

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

CITY TREASURER
ROBIN NEWCOMB

PUBLIC WORKS

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER

City Council
Agenda
February 13, 2024
6:00 PM



119 W FIRST STREET
CLE ELUM, WA 9922

MAYOR
MATTHEW LUNDH

MAYOR PRO TEM
STEVEN HARPER

CITY COUNCIL
JOHN GLONDO
BETH WILLIAMS
JERRED WEIS
KEN RATLIFF
STEVEN COOK
AUDREY MALEK

CITY ATTORNEY
ALEXANDRA KENYON

Join Virtually with Zoom: <https://zoom.us/j/7573184018?pwd=dERndjBJVC9GdVQ1d2ISRExwZFhXZz09>
Meeting ID: 757 318 4018 Passcode: 98922

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

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. February 13, 2024 Council Meeting Sign in Sheet
2. **Public Comment – Limited to 5 Minutes**
3. **Executive Session RCW 42.30.110(g) To Review the Performance of a Public Employee**
4. **Announcements, Appointments, Awards & Recognition**
5. **Approval of Meeting Agenda**
6. **Elect Mayor Pro Tem**
7. **Consent Agenda**

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

- a. Approve the Minutes of January 22, 2024, Council Meeting Minutes
- b. Approve the Minutes of the January 29, 2024 Special/Closed Session Council Meeting Minutes
- c. Approve Accounts Payables Dated February 13, 2024 \$679,213.77 - As Approved by the Budget Committee
- d. Approve January 2024 Payroll \$283,139.78 - As Approved by the Budget Committee
- e. Approve February 13, 2024, Payable Ascent Foundations - Emergency Sewer Repair \$22,945.48 - As Approved by the Budget Committee

City Council Agenda

February 13, 2024

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8. **Staff Reports**

City Administrator, Planning Department, Public Works, Police Chief, Fire Chief, Veolia

- a. City Administrator - Rob Omans
- b. Public Works - Aaron Barr
- c. Planner - Colleda Monick
- d. Fire Chief - Ed Mills
- e. Police Chief - Rich Albo
- f. Veolia - William LaRue
- g. Ben Annen - HLA

9. **Public Appearances – 15-Minute Limit**

- a. Upper Kittitas County Senior Center - State of Center and Request Funding - Lori Nevin

10. **Business Requiring Public Hearings**

11. **Unfinished Business**

12. **New Business**

- a. Progress Estimate No. 4 Second Street & Rossetti Way Water Main Imp. - Ascent Foundation and More - Ben Annen HLA
- b. Main Street Credit - B&O Approval - CEDA Letter - Mayor Lundh
- c. Ordinance 1666 Granting PSE Franchise Agreement - First Reading - Colleda Monick HLA
- d. Kittitas County Support Letter - Accessory Dwelling Units - Mayor Lundh
- e. Heavy Equipment Operator/Maintenance Public Works Job Description - Councilmember Harper

13. **Report of Committees**

- a. West Railroad Credit Request - Frozen City Main - Utility Committee
- b. Leak Forgiveness City Plow Damaged Frost Free
- c. Lodging Tax Application - Pioneer Days Queen Coronation

14. **Councilmember Comments - Limited to 5 Minutes**

- a. FYI - AWC Equity Resource Guide

15. **Adjournment by Motion**

Next Regular Council Meeting: February 27, 2024 6:00 p.m.

City of Cle Elum Special/Closed Session Council Meeting

February 13, 2024, 2024 6:00 p.m.

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

Please sign in:

Name	Address	PLEASE PROVIDE EMAIL ADDRESS IF YOU WANT COUNCIL'S RECOMMENDATION MAILED TO YOU
TODD HIGLEY	418 N BRADLEY ST. CHELAN, WA 98816	
Lori Newlin	for Upper Kittitas County Senior Center (UKSC) 719 E Third St., Cle Elum	
Jeff Hester		
Patty Nelson	UKSC 719 E 3RD ST Cle Elum	
Travis Harris	8605 UPPER REDD PT RD.	
THOMMEIER	702 E. 3RD ST. Cle Elum	
Carol Nelson	1710 Sunlight Drive Cle Elum	
Jenna Richter	521 Groeschell Rd Cle Elum	
Michael Carlsson	809 Lincoln Ave Cle Elum -	
Jake's Mickey	161 Fore St Ln	
Donna Muehl	1711 Emerald Rd	

City of Cle Elum Special/Closed Session Council Meeting

February 13, 2024, 2024 6:00 p.m.

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

Please sign in:

Name	Address	PLEASE PROVIDE EMAIL ADDRESS IF YOU WANT COUNCIL'S RECOMMENDATION MAILED TO YOU
Jon Carverius	1013 Denny Ave	
Peggy Cooke	P O Box 935 Roslyn	
Ellen Holloway	408 E 3rd St Cle Elum	
Ann Kantor	239 Sagehen C. E.	

DRAFT

CLE ELUM CITY COUNCIL

MINUTES

JANUARY 22, 2024

6:00 PM

119 W FIRST STREET
CLE ELUM, WA 98922

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

Steven Harper - Councilmember absent
Ken Ratliff - Councilmember present
John Glondo - Councilmember present
Beth Williams - Councilmember present
Jerred Weis - Councilmember present
Steven Cook - Councilmember present
Audrey Malek - Councilmember present
Matthew Lundh - Mayor
Debbie Lee - Clerk
Rob Omans - City Administrator
Ben Annen - HLA
Rich Albo - Chief of Police
Aaron Barr - Public Works

MOTION: Councilmember Glondo made a motion to approve Councilmember Harper's absence; seconded by Councilmember Cook.

MOTION CARRIED: 6 yes 0 no.

a. Oath of Office Council Position 3 - Elizabeth Williams (Ceremonial)

Mayor Lundh gave the Oath of Office to Councilmember Williams.

2. Public Comment – Limited to 5 Minutes

Misty Fordham - Had several items she addressed: lack of not having water, the state of the road, garbage issues, sewer issues and issues with the creek.

Robert Bullock - He would like the police to patrol Second Street as there are a lot of people that speed down that street.

Larry Stauffer - Commended Mayor Lundh on the engagement letter with an attorney for the 47 Degree North Project.

Sean Northrop - Spoke regarding the City Heights Project and restoring the lines of communication with the city. Sean would like to resolve the litigation currently with the City of Cle Elum. Sean invited the Council and public to attend a Q & A at Dru Bru in February.

a. January 22, 2024, Council Meeting Sign In Sheet

City Council Agenda

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3. Announcements, Appointments, Awards & Recognition

4. Approval of Meeting Agenda

MOTION: Councilmember Williams made a motion to approve the agenda as presented;
seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

5. Consent Agenda

MOTION: Councilmember Williams made a motion to approve the consent agenda;
seconded by Councilmember Weis.

MOTION CARRIED: 6 yes 0 no.

- a. Approve Accounts Payables Dated December 31, 2023- 2023 Final \$443,752.35 - As Approved by the Budget Committee
- b. Approve Accounts Payables Dated January 22, 2024 \$405,687.11 - As Approved by the Budget Committee
- c. Approve the Minutes of the January 8, 2024, Council Meeting Minutes
- d. Engagement Letter Menke- Jackson
- e. Engagement Letter Van Ness Feldman, LLP to Provide Legal Services 47 Degrees North

6. Staff Reports

- a. City Administrator - Rob Omans
See attached report.

City Council Agenda

January 22, 2024

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b. Public Works - Aaron Barr

See attached report.

Mayor Lundh thanked Public Works for all that they have been doing.

Councilmember Ratliff asked if Public Works started at 2:00 a.m., since the streets were to be clear at that time. It was explained that they start at 4:00 a.m., so Public Works is present for some of the time that City Hall is open.

c. Chief of Police - Rich Albo

See attached report.

d. FYI - 4th Quarter Year End Budget Position

See attached report.

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

a. Northwest Forest Management Plan Amendment - Laura Osiadacz Kittitas County Commissioner

See attached slide presentation presented by County Commissioner Laura Osiadacz.

Councilmember Ratliff asked where the next meeting was located. Eugene Oregon.

b. Cle Elum Skate Park Committee Update Request Support for Funding - Andrea Baker

See attached slide presentation presented by Andrea Baker.

This is the third and final phase of the skate park. The Committee asked the Mayor to sign a letter of support for a capital budget grant request.

MOTION: Councilmember Weis made a motion to approve Mayor Lundh to sign the letter of support; seconded by Councilmember Cook.

MOTION CARRIED: 6 yes 0 no.

8. **Business Requiring Public Hearings**

a. Resolution 2024-002 A Resolution of the City of Cle Elum, Washington, in Support of the

City Council Agenda

January 22, 2024

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CLE ELUM, WA 9922

Cle Elum-Roslyn School District's Proposition No. 1- Replacement of Expiring Educational Programs and Operation Levy - Mayor Lundh

Mayor Lundh explained that having this Resolution 2024-002 be a Public Hearing fulfills the legal requirements for the City of Cle Elum to have this on the agenda.

Mayor Lundh opened the Public Hearing at 6:50 p.m. and closing at 6:55 p.m. with a public comment from Gary Berndt, who asked that this resolution be supported as it supports all after-school programs.

9. Unfinished Business

a. Ordinance 1665 An Ordinance Establishing a Salary Commission - Mayor Lundh

Mayor Lundh explained that this Ordinance will be made up of appointed community members who have no relation to councilmembers.

Councilmember Williams asked if they have to be voting members of the community. Yes.

Councilmember Ratliff stated he was a little uncomfortable with this ordinance and would vote no.

MOTION: Councilmember Cook made a motion to approve Ordinance 1665; seconded by Councilmember Williams.

MOTION CARRIED: 5 yes 1 no. (Councilmember Ratliff).

b. Reorganization of Council Committees - Mayor Lundh

Mayor Lundh reported that he consolidated some committees, and he will be reaching out to the different committees to set monthly meeting days and times. At the first meeting, they should elect a chairperson for the committee.

10. New Business

a. Task Order No. 2024-02 Second Street Pathway Phase 1 - Ben Annen HLA

Ben Annen of HLA reported that this is the agreement for the construction phase of the Second Street Pathway Project. This is from Stafford to Pennsylvania. Discussion was had about bidding on this project and the roundabout at the same time. This might not be able to happen due to timing, but that would be the goal.

MOTION: Councilmember Ratliff made a motion to approve Task Order No. 2024-002 Second Street Pathway Phase 1; seconded by Councilmember Cook.

City Council Agenda

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MOTION CARRIED: 6 yes 0 no.

b. [Change Order No.1 Second Street and Rossetti Way Water Main Project - Ben Annen HLA](#)

Ben Annen of HLA reported that there were some unforeseen-abandoned water lines which led to this change order. The project is continuing to move forward and progress. The city is still in a good position with the bid price.

MOTION: Councilmember Ratliff made a motion to approve change order No. 1 for the Second Street and Rossetti Way Water Main Project; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

c. [WSDOT Construction Agreement First Street Improvements Phase 3 Downtown Revitalization - Ben Annen HLA](#)

This is a state agreement that needs to be in place for oversight on the project.

MOTION: Councilmember Ratliff made a motion to approve WSDOT Construction Agreement First Street Improvements Phase 3 Downtown Revitalization; seconded by Councilmember Cook.

MOTION CARRIED: 6 yes 0 no.

d. [Resolution 2024-002 A Resolution of the City of Cle Elum, Washington, in Support of the Cle Elum-Roslyn School District's Proposition No. 1-Replacement of Expiring Educational Programs and Operation Levy.- Mayor Lundh](#)

Councilmember Glondo inquired if the attorney approved this resolution. Yes.

Councilmember Ratliff noted that the Cle Elum/Roslyn tax rate was 20% lower than Ellensburg.

Councilmember Cook stated he comes from a family of educators and is in support of this levy.

MOTION: Councilmember Ratliff made a motion to approve Mayor Lundh to sign Resolution 2024-002 in support of Cle Elum/Roslyn School Districts Proposition No. 1; seconded by Councilmember Cook.

MOTION CARRIED: 6 yes 0 no.

e. [DNR Mutual Aid Agreement - Ed Mills Fire Chief](#)

Mayor Lundh explained that this interlocal agreement had expired and there is really no change, it just needs to be renewed.

MOTION: Councilmember Williams made a motion to approve Mayor Lundh to sign the DNR Mutual Aid Agreement; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

City Council Agenda

January 22, 2024

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f. [Resolution 2024-001 A Resolution Initiating the Process to Vacate City ROW Setting a Time and Place for a Public Hearing - Mayor Lundh](#)

Ben Annen of HLA explained that, historically, ROW vacates's were not initiated by the city, but due to code enforcement issues, and administrative and police staff time, this might be the best solution for the city. This is a 16 foot platted alley with no city utilities located within the alley. This resolution is part of the first step of setting a date and time for a public hearing. The public hearing will be scheduled for February 27, 2024, if resolution 2024-001 is approved.

There was discussion about payment from the residents on Grant Street for the property that would be vacated. Ben Annen stated that this can all be negotiated prior to the vacation.

Councilmember Ratliff had questions about fire response. It was explained that there were trees and such in this area and there had not been an alley for 100 years. Councilmember Ratliff also had questions about survey markers and costs and said that he is not in favor of just "giving" the alley away. Councilmember Ratliff will be voting no.

MOTION: Councilmember Cook made a motion to approve Resolution 2024-001 setting a time and date for the Grant Street Alley ROW Vacate; seconded by Councilmember Malek.

MOTION CARRIED: 5 yes 1 no. (Councilmember Ratliff).

11. Report of Committees

Councilmember Glondo informed council that he attended the Kittitas County Solid Waste meeting, and they gave updates on the local solid waste sights, improvements and grants they were looking into.

Councilmember Williams told council that she attended the Kittcom meeting, and they are looking at different funding streams to help the aging system. They also discussed adding a special sales tax that would help support the updates. They are starting the search again for the director position and they also need 911 dispatchers.

a. [Utility Committee](#)

Councilmember Ratliff stated that the Utility Committee met and agreed to approve a leak adjustment for Linda Hawk. He explained that it was a leak at the hydrant and as soon as they were aware of the leak they got it fixed.

MOTION: Councilmember Williams made a motion to approve Linda Hawk's water bill issuing a credit in the amount of \$317.98; seconded by Councilmember Malek.

MOTION CARRIED: 6 yes 0 no.

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12. Councilmember Comments - Limited to 5 Minutes

Councilmember Ratliff wanted to praise the water operators and was happy that they learned from past practice regarding freezing the main water line.

Mayor Lundh reported that there would be a closed session tomorrow at 4:30 p.m. regarding collective bargaining. There is also a Short Course on Planning tomorrow at 6:00 p.m. and he asked if the council was attending to RSVP to Clerk Debbie Lee.

Mayor Lundh expressed that he is grateful to the Public Works crew for everything they have had to handle the last couple of weeks and that they have been working long days and to give them grace.

Mayor Lundh would like the General Government Committee to work on the Public Works Director position and get it posted.

a. FYI - Discover What Makes a City and Why it Matters to You.

13. Adjournment by Motion

MOTION: Councilmember Glondo made a motion to adjourn at 7:46 p.m.; seconded by None.

MOTION : 6 yes 0 no.

Matthew Lundh, Mayor

Debbie Lee, Clerk

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CLE ELUM CITY COUNCIL

MINUTES

JANUARY 29, 2024

6:00 PM

**119 W FIRST STREET
CLE ELUM, WA 98922**

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

Councilmember Ratliff - Present
Councilmember Glondo - Present
Councilmember Harper - Present
Councilmember Cook - Present
Councilmember Malek - Present
Councilmember Williams - Absent (came at about 6:10 p.m.)
Councilmember Weis - Absent
Mayor Lundh - Present

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

MOTION CARRIED: 5 yes 0 no.

a. [January 29, 2024, Sign In Sheet](#)

2. Public Comment - Limited To 5 Minutes

No Public Comment.

3. Approval of Meeting Agenda

MOTION: Councilmember Cook made a motion to approve the agenda as presented; seconded by Councilmember Ratliff.

MOTION CARRIED: 5 yes 0 no.

4. New Business

Mayor Lundh explained that he declared the sewer main break as an emergency, thus waiving the bidding requirements. The council will need to approve this emergency declaration within 2 weeks of the emergency. Public Works has had to jet this sewer line every Friday as it has been a problem sewer for quite some time. Fixing this line will solve the issue. The estimate and final bill are included in the packet. The estimate was \$15,827.98 and the final bill was \$22,945.48. This increase was due to locating a PSE gas line above the sewer line. Mayor Lundh will reach out to PSE to see if they will help cover the extra costs due to the location of this line.

MOTION: Councilmember Harper made a motion to approve the sewer line, break an emergency, waiving the bidding requirements per RCW 39.04.280(2)(b); seconded by Councilmember Ratliff.

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MOTION CARRIED: 6 yes 0 no.

NOTE: Councilmember Williams joined the meeting at 6:10 p.m.

Mayor Lundh adjourned this portion of the Special Meeting at 6:16 p.m. and then went into a Closed Session regarding Collective Bargaining.

- a. Emergency Sewer Repair - Per RCW 39.04.280(2)(b) Waiving the Competitive Bidding Requirement for an Emergency Repair/Replacement of a Sewer Line

Written Finding of the Emergency

Final Invoice from Ascent

- 5. **Closed Session to discuss collective bargaining pursuant to RCW 42.30.140(4)(a)**
- 6. **Adjournment by Motion**

Matthew Lundh, Mayor

Debbie Lee, Clerk

CHECK REGISTER

City Of Cle Elum

Time: 15:47:09 Date: 02/07/2024

01/23/2024 To: 02/13/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
303	01/23/2024	Claims	1	EFT	Crystal Springs	64.66	Water service/city hall
307	01/23/2024	Claims	1	EFT	Cintas Corporation	285.79	Public works mats/towels/uniforms/cleaning 1/15
325	01/23/2024	Claims	1	EFT	Puget Sound Energy	227.13	First and Penn street lights power 0910
334	01/23/2024	Claims	1	EFT	Chase Paymentech	841.49	Merchant fees utility
335	01/23/2024	Claims	1	EFT	Chase Paymentech	160.89	Merchant fees non utility
336	01/23/2024	Claims	1	EFT	Verizon Wireless	985.98	Police Dept Cell Phones
363	01/25/2024	Claims	1	EFT	WA State Dept of Licensing	18.00	Gun permit 1007
391	01/29/2024	Claims	1	EFT	Cintas Corporation	266.96	Public works mats/towels/uniforms/cleaning 1/22
392	02/01/2024	Claims	1	EFT	Century Link	1,637.95	Fire Dept telephone 674-1748; Fire Dept telephone 674-5785; City Hall telephone 674-2262; Library telephone 674-2313; Public works telephone 674-5126; Water Plant telephone 674-3963; Police Dept telep
393	02/01/2024	Claims	1	EFT	Century Link	43.27	Long distance city
394	02/01/2024	Claims	1	EFT	U.S. Cellular	98.08	M2M water plant lines
395	02/01/2024	Claims	1	EFT	U.S. Cellular	407.96	Cell phone bills Admin, fire, public works
396	02/01/2024	Claims	1	EFT	United Health Care Insurance Company	472.25	Krahenbuhl supplemental health LEOFF 1 insurance
397	01/29/2024	Claims	1	EFT	Puget Sound Energy	7,852.62	Fire Dept Electric Columbia 8229; Police Dept power 1947; Street lights First Street Project 5847; Fire dept gas and street lights December power 5847; December power 438 Grant and 301 Penn Fire Dept;
398	01/29/2024	Claims	1	EFT	Suburban Propane 1735	1,251.59	Public works shop propane
448	02/01/2024	Claims	1	EFT	Gigabeam Internet	57.00	Fire Dept Internet
449	02/01/2024	Claims	1	EFT	Wholesail Networks	1,260.00	City Internet
511	02/01/2024	Claims	1	EFT	Methodworks	356.73	Monthly patching for servers
512	02/01/2024	Claims	1	EFT	Umpqua Bank	12,565.85	January Visa Charges police, public works, admin, fire
517	02/02/2024	Claims	1	EFT	11:11 systems	200.00	City firewall
527	01/31/2024	Claims	1	EFT	American Express	24.18	January merchant fees
533	02/02/2024	Claims	1	EFT	Xpress Bill Pay	533.47	January merchant fees
557	02/06/2024	Claims	1	EFT	Cintas Corporation	272.37	Public works mats, towels, uniforms, cleaning 1/29
558	02/06/2024	Claims	1	EFT	Inland Networks	25.00	Library alarm monitoring
559	02/06/2024	Claims	1	EFT	Puget Sound Energy	238.15	1st and Penn street lights power
560	02/06/2024	Claims	1	EFT	WA State Dept of Licensing	36.00	Gun permits 1008 and 1009
563	02/06/2024	Claims	1	EFT	Pitney Bowes Global Financial Services L	2,000.00	Postage for the city
564	02/06/2024	Claims	1	EFT	City of Cle Elum	2,971.91	City water/sewer bills January usage due in Feb
572	02/01/2024	Claims	1	EFT	WA State Dept of Retirement Sys.	3,999.00	Deferred Comp was deducted twice in February
573	02/01/2024	Claims	1	EFT	WA State Dept of Retirement Sys.	-3,999.00	Deferred Comp was deducted twice in February

CHECK REGISTER

City Of Cle Elum

Time: 15:47:09 Date: 02/07/2024

01/23/2024 To: 02/13/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
574	02/07/2024	Claims	1	EFT	CNH Capital - Productivity Plus Account	144.01	Public Works 621 case loader thermostat
575	02/07/2024	Claims	1	EFT	WA State Dept of Health	2,101.30	2024 operating permit
579	02/13/2024	Claims	1	46286	ALSC Architects	187,067.72	UKC Community Center Architect expenses/January
580	02/13/2024	Claims	1	46287	ARRF Animal Rescue	3,000.00	2024 Shelter Services
581	02/13/2024	Claims	1	46288	Abadan	26.97	Police Dept copier usage 1/2 to 2/1
582	02/13/2024	Claims	1	46289	Jane Agar	270.00	January library cleaning
583	02/13/2024	Claims	1	46290	Ascent Foundations	145,506.77	2nd and Rossetti Watermain Project project estimate #4
584	02/13/2024	Claims	1	46291	BNSF Railway Company	32,101.73	BNSF Lease 2/1 to 1/31/25 -- Contract #BF44400 for Road, Parking, Landscaping -- East of Oakes and North of Burlington Railroad
585	02/13/2024	Claims	1	46292	Brown and Jackson Septic	105.00	Coal Mine Trail Port a Potty
586	02/13/2024	Claims	1	46293	Canon Financial Services, Inc.	622.46	Copier lease 1/2024 Library and Shop; City Hall Copier lease 1/2024
587	02/13/2024	Claims	1	46294	Cle Elum Farm and Home	1,085.91	January charges; Police january charges porch light; January Fire charges cleaning supplies shovel
588	02/13/2024	Claims	1	46295	Cle Elum Hardware	147.38	January charges spraypaint white kahki goof off remover parks public bath room link chain; Police january charges
589	02/13/2024	Claims	1	46296	Co-Energy	3,938.85	Fire Dept Duradrive HD Synthetic 668 Drum; Mini excavator/Powerflow Hyd 46/drum
590	02/13/2024	Claims	1	46297	Commercial Tire	1,021.30	621 loader tire repair; Public works tires
591	02/13/2024	Claims	1	46298	Consilio LLC	15,625.88	City Heights Arbitration Fees/Consilio
592	02/13/2024	Claims	1	46299	Copiers Northwest Inc.	353.74	2nd city hall copier usage; Library and Public works copier usage; City hall copier usage1/1 to 1/31
593	02/13/2024	Claims	1	46300	Grainger	1,514.23	Marker Guide flash mount/public works; Marker Guide flash mount/public works x 2; Public works 100' cable; Public works wire rope thimble and clips/socket
594	02/13/2024	Claims	1	46301	Heritage Law	950.00	January defense attorney fees
595	02/13/2024	Claims	1	46302	Ironclad Company	1,301.10	Public works plow bolt and nut; Public works grader blade bolts and nuts
596	02/13/2024	Claims	1	46303	J.P. Cooke Company	84.50	Animal control dog tags
597	02/13/2024	Claims	1	46304	James Oil/Pacific Pride	3,549.36	Public works fuel 1/1 to 1/15
598	02/13/2024	Claims	1	46305	Jerrol's	886.88	City hall copy and bill paper; City hall toner/finance director; City hall post it notes, color copy paper, soap; 1099 nec year end forms/city hall; Paper 2 cases pre perforated paper; Easy Peel Addre
599	02/13/2024	Claims	1	46306	Kent D Bruce Company LLC	4,042.92	Police Dept GMC/Chevy 1500 Drawer System with loaded accessory package

CHECK REGISTER

City Of Cle Elum

Time: 15:47:09 Date: 02/07/2024

01/23/2024 To: 02/13/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
600	02/13/2024	Claims	1	46307	Kenyon Disend, PLLC	21,343.09	January attorney fees -- Dearmin Condemnation; January attorney fees -- City Heights Street Light Franchise; January attorney fees -- Sun Communities; January attorney fees -- Employee investigation,;
601	02/13/2024	Claims	1	46308	Kittitas County Auditor	4,193.68	2023 voter registration maintenance; November 7 election fees
602	02/13/2024	Claims	1	46309	Kittitas County EMS & Trauma Care Council	3,101.00	Qtr 1 EMS Interlocal Agreement; Police Dept annual user fee
603	02/13/2024	Claims	1	46310	Kittitas County Sheriff Department	23,981.95	4th Qtr inmate medical -- Received 1/23/24
604	02/13/2024	Claims	1	46311	L.N. Curtis and Sons	4,593.60	Fire dept battery pack G1 x 11; Return of adapter fire dept
605	02/13/2024	Claims	1	46312	Law Office of Mark W. Garka, PLLC	4,000.00	January prosecution services
606	02/13/2024	Claims	1	46313	Local Tel Communications	1,160.66	Annual telephone support
607	02/13/2024	Claims	1	46314	Merit Resource Services	679.58	Liquor Tax Revenue/2% towards substance abuse
608	02/13/2024	Claims	1	46315	Mountain Auto Parts	11,684.26	January charges; Fire January Napa Charges
609	02/13/2024	Claims	1	46316	Northern Kittitas County Tribune	594.00	Short Course on Planning Public Notice; Tribune Ad Ord. 1664 Council Meetings; Tribune Feb 27 public hearing Vacate ROW Grant Alley; Tribune Ord. 1665 Establishing a Salary Commission; Ad in Memoriam
610	02/13/2024	Claims	1	46317	One Call Concepts, Inc	14.04	Call before January dig tickets x 14
611	02/13/2024	Claims	1	46318	Pape Machinery	1,318.61	Public works screen for 50P excavator
612	02/13/2024	Claims	1	46319	Pro Rentals & Sales Inc.	861.18	Public works rental of generator for frozen water main; Public works propane
613	02/13/2024	Claims	1	46320	SeaWestern	1,251.80	Fire Dept gloves
614	02/13/2024	Claims	1	46321	Timesaver, PC	43.22	Battery for the Library backup
615	02/13/2024	Claims	1	46322	Traffic Safety Supply Company	2,285.83	25 posts/public works
616	02/13/2024	Claims	1	46323	Veolia Water North America	127,319.45	Veolia Water December; December wastewater plant
617	02/13/2024	Claims	1	46324	WA State Dept of Trans.	3,236.75	Public works bulk sand
618	02/13/2024	Claims	1	46325	WA State Secretary of State	1,996.76	2024 Library WA Digital library consortium dues
619	02/13/2024	Claims	1	46326	Washington Assoc of Bldg Officials	1,260.00	Amick Inspector/Energy code workshop; Omans--Urban interface code, energy code, written communications, UPC amendments workshops; Fire Chief building dept classes
620	02/13/2024	Claims	1	46327	Washington Finance Officers Assoc.	75.00	Finance Director 2024 membership dues
621	02/13/2024	Claims	1	46328	Washington Poison Center	250.00	Dues WA Poison Center
622	02/13/2024	Claims	1	46329	Willette's Service Llc	334.47	Fire Dept fuel/January
623	02/13/2024	Claims	1	46330	Willette's Towing Service	594.55	Public works tow/sander flatbed
624	02/13/2024	Claims	1	46331	Yakima Valley Utility Coord. Council	120.00	2024 Annual Call Before Dig Dues

CHECK REGISTER

City Of Cle Elum

01/23/2024 To: 02/13/2024

Time: 15:47:09 Date: 02/07/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
390	01/29/2024	Claims	2	EFT	Govdeals.com	22,275.00	2012 Ford F350 Supercab truck VIN #1FT8X3B63CEB85203
444	01/31/2024	Claims	9	EFT	U.S. Bank	42.00	January safekeeping fees
		511 Legislative				1,028.71	
		514 Financial, Recording & Elections				4,193.68	
		515 Legal Services				17,128.75	
		518 Centralized Services				44,617.27	
		521 Police Department				33,454.09	
		522 Fire Department				17,517.47	
		536 Cemetery				77.54	
		558 Planning & Community Devel				1,058.32	
		562 Public Health				335.52	
		572 Libraries				3,190.01	
		576 Park Facilities				1,660.65	
		580 Non Expenditures				0.00	
		001 Current Expense/General Fund				124,262.01	
		518 Centralized Services				187,067.72	
		002 UKC Recreation Center				187,067.72	
		515 Legal Services				21,639.38	
		004 City Heights WCIA Settlement Agreement 2023				21,639.38	
		542 Streets - Maintenance				10,069.53	
		543 Streets Admin & Overhead				9,186.20	
		562 Public Health				344.06	
		591 Debt Service - Principal Repayment				160.93	
		594 Capital Expenditures				2,895.75	
		101 Street Fund				22,656.47	
		554 Environmental Services				3,084.50	
		104 Police 3/10's Sales Tax Fund				3,084.50	
		542 Streets - Maintenance				105.00	
		110 Coal Mine Trail Fund				105.00	
		558 Planning & Community Devel				2,703.50	
		123 Sun Communities CRA 2018-01 Devel. Fund				2,703.50	
		515 Legal Services				447.34	
		127 City Heights CRA 2020-01 Devel. Fund				447.34	
		534 Water Utilities				13,912.45	
		594 Capital Expenditures				10,246.50	
		401 Water Fund				24,158.95	
		537 Garbage & Solid Waste				497.55	
		402 Sanitary Fund				497.55	
		546 Airports, Port, Terminal				20.53	
		403 Airport Fund				20.53	
		534 Water Utilities				61,430.55	
		404 Water Regional Fund				61,430.55	
		594 Capital Expenditures				145,506.77	

CHECK REGISTER

City Of Cle Elum

01/23/2024 To: 02/13/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		406 Water Capital Reserve Fund				145,506.77	
		535 Sewer				8,536.91	
		594 Capital Expenditures				9,132.75	
		409 Sewer Fund				17,669.66	
		535 Sewer				67,909.84	
		410 Sewer Regional Fund				67,909.84	
		580 Non Expeditures				54.00	
		699 State Agency Fund 380/580				54.00	
						679,213.77	Claims: 679,213.77

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:

John Glondo Date _____

Steven Harper Date _____

Ken Ratliff Date _____

Payroll

CHECK REGISTER

City Of Cle Elum

Time: 15:54:11 Date: 02/01/2024

01/06/2024 To: 02/05/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
212	01/19/2024	Payroll	1	EFT	Jane Agar	1,200.00	
213	01/19/2024	Payroll	1	EFT	Virgil D Amick	1,500.00	
214	01/19/2024	Payroll	1	EFT	Cheryl Anderson	1,200.00	
215	01/19/2024	Payroll	1	EFT	Matthew R Anderson	2,000.00	
216	01/19/2024	Payroll	1	EFT	Aaron G Barr	1,600.00	
217	01/19/2024	Payroll	1	EFT	John M Butorac	1,900.00	
218	01/19/2024	Payroll	1	EFT	Audrey M Casassa	1,300.00	
219	01/19/2024	Payroll	1	EFT	Brian DeFrang	500.00	
220	01/19/2024	Payroll	1	EFT	Bradley D Helgeson	2,000.00	
221	01/19/2024	Payroll	1	EFT	Kathryn A Heller	750.00	
222	01/19/2024	Payroll	1	EFT	Debbie Lee	1,100.00	
223	01/19/2024	Payroll	1	EFT	David Lindseth	1,600.00	
224	01/19/2024	Payroll	1	EFT	Cameron McAllister	1,200.00	
225	01/19/2024	Payroll	1	EFT	Edwin L Mills	2,500.00	
226	01/19/2024	Payroll	1	EFT	Cheryl J Montgomery	2,000.00	
227	01/19/2024	Payroll	1	EFT	Robin L Newcomb	3,000.00	
228	01/19/2024	Payroll	1	EFT	Robert F Omans	2,000.00	
229	01/19/2024	Payroll	1	EFT	Whitney Prosek	600.00	
230	01/19/2024	Payroll	1	EFT	Jennifer E Rogers	2,000.00	
231	01/19/2024	Payroll	1	EFT	Marshall Stewart	1,600.00	
232	01/19/2024	Payroll	1	EFT	Cody Strohl	2,000.00	
233	01/19/2024	Payroll	1	EFT	Cornelia J Van Dongen	1,000.00	
234	01/19/2024	Payroll	1	EFT	Anthony A Venera	2,000.00	
235	01/19/2024	Payroll	1	EFT	Umpqua Bank	20,000.00	941 for January Draws
270	01/23/2024	Payroll	1	EFT	Employment Security Dept PFML & LTC	236.65	Under on PFML Qtr 4 -- wrong max set
450	02/05/2024	Payroll	1	EFT	Jane Agar	1,575.50	
451	02/05/2024	Payroll	1	EFT	Richard D Albo	7,360.79	
452	02/05/2024	Payroll	1	EFT	Virgil D Amick	2,645.35	
453	02/05/2024	Payroll	1	EFT	Matthew R Anderson	4,765.00	
454	02/05/2024	Payroll	1	EFT	Aaron G Barr	4,363.63	
455	02/05/2024	Payroll	1	EFT	John M Butorac	1,674.23	
456	02/05/2024	Payroll	1	EFT	Audrey M Casassa	2,231.12	
457	02/05/2024	Payroll	1	EFT	Steven Cook	227.60	
458	02/05/2024	Payroll	1	EFT	Brian DeFrang	4,738.31	
459	02/05/2024	Payroll	1	EFT	John J Glondo	227.60	
460	02/05/2024	Payroll	1	EFT	Mark Goodwin	49.92	
462	02/05/2024	Payroll	1	EFT	Bradley D Helgeson	5,743.12	
463	02/05/2024	Payroll	1	EFT	Kathryn A Heller	2,573.54	
464	02/05/2024	Payroll	1	EFT	Nathan J Henderson	126.84	
465	02/05/2024	Payroll	1	EFT	Alec Johnson	4,732.14	
466	02/05/2024	Payroll	1	EFT	Craig D Juris	4,288.10	
467	02/05/2024	Payroll	1	EFT	Jessica T Korich	3,150.44	
468	02/05/2024	Payroll	1	EFT	Debbie Lee	4,007.84	
469	02/05/2024	Payroll	1	EFT	David Lindseth	3,119.65	
471	02/05/2024	Payroll	1	EFT	Matthew Lundh	2,640.75	
472	02/05/2024	Payroll	1	EFT	Mario M Magnotti	6,070.66	
473	02/05/2024	Payroll	1	EFT	Audrey Malek	227.60	
474	02/05/2024	Payroll	1	EFT	Cameron McAllister	3,288.59	
475	02/05/2024	Payroll	1	EFT	Edwin L Mills	2,391.77	
476	02/05/2024	Payroll	1	EFT	Cheryl J Montgomery	2,306.10	
477	02/05/2024	Payroll	1	EFT	Robin L Newcomb	2,739.48	
478	02/05/2024	Payroll	1	EFT	Robert F Omans	4,145.32	

CHECK REGISTER

City Of Cle Elum

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01/06/2024 To: 02/05/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
479	02/05/2024	Payroll	1	EFT	Casey Orndorff	126.03	
480	02/05/2024	Payroll	1	EFT	Luanne C Osiadacz	372.78	
481	02/05/2024	Payroll	1	EFT	Amy E Pridemore	1,385.78	
482	02/05/2024	Payroll	1	EFT	Whitney Prosek	1,962.71	
483	02/05/2024	Payroll	1	EFT	Kenneth C Ratliff	227.60	
484	02/05/2024	Payroll	1	EFT	Jennifer E Rogers	3,377.86	
485	02/05/2024	Payroll	1	EFT	Kelsey Seiser	3,690.19	
486	02/05/2024	Payroll	1	EFT	Marshall Stewart	2,257.76	
487	02/05/2024	Payroll	1	EFT	Cody Strohl	3,118.54	
488	02/05/2024	Payroll	1	EFT	Cornelia J Van Dongen	625.17	
489	02/05/2024	Payroll	1	EFT	Anthony A Venera	4,846.19	
490	02/05/2024	Payroll	1	EFT	Jerred Weis	227.60	
491	02/05/2024	Payroll	1	EFT	Elizabeth M Williams	227.60	
502	02/05/2024	Payroll	1	EFT	AWC Health Insurance	31,847.51	Pay Cycle(s) 01/25/2024 To 02/05/2024 - Asuris 250 Med/Den/Vis
503	02/05/2024	Payroll	1	EFT	Colonial Life	604.26	Pay Cycle(s) 01/25/2024 To 02/05/2024 - Colonial Insurance Pre; Pay Cycle(s) 01/25/2024 To 02/05/2024 - Colonial Insurance
504	02/05/2024	Payroll	1	EFT	HRA VEBA Trust Contributions	6,308.00	Pay Cycle(s) 01/25/2024 To 02/05/2024 - Veba
505	02/05/2024	Payroll	1	EFT	Northwest Admin Transfer Acct	3,130.00	Pay Cycle(s) 01/25/2024 To 02/05/2024 - NW Admin RWT/Dental
506	02/05/2024	Payroll	1	EFT	Teamsters Local #760	795.00	Pay Cycle(s) 01/25/2024 To 02/05/2024 - Teamsters Dues
507	02/05/2024	Payroll	1	EFT	UEBT	10,720.00	Pay Cycle(s) 01/25/2024 To 02/05/2024 - UEBT Medical Vision
508	02/05/2024	Payroll	1	EFT	Umpqua Bank	30,923.03	941 Deposit for Pay Cycle(s) 01/25/2024 - 02/05/2024
509	02/05/2024	Payroll	1	EFT	WA State Dept of Retirement Sys.	31,352.70	Pay Cycle(s) 01/25/2024 To 02/05/2024 - PERS2; Pay Cycle(s) 01/25/2024 To 02/05/2024 - LEOFF2; Pay Cycle(s) 01/25/2024 To 02/05/2024 - PERS 3; Pay Cycle(s) 01/25/2024 To 02/05/2024 - Deferred Comp
510	02/05/2024	Payroll	1	EFT	Washington State Support Registry	126.42	Pay Cycle(s) 01/25/2024 To 02/05/2024 - Child Support
356	01/25/2024	Payroll	1	46281	Cheryl Anderson	1,593.38	Payoff for C. Anderson
461	02/05/2024	Payroll	1	46282	Steven M Harper	217.60	
470	02/05/2024	Payroll	1	46283	Cole M Lowenstein	1,010.60	
492	02/05/2024	Payroll	1	46284	Bill Rolcik Memorial Fund	110.00	Pay Cycle(s) 01/25/2024 To 02/05/2024 - Bill Rock Mem Fund
493	02/05/2024	Payroll	1	46285	WCTPTF	3,757.83	Pay Cycle(s) 01/25/2024 To 02/05/2024 - Teamsters Pension Trust
511 Legislative						1,883.91	
512 Judicial						5,849.07	
513 Executive						10,174.96	
514 Financial, Recording & Elections						12,000.25	
521 Police Department						113,615.55	
522 Fire Department						12,379.66	
536 Cemetery						990.06	
558 Planning & Community Devel						5,461.30	
572 Libraries						9,757.11	

CHECK REGISTER

City Of Cle Elum

01/06/2024 To: 02/05/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			576 Park Facilities			2,336.10	
			580 Non Expenditures			-3,262.58	
		001 Current Expense/General Fund				171,185.39	
			542 Streets - Maintenance			12,954.46	
		101 Street Fund				12,954.46	
			521 Police Department			9,834.30	
			554 Environmental Services			3,702.65	
		104 Police 3/10's Sales Tax Fund				13,536.95	
			534 Water Utilities			43,462.47	
		401 Water Fund				43,462.47	
			537 Garbage & Solid Waste			7,797.63	
		402 Sanitary Fund				7,797.63	
			535 Sewer			22,148.53	
			538 Combined Utilities			12,054.35	
		409 Sewer Fund				34,202.88	
						283,139.78	Payroll: 283,139.78

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:

John Glondo

Date _____

Steven Harper

Date _____

Ken Ratliff

Date _____

CHECK REGISTER

City Of Cle Elum

Time: 11:37:01 Date: 02/12/2024

02/13/2024 To: 02/13/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
655	02/13/2024	Claims	1	46332	Ascent Foundations	22,945.48	Emergency Sewer Repair -- Alley between Penn and Harris
594 Capital Expenditures						22,945.48	
409 Sewer Fund						22,945.48	
						22,945.48	Claims: 22,945.48

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:

John Glondo Date _____

Steven Harper Date _____

Ken Ratliff Date _____

 2-13-24

City Administrator

Staff Report
(February 13, 2024)

Kick-off's

- Columbia Avenue Railroad Crossing Feasibility Study
 - QUADCO GRANT
 - With HLA
 - Went through project timeline, expectations & public outreach
 - First outreach "Town Hall Meeting" February 21st 6:00pm
- Safe Streets for All (SS4A)
 - With the Federal Highway Administration.
 - When through all of the requirements for reimbursement.
 - HLA is working on a Task Order

Other

- Bear garbage cans. 96-gallon Cart plus \$10.50
- Working on some policy updates
 - Procurement policy... the state has made some changes through state bill #5268 so we'll be adding changes to our procurement policy that deals with direct contracting.
 - Travel Policy... as we look forward to employees participating in training, we found that some lodging language needs to be updated.
- The Clerks' office would like to remind the council that small changes to the agenda may be made up to 24 hours before the meeting. Such things as staff reports, however, these updates are available instantly with the online version.

PUBLIC WORKS STAFF REPORT JANUARY 2024

- Second Street water main is cruising right along. The new main is online up to Montgomery Ave, water services and all. The Montgomery tie in will happen Tuesday which should bring the new main live all the way to Peoh Ave. The main is installed up to Wright Ave.
- Updating work on finishing the 1941 map with the use of GIS and the 40-50's card catalog that has some detailed drawing of older water services, this also helps locate those surprise abandoned water services.
- The crew has been busy controlling potholes with cold mix and asphalt grindings in the alley ways.
- There is a water main leak on the 12" steal line on Rossetti Way. That will be repaired on Wednesday.
- We have a demo tractor from John Deere that we are looking to upgrade to keep downtown sidewalks cleared off during the winter, with a new snowblower. The plan is to blow the snow at the edge of the sidewalk and NOT in the street then come back early morning and remove the snow at the edge and haul it away. The demo fits on all the downtown sidewalks along with the sidewalks on 1st and 2nd Street hills.
- Our newer 2012 F-350 utility truck arrived that was purchased off GovDeals Monday, the crew has been busy transferring everything from the old utility box and getting the truck in service. It's going to be a huge upgrade for public works along with a very nice plow that came mounted on it.
- Before the nice weather the crew did a lot of snow pile removal, so we were prepared for the next storm but instead of snow we got sun.
- The sewer main collapsed behind the Keg Cellar which was just a short 100-foot run. This has been one of our weekly problem sewers that we have to jet once or twice a week. The decision was made, and Ascent was called in to replace the line which ended up being a difficult task with the gas main buried almost directly on top of the sewer main, along with a hidden concrete structure.

CITY OF CLE ELUM
Planning Department

AGENDA
STAFF REPORT

AGENDA DATE: February 13, 2024

ACTION REQUESTED: None, Current Planning Update: January 8, 2024 – February 13, 2024

BACKGROUND:

Current Planning Permits:

1. ***STR (short term rental)***- approval issued
2. ***BLA (boundary line adjustment)***– Mid Cascade Investment, waiting for complete application
3. ***ROW (right-of-way) Vacation*** – Clifton, waiting for a complete application
4. ***ROW (right-of-way) Vacation*** - Grant Street Alley, in public comment period, public hearing scheduled for February 27, 2024
5. ***SEPA*** – Upper Kittitas County Rec Center, waiting for a complete application
6. ***Franchise Agreement*** for lighting in City Heights, in progress
7. ***Franchise Agreement*** for PSE, before council for first reading 2/13/24
8. ***PLP (preliminary long plat) Wildwood Ranch Subdivision*** – still incomplete; waiting on a Wetland Delineation Study, and other updates.
9. ***Fowler Creek Annexation***; still waiting on updated legals.
10. ***47 North*** – assisting with review process (in review)

Code Enforcement:

1. ***Snow Removal letters***

General Planning Support:

1. ***Business License Review and assistance to staff***
2. ***Provided planning support to the public and staff related to: parcel segregation, ADU, subdivisions, animal husbandry, crystal creek setbacks, airport hanger development, ADU's attached to duplexes, permitted uses, zoning districts, critical area development, GC setbacks; etc.***
3. ***Onsite Support; walk-ins***
4. ***Planning Commission – met w/ Dept. of Fish and Wildlife regarding Critical Areas, First meeting of the year, and the commission will start meeting twice a month moving forward***
5. ***Columbia Ave Railroad Crossing Feasibility Study, Town Hall scheduled for February 21, 2024 at 6 PM in Council Chambers***
6. ***Council Presentations***

RECOMMENDATION:

None

HANDLING:

City Clerk, Council

ATTACHMENTS:

None

LEAD STAFF:

Colleda Monick, HLA



CITY OF CLE ELUM PLANNING COMMISSION
2023 HIGHLIGHTS
February 6, 2024

1. PLANNING COMMISSION MEETINGS BY THE NUMBERS

- a. Number of Meetings: 12
- b. Public Hearings: 2
- c. Text Amendment Approvals: 2 (Firewise & Critical Areas)

2. HOUSING STATS

Housing Approval Performance Statistics by Year					
Type	2019	2020	2021	2022	2023
Single-Family	26	13	6	3	9
Manufactured	1	1	6		1
Duplex/Townhome				1	1
Multi-Family	24-unit				24-unit
ADU			1		2
Totals	51	14	13	4	37

3. PERMIT STATS

Planning Permit Performance Statistics by Year					
Permit Type Description	2019	2020	2021	2022	2023
Annexation			1		1
Boundary Line Adjustment	4	7	5	3	2
Conditional Use	2	1			
Final Plat				3	
Franchises			2		4
Planned Mixed Use	1				
Pre-Application Meeting	4	7	12	7	13
Rezone				1	
Rezone w-Amendment			1		
SEPA	9	9	4	4	1
Short Plat			1	1	
Short Term Rentals			5	3	5
Sidewalk Use Permit					3
Sign Permits	7	11	12	8	8
Site Design Review	1	7	4	3	3
Special Use Permit					2
Subdivisions	2	1	1	1	3
Vacations	1	1	1		3
Totals	31	44	48	34	48

4. 2023 WORK IN PROGRESS

a. Text Amendments:

- i. 15.20 – Sign Code
- ii. 17.XX – Zero Lot Line/Common Wall
- iii. Review Permitted/Conditional Uses in the Industrial & General Commercial zoning districts
- iv. Permitted Use Table
- v. Critical Areas Amendments with Department of Fish and Wildlife

5. 2024 WORK IN PROGRESS

a. Text Amendments:

- i. Title 17 > Title 14 – multiple updates including zoning district name changes, potentially adding new sections including a permitted use table, and zero lot line development, and misc. clean up.
- ii. Permitted Use Table
- iii. Commercial/Industrial Permitted and Conditional Uses
- iv. Title 18: Critical Areas Amendments with Department of Fish and Wildlife

b. Comp Plan Amendments:

- i. Climate Element

Cle Elum Fire Department

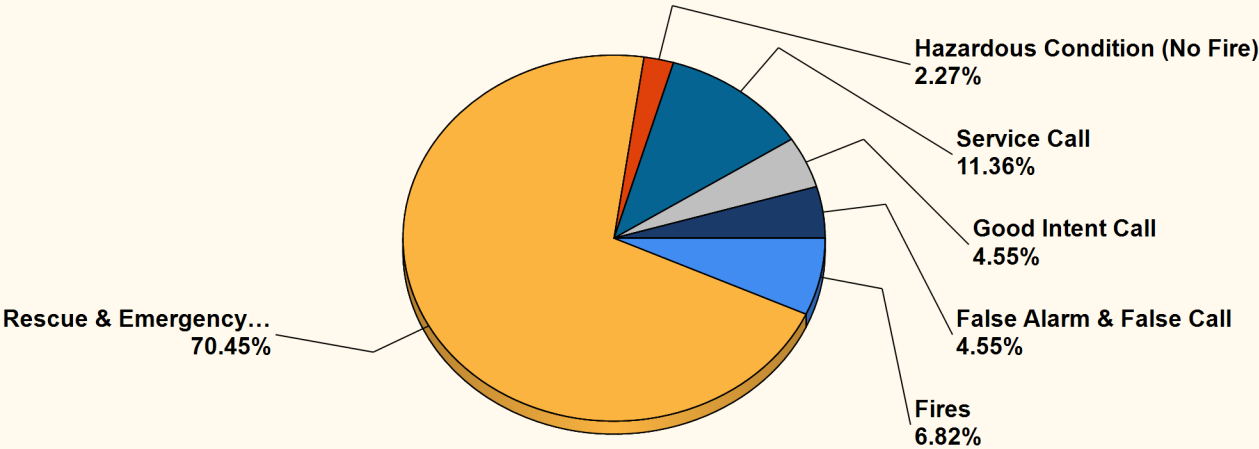
Cle Elum, WA

This report was generated on 2/7/2024 1:37:29 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 01/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	6.82%
Rescue & Emergency Medical Service	31	70.45%
Hazardous Condition (No Fire)	1	2.27%
Service Call	5	11.36%
Good Intent Call	2	4.55%
False Alarm & False Call	2	4.55%
TOTAL	44	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
114 - Chimney or flue fire, confined to chimney or flue	1	2.27%
131 - Passenger vehicle fire	1	2.27%
132 - Road freight or transport vehicle fire	1	2.27%
311 - Medical assist, assist EMS crew	2	4.55%
320 - Emergency medical service, other	1	2.27%
321 - EMS call, excluding vehicle accident with injury	27	61.36%
350 - Extrication, rescue, other	1	2.27%
440 - Electrical wiring/equipment problem, other	1	2.27%
510 - Person in distress, other	2	4.55%
520 - Water problem, other	1	2.27%
522 - Water or steam leak	1	2.27%
571 - Cover assignment, standby, moveup	1	2.27%
611 - Dispatched & cancelled en route	2	4.55%
700 - False alarm or false call, other	1	2.27%
744 - Detector activation, no fire - unintentional	1	2.27%
TOTAL INCIDENTS:	44	100%

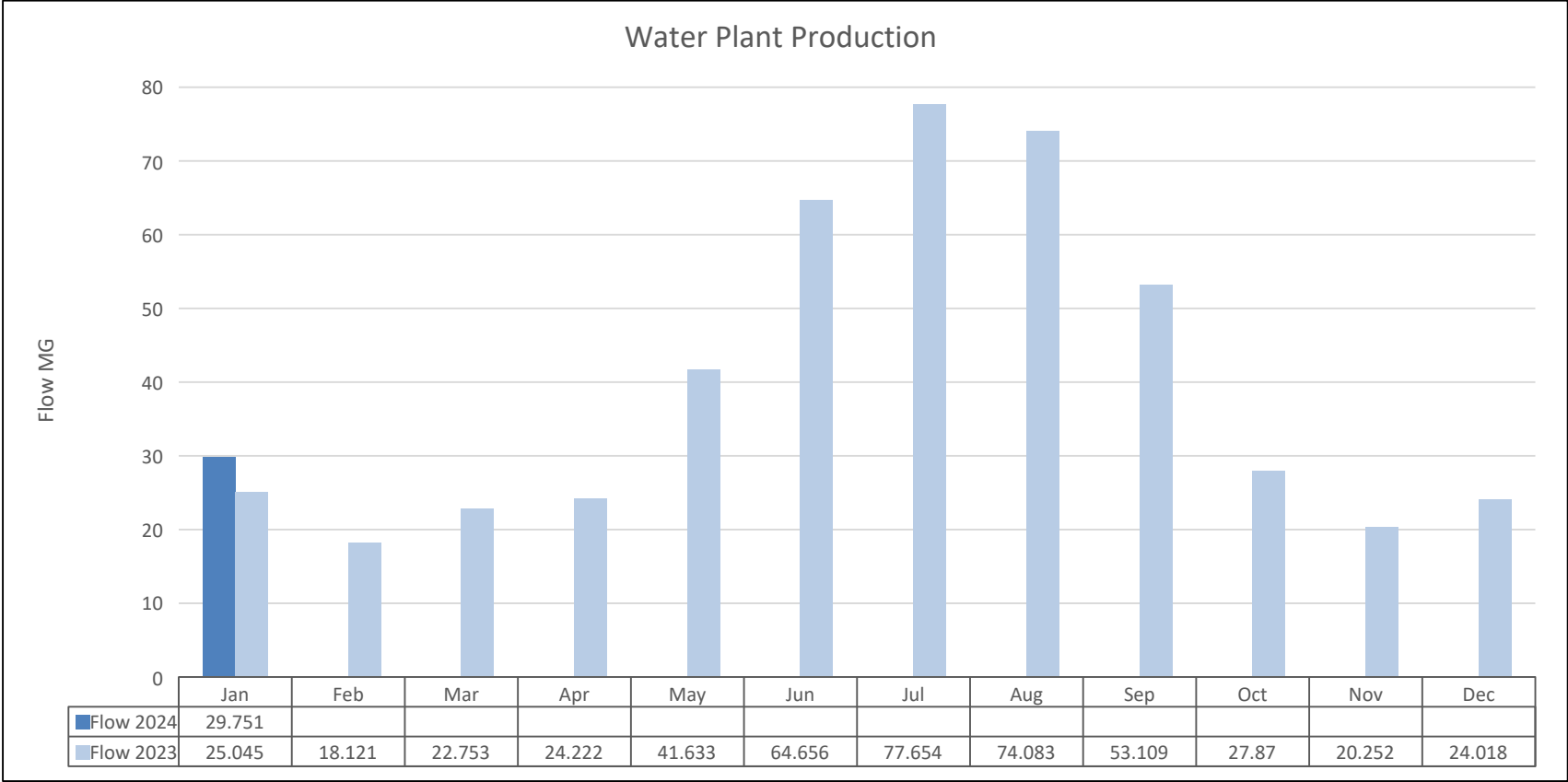
Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



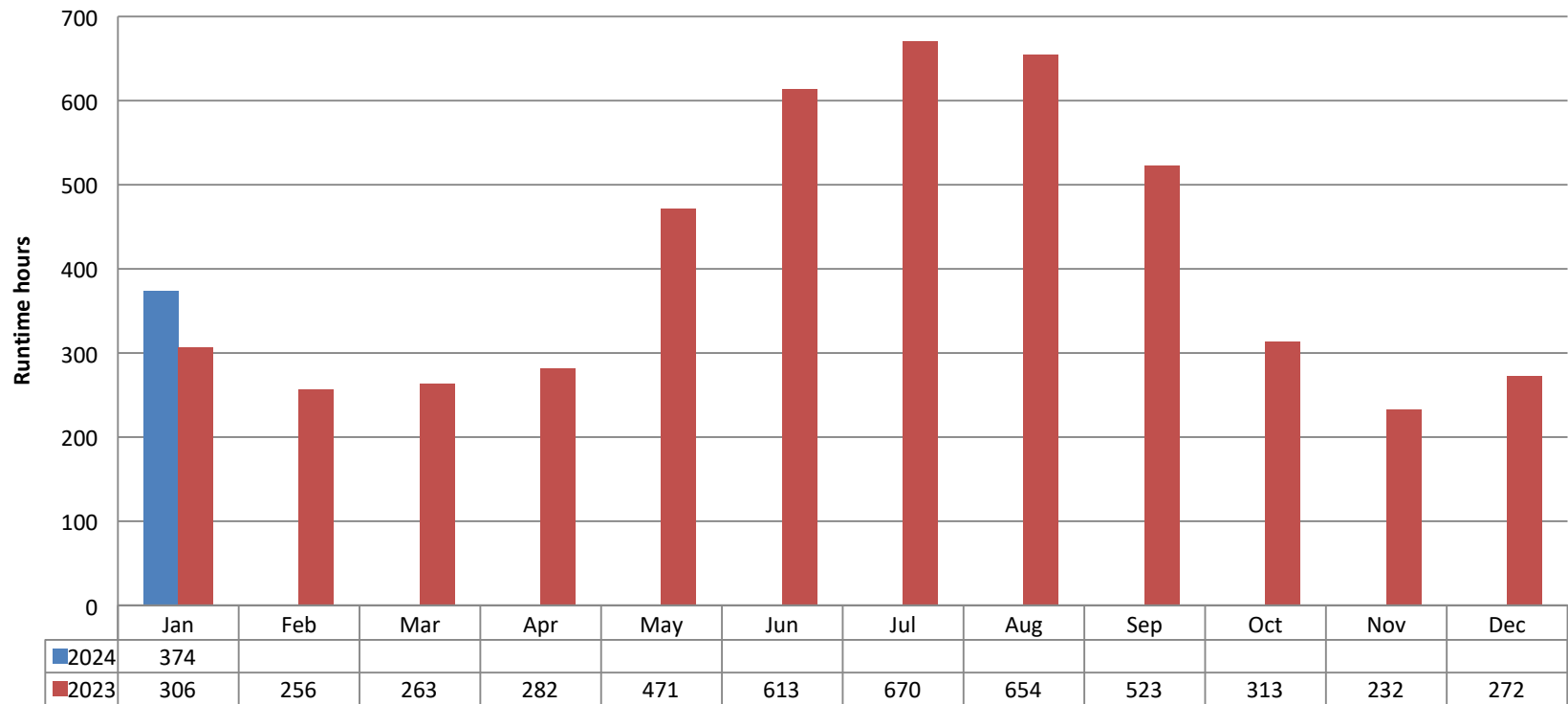
Council Meetings

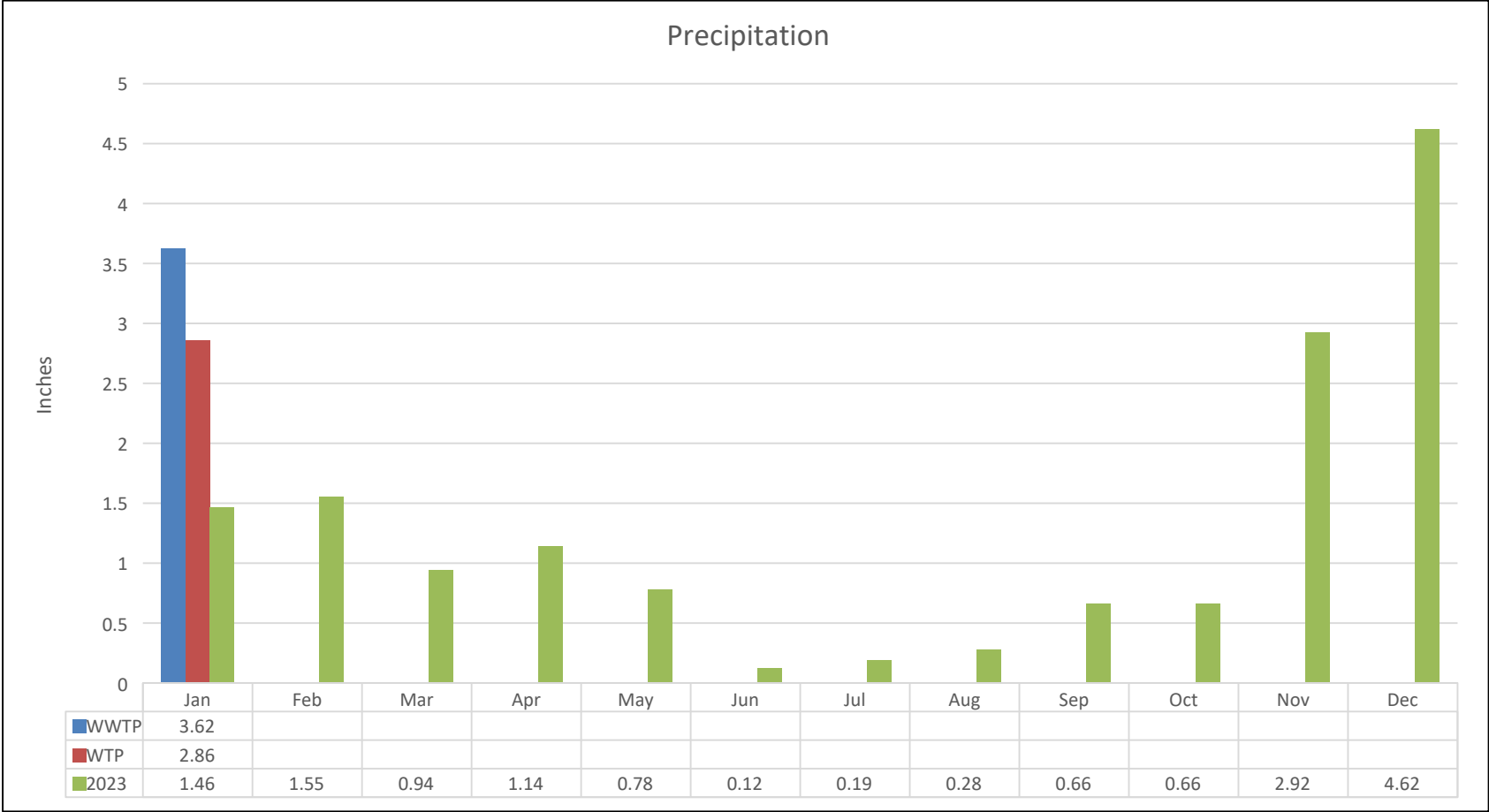
Honorable Mayor and council,

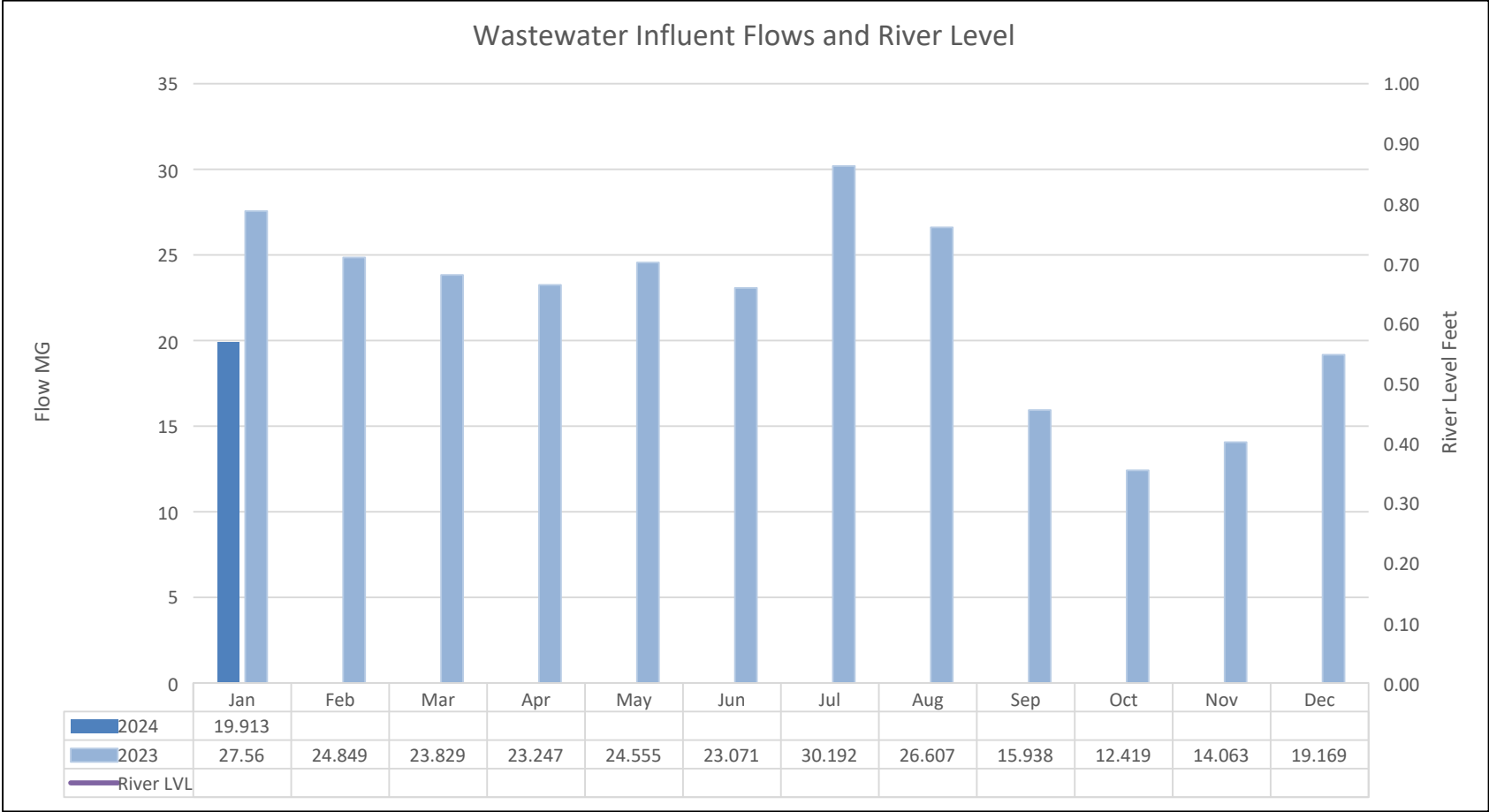
- 2 weeks ago ATM theft and Wendy's incident
 - Did not get any money but attempted to by tying a chain and pulling
 - Was in a stolen vehicle in the county, vehicle recovered hours later in the city
 - Working on leads based on video
- Attempted to apprehend a warrant suspect that turned into multi jurisdictional manhunt. Not yet in custody but not a danger to the public.
- Traffic Stops on 2nd St
 - Normally don't document this thoroughly but to provide a data set which is true on average throughout the city
 - 14 hours spent on traffic emphasis on 2nd St alone
 - 91 traffic stops between Jan 22 and today
 - 6 infractions
 - 4 criminal citations
 - Get requests for traffic emphasis on all streets
 - Cant be everywhere all at once
 - Duties while also doing traffic
 - Respond to calls
 - Writing reports
 - Follow up for investigation
 - Online training
 - Footbeats and dozens of other duties every day
 - During summer months emphasis with WSP did it last year and continue this year
 - Prior to any mention of traffic emphasis I already had a meeting to get state money for OT to give ability for emphasis on speed, DUI, seatbelts, distracted driving etc
 - All of this to be said they work very hard, when there are issues please let us know and we will do what we can to deal with them.
 - Voting ends tonight at 8:00 PM sharp I will be closing the box
 - Served the middle schoolers Hot Chocolate for kindness day
 - "In a world where you can be anything be kind"

