

CITY ADMINISTRATOR
ROBERT OMANS

ASSISTANT CITY
ADMINISTRATOR
ERICA KRUM

CITY CLERK

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNING DIRECTOR
SHANNON JOHNSON

Public Safety & Health Committee Agenda

August 13, 2026

10:00 AM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

DEPUTY MAYOR
CASSIDY BUECHLE - CURTIS

PUBLIC SAFETY & HEALTH
COMMITTEE

CASSIDY BUECHLE-CURTIS -
CHAIR
STEVEN HARPER
BETH WILLIAMS

CITY ATTORNEY
CURTIS CHAMBERS

Join Virtually via Zoom: <https://zoom.us/j/7573184018?pwd=dERndiBJVC9GdVQ1d2ISRExwZFhXZz09>

Meeting ID: 757 318 4018 Passcode: 98922

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

TextMyGov

Receive city text alerts: text CLEELUM to 91896

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

1. **Call to Order and Pledge of Allegiance**
2. **Unfinished Business**
 - a. Municipal Code — Addressing (Fire/Police) [Legal Review Underway]
 - b. Municipal Code — Chapter 2.15 — Fire Department [Legal Review Underway]
 - c. Draft Graffiti Code [Legal Review Underway]
 - d. Fire Resiliency Plan — Previously "City Streets and Alleys"
3. **New Business**
 - a. Cle Elum Public Safety & Health — Meeting Minutes — July 9, 2026
 - b. Cle Elum Public Safety & Health — Special Meeting Minutes — July 9, 2026
 - c. Camping Ordinances
 - d. Continuity of Government
4. **Next Meeting Agenda Development**
 - a. Title 6 — Animals
 - b. E-Bikes — SSB 6610
5. **Other Committee Comments**
6. **Adjournment**

Public Safety & Health Committee Agenda

August 13, 2026

119 W FIRST STREET
CLE ELUM, WA 98922

Upcoming Meetings:

Civil Service Commission Meeting — August 19, 2026, at 5:15 p.m.

Regular Council Meeting — August 25, 2026, at 6:00 p.m.

General Government Committee Meeting — August 26, 2026, at 8:30 a.m.

XX.XX.XXX Title

This chapter shall be known as the uniform street naming and house numbering ordinance of the city.
(ord. Number)

XX.XX.XXX Applicability

This chapter shall apply to all property in the City of Cle Elum.

XX.XX.XXX Purpose.

The purpose of this chapter is to establish a uniform method for naming roadways and assigning addresses for real property and structures within the City of Cle Elum and grant the City Council the authority to assign road names and numbers, method of numbering system used, and address structures within the city.

Decisions related to minor or major changes to addressing and street names will be made by the City Council. When making changes to addressing and street changes. The Director of Public Works, a representative of the Police Department and a representative of the Fire Department should be consulted for considerations made by the City Council.

Goals of this chapter are as follows:

1. To facilitate expedient emergency response by medical, law enforcement, fire, rescue and other emergency services.
2. To regulate the display of property address numbers and provide for accurate and effective road name signage, installation and maintenance.
3. To provide property owners, the general public, emergency responders, and government agencies and department with an accurate and systematic means of identifying and locating property.

The city council reserves the option of changing addresses. Applications to the City Council for street renaming shall contain the signatures of the majority of persons having ownership in properties addressed on the street. The filing fee for an address change application is established by administrative order of the city manager or the city manager's designee. The building official shall provide written notification to affected property owners at least 20 days before City Council action. In its deliberation, the City Council shall consider information including location, development characteristics, and impact of the change on existing businesses, residences as well as on emergency vehicle responsiveness. Only entire street lengths or distinct major portions of streets are eligible for renaming by the City Council. For the purpose of this chapter, distinct major portion means a separate portion of a street identifiable by either a directional shift or an interrupted interval. A street name change is accomplished by the adoption of an ordinance directing the change.

XX.XX.XXX Methods of Addressing

It is recognized that Cle Elum has two primary methods to assign addresses, as listed in this chapter.

X. GRID METHOD

The numbering pattern shall be as follows:

X. Beginning at the east-west base line of Pennsylvania Ave (the zero point), all blocks or grids shall be numbered from [Starting number 100], with consecutively increasing numbers both to the north and to the south, odd numbers on the left side, and even numbers on the right side

X. Likewise, beginning at the north-south base line of Railroad St (the zero point), all blocks or grids shall be numbered from [Starting number 100], with consecutively increasing numbers both to the east and to the west, odd numbers on the left side, and even numbers on the right side

X. KITTITAS COUNTY METHOD

The pattern shall be measured by meters from a road intersection to any parcel's main driveway, with odd numbers on the left, and even numbers on the right.

X. Addresses should contain only whole numbers

X. In the assignment of numbers, the City Council may take into consideration: driveways, principal entrances, topography and existing field conditions.

X. Buildings situated on a circle, court, loop, or cul-de-sac shall be numbered consecutively beginning at the point of origin and proceeding progressively around such circle, court or loop.

X. Buildings not visible from a public street or set back from a public street to the extent the building address is not readily visible, shall be addressed from the driveway access

XX.XX.XXX Multiple Dwelling Units and ADU's

X. Multiple dwelling units shall receive one building address. The location of the main entrance determines that number. The multiple-dwelling unit owner shall provide individual units within the complex a number composed of unit number and floor in a clockwise direction from the main entrance for interior ADU's or main residence for exterior ADU's

X. Addresses for ADU's shall be identified by the primary residence address followed by "Unit X"

X. Units will be addressed in sequential alphabetical order starting with "A" For example, if the primary residence is 123 Main St; the first ADU would be labeled: "123 Main St Unit A"

X. Properties containing multiple levels of ADU's will have the floor level first and the unit letter second. For example, if there is a multiple level ADU on a property, they would be labeled: (First Level) 123 Main Street Unit 1A (Second Level) 123 Main St. Unit 2A.

X. In the case of exterior ADU's, it is the responsibility of the property owner to plan the property in accordance with the addressing code. If an ADU becomes addressed as "Unit A" and the property owner adds another ADU that is out of the clockwise order. The city shall require the property owner to re-address the original ADU as "Unit B" and the new ADU "Unit A" to be compliant with the clockwise order of the addressing.

X. Costs associated with re-addressing will be the responsibility of the property owner.

XXX.XX.XXX Multi Family Housing

X. Buildings with multiple tenantable or habitable units may receive one numerical designation. Individual units may be designated by suffixed letters or numbers, at the discretion of the City Council

xx. Multi-building developments with the same street address for all of the buildings (or multiple buildings) should have buildings lettered and doors should be numbered, floors of a building should be numbered coinciding with the level of the building. The first number of the door should coincide with the level.

XX. Addressing should be started based on the main entrance of the structure (not necessarily the exit). Left should be odd, right should be even.

XX. Addressing for buildings must be displayed in accordance with the standards on each building in a multi-family development with multiple buildings.

X. Multi-family development will have each building assigned a numbered address taken from the street each building fronts. Interior streets within multifamily developments will be named. Each of the multi-family buildings fronting that interior street will be numbered from said street. Each unit within a multifamily building will also be identified. The unit numbering will be from left to right as seen from facing the building, the first digit of each unit number will indicate on which floor the building each unit is located.

X. A multi-family dwelling unit that has a number of entrances and each entrances services a separate occupant, then each entrance shall be assigned an address. If whole numbers are exhausted – then a single building number shall be utilized with sequential letter designations used for each separate unit.

X. A single multiple family dwelling structure (Does this align with our building code language) shall be assigned one address number for the structures. Addresses for individual dwellings within the structure shall have the first digit representing the floor level of the entrance.

X Multifamily complexes with multiple structures may have an assigned address for each structure with each individual dwelling within the structure numbered as in a subsection of this section -

XX.XX.XXX Commercial

XX. The preferred method is for different buildings to have individualized street addresses where possible

It will be the City's choice at the time to evaluate variances to the preferred method

X. In commercial development projects with a single access from a main street and a shared parking lot each building will be individually numbered from the main street. For those fronting an intersecting street, each building will be individually numbered from the intersecting street of which it fronts. Each tenant suite within a commercial building will also be identified. Suite number should be from left to right, as seen from facing the building. The first digit of each suite number will indicate on which floor of the building each suite is located. Residential units located above commercial buildings will be addressed in accordance with the multi-family complex section.

XX.XX.XXX Assignment of addresses.

A. The city shall assign addresses at the time of issuance of building permits.

In existing subdivisions, short subdivision plats, in binding site plans, planned unit developments, and in land not yet platted, the assignment of addresses for new buildings shall occur in conjunction with the issuance of a building permit.

B. Should the city find that any building, structure or premises is not provided with an address, is not correctly addressed, or is not using the correct address, the department shall notify the owner, agent or renter of the building, structure or premises of the correct address. The address shall be properly placed in accordance with the provisions of this chapter by the effective date shown on the notice. It shall be unlawful for any owner, agent or renter to display, advertise or use the wrong address after notification by the department.

C. Whenever there is a doubt or difference of opinion as to the correct road designation or correct address, the road designation or address shall be determined by the City Council and shall be guided by the specific provisions of this chapter.

XX.XX.XXX Signage.

X. The owner, occupant or renter of any addressed building, structure or premises shall conspicuously display the address of each building or each front entrance immediately above, on or at the side of the proper door, porch, or gate so the number can be plainly seen from the adjacent way-of-travel.

X. If the building is not clearly visible from an adjacent way-of-travel, the numbers shall be displayed at the main entrance from the way-of-travel and each branch of private ways-of-travel.

X. Numbers shall be easily legible against a contrasting background and shall be at least four inches in height if a residential use or individual multifamily unit, and at least five inches high if a commercial use.

XX.XX.010 Notification of addressing assignments.

Upon assignment of a building address, the City shall notify the:

- (1) United States Postal Service
- (2) Fire Department
- (3) Cle Elum Roslyn Police Department; and
- (4) Other agencies as determined by the [WHO]

XX.XX.090 Violation – Penalty – Hearing.

X. Any person failing to comply with the provisions of this chapter or affixing to or displaying upon any house or building any numbers other than those assigned to the house or building, maybe assessed a civil penalty in an amount of not more than \$100.00 for each violation.

X. When code enforcement determines that a violation exists, code enforcement or their designee may issue a notice of civil penalty to the person responsible for the violation. The notice shall include the name and address of the person responsible for the violation, the street address or other description of the building, structure or premises affected by the violation, a description of the violation and the required corrective action, the date, time and location of an appeal hearing before the hearing examiner which is at least 10 days from the date of the notice, a statement indicating that the hearing will be canceled and no monetary penalty assessed if the department director approves the completed corrective action at least 48 hours prior to the hearing, and a statement that the monetary penalty may be assessed as ordered by the hearing examiner.

X. Code enforcement shall serve the notice of civil penalty upon the person to whom it is directed, either personally or by mailing a copy of the notice to such person at their last known address. If the person to whom the notice is directed cannot after due diligence be so served, the notice shall be served by posting a copy of the notice conspicuously on the affected property or structure.

X. The person to whom a notice of civil penalty is issued will be scheduled to appear before the hearing examiner not less than 10 days after date of the notice. The hearing will be canceled and no monetary penalty assessed if at least 48 hours prior to the scheduled hearing the department director approves the completed corrective action. At any hearing, the hearing examiner shall determine whether the city has established by a preponderance of the evidence that a violation has occurred and that the required correction is reasonable and shall affirm, vacate or modify the city's decision regarding the alleged violation and the required corrective action. The hearing examiner shall mail a copy of the written decision to the appellant and to the department director within 30 days of the hearing. The decision of the hearing examiner shall be final unless, within 10 days after filing of the decision, an aggrieved party appeals the hearing examiner's decision by writ of review to the county superior court.

X. Payment of the monetary penalty pursuant to this chapter does not relieve the person to whom the notice of civil penalty was issued of the duty to correct the violation. Any monetary penalty assessed must be paid to the city within 10 days from the date of mailing of the hearing examiner's decision or a notice from the city that penalties are due.

