\$ 2,100.00	\$ 46.00	\$ 3,220.00
10	PVC Pipe for Water Main 8 In. Diam.	240	LF	\$ 120.00	\$ 28,800.00	\$ 55.00	\$ 13,200.00	\$ 76.00	\$ 18,240.00	\$ 127.00	\$ 30,480.00
11	PVC Pipe for Water Main 6 In. Diam.	10	LF	\$ 120.00	\$ 1,200.00	\$ 100.00	\$ 1,000.00	\$ 165.00	\$ 1,650.00	\$ 150.00	\$ 1,500.00
12	Gate Valve 8 In.	2	EA	\$ 3,000.00	\$ 6,000.00	\$ 500.00	\$ 1,000.00	\$ 4,500.00	\$ 9,000.00	\$ 2,800.00	\$ 5,600.00
13	Abandon Water Valve	2	EA	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 200.00	\$ 400.00	\$ 550.00	\$ 1,100.00
14	Service Connection 3/4 In. Diam	2	EA	\$ 2,200.00	\$ 4,400.00	\$ 1,000.00	\$ 2,000.00	\$ 500.00	\$ 1,000.00	\$ 2,200.00	\$ 4,400.00
Bid Subtotal					\$ 103,150.00		\$ 47,715.00		\$ 73,415.00		\$ 86,485.00
8.3% Sales Tax					\$ 8,561.45		\$ 3,960.35		\$ 6,093.45		\$ 7,178.26
BID TOTAL					\$ 111,711.45		\$ 51,675.35		\$ 79,508.45		\$ 93,663.26
ENGINEER'S REPORT						ADDITIONAL BID TOTALS					
Competitive bids were opened November 13, 2025. All bids have been reviewed by this office. We recommend the contract be awarded to: Flowline, LLP						BIDDER		BID TOTAL			
						Pugent Sound Tapping Services		\$ 93,936.71			
						High Country Excavating, LLC		\$ 95,628.90			
						Interwest Construction, Inc.		\$ 96,170.40			
						P&A Civil, LLC		\$ 105,240.53			
						East Slope Earthworks, LLC		\$ 105,717.13			
						Belsaas & Smith Construction, Inc.		\$ 136,263.06			
						SCI Infrastructure, LLC		\$ 163,505.93			
						N.W. Development & Underground, LLC		\$ 171,654.79			
						Wakefield Excavation, LLC		Rejected			
Project Engineer						Date					
						*Highlighted amounts have been corrected.					
*Bid results can be found at: hlacivil.com											

CITY OF CLE ELUM
Public Works Department

AGENDA
STAFF REPORT

AGENDA DATE:	November 25, 2025
ACTION REQUESTED:	Approve City of Cle Elum (CITY) Second Street Pathway – Phase 1 – Construction Engineering Supplement No. 1 and authorize the mayor to sign the agreement.
BACKGROUND:	Second Street Pathway – Phase 1: Construction began on July 8, 2024, and the construction contract was terminated for default on August 16, 2024. Performance of the work was transferred to the contractor's Surety through the contract bond. Since termination, the contractor filed a lawsuit against the City. The Surety's performance guarantee through the contract bond remains in place but cannot be acted on until the lawsuit is resolved. The current TIB consultant agreement for construction engineering services expires on December 31, 2025. The attached TIB Consultant Supplement Agreement No. 1 extends the expiration date to December 31, 2026, with the assumption the lawsuit is resolved and allows for construction completion in 2026. An additional supplement is anticipated upon resolution of the lawsuit for the physical completion of the project.
RECOMMENDATION:	Approve City of Cle Elum (CITY) Second Street Pathway – Phase 1 – Construction Engineering Supplement No. 1 and authorize the mayor to sign the agreement.
ATTACHMENTS:	TIB Consultant Supplement Agreement No. 1
LEAD STAFF:	Jakob Michael



Transportation Improvement Board
Consultant Supplemental Agreement

Agency City of Cle Elum

Project Number P-E-930(P06)-1

Project Name Second Street Pathway - Phase 1 - Construction Engineering

Consulting Firm HLA Engineering and Land Surveying, Inc. (HLA)

Supplement Phase Supplement No. 1 for Construction Phase

The Local Agency of **CITY OF CLE ELUM** desires to supplement the agreement entered into with **HLA ENGINEERING AND LAND SURVEYING, INC.** and executed on **May 14, 2024**.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

Section II, **SCOPE OF WORK**, is hereby amended to include

No change in scope. Additional time for Construction Engineering for the completion of construction due to lawsuit between contractor and City. An additional supplement is anticipated upon resolution of the lawsuit for the physical completion of this project.

Section IV, **TIME FOR BEGINNING AND COMPLETION**, is amended to change the Completion Date

SUPPLEMENTAL COMPLETION DATE December 31, 2026

Section V, **PAYMENT**, shall be amended as follows as set forth in Exhibit A

MAXIMUM AMOUNT PAYABLE \$74,770.00 (No Change)

EXHIBIT A			
	Original Agreement	Supplement	Total
Direct Salary Cost			
Overhead (including Salary Additives)			
Fixed Fee			
Reimbursables			
Subconsultant Cost			
Total	\$74,770.00	\$0.00	\$74,770.00

If you concur with this supplement and agree to the changes as stated above, please sign and date in the appropriate spaces below.

Agency Signature	Date
Consultant Signature	Date



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Active Registration

HLA ENGINEERING AND LAND SURVEYING INC

Unique Entity ID

SDZDPKCU1NM8

CAGE/NCAGE

36NF7

Expiration Date

Jan 24, 2026

Physical Address

2803 River RD
Yakima, Washington
98902-1166, United States

Mailing Address

2803 River Road
Yakima, Washington
98902-6389, United States

Purpose of Registration

Federal Assistance Awards Only

Version

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BUSINESS INFORMATION

Doing Business As

(blank)

Division Name

Hla Engineering And Land Surveying, Inc.

Congressional District

Washington 04

URL

www.hlacivil.com

Division Number

(blank)

State/Country of Incorporation

Washington, United States

Registration Dates

Activation Date

Jan 28, 2025

Initial Registration Date

Feb 21, 2005

Submission Date

Jan 24, 2025

Owner

CAGE

Legal Business Name

Immediate Owner	(blank)	(blank)
Highest Level	(blank)	(blank)

Entity Dates

Entity Start Date

Feb 1, 1984

Fiscal Year End Close Date

Dec 31

Owner	
-------	--

Executive Compensation

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In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

SAM SEARCH AUTHORIZATION

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

☒ Yes

ENTITY TYPES

Business Types

Entity Structure	Corporate Entity (Not Tax Exempt)
Entity Type	Business or Organization

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Profit Structure	For Profit Organization
Organization Factors	Subchapter S Corporation

FINANCIAL INFORMATION

Payments

Accepts Credit Card Payments	Debt Subject To Offset ?
No	No

ACCOUNT DETAILS

EFT Indicator **0000**
CAGE Code **36NF7**

Electronic Funds Transfer

Account Type	Checking
Account Number	*****74
Routing Number	*****74
Lockbox Number	(blank)
Financial	KEY BANK

Automated Clearing House

Phone (U.S.)	5095756708
Phone (non-U.S.)	(blank)
Email	(blank)
Fax	(blank)