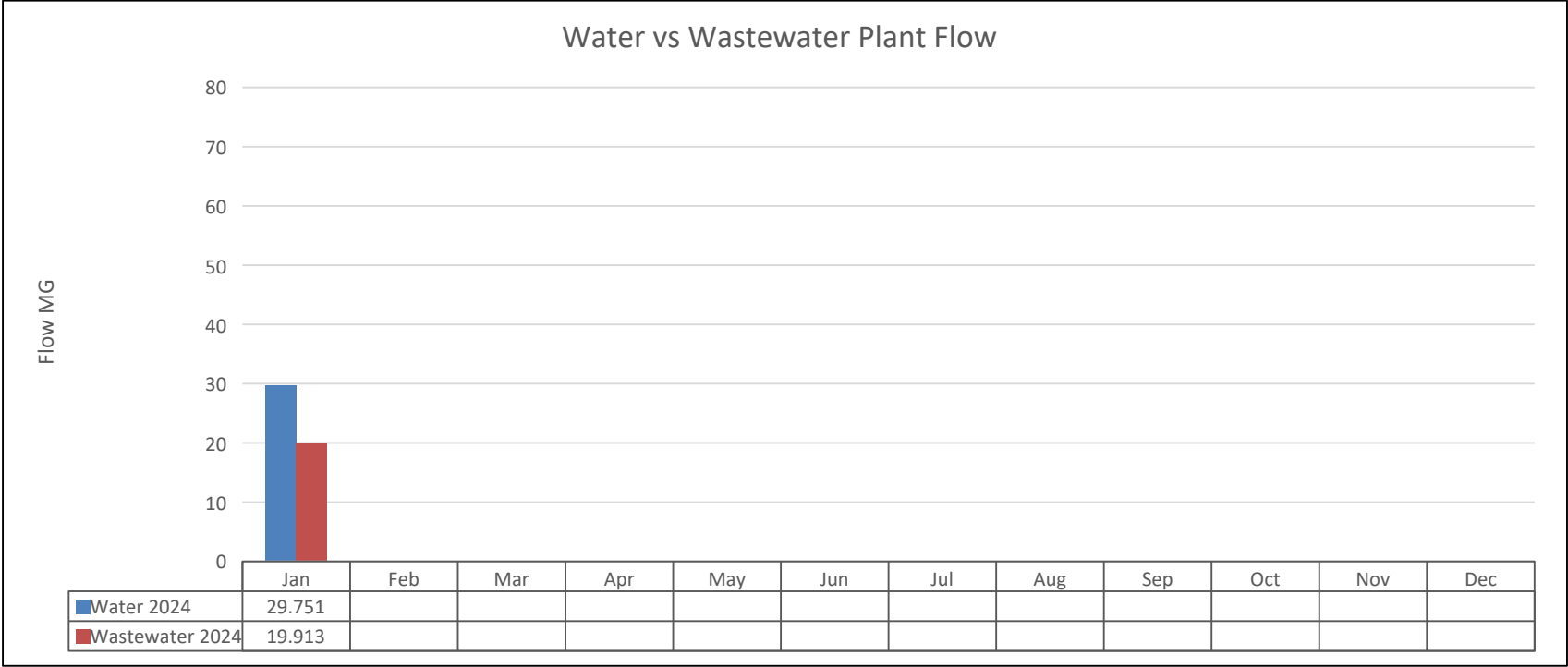


Water Plant Run Time

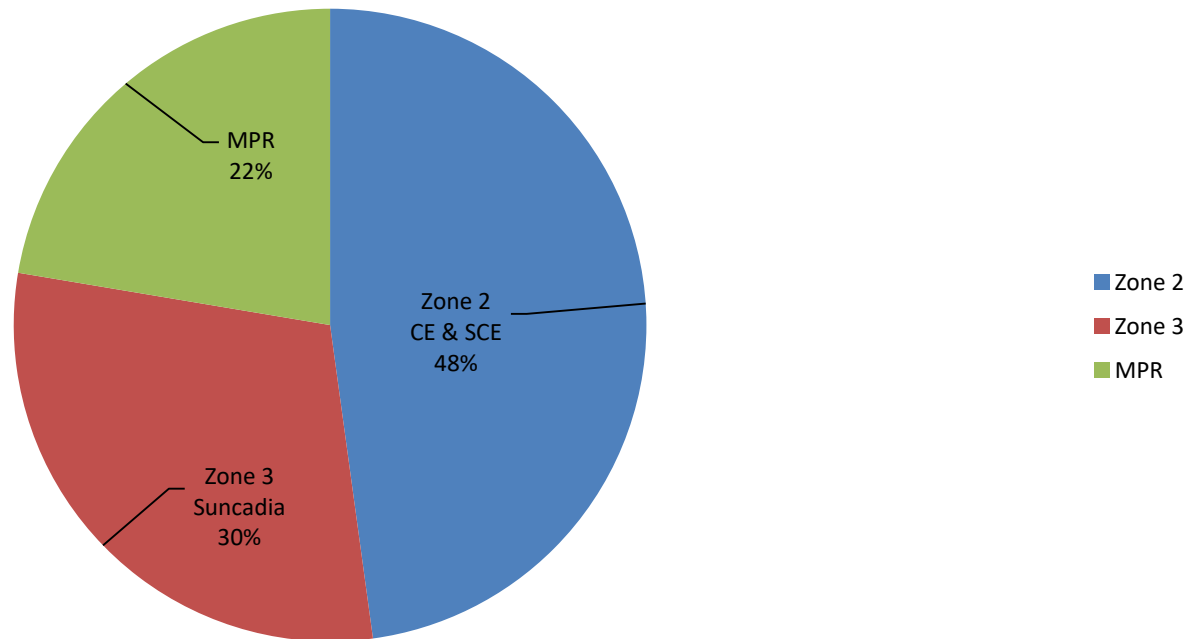




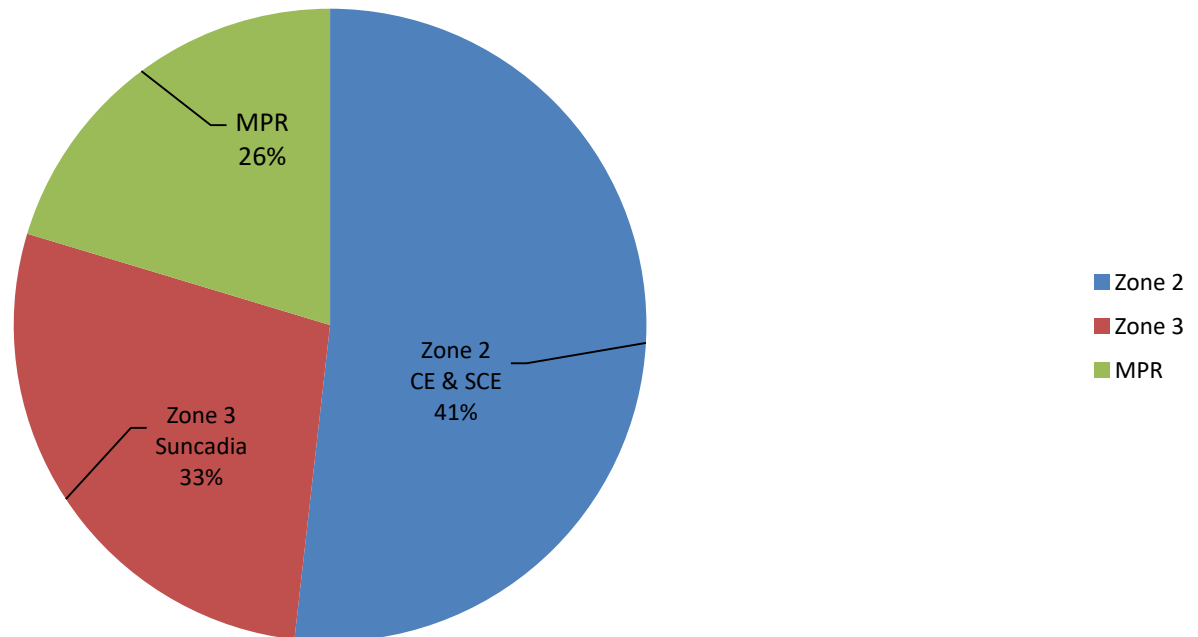




Percent of Flow - January



Percent of Flow - 2023



February 13, 2024 Council Meeting

- Good evening Honorable Mayor and members of the Council.
 - My usual graphs are enclosed in your council packet, I have also include a graph that shows the annual percent of use, I would be happy to answer any questions you may have about them.
 - Both plants continue to run well.
 - In 2023 the wastewater plant operated 8,760 hours to treated 266 MG,
 - peak daily flow was 1.23mg
 - we received 12" of rain and had an average river level of 5 feet.
 - In comparison, in 2022 the wastewater plant operated the same amount of hours but treated 348 mg,
 - peak flow was 3.0 mgd,
 - we received 21" of rain, with an average river level of 5.43'.
 - In 2023 the water plant ran 4,855 hours and produced 473 MG,
 - peak daily flow was 3.0 mgd
 - average daily runtime was 13.3.
 - In 2022 the plant ran 4,966 hours, produced 446 mg,
 - peak daily flow was 3.0 mgd
 - average daily runtime was 13.9

AFTER RECORDING MAIL TO:
CONE, GILREATH, ELLIS, COLE & ANDERSON
PO BOX 499
ELLENSBURG WA 98926

Document Title(s): (or transactions contained therein)

1. Property Use Agreement Between City of Cle Elum and Upper Kittitas County Senior Center
- 2.

Reference Number(s) of Documents assigned or released:

☐ Additional numbers on page ____ of document

Grantor(s): (Last name first, then first name and initials)

1. City of Cle Elum
- 2.
3. ☐ Additional names on page ____ of document

Grantee(s): (Last name first, then first name and initials)

1. Upper Kittitas County Senior Center
- 2.
3. ☐ Additional names on page ____ of document

Abbreviated Legal Description as follows: (i.e. lot/block/plat or quarter/quarter section/township/range)

20-15-26041-0002

☒ Complete legal description is on Exhibit A of the document

Assessor's Property Tax Parcel/Account Number(s):

Note: The auditor/recorder will rely on the information on the form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.



**PROPERTY USE AGREEMENT BETWEEN
CITY OF CLE ELUM AND UPPER KITTITAS COUNTY SENIOR CENTER**

An Agreement between the City of Cle Elum, a Washington municipal corporation of the second class and the Upper Kittitas County Senior Center, a non-profit 501c3 corporation, for the use of a portion of the area of land known as Centennial Park, so the Upper Kittitas County Senior Center can carry out its program of services for the community's senior citizens.

ARTICLE I - BACKGROUND

1. The City of Cle Elum (the City) owns Centennial Park, a park approximately 8 acres in area with about 5 acres in use as ball fields and related parking, located on the north side of Third Street at Yakima Avenue, in Cle Elum, Kittitas County, Washington.
2. The Upper Kittitas County Senior Center (UKCSC) has been in operation as an I.R.C. non-profit 501©(3) corporation for the past 8 years, and provides a wide range of services for area senior citizens, including meals, recreational activities, educational programs, fellowship opportunities, field trips, and social services.
3. The UKCSC is currently located in the Upper Kittitas County District Court building. The lease is due to expire within the next year and a half, and is not likely to be renewed. Further, the existing leased space cannot adequately support the UKCSC programs both in terms of size and facilities.
4. The UKCSC has developed plans to build a new Senior Center building, to be financed with accumulated savings, and relying substantially on donated materials and labor.
5. In recognition of the importance of supporting its senior citizens, the City currently provides direct financial support to the UKCSC, which directs much needed services to senior citizens in the community, most of whom are on limited, fixed incomes.
6. The City and UKCSC have now determined that it is in their mutual best interests to enter into a written agreement, authorizing UKCSC to use a portion of Centennial Park for the construction and operation of a building which will house the UKCSC programs, activities and services.

ARTICLE II - PURPOSE OF AGREEMENT

The purpose of this Agreement is to:

1. Provide the terms and conditions under which UKCSC can use a portion of Centennial Park to construct and operate a Senior Center building for their programs and activities.
2. Define operational and maintenance responsibilities.
3. Identify responsibilities for costs and address liability issues.
4. Identify a process to provide for improvements and upgrades.

ARTICLE III - DURATION OF AGREEMENT

1. This Agreement shall extend for a term of fifty (50) years from the date the Agreement is executed by the Parties.

ARTICLE IV - EFFECTIVE DATE OF AGREEMENT

1. This Agreement shall become effective on the date first appearing below.

ARTICLE V - DESCRIPTION OF PROPERTY SUBJECT TO AGREEMENT

1. This Agreement shall apply and pertain to that portion of Centennial Park identified and described on Exhibit A, which is hereby incorporated as a part of this Agreement.

ARTICLE VI - PERMITTED USES

1. UKCSC may use the property described in this Agreement for all programs and activities which are undertaken under the sponsorship and in support of the goals and mission of UKCSC. Such programs and activities may include, but are not limited to regular meetings, group meals, recreational events and activities, social gatherings, and educational and informational presentations.
2. UKCSC may also rent the facility to outside groups for such functions as community gatherings, class reunions, and wedding receptions, provided that such rentals or permissions to use the facility meet all of the following minimum requirements:
 - a. Prior to any rentals, the UKCSC shall prepare a written policy establishing the terms and conditions for such rentals, which must be approved by the City and formally adopted by the UKCSC Board of Directors. The



- UKCSC executive director shall be authorized to approve applications for rentals, provided that such applications comply with the terms of the duly adopted rental policy.
- b. The written policy must, at a minimum, require proof of insurance from any users, and include adequate deposit to cover damage and repairs.
 - c. Proceeds from all rentals must be used in support of UKCSC programs and activities.
 - d. Facility rentals must be scheduled in such a way as to not unduly interfere with or limit the availability of the facility for regular UKCSC programs and activities.
3. UKCSC may sublease space within the building, or enter into separate use agreements, with organizations or agencies which provide educational or social service functions which are generally related or in support of the overall UKCSC mission and goals (see Attachment A), provided that all such subleases must meet the following minimum requirements:
- a. The City must be a signatory party to all such sublease agreements.
 - b. Proof of insurance must be provided by any group or organization seeking to obtain a sublease for use of part of the building.
 - c. Proceeds from all subleases must be used in support of overall UKCSC programs and activities.
 - d. Subleases must not involve facility commitments which would unduly interfere with or limit the ability of UKCSC to meet its primary facility needs.
 - e. All sublessees shall be required to comply with all applicable local, state and federal laws and regulations.
4. UKCSC shall not be charged any rent payment for the use of the above described property, so long as it is used in accordance with the terms and provisions of this Agreement.

ARTICLE VII - IMPROVEMENTS

1. Project site plans and initial Senior Center building construction plans must be approved by the City Council. Modifications and/or improvements to the building or adjacent property covered by this Use Agreement must be requested and approved by the Building Official. No improvements or modifications will be installed or provided by UKCSC without the written permission of the City Administrator. This permission will be granted upon demonstration that the improvement will provide a benefit to UKCSC program participants and will not detract from the appearance and function of the property.
2. UKCSC shall obtain any and all local, state or federal permits associated with construction and development activities undertaken by UKCSC within the terms and provisions of this Agreement.

3. UKCSC shall assume the costs of maintaining any improvements to the property covered by this Agreement, unless otherwise agreed to by the City Council. Should an improvement be made without the permission of the City, the City has the right to direct UKCSC to remove the improvement within thirty (30) days at UKCSC cost. If the improvement is not removed within 30 days, the City may remove the improvement and bill UKCSC for all related costs and will be entitled to full payment for those removal costs through use of any and all mechanisms allowed to it by law.

ARTICLE VIII - RULES, LAWS, AND ORDINANCES

1. UKCSC agrees to abide by and uphold the policies and ordinances of the City of Cle Elum and the laws and regulations of the State of Washington, including those which regulate the operation of food and beverage serving facilities.

ARTICLE IX - RIGHT TO ENTER

1. The City shall have the right to enter UKCSC facilities for any reasonable purpose to include, but not limited to, safety inspections and ensuring code compliance and compliance with the provisions of this Agreement. The City shall provide advance notice, and shall attempt to conduct such inspections during reasonable operating hours, unless exigent circumstances exist.

ARTICLE X - ANNUAL REPORT TO COUNCIL

1. UKCSC shall meet with the City Council on an annual basis to report on the status of Senior Center activities and programs.

ARTICLE XI- TERMINATION

1. Upon termination or expiration of this Agreement, any permanent structure(s) or improvements placed on the property by UKCSC shall become the property of the City.
2. Failure to fulfill the terms, conditions, and obligations of this Agreement by either Party may be determined to constitute a breach of the Agreement, giving rise to termination of the Agreement. A minimum of sixty (60) days notice to correct any failure regarding the terms, conditions, and obligations of this Agreement shall be provided prior to taking steps to terminate the Agreement.

3. UKCSC shall have a period of 18 months from the date of signing of this Agreement to complete construction of the Senior Center building as designed and planned, on this property. At its sole discretion, the City of Cle Elum may grant one or more subsequent six (6) month extensions to this completion deadline. If the completion deadline expires, and the City fails to grant an extension, the termination provisions of this Agreement shall apply. The deadline for extension application shall be not less than thirty (30) days prior to expiration of the Agreement.
4. Unless determined otherwise by the City of Cle Elum, this Agreement shall obligate UKCSC to restore this property to its pre-construction condition, in the event that the termination provisions of the Agreement are invoked.
5. In the event that UKCSC fails to complete the construction of the proposed Senior Center building within the allowed time, as may be extended pursuant to this Agreement, then UKCSC agrees to indemnify and hold the City harmless from any materialman's or mechanic's liens and any and all other unpaid obligations constituting liens against, as well as any other claims, suits or actions for damages, including without limitation attorneys' fees, expert witness fees, costs and disbursements, associated with the Senior Center building to be built by UKCSC pursuant to this Agreement.

ARTICLE XII - NON-DISCRIMINATION

1. UKCSC agrees to comply with all local, state, federal, and all other applicable laws against discrimination.

ARTICLE XIII - LIABILITY

1. UKCSC shall secure and maintain commercial general liability insurance for the entire term of this Agreement to cover all UKCSC uses of the property. Said insurance shall be in the amount of not less than \$1 million per occurrence. The City shall be named additional insured for said policy or policies, and a certificate of insurance so naming the City, along with a copy of the policy binder, shall be provided to the City within fifteen (15) days of the effective date of the policy.
2. The City shall be provided with at least thirty (30) days notice in the event of cancellation of UKCSC's liability insurance coverage.
3. The City reserves the right to review and adjust the minimum amount of insurance coverage required of UKCSC at ten (10) year intervals throughout the life of this Agreement.



4. UKCSC shall be responsible for obtaining, prior to construction activity on the Senior Center building, Builders Risk insurance coverage for its Senior Center construction project. This coverage must cover the entire period while construction is underway. UKCSC must provide the City with an estimated value for the completed structure, to enable the City to confirm that the amount of insurance is adequate to cover building replacement.
5. UKCSC shall be responsible for providing the City with verification that all groups and individuals working on the project have Labor and Industries coverage against on the job injury. This coverage must extend throughout the period that construction is underway.
6. UKCSC shall be responsible for providing the City with verification that the project is covered by General Contractor's Liability Insurance, in an amount of \$1 million, with the City named as additional insured.
7. UKCSC shall submit to the City, upon request, certificates of insurance and copies of the endorsements on all insurance policies required by this Agreement, said documents to evidence the insurance coverages and provide for thirty (30) days' notice of any reduction in insurance coverage during performance of this contract, and naming the City of Cle Elum, its elected officials, officers, employees, agents and representatives as additional insureds.

ARTICLE XIV - INTERPRETATION

1. This Agreement has been and shall be construed as having been made and delivered in the State of Washington, and it is mutually agreed and understood by both Parties that this Agreement shall be governed by the laws of the State of Washington, and the parties intend that Washington law shall apply to the interpretation hereof. Venue to enforce all obligations under this Agreement shall be Kittitas County Superior Court.
2. In the event that either party commences proceedings in Kittitas County Superior Court to interpret or enforce this Agreement, the prevailing party shall be entitled to an award of attorneys' fees and costs and disbursements, including expert witness fees, reasonably incurred or made in such proceedings, including appellate proceedings.
3. This Agreement is an agreement recordable with the Kittitas County Auditor, and shall be binding upon, and inure to the benefit of, the parties and their respective heirs, successors, and assigns.



ARTICLE XV - AMENDMENTS/MODIFICATION

1. The provisions of this Agreement may be amended only by written instrument duly executed by both Parties, after approval by the Cle Elum City Council. Notwithstanding the provisions of this Agreement, the Senior Center reserves the right to propose to the City additional plans for the use of this property.

ARTICLE XVI - INDEMNIFICATION

1. UKCSC and the City shall indemnify and hold harmless the other Party, its officers, agents, and employees from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any action or omissions by the other Party, its officers, agents, and employees, in performing its obligations under this Agreement.
2. In the event that any suit based upon such a claim, action, loss, or damages, resulting from the actions of UKCSC, is brought against the City, UKCSC shall defend the same at its sole cost and expense; provided, that the City retains the right to participate in said suit if any principle of governmental or public law is involved; and a final judgement is rendered against the City, its officers, agents and employees or jointly against the City and UKCSC and their respective officers, agents, employees, UKCSC shall satisfy the same, except in those cases which are solely due to City negligence.
3. In the event that any suit based upon such a claim, action, loss, or damages, resulting from the actions of the City, is brought against UKCSC, the City shall defend the same at its sole cost and expense; provided that UKCSC retains the right to participate in said suit if any principle of governmental or public law is involved; and a final judgement is rendered against UKCSC, its officers, agents, and employees or jointly against UKCSC and their respective officers, agents, and employees, the City shall satisfy the same.

ARTICLE XVII - ENTIRE AGREEMENT

1. This Agreement contains all of the agreements of the Parties with respect to the subject matter covered or mentioned therein, and no prior Agreement shall be effective to the contrary.

ARTICLE XVIII - RATIFICATION

1. Acts taken in conformity with this Agreement prior to their effective date(s) are hereby ratified and affirmed.

ARTICLE XIX - SEVERABILITY

1. If any section or part of this Agreement is held by a court to be invalid, such action shall not affect the validity of any other part of this Agreement.

IN WITNESS THEREOF, The City and UKCSC have caused this Agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the 13th day of October, 2000.

CITY OF CLE ELUM

By: Gary Berndt
Gary Berndt, Mayor

Attest: DeLicia Bannister
DeLicia Bannister, City Clerk

Approved as to form:

Erin Anderson
Erin Anderson, City Attorney

UPPER KITTITAS COUNTY SENIOR CENTER

By: Jerónimo U. Romero
Jerónimo Romero, President

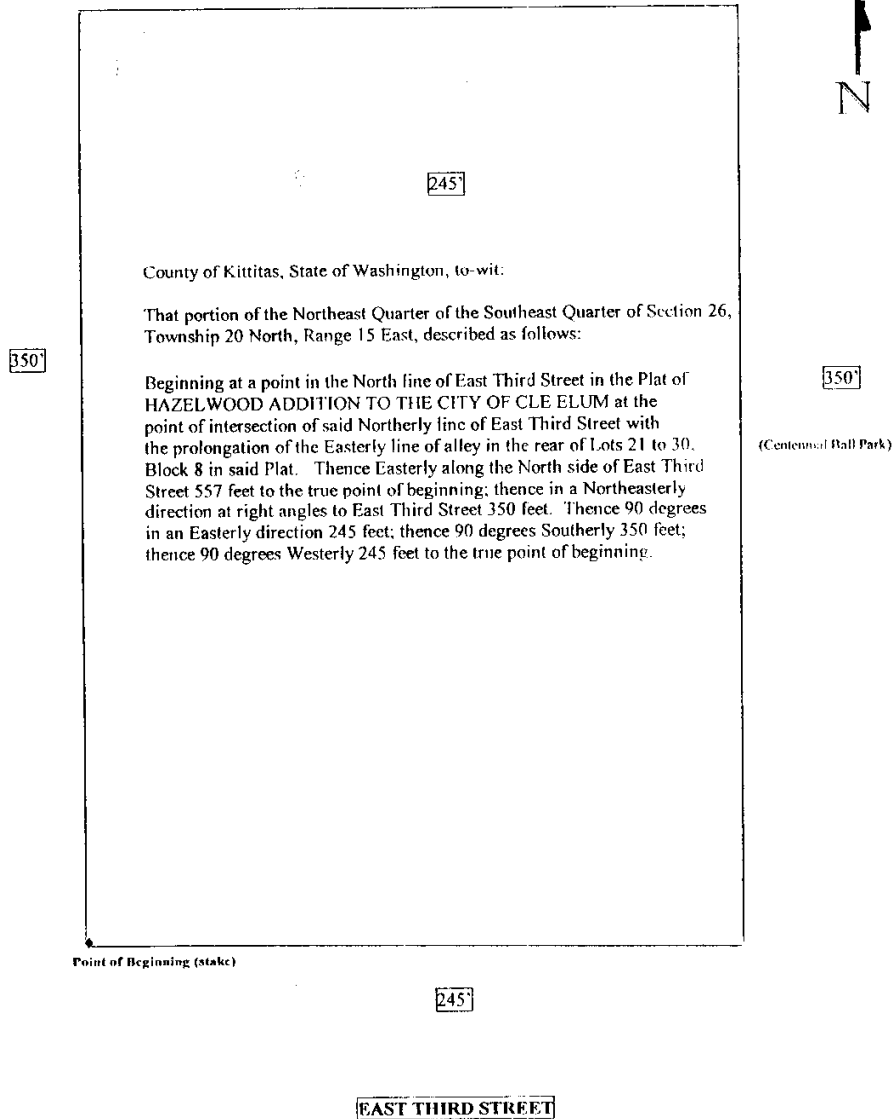
By: Uziel Snook
Uziel Snook, Treasurer

Attest: Isabell Allen
Isabell Allen, Director



EXHIBIT A

(Legal Description for Attachment to Land Use Agreement between City of Cle Elum and UKC Senior Center)



2023 Report to Community

Upper Kittitas County Senior Center

February 13, 2024



MISSION: Our reason for being

The mission of the UKCSC is to enhance the physical, emotional and economic well-being of seniors' lives providing recreational, cultural, educational, fitness and fellowship activities.

Nutrition, social and health services will also be provided. These activities and services will encourage seniors' participation in all aspects of community life.

"Serving seniors and community"

Since August 1991

Agenda

1. Background
2. Year in review
3. Our mission in action
4. Goals and outcomes
5. What we need to achieve our goals
6. Financial summary

1. Background

The City of Cle Elum and UKCSC are joined in a Property Use Agreement

SUMMARY OF PROVISIONS:

1. The City recognizes the importance of supporting its senior citizens.
2. The City currently provides direct financial support to UKCSC.
3. It is mutually agreed that a portion of Centennial Park shall be provided to UKCSC.
4. UKCSC shall construct a building on the site and operate the building to carry out its mission.
5. UKCSC may rent and sublease the facilities to support carrying out its mission.
6. Terms of construction, inspections, breach, liability, indemnification, and agreement modification.
7. Terms of termination: Permanent structures and improvements become the property of The City.
8. UKCSC shall report to The City annually.
9. Executed October 13, 2000 with a term of 50 years.

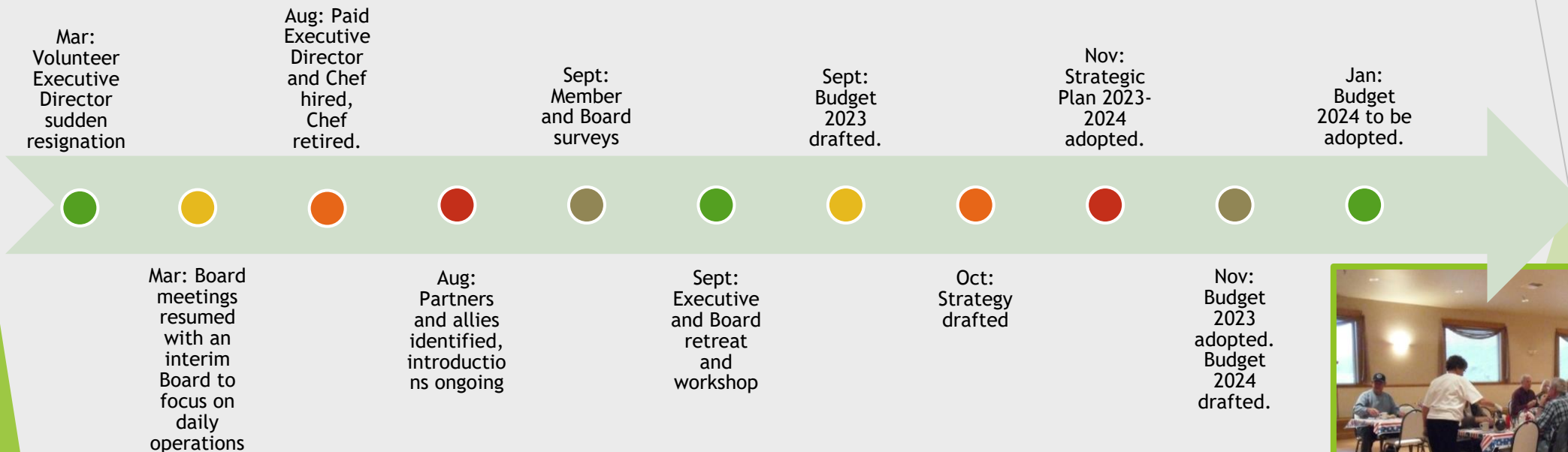


PDF

Property Use
Agreement UKCSC - City

1. Year in review - 2023

Given that UKCSC has not had a strategic plan or budget in recent past years, we have been aggressive in compensating for the lack of historical data, and the lack of progress and growth that is relative to the growth in the community. In addition, the 2024 Strategic Plan requires documentation and structure brought to aspects of the organization where it is lacking or outdated. This will lead to future sustainability.



1. Year in review - 2023

► VISION: Our aspiration

Our vision is to create a sustainable, welcoming space where mature adults come to spend their time in fellowship, supporting others, and where they can utilize their creativity and strengths by participating in diverse activities and events.