Sections:

2.15.010 Title.

2.15.020 Charter – Required.

~~2.15.030 Organization.~~

~~2.15.040 Chief – Election and duties generally.~~

~~2.15.050 Board of officers.~~

~~2.15.060 Assistant chief.~~

~~2.15.070 Command in absence of chief.~~

~~2.15.080 Chief – Removal.~~

~~2.15.090 Chief – Fire warden.~~

~~2.15.100 Charter – Names of members.~~

2.15.110 Right of entry and appointment of special policemen.

2.15.120 Right-of-way.

2.15.130 False alarm prohibited.

~~2.15.140 Penalty for violation.~~

~~2.15.150 Equipment use outside city authorized.~~

2.15.160 Mutual aid agreements authorized.

~~2.15.170 Death and disability benefits – Authorized.~~

~~2.15.180 Death and disability benefits – Enrollment.~~

~~2.15.190 Number of members.~~

2.15.010 Title.

The fire department organized under the provisions of this chapter shall be known as the Cle Elum ~~F~~ire ~~D~~epartment.

(Ord. 42 § 1, 1903)

2.15.020 Charter – Required.

~~Each company of the~~ The Cle Elum ~~Fire~~ Department as provided in this chapter shall receive a charter from the council signed by the mayor and clerk and sealed with the seal of the city. The charter shall give the names of the company, date of organization and names of its members. All names appearing on the charter shall be known as ~~officers charter members~~ of the “
Company.Cle Elum Fire Department”

(Ord. 42 § 2, 1903)

2.15.030 Organization.

~~The fire department shall consist of as many hose companies and hook and ladder companies, of not more than twenty members and not less than fifteen members, as may be organized in the manner provided in this chapter, with the approval of the council of the city. Each company shall elect a president, secretary and clerk and make bylaws for its own government. On the second Monday of January of each year each company shall elect a captain, who shall take charge of the company and cause the orders of the chief to be executed, and he shall also see that all apparatus belonging to his company is kept neat and clean and in order for immediate use.~~

(Ord. 42 § 3, 1903)

2.15.040 Chief – Election and duties generally.

~~There shall be elected on the second Monday of January of each year by the members of the fire department, subject to the approval of the council of the city, a chief of the fire department, who shall hold office for the term of one year or until his successor is elected and qualified; provided, however, that C.H. Haines shall be chief of the fire department until the second Monday in January, 1904. The chief of the fire department shall have control of the department at all times, and all apparatus belonging to the department. It shall be his duty to see that all property belonging to the city, and used for the purposes of the fire department, is kept in good condition and ready for immediate use. He shall~~

~~have sole command at fires over the members of the fire department while on duty, and shall have police powers at fires as ex officio marshal. He shall have power to make all necessary repairs and purchase all needed supplies; provided, however, that in case of the purchase of hose, hose carts or hydrants, he shall first obtain the consent of the city council. The chief shall have power to make rules for the government of the fire department, and can suspend any company or member thereof for insubordination pending an investigation as provided for in this chapter.~~

~~(Ord. 42 § 4, 1903)~~

~~2.15.050~~Board of officers.

~~The captain, treasurer and secretary of each company and the chief of the department shall constitute a board of officers, whose duty shall be to settle all disputes in the department, to organize new companies, with the consent of the council, at the recommendation of the chief, and designate who shall be charter members of the same; to investigate charges made against any company thereof and to expel any company or member thereof from the department. The chief shall be the presiding officer at the meetings of the board.~~

~~(Ord. 42 § 5, 1903)~~

~~2.15.060~~Assistant chief.

~~The chief of the department shall appoint an assistant chief whose duty shall be to assist the chief in the discharge of his duties at fires, and in the absence of the chief at fires to assume command and have all the powers of the chief.~~

~~(Ord. 42 § 6, 1903)~~

~~2.15.070~~Command in absence of chief.

~~In the absence of the chief and assistant chief, the fire captain at the fire shall assume command.~~

~~(Ord. 42 § 7, 1903)~~

~~2.15.080~~Chief – Removal.

~~The chief of the fire department may be impeached by a majority vote of the members of the fire department, subject to approval of the city council, and the chief may be removed from the council at any time for cause.~~

~~(Ord. 42 § 8, 1903)~~

~~2.15.090~~Chief – Fire warden.

~~The chief of the fire department is constituted fire warden of the city.~~

~~(Ord. 42 § 9, 1903)~~

~~2.15.100~~Charter – Names of members.

~~The secretary of each company shall immediately present the city clerk a list of the names of the members of his respective company and receive a charter as provided in this chapter. Such charter shall be dated back to cover the entire service of each of the companies.~~

~~(Ord. 42 § 10, 1903)~~

2.15.110Right of entry and appointment of special policemen.

In all cases of fire within the limits of the city or within one mile thereof during the time of fire, the chief of the fire department of the city or his assistant or any other person in command thereof at the time, shall for the purpose of extinguishing, controlling or checking such fire, have the right to enter any part of any building or structure within the limits aforesaid, and do or cause to be done therein, any act or thing he may deem necessary, and in extreme cases of fire, to explode or otherwise remove, or cause the same to be done, any building or structure within the limits aforesaid, and during the time of fire such person shall have the right to appoint special policemen, who shall have authority to act as such without being sworn.

(Ord. 113 § 1, 1909)

~~2.15.120~~Right-of-way.

~~In all cases when the alarm of fire has been given, the fire department shall have the right of way, and any person or persons who wilfully hinder, delay or in any manner oppose any officer or member of the fire department of the city, while in the lawful performance of his duty in time of fire, shall be deemed guilty of a misdemeanor and be punished as provided in this chapter.~~

~~(Ord. 113 § 2, 1909)~~

~~2.15.130~~False alarm prohibited.

~~It is unlawful for any person to call in or report a false alarm, causing the department to be toned out or respond to a false alarm ring or cause to be rung the fire bell of the city on any occasion except for fire alarm, or in connection therewith under the direction of the chief of the fire department.~~

~~(Ord. 113 § 3, 1909)~~

~~2.15.140~~Penalty for violation.

~~Any person violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor and upon conviction shall be fined not exceeding one hundred dollars.~~

~~(Ord. 113, 1909)~~

~~2.15.150~~Equipment use outside city authorized.

~~The mayor of the city, acting by and through the chief of the fire department, is authorized to dispatch and use the fire apparatus and equipment of the city, together with the fire department personnel operating the same, outside of the corporate limits of the city, for the purpose of rendering assistance to neighboring communities and areas in the event of a threatening conflagration or other dire emergency. Under no circumstances shall such fire apparatus and equipment be dispatched outside of the city to such an extent as to deplete existing available equipment or leave the city without adequate fire protection.~~

~~(Ord. 577 § 1, 1962)~~

2.15.160 Mutual aid agreements authorized.

The mayor and the city clerk are authorized and directed to execute on the behalf of the city such mutual aid agreements with adjoining communities or areas maintaining and operating fire apparatus and equipment or with the Central Washington Firemen's Association as may be necessary or desirable to effectuate the orderly dispatch of the city fire apparatus and equipment outside of the city and the reciprocal dispatching of other apparatus and equipment into the city. Mutual aid agreements will be reviewed and approved by the city council. The active mayor and fire chief will both sign the agreement after being approved by the council.

~~(Ord. 577 § 2, 1962)~~

~~2.15.170 Death and disability benefits—Authorized.~~

~~On and after the effective date of Chapter 261, Laws of 1945, as contained in RCW Chapter 41.24, all firemen, including volunteers and fully paid, shall be entitled to the benefits of the death and disability provisions provided under Chapter 261, Laws of 1945, as contained in RCW Chapter 41.24.~~

~~(Ord. 397 § 1, 1945)~~

~~2.15.180 Death and disability benefits—Enrollment.~~

~~The city clerk shall be the secretary-treasurer of the board of trustees created by said act and shall enroll each firemen under the death and disability provisions of said law.~~

~~(Ord. 397 § 2, 1945)~~

2.15.190 Number of members.

~~The volunteer fire department personnel of the city shall not at any time exceed thirty firemen for each one thousand of population, or fraction thereof of the~~

~~city's population; provided, that at no time shall the membership of the fire department be less than fifteen firemen.~~

(Ord. 1489 § 1, 2018; Ord. 397 § 3, 1945)

+Sections:

XX.XX.XXX Graffiti deemed nuisance

XX.XX.XXX Definitions

~~XX.XX.XXX Possession of graffiti materials prohibited~~

XX.XX.XXX Notice of removal

XX.XX.XXX Appeal

XX.XX.XXX Removal by City

~~XX.XX.XXX Graffiti deemed nuisance.~~

XX.XX.XXX Graffiti deemed nuisance.

(1) Graffiti and other defacement of public and private property, including but not limited to walls, rocks, bridges, buildings, fences, gates and other structures, trees, and other real and personal property within the city constitutes a nuisance.

(2) Although it is appropriate, where possible, to request that the courts require people who are convicted of acts of defacement and vandalism involving application of Graffiti to public or private property to restore the property so defaced, damaged, or destroyed, obtaining convictions for such acts is difficult because the offenses involved can be committed so very quickly and secretly that witnesses to the acts are frequently nonexistent.

(3) Although the public should be encouraged to cooperate in the elimination of Graffiti by reporting the same to the proper authorities, and to remove the same from private property, it is also important to eliminate the presence of Graffiti from the community so that the product of illegal acts of those involved in application of Graffiti is not visible and the property on which the Graffiti is located and surrounding properties do not suffer diminution of value.

(4) All property owners are required, at their own expense, to keep their property free from Graffiti. Failure of a property owner to keep their property free from Graffiti is a violation of this chapter.

XX.XX.XXX Definitions.

(1) "Graffiti" means the defacing, damaging, or destroying by spraying of paint or marring of ink, chalk, dye, or other similar substances, writing, painting, or inscription.

Commented [CC1]: Consider having definitions be the first section in the code.

Commented [CB2R1]: Committee agrees with this

figure, or mark of any type ~~on~~ on public or private buildings, structures, and places unless the person has obtained the express permission of the owner or operator of the property.

Commented [CC3]: Consider expanding to include all of the descriptions in (1) under "Graffiti deemed nuisance."

(2) "Graffiti abatement procedure" means the abatement procedure which identifies graffiti, issues notice to the landowner to abate the graffiti, and cures in absence of response.

Commented [CB4R3]: Committee agrees with this

(3) "Private contractor" means any person with whom the city shall have duly contracted to remove graffiti.

~~XX.XX.XXX Possession of graffiti materials prohibited.~~

~~(1) It shall be unlawful for any person to possess graffiti materials.~~

~~(2) A person possesses graffiti materials when they possess any paint, marking pen, glass-cutting tool, glass-etching tool, materials, instruments, or other article adapted, designed or commonly used for committing or facilitating the commission of an offense involving damaging, defacing, or destroying public or private property, and they possess the item under circumstances evincing an intent to use or employ, or allow the same to be used or employed, in the commission of such an offense, or under circumstances evincing an intent that some other person will use or employ the thing possessed in the commission of such offense.~~

~~(3) "Defacing" as used in subsection (2) of this section shall include, but not be limited to, the writing, painting, inscribing, drawing, scratching or scribbling upon any wall or surface owned, operated or maintained by any property owner or the city unless the city or the property owner grants written permission for such writing, painting, inscribing, drawing, scratching or scribbling.~~

~~(4) The unlawful possession of graffiti materials is a misdemeanor.~~

~~XX.XX.XXX Graffiti (n)Notice of removal.~~

~~(1) Code enforcement or their designated representative. The police chief or his designated representative shall cause a notice of violation to be served upon the owner(s) of the affected premises property with Graffiti on it, as such owners' name and address appears on the last property tax assessment rolls of Kittitas County, Washington, Chelan County, Washington. If there is no known owner address, the notice shall be sent in-care-of to the property address that has Graffiti on it. The notice required by this section may be served in any one of the following manners:~~

~~(a) By personal service on the owner.~~

(b) By registered or certified mail addressed to the owner at the last known address of said owner as set forth in the latest property tax assessment rolls of said owner. If this address is unknown, the notice will be sent to the property address.

(2) The notice shall be substantially in the following form:

NOTICE IS HEREBY GIVEN that you are required, by ordinance of the city of WenatcheeCle Elum, at your own expense, to remove or paint over the graffiti Graffiti located on the property commonly known as (address), WenatcheeCle Elum, Washington, which is visible to public view, within 15 days after the date of this notice; or, if you fail to do so, the city requires the nuisance to be abated by removal or painting over of the graffiti. The cost of the abatement by the city or private contractors employed by the city to abate the nuisance will be assessed upon your property as well as costs including attorney fees. The city may incur to abate the nuisance.