Remittance Address

HLA Engineering and Land Surveying Inc
2803 River Road
Yakima, Washington 98902-6389
United States

Institution

TAXPAYER INFORMATION

Taxpayer Name
HLA Engineering and
Land Surveying Inc

Address
2803 River Road,
Yakima, WA 98902-
6389
United States

Name/Title of Individual
Executing Consent
President

Signature
MICHAEL T BATTLE

EIN
*****7188

Type of Tax
Applicable Federal Tax

Tax Year (Most Recent Tax Year)
2024

TIN Consent Date
Jan 24, 2025

POINTS OF CONTACT

Accounts Receivable POC

Primary Point of Contact

Krystal R. Backes, Billing Manager

Email
kbackes@hlacivil.com

Phone
509 966-7000

Fax
5099653800

Electronic Business

Primary Point of Contact**Lisa R Adams, Controller**

Email	Phone	Fax	Address
ladams@hlacivil.com	509 966-7000	5099653800	2803 River Road Yakima, Washington 98902-6389 United States

Alternate Point of Contact**Kelly L Hedrick, HR Manager**

Email	Phone	Fax	Address
khedrick@hlacivil.com	509 966-7000	5099653800	2803 River Road Yakima, Washington 98902 United States

Government Business**Primary Point of Contact****Michael T Battle, President**

Email	Phone	Fax	Address
mbattle@hlacivil.com	509 966-7000	5099653800	2803 River Road Yakima, Washington 98902-6389 United States

Alternate Point of Contact**Lisa R Adams, Controller**

Email	Phone	Fax	Address
ladams@hlacivil.com	509 966-7000	5099653800	2803 River Road



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Active Registration

HLA ENGINEERING AND LAND SURVEYING INC

Unique Entity ID
SDZDPKCU1NM8

CAGE/NCAGE
36NF7

Expiration Date
Jan 24, 2026

Physical Address
**2803 River RD
Yakima, Washington
98902-1166, United States**

Mailing Address
**2803 River Road
Yakima, Washington
98902-6389, United States**

Purpose of Registration
Federal Assistance Awards Only

Version

Current Record

BUSINESS INFORMATION

Doing Business As
(blank)

Division Name
Hla Engineering And Land Surveying, Inc.

Congressional District
Washington 04

URL
www.hlacivil.com

Division Number
(blank)

State/Country of Incorporation
Washington, United States

Registration Dates

Activation Date
Jan 28, 2025

Initial Registration Date
Feb 21, 2005

Submission Date
Jan 24, 2025

Owner

CAGE

Legal Business Name

Immediate Owner

(blank)

(blank)

Highest Level

(blank)

(blank)

Entity Dates

Entity Start Date
Feb 1, 1984

Fiscal Year End Close Date
Dec 31

Owner	
-------	--

Executive Compensation

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No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

SAM SEARCH AUTHORIZATION

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

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Entity Structure	Corporate Entity (Not Tax Exempt)
Entity Type	Business or Organization

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Profit Structure	For Profit Organization
Organization Factors	Subchapter S Corporation

FINANCIAL INFORMATION

Payments

Accepts Credit Card Payments	Debt Subject To Offset ?
No	No

ACCOUNT DETAILS

EFT Indicator **0000**
CAGE Code **36NF7**

Electronic Funds Transfer

Account Type	Checking
Account Number	*****74
Routing Number	*****74
Lockbox Number	(blank)
Financial	KEY BANK

Automated Clearing House

Phone (U.S.)	5095756708
Phone (non-U.S.)	(blank)
Email	(blank)
Fax	(blank)

Remittance Address

HLA Engineering and Land Surveying Inc
2803 River Road
Yakima, Washington 98902-6389
United States

Institution

TAXPAYER INFORMATION

Taxpayer Name
HLA Engineering and
Land Surveying Inc

Address
2803 River Road,
Yakima, WA 98902-
6389
United States

Name/Title of Individual
Executing Consent
President

Signature
MICHAEL T BATTLE

EIN
*****7188

Type of Tax
Applicable Federal Tax

Tax Year (Most Recent Tax Year)
2024

TIN Consent Date
Jan 24, 2025

POINTS OF CONTACT

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Primary Point of Contact

Krystal R. Backes, Billing Manager

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Phone
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Fax
5099653800

Electronic Business

Primary Point of Contact

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HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID

CAGE/NCAGE

SDZDPKCU1NM8 36NF7

Expiration Date

Jan 24, 2026

Physical Address

2803 River RD**Yakima, Washington****98902-1166, United States**

Mailing Address

2803 River Road**Yakima, Washington****98902-6389, United States**

Purpose of Registration

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ASSERTIONS

This entity did not choose to pursue Federal contracts. They stated their reason for registering in SAM was to pursue Federal Assistance opportunities like grants and loans. This means they are not required to complete the Assertions section of this SAM registration.



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Entity Information

HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID CAGE/NCAGE

SDZDPKCU1NM8 36NF7

Expiration Date

Jan 24, 2026

Physical Address

2803 River RD

Mailing Address

2803 River Road

Yakima, Washington

Yakima, Washington
98902-1166, United States

98902-6389, United States

Purpose of Registration

Federal Assistance Awards Only

Version

Current Record

EXCLUSIONS



There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

Active Exclusions

There are no active exclusion records associated to this entity by its Unique Entity ID.



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WARNING

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< Responsibility And Qualification



Entity Registration

Exclusions

Responsibility / Qualification

Exclusions

Proceedings

Other Responsibility & Integrity Information

Corporate Relationships

Entity Information

HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID CAGE/NCAGE
SDZDPKCU1NM8 36NF7

Expiration Date

Jan 24, 2026

Physical Address

**2803 River RD
Yakima, Washington
98902-1166, United States**

Mailing Address

**2803 River Road
Yakima, Washington
98902-6389, United States**

Purpose of Registration

Federal Assistance Awards Only

EXCLUSIONS

There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

Active Exclusions

There are no active exclusion records associated to this entity by its Unique Entity ID.

PROCEEDINGS

This entity is not required to report whether it has been the subject of any criminal, civil, or administrative proceedings related to federal contracts or grants.

OTHER RESPONSIBILITY & INTEGRITY INFORMATION

There are no other responsibility information records associated to this entity by its Unique Entity ID.

CORPORATE RELATIONSHIPS

Legal Business Name	CAGE	Responsibility & Integrity Record
Highest Owner		
(none)	(none)	N/A
Immediate Owner		
(none)	(none)	N/A
Predecessors		
(none)	(none)	N/A



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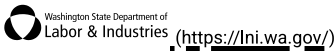
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Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name: HLA Engineering and land S

WA UBI Number:

License Number:

Principal:

RCW: All

From: MM/DD/YYYY To: 11/01/2025

Penalty Due:

Wage Due:

[Download all debarment data](#)

Show 25 per page

Showing 0 records

FirstPreviousNextLast

Company Name

UBI

License

Principals

Related Business

Status

RCW

Debar Begins

Debar Ends

Penalty Due

Wages Due

There are no records that match your search criteria.