► CORE VALUES: Our ideals that guide us

- *Kindness: Foster a sense of friendliness and caring*
- *Connection: Foster a sense of team and community*
- *Contribution: Foster a sense of participation and fulfillment*
- *Preservation: Foster a sense of stability, sustainability and endurance*

Upper Kittitas County Senior Center, a non-profit corporation is on grounds leased from the City of Cle Elum in the Centennial Center building



Holiday Food Basket Program

2. Our Mission in Action (Mar-Dec)

PUBLIC MEETINGS

713

SERVED

SHIBA (Statewide Health Insurance Benefits Advisors)

66 served (October & November only)

Kittitas County & City of Cle Elum Town Hall

100 attended approximately

Kittitas Chamber of Commerce Candidate Forum

100 attended approximately

American Red Cross Blood Drive

232 blood donors provided 212 units of blood

Training: Life Support, First Responders, Search & Rescue

102 attendees

HAM Radio Emergency Communications Station

96 participants

CPR & First Aid Training

8 attendees

SHELTER

10

SERVED

American Red Cross Shelter

American Red Cross Supplies and Trailer Storage

Cle Elum Motel Fire: Displaced residents

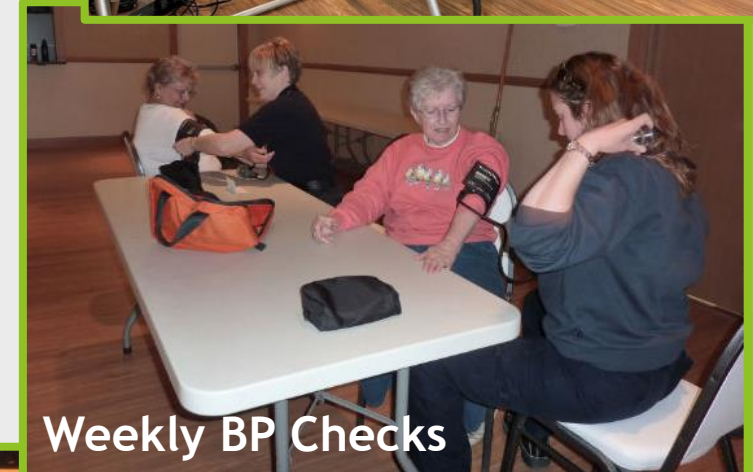
I-90 prolonged closures

Warming and cooling shelter

Generator and showers for extended power outages



Election Polling



Weekly BP Checks



Emergency Shelter

2. Our Mission in Action (Mar-Dec)

DROP-IN ACTIVITIES

2715

SERVED

704 participated in free fitness programs

353 used the free library

1658 came for other free activities

Coffee in the diner

Bridge

Game Day

Craft Club

Writer's Workshop

Computer Lab

PROGRAMS

7493

SERVED

6155 low-cost congregate meals

506 business lunches delivered

310 monthly newsletters

164 Thanksgiving Community Lunch

125 Community Talks

110 Member Appreciation Dinner

81 Veteran's Appreciation Breakfast

42 Holiday Food Basket/Community Giving

VOLUNTEERS

3610

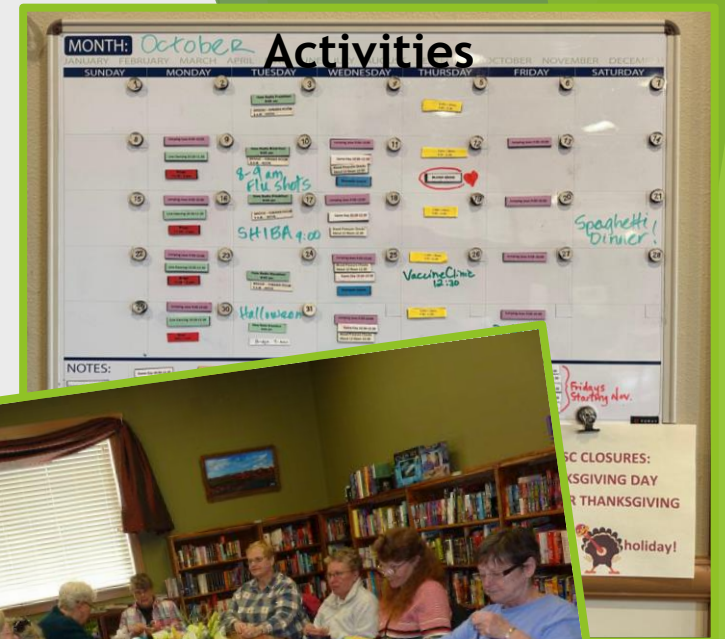
HOURS

300 members

55 volunteers

20 community members

8 allied organizations



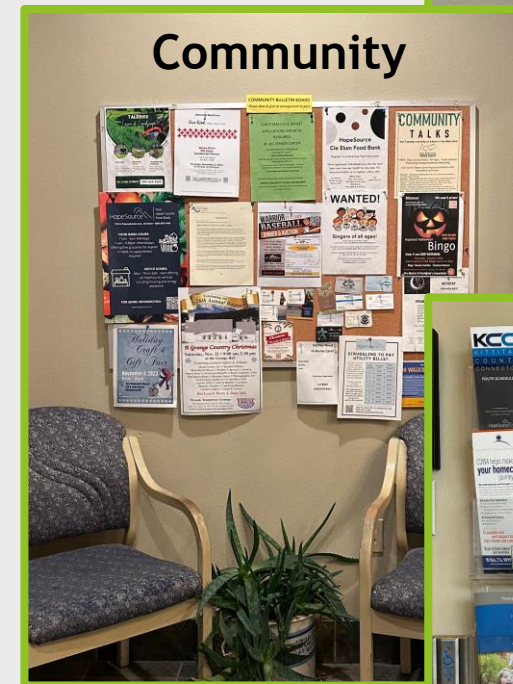
Craft Club

2. Our Mission in Action (Mar-Dec)

SOCIAL SERVICES COLLABORATION

581
SERVED

BP Checks by Medic 1 weekly
Kiwanis lunch meeting bi-monthly
Fall vaccine clinics
HopeSource collaboration
Consumer Direct Care Network
Kittitas County Connector Dial-a-Ride
COAL Center for clothing
Hearts & Hands of Kittitas County
Aging and Disability Resource Center
Aging and Long-Term Care of SW WA
Literature bank
Resource referrals
Senior information and bulletins
HAM Communications Center
SHIBA one-on-one meetings



Kittitas County Resource Guide

Helping you get connected in Kittitas County
(From the Cascades all the way to the Columbia)



Resources

3. Goals and outcomes for 2024

1. GOAL: Outreach. Increase public awareness of the center.
 - ▶ OUTCOME: Increase overall utilization by 20%.
 - ▶ HOW: Increasing partnerships, build relationships with allied organizations, and increase visibility in the community.
2. GOAL: Increase revenues of programs, activities and operations, to reach a balanced budget equal to the capability and capacity of this corporation.
 - ▶ OUTCOME: Increase revenue by 60%.
 - ▶ HOW: Aggressively pursue rentals, grants, donors, and other funding opportunities.
3. GOAL: Onboarding. Improve engagement of volunteers to diversify and maintain the excellent level of service that our patrons rave about.
 - ▶ OUTCOME: Complete 50% of the 15 onboarding actions in the Strategic Plan (policies/procedures, job descriptions, training).
 - ▶ HOW: Reach newly recruited volunteers and get them ready to replace our aging and overburdened team. Our volunteer team is an absolute necessity to supplement the paid staff of two.
4. GOAL: Diversity, equity and inclusion. Increase diversity of the Board of Directors.
 - ▶ OUTCOME: Replace three retiring board members with knowledgeable and connected community members to govern towards a sustainable future.
 - ▶ HOW: Reach out and invite community members with legal, financial and operational expertise and differing demographics.

4. What we need to achieve our goals

Our ask: Increase funding from community supporters, focusing on Public Support and Facility Rentals.

UKCSC would like the City of Cle Elum to contribute 15% of the annual budget each year and re-evaluate after 2 years.

1. Utilities and Overhead Costs have increased by 26% since 2019.
2. Impact of community growth that will continue with planned developments including Mountain Vision 2030, adding 962 homes.
3. Cost of inspections and maintenance of facility equipment and systems have increased. Some were deferred for 5-8 years. The findings have been costly to correct and put back on a maintenance schedule. Given our designation as a disaster relief shelter, this work could not wait. To do this, we are dipping into our operating reserves.
4. Gen X will be joining the community of seniors beginning 2025. We need to provide new services. For example: online access to schedules, forms, and volunteer opportunities and an online payment system.

Our answer: A modernization plan to implement needed repairs, replace failed equipment and systems, and update facilities. As a result, we believe we can maintain the capacity and increase the facility use to keep up with the growth expected in the community.

1. Exterior and Interior repairs and replacements.
2. Update deferred maintenance.
3. Upgrade capabilities.
4. Update environment attributes due to aging.
5. Improve marketing and communications with branded materials, the website, and signage.
6. Continue to engage with allied organizations and partners to seek collaboration to leverage resources.

5. Financial Summary

YEAR	INCOME	EXPENSE	NET	PAYROLL	UTILITIES	MAINT.	NOTES
2019	172,987	151,122	21,865	60,319	15,058	15,557	No maintenance of operating systems occurred.
2020	122,683	109,651	13,032	45,168	13,665	10,534	PPP funding. Decreased utilization due to COVID.
2021	116,611	111,476	5,135	40,060	14,969	12,215	PPP funding. Decreased utilization due to COVID.
2022	129,313	121,903	7,410	48,384	16,012	9,482	Executive worked off site.
2023	174,880	175,393	- 513	77,116	18,194	25,309	Hired a paid Executive (5 months). Use reserves.
2024 (Est.)	246,300	246,300 *	0	142,034	22,100	26,000	PSE rebate on solar installation due to expire. Will need to increase Income by \$75,000 to balance the budget.

* Capital expenditures and modernization projects are not included in the 2024 budget. Estimating \$200,000 in reserves will need to be utilized to replace, repair, and modernize our facilities.

Q & A

Please contact me to provide any additional information that may be helpful.

Lori Nevin, Executive Director
Office: 509-674-7530
centerdir23@gmail.com



February 6, 2024

City of Cle Elum
119 West 1st Street
Cle Elum, WA 98922

Attn: Mayor Matthew Lundh

Re: City of Cle Elum
Second Street and Rossetti Way Water Main Improvements
HLA Project No.: 22188C
Progress Estimate No.: 04

Dear Mayor Lundh:

Enclosed is Progress Estimate No. 04 for work performed by Ascent Foundation and More, LLC, through January 25, 2024, in connection with their contract on the above referenced project. The amount due the Contractor is \$145,506.77, per the contract documents. Submission of Certified Payrolls for Ascent Foundation and More, LLC and subcontractors are not required for review. We recommend this Progress Estimate be considered and approved by the City of Cle Elum.

Please contact our office if you have questions or if we may furnish additional information.

Very truly yours,

Benjamin A. Annen, PE

BAA/jld

Enclosures

Copy: Vince Glondo – Ascent Foundation and More, LLC
Rob Omans, Aaron Barr, Debbie Lee, Robin Newcomb – City of Cle Elum
Taylor Denny, Angie Ringer – HLA

CONSTRUCTION PROGRESS ESTIMATE

Second Street and Rossetti Way Water Main Improvements

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116

PROGRESS ESTIMATE NO.: 4

FROM: Dec. 26, 2023

TO: Jan. 25, 2024



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
1	A	Minor Change	FA	1	\$ 100,000.00	\$ 100,000.00	0.50	\$ 49,845.74	0.30	\$ 30,133.54	0.20	\$ 19,712.20	50%
2	A	Mobilization	LS	1	\$ 82,500.00	\$ 82,500.00	1	\$ 82,500.00	1	\$ 82,500.00	0	\$ -	100%
3	A	Project Temporary Traffic Control	LS	1	\$ 34,060.19	\$ 34,060.19	0.52	\$ 17,800.18	0.40	\$ 13,748.85	0.12	\$ 4,051.33	52%
4	A	Clearing and Grubbing	LS	1	\$ 8,095.28	\$ 8,095.28	0.80	\$ 6,476.22	0.70	\$ 5,666.70	0.10	\$ 809.53	80%
5	A	Crushed Surfacing Base Course	TON	1,680	\$ 30.09	\$ 50,551.20	674.77	\$ 20,303.83	572.05	\$ 17,212.98	102.72	\$ 3,090.84	40%
6	A	Crushed Surfacing Top Course	TON	770	\$ 33.21	\$ 25,571.70	201.74	\$ 6,699.79	133.30	\$ 4,426.89	68.44	\$ 2,272.89	26%
7	A	HMA Cl. 3/8-Inch PG 64H-28	TON	750	\$ 253.00	\$ 189,750.00	172.55	\$ 43,655.15	172.55	\$ 43,655.15	0	\$ -	23%
8	A	Select Backfill, as Directed	CY	1,000	\$ 42.85	\$ 42,850.00	306.47	\$ 13,132.24	168.14	\$ 7,204.80	138.33	\$ 5,927.44	31%
9	A	___ Pipe for Water Main 12 In. Diam.	LF	7,660	\$ 123.22	\$ 943,865.20	4,539.60	\$ 559,369.51	3,636.25	\$ 448,058.73	903.35	\$ 111,310.79	59%
10	A	___ Pipe for Water Main 8 In. Diam.	LF	135	\$ 134.73	\$ 18,188.55	51	\$ 6,871.23	45.31	\$ 6,104.62	5.69	\$ 766.61	38%
11	A	___ Pipe for Water Main 6 In. Diam.	LF	420	\$ 67.68	\$ 28,425.60	116	\$ 7,850.88	76.50	\$ 5,177.52	39.50	\$ 2,673.36	28%
12	A	___ Pipe for Water Main 4 In. Diam.	LF	120	\$ 89.53	\$ 10,743.60	24	\$ 2,148.72	0	\$ -	24	\$ 2,148.72	20%
13	A	___ Pipe for Water Main 3 In. Diam.	LF	20	\$ 162.52	\$ 3,250.40	0	\$ -	0	\$ -	0	\$ -	0%
14	A	___ Pipe for Water Main 2 In. Diam.	LF	15	\$ 97.29	\$ 1,459.35	0	\$ -	0	\$ -	0	\$ -	0%
15	A	Gate Valve 12 In.	EA	31	\$ 3,816.32	\$ 118,305.92	12	\$ 45,795.84	10	\$ 38,163.20	2	\$ 7,632.64	39%
16	A	Gate Valve 8 In.	EA	14	\$ 2,238.70	\$ 31,341.80	10	\$ 22,387.00	8	\$ 17,909.60	2	\$ 4,477.40	71%
17	A	Gate Valve 4 In.	EA	1	\$ 1,410.72	\$ 1,410.72	0	\$ -	0	\$ -	0	\$ -	0%
18	A	Hydrant Assembly	EA	20	\$ 5,960.76	\$ 119,215.20	7	\$ 41,725.32	6	\$ 35,764.56	1	\$ 5,960.76	35%
19	A	Bollards	EA	12	\$ 518.53	\$ 6,222.36	0	\$ -	0	\$ -	0	\$ -	0%
20	A	Service Connection 3/4 In. Diam.	EA	128	\$ 1,372.71	\$ 175,706.88	35	\$ 48,044.85	0	\$ -	35	\$ 48,044.85	27%
21	A	Service Connection 3/4 In. Diam. Including Meter Setter	EA	7	\$ 3,126.53	\$ 21,885.71	0	\$ -	0	\$ -	0	\$ -	0%
22	A	Service Connection 1 1/2 In. Diam.	EA	1	\$ 1,963.19	\$ 1,963.19	0	\$ -	0	\$ -	0	\$ -	0%
23	A	Service Connection 1 1/2 In. Diam. Including Meter Setter	EA	1	\$ 6,198.49	\$ 6,198.49	0	\$ -	0	\$ -	0	\$ -	0%
24	A	Service Connection 2 In. Diam.	EA	4	\$ 2,512.59	\$ 10,050.36	0	\$ -	0	\$ -	0	\$ -	0%
25	A	Service Connection 3 In. Diam.	EA	1	\$ 1,303.27	\$ 1,303.27	0	\$ -	0	\$ -	0	\$ -	0%
26	A	Service Connection 4 In. Diam.	EA	1	\$ 1,916.44	\$ 1,916.44	0	\$ -	0	\$ -	0	\$ -	0%
27	A	Water Casing Pipe, In Place 18 In. Diam.	LF	20	\$ 218.58	\$ 4,371.60	20	\$ 4,371.60	20	\$ 4,371.60	0	\$ -	100%
28	A	Inlet Protection	EA	41	\$ 37.60	\$ 1,541.60	1	\$ 37.60	1	\$ 37.60	0	\$ -	2%
29	A	Silt Fence	LF	780	\$ 5.90	\$ 4,602.00	0	\$ -	0	\$ -	0	\$ -	0%
30	A	Landscape Restoration	FA	1	\$ 10,000.00	\$ 10,000.00	0.03	\$ 274.30	0.03	\$ 274.30	0	\$ -	3%
31	A	Cement Conc. Traffic Curb and Gutter	LF	33	\$ 97.75	\$ 3,225.75	0	\$ -	0	\$ -	0	\$ -	0%

CONSTRUCTION PROGRESS ESTIMATE

Second Street and Rossetti Way Water Main Improvements

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116

PROGRESS ESTIMATE NO.: 4

FROM: Dec. 26, 2023

TO: Jan. 25, 2024



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
32	A	Removing and Resetting Beam Guardrail	LF	22	\$ 300.57	\$ 6,612.54	76.50	\$ 22,993.61	76.50	\$ 22,993.61	0	\$ -	348%
33	A	Cement Conc. Sidewalk 4-Inch Thick	SY	140	\$ 83.46	\$ 11,684.40	0	\$ -	0	\$ -	0	\$ -	0%
34	B	Minor Change	FA	1	\$ 35,000.00	\$ 35,000.00	0.88	\$ 30,649.56	0.88	\$ 30,649.56	0	\$ -	88%
35	B	Mobilization	LS	1	\$ 2,615.34	\$ 2,615.34	1	\$ 2,615.34	1	\$ 2,615.34	0	\$ -	100%
36	B	Project Temporary Traffic Control	LS	1	\$ 775.93	\$ 775.93	0.51	\$ 392.97	0.41	\$ 317.85	0.10	\$ 75.12	51%
37	B	Clearing and Grubbing	LS	1	\$ 4,082.74	\$ 4,082.74	1	\$ 4,082.74	1	\$ 4,082.74	0	\$ -	100%
38	B	Crushed Surfacing Base Course	TON	16	\$ 68.85	\$ 1,101.60	0	\$ -	0	\$ -	0	\$ -	0%
39	B	Crushed Surfacing Top Course	TON	70	\$ 38.07	\$ 2,664.90	0	\$ -	0	\$ -	0	\$ -	0%
40	B	HMA Cl. 3/8-Inch PG 64H-28	TON	8	\$ 243.80	\$ 1,950.40	0	\$ -	0	\$ -	0	\$ -	0%
41	B	Select Backfill, as Directed	CY	8	\$ 68.59	\$ 548.72	0	\$ -	0	\$ -	0	\$ -	0%
42	B	___ Pipe for Water Main 12 In. Diam.	LF	780	\$ 91.92	\$ 71,697.60	746.00	\$ 68,572.32	746.00	\$ 68,572.32	0	\$ -	96%
43	B	___ Pipe for Water Main 8 In. Diam.	LF	20	\$ 78.42	\$ 1,568.40	19	\$ 1,489.98	19	\$ 1,489.98	0	\$ -	95%
44	B	D.I. Pipe for Water Main 6 In. Diam.	LF	5	\$ 165.66	\$ 828.30	5	\$ 828.30	5	\$ 828.30	0	\$ -	100%
45	B	Gate Valve 12 In.	EA	4	\$ 7,692.61	\$ 30,770.44	3	\$ 23,077.83	3	\$ 23,077.83	0	\$ -	75%
46	B	Gate Valve 8 In.	EA	2	\$ 1,959.63	\$ 3,919.26	0	\$ -	0	\$ -	0	\$ -	0%
47	B	PRV Station Valves	LS	1	\$ 2,236.35	\$ 2,236.35	0	\$ -	0	\$ -	0	\$ -	0%
48	B	Hydrant Assembly	EA	1	\$ 6,324.44	\$ 6,324.44	1	\$ 6,324.44	1	\$ 6,324.44	0	\$ -	100%
49	B	Service Connection 3/4 In. Diam.	EA	1	\$ 1,102.52	\$ 1,102.52	0	\$ -	0	\$ -	0	\$ -	0%
50	B	Landscape Restoration	FA	1	\$ 1,000.00	\$ 1,000.00	0	\$ -	0	\$ -	0	\$ -	0%

CONSTRUCTION PROGRESS ESTIMATE

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

Second Street and Rossetti Way Water Main Improvements

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116

PROGRESS ESTIMATE NO.: 4

FROM: Dec. 26, 2023

TO: Jan. 25, 2024



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL <i>(Contract + COs)</i>			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW <i>(Total - Previous)</i>		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
		Schedule A Subtotal				\$ 2,076,869.30		\$ 1,002,283.59		\$ 783,404.23		\$ 218,879.36	48%
		8.1% Sales Tax - Schedule A				\$ 168,226.41		\$ 81,184.97		\$ 63,455.74		\$ 17,729.23	
		Project Total				\$ 2,245,095.71		\$ 1,083,468.56		\$ 846,859.97		\$ 236,608.59	
		Schedule A Materials on Hand						\$ 408,424.18		\$ 499,607.20		\$ (91,183.02)	
		Schedule B Subtotal				\$ 168,186.94		\$ 138,033.50		\$ 137,958.38		\$ 75.12	82%
		8.1% Sales Tax - Schedule B				\$ 13,623.14		\$ 11,180.70		\$ 11,174.62		\$ 6.08	
		SCHEDULE B - TOTAL				\$ 181,810.08		\$ 149,214.20		\$ 149,133.00		\$ 81.20	
		Schedule B Materials on Hand						\$ 5,057.61		\$ 5,057.61		\$ -	
		Project Total (Including Sales Tax)				\$ 2,426,905.80		\$ 1,646,164.56		\$ 1,500,657.79		\$ 145,506.77	68%
		Retainage Bond #100229850 0%						\$ -		\$ -		\$ -	
		Amount Due Progress Estimate No. 4						\$ 1,646,164.56		\$ 1,500,657.79		\$ 145,506.77	

I hereby certify that the foregoing is a true and correct statement of the work performed under this contract.

Benjamin A. Annen, PE

CONSTRUCTION PROGRESS ESTIMATE - SCHEDULE OF VALUES**CITY OF CLE ELUM****119 WEST 1ST STREET****CLE ELUM, WA 98922****TO: Ascent Foundations and More, LLC****106 N. Peoh Avenue, Ste. C****Cle Elum, WA 98922****HLA PROJECT NO.: 22188C****PWB PROJECT NO.: PC23-96103-116**

<i>BID ITEM NO.</i>	<i>BID ITEM NAME</i>	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT PRICE</i>	<i>TOTAL PRICE</i>	<i>PERCENT OF ITEM COMPLETE</i>
2	Mobilization	50% payment at 5% work schedule completion	1	LS	\$ 41,250.00	\$ 41,250.00	100.00%
2	Mobilization	100% payment at 10% work schedule completion	1	LS	\$ 41,250.00	\$ 41,250.00	100.00%
3	Project Temporary Traffic Control	Traffic Control Set Up	1	LS	\$ 2,000.00	\$ 2,000.00	100.00%
3	Project Temporary Traffic Control	Daily Traffic Control	115	DAY	\$ 270.09	\$ 31,060.19	50.87%
3	Project Temporary Traffic Control	Traffic Control Take Down	1	LS	\$ 1,000.00	\$ 1,000.00	0.00%
4	Clearing and Grubbing	Second Street	1	LS	\$ 8,095.28	\$ 8,095.28	80.00%
35	Mobilization	50% payment at 5% work schedule completion	1	LS	\$ 1,307.67	\$ 1,307.67	100.00%
35	Mobilization	100% payment at 10% work schedule completion	1	LS	\$ 1,307.67	\$ 1,307.67	100.00%
36	Project Temporary Traffic Control	Traffic Control Set Up	1	LS	\$ 100.00	\$ 100.00	100.00%
36	Project Temporary Traffic Control	Daily Traffic Control	115	DAY	\$ 5.01	\$ 575.93	50.87%
36	Project Temporary Traffic Control	Traffic Control Take Down	1	LS	\$ 100.00	\$ 100.00	0.00%
37	Clearing and Grubbing	Rossetti Way	1	LS	\$ 2,041.37	\$ 2,041.37	100.00%
37	Clearing and Grubbing	Schober	1	LS	\$ 2,041.37	\$ 2,041.37	100.00%
47	PRV Station Valves	100% at completion	1	LS	\$ 2,236.35	\$ 2,236.35	0.00%

CONSTRUCTION PROGRESS ESTIMATE - MATERIALS ON HAND STATUS

City of Cle Elum

Second Street and Rossetti Way Water Main Improvements

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116

TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

FROM: December 26, 2023

TO: January 25, 2024



INVOICE DATE	FULL PAID INVOICE DATE	SUPPLIER AND INVOICE NO.	PE PAID ON	BID ITEM NO.	SCHED.	ITEM DESCRIPTION	TOTAL INSTALLED %	PE 1		PE 1 LINE ITEM TOTAL	PE 2		PE 2 LINE ITEM TOTAL	PE 3		PE 3 LINE ITEM TOTAL	PE 4		PE 4 LINE ITEM TOTAL	LINE ITEM TOTALS
								PAY	DEDUCT		PAY	DEDUCT		PAY	DEDUCT		PAY	DEDUCT		
10/16/2023		ECP 349538	2	5	A	1 - 1/4" Rock 1189.46 TN	40%	\$ -	\$ -	\$ -	\$ 13,857.21	\$ (3,325.73)	\$ 10,531.48	\$ -	\$ (1,385.72)	\$ (1,385.72)	\$ -	\$ (831.43)	\$ (831.43)	\$ 8,314.33
11/14/2023		ECP 351317	2	5	A	1 - 1/4" Rock 630.93 TN	40%	\$ -	\$ -	\$ -	\$ 7,350.33	\$ (1,764.08)	\$ 5,586.25	\$ -	\$ (735.03)	\$ (735.03)	\$ -	\$ (441.02)	\$ (441.02)	\$ 4,410.20
10/19/2023	1/2/2024	Consolidated S011560637	1	9	A	___ Pipe for Water Main 12 In. Diam.	59%	\$ 62,637.38	\$ -	\$ 62,637.38	\$ -	\$ (9,395.61)	\$ (9,395.61)	\$ -	\$ (20,043.96)	\$ (20,043.96)	\$ -	\$ (7,516.49)	\$ (7,516.49)	\$ 25,681.33
10/23/2023	1/2/2024	Consolidated S011560637	1	9	A	___ Pipe for Water Main 12 In. Diam.	59%	\$ 2,774.65	\$ -	\$ 2,774.65	\$ -	\$ (416.20)	\$ (416.20)	\$ -	\$ (887.89)	\$ (887.89)	\$ -	\$ (332.96)	\$ (332.96)	\$ 1,137.61
10/23/2023	1/2/2024	Consolidated S011611890	1	9	A	___ Pipe for Water Main 12 In. Diam.	59%	\$ 1,478.14	\$ -	\$ 1,478.14	\$ -	\$ (221.72)	\$ (221.72)	\$ -	\$ (473.00)	\$ (473.00)	\$ -	\$ (177.38)	\$ (177.38)	\$ 606.04
10/23/2023	1/2/2024	Consolidated S011560637	1	9	A	___ Pipe for Water Main 12 In. Diam.	Force Account	\$ -	\$ -	\$ -	\$ 374.50	\$ (374.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10/24/2023	1/2/2024	Consolidated S011560637	1	9	A	___ Pipe for Water Main 12 In. Diam.	59%	\$ -	\$ -	\$ -	\$ 333,984.00	\$ (50,097.60)	\$ 283,886.40	\$ -	\$ (106,874.88)	\$ (106,874.88)	\$ -	\$ (40,078.08)	\$ (40,078.08)	\$ 136,933.44
10/24/2023	1/2/2024	Consolidated S011624085	1	9	A	___ Pipe for Water Main 12 In. Diam.	59%	\$ -	\$ -	\$ -	\$ 8,133.37	\$ (1,220.01)	\$ 6,913.36	\$ -	\$ (2,602.68)	\$ (2,602.68)	\$ -	\$ (976.00)	\$ (976.00)	\$ 3,334.68
10/30/2023	1/2/2024	Consolidated S011611890	1	9	A	___ Pipe for Water Main 12 In. Diam.	59%	\$ -	\$ -	\$ -	\$ 137.15	\$ (20.57)	\$ 116.58	\$ -	\$ (43.89)	\$ (43.89)	\$ -	\$ (16.46)	\$ (16.46)	\$ 56.23
10/30/2023	1/2/2024	Consolidated S011560637	1	9	A	___ Pipe for Water Main 12 In. Diam.	59%	\$ -	\$ -	\$ -	\$ 38,040.13	\$ (5,706.02)	\$ 32,334.11	\$ -	\$ (12,172.84)	\$ (12,172.84)	\$ -	\$ (4,564.82)	\$ (4,564.82)	\$ 15,596.45
11/1/2023		Consolidated S011638530	1	9	A	___ Pipe for Water Main 12 In. Diam.	59%	\$ -	\$ -	\$ -	\$ 390.35	\$ (58.55)	\$ 331.80	\$ -	\$ (124.91)	\$ (124.91)	\$ -	\$ (46.84)	\$ (46.84)	\$ 160.04
11/2/2023	1/2/2024	Consolidated S011611890	1	9	A	___ Pipe for Water Main 12 In. Diam.	59%	\$ -	\$ -	\$ -	\$ 1,371.48	\$ (205.72)	\$ 1,165.76	\$ -	\$ (438.87)	\$ (438.87)	\$ -	\$ (164.58)	\$ (164.58)	\$ 562.31
11/7/2023		Consolidated S011637751	1	9	A	___ Pipe for Water Main 12 In. Diam.	59% & FA	\$ -	\$ -	\$ -	\$ 3,516.74	\$ (2,285.88)	\$ 1,230.86	\$ -	\$ (1,125.36)	\$ (1,125.36)	\$ -	\$ (105.50)	\$ (105.50)	\$ -
11/10/2023		Consolidated S011653250	1	9	A	___ Pipe for Water Main 12 In. Diam.	59%	\$ -	\$ -	\$ -	\$ 471.33	\$ (70.70)	\$ 400.63	\$ -	\$ (150.83)	\$ (150.83)	\$ -	\$ (56.56)	\$ (56.56)	\$ 193.25
10/18/2023		ECP 349748	1	9	A	5/8" Rock 468.51 TN	59% & FA	\$ 5,504.99	\$ -	\$ 5,504.99	\$ -	\$ (966.75)	\$ (966.75)	\$ -	\$ (1,761.60)	\$ (1,761.60)	\$ -	\$ (660.60)	\$ (660.60)	\$ 2,116.05
10/23/2023		ECP 349993	1	9	A	5/8" Rock 337.9 TN	59%	\$ 3,970.33	\$ -	\$ 3,970.33	\$ -	\$ (595.55)	\$ (595.55)	\$ -	\$ (1,270.50)	\$ (1,270.50)	\$ -	\$ (476.44)	\$ (476.44)	\$ 1,627.83
10/24/2023		ECP 350084	1	9	A	5/8" Rock 40.43 TN	59%	\$ 475.05	\$ -	\$ 475.05	\$ -	\$ (71.26)	\$ (71.26)	\$ -	\$ (152.02)	\$ (152.02)	\$ -	\$ (57.01)	\$ (57.01)	\$ 194.77
10/16/2023		ECP 349538	2	9	A	5/8" Rock 755.96 TN	59%	\$ -	\$ -	\$ -	\$ 8,882.53	\$ (1,332.38)	\$ 7,550.15	\$ -	\$ (2,842.41)	\$ (2,842.41)	\$ -	\$ (1,065.90)	\$ (1,065.90)	\$ 3,641.84
10/25/2023		ECP 350206	2	9	A	5/8" Rock 784.28 TN	59%	\$ -	\$ -	\$ -	\$ 9,215.29	\$ (1,382.29)	\$ 7,833.00	\$ -	\$ (2,948.89)	\$ (2,948.89)	\$ -	\$ (1,105.83)	\$ (1,105.83)	\$ 3,778.27
11/14/2023		ECP 351317	2	9	A	5/8" Rock 1715.78 TN	59%	\$ -	\$ -	\$ -	\$ 20,160.42	\$ (3,024.06)	\$ 17,136.35	\$ -	\$ (6,451.33)	\$ (6,451.33)	\$ -	\$ (2,419.25)	\$ (2,419.25)	\$ 8,265.77
10/19/2023	1/2/2024	Consolidated S011560637	1	10	A	___ Pipe for Water Main 8 In. Diam.	38%	\$ 7,088.16	\$ -	\$ 7,088.16	\$ -	\$ (2,409.97)	\$ (2,409.97)	\$ -	\$ -	\$ -	\$ -	\$ (283.53)	\$ (283.53)	\$ 4,394.66
10/23/2023	1/2/2024	Consolidated S011560637	1	10	A	___ Pipe for Water Main 8 In. Diam.	38% & FA	\$ 2,864.12	\$ -	\$ 2,864.12	\$ -	\$ (1,792.12)	\$ (1,792.12)	\$ -	\$ -	\$ -	\$ -	\$ (114.56)	\$ (114.56)	\$ 957.43
10/23/2023	1/2/2024	Consolidated S011560637	1	10	A	___ Pipe for Water Main 8 In. Diam.	38%	\$ -	\$ -	\$ -	\$ 902.57	\$ (306.87)	\$ 595.70	\$ -	\$ -	\$ -	\$ -	\$ (36.10)	\$ (36.10)	\$ 559.59
10/19/2023	1/2/2024	Consolidated S011560637	1	11	A	___ Pipe for Water Main 6 In. Diam.	28%	\$ 1,476.41	\$ -	\$ 1,476.41	\$ -	\$ (59.06)	\$ (59.06)	\$ -	\$ (103.35)	\$ (103.35)	\$ -	\$ (250.99)	\$ (250.99)	\$ 1,063.02
10/23/2023	1/2/2024	Consolidated S011560637	1	11	A	___ Pipe for Water Main 6 In. Diam.	28%	\$ 1,451.92	\$ -	\$ 1,451.92	\$ -	\$ (58.08)	\$ (58.08)	\$ -	\$ (101.63)	\$ (101.63)	\$ -	\$ (246.83)	\$ (246.83)	\$ 1,045.38
10/23/2023	1/2/2024	Consolidated S011560637	1	11	A	___ Pipe for Water Main 6 In. Diam.	28%	\$ -	\$ -	\$ -	\$ 356.21	\$ (14.25)	\$ 341.96	\$ -	\$ (24.93)	\$ (24.93)	\$ -	\$ (60.56)	\$ (60.56)	\$ 256.47
10/19/2023	1/2/2024	Consolidated S011560637	1	12	A	___ Pipe for Water Main 4 In. Diam.	20%	\$ 4,936.17	\$ -	\$ 4,936.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (987.23)	\$ (987.23)	\$ 3,948.94
10/23/2023	1/2/2024	Consolidated S011560637	1	12	A	___ Pipe for Water Main 4 In. Diam.	20%	\$ -	\$ -	\$ -	\$ 785.15	\$ -	\$ 785.15	\$ -	\$ -	\$ -	\$ -	\$ (157.03)	\$ (157.03)	\$ 628.12
10/19/2023	1/2/2024	Consolidated S011560637	1	14	A	___ Pipe for Water Main 2 In. Diam.	0%	\$ 1,037.02	\$ -	\$ 1,037.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,037.02
10/19/2023	1/2/2024	Consolidated S011560637	1	15	A	Gate Valve 12 In.	39%	\$ 30,857.17	\$ -	\$ 30,857.17	\$ -	\$ -	\$ -	\$ -	\$ (9,874.29)	\$ (9,874.29)	\$ -	\$ (2,160.00)	\$ (2,160.00)	\$ 18,822.87
10/23/2023	1/2/2024	Consolidated S011654085	1	15	A	Gate Valve 12 In.	39%	\$ 584.96	\$ -	\$ 584.96	\$ -	\$ -	\$ -	\$ -	\$ (187.19)	\$ (187.19)	\$ -	\$ (40.95)	\$ (40.95)	\$ 356.83
10/23/2023	1/2/2024	Consolidated S011560637	1	15	A	Gate Valve 12 In.	39%	\$ 60,651.56	\$ -	\$ 60,651.56	\$ -	\$ -	\$ -	\$ -	\$ (19,408.50)	\$ (19,408.50)	\$ -	\$ (4,245.61)	\$ (4,245.61)	\$ 36,997.45
10/19/2023	1/2/2024	Consolidated S011560637	1	16	A	Gate Valve 8 In.	71%	\$ 221.07	\$ -	\$ 221.07	\$ 12,754.51	\$ (908.29)	\$ 11,846.22	\$ -	\$ (6,487.79)	\$ (6,487.79)	\$ -	\$ (1,816.58)	\$ (1,816.58)	\$ 3,762.92