If you believe there to be extenuating circumstances preventing removal within this timeframe, please contact code enforcement within seven business days of this notice to discuss alternatives where a petition for a written extension, which the city may grant to be made, be made if evaluation of the circumstances deem such extension reasonable.

Commented [CB5]: In consideration of the feedback in email; should this be removed all together?

Commented [CB6]: Consideration of returned to sender mail that goes out -

XX.XX.XXX Appeal.

(1) Within 10 days from the mailing or from personal service of the notice of intent to remove Ggraffiti, the owner may appeal the matter to the city commission of the City's city of WenatcheeP or their duly appointed hearing examiner by filing a written notice of appeal with the police chief. Filing of an appeal will stay, during the pendency of the appeal, any enforcement or actions by the city to abate the nuisance.

Commented [CC7]: Consider having this be the hearing examiner. Having the Committee be the decision maker can add issues of appearance of fairness. That said, if you want the Committee to be the decider, I believe you can.

(2) Appeal Procedure. Upon receipt of the notice of appeal, the The city commission or hearing examine hearing examiner or r, as the case may be, upon receipt of a notice of appeal, shall will set a hearing date not less than 4530 days from receipt of the notice of appeal, at which time the appellant may appear and present evidence seeking relief from the notice of removal. The police chiefcity's code enforcement officer, or his-their designated representative, may likewise present evidence at such appeal hearing.

Commented [CB8R7]: Committee agrees with this approach, and will add language to that end.

(3) Following the hearing, the city ~~commission~~hearing examiner shall render a written decisions within 10 days. The City will provide the property owner(s) who appealed the notice of violation with a copy of the written decision by mailing it to the last known address of said owner as set forth in the latest property tax assessment rolls, or such other address as the the owner(s) request the written notice to be mailed to in their notice of appeal. Service of the written decision is complete three days after the city mails the written decision. If the owner(s) agree to email notice of the written decision, service is complete the day it is emailed by the city. ~~or hearing examiner, as the case may be, shall render a written decision within 10 days.~~

(4) Any appeal from the ~~Public Safety & Health Committee~~hearing examiner written decision must be filed in Kittitas County Superior Court and served on the city within 10 days of the city serving the written decision.

XX.XX.XXX Removal by city.

(1) Upon failure of persons to comply with the notice by the designated date, or such continued date thereafter as ~~code enforcement~~the police chief or his/hertheir designated representative approves, then ~~code enforcement~~ the police chief or ~~city~~ ~~designated~~ representative is authorized and directed to cause the ~~city~~ graffiti to be abated by city forces or by private contract. The city or its private contractor is expressly authorized to enter upon the ~~premises~~property with Graffiti on it for such purposes. All reasonable efforts to minimize damage from such entry shall be taken by the city, and any paint used to obliterate or cover ~~city~~ graffiti shall be as close as practicable to background color(s). If ~~the police chief~~ ~~code enforcement~~ or their designated representative provides for the removal of the ~~city~~ graffiti, ~~he/she/they~~ shall not authorize nor undertake to provide for the painting or repair of any more extensive area than the area where the ~~city~~ graffiti is located.

(2) Property owners in the ~~city of Wenatchee~~City of Cle Elum may consent in advance to city entry onto private property for ~~G~~graffiti removal purposes. ~~The city may agree to enter the property and abate the nuisance if the property owner agrees to be responsible for all costs the city incurs to do so.~~

(3) All costs the city incurs abating the Graffiti nuisance, including the cost of abatement and any court costs, including attorney fees, shall be assessed against the owner(s) of the property with Graffiti on it personally and against the property with Graffiti on it, and shall be a lien against the property with Graffiti on it.

Commented [CB9]: in consideration of the email feedback, should this be removed all together?

Wildfire Resiliency Challenge

City of Cle Elum

Based on a vulnerability assessment, Kittitas County experiences an average of 36 wildfires per year since 1990.

Cle Elum is located within a large wildland-urban interface

University of Washington climate modeling projects a 13-30% increase in wildfire likelihood over our next comprehensive planning period

WA DNR identifies high fuel loading and associated fire intensity as key factors driving wildfire risk in the Cle Elum area and recommends fuel reductions as a key approach for reducing large fires in their 2020 Evaluation Summary of the Cle Elum Planning Area

Why it Matters

Protect Lives

Reduced hazardous flammable vegetation decreases wildfire intensity and helps protect residents, visitors and first responders

Reduce Risk

Aggressive management of flammable vegetation lowers available fuel loads, making fires less severe and easier to contain

Improve First Responder Safety

Strategic flammable vegetation management provides safer access, improves visibility and creates defensible areas for suppression operations

Safeguard Property

Managing flammable vegetation helps reduce likelihood and slow fire spread in developed areas

Desired Outcome

A wildfire adapted city, prepared to minimize wildfire impacts

City-wide ongoing vegetation management program that reduces wildfire risk, protects lives and property, and ensures long-term maintenance of city owned lands, and promotes community participation through education and code compliance.

The Path to the Outcome

Phase 1 : Initial Hazard Reduction

Address city owned properties and right of ways with high fire risk

- Prioritize high-risk areas, roadways, parks and public facilities
- reduce fuel loads through targeted vegetation removal and maintenance
- improve defensible space around critical infrastructure

Phase 2: Ongoing Maintenance

Establish a long-term sustainable vegetation management program to prevent hazardous fuel accumulation

- implement routine inspection and maintenance schedules
- monitor seasonal vegetation growth and changing fire risk conditions
- maintain treated areas to preserve long-term wildfire resilience

Phase 3: Community Education and Code compliance

Increased community-wide vegetation management through thoughtfully curated code paired with education and outreach

- Assess existing and create specific code for vegetation management on personal and city property for existing and new development
- Educate residents on defensible space and wildfire risk reduction
- foster a shared responsibility between the city and community for long-term resilience

Phase 1: Initial Fire Hazard Reduction

Identify High Fire Risk Areas



Prioritize Identified Projects



Secure Funding & Resources



Funding can come from grants, state and local partners

Finalize Plan, Schedule and Community Outreach

Implement and Complete Initial Fire Hazard Reduction by 12/2028

Move to Phase 2: Maintenance, and Phase 3: Code Compliance and Community Education

Priority #1
5th & Stafford ("The Hole") — 1 acre
Requires extra handling.

From 6th
looking
South into
the area



Looking
North into
the area



Looking
South from
5th

Priority #2

Steep terrain.

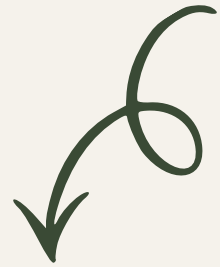
Pennsylvania St. (5th-4th, unnamed steep segment) — 0.7 acres



From 4th
and Penn.
Looking
North



From 5th and
Pennsylvania
looking South



Priority #3

Billings Ave. (4th-5th) — 0.3 acres



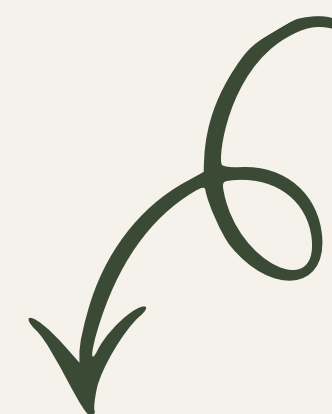
Remaining projects

- | Pennsylvania St. (6th-7th) — 0.1 acre
 - | Median between Pennsylvania St. and Oakes St. (80 ft. wide) — 0.1 acre
 - | Oakes St. (6th-7th) — 0.2 acres
 - | South of Billings Ave. to 4th St. — 0.3 acres
 - | Problem alley between 5th & 6th Streets (Oakes St. to Pennsylvania St.) — 0.1 acre Overgrown alley; needs treatment.
 - | 4th St. (Oakes St. to Pennsylvania St.) — 0.8 acres Steep; hand piling required.
 - | 4th St. (Harris to Bullitt) — 0.1 acre Needs pruning.
 - | 4th St. (Bullitt to Peoh) — 0.1 acre
 - | 4th St. (Peoh to Montgomery) — 0.1 acre Trim street and alley.
 - | 4th St. alley (Peoh to Montgomery, R/W) — 0.1 acre
 - | North end of Yakima Ave. at the Rotary Garden — 0.25 acres
 - | Stafford to Billings alley — 0.1 acre
 - | Priority #4: Parks St. to Reed, south to the Coal Mines Trail — 1 acre
-



Recently completed
firewising located by the
watertank

Approximately 4 Acres



Firewising project in
progress on W 6th
Adjacent and East to the watertank
project





W 5th from the 700 Block
looking South into Coal
Mines Trail



North on Oaks, viewing
from 6th Street
Requires hand piling



Looking N on Oaks from 6th St

PH 8-10-2026

To: Cle Elum Fire Dept Advisory Committee,

July 6, 2026

From: Phil Hess & Gary Berndt

Regarding: Overgrown City Streets and Alleys needing fire mitigation treatment

We have recently examined and assessed flammable vegetation conditions on the following Streets & Alleys north of 3rd Street from Park street on the west, to Yakima Ave.

These are high fire risk areas in need of vegetation management treatment as soon as possible.

Projects listed are in the order of the properties viewed by Phil Hess and Gary Berndt on June 26, 2026

- 1) Penn st. 6th-7th 0.1 acre
- 2) The median between Pennsylvania st. and Oakes Street (80 ft wide, 0.1 acre)
- 3) Oakes st. 6th-7th, 0.2 acres
- 4) * #1 priority..5th and Stafford "the hole" 1 acre, requires extra handling**
- 5) South of Billings Avenue to 4th street, 0.3 acres
- 6) **Problem alley:** between 5th and 6th street from Oakes to Pennsylvania st. (Overgrown alley), needs treatment. 0.1 acre
- 7) *#2 priority ..Penn st. from 5th to 4th, steep (unnamed segment), 0.7 acres**
- 8) 4th st, Oakes to Pennsylvania st., 0.8 acres, steep – hand piling
- 9) Harris to Bullit on 4th, needs pruned, 0.1 acre
- 10) Bullit to Peoh on 4th, 0.1 acres
- 11) Peoh to Montgomery on 4th, trim street/alley, 0.1 acres
- 12) 4th street alley, Peoh to Montgomery, R/W, 0.1 acres
- 13) North end of Yakima Avenue at the rotary garden, .25 acres
- 14) *#3 priority...Billings 4th to 5th, 0.3 Acres**
- 15) Stafford to billings alley, 0.1 acres
- 16) *#4 priority..Parks street to reed south to the coal mines trail, 1 acre**

Acreage Summary:

The 4 priority areas	=	3 acres (this is from N. Park St to Penn Ave)
The 12 other areas	=	<u>2.5</u> acres
Total of all 16 areas	=	6 acres (rounded)

Questions for City Admin:

Does the city maintain the alley right away or is the adjacent landowner responsible?

What is planned for the maintenance of the 3 acres north of 6th street adjacent to the water tanks that has been treated ?

CLE ELUM PUBLIC SAFETY & HEALTH COMMITTEE
MINUTES

JULY 9, 2026

9:00 AM

119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order and Pledge of Allegiance

Roll Call

Present:

Cassidy Buechle-Curtis

Steven Harper (zoom)

Beth Williams arrived at 9:32 am

Absent:

Excused: Beth Williams will be here later

Staff Present:

Matthew Lundh - Mayor

Erica Krum - Assistant City Administrator

Rich Albo - Police Chief

Mathew Bailey - Public Works Director

2. Unfinished Business

a. Permanent Reschedule of Meeting for Remainder of Year

Due to a lack of attendance, the committee agreed to establish a new meeting schedule at a later date when all members may provide input.

b. E-Bikes — SSB 6610

Police Chief, Rich Albo, stated that if individuals are driving recklessly, it is necessary to discuss whether the use of e-bikes should be permitted. Councilmember Buechle-Curtis expressed the desire for Councilmember Malek to participate in the discussion due to her expertise regarding e-bikes. The council will determine the appropriate enforcement measures and consider making minor modifications to existing bike regulations. Councilmember Buechle-Curtis requested that Police Chief, Rich Albo, review the current code and identify any necessary additions.

c. Municipal Code — Addressing (Fire/Police) [Legal Review Underway]

CLE ELUM PUBLIC SAFETY & HEALTH COMMITTEE
MINUTES
JULY 9, 2026
9:00 AM
119 W FIRST STREET
CLE ELUM, WA 98922

Still under review; further information will be provided in subsequent updates.

d. [Municipal Code — Chapter 2.15 — Fire Department \[Legal Review Underway\]](#)

Still under review; further information will be provided in subsequent updates.

e. [Draft Graffiti Code \[Legal Review Underway\]](#)

Still under review; further information will be provided in subsequent updates.