Show 25 per page

Showing 0 records

FirstPreviousNextLast



2025 Lodging Tax Fund Application

Name of Applicant: John Hein

Name of Event: UIC Basketball Club

Date Received: 10-7-25

Received By: Debbie Lee

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262**

Lodging Tax Funds – General Information

The City of Cle Elum 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. The committees' purpose is to advise and recommend to the legislative authority of the city how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

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 organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

The Committee will review grant applications and award lodging tax funds for special events and festivals.

The Committee will compile the score sheets, rankings, and funding recommendations for further consideration.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information.

Local Policy on Disallowed Uses:

The Committee has determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

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

Date-specific is an event or project which occurs over less than one month.

Matching Funds is the amount of funding your organization is contributing to the project or event. This includes both direct and indirect fund support. Direct funds can be in the form of cash funding from your organization or funding secured from elsewhere but dedicated to the project or event 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 provided by your organization and others.

New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in Kittitas County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application (including the cover sheet and instructions sheets) and answers to narrative questions to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

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

Project Management:

Successful applicants shall 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. The City of Cle Elum 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 will be available for reimbursement beginning January 31 and ending December 31 of the calendar year immediately following award notification. Any unexpended funds will be returned to the Lodging Tax accounts from where they came and made available for re-appropriation. All requests for reimbursement shall be made to the Treasurer's office at the following address:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

For specific information and requirements regarding the reimbursement process, please contact the Treasurer's office at 509-674-2262

Project Reporting Requirements:

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 event is complete once you have critiqued your event.

In addition, any reports which are produced as a result of a grant award must be submitted within 60 days of completion as part of your project reporting requirements. This will provide evidence that the work paid for by the grant has been completed.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, New Projects/Events and Ongoing Event Support. An organization may only apply for funding from one category per year. The categories are defined as follows:

The **New Project/Events** category is for applications from events/projects which are within the first three years of existence. Applications may be considered in this category from established events (older than four years) which are proposing a new or expanded project designed to increase tourism as part of an ongoing event.

The **Ongoing Project/Event Support** category is for applications from established events (ongoing for more than four years) which may request continuing support. Grant awards are limited in this category to no greater than 10% of the event's expense budget. This category includes project/events which may be operating under a new board or organization, moving venues, changing dates, or implementing other non-substantial changes to a project/event which is ongoing for more than four years.

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 is available at:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Grant Preferences:

In the review of applications, the Lodging Tax Advisory Committee or designees will grant preference to those proposals which (1) increase tourism, and (2) demonstrate ability toward eventual self-sustainability. **Applications from non-for-profit organizations will be given preference over those from for-profit entities.**

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:

Branding

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate appropriate City of Cle Elum information as follows:

A. Websites and Social Media Sites must include the City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page, it must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, flyers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) and must include the City's tourism

website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the City's tourism website logo. The logo must be size no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the City of Cle Elum administration.

Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized:

A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include a statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima /Kittitas DMA will be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contractor that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County and a signed statement from the contractor that the list is accurate must be provided along with other required documentation.

F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.
2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2025

Name of Organization: UKC Basketball Club

Organization mailing address: 3493 Airport Road, Cle Elum, WA 98922

Organization contact person & title: John Hein

President

Organization/contact phone: 509-260-1240

Email: ukcbasketballclub@gmail.com

Organization Website: https://ukcbasketballclub.com/

Federal Tax ID Number: 83-2086928 UBI Number: 604 340 777

Organization is a (select one):

☐
☒
☐
☐

Government Entity

501(c)3

501(c)6

Other

(note: you must submit 501(c)3 or 501(c)6 approval documentation -- see sample document)

Project/Event Name: Mountain Madness Basketball Tournament

Project/Event Date: November 14-16 2025

Project/Event Location: Cle Elum, Easton, Thorp and Ellensburg

Amount of Funding Requested: \$ 6000

For which funding category do you qualify (check one) (see instructions for definitions):

☐ New Project/Event

☒

Ongoing Project/Event Support

Estimated # of overnight stays: _____

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

☐
☒
☐
☐

Season:

Year-round

Off season

Shoulder season

High season

Months:

January – December

November – February

October or March - May

June – September

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.
2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
 - I. Away from their place of residence or business and staying overnight in paid accommodations;
 - II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
 - III. From another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
 - I. Is your project/event year-round or is it seasonal or date-specific?
 - II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
 - III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?
4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?
5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?
6. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.
7. **Additional information:** Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.
8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:

Cash
Donations/Sponsorships
Sales
Vendor Fees
Grants
Etc.

Total Revenues

In-Kind Contributions:

Volunteer Labor
Donated Services
Donated Materials
Etc.

Total In-kind

Expenses:

Venue
Insurance
Services
Advertising
Security
Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?
Yes ☒ No ☐

If yes, please list each year and the amount received for that year.

All applicants must also provide the following information regarding the event/project:

	Prior Year	Projected
A. How many participants and spectators attended last year's activity and/or will attend this year?	_____	_____

- B. How many days did/will your event occur? _____
- C. How many room nights were and /or will be booked as a result of your project/event?
(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.) _____

10. **Application Certification:**

The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the Instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by:

(signature)

Or sign here:

John Hein

(print name) John Hein

Title: President

Date: 10.7.2025

Applicant Checklist

For applicant use prior to submission

- ☐ My application title page states: Request for Proposals, Lodging Tax Fund (YEAR).
- ☐ My application is for a new project/event and/or for an ongoing project/event as defined on page 2 of the application packet.
- ☐ I have attached proof of non-profit status if applicable which matches the sample document provided.
- ☐ I have included an itemized list in response to item 1 in the application of how any grant funds awarded will be utilized.
- ☐ I have attached additional information in response to item 7 in the application, if needed, which includes written information limited to one page and other attachments limited to three pages.
- ☐ I have attached a project budget, properly formatted according to item 8 in the application.
- ☐ If this event is ongoing for more than one year, I have also submitted actual financial data from the previous three years if applicable, formatted properly according to item 8 in the application.
- ☐ The application certification in item 10 is signed and dated by the proper authority.
- ☐ I have included one copy of the entire original application according the submittal instructions on page 4.
- ☐ My application is being delivered to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Lodging Tax Grant Application Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Partnerships	5 Yes = 5 No = 0	Question 5	
Length of Impact	15 Date specific = 5 Seasonal = 10 Year Round = 15	Question 3	
Attracts Tourists from at least 50 miles away	15 yes = up to 15 No = 0	Question 3	
Supports County as Tourism Destination	15 yes = up to 15 No = 0	Question 2, 3, 5, 7	
Attributable Lodging Stays	20 0 = 0 1-30 = 5 31-100 = 10 101-250 = 15 More than 250 = 20	Question 9	
Applicant's Matching Funds	20 Less than 5% = 0 5% - 25% = 5 25% - 49% = 10 50% - 99% = 15 100% or more = 20	Question 4, 8	
Sustainable Future Funding Identified	10 yes = 10 No = 0	Question 6	

Submission Checklist

For office use only

Please mark “yes” or “no” to each criteria below:

- ☐ Applicant filled out the proper application version for this grant cycle.
- ☐ Applicant answered each question.
- ☐ A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).
- ☐ The applicant has signed and dated the certification statement required in item 10 of the application.
- ☐ The application was submitted on time.
- ☐ Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC)

ACTIVITY INFORMATION:

Year: _____

Organization: _____

Activity Name: _____

Activity Type: Event/Festival ☐ Marketing ☐ Facility ☐

Event/Festival- encompasses specific activities such as fairs, festivals, celebrations, etc.