CONSTRUCTION PROGRESS ESTIMATE - MATERIALS ON HAND STATUS

City of Cle Elum

Second Street and Rossetti Way Water Main Improvements

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116

TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

FROM: December 26, 2023

TO: January 25, 2024



INVOICE DATE	FULL PAID INVOICE DATE	SUPPLIER AND INVOICE NO.	PE PAID ON	BID ITEM NO.	SCHED.	ITEM DESCRIPTION	TOTAL INSTALLED %	PE 1		PE 1 LINE ITEM TOTAL	PE 2		PE 2 LINE ITEM TOTAL	PE 3		PE 3 LINE ITEM TOTAL	PE 4		PE 4 LINE ITEM TOTAL	LINE ITEM TOTALS
								PAY	DEDUCT		PAY	DEDUCT		PAY	DEDUCT		PAY	DEDUCT		
10/23/2023	1/2/2024	Consolidated S011560637	1	16	A	Gate Valve 8 In.	71%	\$ 10,445.36	\$ -	\$ 10,445.36	\$ -	\$ (731.18)	\$ (731.18)	\$ -	\$ (5,222.68)	\$ (5,222.68)	\$ -	\$ (1,462.35)	\$ (1,462.35)	\$ 3,029.15
10/23/2023	1/2/2024	Consolidated S011560637	1	17	A	Gate Valve 4 In.	0%	\$ 687.85	\$ -	\$ 687.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 687.85
10/19/2023	1/2/2024	Consolidated S011560637	1	18	A	Hydrant Assembly	35% & FA	\$ 86,860.12	\$ -	\$ 86,860.12	\$ -	\$ (4,356.43)	\$ (4,356.43)	\$ -	\$ (21,715.03)	\$ (21,715.03)	\$ -	\$ (4,343.01)	\$ (4,343.01)	\$ 56,445.66
10/19/2023	1/2/2024	Consolidated S011560637	1	19	A	Bollards	0%	\$ 3,107.41	\$ -	\$ 3,107.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,107.41
10/19/2023	1/2/2024	Consolidated S011560637	1	20	A	Service Connection 3/4 In. Diam.	27%	\$ 6,727.49	\$ -	\$ 6,727.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,816.42)	\$ (1,816.42)	\$ 4,911.07
10/23/2023	1/2/2024	Consolidated S011560637	1	20	A	Service Connection 3/4 In. Diam.	27%	\$ 49,409.56	\$ -	\$ 49,409.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (13,340.58)	\$ (13,340.58)	\$ 36,068.98
10/19/2023	1/2/2024	Consolidated S011560637	1	21	A	Service Connection 3/4 In. Diam. Including Meter Setter	0%	\$ 4,893.77	\$ -	\$ 4,893.77	\$ -	\$ -	\$ 9,787.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,681.31
11/7/2023	1/2/2024	Consolidated S011560637	1	21	A	___ Pipe for Water Main 12 In. Diam.	0%	\$ -	\$ -	\$ -	\$ 504.80	\$ -	\$ 504.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 504.80
10/23/2023	1/2/2024	Consolidated S011560637	1	22	A	Service Connection 3 In. Diam.	0%	\$ 1,399.80	\$ -	\$ 1,399.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,399.80
10/19/2023	1/2/2024	Consolidated S011560637	1	24	A	Service Connection 2 In. Diam.	0%	\$ 4,367.75	\$ -	\$ 4,367.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,367.75
10/23/2023	1/2/2024	Consolidated S011560637	1	24	A	Service Connection 2 In. Diam.	0%	\$ 152.83	\$ -	\$ 152.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152.83
11/7/2023		Consolidated S011647003	1	24	A	Service Connection 2 In. Diam.	0%	\$ -	\$ -	\$ -	\$ 80.11	\$ -	\$ 80.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80.11
10/19/2023	1/2/2024	Consolidated S011560637	1	25	A	Service Connection 3 In. Diam.	0%	\$ 241.44	\$ -	\$ 241.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241.44
10/23/2023	1/2/2024	Consolidated S011560637	1	25	A	Service Connection 3 In. Diam.	0%	\$ 2,383.44	\$ -	\$ 2,383.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,383.44
10/19/2023	1/2/2024	Consolidated S011560637	1	26	A	Service Connection 4 In. Diam.	0%	\$ 477.51	\$ -	\$ 477.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 477.51
10/23/2023	1/2/2024	Consolidated S011560637	1	26	A	Service Connection 4 In. Diam.	0%	\$ 714.96	\$ -	\$ 714.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 714.96
11/2/2023	1/2/2024	Consolidated S011560637	1	27	A	Water Casing Pipe, In Place 18 In. Diam.	100%	\$ -	\$ -	\$ -	\$ 1,350.39	\$ -	\$ 1,350.39	\$ -	\$ (1,350.39)	\$ (1,350.39)	\$ -	\$ -	\$ -	\$ -
10/19/2023	1/2/2024	Consolidated S011560637	1	28	A	Inlet Protection	2%	\$ 1,022.46	\$ -	\$ 1,022.46	\$ -	\$ (20.45)	\$ (20.45)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,002.01
10/19/2023	1/2/2024	Consolidated S011560637	1	29	A	Silt Fence	0%	\$ 451.50	\$ -	\$ 451.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 451.50
10/19/2023	1/2/2024	Consolidated S011560637	1	42	B	___ Pipe for Water Main 12 In. Diam.	96% & FA	\$ 11,410.40	\$ (2,167.98)	\$ 9,242.42	\$ -	\$ (9,242.42)	\$ (9,242.42)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00
10/19/2023	1/2/2024	Consolidated S011560637	1	43	B	___ Pipe for Water Main 8 In. Diam.	95%	\$ 360.24	\$ -	\$ 360.24	\$ -	\$ (342.23)	\$ (342.23)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18.01
10/23/2023	1/2/2024	Consolidated S011560637	1	43	B	___ Pipe for Water Main 8 In. Diam.	95%	\$ 409.16	\$ -	\$ 409.16	\$ -	\$ (388.70)	\$ (388.70)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20.46
10/19/2023	1/2/2024	Consolidated S011560637	1	45	B	Gate Valve 12 In.	75%	\$ 2,033.45	\$ -	\$ 2,033.45	\$ -	\$ (1,525.09)	\$ (1,525.09)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 508.36
10/23/2023	1/2/2024	Consolidated S011560637	1	45	B	Gate Valve 12 In.	75%	\$ 5,513.78	\$ -	\$ 5,513.78	\$ -	\$ (4,135.34)	\$ (4,135.34)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,378.45
10/19/2023	1/2/2024	Consolidated S011560637	1	46	B	Gate Valve 8 In.	0%	\$ 2,984.53	\$ -	\$ 2,984.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,984.53
10/19/2023	1/2/2024	Consolidated S011560637	1	47	B	PRV Station Valves	0%	\$ 27.31	\$ -	\$ 27.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.31
10/19/2023	1/2/2024	Consolidated S011560637	1	48	B	Hydrant Assembly	100%	\$ 4,343.01	\$ -	\$ 4,343.01	\$ -	\$ (4,343.01)	\$ (4,343.01)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10/19/2023	1/2/2024	Consolidated S011560637	1	49	B	Service Connection 3/4 In. Diam.	0%	\$ 120.49	\$ -	\$ 120.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120.49
								\$388,554.72	\$ (2,167.98)	\$386,386.74	\$441,411.03	\$ (108,078.84)	\$343,119.72	\$ -	\$ (224,841.65)	\$ (224,841.65)	\$ -	\$ (91,183.02)	\$ (91,183.02)	
								\$386,386.74			\$333,332.18		Total Remaining MOH	\$ (224,841.65)			\$ (91,183.02)		\$413,481.79	

Specification Section 1-09.8 - The Contracting Agency will not pay for material on hand when the invoice cost is less than \$2,000.00.

SCHEDULE A MOH TOTAL	\$361,352.35	SCHEDULE A MOH TOTAL	\$363,096.50	SCHEDULE A MOH TOTAL	\$ (224,841.65)	SCHEDULE A MOH TOTAL	\$ (91,183.02)
SCHEDULE B MOH TOTAL	\$ 25,034.39	SCHEDULE B MOH TOTAL	\$ (19,976.78)	SCHEDULE B MOH TOTAL	\$ -	SCHEDULE B MOH TOTAL	\$ -

CITY OF Cle Elum

PROJECT NAME: Second Street and Rossetti Way Water Main Improvements

HLA PROJECT NO.: 22188C

PRIME CONTRACTOR: Ascent Foundation and More, LLC

FORCE ACCOUNT SUMMARY

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
BID ITEM 1 - MINOR CHANGE				
11/10/23	\$5,482.64	\$5,482.64	Ascent	9+27 - 13+20 Remove existing settled asphalt from south edge of trench line to curb line, subgrade compaction, and placement and compaction of base rock. Payment for labor OT only, in lieu of equipment and materials, as agreed to by Contractor.
11/20/23	\$937.00	\$6,419.64	Ascent	85+70 Discovered unknown and non-located 4" PVC sewer lateral, dig under and preserve.
11/24/23	\$7,232.41	\$13,652.05	Ascent	Rental solar message boards for traffic control, per City of Cle Elum request.
11/28/23	\$459.24	\$14,111.29	Ascent	77+30 Ascent dug for the new 12" watermain and discovered a 4" PVC DR-18 water line. The City was not aware of this pipe. The Ascent crew dug under this pipe for the new main water line.
11/29/23	\$3,648.55	\$17,759.84	Ascent	75+25 Ascent potholed for gas and 48" storm pipe due to existing water main being located 4' off of locate mark. Ascent provided and installed two (2) 12" MJ 45 degree bends with bolt/gasket kits to move away from gas and existing water main.
11/29/23	\$1,431.42	\$19,191.26	Ascent	73+20 Ascent potholed for gas and 48" storm pipe due to existing water main being located 4' off of locate mark. They set up a traffic control closure from Columbia to Yakima Avenue.
11/30/24	\$1,016.19	\$20,207.45	Ascent	75+15 - 71+25 There was a gas conflict with the 12" water main. Ascent moved the 12" pipe into the roadway and loaded saw cut asphalt into Engels' dump truck.
11/30/24	\$537.60	\$20,745.05	Engels	75+15 - 71+25 Engels hauled 50.356 CY of asphalt that was saw cut while moving 12" pipe due to gas conflict.
11/30/24	\$1,344.00	\$22,089.05	R&R Cutting	75+15 - 71+25 R&R saw cut .5' thick asphalt due to water main shifting into the street from a gas line conflict.
12/1/23	\$9,580.95	\$31,670.00	Ascent	73+46 The City discovered a water break and contacted Ascent to make the repair. Ascent excavated and backfilled. The City provided Vector Truck Assistance.
12/1/23	\$873.60	\$32,543.60	Engels	73+46 Engels Trucking hauled off spoils from water main repair work which were saturated and not suitable for backfill.

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
12/5/23	\$877.89	\$33,421.49	Ascent	70+40 Ascent broke an unlocated 3/4" water service. The service was pulled out of the main. The City provided a repair band and Ascent repaired the connection.
12/7/23	\$483.44	\$33,904.93	Ascent	68+40 & 67+15 Ascent was looking for the service at 68+40. They found it 8' from the locate. Ascent was also looking for the 2" water service at 67+15 which resulted in a delay.
12/14/23	\$1,258.27	\$35,163.20	Ascent	86+00 Tie In Standby time. The City was working to get the water turned off to make the tie in at Short Ave and Second.
12/18/23	\$614.22	\$35,777.42	Ascent	59+10 Ascent broke and repaired a 3/4" steel water service that was not located.
12/19/23	\$1,959.21	\$37,736.63	Ascent	56+47 Ascent broke and repaired a 6" clay sewer that was 4' off of the locate point.
12/19/23	\$473.03	\$38,209.66	Ascent	56+65 Ascent dug under storm cast-in-place concrete structure that was larger than records indicated.
12/19/23	\$1,087.25	\$39,296.91	Ascent	56+77 Ascent broke and repaired a water service that was 2'-6" off of locate.
12/19/23	\$1,181.86	\$40,478.77	Ascent	61+30 Ascent supplied and placed CDF encasement for storm crossing over new water main.
12/20/23	\$848.15	\$41,326.92	Ascent	55+74 Ascent broke and repaired an unlocated 3/4" water service that was turned off and abandoned. They installed a 6" Romac stainless steel repair band.
12/20/23	\$5,551.74	\$46,878.66	Ascent	56+65 Ascent supplied and placed 20 CY of CDF encasement on new 12" water service due to going under storm and sewer pipes.
1/3/24	\$1,154.90	\$48,033.56	Ascent	51+45 Ascent broke and repaired an abandoned and unlocated water service. They pulled the corp stop out of AC water main. Ascent installed a Romac stainless steel repair band.
1/4/24	\$562.76	\$48,596.32	Ascent	50+60 Ascent repaired water service due to top breaking off of the existing 3/4" water service that was not located.
1/9/24	\$1,096.20	\$49,692.52	Ascent	73+90 LT Ascent was on standby waiting for a locate to install 2 services, discovered to serve homes north on Columbia Avenue. Snow removal for the service installations was performed.
1/10/24	\$153.22	\$49,845.74	Ascent	Ascent saw cut and removed concrete sidewalk panels at water meters.
BID ITEM 30 - LANDSCAPE RESTORATION				
11/20/23	\$274.30	\$274.30	Ascent	85+00, 85+50 Discovered abandoned 1" PVC irrigation pipe, exposed ends, cut out and capped
BID ITEM 34 - MINOR CHANGE				
10/26/23	\$912.07	\$912.07	Ascent	Existing connection at STA #1+00 Existing valve assembly and fittings did not have thrust blocks and were leaking, installed thrust blocking to restore water system.

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
10/30/23	\$2,101.94	\$3,014.02	Ascent	Utility easement north of First Street; east of Schober Way Discovered unknown and non-located communication fiber optic cables, crew had to carefully dig by hand around cables.
10/31/23	\$11,097.07	\$14,111.09	Ascent	Utility easment north of First St., east of Scober Way Existing 12" water main was not located correctly and Contractor damaged it, causing a major water main break. Crew removed the damaged water main, dewatered, and installed a repair section and fittings.
11/1/23	\$838.44	\$14,949.53	Ascent	Existing Valve at STA 7+43 A large thrust block was discovered along the existing water main. It was sawcut and partially removed to accommodate the new water main.
11/7/23	\$1,557.42	\$16,506.94	Ascent	Casing spacers on the new C900 pipe were too large to fit in the existing casing. This payment is for the cost difference between C900 PVC pipe and DI Pipe with restrained gaskets.
11/15/23	\$1,174.50	\$17,681.44	Ascent	9+47 Contractor intended to begin water system shut down for new connection at 8am, but was unable to begin work until 10am when Public Works could find all valves and shut system down.
11/15/23	\$9,043.60	\$26,725.03	Ascent	0+93 Tie In During the water shut down for the new water main connection to the existing system, the City stopped work due to reservoir control issues. Contractor was directed to reinstall the existing water main after it was removed to restore the system until reservoir control issues were resolved.
11/15/23	\$3,205.32	\$29,930.36	Ascent	6 +15 Tie-in Discovered a 6" connection to the existing water main running south. This line was connected to the new water main.
11/16/23	\$719.20	\$30,649.56	Ascent	0+93 - Rossetti Way tie-in area Crew was digging to repair the water service that was damaged yesterday, and hit an unknown and non-located additional water service and damaged the saddle. Crew repaired the service. City provided saddle and corp stop for Contractor's use.



February 8, 2024

TO: Mayor Lundh, Members of Cle Elum City Council
FROM: Cle Elum Downtown Association, Jordan Peterson, Executive Director
RE: Main Street Tax Incentive Program and Pledge Request

OVERVIEW: The Main Street Tax Credit Incentive Program provides a Business & Occupation (B&O) or Public Utility Tax (PUT) Credit for private contributions given to eligible downtown organizations. Once your business' donation request is approved by the Department of Revenue, you are eligible for a tax credit worth 75% of the contribution to your downtown revitalization organization. Designated **Washington Main Street Communities, such as the Cle Elum Downtown Association**, are eligible to receive contributions through this state tax credit program. The Main Street Tax Credit Incentive Program was established in [HB 1279](#) and is managed through the Washington Trust for Historic Preservation.

The MSTCIP occurs every year, there are **Key Dates & Deadlines** under which pledges are taken and fulfilled:

- 1st Quarter pledge starts the 2nd Monday in January at 8:00am and closes the last Sunday of March at 5:00PM.
- 2nd Quarter pledge (if funds are available) open on April 1st at 8:00AM.
- All contributions must be fulfilled for the Cle Elum Downtown Association by September 30th (we can extend if a partner needs more time).

HOW FUNDS ARE UTILIZED:

For the Cle Elum Downtown Association, the MSTCIP funds are unrestricted funds that allow the association to use funding for projects that each committee has identified within their workplan. Funds are also used to support the operations of the Cle Elum Downtown Association.

REQUEST

The Cle Elum Downtown Association has greatly appreciated the support that the City of Cle Elum has given through your Public Utility Tax funds. Annually, the City of Cle Elum has contributed in increasing amounts, with the most recent contribution of \$45,000 in 2023. The Cle Elum Downtown Association invites the City of Cle Elum to consider contributing \$55,000, from your Public Utility Tax funds in 2024.

We appreciate the consideration and your continued support!

Warmly,

Jordan Peterson

CERTIFICATION OF ENROLLMENT

SUBSTITUTE HOUSE BILL 1279

67th Legislature
2021 Regular Session

Passed by the House April 14, 2021
Yeas 97 Nays 0

**Speaker of the House of
Representatives**

Passed by the Senate April 7, 2021
Yeas 49 Nays 0

President of the Senate
Approved

Governor of the State of Washington

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **SUBSTITUTE HOUSE BILL 1279** as passed by the House of Representatives and the Senate on the dates hereon set forth.

Chief Clerk

FILED

**Secretary of State
State of Washington**

SUBSTITUTE HOUSE BILL 1279

AS AMENDED BY THE SENATE

Passed Legislature - 2021 Regular Session

State of Washington

67th Legislature

2021 Regular Session

By House Finance (originally sponsored by Representatives Rule, Ramel, Bateman, Boehnke, Shewmake, Chapman, Ryu, J. Johnson, Wicks, Senn, Hoff, Walen, Peterson, Hackney, Rude, Callan, Leavitt, Vick, and Harris-Talley)

READ FIRST TIME 02/08/21.

1 AN ACT Relating to modifying the Washington main street program
2 tax incentive to respond to the economic impacts of the COVID-19
3 pandemic; amending RCW 82.73.030; adding a new section to chapter
4 82.73 RCW; creating a new section; repealing 2017 3rd sp.s. c 37 s
5 1406 (uncodified); providing an effective date; and providing an
6 expiration date.

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

8 NEW SECTION. **Sec. 1.** The legislature finds that as a result of
9 the economic impacts of the COVID-19 pandemic, certain businesses
10 that made contributions to a Washington main street community or to
11 the main street trust fund in 2020, and qualified for a credit
12 against the business and occupation tax or public utility tax, have
13 received insufficient revenues, and have insufficient tax
14 liabilities, to allow them to use the full amount of the credit for
15 which they have qualified. With this act, the legislature intends to
16 address this finding by allowing credits earned as result of
17 contributions made in calendar year 2020 to be carried over for an
18 additional two years, and by providing an additional credit against
19 the business and occupation tax or public utility tax.

1 **Sec. 2.** RCW 82.73.030 and 2017 3rd sp.s. c 37 s 103 are each
2 amended to read as follows:

3 (1) Subject to the limitations in this chapter, a credit is
4 allowed against the tax imposed by chapters 82.04 and 82.16 RCW for
5 approved contributions that are made by a person to a program or the
6 main street trust fund.

7 (2) ~~((The))~~ (a) Except as provided in (b) of this subsection, the
8 credit allowed under this section is limited to an amount equal to:

9 ~~((a))~~ (i) Seventy-five percent of the approved contribution
10 made by a person to a program; or

11 ~~((b))~~ (ii) Fifty percent of the approved contribution made by a
12 person to the main street trust fund.

13 (b) Beginning with contributions made in calendar year 2021, an
14 additional credit is allowed equal to 25 percent of the approved
15 contribution made by a person to the main street trust fund.

16 (3) The department may not approve credit with respect to a
17 program in a city or town with a population of one hundred ninety
18 thousand persons or more.

19 (4) The department must keep a running total of all credits
20 approved under this chapter for each calendar year. The department
21 may not approve any credits under this section that would cause the
22 total amount of approved credits statewide to exceed ~~((two million~~
23 ~~five hundred thousand dollars))~~ \$5,000,000 in any calendar year.

24 (5) (a) (i) The total credits allowed under this chapter for
25 contributions made to each program may not exceed ~~((one hundred~~
26 ~~thousand dollars))~~ \$160,000 in a calendar year.

27 (ii) Between 8:00 a.m., Pacific standard time, on the second
28 Monday in January and ~~((March 31st))~~ 8:00 a.m., Pacific daylight
29 time, on April 1st of the same calendar year, the department must
30 evenly allocate the amount of statewide credits allowed under
31 subsection (4) of this section based on the total number of programs
32 and the main street trust fund as of January 1st in the same calendar
33 year. The department may not approve contributions for a program or
34 the main street trust fund that would cause the total amount of
35 approved credits for a program or the main street trust fund to
36 exceed the allocated amount.

37 (b) The total credits allowed under this chapter for a person may
38 not exceed two hundred fifty thousand dollars in a calendar year.

39 (6) ~~((The))~~ Except as provided in subsection (8) of this section,
40 the credit may be claimed against any tax due under chapters 82.04

1 and 82.16 RCW only in the calendar year immediately following the
2 calendar year in which the credit was approved by the department and
3 the contribution was made to the program or the main street trust
4 fund. Credits may not be carried over to subsequent years. No refunds
5 may be granted for credits under this chapter.

6 (7) The total amount of the credit claimed in any calendar year
7 by a person may not exceed the lesser amount of:

8 (a) The approved credit; or

9 (b) Seventy-five percent of the amount of the contribution that
10 is made by the person to a program and ((fifty)) 75 percent of the
11 amount of the contribution that is made by the person to the main
12 street trust fund, in the prior calendar year.

13 (8) Any credits provided in accordance with this chapter for
14 approved contributions made in calendar year 2020 may be carried over
15 for an additional two years and must be used by December 31, 2023.

16 (9) No credit is allowed or may be claimed under this section on
17 or after January 1, 2032.

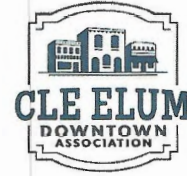
18 NEW SECTION. Sec. 3. A new section is added to chapter 82.73
19 RCW to read as follows:

20 This chapter expires January 1, 2032.

21 NEW SECTION. Sec. 4. Sections 2 and 3 of this act take effect
22 October 1, 2021.

23 NEW SECTION. Sec. 5. 2017 3rd sp.s. c 37 s 1406 (uncodified) is
24 repealed.

--- END ---



2024 MAIN STREET TAX CREDIT INCENTIVE PROGRAM (MSTCIP)

Q1 opens Monday, January 8 at 8 a.m. and closes at the end of day Sunday, March 31.

- Q1 is a **non-competitive quarter** (i.e., the \$5 million total credits available are equally divided between all communities, and an equal portion of credits is set aside exclusively for Cle Elum Downtown Association contributors)
- Individual community cap for Q1 is \$125,000.00 in credits / **\$166,666.67 in contributions.**

Q2-3 opens on Monday, April 1 at 8 a.m.

- Q2 onwards is **competitive** (i.e., all unclaimed credits become available first-come, first-serve at 8 a.m. on April 1, which means the statewide cap may be hit before the Cle Elum Downtown Association's individual cap is hit)
- Individual community cap (through year end) is \$160,000 in credits / **\$213,333.33 in contributions.**

Q4: Contributions due & final opening

- Friday, November 15 at 5 p.m. is the deadline for all pledges to be reported received.
- Contributions must be received **to the penny**, or the entire pledge will be cancelled, and no credits received! (i.e., if a business applies to contribute \$100, and they only contribute \$99.99, they will not receive any credits) If a business can only contribute a portion of what they had originally planned to, they can call DOR to cancel their application and reapply for a lower amount.
- On **Saturday, November 16, any unclaimed credits** (including those unfulfilled & cancelled from the Nov 15 deadline) **will become available**, again on a first-come, first-served basis. Any applications that come in on or after November 16 need to be reported fulfilled to the penny by Friday, December 15 at 5 p.m.



IN SENATE, January 11, 1911.

REPORT OF THE COMMISSIONER OF THE LAND OFFICE, IN ANSWER TO A RESOLUTION PASSED BY THE SENATE, MAY 1, 1909, RELATIVE TO THE LANDS BELONGING TO THE CITY OF NEW YORK.

ALBANY: J.B. LEECH, STATE PRINTER, 1911.

THE LANDS BELONGING TO THE CITY OF NEW YORK, AND THE PROCEEDINGS OF THE COMMISSIONER OF THE LAND OFFICE, IN ANSWER TO A RESOLUTION PASSED BY THE SENATE, MAY 1, 1909, RELATIVE TO THE LANDS BELONGING TO THE CITY OF NEW YORK.

Applying for the Main Street Tax Credit

To apply for the credit you must be an administrator (My DOR user type) of an excise tax account. The online application becomes available at 8 a.m. PST on the second Monday in January of each year. The application is first-come, first-serve. If the statewide cap has not been met by April 1 of each year, eligible Main Street Organizations may receive additional contributions. The online application will be updated at that time.

Steps to the application:

1. Sign into your My DOR account.
2. In your excise tax account, click More Excise Tax Options.
3. Under Credits, click Manage/Apply for a Tax Credit (only administrators will see Credits).
4. Under the list of credits, click Add Main Street Application.
5. Enter the contribution amount for the organization you would like to contribute to. You will not be able to contribute more than what is listed in the remaining credit column.
6. The last page is contact information and authorization. Note: The application must be authorized by the owner, corporate officer, partner other than limited partners, executor, or administrator of the contributing business.

Once the application is complete you'll receive a confirmation. You must then make the approved contribution(s) by Nov. 15 of the same year. Once the contribution is verified by the department, you will be granted a tax credit to use the following calendar year.

How are we doing?

Take our survey

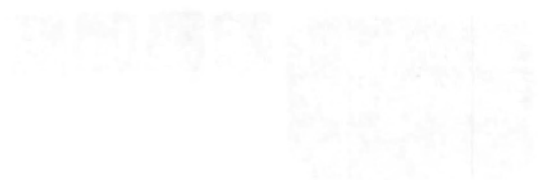


Applying for the Main Street Tax Credit

For the 2019 tax year, the credit is available to businesses that have been operating for at least 12 months and have a gross revenue of at least \$100,000. The credit is calculated as a percentage of the business's gross revenue, and is available for a maximum of 5% of the business's gross revenue. The credit is available for a maximum of 5% of the business's gross revenue.

Steps to the application

1. Determine if you are eligible for the credit.
2. Gather the necessary documentation.
3. Complete the application form.
4. Submit the application to the appropriate authority.
5. Wait for the application to be reviewed.
6. If approved, receive the credit.