3. **New Business**

a. [Cle Elum Public Safety & Health — Meeting Minutes — June 11, 2026](#)

MOTION: Councilmember Harper made a motion to adopt meeting minutes for both meetings on June 11, 2026; seconded by Councilmember Buechle-Curtis.

MOTION : 2 yes 0 no.

b. [Cle Elum Public Safety & Health Study Session — Meeting Minutes — June 11, 2026](#)

Please see the motion in Section 3 A to approve these minutes.

c. [City Streets & Alleys](#)

Phil Hess spoke and explained that he and Gary Berndt assessed what needs to be done on streets and alleys from 3rd Street to 6th Street, identifying areas that need treatment, totaling approximately 6 acres. Treatment for flammable vegetation is critical in these areas. He recommended that the flammable vegetation code for Cle Elum requires lot owners to manage flammable vegetation on their lots, proposing an educational effort. Hess emphasized the need to set an example on city property for others to follow. He believes the conservation district could be a source of funding, along with other sources to assist with the project, estimating the cost to correct the parks and alleys at around \$60,000, or approximately \$10,000 per acre due to extensive hand cutting. Councilmember Harper asked if leaving chips onsite would help stop growth, to which Phil responded that it depends on the amount of chips left onsite and noted that this is an ongoing process. Public Works Director Mathew Bailey stated that any obstructing or hazardous shrubbery should first be addressed by the lot owner; otherwise, they would employ a masticating head to eliminate it. Regarding the water tower, Fire Chief Ed Mills and Public Works Director Mathew Bailey are seeking a grant for a special masticating head, particularly for the water tanks and airport, with potential funding from the DNR and other avenues. Public Works and Fire must collaborate on both maintenance and funding for this initiative. The

CLE ELUM PUBLIC SAFETY & HEALTH COMMITTEE

MINUTES

JULY 9, 2026

9:00 AM

119 W FIRST STREET
CLE ELUM, WA 98922

goal remains to keep fires as low to the ground as possible to prevent them from reaching the canopy, thereby facilitating easier control. The flammable vegetation code is forthcoming, with the Fire Advisory Committee pursuing city support for funding such projects.

4. Next Meeting Agenda Development

a. Title 6 — Animals

b. Camping Ordinances

Chief of Police Rich Albo stated that he will have recommendations to present at the next meeting regarding this topic.

5. Other Committee Comments

The Council discussed adding an agenda item regarding the electric bicycle (e-bike) discussion with Councilmember Malek for the next meeting. Additionally, it was agreed to prepare materials concerning the flammable vegetation code and to invite the Fire Advisory Committee to participate in this discussion. Rich Albo recommended that, in consideration of the attendees' arrival, the start time for the meetings be shifted to 10:00 AM on the second Thursdays of the month, instead of the previously scheduled 9:00 AM.

6. Adjournment

The meeting was adjourned at 9:48 a.m.

Cassidy Buechle - Curtis, Chair

City Clerk

**CLE ELUM PUBLIC SAFETY & HEALTH COMMITTEE
MINUTES**

JULY 9, 2026

10:00 AM

119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order and Pledge of Allegiance

Roll Call

Present:

Cassidy Buechle-Curtis
Beth Williams
Steven Harper

Staff Present:

Erica Krum - Assistant City Administrator

2. Unfinished Business

a. Fire Advisory Committee Application Review

The Fire Advisory Committee will maintain its existing membership while expanding to include a business owner within city limits, a volunteer firefighter in the department, and a general citizen from the City of Cle Elum. This committee is tasked with reviewing the applicants and recommending to the Mayor whom to appoint. Kenny Becker, owner of Mule & Elk, is an applicant for the business owner position, and the Council supports his application, recommending his appointment. There are four applicants for the citizen positions, all of whom must reside within city limits. Councilmembers discussed getting a new set of eyes on this committee. Community engagement was a priority, and Councilmember Buechle-Curtis stated that she encouraged people who have been here for both a short time and a long time to apply for such positions. Councilmember Harper made a motion to recommend Doan Hopkins but did not receive a second.

MOTION: Councilmember Buechle-Curtis made a motion to recommend J Michelle Swope to the citizen position ; seconded by Councilmember Williams.

MOTION : 2 yes 1 no.

3. New Business

4. Other Committee Comments

CLE ELUM PUBLIC SAFETY & HEALTH COMMITTEE

MINUTES

JULY 9, 2026

10:00 AM

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

5. Adjournment

The meeting was adjourned at 10:23 a.m.

Cassidy Buechle - Curtis, Chair

City Clerk

Chapter 8.44

CAMPING ON PUBLIC PROPERTY

Sections:

- 8.44.010 Purpose.**
- 8.44.020 Definitions.**
- 8.44.030 Unlawful camping.**
- 8.44.040 Unlawful storage of personal property in public places.**
- 8.44.050 Removal of unauthorized encampments and individual camps.**
- 8.44.060 Penalties.**
- 8.44.070 Mitigation.**
- 8.44.080 Temporary exclusion from public property – Written exclusion order – Opportunity to appeal.**
- 8.44.090 No public duty created.**
- 8.44.100 Severability.**

Prior legislation: Ords. 1152 §§ 1 – 3 and 183 §§ 1 – 4.

8.44.010 Purpose.

It is the purpose of this chapter to prevent harm and to promote the public health, safety, and general welfare and environment by keeping public streets, sidewalks, parks, and other public property owned or maintained by the city and public rights-of-way within the city readily accessible to the public, and to prevent use of public property owned or maintained by the city for camping purposes or storage of personal property that interferes with the rights of others to use the areas for the purposes for which they were intended. It is also the purpose of this chapter to establish a uniform policy for city departments to address the removal of unauthorized encampments from public property owned or maintained by the city and, where applicable, temporarily store personal property in a manner consistent with local, state, and federal laws.

(Ord. 1683 § 1 (Exh. A), 2024)

The Cle Elum Municipal Code is current through Ordinance 1727, and legislation passed through May 2...

8.44.020 Definitions.

"Abandoned" means personal property or other items which reasonably appears, based on the totality of the circumstances, that the owner thereof intentionally relinquished the right or intent to possess by action, verbal or written disclaimer, lapse of time, or non-use of the same.

"Admonishment" means a written exclusion order issued by the Mayor or their designee, a law enforcement officer, code enforcement, or any other city employee the Mayor directs to issue the exclusion order that excludes a person from specific public property associated with a person's violations of local or state laws. Admonishments may be issued for a period of up to one year from the issuance date and subject a person to arrest and prosecution for criminal trespass if violated.

"Camp" or "camping" means to pitch, erect, or occupy camp facilities, structures, or locations, or to use camp paraphernalia or both, for the purpose of or in such a way as to facilitate taking up temporary residence overnight; or parking or otherwise situating a camper, recreational vehicle, trailer, or other vehicle for the purpose of taking up temporary residence overnight.

"Camp facilities" include, but are not limited to, tents, huts, temporary shelters or structures made of any material, campers, recreational vehicles, or trailers.

"Camp paraphernalia" includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, hammocks and/or cooking facilities and similar equipment.

"City" has the same meaning as provided in CEMC Section [1.04.010](#).

"Contraband" means any item, material, or substance that is unlawful to produce or possess.

"Hazardous item" or "hazardous material" means items that reasonably appear to pose a threat to public safety or health to an individual, members of the public, or city employees. Examples include but are not limited to human and/or animal waste; drug use needles or other illegal drug-related paraphernalia; illegal drugs or items that may be used for manufacture of illegal drugs; items bearing signs of contamination, infestation, mold, or biohazard; dangerous or hazardous chemicals; and items posing a risk of fire or explosion.

"Litter" has the same meaning as used in RCW [70A.200.030\(6\)](#) and [\(11\)](#) as adopted or hereafter amended or recodified.

“Park” or “park facility” means any building, structure, equipment, sign, shelter, swimming pool, vegetation, playground, real property, or other physical property owned or controlled by the city for park purposes. “Park” or “park facility” includes all associated areas, including but not limited to parking lots for parks, structures, regardless of whether the area is under the management and control of the parks and recreation department.

“Personal property” means, in addition to its common meaning, an item that is:

1. Reasonably recognizable as belonging to a person;
2. Has apparent utility or value in its present condition; and
3. Is not abandoned, solid waste, litter, trash, or a hazardous item.

“Public property” means real property, including facilities located thereon, owned or maintained by the city.

“Right-of-way” has the same meaning as provided in CEMC Section [12.01.020](#).

“Rules and regulations” means any policies or laws governing use of and behavior or conduct upon public property.

“Solid waste” has the same meaning as used in RCW [70A.205.015\(22\)](#) as currently enacted or subsequently amended or recodified, and includes, but is not limited to: human or animal waste; garbage or trash; household liquid or hazardous waste; food waste; soiled or infested sleeping bags, clothing, bedding, and/or tents or other similar structures or shelters; other hazards; empty packaging; or clearly discarded materials and decaying furniture, tires, mattresses, and wood.

“Store” or “storage” means to put aside or accumulate for use when needed, to put for safekeeping, or to place or leave in a location.

“Street” has the same meaning as provided in CEMC Section [1.04.010](#).

“Trail” means a public path owned, operated, or maintained by the city for the primary purpose of walking, biking, or other nonvehicular travel.

“Unauthorized encampment” means one or more camp facilities in an identifiable area where the camp facilities are in sight of each other or areas where each camp facility is located within three hundred feet of another camp facility.

“Vehicle” has the same meaning as RCW [46.04.670](#) as currently enacted or hereafter amended or recodified.

(Ord. 1683 § 1 (Exh. A), 2024)

8.44.030 Unlawful camping.

A. It is unlawful for any person to camp, occupy camp facilities for purposes of habitation, or use camp paraphernalia in the following areas, except as otherwise provided by this code or where specifically designated:

1. Any street, alley, sidewalk, city street, or city right-of-way;
2. Any trail, park, or park facility, except as authorized by special permit or allowance;
3. Any city-owned or maintained parking lot or city-owned area, whether improved or unimproved; or
4. Any other city-owned or maintained property.

B. It is unlawful for any person to occupy a vehicle for the purpose of camping while that vehicle is parked in the following areas, except as otherwise provided by ordinance or as permitted by special permit or allowance:

1. Any park outside of operating hours;
2. Any street, alley, city road, or city right-of-way; or
3. Any city-owned or maintained parking lot or other city-owned or maintained areas, whether improved or unimproved.

(Ord. 1683 § 1 (Exh. A), 2024)

8.44.040 Unlawful storage of personal property in public places.

A. It is unlawful for any person to store personal property, including camp facilities and camp paraphernalia, on the following public property owned or maintained by the city, except as otherwise provided by this code:

1. Any city street or right-of-way;
2. Any trail, park, or park facility, or parking lot thereof;
3. Any city-owned or maintained parking lot or city-owned area, whether improved or unimproved; or
4. Any other public property owned or maintained by the city.

B. This section shall not apply to vehicles, including trailers, recreational vehicles, and campers, that are legally parked in rights-of-way, unless otherwise prohibited by law.

(Ord. 1683 § 1 (Exh. A), 2024)

8.44.050 Removal of unauthorized encampments and individual camps.

A. Law enforcement officer(s) or city-designated personnel will determine whether a location constitutes a “camp,” “unauthorized encampment,” “abandoned,” or meeting the definition of any other term defined in this chapter. For this determination, the law enforcement officer or designated city personnel merely needs to determine that the thing, collection of items, area, or location is readily identifiable as such without said inquiry or determination creating a danger or threat of safety to law enforcement or the designated city personnel.