Marketing- encompasses activities which advertise the municipality or town (if lodging tax funds were used to advertise for a specific event/festival, this expenditure falls under the "Event/Festival" category).

Facility- encompasses activities related to facility acquisition, upkeep, renovation, etc.

Start Date: _____

End Date: _____

Funds Requested: _____

Funds Awarded: _____

Total Activity Cost: _____

Notes:

OVERALL ATTENDANCE:

*Organizations should provide an estimate of the predicted attendance and a *method for determining the actual attendance. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.*

Predicted: _____

Actual: _____

*Method: _____

(See explanation of Method on last page)

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, etc.).*

ATTENDANCE 50+ MILES: *Determine the number of people who traveled more than 50 miles to attend the activity and select the method to tell us how the attendance was quantified.*

Predicted: _____

Actual: _____

*Method: _____

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC) Continued

Please Explain: *Enter notes about the specific type of method used to determine the attendance 50+ miles count (such as surveys or hotel room reservations, etc.).*

ATTENDANCE OUT OF STATE, OUT OF COUNTRY: *(number of people)*

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

ATTENDANCE PAID FOR OVERNIGHT LODGING:

Enter the total number of people who paid for overnight lodging while attending the activity. Organizations using lodging tax funds should quantify this figure and a method for determining it. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

PAID LODGING NIGHTS:

Enter the total number of lodging nights associated with this activity. A lodging night is one or more persons occupying a room for a single night. Organizations using lodging tax funds should quantify this figure and select the method used to determine it.

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the number of lodging nights (hotel room reservations, interviews, raffle, etc.).*

***Method:** Select the method used to determine the overall attendance from these categories to tell us how the overall attendance was quantified.

- **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
- **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey:** Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)
- **Please Explain:** Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.). You may also enter N/A or Other.

LODGING TAX FUNDS APPLICATION QUESTIONS

- 1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.**

Our event is the Mountain Madness AAU Tournament and will be held Nov 14, 15, and 16, 2025. The tournament is a 3-day basketball tournament hosted by the UKC Basketball Club, a local 501(c)3 organization. AAU (Amateur Athletic Union) sanctioned basketball tournaments are the traditional 5 on 5 game format, played in gymnasiums, officiated by professional referees. Teams will consist of both boys and girls, grades 3-8 grade. Teams grouped into divisions, based on their gender and grade, and play each other in round robin and/or bracket play formats. Each division will have a champion, based on team performance, on the last day of the tournament.

AAU basketball tournaments draw teams, players and their families from all over the region who are focused on high-level competitive basketball experiences. Our tournament currently has teams registered from Anacortes, Bellingham, Bothell, Brewster, Buckley, Cashmere, Coulee City, Coulee Dam, Davenport, East Wenatchee, Ephrata, Grand Coulee, Grandview, Leavenworth, Normandy Park, Omak, Port Angeles, Quincy, Royal City, Soap Lake, Stanwood, Wenatchee, and Yakima, many of which are already staying in Cle Elum hotels.

The funds for this request will be utilized to pay for professional referees and facilities. In 2024, the cost of referees was \$11,295 for the tournament. In 2024 we asked for and were awarded \$10,000. This year we are asking for **\$6,000** to offset the cost of referees (payments made directly to referees for their services.) We have also applied for \$6000 through the county lodging tax process as well. We will also be paying to use facilities this year. We anticipate the cost of facilities will be in excess of \$6,000.

- 1. Please provide the following estimates of how any money received will result in increases in the 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 away 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 business.

We are using this year's tournament for our projections.

Division	Team Name	Roster Count	City	Distance
7th Boys	Port Angeles	5	Port Angeles	200
4th Boys	Davenport	7	Davenport	179
6th Boys	Davenport	6	Davenport	179
4th Boys	Meridian Trojans	10	Bellingham	165
5th Boys	Meridian Trojans	5	Bellingham	165
6th Boys	Meridian Select 6th	10	Bellingham	165
8th Boys	Meridian Select 8th	10	Bellingham	165
7th Girls	Anacortes	9	Anacortes	157
7th Girls	OP Nation	7	Omak	151
7th Girls	Lady Raiders	9	Grand Coulee	145
8th Boys	Stanwood Spartans	9	Stanwood	131
6th Boys	Columbia River 6th	6	Brewster	123
6th Girls	Columbia River	9	Brewster	123
8th Boys	Columbia River 8th	8	Brewster	123
6th Boys	Red Lightning	8	Coulee Dam	117
8th Boys	ACH Warriors	11	Coulee City	117
4th Girls	Grandview Elite	8	Grandview	105
5th Boys	Grandview Mambas	6	Grandview	105
7th Boys	Gtown ballers	8	Grandview	105

6th Boys	Ephrata	9	Soap Lake	94
8th Girls	Ephrata Tigers 7/8	11	Soap lake	94
4th Boys	Rams Select	10	Normandy Park	91
6th Boys	Rams Select	10	Normandy Park	91
4th Boys	CPC BASKETBALL	5	Bothell	90
5th Boys	CPC BASKETBALL	5	Bothell	90
5th Girls	Inglemoor High School	5	Bothell	90
6th Boys	CPC BASKETBALL	5	Bothell	90
7th Boys	CPC BASKETBALL	5	Bothell	90
7th Girls	Inglemoor 7G	5	Bothell	90
8th Boys	CPC BASKETBALL	5	Bothell	90
8th Girls	Inglemoor HS	5	Bothell	90
4th Girls	White River Sting	11	Buckley	89
6th Girls	Cashmere Bulldogs	9	Cashmere	89
6th Girls	White River Sting	11	Buckley	89
7th Girls	White River Sting 7th	10	Buckley	89
8th Boys	White River Sting	10	Buckley	89
8th Boys	Ephrata 8th grade tigers	10	Ephrata	87
6th Girls	Lady Jacks	7	Quincy	77
8th Girls	ELEVATE	8	Royal City	72
4th Girls	Cashmere Bulldogs	10	East Wenatchee	64
5th Boys	Eastmont Gold	8	East Wenatchee	64
5th Boys	Wenatchee 5th grade boys	10	Wenatchee	64
6th Boys	Wenatchee Purple	9	Wenatchee	64
6th Girls	Eastmont Wildcats	8	East Wenatchee	64

7th Boys	Panthers	8	Wenatchee	64
7th Girls	Cashmere Bulldogs	12	East Wenatchee	64
8th Girls	Eastmont Wildcats	6	East Wenatchee	64
4th Boys	East Valley Dream Team	8	Yakima	61
5th Girls	East Valley Edge Red	10	Yakima	61
5th Girls	West Valley Swish	9	Yakima	61
6th Boys	WV Swish	9	YAKIMA	61
6th Girls	EV Storm	8	Yakima	61
8th Boys	EV3D	9	Yakima	61
7th Girls	Cascade Kodiaks- 7G	5	Leavenworth	52
	TOTAL PLAYERS	436		

We believe 436+ players traveling from > 50 miles away plus their families and coaches will be seeking lodging in Cle Elum. This number will grow as rosters are completed (players added) and additional teams register for the tournament.

1. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:

- a. Is your project/event year-round or is it seasonal or date-specific?**
- a. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?**
- a. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?**

We will use a few different tools to measure our impact on tourism. First, we will do a follow-up survey to participants asking questions such as: did they frequent local businesses – shopping, restaurants, etc.? Did they stay overnight? We also track location data available to us and will be able to share where our participants came from.

Because our tournament is in Central Washington, we attract teams from all over the state and we market the tournament as an opportunity to play teams that you don't normally play which is very appealing. We provide participants with lists of restaurants, lodging and

activities available while they are in town for the weekend.

- 1. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?**

We applied for grant funding through the county lodging tax fund as well. Each group we are asking for \$6000.

- 1. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?**

We have created a partnership with the Cle Elum Downtown Association, Kittitas County Chamber of Commerce and Pioneer Days for our other major fundraiser, Triple Shot 3 on 3. We work together to market cohesively, which benefits the community in understanding what activities and events are happening. Cross marketing also helps us attract potential participants as the additional celebrations and activities help make our event more appealing.

- 1. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.**

Our plan is to grow the event, hopefully to two different weekends (splitting up boys and girls) in the future. With growth comes additional revenue. We do sell gate tickets for this event and teams do pay a registration fee (other major sources of revenue). Unfortunately, our costs with these events keep growing disproportionally to our ability to grow revenue as schools are charging for facility use, referee fees are increasing and insurance costs are rising.

- 1. Additional Information Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit**

any additional written information to one page and any other additional attachments to 3 pages.

2. Project Budget

This event is the major fundraiser we are running this year to fund the operating budget of the UKC Basketball Club which is budgeted to be \$52,000 this year.

Mountain Madness 2025 Budget

<u>Income</u>	<u>2023</u>	<u>2024</u>	<u>2025 Est.</u>
Registration Income	\$24,045	\$27,985	\$30,224
Gate (venmo / square)	\$19,305	\$8,097	\$8,745
Gate Cash		\$12,041	\$13,004
Gifts In Kind	\$866	\$866	\$953
Donations	\$500	\$0	\$0
Total Income	\$44,715	\$48,989	\$52,908

Expenses

Medals	\$1,063	\$1,089	\$1,198
Referees	\$11,235	\$11,295	\$12,425
City Lodging Tax Grant	-\$8,000	-\$10,000	-\$12,000
Ref Hotels	\$808	\$742	\$950
Facilities Fees	\$3,793	\$5,610	\$6,000
Tourney Machine	\$316	\$324	\$356
Staff Sweatshirts	\$866	\$866	\$953

Printing, Misc	\$230	\$253	
Total Expenses	\$10,081	\$10,156	\$10,134
Profit / (Loss)	\$34,634	\$36,936	\$42,774

9. Has your event received Lodging Tax funds in previous years?

Yes, we have received the following grants:

2022 \$6,000

2023 \$8,000

2024 \$10,000

	Prior Year	Projected
A. How many participants and spectators attended last year's activity and/or will attend this year?	1892 (JLARC report filed – used structured estimate)	1900 (similar size tournament to last year, should produce similar results)
B. How many days did/will your event occur?	3 days, 2 nights	3 days, 2 nights
C. How many room nights were and/or will be booked as a results of your project/event?	313 (JLARC report filed – used structured estimate)	313 (similar size tournament to last year should produce similar results)

C. Verifiable source of information

We are using the structured estimate method permissible in the JLARC reporting (see last year's submission.) Our estimates are extremely conservative based on the size and travel distance of tournament teams. We excluded Yakima and Wenatchee teams in our calculations even though it would be acceptable to include those teams because they are more than 60 miles from Cle Elum.



Reflection of Perfection LLC

Cle Elum Downtown Association
123 E First St
Cle Elum, WA 98922

☎ (509) 433-7330
✉ Jordan@cleelumdowntown.org

INVOICE	#10004598
SERVICE DATE	Nov 03, 2025
INVOICE DATE	Nov 10, 2025
PAYMENT TERMS	Upon receipt
DUE DATE	Nov 10, 2025
AMOUNT DUE	\$69,179.71

SERVICE ADDRESS
123 E First St
Cle Elum, WA 98922

CONTACT US
550 Tall Pines Dr
Cle Elum, WA 98922

☎ (425) 922-3939
✉ scheduling@reflectionofperfection.net

INVOICE

Services	amount
HL Installation 2025 - Holiday Light Lease Service Flagpole, city hall, gazebo, fire station, police station, and library All trees down town Garland on light poles	\$69,179.71

Services subtotal: \$69,179.71

Subtotal	\$69,179.71
Job Total	\$69,179.71
Amount Due	\$69,179.71

Payment Policy: Due Upon Receipt.

DISCLAIMERS - TERMS & CONDITIONS

City Council Agenda March 25, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

would come from the lodging tax account. The cost of the fireworks for the 4th of July is \$12,000 and Christmas is \$7,500. Jordan Peterson explained that the fireworks after the parade help clear the roads sooner. Jordan stated that the Downtown Association has the capacity and the desire to do both events. The Cle Elum Downtown Association will submit an application to the Lodging Tax for the 4th of July fireworks.

CEDA, Visitor Center & Tourism Website Discussion

There is currently a website for tourism in place. The City of Cle Elum inherited the website from the Chamber of Commerce. It is called Discover Cle Elum. The Downtown Association and the Tourism/Visitor Center are not ready to make a decision regarding updating the website or sunsetting the existing website. The City will look at how to accomplish the goals that the Visitor Center wants to set. The cost would be about \$2,000 to rebuild the website.

CEDA Christmas in Cle Elum Parade & Fireworks - 2025 Lodging Tax Application

MOTION: Councilmember Cook made a motion to approve CEDA Christmas in Cle Elum Parade & Fireworks Lodging Tax Application in the amount of \$7,750; seconded by Councilmember Williams.

MOTION CARRIED: 7 yes 0 no.

CEDA Christmas In Cle Elum Holiday Lighting - 2025 Lodging Tax Application

MOTION: Councilmember Cook made a motion to approve the CEDA Christmas in Cle Elum Holiday Lighting 2025 Lodging Tax Application in the amount of \$67,719.61; seconded by Councilmember Ratliff.

MOTION CARRIED: 7 yes 0 no.

Discussion was had about the cost and that it was an increase of 5% from the previous year. They have similar plans as they had last Christmas. The Downtown Association is looking at a softer white light and maybe red lights on the trees. The City would like to see the Public Works building lit up this year. There is power at Y Park, so that will be helpful and there will be more trees to decorate as the First Street Revitalization Project is completed.

Cle Elum Downtown Association - Cle Elum Visitor Center - 2025 Lodging Tax Application

Discussion was had about the Lodging Tax request for \$27,973.23, which is dedicated to a staff a part-time employee for the Tourism Center adjacent to City Hall.

MOTION: Councilmember Cook made a motion to approve the CEDA Cle Elum Visitor Center 2025 Lodging Tax Application for \$27,973.23; seconded by Councilmember Harper.

MOTION CARRIED: 7 yes 0 no.