CITY OF CLE ELUM
Planning Department

**AGENDA STAFF
REPORT**

AGENDA DATE: *February 13, 2024*

ACTION REQUESTED: *First Reading of Puget Sound Energy, Inc, Franchise Agreement, Ordinance No. 1666*

BACKGROUND: *In August 2023, the city began negotiations with Puget Sound Energy Inc., to update a non-exclusive Franchise Agreement with the City of Cle Elum, to set, erect, lay, construct, extend, support, attach, connect, maintain, repair, replace, enlarge, operate and use facilities in, upon, over under, along, across, and through the franchise area to provide for the transmission, distribution, and sale of energy for power, heat, and light, and any other purposes for which energy may be used. The following is the first reading of the Franchise Agreement for council consideration.*

INTERACTION: *Negotiations were conducted by City Legal on behalf of the city*

RECOMMENDATION: *None at this time. To consider for approval at the second reading on February 27, 2024; adoption*

HANDLING: *City Clerk, Council*

ATTACHMENTS: *Ordinance No.1666, Puget Sound Energy, Inc.*

LEAD STAFF: *Colleda Monick, HLA*

ORDINANCE NO. 1666

AN ORDINANCE GRANTING PUGET SOUND ENERGY, INC., A WASHINGTON CORPORATION, AND ITS PERMITTED SUCCESSORS AND ASSIGNS A NON-EXCLUSIVE FRANCHISE TO SET, ERECT, LAY, CONSTRUCT, EXTEND, SUPPORT, ATTACH, CONNECT, MAINTAIN, REPAIR, REPLACE, ENLARGE, OPERATE AND USE FACILITIES IN, UPON, OVER, UNDER, ALONG, ACROSS, AND THROUGH THE FRANCHISE AREA TO PROVIDE FOR THE TRANSMISSION, DISTRIBUTION, AND SALE OF ENERGY FOR POWER, HEAT, AND LIGHT, AND ANY OTHER PURPOSES FOR WHICH ENERGY MAY BE USED

WHEREAS, RCW 35A.11.020 grants the City authority to regulate the use of the public rights-of-way; and

WHEREAS, RCW 35A.47.040 authorizes the City “to grant nonexclusive franchises for the use of public streets, bridges or other public ways, structures or places above or below the surface of the ground for ... poles, conduits, tunnels, towers and structures, pipes and wires and appurtenances thereof for transmission and distribution of electrical energy ...,” and

WHEREAS, the City Council finds that it is in the best interests of the health, safety, and welfare of the residents of the Cle Elum community to continue to grant a non-exclusive franchise to Puget Sound Energy for the operation of an electric utility system within the City’s rights-of-way;

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

Section 1. Definitions.

1.1 Where used in this franchise (the "Franchise") the following terms shall mean:

1.1.1 "City" means the City of Cle Elum, a non-Charter optional code city of the State of Washington, and its successors and assigns.

1.1.2 “Director” means the head of the City Public Works Department or their designee.

1.1.3 “Decommissioned Facilities” means PSE-owned Facilities in the Franchise Area that are no longer needed to provide a Regulated Service.

1.1.4 "Franchise Area" means any, every, and all of the roads, streets, avenues, alleys, and highways, of the City as now laid out, platted, dedicated or improved; and any, every and all roads, streets, avenues, alleys, highways, that may hereafter be laid out, platted, dedicated or improved within the present limits of the City and as such limits may be hereafter extended.

1.1.5 "Facilities" means, collectively, any and all electric transmission and distribution systems, including, but not limited to, poles (with or without crossarms), wires, lines, conduits, cables, braces, guys, anchors and vaults, meter-reading devices, and communication systems; and any and all other equipment, appliances, attachments, appurtenances and other items necessary, convenient, or in any way appertaining to any and all of the foregoing, whether the same be located over or under ground.

1.1.6 "Ordinance" means Ordinance No. ____, which sets forth the terms and conditions of this Franchise.

1.1.7 "PSE" means Puget Sound Energy, Inc., a Washington corporation, and its permitted successors and assigns.

1.1.8 "Public Improvement Project" means a capital improvement within the Franchise Area that is undertaken by or on behalf of the City and is funded by the City (either directly with its own funds or with other public monies obtained by the City).

1.1.9 "Regulated Service" means any utility, telecommunications, or similar service that is subject to the jurisdiction of one or more federal or state agencies that regulate the terms and conditions such service (including the Federal Energy Regulatory Commission, the Federal Communications Commission, and the WUTC).

1.1.10 "WUTC" means the Washington Utilities and Transportation Commission, and any successor agency with jurisdiction over the terms and conditions of the services provided by PSE to its customers.

Section 2. Grant of Rights.

2.1 The City hereby grants to PSE the non-exclusive right, privilege, authority and franchise to set, erect, lay, construct, extend, support, attach, connect, maintain, repair, replace, enlarge, operate and use Facilities in, upon, over, under, along, across and through the Franchise Area to provide for the transmission, distribution and sale of energy for power, heat, light and such other purposes for which energy may be used.

2.2 This Franchise is not, and shall not be deemed to be, an exclusive franchise. This Franchise shall not in any manner prohibit the City from granting other and further franchises over, upon, and along the Franchise Area that do not interfere with PSE's rights under this Franchise. This Franchise shall not limit or constrain the exercise of the City's police powers, nor shall this Franchise prohibit or prevent the City from using the Franchise Area or affect the jurisdiction of the City over the same or any part thereof, if so exercised and used in a manner that is consistent with the terms of this Franchise.

2.3 This Franchise shall not convey any right to PSE to install its Facilities on, under, over or across, or to otherwise use, any City-owned or leased properties of any kind that are located outside the Franchise Area. Further, this Franchise shall not govern or apply to Facilities located on PSE-owned or leased properties or easements (whether within or outside of the Franchise Area, whether granted by a private or public entity, and whether now existing or hereafter acquired) and

such Facilities are not, and will not be deemed to be, located pursuant to rights derived from this Franchise.

2.4 Existing Facilities installed or maintained by PSE on public grounds and places within the City in accordance with prior franchise agreements (but which are not within the Franchise Area as defined in this Franchise) may continue to be maintained, repaired, and operated by PSE at the location such Facilities exist as of the Effective Date of this Franchise for the term of this Franchise; provided, however, that no such Facilities may be enlarged, improved or expanded without the prior review and approval of the City pursuant to applicable ordinances, codes, resolutions, standards, and procedures.

2.5 This Franchise authorizes PSE to occupy and use the Franchise Area consistent with the terms of this Franchise. Nothing contained herein shall be construed to grant or convey any right, title, or interest in the Franchise Area to PSE.

2.5.1 THE CITY DOES NOT WARRANT ITS TITLE OR PROPERTY INTEREST IN OR TO ANY PORTION OF THE FRANCHISE AREA NOR UNDERTAKE TO DEFEND PSE IN THE PEACEABLE POSSESSION OR USE OF THE FRANCHISE AREA. NO COVENANT OF QUIET ENJOYMENT IS MADE.

2.6 As specifically provided by RCW 35.21.860, the City may not impose a franchise fee or any other fee or charge of whatever nature or description upon PSE. However, as provided in RCW 35.21.860, the City may recover from PSE actual administrative expenses incurred by the City that are directly related to: (i) receiving and approving a permit, license or this Franchise, (ii) inspecting plans and construction, or (iii) preparing a detailed statement pursuant to Chapter 43.21C RCW. In accordance with and subject to the foregoing, PSE agrees to pay such actual administrative expenses incurred by the City that are directly related to receiving and approving this Franchise pursuant to RCW 32.21.860 within sixty (60) days after receipt of the City's itemization of such incurred administrative expenses.

2.7 The City may, from time to time, request:

2.7.1 copies of certain available PSE plans for potential improvements to Facilities within the Franchise Area if and to the extent such information is needed by the City for its own project planning purposes, and

2.7.2 copies of certain available maps in use by PSE showing the approximate locations of Facilities within the Franchise Area if and to the extent such information is needed by the City for specific right-of-way management purposes.

Any such request by the City must be submitted by email to Map.Request@pse.com (or by such other method as PSE may reasonably direct, from time to time) and must be reasonable in scope and at intervals that minimize administrative burdens on both parties. Any release of information to the City pursuant to this Section 2.7 will be subject to PSE's prior approval, which will not be unreasonably withheld. Any information provided by PSE pursuant to this Section 2.7 will be for informational purposes only and will not obligate PSE to undertake any specific improvements or other activities within the Franchise Area or be construed as a proposal to undertake any specific improvements or other activities within the Franchise Area. PSE does not warrant the accuracy of

any information provided pursuant to this Section 2.7 and, to the extent the locations of Facilities are shown in any such information, such Facilities are shown in their approximate locations. Further, notwithstanding anything in this Franchise to the contrary, PSE will have no obligation to disclose any records, documents, or other information that, in PSE's reasonable discretion: (i) are financial, commercial, or proprietary in nature, or (ii) constitute critical energy infrastructure information as regulated under the Federal Power Act, 16 U.S.C. § 791, et seq. Nothing herein is intended (nor shall be construed) to relieve either party of their respective obligations arising under applicable law with respect to determining the location of utility facilities.

2.8 During any period of construction, relocation, or maintenance by PSE of its Facilities in the Franchise Area, all surface structures, if any, erected and used by PSE shall be erected and used in such places and positions within the Franchise Area so as to interfere as little as reasonably possible with the unobstructed passage of traffic and the unobstructed use of property adjoining the Franchise Area. PSE shall at all times post and maintain proper barricades and comply with all applicable safety regulations during such period of construction as required by the ordinances of the City or state law, including RCW 39.04.180, for the construction of trench safety systems.

2.9 Prior to performing any work in the Franchise Area for the purpose of installation, construction, repair, testing, maintenance, or relocation of its Facilities within the Franchise Area, PSE shall first apply for and obtain from the City all required permit(s) in accordance with the City's ordinances and regulations requiring permits to perform work or operate in the Franchise Area, including, but not limited to Cle Elum Municipal Code ("CEMC") Chapter 12.01, Excavations in Streets, Sidewalks, and Public Ways. All work performed by PSE or its contractors on PSE's behalf within the Franchise Area shall be accomplished in a good and workmanlike manner and which minimizes interference with the free passage of traffic and the free use of adjoining property, whether public or private. The provisions of this Section shall survive the expiration of this Franchise during such time as PSE continues to operate and maintain Facilities in the Franchise Area.

2.10 Except as may be provided for in a separate project relocation or undergrounding agreement between the City and PSE, PSE shall, after any installation, construction, relocation, maintenance, or repair of its Facilities within the Franchise Area that disturbs the surface of the Franchise Area, restore the Franchise Area to at least the same condition it was in immediately prior to any such installation, construction, relocation, maintenance, or repair. PSE shall not disturb any survey monuments or markers found on the line of excavation work until ordered to do so by the Director. All street monuments, property corners, benchmarks, and other monuments disturbed during the progress of the work shall be replaced by a licensed surveyor, at the expense of PSE, to the satisfaction of the Director or his/her designee. PSE agrees to promptly complete all restoration work and to promptly repair any damage caused by such work at no cost to the City. Surface restoration work will be warranted for a period of one (1) year after completion.

2.10.1 If it is determined that PSE has failed to restore the surface of the Franchise Area in accordance with this Section 2.10, the City shall provide PSE with written notice including a description of actions the City believes necessary to restore the surface of the Franchise Area in accordance with this Section 2.10. If the surface of the Franchise Area is not restored in accordance with Section 2.10 within thirty (30) days after PSE's receipt of that notice, the City, or

its authorized agent, may restore the surface of the Franchise Area and PSE shall be responsible for all costs and expenses incurred by the City in restoring the surface of the Franchise Area in accordance with this Section 2.10.

Section 3. Compliance with Laws.

3.1 PSE shall exercise its rights within the Franchise Area in accordance with all applicable federal and state laws and regulations and all applicable City codes and ordinances governing use and occupancy of the Franchise Area, including but not limited to: the Development Guidelines for Public Works Standards, the Standard Specifications for Road, Bridge and Municipal Construction, and the City's Municipal Code as currently exists and as hereafter amended; provided, however in the event of any conflict or inconsistency of such City codes and ordinances (including, without limitation, any related standards) with the terms and conditions of this Franchise, the terms and conditions of this Franchise shall govern and control; provided, further, nothing herein shall be deemed to waive, prejudice or otherwise limit any right of appeal afforded PSE by such City codes and ordinances.

3.2 In no event shall any work commence within the Franchise Area without a permit, except as otherwise provided in this Franchise. In the event of an emergency in which PSE's Facilities located within the Franchise Area break or are damaged, or if PSE's Facilities within the Franchise Area are otherwise in a condition as to immediately endanger the property, life, health or safety of any individuals, PSE shall, upon learning of such a dangerous condition, take all reasonable actions to promptly correct such dangerous condition. PSE may take emergency measures to repair its Facilities within the Franchise Area or to cure or remedy any associated dangerous conditions for the protection of property, life, health or safety of individuals without first applying for and obtaining a permit as required by this Franchise. PSE shall notify the City either verbally or in writing as soon as practicable following the onset of any such emergency. In the event of an emergency, PSE shall apply for the appropriate permits within three (3) business days after completing its correction of such dangerous condition.

Section 4. Relocation of Facilities.

4.1 Whenever the City causes a Public Improvement Project to be undertaken within the Franchise Area, and such Public Improvement Project requires the relocation of PSE's then existing Facilities within the Franchise Area (for purposes other than those described in Section 4.2 below), the City shall:

4.1.1 Provide PSE, within a reasonable time prior to the commencement of such Public Improvement Project, written notice requesting such relocation; and

4.1.2 Provide PSE with reasonable plans and specifications sufficient, in PSE's discretion, for such Public Improvement Project and for PSE's initial system design for the required relocation of such Facilities.

After receipt of such notice and such plans and specifications, and within one hundred twenty (120) calendar days after the date on which PSE's system design for the required relocation of its Facilities is complete and PSE has received all applicable permits required for such relocation (or such shorter or longer period of time as the parties may mutually agree in writing), PSE shall relocate such Facilities within the Franchise Area at no charge to the City; provided, however, that if PSE determines that it would be impossible or impracticable to perform the relocation within the applicable time frame under this Section 4.1, then PSE shall promptly inform the City and provide a reasonable alternative relocation time frame. In such case, the parties shall promptly meet and confer in good faith, giving due regard to all relevant facts and circumstances, to determine a mutually agreeable time frame for PSE to perform such relocation. Further, if PSE is unable to relocate any of its Facilities in accordance with the time frame set forth in this Section 4.1 (or otherwise agreed upon by the parties) due to any circumstances beyond its reasonable control (such as delays or changes made to the Public Improvement Project by the City or any third party), PSE will not be in breach of its obligations under this Section 4.1, and the City and PSE will work together to mutually agreed upon a reasonable alternative relocation time frame for such relocation. If the City requires the subsequent relocation of any Facilities within five (5) years from the date of relocation of such Facilities pursuant to this Section 4.1, the City shall bear the entire cost of such subsequent relocation.

4.2 Whenever (i) any public or private development within the Franchise Area, other than a Public Improvement Project, requires the relocation of PSE's Facilities within the Franchise Area to accommodate such development; or (ii) the City requires the relocation of PSE's Facilities within the Franchise Area for the benefit of any person or entity other than the City, then in such event, PSE shall have the right as a condition of such relocation, to require such developer, person or entity to make payment to PSE, at a time and upon terms acceptable to PSE, for any and all costs and expenses incurred by PSE in the relocation of PSE's Facilities.

4.3 Any condition or requirement imposed by the City upon any person or entity, other than PSE, that requires the relocation of PSE's Facilities shall be a required relocation for purposes of Section 4.2 above (including, without limitation, any condition or requirement imposed pursuant to any contract or in conjunction with approvals or permits for zoning, land use, construction or development).

4.4 Nothing in this Section 4 "Relocation of Facilities" shall require PSE to bear any cost or expense in connection with the location or relocation of any Facilities existing pursuant to other rights not derived from this Franchise, regardless of whether such easement or other rights are on public or private property, and regardless of whether the Facilities are located within or outside of the Franchise Area.

Section 5. Indemnification; Insurance and Bond.

5.1 **Indemnification.** PSE shall defend, indemnify, and hold harmless the City, its officers, officials, and employees, from any and all claims and demands made against the City together with all costs, damages, losses, or suits (including reasonable attorneys' fees) arising out of such claims, for bodily injury or damage to the person or property of another to the extent such bodily injury or damage is caused by the negligence or intentional misconduct of PSE or its employees or contractors exercising the rights granted to PSE by this Franchise.

5.1.1 In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of PSE and the City, and their respective officers, employees, representatives, contractors, consultants, engineers, and agents, PSE's liability hereunder shall be only to the extent of PSE's negligence.

5.1.2 It is further specifically and expressly understood that, solely to the extent required to enforce the indemnification provided herein, PSE waives its immunity under RCW Title 51; provided, however, the foregoing waiver shall not in any way preclude PSE from raising such immunity as a defense against any claim brought against PSE by any of its employees or such employee's estate or other representatives. This waiver has been mutually negotiated by the parties.

5.1.3 The provisions of this section shall survive the expiration or termination of this Franchise.

5.2 **Insurance.** PSE shall maintain in full force and effect, throughout the term of the Franchise, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on PSE's behalf in the exercise of rights, privileges, and authority granted to PSE under this Franchise, or the use, construction, installation, removal, or maintenance of any PSE Facilities under this Franchise. PSE's maintenance of insurance as required by this Franchise shall not be construed to limit the liability of PSE to the coverage provided by such insurance or otherwise limit the City's recourse to any remedy available at law or in equity. PSE shall obtain insurance, or provide self-insurance, of the types and coverage described below:

5.2.1 Commercial general liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover liability arising from operations, products-completed operations, sudden and accidental pollution, and stop-gap liability. There shall be no exclusion for liability arising from explosion, collapse, or underground (XCU) property damage. Commercial General Liability insurance shall be provided on a self-insured basis at \$2,000,000 each occurrence, \$2,000,000 general aggregate, and a \$2,000,000 product-completed operations aggregate limit.

5.2.2 Automobile liability insurance, or self-insurance, covering all owned, non-owned, hired, and leased vehicles with a combined single limit of \$2,000,000 per occurrence.

5.2.3 Excess liability insurance providing coverage above the general liability and automobile liability limits stated above, providing limits of \$5,000,000 per occurrence and \$10,000,000 in the aggregate.

5.2.4 Said policy or policies shall include the City and its officers and employees jointly and severally as additional insureds, except with respect to the limits of the insurer's liability, shall apply as primary insurance, shall stipulate that no insurance affected by the City will be called on to contribute to a loss covered there under, and shall provide for severability of interests.

5.2.5 Underwriters shall have no right of recovery or subrogation against the City, it being the intent of the parties that the insurance policy so affected shall protect both parties and be primary coverage for losses covered by the described insurance with respect to the indemnity obligations of PSE under this Franchise, and subject to the policy terms and provisions.

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

5.2.7 Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the City, its employees, officers, officials, agents, volunteers, and assigns.

5.2.8 If coverage purchased on a "claims made" basis, PSE shall continue coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three years from the date of Franchise expiration, and/or conversion from a "claims made" form to an "occurrence" coverage form.

5.2.9 PSE shall not allow any policy of insurance required under this Franchise to be suspended, voided, cancelled, or materially reduced in coverage or in limits, except after PSE provides 30 days' prior written notice to the City.

5.3 The City assumes no responsibility for loss or damage, except to the extent caused by the negligence or intentional misconduct of the City or its employees or contractors, to any tools, PSE's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by PSE, or PSE's agents, suppliers, or contractors, as well as to any temporary structures, scaffolding, or protective fences (if any) used in the performance of work under this Franchise.

5.4 PSE shall furnish the City with certificates of insurance and original endorsements affecting coverage required by this Franchise. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The City expressly reserves the right to request copies of insurance policies applicable to any claim presented for which the City requests additional insured status according to Section 5.4.2.

5.5 PSE shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

5.6 **Bond.** PSE shall provide to the City a faithful performance payment bond in the initial amount of \$25,000 to ensure the full and faithful performance of PSE's obligations to restore the surface of the Franchise Area as required by this Franchise, in accordance with the applicable provisions of this Franchise and applicable Laws, including, by way of example and not limitation, its obligations to restore the surface of the Franchise Area when damaged or disturbed, or to reimburse the City for its direct costs incurred to remedy PSE's failure to perform such obligations.

The performance bond shall be in a form with terms and conditions acceptable to the City and reviewed and approved by the City attorney. The performance bond shall be with a surety with a rating no less than "A X" in the latest edition of "Best Rating Guide," published by A.M. Best-Company. Surety shall be licensed to conduct business in the State of Washington and named in the Current list of "Surety Companies Acceptable in Federal Bonds" as published in the Federal Register or on the internet by the Audit Staff Bureau of Accounts, U.S. Treasury Department. PSE shall pay all premiums or costs associated with maintaining the performance and payment bond, and shall keep the same in full force and effect at all times. PSE's maintenance of the bond(s) shall not be construed to excuse unfaithful performance by PSE or limit the liability of PSE to the amount of the bond(s) or otherwise limit the City's resource to any other remedy available at law or in equity. The amount of the bond may be adjusted but not more than annually and only if agreed to in writing by the parties.

Section 6. Reservation of Easement in Event of Vacation.

6.1 In the event the City considers vacating any portion of the Franchise Area during the term of this Franchise, the City shall give PSE advance written notice of the same to allow PSE the opportunity to review and comment on the proposed vacation. Thereafter, unless otherwise requested by PSE, the City shall, in its vacation procedure, reserve and grant an easement to PSE for PSE's Facilities located in that portion of the Franchise Area vacated by the City based on the input received from PSE regarding the proposed vacation and the terms and conditions of the easement to be reserved for PSE's Facilities.

Section 7. Default.

7.1 Unless otherwise provided by this Franchise, if PSE shall fail to comply with the provisions of this Franchise, the City may serve upon PSE a written order to so comply within sixty (60) days from the date such order is received by PSE. If PSE is not in compliance with this Franchise after expiration of said sixty (60) day period, the City may, by ordinance, declare an immediate forfeiture of this Franchise; provided, however, if any failure to comply with this Franchise by PSE cannot be corrected with due diligence within said sixty (60) day period (PSE's obligation to comply and to proceed with due diligence being subject to unavoidable delays and events beyond its control), then the time within which PSE may so comply shall be extended for such time as may be reasonably necessary and so long as PSE commences promptly and diligently to effect such compliance, all in the City's discretion.

Section 8. Franchise Term.

8.1 This Franchise is and shall remain in full force and effect for a period of fifteen (15) years from and after the effective date of the Ordinance; provided, however, PSE shall have no rights under this Franchise nor shall PSE be bound by the terms and conditions of this Franchise unless PSE shall, within thirty (30) days after the effective date of the Ordinance, file with the City its written acceptance of the Ordinance.

Section 9. Assignment.

9.1 This Franchise shall not be sold, transferred, assigned, or disposed of in whole or in part by PSE to any unaffiliated third party without the written approval of the City. Any costs associated with the City's review of any transfer proposed by PSE shall be reimbursed to the City by PSE. Notwithstanding the foregoing, PSE shall have the right, without such written approval, to mortgage its rights, benefits and privileges in and under this Franchise for the benefit of bondholders.

Section 10. Miscellaneous.

10.1 If any term, provision, condition or portion of this Franchise shall be held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Franchise which shall continue in full force and effect. The headings of sections and paragraphs of this Franchise are for convenience of reference only and are not intended to restrict, affect or be of any weight in the interpretation or construction of the provisions of such sections or paragraphs.

10.2 This Franchise constitutes the entire understanding and agreement between the parties as to the subject matter herein and no other agreements or understandings, written or otherwise, shall be binding upon the parties upon execution and acceptance of this Franchise. This Franchise may be amended only by written instrument, signed by both parties, which specifically states that it is an amendment to this Franchise and is approved and executed in accordance with the laws of the State of Washington. Without limiting the generality of the foregoing, this Franchise (including, without limitation, Section 5 above) shall govern and supersede and shall not be changed, modified, deleted, added to, supplemented or otherwise amended by any permit, approval, license, agreement or other document required by or obtained from the City in conjunction with the exercise (or failure to exercise) by PSE of any rights, benefits, privileges, obligations or duties granted to PSE by this Franchise. In the event of any conflict or inconsistency between the provisions of this Franchise and the provisions of any such permit, approval, license, agreement or other document, the provisions of this Franchise shall control.

10.3 This Franchise is subject to the provisions of any applicable tariff on file with the Washington Utilities and Transportation Commission or its successor. In the event of any conflict or inconsistency between the provisions of this Franchise and such tariff, the provisions of such tariff shall control.

10.4 PSE will remove any above-ground or at-grade Decommissioned Facilities within the Franchise Area within ninety (90) days after PSE permanently discontinues use of such Facilities due to modifications or upgrades to PSE's Facilities within the Franchise Area. If the parties determine that any underground Decommissioned Facilities within the Franchise Area need to be removed in order to avoid interference with a Public Improvement Project undertaken by the City, PSE will, upon request by the City, remove any such Decommissioned Facilities that require removal within ninety (90) days after its receipt of the City's written request. The parties will work together in good faith to avoid or minimize the need to remove any underground Decommissioned Facilities within the Franchise Area.

10.5 Any notice required or permitted to be given to the parties under this Franchise may be sent to the following addresses unless otherwise specified:

City of Cle Elum:

Public Works Director
119 West First St
Cle Elum, WA 98922

Puget Sound Energy

Brandon Leyritz
Municipal Liaison Manager
P.O. Box 90868
Bellevue, WA 98009-0868

With a copy to:
MunicipalRelations@pse.com

Puget Sound Energy, Inc.

General Counsel
P.O. Box 90868
Bellevue, WA 98009-0868

10.6 The failure of either party to enforce any breach or violation by the other party of any provision of this Franchise shall not be deemed to be a waiver or a continuing waiver by the non-breaching party of any subsequent breach or violation of the same or any other provision of this Franchise.

10.7 In accord with state law, this Ordinance shall be published in full. The costs of said publication shall be borne by PSE.

10.8 Nothing in this Franchise shall be construed to create any rights or duties to any third party, nor any liability to or standard of care with reference to any third party. This Franchise shall not confer any right or remedy upon any person other than the City and PSE. No action may be commenced or prosecuted against either the City or PSE by any third party claiming as a third-party beneficiary of this Franchise.

10.9 The headings of sections and paragraphs of this Franchise are for convenience of reference only and are not intended to restrict, affect or be of any weight in the interpretation or construction of the provisions of such sections or paragraphs. Terms defined in a given number, tense or form shall have the corresponding meaning when used in this Franchise with initial capitals in another number, tense or form. References containing terms such as “hereof,” “herein,” “hereto,” “hereinafter” and other terms of like import are not limited in applicability to the specific provision within which such references are set forth but instead refer to this Franchise taken as a whole. “Includes” or “including” shall not be deemed limited by the specific enumeration of items but shall be deemed without limitation. The term “or” is not exclusive.

10.10 All terms and conditions of this Franchise that must be reasonably construed to survive the expiration or termination of this Franchise in order to give full force and effect to the intent of the parties as set forth herein shall survive the expiration or termination of this Franchise, regardless of whether such survival is expressly specified herein.

Section 11. Effective Date.

11.1 This Ordinance shall be effective on _____, ____, having been: (i) introduced to the City Council not less than five days before its passage; (ii) first submitted to the City Attorney on _____, ____; (iii) published at least five days prior to the above-referenced effective date and as otherwise required by law; and (iv) passed at a regular meeting of the legislative body of the City of _____ by a vote of at least five members of the City Council on _____, _____. This Franchise will take effect as of the date of PSE's written acceptance thereof (the "Effective Date").

Signed and approved by the Mayor on the ____ day of _____, ____.

_____, Mayor

ATTEST:

_____, City Clerk

APPROVED AS TO FORM:

_____, City Attorney

Date: _____

HONORABLE MAYOR AND CITY COUNCIL
CITY OF CLE ELUM, WASHINGTON

In the matter of the application)
of Puget Sound Energy, Inc., a) Franchise Ordinance No. 1666
Washington corporation, for a)
franchise to construct, operate)
and maintain facilities in, upon,)
over under, along, across and)
through the franchise area of the) ACCEPTANCE

City of Cle Elum,)
Washington)

WHEREAS, the City Council of the City of Cle Elum, Washington, has granted a franchise to Puget Sound Energy, Inc., a Washington corporation, its successors and assigns, by enacting Ordinance No. _____, bearing the date of _____, 20__; and

WHEREAS, a copy of said Ordinance granting said franchise was received by the Puget Sound Energy, Inc. on _____, 20__, from said City of Cle Elum, Kittitas County, Washington.

NOW, THEREFORE, Puget Sound Energy, Inc., a Washington corporation, for itself, its successors and assigns, hereby accepts said Ordinance and all the terms and conditions thereof, and files this, it's written acceptance, with the City of Cle Elum, Kittitas County, Washington.

IN TESTIMONY WHEREOF said Puget Sound Energy, Inc. has caused this written Acceptance to be executed in its name by its undersigned _____ thereunto duly authorized on this ____ day of _____, 20__.

ATTEST:PUGET SOUND ENERGY, INC.

_____ By: _____

Copy received for City of Cle Elum

On _____, 20__

By: _____

City Clerk



Kittitas County Homelessness & Affordable Housing Committee

January 15, 2024

Members of the Washington Legislature:

Our organizations appreciate the significant progress on housing supply and affordability issues made in the 2023 Session. We are asking that in 2024, the Legislature's focused and bipartisan effort include an issue with broad support for reform: allowing Detached Accessory Dwelling Units (ADUs) outside of Urban Growth Areas (UGAs).

This prohibition on Detached ADUs was not made by the Legislature – but by decisions from the Growth Hearings Boards. The decisions result in the absurd situation where in rural areas, a homeowner could build a massive addition to an existing house to create an Attached ADU – but cannot build a Detached ADU that is smaller, less impactful, more energy efficient, and more affordable. Ironically, an exception to the prohibition on Detached ADUs in rural areas is King County – only because King County adopted its ordinance before the Growth Board prohibited them.

One of the leading bills passed in 2023 to address our State's housing crisis was HB 1337, which legalized ADUs in cities. Washington's rural residents are experiencing the same housing crisis – and the inability to build small ADUs is nonsensical. The unfortunate reality is that the current situation results in civil disobedience: homeowners are converting garages, sheds, barns or other structure into unpermitted ADUs. We do not support or condone this practice - but it will continue until the State adopts reasonable legislation allowing Detached ADUs to be built in rural areas.

Solving this problem has widespread support in the Legislature – there are at least four bipartisan bills that would address this issue: HB 1133 (Chapman/Low); SB 5357 (Gildon/Lias); HB 2126 (Low/Peterson); SB 6029 (Braun/Cleveland). All of these bills clarify that Detached ADUs can be built, while also imposing regulations to limit their size, location, environmental impacts, prevent loss of agricultural lands, and ensure compliance with state and local water and septic requirements.

Account Credits for Frozen City Water Main West Railroad St

Water main frozen 1/13/24 to 1/18/2024

We have 8 residents without water due to the West Railroad St frozen water main.

Our Code: In the event that city-maintained water pipes prevent water service to a customer's water meter due to cold or frozen weather for more than two days (forty-eight hours), the city council may, upon the recommendation of the city public works director and the utilities committee, provide equitable relief to the customer by crediting up to one month's water fees which include water base rate fee, water reserve fee, and applicable water taxes for every two to thirty days of interrupted service, or multiples thereof. In the event any neighbor assists a customer with frozen, city-maintained water service by providing water through that neighbor's meter (i.e., through the use of a hose or similar apparatus), that neighbor will be allocated double the volume of water in the base rate for the same period of interrupted service.

(Ord. 1464 § 1, 2017; Ord. 1312 § 4, 2009; Ord. 1158 § 1, 2001; Ord. 1122 § 2, 2000)

Address's Affected.

415 West First

415 West Railroad

421 West First

411 West Railroad

413 West First

409 West Railroad

409 West First

411 West First

Credit amount for January billing.