B. Personal property, camping paraphernalia, camp facilities, and all other property, hazardous items, contraband, litter, and/or solid waste located at an unauthorized encampment may be removed subject to the following provisions:

1. Upon a determination by law enforcement or designated city personnel that an area constitutes an unauthorized encampment or that an individual is engaged in unlawful camping or storage of personal property in a public place.

2. Property which presents an immediate and substantial risk of harm. If the unauthorized encampment, unlawful camping, or unlawful storage of personal property results in an immediate and significant risk of harm to any person or impedes pedestrian or vehicular traffic, then law enforcement, city staff, or contracted city agent may immediately remove any personal property, camping paraphernalia, camp facilities, and all other property, contraband, weapons, litter, and solid waste, which shall be stored or disposed in the manner as set forth in subsection (B)(3) of this section.

3. Except as stated in subsection (B)(2) of this section, prior to removing property from an unauthorized encampment or unlawful camp, or removing personal property unlawfully stored on public property owned or maintained by the city, the following shall occur:

- a. The city Code enforcement, their designee, or any other city employee authorized by the Mayor or their designee shall post at least a seventy-two-hour advance notice, which shall include the following information at a minimum:
 - i. The address or location of the unauthorized encampment, unlawful camping, or unlawful storage of personal property;
 - ii. A statement that camping or storage activity is prohibited by this chapter;
 - iii. A statement that any individual continuing to use the area for unlawful camping or storage of personal property may be subject to criminal trespass prosecution and penalties pursuant to CEMC Title 9 and RCW 9A.52.070 or 9A.52.080, as applicable, incorporated herein by reference and as may be hereafter amended or recodified; and
 - iv. A statement that any personal property, camping paraphernalia, camp facilities, and all other property, contraband, litter, or solid waste remaining at the site after the notice period is subject to removal and, as may be applicable, temporary storage by the city, consistent with Chapter 63.32 RCW as exists now and hereafter amended.

The individual who issues or posts the letter shall document their actions to include how the letter was issued as well as the date and time of issuance. Any pictures or other proof of documentation should be documented as well. The

same individual shall make a short report to the police for the purposes of adding any documentation to police records or existing cases involving the property.

b. At the end of the seventy-two-hour notice period, any personal property, camping paraphernalia, camp facilities, and all other property, contraband, litter, or solid waste may be removed by city personnel or agents thereof. Furthermore:

i. Any personal property removed from the site shall be stored by the city for at least sixty days, consistent with Chapter [63.32](#) RCW as exists now or hereafter amended or recodified, prior to being disposed of;

ii. Notice of where personal property removed from the encampment may be claimed, along with the length of time the owner has to retrieve said property, shall be posted at the location or delivered to any individuals at the site;

iii. If the name and contact information for the owner of a particular item of personal property can reasonably be identified, the city shall attempt to contact the identified owner and provide notice that the personal property has been removed and how the owner may claim the personal property, along with the length of time the owner has to retrieve said property;

iv. Any contraband or evidence of a crime located at the site shall be seized and properly disposed of or retained as evidence of criminal activity; and

v. Any litter, hazardous item, or solid waste found at the site shall be properly disposed of consistent with federal, state, and local laws and regulations.

(Ord. 1683 § 1 (Exh. A), 2024)

8.44.060 Penalties.

A. The first violation of any of the provisions of this chapter is punishable by a fine of seventy-five dollars, which may be reduced to thirty-five dollars for mitigation efforts of the violating individual per CEMC Section [8.44.070](#).

B. The second violation of any of the provisions of this chapter is punishable by a fine of seventy-five dollars, which may be reduced to fifty dollars for mitigation efforts of the violating individual per CEMC Section [8.44.070](#).

C. In the instance of a third (cited) violation within one year of two previous citations under this chapter, the individual in violation, in addition to a citation of seventy-five dollars, may be issued a written exclusion order by ~~the Mayor or their designee a police officer of the police department~~ barring said individual from the particular public property owned or maintained by the city for a period of thirty days up to a period of one year, as determined by ~~the Mayor or their designee the officer~~ based on a totality of the circumstances. The Mayor or their designee shall provide a signed copy of the letter to the police department.

1. Such an exclusion order shall only apply to the particular public property owned or maintained by the city that the conduct constituting a violation of this chapter occurred in.
2. A person violating the written exclusion order is subject to arrest and prosecution for criminal trespass under RCW [9A.52.070](#) or [9A.52.080](#), as applicable, as incorporated by reference in CEMC [9.001.020](#).

(Ord. 1683 § 1 (Exh. A), 2024)

8.44.070 Mitigation.

Upon conviction for a violation of this chapter, in addition to any other factors deemed appropriate by the court, the court may consider whether the person immediately removed all personal property and litter, including but not limited to bottles, cans, and garbage, from the campsite, after being informed the placement thereof was in violation of the law as a mitigating factor for determining appropriate penalties.

(Ord. 1683 § 1 (Exh. A), 2024)

8.44.080 Temporary exclusion from public property – Written exclusion order – Opportunity to appeal.

The Cle Elum Municipal Code is current through Ordinance 1727, and legislation passed through May 2...

A. An individual may be issued a written exclusion order/notice to vacate by a city law enforcement officer barring said individual from public property for a period of thirty days up to one year, as determined by the officer based on a totality of the circumstances if within a one-year period the individual is warned two or more times, formally or informally, or issued two or more citations at the same public property for violating regulations related to public property; or for violating any state or local law(s) while on said public property. The foregoing exclusion order shall only apply to the particular public property ~~listed in the exclusion letter in which the offending conduct occurred.~~

B. An individual with a current exclusion order applying to them may be subject to arrest and prosecution for criminal trespass under RCW [9A.52.070](#) or [9A.52.080](#), as applicable, as incorporated by reference in CEMC [9.001.020](#).

C. The admonishment included on an exclusion notice:

1. Shall comply with RCW [9A.52.105](#) and [9A.52.115](#) as adopted or hereafter amended or recodified;
2. Is effective whether or not the excluded person is charged, tried, or convicted of any crime or infraction;
3. Is effective even if the admonished person refuses a copy of the admonishment; provided, that the issuing city official reasonably notifies the admonished person of the admonishment period, place(s) of exclusion, and appeal process under this notice;
4. Is effective for the admonishment period unless and until shortened or rescinded by an official ruling after appeal in this section;
5. May be based upon observations by city officials and/or police officers, or upon civilian reports that an official or officer could reasonably rely on in determining probable cause; and
6. Shall provide the excluded person with information on how to appeal the exclusion decision of the city.

D. Admonishments and exclusion orders may be delivered in person to the individual or by first class mail to the individual at the individual's last known address, or any other method reasonably designed to provide service of the notice to the individual trespassed.

E. The person subject to an admonishment contained on an exclusion order/notice to vacate may appeal the admonishment in writing. Any such appeal must:

1. Be in writing, including at least the person's name, the involved property location, and the approximate admonishment date to enable processing of the appeal.
2. Be received by the city clerk or postmarked within fourteen calendar days of the person's receiving the admonishment; and
3. Be under oath and include all facts that the admonished person believes support shortening or rescinding of the admonishment.

F. The ~~City Administrator~~ ~~mayor or designee~~ shall review any appeal of the admonishment and shall issue a ruling upholding, rescinding, or shortening the admonishment within fourteen calendar days of receiving the written request for appeal. The appeal process in this section cannot be used to appeal any criminal penalties imposed by a court under this section or any other law. The ~~City Administrator~~ ~~mayor or designee~~ may consider the admonishment and any other relevant and ~~trustworthy~~ ~~trustworthy~~ submitted written materials in deciding the appeal. The admonishment shall be upheld if supported by a preponderance of evidence. The ruling may be transmitted to the excluded person by mail, in person, electronically, or by any other method specified by the person or reasonably likely under the circumstances to give notice of the decision.

If the individual believes that the decision of the City Administrator was not made fairly or believes not all of the evidence was considered, the individual can make a second and final appeal to the (City Council/Committee of the whole/whatever version of the council you think is best). The appeals process and timeline outlined in 8.44.080(F) will be the same process used for the second appeal.

(Ord. 1683 § 1 (Exh. A), 2024)

8.44.090 No public duty created.

Commented [RA1]: 8.44.080(F)

I am not sure who should initially look at the appeal. Should it be the committee of the whole/city council? Should it be the Mayor or City Administrator?

My opinion is that the first appeal can be to the city administrator because the mayor is the person who writes the letter, so it only seems fair to have a different person look at the appeal.

If the person does not like the decision of the city administrator, there should be a 2nd appeal in which the city council decides. While other issues can be handled by a hearings examiner, I think the city council as a whole would be the better option. I believe it should be the will of the city council to decide what they would like to allow or not allow on city property, and sometimes that means looking at things on a case by case basis.

I have written it so there are two appeals. One option is to just appeal directly to the city council, however, I think it gives more opportunity for the individual to have two appeal chances. That way they cannot say certain individuals were being biased.

It is expressly the purpose of this chapter to provide for and promote the health, safety, and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons or individual who will or should be especially protected or benefited by the terms of this chapter.

Nothing contained in this chapter is intended nor shall be construed to create or form the basis of any liability on the part of the city or its officers, employees, or agents for any injury or damage resulting from any action or inaction on the part of the city related in any manner to the enforcement of this chapter by its officers, employees, or agents.

(Ord. 1683 § 1 (Exh. A), 2024)

8.44.100 Severability.

If any portion of this chapter, or its application to any person or circumstances, is held invalid, the validity of the chapter as a whole, or any other portion thereof, or the application of the provision to other persons or circumstances, is not affected.

(Ord. 1683 § 1 (Exh. A), 2024)

The Cle Elum Municipal Code is current through Ordinance 1727, and legislation passed through May 26, 2026.

Disclaimer: The city clerk's office has the official version of the Cle Elum Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited here.

[City Website: cityofcleelum.com](http://cityofcleelum.com)

[City Telephone: \(509\) 674-2262](tel:(509)674-2262)

[Hosted by ICC Code Solutions.](#)

The Cle Elum Municipal Code is current through Ordinance 1727, and legislation passed through May 2...



**Continuity of Operations Plan (COOP)
City of Cle Elum**

DRAFT

December 2018

RECORD OF CHANGES

[illegible]

PROMULGATION STATEMENT

The **City of Cle Elum**'s mission is to **[enter mission statement]**.

To accomplish this mission, the organization must ensure its most important and time critical operations are performed efficiently and with minimal disruption, especially during an emergency. This document provides guidance for implementing the Continuity Plan and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions.

Key personnel who may be activated under this plan are collectively known as the Continuity Team. Upon plan activation, these members will deploy to City Hall or their primary alternate facility where they will establish an operational capability and perform essential functions within the designated recovery time objective (RTO) and continue until normal operations can be resumed.

This plan is developed in accordance with guidance in the FEMA *Continuity Guidance Circular*, dated February 2018.

[Organization Head signs here]

[Enter Organization Head's name here]

Mayor

City of Cle Elum

CONFIDENTIALITY STATEMENT

This document along with subsidiary plans and supporting documents, contains confidential information and are for official use only as provided in **[enter applicable regulation]**. These documents are to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with the standard procedures followed for confidential information at **[organization name]** and are not to be released without prior approval of the **[organization head title]** to the public or other employees who do not have a valid “need to know.”