CEDA Pioneer Day Parade & Dock Diving Dogs - 2025 Lodging Tax Application

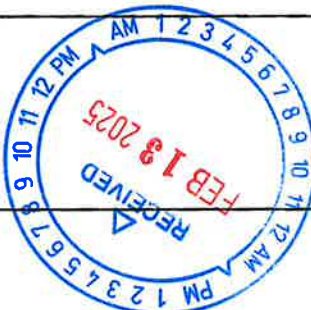
MOTION: Councilmember Cook made a motion to approve the CEDA Pioneer Day



2025 Lodging Tax Fund Application

Name of Applicant: Cle Elum Downtown Association

Name of Event: Christmas In Cle Elum
Downtown Holiday Lighting 2025

Date Received: 

Received By: 

City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262

Lodging Tax Funds – General Information

The City of Cle Elum 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. The committees' purpose is to advise and recommend to the legislative authority of the city how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

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 organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

The Committee will review grant applications and award lodging tax funds for special events and festivals.

The Committee will compile the score sheets, rankings, and funding recommendations for further consideration.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information.

Local Policy on Disallowed Uses:

The Committee has determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

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

Date-specific is an event or project which occurs over less than one month.

Matching Funds is the amount of funding your organization is contributing to the project or event. This includes both direct and indirect fund support. Direct funds can be in the form of cash funding from your organization or funding secured from elsewhere but dedicated to the project or event 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 provided by your organization and others.

New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in Kittitas County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application (including the cover sheet and instructions sheets) and answers to narrative questions to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

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

Project Management:

Successful applicants shall 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. The City of Cle Elum 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 will be available for reimbursement beginning January 31 and ending December 31 of the calendar year immediately following award notification. Any unexpended funds will be returned to the Lodging Tax accounts from where they came and made available for re-appropriation. All requests for reimbursement shall be made to the Treasurer's office at the following address:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

For specific information and requirements regarding the reimbursement process, please contact the Treasurer's office at 509-674-2262

Project Reporting Requirements:

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 event is complete once you have critiqued your event.

In addition, any reports which are produced as a result of a grant award must be submitted within 60 days of completion as part of your project reporting requirements. This will provide evidence that the work paid for by the grant has been completed.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, New Projects/Events and Ongoing Event Support. An organization may only apply for funding from one category per year. The categories are defined as follows:

The **New Project/Events** category is for applications from events/projects which are within the first three years of existence. Applications may be considered in this category from established events (older than four years) which are proposing a new or expanded project designed to increase tourism as part of an ongoing event.

The **Ongoing Project/Event Support** category is for applications from established events (ongoing for more than four years) which may request continuing support. Grant awards are limited in this category to no greater than 10% of the event's expense budget. This category includes project/events which may be operating under a new board or organization, moving venues, changing dates, or implementing other non-substantial changes to a project/event which is ongoing for more than four years.

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 is available at:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Grant Preferences:

In the review of applications, the Lodging Tax Advisory Committee or designees will grant preference to those proposals which (1) increase tourism, and (2) demonstrate ability toward eventual self-sustainability. **Applications from non-for-profit organizations will be given preference over those from for-profit entities.**

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:

Branding

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate appropriate City of Cle Elum information as follows:

A. Websites and Social Media Sites must include the City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page, it must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, flyers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) and must include the City's tourism

website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the City's tourism website logo. The logo must be size no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the City of Cle Elum administration.

Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized:

A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include a statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima /Kittitas DMA will be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contractor that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County and a signed statement from the contractor that the list is accurate must be provided along with other required documentation.

F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.
2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2025
Name of Organization: Cle Elum Downtown Association
Organization mailing address: PO Box 106
Cle Elum, WA 98922
Organization contact person & title: Jordan Peterson, Executive Director
Organization/contact phone: 509-433-7330
Email: jordan@cleelumdowntown.org
Organization Website: www.cleelumdowntown.com
Federal Tax ID Number: 20-3716010 UBI Number: 602-525-709

Organization is a (select one):

☐
☒
☐
☐

Government Entity

501(c)3

501(c)6

Other

(note: you must submit 501(c)3 or 501(c)6 approval documentation – see sample document)

Project/Event Name: Christmas In Cle Elum Downtown Holiday Lighting 2025
Project/Event Date: November 15, 2025 - February 15, 2026
Project/Event Location: Downtown Cle Elum, Flagpole Park and Municipal Buildings

Amount of Funding Requested: \$ 67,919.61 (with tax)

For which funding category do you qualify (check one) (see instructions for definitions):

☐

New Project/Event

☒

Ongoing Project/Event Support

Estimated # of overnight stays: 375

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

☐
☒
☐
☐

Season:

Year-round

Off season

Shoulder season

High season

Months:

January – December

November – February

October or March - May

June – September

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.
2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
 - I. Away from their place of residence or business and staying overnight in paid accommodations;
 - II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
 - III. From another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
 - I. Is your project/event year-round or is it seasonal or date-specific?
 - II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
 - III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?
4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?
5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?
6. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.
7. **Additional information:** Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.
8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:

Cash
Donations/Sponsorships
Sales
Vendor Fees
Grants
Etc.

Total Revenues

In-Kind Contributions:

Volunteer Labor
Donated Services
Donated Materials
Etc.

Total In-kind

Expenses:

Venue
Insurance
Services
Advertising
Security
Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years? 2022 \$43,866.06
 Yes ☒ No ☐ 2023 \$50,248.86
2024 \$63,799.73

If yes, please list each year and the amount received for that year.

All applicants must also provide the following information regarding the event/project:

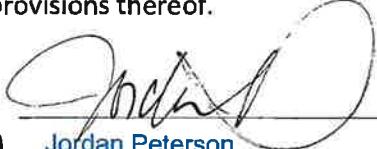
A.	Prior Year	Projected
How many participants and spectators attended last year's activity and/or will attend this year?	7262	7500

Projections from this year, due to the event not having closed for the 2024/2025 season.

B. How many days did/will your event occur?	<u>60+</u>	<u>60+</u>
C. How many room nights were and /or will be booked as a result of your project/event? <i>(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)</i>	<u>363</u>	<u>375</u>

10. **Application Certification:**

The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the Instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by:  Or sign here: _____
 (signature) _____
 (print name) Jordan Peterson
 Title: Executive Director
 Date: 12/11/2024



HALFWAY TO EVERYWHERE

December 11, 2024

Lodging Tax Committee
City of Cle Elum
119 W First Street
Cle Elum, WA 98922

RE: 2025 Holiday Lighting Lodging Tax Request

Event Description

Christmas in Cle Elum is a cherished month-long event celebrating the holiday season and fostering off-season economic growth and community engagement. This annual celebration has become integral to Cle Elum's identity and heritage, enhancing the experience of visitors during this festive time. As our community sees an increase in travelers, creating memorable and welcoming attractions is essential for promoting a "stop and shop" attitude, especially during the off-season.

The Holiday Lighting Project, initiated by the City of Cle Elum using JLARC funds, has grown significantly due to staffing changes and sidewalk improvements. To streamline this effort, the Cle Elum Downtown Association began collaborating with the City in 2022 to manage the project. Currently, the lighting and decorations span from Stafford Street to Yakima Ave, including Flagpole Park, City Park, and four key municipal buildings: City Hall, Carpenter Library, Cle Elum Fire Department, and the Cle Elum-Roslyn Police Department. This integration into the Christmas in Cle Elum event has led to a larger funding request this year compared to previous years.