Water base rate \$60.13

Water Reserve \$10.56

Water Tax \$ 4.25



City of Cle Elum

119 W First Street
Cle Elum, WA 98922
509 674-2262

BILLING PERIOD	
January Billing	
DUE DATE	ACCOUNT NUMBER
02/25/2024	18990
BILL DATE	AMOUNT DUE:
02/06/2024	245.24
ACCOUNT HOLDER	
Terry Bland	
SERVICE LOCATION	
1899.0 - 415 COTTAGE AVE	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES
		PREVIOUS	PRESENT			
Water	02/02/2024	84353	92721	1.0000	8368	Previous Balance: 105.04 Adjustments: 0.00 Payments: 105.04 Balance Forward: 0.00 Water 60.13 Water Consumption 128.99 Water Reserve 10.56 Water Tax 6% 11.98 Garbage 33.58
WATER CONSUMPTION HISTORY						
						
Leak Consumption $= \$128.99$ Tax $= \$7.74$ Total Credit $= \$136.73$						
						Current Charges: 245.24 Balance: 245.24
30:		0.00		60:		0.00
				90+:		0.00

City Plow Damaged frost free

Leak Consumption overage = \$128.99

Tax = \$7.74

\$136.73 Credit

Usage 8368 cf

Detach Here and Return Bottom Stub



City of Cle Elum

119 W First Street
Cle Elum, WA 98922

DUE DATE	AMOUNT DUE
02/25/2024	245.24
SERVICE LOCATION	
1899.0 - 415 COTTAGE AVE	
ACCOUNT NO.	AMOUNT ENCLOSED
18990	

Terry Bland
415 Cottage Ave
Cle Elum, WA 98922-1392

City of Cle Elum
119 W First Street
Cle Elum, WA 98922



2024 Lodging Tax Fund Application

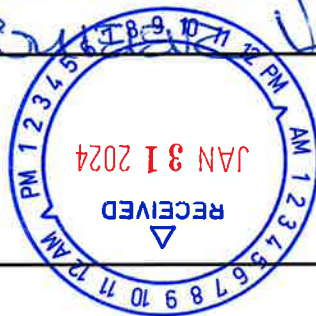
Name of Applicant:

PIONEER DAYS (QUEEN
CORONATION COMMITTEE

Name of Event:

PIONEER DAYS CORONATION

Date Received:



Received By:

[Signature] clerk

ESTIMATED BUDGET FOR PIONEER QUEEN CORONATION 2024

ITEM/SERVICE	AMOUNT	ACTUAL
* Rental of Putnam Centennial Center for Coronation Ceremony (includes video equipment rental)	\$550	
Linens, Plasticware, Plates, Napkins, etc.	\$150	
Paper, Printing, Postage, Signage (includes programs, signs, and letters to Queens)	\$350	
Cake, Appetizers and Refreshments for Coronation Ceremony	\$400	
Entertainment for Coronation Ceremony	\$300	
** Wrist Corsages for Previous Queens	\$125	
Flower Bouquet for Incoming Queen	\$75	
Flower Bouquet for Outgoing Queen	\$60	
Crown for Queen	\$50	
Advertising	\$450	
Travel Reimbursement for Queen to fulfill duties in other areas	\$200	
Decorations for Coronation Event, Meet & Greet, and Parade	\$600	
Meet & Greet (includes small refreshments ie...bottled water, cookies, etc. for Queens and their guests)	\$150	
Miscellaneous (additional fees and requirements for parade and meet and greet)	\$100	
Queen Dress Reimbursement		
Total Expected Cost	\$3,560	

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 designated 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.

NARRATIVE.

The Pioneer Queen Coronation Committee is seeking the amount of \$2,500 to assist with the Pioneer Days Queen Coronation. Although we do receive partial funding from the City of Cle Elum's Lodging Tax, there is often a deficit in which our committee members personally fulfill in order to make sure the event continues.

The Pioneer Days Queen Coronation is the "Kick-Off" event for the Upper County Pioneer Days celebrations and activities. This event brings the community together to celebrate an upper county resident from areas such as Ronald, Roslyn, Easton, Cle Elum, South Cle Elum and outlying areas. This event brings a wide variety of visitors to Upper County to celebrate the Pioneer Days Queen and her family. It is a way to recognize and show appreciation for longtime residents who have embraced, resided in and supported the community for a minimum of 40 years AND are over 75 years of age. This year the event will be held on June 24, 2023 at the Putnam Centennial Center.

Since this event is a celebration of the matriarchs of the community, community involvement is paramount to the success of the Pioneer Days Queen Coronation. This event has been a part of the Pioneer Days Celebration for more than 50 years and has become a legacy and tradition for Upper Kittitas County. The event includes community members of all ages some, many of whom drive great distances to celebrate a friend or family member that is being crowned as well as to participate in the many 4th of July activities that are provided in Upper Kittitas County. For the coronation specifically, we have approximately 80-100 people attend, many needing lodging so that they can fully participate in the events.

STATEMENT OF QUALIFICATIONS.

Michael Richard is our Chairman, and Toni Fields is our treasurer.

Committee members are: Michael Richard, Toni Fields, Sena Lanphere, Tasha Lanphere, Nikki Dearmin, Gail Berndt, Sherry Osmonovich, Teri Green, Tiffany Green, and Tessa Henrichsen.

We are a non-profit organization. We volunteer our time and sometimes, when there is a deficit of funding, we close the financial gap individually so that we can continue the commitment to our community and continue the wonderful tradition of the Pioneer Days Queen Coronation ceremony for the City of Cle Elum.

This year celebrates the 53rd annual Queen's Coronation ceremony.

FINANCES.

Historically, due to the importance of the event in the community, local businesses have helped fund the coronation. Over the last four years, the City of Cle Elum has partially funded this event through our application for local Lodging Taxes. We also work with the Cle Elum Downtown Association as the partnerships with additional organizations help with the celebration and the success of the event.

We requested \$2,160.00 in our application for the Lodging Tax and we have not yet received anything for this year. We anticipate that we will be receiving the Lodging Tax funds to cover the remaining costs of the event, and if necessary, we will rely on the community and individual members of the committee.

All allocation of funds will be used for the Coronation Ceremony rental at the Putnam Centennial Center (\$100/hr), postage, newspaper ads, corsages for past queens, flowers for the new queen, flowers for out-going queen, reimbursement for queens' travels to additional events, advertising and marketing, and decorations, linen rental, programs, signs for the cars, and cake. With the increase in costs in the current market, additional funding will be needed to keep the additional expenditures to the volunteers to a minimum.

SCOPE OF CAPITAL PROJECT.

N/A

OTHER.

The Committee appreciates your recurring contribution of \$700 for the last few years. The additional funds provide the necessary support to engage the community, honor the lifetime commitment of the Pioneer Queens of our community, and enhance the overall experience of the event for everyone. It is important to continue honoring and celebrating the matriarchs that have made this community possible as it is a fundamental element that influences our community values.

Although the event is one day, the activities include being a representative in the parade, taking part in a Meet and Greet event after the parade in which the community and visitors alike can interact with the current and prior Pioneer Queens, as well as the Coronation Ceremony. Also, as the Ambassador for Pioneer days, our Queen travels to Cle Elum, Roslyn, Ronald, Thorp and Ellensburg to attend different events to represent the importance of celebrating the heritage and commitment the Pioneer Queens have given to our community. The funds also go to assist in the Queen's duties at these events.

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2024

Name of Organization: POWELL VARS QUINN

Organization mailing address: COTTONSTON

Organization contact person & title: MICHAEL RICHARD
CHAIR

Organization/contact phone: 206 795-7007

Email: MICHAELRICHARD@COTTONSTON.COM

Organization Website: COTTONSTON.COM

Federal Tax ID Number: _____ UBI Number: _____

Organization is a (select one):

- ☐ Government Entity
☐ 501(c)3
☐ 501(c)6
☒ Other FOREE STANDING

(note: you must submit 501(c)3 or 501(c)6 approval documentation – see sample document)

Project/Event Name: POWELL VARS community support

Project/Event Date: JUNE 27 2024

Project/Event Location: UKC SENIOR CENTER

Amount of Funding Requested: \$ 3500

For which funding category do you qualify (check one) (see instructions for definitions):

☐ New Project/Event ☒ Ongoing Project/Event Support

Estimated # of overnight stays: 36

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

- | Season: | Months: |
|---|------------------------|
| ☐ Year-round | January – December |
| ☐ Off season | November – February |
| ☐ Shoulder season | October or March - May |
| ☒ High season | 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:

- A. How many participants and spectators attended last year's activity and/or will attend this year?

Prior Year

Projected

2023
3500
184 184

- 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.)

② ②
21 21

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.

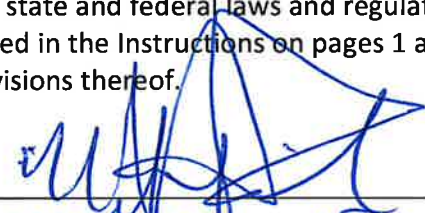
Certified by:
(signature)

(print name)

Title:

Date:

Or sign here:


MICHAEL VAUGHAN
CHAIR
JAN 30, 2024

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	

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**

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.

Equity Resource Guide

Tools and case studies for Washington cities





Message from AWC President Kent Keel

As AWC's President, I want to commend city officials around the state for making a commitment to enhance diversity, equity, and inclusion in your cities. As we all know, cities are on the front lines of so many issues and it is up to us to care for our residents – all of our residents – and ensure that they have the opportunity to succeed and feel confident engaging with their government.

While many may say that racism or lack of equity isn't an issue in their communities, I challenge us all to go a little deeper. Unfortunately, we all share a history where racism has played a role in government's policy decisions. But we are not bound by that history, and we shouldn't fear it. Instead, we can embrace our role as city leaders by facing these challenges and uncomfortable conversations. We can work to ensure that all of our community members, especially those who may feel disenfranchised and underrepresented, know that we hear their voices and are committed to working on their behalf.

I am proud to be AWC's President and part of the Board of Directors that has identified and prioritized diversity, equity, and inclusion as key aspects of AWC's work. AWC will continue to expand our offerings to highlight and support this important aspect of city leadership. This Equity Resource Guide is an important part of this effort.

I hope that this guide inspires you and other city leaders to think about diversity, equity, and inclusion in your community and to explore ways your city can do more to make sure every resident feels heard, valued, and empowered to participate fully in their community.

A handwritten signature in white ink that reads "K. Keel". The signature is stylized and fluid, with the first name "K" and last name "Keel" clearly visible.

Kent Keel
AWC President
Councilmember, University Place

Equity Resource Guide

Tools and case studies for Washington cities



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Introduction

Cities are the governments closest to the people and are on the front lines of community change. Residents look to their local elected officials to lead community conversations and develop policies that benefit the entire community.

As conversations around diversity, equity, and inclusion come to the forefront now and in the years to come, city officials can continue to improve the communities they serve. Many city officials have listened to their communities and agree that more needs to be done to advance racial equity at the local level.

In 2020, the COVID-19 pandemic and George Floyd's death at the hands of law enforcement amplified a national call for change. Cities throughout Washington state listened as their communities publicly shared painful personal stories that highlighted years of systemic racial mistreatment by public institutions.

The message is clear: Change is overdue and city officials around the state are moving their communities forward. Mayors and councilmembers are agents of change – they listen to their residents, work to translate community concerns into actionable policy ideas, then collaborate to find solutions.

Now is the time to look inward at local policies and systems to identify how to reverse the enduring trend of unjust treatment of communities of color. Our city leaders acknowledge that racism and inequity exist in our communities, governments, and institutions. Thus, cities support policy changes that work to eliminate systemic racism, inequity, and other disparities to build stronger and more inclusive communities.

Solutions to inequities can be as unique and diverse as our community members who have been historically excluded from full societal benefits and participation. This resource guide outlines policy opportunities and intentional actions that cities can use to promote diversity, equity, and inclusion (DEI) for all residents.

A diverse community includes a wide variety of perspectives and lived experiences, and those differences enrich the character of the broader community.

What does diversity, equity, and inclusion mean?

Conversations addressing diversity, equity, and inclusion are often emotionally charged. It is important to have a meaningful, shared understanding of each term in the collective phrase of DEI.

Diversity refers to the state of being different. Specifically, how a group of people differ from one another rather than how they are similar to one another. Diverse groups can vary in race, age, ethnicity, nationality, language, religion, gender identity, sexual orientation, physical/mental ability, socioeconomic status, and more.

It is important to note that an individual person is not diverse, only groups of people can be diverse.

Equity is defined by the Washington State Office of Equity as the process of developing, strengthening, and supporting policies and procedures that distribute and prioritize resources to those who have been historically and currently marginalized.

Equity-centered practices thus give considerable attention and resources to low-income and Black, Indigenous, and People of Color (BIPOC) communities.



What is an equity lens?

To look at a policy or program through an equity lens means to closely examine how the entire system might impact different people. An equity lens is used to analyze an existing or proposed policy and then make changes to increase positive outcomes for and inclusion of marginalized people.

Inclusion is the empathetic arm of DEI. Being inclusive means to intentionally collaborate with people from all backgrounds. It means putting aside any biases, learning who is excluded, and proactively reaching out to invite them into the group. It's what we teach kids to do on the playground, and it's relevant for adults interacting in the broader world as well. Inclusive communities create a culture of belonging for all and look for opportunities to invite and welcome everyone. The key to creating a sense of belonging is empathy—it requires desire, work, and a willingness to put yourself in someone else's shoes to understand them.

In short, DEI policies are inclusive of different people and intentionally target attention and solutions to elevate marginalized and underrepresented people and communities.



Equality-centered practices emphasize equally distributing resources and opportunities.



Equity-centered practices emphasize fairly distributing resources and opportunities *based on individual needs* to reach an equal outcome.



76% of Washington cities say their city has expressed a commitment to DEI.

Source: 2021 AWC City Conditions Survey, 92 city responses

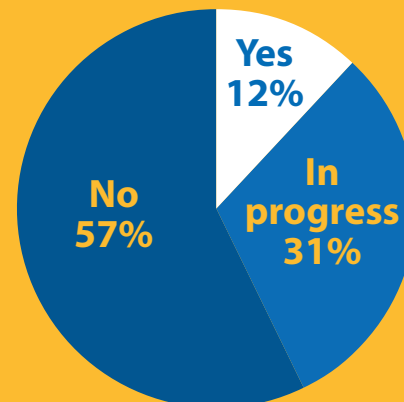
How does this work intersect with cities and towns?

We want to provide tools and resources and inspire all communities—including those that may not otherwise know where to begin. Every community has underrepresented and low-income populations who can be unintentionally left out of policies and practices. The tools and resources within this guide look at local policies through an equity lens to highlight historical disparities and provide ideas for future improvements—no matter your city's size or location.

This resource guide highlights selected policy opportunities to advance equity. It should act as an impetus to spur action under a narrow range of important city policy areas but is certainly not an exhaustive list. **To find more resources, refer to the sources and resources at the end of this publication or visit [WAcities.org](https://www.wacities.org).**

Almost half of cities are working to develop a DEI plan.

Does your city have a DEI plan?



Source: 2021 AWC City Conditions Survey, 103 city responses

Budgeting

Use the city budget as a tool to meet your community's DEI goals

City officials know that the budget is the most powerful policy document. It outlines how to spend scarce public resources and demonstrates the city's priorities like no other policy document does. The old sayings "put your money where your mouth is" or "follow the money" ring true when it comes to your city's budget. It's always important to ask yourself, "Does this reflect the needs and priorities of our city?"

When it comes to diversity, equity, and inclusion, the same holds true. How does your city's budget reflect your community's priorities around diversity, equity, and inclusion?

Many cities have prioritized using an equity lens as part of their budgeting process to ensure community goals are met. This isn't a simple budgeting checklist, but an involved and engaged community process to identify and define what equity means to your community, determine how to measure it, and then make budgeting decisions based on desired outcomes.

This approach can change the way you look at budgeting—instead of budgeting based on departments, you might look at programs and outcomes. Instead of focusing response and spending

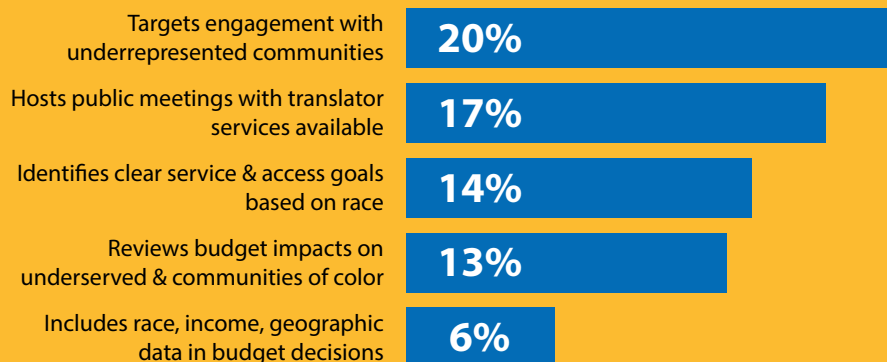
Does your city's budget document reflect the needs and priorities of your city? And how does the budget reflect your community's DEI priorities?

on a strict data set, you might look at neighborhood demographics and discover what individual neighborhoods need instead of using a one-size-fits-all approach.

Perhaps most importantly, you should address this question: Are you including diverse community voices in your budgeting process? It can be hard to get the public to engage in the budgeting process. Many of us are familiar with the experience of having only a few regulars attend our public meetings on the city budget. That just means city officials need to work a little harder to break outside the usual approach to engage the community—particularly by seeking out those who may historically be disenfranchised and feel like their voice doesn't matter.

Every city adopts a budget, so every city can use their budget as a policy tool to advance diversity, equity, and inclusion. It isn't necessarily about spending more money, it's about making sure your spending aligns with your community's priorities and advances your city's equity goals.

Percentage of cities that use racial equity approaches in budgeting



Budgeting equity is an opportunity area where cities can make strides in change. Our 2021 survey found that **20%** and fewer of Washington's cities are using these select equity approaches in city budgeting.

Source: 2021 AWC City Conditions Survey, 109 city responses

Case study



Tacoma's budgeting equity lens

The City of Tacoma has used an equity lens in the budgeting process for several years. A few themes emerged from Tacoma's work:

- **Progress is iterative:** Change can take time and the process won't be perfect, but you can continue to make progress.
- **The process is community-led:** Gather data about your community, ask the community what is important (be sure to seek out diverse voices), and really listen to what they say.
- **Everyone has a role:** Leaders must demonstrate commitment, but everyone has a role in prioritizing anti-racism in the budget development process—so engage your departments and teams.

Tacoma developed an equity index that uses data to measure equity and help address inequity. The equity index is an interactive tool that visually highlights disparities in Tacoma. It uses 29 data points sorted into five categories to identify where community members are unable to access services or where services do not meet community needs. It is one of the primary tools that city staff and other decision-makers use to help ensure they are making data-informed decisions to improve access to opportunity for all community members.

Tacoma identified clear equity goals that influence the city's budgeting process:

- A workforce that reflects the community it serves
- Purposeful community outreach and engagement
- Equitable service delivery to all residents and visitors
- Support for human rights and opportunities for everyone to achieve their full potential
- Commitment to equity in policy decision-making

Budget development process



"Where do we start? Start where you are."

Councilmember Catherine Ushka, Tacoma

Tacoma incorporates some key questions into its budgeting process. Any city can use the adjacent questions as a starting place to take an equity lens to its budgeting process.

Ask intentional questions

- How does this proposal advance the city's equity goals?
- Which geographic areas do these enhancements or reductions impact?
- How will this proposal affect (negatively or positively) historically disadvantaged communities and/or underrepresented groups?
- How have you worked to mitigate negative impacts on those communities?
- Who was engaged in the development of this proposal?

Budgeting approach

Program analysis – current service levels and costs

- What do we do?
- How much does it cost?
- What is the impact of the program on priorities?

Strategic planning & council priorities

- What should we be doing better to meet strategic goals/priorities?
- What do we need to do to meet equity goals?

Proposed changes to budget

- What should we do more of?
- What should we do less of or not at all?
- What is a new program we need to offer?

Biennial budget

Source: 2021-2022 Tacoma Operating & Capital Budget

Case study



San Antonio's budgeting equity tool

The City of San Antonio, Texas, utilizes a budget equity tool to embed equity into its budgeting process.

Budgeting equity tool goals:



Analyze each department's overall approach to funding equity efforts.



Identify which programs help to advance equitable outcomes for residents.



Assess the equity impacts of budget decisions for potential benefits and burdens on communities of color and low-income communities.



Ensure that programs, projects, plans, and investments help to reduce disparities experienced by the city's most marginalized community members.

San Antonio defines key terms for everyone to work off the same understanding. Equity is defined as "fair and just opportunities and outcomes for all people." The tool asks departments to answer four questions:

1. Describe how your budget allocates funds in ways that advance racial and economic equity. Consider a global view (not program-level) in how funds are allocated to reduce or eliminate disparities and improve outcomes for low-income communities and communities of color.
2. Does this program apply an equity matrix or equity lens in the allocation of funds?
3. (If yes): What specific racial and/or economic inequities in San Antonio does this program intend to address/reduce?
4. (If yes): What metrics will the department use to evaluate or assess the program's impact on communities of color and low-income communities?

Conclusion

This section highlights the work of two larger cities that are geographically far apart from one another (Tacoma and San Antonio). But the basic approach, process, questions, and tools they use translate well for any size city anywhere in the country. A city doesn't need a lot of staff and resources to adopt an equity lens for their budget process, just a commitment to make certain that your spending priorities support your community goals for advancing diversity, equity, and inclusion.

"Advancing equity is a social and moral imperative that is everyone's job, and we have an ambitious equity initiative that involves the tough, steady work of reflection, policy revision, and universal commitments to a just and equitable future."

City Manager Erik Walsh, San Antonio

Housing

As quoted in the City of Olympia's 2021 Housing Action Plan, during a 2020 speech in Olympia, former Washington Secretary of State Ralph Munro explained that in the 1960s,

"[t]he southern states were the focus of the headlines and the [civil rights] movement... but there were also activities here that played out in a much different way. Racial barriers were high and hard to break down. Forgotten terms like 'red lining' were prevalent in almost every community. Lines drawn on the map where Negroes [sic] could live and where they could not live. The red line in Olympia was basically the city limits."

The American Planning Association's *Planning for Equity Policy Guide* says that "zoning, which is intended to separate incompatible land uses, has also been used to exclude certain population groups from single-family neighborhoods and to exclude multifamily rental housing from neighborhoods with better access to jobs, transit, and amenities." Racial segregation through zoning regulations occurred in cities nationwide from the early 1900s through the 1970s. These regulations could include the following:

- Residential designations (racially segregated zones)
- Exclusively single-family zones
- Minimum lot sizes in residential zones
- Targeted zones to site large, multifamily complexes
- Industrial zone siting

City leaders today bear no personal responsibility for what their town's founders did or did not do to contribute to racial segregation in housing. However, the time is long overdue to confront the truth of our collective past and acknowledge how it has shaped the reality of our present.

"Many of our serious national problems either originate with residential segregation or have become intractable because of it."

Richard Rothstein, author of *The Color of Law*

The first step is a willingness to learn about your city's history—how it started and grew into the neighborhoods and residents you see today. Whether your city was our state's first or last to be incorporated, look at it with fresh eyes through an equity lens.

The second step is to take action to remove and prevent barriers to housing equity.



The homeownership rate for Black Washingtonians is less than half that of whites.

Source: *Snapshot of Race and Home Buying in America*, National Association of Realtors

Policies from the past



Redlining and exclusionary home mortgages

"Redlining" refers to the Federal Housing Administration's (FHA) New Deal-era practice of denying mortgage insurance in areas where African American or other minority group households lived—designated in red on their maps. These areas were deemed risky investments, regardless of income level. According to the Seattle Civil Rights & Labor History Project, in many western states this discrimination "targeted not just African Americans but also Native Americans, Asian Americans, Pacific Islanders, people of Mexican ancestry, and also, at times, Jews." Effectively, this made it impossible for Black families to purchase homes or, if they attempted to own a home, required risky purchase contracts without protections afforded by conventional mortgages.



Restrictive covenants

The FHA also helped finance the construction of new subdivisions and recommended—sometimes even required—that the deeds contain racially restrictive covenants. The covenant prevented the purchase or sale of the home to African Americans and other minority groups. After such restrictions were deemed unconstitutional, the use of private agreements like community covenants continued into the early 1970s, despite their illegality. Many of these racially based covenants still exist on deeds today.



Exclusionary zoning

Throughout the country local zoning laws were used to exclude and segregate. Because a U.S. Supreme Court decision in 1917 prohibited express racial segregation through zoning ordinances, Crosscut's Josh Cohen points out that those with racist intent realized that "dictating the types of housing allowed in certain areas could serve as a stand-in for explicitly racial zoning, especially in tandem with property deeds that banned the sale of housing to non-white buyers." The pattern of racially segregated development that was created through these past tactics continues to be seen in modern-day demographic maps.



Sundown towns

Sundown towns were all-white communities, neighborhoods, or counties that excluded African Americans and other minorities using discriminatory laws, harassment, and violence. The name derives from the posted and verbal warnings that, although African Americans may have been allowed to work or travel in a community during the daytime, they must leave by dusk. Sundown towns most often referred to the forced exclusion of African Americans; however, BlackPast specifies that the history of its use also included prohibitions against Jews, Native Americans, Chinese, Japanese, and other minority groups.

Modern practices can reinforce racial inequities



Limited housing options

There is a growing belief that expanding access to traditionally single-family neighborhoods will increase equity in housing. Some of these neighborhoods were created by the racist practices described earlier. In other cases, exclusively single-family neighborhoods reinforce inequities because they preserve significant land area for individual families. The impact of this is twofold—it limits and concentrates the options for multifamily housing into less land area, which makes building sufficient, quality multifamily housing more challenging.



Location of large multifamily residences

Another component to historical housing segregation was the common practice of only authorizing multifamily developments in minority or low-income neighborhoods. This perpetuated racial segregation by limiting the location of more cost-effective multifamily housing to certain areas of the city, those that had predominantly minority populations. This practice also continues to reinforce the myth that there is something less desirable about renters versus homeowners.



Location of amenities in relation to types of housing

Recently, experts have focused on the health and well-being benefits derived from access to opportunities—such as good schools, employment, transit, and parks and recreational facilities. Previous development patterns in some communities have fallen along racial lines. This can also be seen in city services like road maintenance and street tree canopy. Cities are working to proactively identify those trends and consider the implications for future investments using an equity lens.



Location of industrial or odorous facilities in relation to types of housing

Regrettably, the siting and location of pollution sources and environmentally unsafe facilities also has racial underpinnings. In 1995, the Washington State Department of Ecology published a study that showed low-

income populations and communities of color are disproportionately burdened by contaminated sites and facilities that are regulated by the government. In 2017, state and environmental justice stakeholders released the Washington Environmental Health Disparities Map to provide data to help inform these siting decisions (see *Sources Chapter 2 – Housing*).

Actions that build toward housing equity



Community land trusts

Community land trusts (CLTs) have their roots in creating racial equity. The first attempt near Albany, Georgia, in 1969 was intended to create a pathway for Black wealth creation and property ownership. Author Tasha Harmon wrote, “Community land trusts can play key roles in integrating strategies for increasing social and economic equity into smart growth efforts. Those roles include the stewardship of land to meet affordable housing and other community needs, the revitalization of economically distressed areas without the displacement of existing residents, the creation of affordable housing in areas where it has traditionally been excluded, and advocacy for public policies that make the creation of diverse, affordable housing central to growth management.”

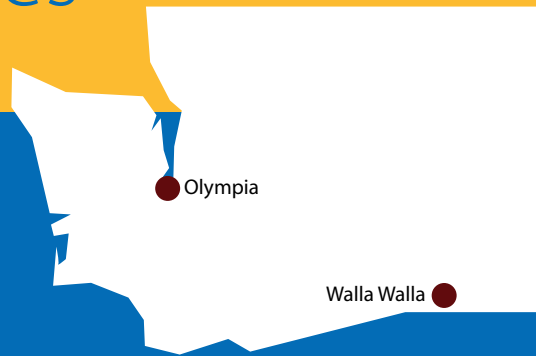


Equity in housing planning

To discover whether your comprehensive plan delivers on housing equity, here are some questions to explore:

- Does your plan acknowledge and address impediments to fair housing?
- How does your housing comprehensive plan acknowledge and address gaps in choice, place, and opportunity?
- Does your plan use a housing cost burden analysis that incorporates cost of transportation to employment opportunities and goods and services?
- How is existing land use categorized? Do people of color and immigrant community stakeholders participate in making those designations?
- Are redevelopment opportunities intended for people who currently live here—or for others?
- Are all cultures accounted for in future density determinations? What are the implications?

Case studies



Olympia's Housing Action Plan

Olympia's approach uses equity as an overarching theme of its Housing Action Plan, rather than breaking out the topic as one discrete element. The city's plan also includes a section that addresses:

- Equity in housing affordability;
- Redlining practices;
- Racial covenants; and
- Discussion of Olympia's history of segregation.

Walla Walla's single-family zoning reforms

In 2018, the City of Walla Walla eliminated single-family only zoning. In its place, the city created a Neighborhood Residential Zone—a low-density zone that allows:

- A wider variety of land uses;
- Reduced parking requirements; and
- More flexible accessory dwelling unit regulations.

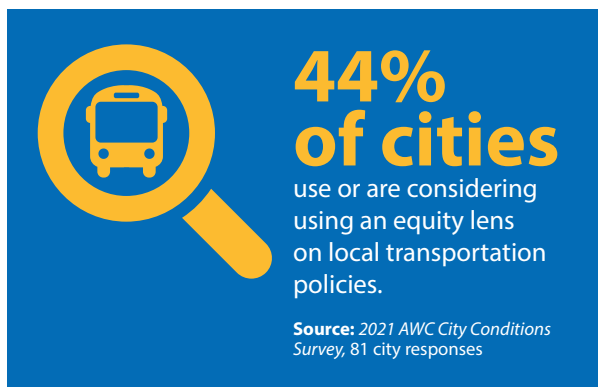
Walla Walla's Municipal Code states that the "Neighborhood Residential Zone is intended to provide for a variety of housing types such as single-family residential up to fourplexes, townhomes, cottage housing, and tiny homes that are compatible with the neighborhood characteristic."

Transportation & infrastructure

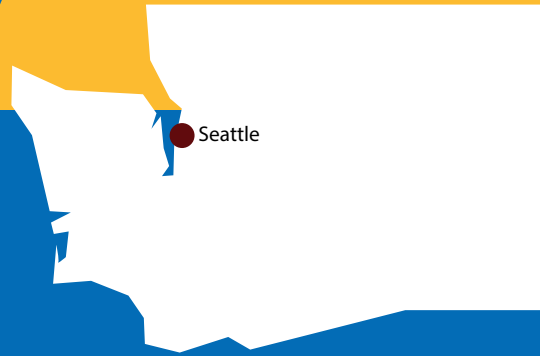
A robust transportation system is a key economic development tool for cities—it provides access to opportunities such as employment, education, healthcare, and commerce. However, access to public transportation systems is often not equitable for all users. Most transportation systems were designed to be automobile-centric and consequentially, leave low-income individuals, seniors, and people with disabilities behind to walk, bike, rely on public transit systems, or remain stranded in a transit desert.

Economists Pieter A. Gautier and Yves Zenou explain that these inequities can be more disparately seen in communities of color where wealth gaps “between people of color and non-Hispanic whites make it easier for white residents to purchase a car, giving them increased access to jobs and subsequent higher employment rates.”

Transportation inequities are often compounded by cities’ need to balance other competing demands with limited resources. Despite these challenges, several cities have started incorporating transportation equity into their planning—noting that transportation is key in addressing and reducing disparities and building an inclusive economy.



Case study

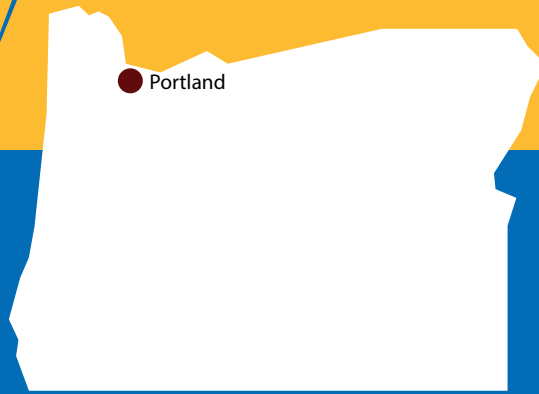


Seattle's Transportation Equity Program

The Seattle Department of Transportation established the Transportation Equity Program (TEP) in 2017 to provide "safe, environmentally sustainable, accessible, and affordable transportation options that support BIPOC and vulnerable populations to thrive in vibrant and healthy communities and mitigate racial disparities and the effects of displacement." The TEP subsequently developed several programs aimed at addressing disparities within the transportation system, including:

- Low-income transit access;
- Youth ORCA (One Regional Card for All), a contactless smart card system for public transit in the Puget Sound region;
- Vehicle license rebate programs;
- Community conversations; and
- An ambassador program.

Case study



Portland's transportation equity model

Portland, Oregon, was early to incorporate transportation equity into its capital improvement projects. The city created an equity matrix using three demographic variables (race, income, and limited English proficiency) to prioritize actions in areas that fall outside the citywide averages for the three demographic variables.

As a result, the city focused extra effort on the Rose Lane Project, which centers BIPOC communities to help ensure they have comparable commute times to white communities. They compared transportation costs with area median income and provided a rapid and reliable choice for daily transportation.

Portland is committed to improving equity using better data collection and system monitoring, as well as investing in long-term partnerships with community-based and BIPOC-focused organizations. Portland's equity matrix and community-centered decisions have become successful models for other cities including Tigard, Oregon.

Measuring transportation equity outcomes

Transportation equity can be difficult to measure, partly because there is no single method for evaluating it. When measuring equity outcomes, cities should consider the area's specific needs and priorities through robust community engagement. According to the Urban Institute's study *Access to Opportunity through Equitable Transportation*, most cities agree that five common areas pose the largest challenges:

1. Equity across modes
2. Quality transportation infrastructure and experience across modes
3. Varied needs across the region
4. Disparities in resident health outcomes
5. Environmental sustainability

The Victoria Transport Policy Institute in British Columbia also developed guidance for incorporating distributional impacts in transportation planning. Its research identified three types of equity:



Horizontal equity: "Also called fairness and egalitarianism. Equal individuals and groups should be treated the same in the distribution of resources/benefits and costs. Meaning that public policies should avoid favoring one individual or group over others."