TABLE OF CONTENTS

1.0	COOP BACKGROUND INFORMATION	2
1.1	EXECUTIVE SUMMARY	2
1.2	INTRODUCTION	2
1.3	PURPOSE	3
1.4	APPLICABILITY AND SCOPE.....	3
1.5	COOP MAINTENANCE.....	4
1.6	COOP TRAINING AND EXERCISES.....	4
2.0	COOP INFORMATION.....	5
2.1	PLANNING GOALS	5
2.2	ESSENTIAL FUNCTIONS	6
2.3	PRIORITIZING ESSENTIAL FUNCTIONS	11
2.4	ESSENTIAL FUNCTIONS STAFF AND RESPONSIBILITIES	12
2.5	INITIAL COOP ACTIVATION STAFF AND RESPONSIBILITIES.....	13
2.6	ORDERS OF SUCCESSION AND DELEGATION OF AUTHORITY	13
2.7	ALTERNATE FACILITIES.....	14
2.7.1	<i>Current (Primary) Facilities</i>	14
2.7.2	<i>Alternate Facilities/Locations</i>	15
2.8	ESSENTIAL RECORDS, FILES, DATABASES, SYSTEMS, AND EQUIPMENT	16
2.9	VITAL SYSTEMS, APPLICATIONS, AND EQUIPMENT	19
2.10	COMMUNICATIONS.....	19
3.0	CONCEPT OF OPERATIONS	22
3.1	ASSUMPTIONS	22
3.2	PHASE I – ACTIVATION AND RELOCATION (0-12 HOURS)	22
3.3	PHASE II – ALTERNATE FACILITY OPERATIONS (12 HOURS THROUGH TERMINATION).....	23
3.4	PHASE III – RECONSTITUTION (TERMINATION OF COOP OPERATIONS AND RETURN TO NORMAL OPERATIONS).....	23

LIST OF TABLES

TABLE 1.5. COOP MAINTENANCE RESPONSIBILITIES	4
TABLE 1.6. COOP TRAINING AND EXERCISE PROGRAM	4
TABLE 2.2.1 PUBLIC WORKS ESSENTIAL FUNCTIONS.	6
TABLE 2.2.2. FINANCE ESSENTIAL FUNCTIONS.	7
TABLE 2.2.3. MAYOR/CITY COUNCIL ESSENTIAL FUNCTIONS.	7
TABLE 2.2.4. CITY ADMINISTRATOR ESSENTIAL FUNCTIONS.	8
TABLE 2.2.5. CITY CLERK ESSENTIAL FUNCTIONS.	8
TABLE 2.2.6. COMMUNITY DEVELOPMENT ESSENTIAL FUNCTIONS.	9
TABLE 2.2.7. FIRE ESSENTIAL FUNCTIONS.....	9
TABLE 2.2. ESSENTIAL FUNCTIONS.	9
TABLE 2.2.8. POLICE ESSENTIAL FUNCTIONS.	10
TABLE 2.2.9. LIBRARY ESSENTIAL FUNCTIONS.....	10
TABLE 2.4. ESSENTIAL FUNCTIONS AND ASSIGNED PERSONNEL.	12
TABLE 2.5. COOP ACTIVATION STAFF AND RESPONSIBILITIES.....	13
TABLE 2.6. ORDERS OF SUCCESSION.....	14
TABLE 2.7.1. CURRENT DEPARTMENTAL FACILITIES/LOCATIONS.	15
TABLE 2.7.2.1. CITY HALL ALTERNATE FACILITIES.	15
TABLE 2.7.2.2. ALTERNATE FACILITY FOR PUBLIC WORKS.....	16
TABLE 2.7.2.3. ALTERNATE FACILITY FOR FIRE DEPARTMENT.	16
TABLE 2.7.2.4. ALTERNATE FACILITY FOR POLICE DEPARTMENT.....	16
TABLE 2.8. ESSENTIAL, RECORDS, FILES, AND DATABASES, INVENTORY.....	18
TABLE 2.9.1. CITY HALL VITAL SYSTEMS AND EQUIPMENT.	19
TABLE 2.9.2. PUBLIC WORKS VITAL SYSTEMS AND EQUIPMENT.	19
TABLE 2.10. CITY HALL COMMUNICATIONS.	21

1.0 COOP BACKGROUND INFORMATION

1.1 Executive Summary

The City of Cle Elum provides vital services to its citizens. As a result, reliability is the fundamental mission of the City. Should a crisis disrupt essential operations, the City would not be able to fulfill its fundamental mission in the absence of continuity of operations planning. This Continuity of Operations Plan (COOP) was developed for the City of Cle Elum and is designed to be a major component of a comprehensive and effective program to ensure the continuity of essential functions and governance under all circumstances.

The COOP is a component of the Upper Kittitas County Emergency Management Plan that is used to prepare for, respond to, and recover from major incidents. This COOP will serve as a supplemental tool designed to help the City effectively resume day-to-day core services and functions following an incident.

This COOP documents the basic information, procedures, and guidance which will enable the City of Cle Elum to resume its essential functions within 12 hours of an emergency, with or without advance warning, and to sustain continuous operations for the entire cycle of the incident. This plan addresses the emergencies from an all-hazards approach.

This COOP:

- Delineates Essential Functions and Activities;
- Delegates Authority;
- Establishes Orders of Succession;
- Identifies Vital Records, Files, Databases, Systems, and Equipment;
- Identifies Requirements for Interoperable Communications;
- Identifies Alternate Locations;
- Identifies COOP Maintenance Requirements and Responsibilities;
- Outlines Tests, Training, and Exercises for COOP Capabilities; and
- Contains Operational Checklists.

1.2 Introduction

Local governments today face challenges unlike any that have been seen before. Disasters from many causes are on the rise, not only in frequency, but also in severity. In addition to natural disasters, man-made incidents such as terrorism, transportation accidents, and technology failures caused major disruption to both public and private operations throughout the nation in recent years.

Jurisdictions in Kittitas County are vulnerable to a host of hazards, including earthquakes, wildfires, flooding, hazardous materials spills, droughts, civil unrest, transportation disasters, and disease pandemics. Since January 1991, Kittitas County has had eighteen federally

declared disasters. Nine of those disasters have been related to wildfires, and eight related to severe storms and flooding.

Continuity of operations planning is part of the fundamental mission of local, State, and Federal governments. The changing threat environment and the severity of recent natural disasters in Kittitas County highlight the need for careful continuity of operations planning that enables governments at all levels to continue their essential functions across a broad spectrum of emergencies disrupting normal operations.

1.3 Purpose

The purpose of this document is to ensure that the capability exists to continue the City of Cle Elum essential governmental functions across a wide range of potential emergencies.

The objectives of this COOP include:

- Ensuring safety of city employees;
- Ensuring the continuous performance of the City's essential functions/operations during an emergency;
- Protecting essential facilities, equipment, records, and other assets;
- Reducing or mitigating disruptions to operations;
- Achieving a timely and orderly recovery from an emergency and resumption of full service to customers;
- Providing foundation for the continued survival of leadership; and
- Complying with legal and statutory requirements.

Although when and how a disaster will occur is unknown, the fact that future disasters will happen is certain. How well a COOP is designed and implemented will determine the success of response, resumption, recovery, and restoration operations following an emergency.

1.4 Applicability and Scope

In accordance with Federal, State, and local laws, executive orders, plans, and administrative guidance, all government entities must be prepared to respond to emergencies and disasters even when their personnel, facilities, and equipment are affected. This plan was developed using guidance from FEMA's *2018 Continuity Guidance Circular* and the National Fire Protection Association *1600 Standard on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs*.

This plan applies to all employees of City of Cle Elum for the full spectrum of man-made, natural, and technological emergencies and threats. This plan will be activated and implemented when an event impacts City operations or could force the relocation of City Hall or other city facilities.

1.5 Coop Maintenance

The City Administrator will oversee the Department's maintenance of the COOP and record changes to the COOP in the Record of Changes table on page 1 of this document. Suggested maintenance activities are described in the table below.

Table 1.5. COOP Maintenance Responsibilities

Activity	Tasks	Frequency
Plan update	▪ Review entire plan for accuracy ▪ Incorporate lessons learned and changes in policy and philosophy ▪ Update Orders of Succession ▪ Manage distribution of plan updates	Annually and as major changes occur
Checklists	▪ Update and revise checklists	Annually
Maintain alternate work site readiness	▪ Ensure alternate facility availability ▪ Review and update supporting Memoranda of Understanding/Agreements	Annually

1.6 Coop Training and Exercises

Training and exercising COOP capabilities are essential to demonstrating and improving the ability of departments to execute their COOPs. They serve to validate or to identify improvements to the COOP's policies, procedures, systems, and locations. Periodic training and exercising also help to ensure that equipment and procedures are maintained in a constant state of readiness. Table 1.6 outlines the COOP training and exercise plan.

After exercising a COOP, the City will complete an After-Action Report (Annex C) to identify issues found during the exercise and identify recommendations as to how those issues can be resolved. The COOP will then be reviewed and modified to reflect any necessary changes.

Table 1.6. COOP Training and Exercise Program

Exercise Type	Frequency
All Employees COOP Orientation Seminar	Initial COOP Plan Orientation
COOP Refresher	Annually
City-wide Tabletop	Annually
Drill	Annually
Orientation for New Staff Members	Within 90 days of hire or transfer date

2.0 COOP INFORMATION

2.1 Planning Goals

COOP planning is an effort to ensure the continued performance of minimum essential functions during a wide range of potential emergencies. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternate facilities, personnel, resources, and interoperable communications, and vital records/ databases back-up and duplication.

The City must, at a minimum:

- Must be able to implement COOP plan with and without warning;
- Must be operational within a minimal period of disruption for essential functions, but in all cases within 12 hours of COOP activation;
- Must be capable of maintaining sustained operations for up to 30 days;
- Must regularly test, train, and exercise personnel, equipment, systems, processes, and procedures used to support the city during a COOP event;
- The city must be prepared to handle three types of emergencies: localized emergency requiring relocation to an alternate site; widespread emergency requiring relocation to an alternate site; and widespread emergency NOT requiring relocation to an alternate site.

These emergencies and corresponding COOP considerations are outlined below:

1. Localized Emergency Requiring Relocation to Alternate Site (e.g., structural, fire, water damage, etc.)
 - A city government building sustained damage
 - All other city government buildings are not affected
 - COOP alternate sites are available
 - The building is currently closed for normal business activities, but the incident has not affected surrounding buildings, utilities, or transportation systems
 - Operations can shift to an alternate COOP location in the jurisdiction
 - Will require continuity of all critical essential functions
2. Widespread Emergency Requiring Relocation to Alternate Site (earthquake, localized power outage, toxic chemical spill, wildfire, etc.)
 - A city government building sustained damage
 - Surrounding area is affected
 - COOP alternate sites may or may not be available
 - Parts of major infrastructures (power, sewage, transportation, etc.) may have sustained damage
 - Operations can shift to an alternate location within the jurisdiction or a neighboring jurisdiction

- Will require continuity of all critical essential functions
3. Widespread Emergency NOT Requiring Relocation to Alternate Site (pandemic influenza outbreak)
- A city government building did not sustain damage and remains open
 - One or more departments of the city government experiences high levels of employee absenteeism
 - COOP operations will be conducted from the primary location
 - Will require continuity of all critical essential functions as well as long-term essential functions

2.2 Essential Functions

Essential functions encompass those critical areas of business functions that must continue even in the event of an emergency. Critical Essential Functions are those essential functions that cannot be interrupted or can be only minimally interrupted following an incident. Long-term Essential Functions are those essential functions that can be interrupted for the first seven or more days following an incident, but must be resumed thereafter. Medium term essential function must be restored within seven days of the incident. A non-essential function is one that can be discontinued indefinitely. The tables below provide a comprehensive list of all functions performed by the City of Cle Elum.

Table 2.2.1 Public Works Essential Functions.

Essential Functions	Recovery Time Objective	Responsible Personnel
• Wastewater System • Water System • Roads • Parks/Cemetery • Airport		Public Works Director Alternate Staff Assigned: Crew Lead
		Resources
		Work Location & Space Requirements
		Supporting Activities
		Interdependencies

Table 2.2.2. Finance Essential Functions.

Essential Functions	Recovery Time Objective	Responsible Personnel
- Accounts payable/receivable - Payroll - Budget – cash flow		Treasurer Alternate Staff Assigned: Utility Clerk
		Resources
		Work Location & Space Requirements
		Supporting Activities
		Interdependencies

Table 2.2.3. Mayor/City Council Essential Functions.

Essential Function	Recovery Time Objective	Responsible Personnel
Policy and decision making		Mayor Alternate Staff Assigned: Mayor Pro Tem
		Resources
		Work Location & Space Requirements
		Supporting Activities
		Interdependencies

Table 2.2.4. City Administrator Essential Functions.

Essential Function	Recovery Time Objective	Responsible Personnel
- Network and Internet connectivity - Staff Management/Coordination		City Administrator Alternate Staff Assigned: Clerk
		Resources
		Work Location & Space Requirements
		Supporting Activities
		Interdependencies

Table 2.2.5. City Clerk Essential Functions.

Essential Function	Recovery Time Objective	Responsible Personnel
- Support City Council - Records management - Utility billing		City Clerk Alternate Staff Assigned: Treasurer
		Resources
		Work Location & Space Requirements
		Supporting Activities
		Interdependencies

Table 2.2.6. Community Development Essential Functions.