In 2024 we proposed to secure a three-year contract with Reflection of Perfection, with a projected annual increase of 5% on all trees, poles, and lights.

Results/Measurements

The Cle Elum Downtown Association collects informal feedback through online surveys, volunteer support, public reactions, and tools like Google Analytics and QR Code tracking. Currently, we have limited access to lodging data, relying mainly on online occupancy rates and average nightly rates. However, we are beginning to capture more pertinent data through platforms like BOOMS tracker and Placer.ai.

Additional Funding

The Holiday Lighting Project constitutes approximately 70% of the total expenses for Christmas in Cle Elum. Funding is primarily sourced from JLARC due to our established partnership. However, recent sub-events, such as the Downtown Holiday Lighting launched in 2023, have attracted interest from new sponsors and media outlets, which we hope will alleviate funding challenges moving forward.

Historically, Christmas in Cle Elum has not been a highly sponsored event, and we work with the Kittitas County Lodging Tax for support.

If we are unable to secure funding, particularly for the Holiday Lighting Project, we anticipate a significant decline in community participation and tourist engagement.

Partnerships

The Cle Elum Downtown Association's Promotions Committee collaborates with community members and organizations to plan this annual event, like Pioneer Days. In 2023, we engaged the



HALFWAY TO EVERYWHERE

Cle Elum Fire Department and Cle Elum-Roslyn School District, alongside our long-standing partners, including local businesses and nonprofits. A complete schedule of events will be available in November 2025, with the aim of creating a festive atmosphere downtown and fostering connections with nearby communities.

Self-Sustaining Plans

To achieve self-sustainability for the Holiday Lighting Project, we must engage in discussions with the City of Cle Elum about potential funding strategies, including event-specific sponsorships and the purchase of lights and decorations.

The Cle Elum Downtown Association is actively exploring additional sponsorship opportunities and event ideas to enhance revenue and partnerships, reduce costs, and balance community engagement with tourism.

Additional Information

This year's budget has increased significantly due to the addition of sidewalk trees and poles, following the recent Sidewalk Improvement Project. To ensure future sustainability, we have worked closely with our contractor, Reflection of Perfection, to establish an optimal price point for each line item. They have agreed to a locked-in cost-of-living increase of 5% through 2027.

Project Budget

Year Amount

2025 \$69,179.71

2026 \$72,638.69

2027 \$76,271.72

Total JLARC Request for 2025: \$69,179.71

Please find the attached project budget for further details.

Thank you for considering our request.

Sincerely,

Jordan Peterson
Executive Director
Cle Elum Downtown Association

Cle Elum Downtown Association CHRISTMAS IN CLE ELUM HOLIDAY LIGHTING

AS COMPARED TO 2024 PRICING

	QTY	2024 Price Per	Tax	2025 Subtotal	Total	Trimmed Trees	Notes
Flag Pole Park							
HL- Tree A	1	\$ 3,510.00	\$ 298.53	\$ 3,685.50	\$ 3,984.03		Select trees will be pruned Oct 2024 with remaining pruned in 2025 as hired by UKC Rotary Club - managed by Gary Berndt
HL- Tree B	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16	2024	
HL- Tree C	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16	2024	
HL- Tree D	1	\$ 1,350.00	\$ 114.82	\$ 1,417.50	\$ 1,532.32	2024	
HL- Tree E	1	\$ 1,350.00	\$ 114.82	\$ 1,417.50	\$ 1,532.32	2024	
HL- Tree F	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16	2024	
HL- Tree G	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16		
HL- Tree H	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16		
HL- Tree I	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16		
HL- Tree J	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16	2024	
HL- Tree K	1	\$ 810.00	\$ 68.89	\$ 850.50	\$ 919.39		
HL- Tree L-P	3	\$ 675.00	\$ 172.23	\$ 2,126.25	\$ 2,298.48		
HL- Tree Q	1	\$ 1,620.00	\$ 137.78	\$ 1,701.00	\$ 1,838.78		
HL- Tree R	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16	2024	
HL- Tree S	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16	2024	
HL- Tree T	1	\$ 1,620.00	\$ 137.78	\$ 1,701.00	\$ 1,838.78	2024	
HL- Tree U	1	\$ 1,620.00	\$ 137.78	\$ 1,701.00	\$ 1,838.78	2024	
HL- Tree V	0	\$ -	\$ -	\$ -	\$ -	REMOVED	
Wye Park	0	\$ -	\$ -	\$ -	\$ -		(no power)
Downtown (Street) Trees	113	\$ 155.91	\$ 1,479.87	\$ 18,498.38	\$ 19,978.25	QTY will increased in 2025	
Light Poles w/ ext power	26	\$ 203.02	\$ 443.39	\$ 5,542.43	\$ 5,985.82		
Light Poles w/o ext power	43	\$ 194.97	\$ 704.21	\$ 8,802.68	\$ 9,506.89		
City Park Gazebo	1	\$ 1,485.62	\$ 124.79	\$ 1,559.90	\$ 1,684.69		
City Hall	1	\$ 2,027.47	\$ 170.31	\$ 2,128.84	\$ 2,299.15		
Fire Department	1	\$ 2,848.65	\$ 239.29	\$ 2,991.08	\$ 3,230.37		
Library	1	\$ 866.70	\$ 72.80	\$ 910.04	\$ 982.84		
Police Station	1	\$ 1,211.03	\$ 101.73	\$ 1,271.58	\$ 1,373.31		
		+ \$ 5,035.69		\$ 62,683.92	\$ 67,719.61		