Vertical equity—Income and social class: "Also called social justice, environmental justice, and social inclusion. Transport policies are equitable if they favor economically and socially disadvantaged groups to account for overall inequities."



Vertical equity—Mobility need and ability: "The distribution of impacts between individuals and groups that differ in mobility ability and need, and therefore the degree to which the transportation system meets the needs of travelers with mobility impairments."

Accordingly, these equity categories often overlap or conflict with one another. Therefore, city leaders need to evaluate the trade-offs between different equity objectives and balance the needs of their community.

Examples of equity outcomes

Horizontal equity	Vertical equity—Income & social class	Vertical equity—Mobility need & ability
All groups receive comparable shares of public investment and resources	Affordable modes are favored over expensive modes	Universal design (transport system accommodates people with disabilities and other special needs)
External costs are minimized and compensated	Low-income residents can access basic services and activities	Basic accessibility (disadvantaged groups can access basic services and activities)
All groups are effectively involved in decision-making	Low-income travelers receive price discounts or exemptions	Special policies and programs support and protect disadvantaged groups (e.g., women, youths, minorities, etc.)

Source: *Evaluating Transportation Equity*, Victoria Transport Policy Institute

Using an equity lens on local transportation policy

As cities begin incorporating equity analysis into their transportation policies and projects, it's important to include an equity lens. Investment in transportation systems can reduce disparities and increase opportunities for job accessibility, healthcare options, education, and more. The Urban Institute recommends six steps to achieve equitable transportation goals:



Metro regions need to define transportation equity in partnership with historically excluded residents.



Transportation departments need dedicated funding sources to allow for equitable and innovative transportation decisions.



Transportation decisions need to include meaningful community engagement with low-income and other historically excluded residents.



Local land use, zoning, and housing agencies must coordinate to ensure that transportation investments increase equity, rather than exacerbate disparities.



Land use planning (particularly relating to housing) must keep equity as a guiding principle to make equitable transportation feasible.



Cities should collect better data to track transportation equity and work with partners to create tools to help them make transportation decisions with equity as a

key consideration.

Approaches to broadband equity—Community broadband & hot spots

After water, gas, and electricity, broadband has quickly become the fourth utility, serving as the backbone of many essential services including healthcare, education, and commerce. However, many city and town residents still struggle to access reliable internet. According to the National League of Cities (NLC), of those households, “low-income residents and residents of color are still less likely to have reliable access to high-quality, in-home connections and enabling technology.”

This digital divide—between low-income residents, residents of color, and white residents—is a problem that persists beyond access to a router or ethernet port. Indeed, the digital divide is an extension of the redlining practice in housing development (see *previous Housing chapter*). Not only were low-income communities and communities of color denied access to home loans, but the neighborhoods in which these residents were sequestered lacked essential facilities—including basic infrastructure.

This practice of redlining has reinvented itself in the digital age: large broadband providers often focus their investments on wealthier parts of cities, in part because the for-profit service providers are looking for a return on their investment. As a result, poorer communities and communities of color are left without basic broadband infrastructure, and consequently, are denied ever-more crucial access to educational services, telehealth care, economic opportunities, and basic public goods and services.

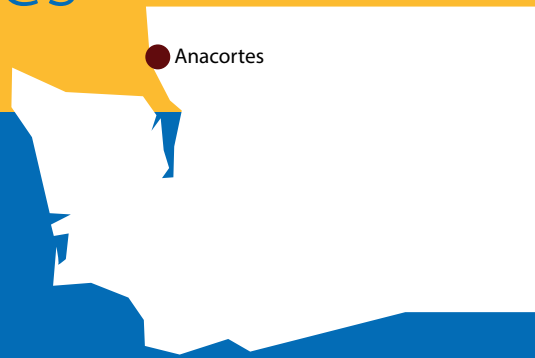
Municipal officials have known for years that addressing the digital divide is imperative to the success of their cities, and the COVID-19 pandemic has only exacerbated the need to center broadband as a top priority.

COVID-19 & broadband

Prior to COVID-19, community broadband acted as the tool in several cities to provide reliable, high-speed internet to residents. But community broadband is not the only tool being used by cities. During the height of the COVID-19 pandemic, many cities began providing vouchers, subsidies, and hot spots for residents with limited or no access to high-speed broadband.

The pandemic also highlighted significant racial inequities and lack of digital access. Without access to broadband, people are unable to work or attend virtual doctor appointments, and children are unable to attend classes—falling far behind their wealthier white peers.

Case studies



Anacortes explores broadband service options

In 2014, the City of Anacortes began exploring alternate broadband service options after several disappointing conversations with incumbent providers. In 2019, with significant buy-in from residents, the city launched its own broadband network, Access Anacortes Fiber Internet, providing service to more than 500 customers.

Similarly, cities including Denver, Colorado, and Chicago, Illinois, have voted to either allow or pursue community broadband. NLC writes that many cities know “community broadband can ensure coverage in underserved or unserved parts of the community where internet service providers have determined it is not cost-effective to build their networks.”



Sacramento launches digital equity program

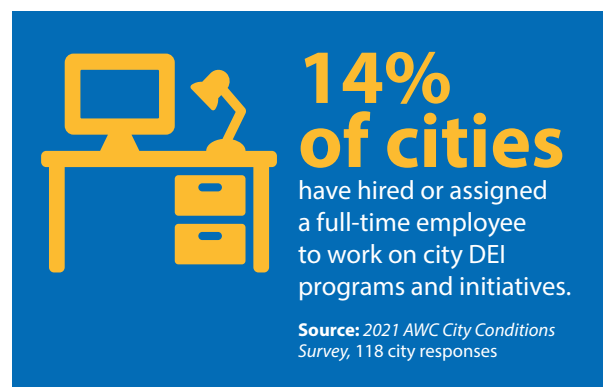
Partnering with United Way California Capital Region, the City of Sacramento launched a Digital Equity Response program to offer free broadband access to 10,000 households and 1,000 individuals and families (with emphasis on low-income households with seniors and children) with computers or hot spots at no cost. The program also provides digital literacy training and community outreach. Sacramento is also working to close the digital divide by partnering with Verizon to offer free internet in 27 city parks so that visitors can access free Wi-Fi during park hours.

Access to reliable broadband is a racial and social justice issue. NLC writes, “Not only does broadband serve as the foundation of the economy, encouraging entrepreneurship and fostering small business growth, but it also increases the quality of life for those with access.” City officials can bridge the digital divide by adopting an equity plan that identifies community needs and uses tools such as community broadband, free Wi-Fi hot spots, and skills training.

Human resources

One important goal of democracy is to have a government that reflects the community it serves. This enables the community's wisdom to make government more effective, more responsive to peoples' needs, and ultimately to closely match services to the people who make up the community. As such, it's important that a city's workforce also reflects the community that lives there.

Beyond promoting equity and inclusion because it's the right thing to do, there are also practical reasons to develop a diverse and inclusive city workforce. Public trust is key among these. The public will have more buy-in on city initiatives and more stake in the city's outcomes if the workforce closely represents them. Diverse workforces can help identify and understand local issues, then implement thoughtful and creative solutions to address those issues. Promoting a diverse workforce also broadens the applicant pool and gives cities a wider range of talent to draw from when filling open positions.



To build a city government that looks more like the community, cities should make a purposeful effort to increase diversity, equity, and inclusion (DEI) for all people who make up its workforce population. For myriad historical, social, and economic reasons, different groups of people have been excluded (both intentionally and unintentionally) from careers in city government. For some, intention to discriminate has been the cause. For others, unconscious bias in recruitment and hiring has been to blame. And in many cases, historical and societal disparities in economic standing, education, and opportunities

to gain skills and experience have exacerbated the systemic exclusion of marginalized groups. As a result, a city's workforce may not be as diverse or inclusive as it could and should be—and it takes deliberate effort on the part of the city and its HR department to make lasting changes.



Every effort to improve diversity in your city workforce takes intentional leadership from the top. Your city's leadership must first take an active role in improving DEI—because leadership sets the city's tone and affirms the commitment to enhance and diversify its workforce. City leaders should look to clearly and specifically define why they want to improve DEI in their workforce and set clear goals and expectations for their DEI efforts. Leaders should be ready to monitor progress so they can continue with efforts that are getting results and make changes where necessary. To succeed, DEI programs require accountability at all levels of an organization.



Ideas to enhance a city's recruitment applicant pool:

- Advertise the open position with specific professional and minority-servicing organizations
- Ask for candidate references from above-mentioned partner organizations
- Include messaging about how the position helps underrepresented populations
- Refer to the city's affirmative action policies in the job posting or advertisement
- Increase city staff outreach and relationship-building in underrepresented communities
- Build and maintain a file of diverse potential candidates, even when not actively recruiting for a specific position

A city can make intentional efforts to increase diversity in its workforce in a variety of ways. One of the most important is changing hiring practices to offer more opportunities to a more diverse pool of applicants. Several cities in Washington are already implementing these types of programs to diversify their hiring.

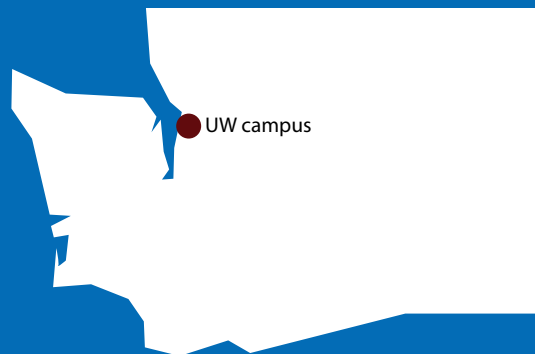


Case studies



Tacoma targets recruitment to underrepresented communities

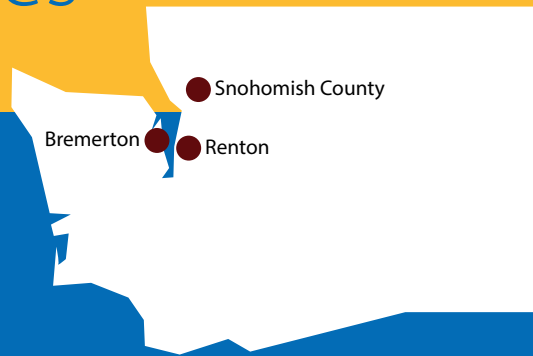
One way to build a diverse city workforce is to intentionally build diverse applicant pools when hiring new employees. The City of Tacoma applies an equity lens throughout its recruitment, hiring, and employee retention process. Tacoma focuses recruitment efforts in communities that are underrepresented in the city's workforce. The city collects representation data through each city department's Equal Employment Opportunity Officers, which is used to determine where recruitment efforts should be targeted. If the applicant pool is not sufficiently diverse, hiring managers consult with Tacoma's HR department and its Equal Employment Opportunity Officers to implement strategies for recruiting a more diverse applicant pool, including reopening recruitment to allow more time for applicants from underrepresented communities. Tacoma's Handbook for Recruitment and Hiring includes checklists for each stage of the hiring process to help hiring managers and staff stay on track and accountable to achieve DEI goals for recruitment across city government.



University of Washington removes unnecessary qualifications from job descriptions

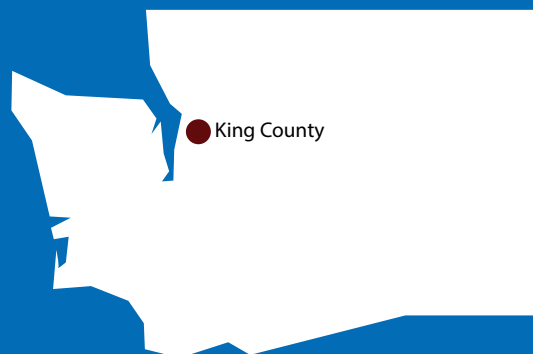
Many employers acknowledge that arbitrarily high credential or experience requirements can discourage otherwise qualified candidates from applying. And in many cases, it does not produce applicants that are more qualified for the position. Such requirements can also narrow an applicant pool and result in a less diverse field of candidates who could otherwise do the job well. The University of Washington implemented a process to discourage listing advanced degrees as a "desired" job requirement unless the extra credential is absolutely necessary to the job. UW also drafts job descriptions to account for alternative "competencies, transferrable skills, and equivalent experience" instead of a narrow and specific set of qualifications. They also discourage basing a job description on the "ideal" (and likely nonexistent) candidate or basing the minimum experience requirements on the previous incumbent, since that type of experience may not be needed to do the job and certain stringent requirements would narrow the applicant pool for no good reason.

Case studies



Local governments review job descriptions for inclusion

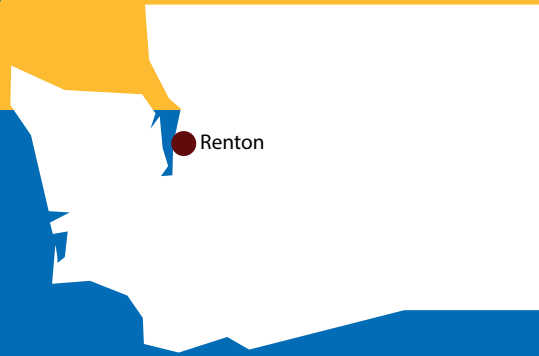
Some local governments like Renton, Bremerton, and Snohomish County regularly review their job classifications and descriptions to set education and experience requirements that are necessary to do the job but not so arbitrarily high that they lock out a diverse pool of applicants.



King County's unconscious bias and inclusion training for HR and hiring staff

Awareness of and adjustment for unconscious bias are critical part of implementing DEI principles in a city's hiring process. One way to ensure a more diverse city workforce is to adequately train hiring managers and other city staff to counteract their own implicit and unconscious bias as they review candidates. King County's Equal Employment Opportunity/Affirmative Action Plan requires that county staff involved in hiring processes receive "countering bias" training to help identify and eliminate their own biases as they prepare job descriptions, review applications, and interview candidates. The county's Department of Public Health requires every interview panelist to complete a short countering bias training prior to conducting a job interview. Hiring managers develop diverse interview panels and wait to discuss candidates until all interviews are completed. This helps the department avoid drawing conclusions about the candidates until they have given all candidates a fair chance to interview.

Case study



City of Renton

Anonymous application review

Some cities have adopted anonymous application reviews to avoid unintentional implicit bias in the candidate screening process. Renton collects and analyzes data on applicants as they move through the process and removes a candidate's name (replaced by a number), gender, and ethnicity before screening and scheduling for department interviews. The hiring manager can then screen applicants based solely on their qualifications and avoid ruling out applications due to implicit bias that might unintentionally occur if personal information was included. Renton's 2021 Diversity, Equity, and Inclusion Tactical Plan found a 133% increase in the number of interviews granted to African American job candidates from 2017-2019 using this method.

Renton's 2021 Tactical Plan does say that the city saw a decrease in applicants from some other ethnic groups and genders after implementing this screening method during the 2017-19 period, but the city thinks these are short-term aberrations likely caused by other factors not related to the new screening process. The city's preliminary data from 2020 suggests an increase in applicants of all ethnic backgrounds making it through screening, and the city expects this to be the long-term trend.

Transparency in hiring process

Another way to help diversity in hiring is to include more process transparency for prospective job candidates. This can give candidates an upfront understanding of what will be required of them so they have the best opportunity to advance in the recruitment process. It can help more applicants get job consideration based on their credentials, experience, and fit for the job, rather than on more subjective measures like inexperience in interviews.

Renton's 2021 Tactical Plan says the city has added information to job recruitments about the application and interview process. That way applicants know up front what is required of them and how the hiring process works from start to finish. Renton's Career Center page includes specific information on how to submit an application, where to reach out for questions, how applications are reviewed, how the interview process works, interview tips, and where and why background checks fit into the process.

Criminal justice

The death of George Floyd galvanized communities across the country and renewed focus on the role of racism in policing and our criminal justice systems.

According to the NAACP's criminal justice fact sheet:

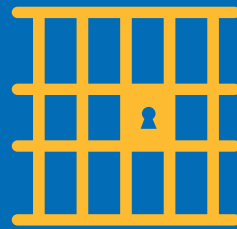
65%
of Black adults
have felt targeted because of their race.

35%
of Latino and Asian adults
have felt targeted because of their race.

This feeling is reflected in state and federal incarceration rates. While the U.S. Department of Justice Bureau of Justice Statistics shows an overall decrease in the incarceration rate of Black and Latino individuals, in 2018:



Black males were imprisoned at rates
5.8 times
higher than white males.



Black females were imprisoned at rates
1.8 times
higher than white females.

Perception is important when it comes to public trust in the criminal justice system. According to a Pew Research Center 2019 survey:

- **84% of Black adults** say police treat white people better than Black people;
 - **63% of white adults** agree.
- **87% of Black adults** say the U.S. criminal justice system is more unjust towards Black people;
 - **61% of white adults** agree.

Criminal justice and cities

The criminal justice system intersects with cities in various ways. Many cities oversee police departments, operate jail facilities, and handle court proceedings. As with other city operations, racial discrimination is evident throughout the criminal justice system.

While the protests during the summer of 2020 spurred further community action, many communities had already been working to improve diversity, equity, and inclusion in their policing programs and criminal justice systems. City leaders can learn from the cities that have already taken important steps, including using an equity lens to examine their local criminal justice systems.

A recent article in Police Chief Magazine stated that more transparency and accountability in policing directly impacts the community-police relationship. The article highlighted recommendations to implement change including:

- Conduct an internal climate assessment to determine the status of agency and organizational climate.
- Conduct audits on police reports, incident reports, and other documentation to ensure compliance with department standards and policies.
- Evaluate, revise, improve, and update existing department use-of-force models and ensure officers are receiving the best training possible.
- Update de-escalation training.
- Enforce zero-tolerance plans for those who do not follow updated policies.
- Properly train leadership on equity, inclusion, and diversity and updated policies.
- Enhance officer training on diversity, inclusion, and equity.

Many local police departments have long valued community engagement because they understand it is crucial to building a positive and trusting relationship. Listening to residents and engaging with community members—especially those from underrepresented communities and people of color—is the foundation of successful policing. Cities frequently adopt a community advisory board model to help with those efforts. Read the next chapter on community engagement for more ideas.

The President's Task Force on 21st Century Policing created 2015 recommendations to improve engagement and trust between the community and police:

- Create listening opportunities with the community
- Review and update policies
- Collect data and begin trainings on use of force
- Engage community members and police labor unions in the process
- Increase transparency with the community
- Examine hiring practices and ways to involve the community in recruiting
- Recognize and holistically address the root causes of crime
- Allocate resources for implementation

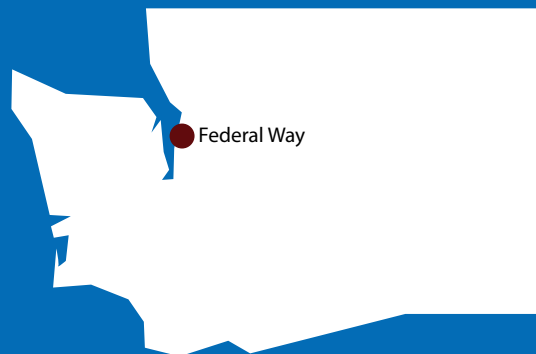
Case studies



Spokane's community outreach between youth and police

If you visit a Spokane park, you might spot some of Spokane's police officers playing basketball or soccer with local youth. Since 2013, the Spokane Police Department has partnered with Spokane Public Schools and the Spokane Parks Department to host the Police Activities League (PAL). Each summer, police officers take part in fun, structured activities with youth from all backgrounds and parts of the community with the goals of preventing crime, reducing drug and gang involvement, and helping youth make positive decisions. The program focuses on five core values: honesty, integrity, leadership, sportsmanship, and respect.

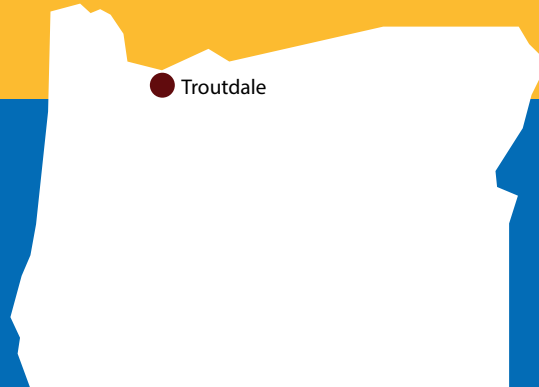
In addition to the PAL program, in 2015 the Spokane Police Department adopted a community outreach strategy. The document outlines a comprehensive plan for identifying and partnering with a variety of community groups, as well as increasing transparency and reducing recidivism. The success of the program has earned Spokane national acclaim, including being asked to speak at the President's Task Force on 21st Century Policing.



Federal Way's community-led police advisory group

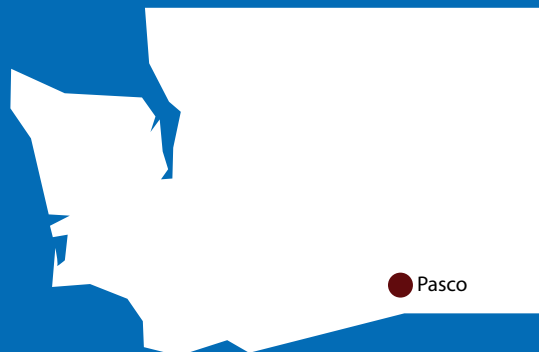
In 2005, a group of community members met with the Federal Way Police Chief to discuss issues impacting the community and policing. Together they announced that they would form a citizen's advisory group called "Chief's Call." The group meets quarterly at the police department to express concerns, give opinions about emerging national issues, speak to department training and policies, and provide insights into the Federal Way community. As needed, this group provides recommendations and suggestions to the Federal Way Police Chief.

Case studies



Troutdale's Public Safety and Equity Advisory Committee

The City of Troutdale, Oregon, contracts with Multnomah County for its police services. The city's Public Safety and Equity Advisory Committee (PSEAC) makes public safety recommendations to the city's elected and appointed officials to inform policies around law enforcement, fire, and medical services. The committee helps ensure that provided public services account for equity, regardless of a person's race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, and other classes protected under Oregon statutes. The PSEAC is not charged with reviewing use-of-force complaints or resident complaints against public safety personnel.



Pasco's Citizen Advisory Committee

Pasco's advisory committee meets monthly to review police policies and provide input regarding police services, training for officers and civilians, and educating residents about their role in a community-based philosophy. This committee reports to the Chief of Police and is advisory only. Pasco's police department also has a Citizen Academy that introduces community members to the department. They were one of the first departments to offer a citizen academy in Spanish.

DEI in courts

When using the term *criminal justice*, many people think first of law enforcement and policing; however, the court system plays a major role in the criminal justice system in our communities. Many cities are responsible for prosecution and funding municipal courts that adjudicate misdemeanor level crimes.

It is critical that courts aren't overlooked when it comes to diversity, equity, and inclusion efforts. The Washington Supreme Court created the Washington State Minority and Justice Commission in 1990, acknowledging the continuing need to identify and eradicate the effects of racial, ethnic, and cultural bias in our state court system.

Conclusion

During the 2021 legislative session, the Legislature passed a variety of new laws impacting policing, including limiting some tactics and military-style equipment and redefining police use of force. These laws significantly change how policing is conducted in Washington. Law enforcement departments and personnel should continue training and support as they work to adopt and implement new practices and policies. City leaders are crucial partners in this process, providing support and being a key conduit in community engagement efforts.



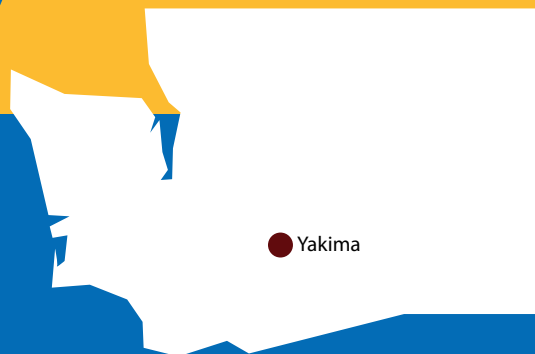
Access to democracy

The Washington Voting Rights Act

The Washington Voting Rights Act (WVRA) was introduced and passed during the 2018 legislative session. The goal of the law is to ensure that members of a protected class have equal access or opportunity to elect their candidates of choice when their vote is diluted into an at-large or district-based election system. The WVRA provides members of a protected class a way to bring legal action against a jurisdiction that may be in violation of the law.

Per the WVRA, a protected class includes voters who are members of a race, color, or language minority group. Only cities and towns with fewer than 1,000 residents are exempt from being sued for violations of the WVRA.

Case study



Yakima's district-based elections increase demographic representation

The City of Yakima has a Latino population of more than 40%. However, as of 2014, no Latino person had ever been elected to the city council. In 2014, Yakima switched from an at-large election system to district-based elections. These districts were chosen to reflect the demographics of the city as a whole. In 2015, the first year the city voted under the new district model, three Latinas were elected to the city council.

How it works

Under the WVRA, a resident may approach the city to notify them of an intent to challenge the current election system. Residents who approach the city are required to describe the alleged violations of the WVRA and present possible remedies. Once the allegations are brought forward, the city and residents bringing forward the violation must work in good faith to implement a remedy that addresses the violation. As the city crafts a remedy, it must consider electoral data, demographic data, and any other relevant data.

If the city fails to adopt a remedy within 90 days of receiving the resident's notice, the resident may file action against the city.

What is key under WVRA is that a protected class does not have to be geographically compact or concentrated to constitute a majority within a city. Additionally, intent to discriminate against a protected class is not required to show a violation of the act. Depending on the outcome of the case, a city may be required to implement a court-ordered remedy. If the local jurisdiction adopts a court-approved remedy, no legal action may be brought against the local jurisdiction for four years.

Additionally, under the WVRA, cities that conduct district-based elections are required to prepare a redistricting plan within eight months of receiving federal census data. However, due to the COVID-19 pandemic, as well as the passage of **SB 5013** in 2021, cities will have additional time to prepare their redistricting plans for the 2023 elections.

Community engagement

Community engagement is an important initial step to help achieve more equitable results in city policies and programs.

Cities should:

- Engage with impacted communities and underrepresented groups
- Identify and reduce barriers to engagement
- Create deliberate plans for outreach

Where to begin?

Many cities seek guidance on where and how to begin important community conversations about creating greater diversity and equity in city services. We encourage cities to ponder the following questions and considerations as a starting place while you navigate the emotional—and at times uncomfortable—topics.

Notice

- By voter in jurisdiction
- Identify protected class
- Violation due to polarized voting and vote dilution or limiting of voting rights
- Propose type of remedy

Remedy

- 180 days (then voter can file suit)
- 90 days after July 2021
- Promptly make notice public
- Work in good faith
- Adopted

Court

- Court ordered approval
- Facts and inferences favorable to voter
- Rebuttable presumption of invalid remedy

Key questions about community engagement

The Government Alliance on Race and Equity (GARE) says that community engagement is a key component in addressing local equity issues in city policies.

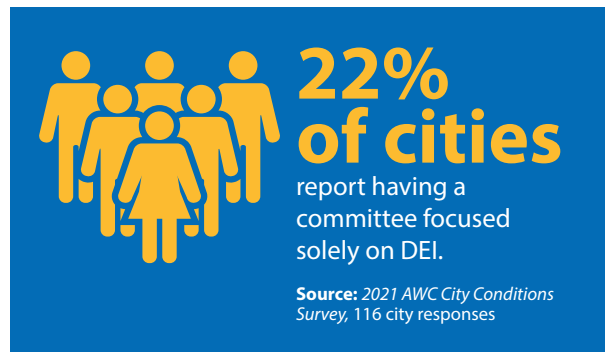
“Involving communities impacted by a topic, engaging the community throughout all phases of a project, and maintaining clear and transparent communication as the policy or program is implemented will help produce more racially equitable results.”

GARE recommends involving stakeholders in the process and starting with these key questions about community engagement:

- Who are the most affected community members who are concerned with or have experience related to this proposal?
- How have you involved these community members in the development of this proposal?
- What has your engagement process told you about the burdens or benefits for different groups?
- What has your engagement process told you about the factors that produce or perpetuate racial inequity related to this proposal?

The report recommends engagement strategies that go beyond the traditional methods for public outreach. Use the following strategies to help increase trust in the process and reduce participation barriers:

- Use some small-group processes in outreach.
- Find a transparent way of incorporating results.
- Vary methods of feedback in large groups beyond public comments to include handheld devices, surveys, appropriate language materials, and translation.
- Use trusted advocates and community leaders as liaisons to collect information from communities that you know are typically underrepresented in public processes.



Who should be at the table?

One way to inform your conversations and provide credibility to your efforts is to include community stakeholders at your table—including people who have lived experiences as people of color. The most well-meaning and empathetic perspectives cannot make up for the *lived experiences* of members of communities of color.

If this statement causes doubt, ask yourself a simple question: Could you truly comprehend the experience of becoming a parent? If you are a parent, could you have been told what that experience would mean to you and your life? It's likely that you had to live it to fully understand and experience it. Thus, how can we truly discuss racism and equity without hearing from the people who have lived it?

The lived experience of people of color brings awareness and accountability that your conversations and work will not otherwise have. Your community conversations should include:

- A collaborative approach including many voices with varied lived experiences
- Community leaders holding broad discussions
- Community-led direction
- A knowledgeable facilitator
- A narrow range of topics per conversation
- Breakout groups

Decide what you believe in as a group

Start with a group conversation to identify your shared values—and build from that to develop a racial equity approach. Any tools can be customized if there is prior agreement on shared values. If a group starts to lose its way or the conversation becomes contentious, you can always refer back to your shared values.

Shared values will anchor any discussion about strategies, services, or business models. As a group, does everyone agree that a particular value is shared, or should it be removed from the list? Ask people in the group to describe what each value looks like and means to them. Set agreed-upon terms. For example:

- Equity means fairness.
- Diversity means accepting differences.
- Inclusion means a voice for all.

The goal is to create fairness while respecting differences and providing a voice for all. You as a city leader are trying to create a platform for cities to launch from. Conversations about approach, needs, objectives, and deliverables may be different, but the values are agreed on by everyone in attendance.

Facing resistance – Why do we need to do this? Our community is fine!

A city or county may appear homogenous, but Washington state is not. This conversation needs to happen in every community, in every organization, at every level. Start with internal staff, then move to your council, then your community. Cities are agents of change and are often the first stop for new policies and approaches to governing. Mayors and city councilmembers are leaders who can effect real change with impacts across the state and nation.

As your conversations progress about how to build greater equity and diversity, it is important to build in measures for accountability. If you are addressing court access, you will want to ask the court user. If you are addressing law enforcement engagement with people of color, ask members of that community for their perspective.

How can we turn a conversation into action?

Your city should continue to welcome open dialogue and promote shared interests in creating equity. But you should also demonstrate that your city is invested in change beyond conversations. Try these actionable ideas:



Use your city's podcast or engage with popular local podcasts to spotlight experiences from real people on an ongoing basis.



Set up quarterly meetings with mayors and leaders of minority communities.



Show buy-in. This is not meant to be a single report or just a conversation, this is change. You need to show ongoing commitment. Real change does not come from a one-and-done project.

Cities are powerful agents of change. Mayors and councilmembers should embrace their power and take responsibility for educating themselves first, then work with the community. Gain confidence through education and conversation and begin to personally connect and increase your credibility with communities of color.

Community engagement checklist

- ✓ **Start internally.**
 - ✓ Ask: What are we trying to accomplish?
 - ✓ Ask: Where are we trying to go?
 - ✓ Ask: What does a diverse and inclusive community look like?
- ✓ **Consider hosting a smaller internal conversation or workshop with a facilitator first. Then apply lessons learned going forward externally.**
- ✓ **Move the conversation externally.**
 - ✓ Ask: What does a more diverse workplace, community, city, and state look like?
- ✓ **Look for people who can help communicate with community members who may resist change or feel unsure of how to move forward.**
- ✓ **Take a step back and gain perspective before taking targeted steps forward.**
- ✓ **Don't go alone—partner with other city organizations that are more diverse and have worked on enhancing racial diversity, equity, and inclusion.**
- ✓ **Pool resources and hire a facilitator to host several smaller cities at once.**
- ✓ **Do what you need to—offer incentives to get people to the table.**

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Association of Washington Cities

1076 Franklin St SE, Olympia, WA 98501-1346
360.753.4137 | 800.562.8981 | wacities.org

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