Essential Function	Recovery Time Objective	Responsible Personnel
• Permitting • Development • Code Enforcement • Building		Planner Alternate Staff Assigned: Clerk or City Administrator
		Resources
		Work Location & Space Requirements
		Supporting Activities
		Interdependencies

Table 2.2.7. Fire Essential Functions.

Essential Function	Recovery Time Objective	Responsible Personnel
• Fire/EMS		Fire Chief Alternate Staff Assigned: Past Fire Chiefs
		Resources
		Work Location & Space Requirements
		Supporting Activities
		Interdependencies

Table 2.2.8. Police Essential Functions.

Essential Function	Recovery Time Objective	Responsible Personnel
- Patrol/Assist/Protect - Animal Control		Police Chief Alternate Staff Assigned: Sergeant
		Resources
		Work Location & Space Requirements
		Supporting Activities
		Interdependencies

Table 2.2.9. Library Essential Functions.

Essential Function	Recovery Time Objective	Responsible Personnel
Resources		Librarian Alternate Staff Assigned: Assistant Librarian
		Resources
		Work Location & Space Requirements
		Supporting Activities
		Interdependencies

2.3 Prioritizing Essential Functions

Each essential function has a critical time, or the amount of time a particular function can be suspended before its absence has an adverse effect on the City's core mission. Essential functions with shorter critical times are generally ranked higher than essential functions with longer critical times. Priority ranking is used following an emergency to prioritize essential function continuity and resumption efforts.

Table 2.3 below outlines each essential function and its critical resumption time and priority ranking.

Table 2.3. Prioritized Essential Functions.

Priority Ranking	Critical Essential Functions	Critical Time to Restore
	Police - Patrol/Assist/Protect	0-24 hrs
	Fire - Fire/EMS	0-24 hrs
	Mayor/City Council - Policy and decision making	0-24 hrs
	Public Works - Roads	0-24 hrs
	Public Works - Wastewater	0-24 hrs
	Public Works - Water	0-24 hrs
	Finance - Budget	
Priority Ranking	Medium Term Essential Functions	Critical Time to Restore
	Finance-Accounts payable/receivable	24 hrs to 7 days
	Finance-Payroll	24 hrs to 7 days
	City administrator- Staff Management/Coordination	24 hrs to 7 days
	Clerk-Support City Council	24 hrs to 7 days
	Community Development- Code Enforcement	24 hrs to 7 days
	Community Development-Building	24 hrs to 7 days
	Public Works – Airport	24 hrs to 7 days
	Police-Animal Control	24 hrs to 7 days
Priority Ranking	Long Term Essential Functions	Critical Time to Restore
	Public Works – Parks/Cemetery	7 days or longer
	Clerk-Records Management	7 days or longer
	Clerk-Utility billing	7 days or longer
	Library-Resources	7 days or longer
	Community Development-Development	24 hrs to 7 days
	Community Development-Permitting	24 hrs to 7 days

2.4 Essential Functions Staff and Responsibilities

In addition to completing critical tasks associated with COOP activation, notification, and relocation, each department must continue to perform its essential functions. Departments have identified personnel responsible for each essential function and one alternate to ensure that each essential function is performed regardless of any one person's availability.

Table 2.4 below lists the essential functions identified by the City of Cle Elum and persons, including alternates, responsible for ensuring these functions' continuity.

Table 2.4. Essential Functions and Assigned Personnel.

Essential Function	Primary Staff Assigned	Alternate Staff Assigned
Wastewater System Water System Roads Parks/Cemetery	Public Works Director	Crew Lead
Finance Accounts payable/receivable Payroll Budget – cash flow	Treasurer	Utility Clerk
Policy and decision making	Mayor	Mayor Pro Tem
Network and Internet Connectivity Staff Management/Coordination	City Administrator	Clerk
Support City Council Records management Utility billing	City Clerk	Treasurer
Permitting Development Code Enforcement Building	Planner	Clerk or City Administrator
Fire/EMS	Fire Chief	Past Fire Chiefs
Patrol/Assist/Protect Animal Control	Police Chief	Sergeant
Culture/Recreation Resources	Librarian	Assistant Librarian

2.5 Initial Coop Activation Staff and Responsibilities

Table 2.5 below lists the COOP activation staff and their responsibilities when the COOP plan is activated. These tasks outline the basic action which must take place for a COOP activation. Not all tasks may apply to all situations.

Table 2.5. COOP Activation Staff and Responsibilities.

Critical Tasks	Primary Staff Assigned	Alternate Staff Assigned
Notify department heads of COOP activation.	Mayor	City Administrator
Notify the point of contact at the alternate facility of impending activation and actual relocation requirements.	City Administrator	Planner or Public Works Director
Notify the appropriate internal and external organizations of relocation status.	City Administrator	Planner or Mayor
Back-up, secure, and retrieve vital records, files, and databases.	City Clerk	Treasurer
Implement plans, procedures, and schedules to transfer essential functions, personnel, records, and equipment to alternate facilities.	City Administrator	Clerk
Provide guidance to staff.	City Administrator	Clerk or Public Works Director
Assemble necessary documents and equipment required to continue performance of essential operations at alternate facilities/locations.	City Administrator	Public Works Director
Transport vital records and files, supporting communications, IT framework and other necessary equipment to the alternate facilities.	City Administrator	Planner
Arrange security for abandoned primary facility and non-moveable equipment and records, to the extent possible.	Police Chief	Sergeant

2.6 Orders of Succession and Delegation of Authority

One of the fundamental principles of continuity planning is to maintain leadership in the event of an emergency by establishing an order of succession.

During a COOP event, departmental operations and activities will not be “business as usual.” Under normal circumstances, Department Heads would be in charge of making major decisions

affecting the City. However, immediately following an event Department Heads may be a part of the Upper Kittitas County Coordination Center, be engaged in immediate incident management, may be incapacitated, or unavailable for other reasons. As a result, these Department Heads may not be available to oversee the continuity of operations process and execution of essential functions. However, COOP activities and essential functions must proceed without interruption regardless of the availability of any individual.

Table 2.6 designates the order of succession in the event the Department Head is unavailable to ensure that the Department is capable of responding rapidly to emergency situations requiring COOP implementation. Unless otherwise stated, the persons listed in Table 2.6 are designated to accept and maintain full authority and responsibilities of the Department Head.

Table 2.6. Orders of Succession.

Department	Order of Succession	Job Title	Authority Limitations
Police	Police Chief	Sergeant	Full Authority
Fire	Fire Chief	Past Fire Chiefs	Full Authority
Administration	City Administrator	Clerk	Full Authority
City Council	Mayor	Mayor Pro Tem	Full Authority
Finance	Treasurer	Utility Clerk	Full Authority
Public Works	Public Works Director	Crew Lead	Full Authority
Records Management	Clerk	Treasurer	Full Authority
Community Development	Planner	Clerk or City Administrator	Full Authority
Culture/Recreation	Librarian	Assistant Librarian	Full Authority

2.7 Alternate Facilities

Emergencies or potential emergencies can affect the ability of the City to perform essential functions from their primary facilities. Alternate facilities have been designated in the event the primary facilities are unavailable.

2.7.1 Current (Primary) Facilities

Table 2.7.1 below identifies the primary facilities utilized by the City of Cle Elum.

Table 2.7.1. Current Departmental Facilities/Locations.

Building	Address	Performs Essential Function Y/N	Number of Employees at This Location	Natural Hazards Risk Factors
City Hall	119 W 1 st St, Cle Elum	Y	8	
Public Works	1009 E 3 rd St, Cle Elum	Y	5	
Police Station	807 W 2 nd St, Cle Elum	Y	10	
Fire Station	301 N Pennsylvania Ave, Cle Elum	Y	4	
Fire Station #2	Columbia Ave, Cle Elum	Y	0	
Library	302 N Pennsylvania Ave	N	2	
Water Treatment Plant		Y		
Wastewater Treatment Plant		Y		

2.7.2 Alternate Facilities/Locations

The term alternate facility can include anything from a borrowed conference room for a few key people on a temporary basis, to a complete facility used to house the entire City.

The following criteria were used to identify suitable alternate facilities for continuity of operations for the City of Cle Elum:

- Must not share the same natural hazard risk(s) as the primary location;
- Sufficient space and equipment to sustain the relocating department;
- Availability of interoperable communications with all identified essential internal and external organizations, other departments, critical customers, and the public;
- Reliable logistical support, services, and infrastructure systems, including water, electrical power, heating and air conditioning, etc.;
- Ability to sustain operations for up to 30 days;
- Consideration for the health, safety, and emotional well-being of relocated employees; and
- Appropriate physical security and access controls.

Table 2.7.2.1. City Hall Alternate Facilities.

Facility	Alternate	Alternate Address	Alternate City	Alternate Owner	MOU/ILA in Place Y/N
Alternate 1					
Alternate 2	WSDOT Bullfrog	151 S Bullfrog Rd	Cle Elum	WSDOT	No
Alternate 3	Kittitas County Courthouse	205 W 5th Ave	Ellensburg	Kittitas County	No

Table 2.7.2.2. Alternate Facility for Public Works.

Facility	Alternate	Alternate Address	Alternate City	Alternate Owner	MOU/ILA in Place Y/N
Alternate 1	WSDOT Bullfrog	151 S Bullfrog Rd	Cle Elum	WSDOT	No
Alternate 2	County Shop		Cle Elum	County	

Table 2.7.2.3. Alternate Facility for Fire Department.

Facility	Alternate	Alternate Address	Alternate City	Alternate Owner	MOU/ILA in Place Y/N
Alternate 1	Station 52		Cle Elum	Cle Elum	N/A
Alternate 2					

Table 2.7.2.4. Alternate Facility for Police Department.

Facility	Alternate	Alternate Address	Alternate City	Alternate Owner	MOU/ILA in Place Y/N
Alternate 1					
Alternate 2					

2.8 Essential Records, Files, Databases, Systems, and Equipment

Identification and protection of vital records, files, databases necessary to perform essential functions and activities and to reconstitute normal department operations following an emergency are critical to successful continuity of operations. The protection of vital records begins with the identification of those records that are “vital” – records that support the essential functions of a department. Vital records, files, and databases represent a small fraction of the records most departments retain, and they can be in any form, but are usually either paper or electronic.

To the greatest extent possible, cities should back-up electronic records, files, and databases and pre-position them at alternate facilities. If these items are not available at the alternate facility, departments should develop a procedure to access these items from the alternate facility.

Table 2.8. Essential, Records, Files, and Databases, Inventory.

Name of Vital File, Record, or Database	Current Location	Primary Format	Back-up/ Redundancy Information	Person(s) Responsible for Maintenance, Retrieval, and Security	Accessible from Alternate Location Y/N	Security Considerations
Personnel Records	City Hall File Cabinet	Paper	None	Treasurer	No	Confidential Files
Ordinances	City Hall Fire Proof Cabinet	Paper	None	Clerk	No	None
Agreements	City Hall File Cabinet	Paper	None	Clerk	No	None
Planning Permits	Network	Electronics	Yes	Planner	No	None
ROW Plans Road Plans	Network	Electronic	Yes	Public Works Director	No	None
Subdivisions	Network	Electronic	Yes	Planner	No	None
Building Plans	City Hall File Cabinets	Paper	No	Building Official	No	None
Utility Plans	Network	Electronic	Yes	Public Works Director	No	None

2.9 Vital Systems, Applications, and Equipment

Just as records are vital to a department's essential functions, the systems, computer applications, and equipment are essential for departments to maintain critical services. A system, application, or piece of equipment is vital if it is necessary to perform essential functions as identified in Table 2.2. Many critical systems, applications, and equipment support essential department functions. However, not every system, application, or piece of equipment is vital, even if it is important.

The tables below outline the vital systems and equipment identified by City of Cle Elum.

Table 2.9.1. City Hall Vital Systems and Equipment.

City Hall Vital Systems and Equipment	Essential Function Supported	Current Location	Back-Up/Redundancy
Server	City Hall Functions	City Hall	Yes-off site backup
Firewall	All City Departments	City Hall	No
Core Switch	All City Departments	City Hall	No
Financial Records	All City Programs	Web-Based	Yes-off site backup

Table 2.9.2. Public Works Vital Systems and Equipment.