Annual percentage increase 5%

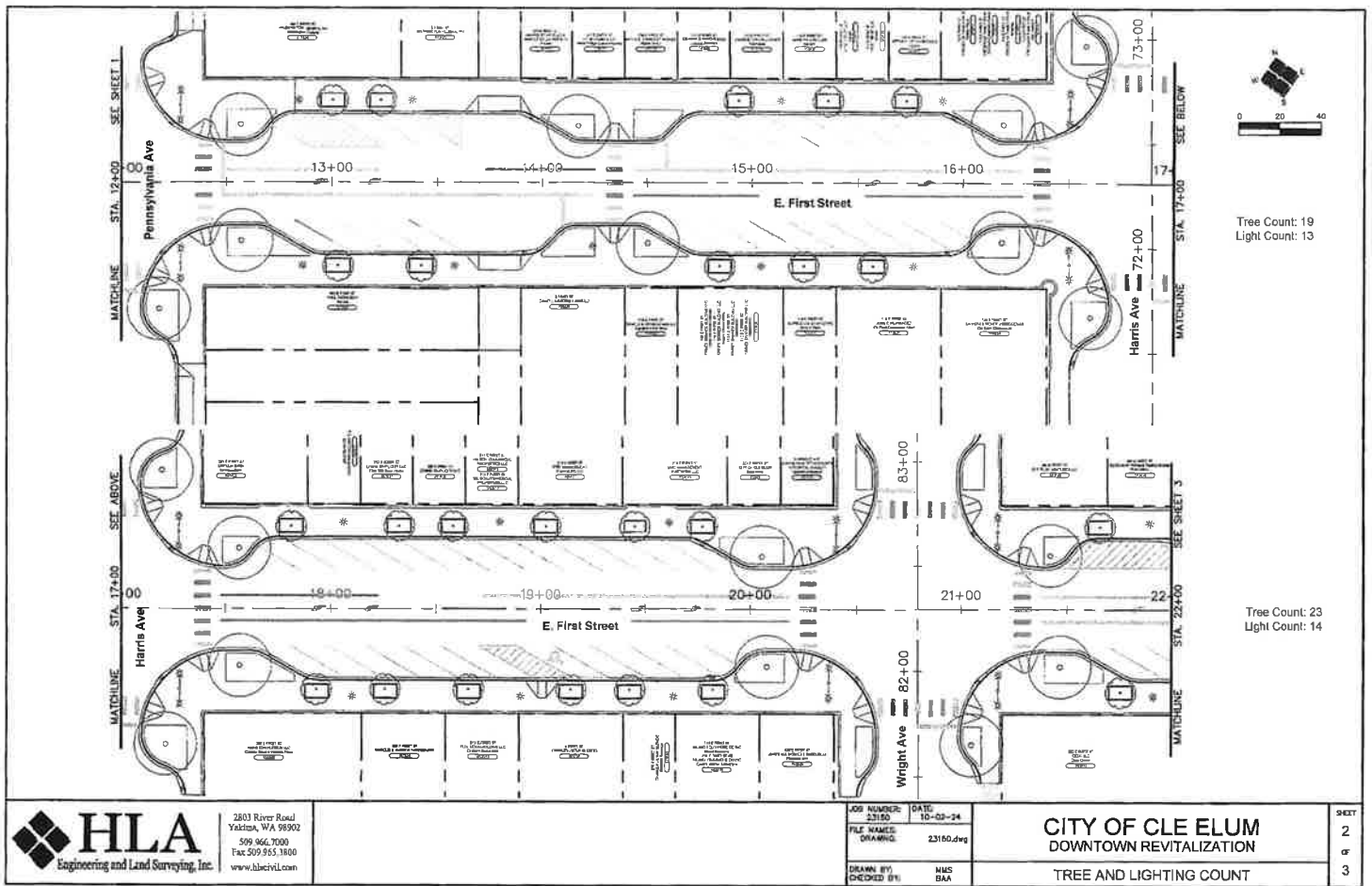
Estimated increase of 5% each year after 2024

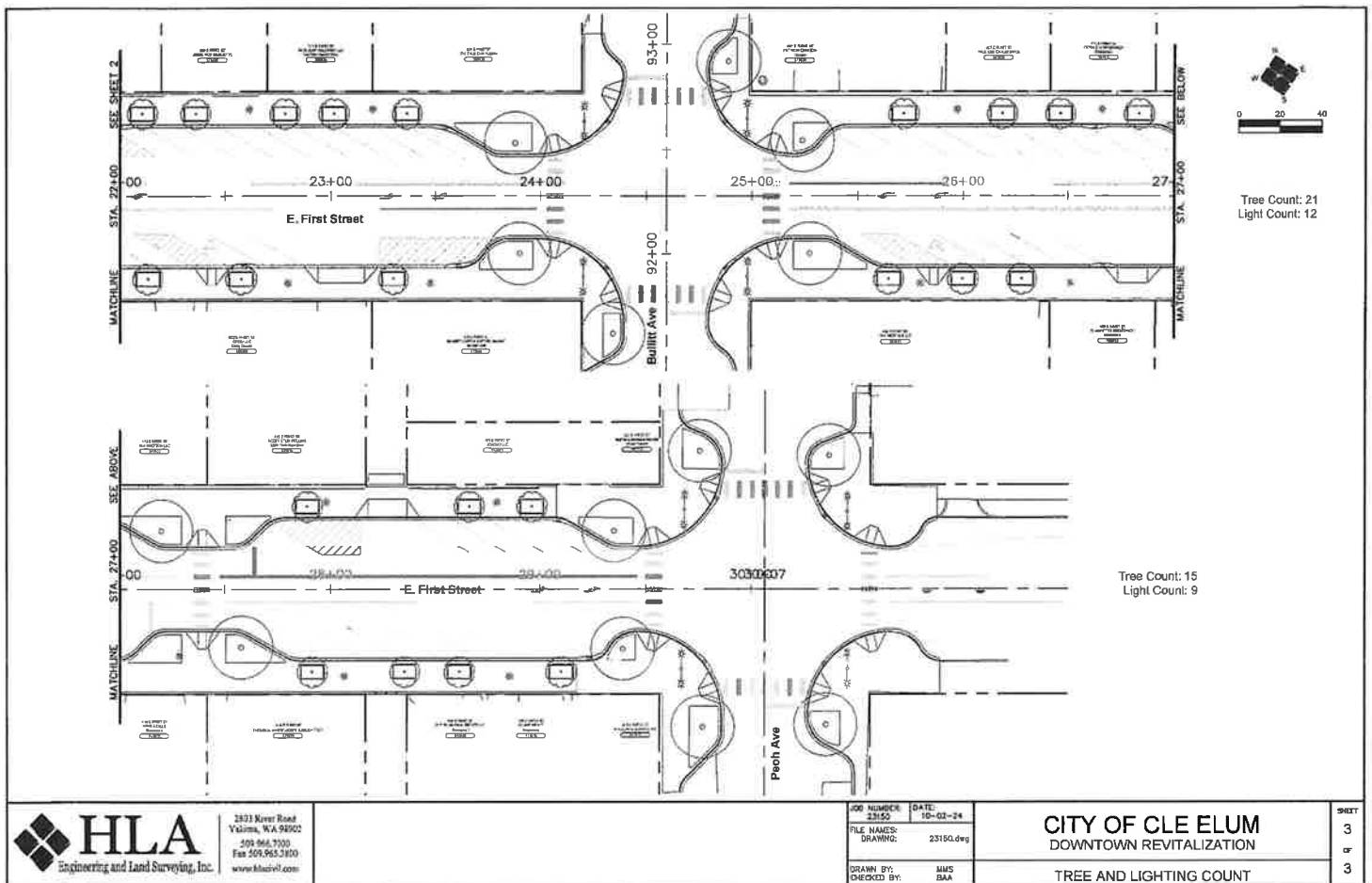
	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Based on 2023 pricing the subtotal for 2024 would be:	\$ 59,698.97	\$ 62,683.92	\$ 65,818.12	\$ 69,109.02

Complementary:

	Value	Cost	
Custom JOY Sign	\$ 4,000.00	\$ -	
Giant Present	\$ 3,000.00	\$ -	As available
Custom TNT Box	\$ 4,000.00	\$ -	As available
Vintage Santa Sleigh	\$ 1,500.00	\$ -	
	\$ 12,500.00	ZERO	

There is currently no power at Wye Park -- would like to light these trees if power becomes available, either through spiderwire or fixed lighting as of 2023 there were 25 trees in this park.





HLA
Engineering and Land Surveying, Inc.

2831 River Road
Yakima, WA 99002
509.966.7500
Fax 509.965.3100
www.hlaenv.com

JOB NUMBER: 23150
DATE: 10-02-24
FILE NAME: DRAWING: 23150.dwg
DRAWN BY: MMS
CHECKED BY: BAA

CITY OF CLE ELUM
DOWNTOWN REVITALIZATION
TREE AND LIGHTING COUNT

SHEET
3
OF
3