Public Works Vital Systems and Equipment	Essential Function Supported	Current Location	Back-Up/Redundancy
Supervisory Control and Data Acquisition (SCADA)	Water Sewer		

2.10 Communications

The success of operations at an alternate facility depends on the availability and redundancy of critical communications systems to support connectivity internally and externally and with the public. Interoperable communications should provide the following:

- Capability to adequately support essential functions;

- Ability to communicate with key City staff;
- Ability to communicate with other organizations and emergency personnel;
- Access to data and systems necessary to conduct essential functions;
- Ability to operate in the alternate facility within 12 hours, and for up to 30 days.

Table 2.10 below outlines interoperable communications available at each primary location and required at alternate facilities.

Table 2.10. City Hall Communications.

Alternate Location Requirements – City Hall			
Communication Equipment/System	Number Currently Available at Primary Location	Current Provider at Primary Location	Number Needed at Alternate Location (minimal acceptable)
Phones			
Faxes			1
Cellular Phones			
Radio (i.e. 800MHz)			
Firewall			1
Server			1
Core Switch			1
Network Connectivity and Email			1
Power Cables			8
Ethernet Cables			5
HDMI / VGA Cables			2
Computers (laptops, PCs, etc.)			2 (including monitor, mouse, keyboard, cables)
Printers			1 (including cables)
Internet			1
Wireless Router			1 (including cables)
Projector			1 (including cables)
Screen			1
Backup Battery			1

3.0 CONCEPT OF OPERATIONS

3.1 Assumptions

The procedures in this section were developed based on the following key assumptions:

- Emergencies or threatened emergencies can adversely impact the City's ability to continue to support essential functions and to provide support to the City's operations and citizens;
- Emergencies and threatened emergencies differ in priority and impact;
- The vulnerability of the City depends on the probability of an event occurring and the impact that event could have on operations and performance of essential functions;
- Outside assistance may be interrupted or unavailable during an emergency;
- The City must be prepared to operate without help for at least 72 hours;
- When the COOP is activated, the City will implement a predetermined plan using trained and equipped personnel; and
- The City will provide essential functions within 12 hours of the event and be able to continue these for 30 days or until termination of the event, whichever comes first.

The following phases outline the process for activation, relocation, and reconstitution.

3.2 Phase I – Activation and Relocation (0-12 Hours)

COOP activation for the City of Cle Elum will commence at the direction of the mayor or designee at the request of the City Administer, Public Works Director, Police Chief, or Fire Chief.

Upon activation of the COOP, mayor or designee shall:

1. Utilize checklists in Annex A – Implementation Checklists of this COOP Plan;
2. Notify staff of activation and provide them with basic instructions. Refer to Table 2.4 for tasks and assigned staff.
3. Notify the point of contact at the alternate facility of impending activation and actual relocation requirements.
4. Implement plans, procedures, and schedules to transfer essential functions, personnel, records, and equipment to alternate facilities.
5. Provide guidance to city staff.
6. Identify and request well-being checks on missing staff, if any.
7. Assemble necessary documents and equipment required to continue performance of essential operations at alternate facilities, including communications equipment, computer equipment, contact lists, vendor numbers, and contract numbers. Refer to Sections 2.8 and 2.9.
8. Order equipment or supplies, if not already in place.
9. Transport vital records and files, supporting communications, IT framework and other necessary equipment to the alternate facilities/locations, if applicable.

10. Arrange security for abandoned primary facility and non-moveable equipment and records, to the extent possible.

3.3 Phase II – Alternate Facility Operations (12 Hours through Termination)

1. Provide further guidance to city staff.
2. Identify replacements for missing personnel and request augmentation as necessary;
3. Begin full execution of essential functions at alternate facilities/locations.
4. Notify the point of contact at the alternate facility of impending activation and actual relocation requirements.
5. Develop plans and schedules to phase down alternate facility operations and return essential functions, personnel, records, and equipment to the primary facility or to other temporary or permanent facilities, when appropriate.
6. Develop a staffing plan and determine responsibilities to implement reconstitution.

3.4 Phase III – Reconstitution (Termination of COOP Operations and Return to Normal Operations)

1. When notified that the threat or actual emergency no longer exists, inform all staff and provide instructions for resumption of normal operations.
2. Supervise an orderly return to the primary facility, or movement to other temporary or permanent facility, using a phased approach if conditions necessitate.
3. Inform the point of contact at the alternate facility and other points of contact that your staff and functions will be leaving the alternative facility, if applicable.
4. Conduct an After-Action Review of COOP operations and effectiveness of plans and procedures as soon as possible, identify areas for correction, and develop an improvement plan (Refer to Annex C for After Action Report process).

ANNEX A: IMPLEMENTATION CHECKLISTS

COOP IMPLEMENTATION CHECKLIST

- | | | |
|--|------------------------------|-----------------------------|
| 1. Has the executive decision been made to activate the Department Continuity of Operations Plan (COOP)? | ☐ Yes | ☐ No |
| 2. Have you evaluated your operation and determined if you need to activate your alternate facility? | ☐ Yes | ☐ No |
| 3. Have you evaluated your operation and determined if you need to request additional staff? | ☐ Yes | ☐ No |
| 4. Is the alternate facility prepared for your relocation, including security measures? | ☐ Yes | ☐ No |
| 5. Have you notified: | | |
| Point of contact at the alternate facility? | ☐ Yes | ☐ No |
| Contingency Staff and Department's employees? | ☐ Yes | ☐ No |
| Other external organizations, as appropriate? | ☐ Yes | ☐ No |
| Public? | ☐ Yes | ☐ No |
| 6. Have you deployed Contingency Staff to the alternate facility? | ☐ Yes | ☐ No |
| 7. Have you transported the following to the alternate facility: | | |
| Vital records and files | ☐ Yes | ☐ No |
| Supporting communications | ☐ Yes | ☐ No |
| Information Technology hardware and software, as appropriate? | ☐ Yes | ☐ No |
| Other necessary equipment? | ☐ Yes | ☐ No |
| 8. Have you transferred the performance of essential functions or activities to the alternate facility? | ☐ Yes | ☐ No |
| 9. Have you secured the primary facility, including any equipment or vital records left behind? | ☐ Yes | ☐ No |

RECONSTITUTION CHECKLIST

- | | | |
|--|------------------------------|-----------------------------|
| 1. Has the executive decision been made to return to the primary facility? | ☐ Yes | ☐ No |
| 2. Is the primary facility, or other temporary or permanent facility, prepared for your return, including security measures, water, electric power, heating, and air conditioning, etc.? | ☐ Yes | ☐ No |
| 3. Have you notified: | | |
| Alternate Facility Point of Contact? | ☐ Yes | ☐ No |
| Contingency Staff and other Departmental staff? | ☐ Yes | ☐ No |
| Other external organizations, as appropriate? | ☐ Yes | ☐ No |
| Public? | ☐ Yes | ☐ No |
| 4. Have you provided instructions for resumption of normal functions? | ☐ Yes | ☐ No |
| 5. Have you transported the following back to the primary facility: | | |
| Vital records and databases | ☐ Yes | ☐ No |
| Supporting communications | ☐ Yes | ☐ No |
| Information Technology framework, as appropriate? | ☐ Yes | ☐ No |
| Other necessary equipment? | ☐ Yes | ☐ No |
| 6. Have you transferred the performance of essential functions or activities back to the primary facility? | ☐ Yes | ☐ No |
| 7. Have you secured the alternate facility or worked with the point of contact to secure the alternate facility? | ☐ Yes | ☐ No |
| 8. Have you conducted an after action review to assess the performance of the essential functions at the alternate facility and prepared a remedial action plan to correct any areas of concern? | ☐ Yes | ☐ No |

ANNEX B: AFTER ACTION REPORTING

INTRODUCTION

In order for a COOP plan to be effective, it is critical that the personnel, procedures, alternate facilities, and equipment be exercised and tested on a regular basis. In addition, many lessons can be learned following a real-life event where the COOP is activated. Yet no amount of exercising or real-life practice will be constructive unless each event is followed by an After Action Report (AAR). After Action Report is a structured evaluation designed to identify successes and shortfalls. Both exercises and real-life events can be evaluated using similar methods. This document uses exercises and real-life event interchangeably as far as evaluation methods and forms are concerned.

The participating local governments and jurisdictions should view the After Action Report not as a “report card” that grades weakness but rather as an opportunity to identify ways to build on strengths and improve COOP capacity. Because jurisdictions are testing new and emerging plans, skills, resources, and relationships, every exercise can be expected to result in multiple findings and recommendations for improvement.

FUNCTION OF COOP AFTER ACTION REPORTS

The goal of a COOP After-Action Report and exercise evaluation is to validate strengths and identify improvement opportunities for the participating jurisdiction(s). This is accomplished by observing the exercise and collecting supporting data, analyzing the data to compare performance against expected outcomes, and determining what changes need to be made to the procedures, COOP plan, staffing, equipment, and communications to ensure expected outcomes. The focus of the evaluation for discussion-based exercises (e.g., tabletop exercises) is on the COOP plan, procedures, and policies, whereas the focus for operations-based exercises (e.g., drills and full-scale exercises) is on assessing performance in activating and implementing COOP plan in response to a simulated major event.

An After-Action Report serves the following important functions:

- Identification of problems/successes during COOP training, or emergency COOP plan activation and implementation.
- Analysis of the effectiveness of COOP plan components.
- Needed improvements in the COOP procedures or guidelines.
- Additional equipment and supplies required.
- Training and staffing deficiencies and need for continued exercising of the COOP plan.
- Describes and defines a plan of action for implementing improvements.

RESPONSIBILITY FOR AFTER ACTION REPORTS

Following an exercise or a drill, individuals selected as observers prior to training, are

responsible for completion of the After-Action Report. In a real-life event, the City Administrator will be responsible for ensuring that an After-Action Report was completed. Employees and customers should be invited to provide input. The report should be distributed on an as needed basis.

AFTER ACTION REPORT OUTLINE

1. Executive Summary: The executive summary provides an overview of the exercise or actual event, major strengths demonstrated during the event and areas that require improvement.
2. Introduction and Background
3. Type/Location of Event / Drill / Exercise
4. Description of Event / Drill / Exercise
5. Chronological Summary of Event / Drill / Exercise
6. COOP Activation and Implementation Summary: Include information on what worked and what didn't, identify strengths to be maintained or built upon and potential areas for further improvement
7. Conclusions and Recommendations: As applicable, include a description of recommended event follow-up actions, assignments, associated costs or budget, timetable for completion or correction, and follow-up responsibilities
8. Training Needs

IMPLEMENTING CHANGE

Recommendations for the future are the major reason for compiling an After-Action Report. The goals of an exercise are not achieved until the recommendations that come out of the evaluation are implemented. The purpose of the evaluation is to improve the COOP and the local government's performance in carrying out that plan. This is most likely to occur if objectives relate clearly to COOP functions and the focus of the evaluation is on performance, not people.

Specifically, the change effort centers on these issues:

- Are the procedures sound?
- Are resources sufficient to support the procedures?
- Are personnel adequately trained to follow the procedures and use resources?

ANNEX D: DEFINITIONS AND ACRONYMS

After Action Report – A narrative report that presents issues found during an incident or exercise, along with recommendations on how those issues can be resolved.

Alternate Facility– An alternate work site that provides the capability to perform minimum essential departmental functions until normal operations can be resumed.

Alternate Facility Point(s) of Contact – The individual(s) responsible for the alternate facility during periods of normalcy and who, upon activation of the COOP, may be required to take action to ensure that the alternate facility is prepared for occupancy by the Key COOP staff.

Continuity of Operations Plan (COOP) – An internal effort within individual components of a government to ensure that the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

COOP Activation – The executive decision by the Director of Emergency Services (CAO, Director of OES, or their designee) to initiate the Continuity of Operations process.

COOP Implementation – The process and procedures conducted by the Department(s) to ensure the continuance of essential functions.

Catastrophic Event – An emergency event that renders a department’s primary facility unusable for a sustained period of up to or exceeding 30 days.

Contingency Staff – The personnel of the Department designated to report to the alternate facility during COOP implementation to ensure that the Department is able to perform its essential functions.

Critical Customers – Organizations or individuals for which the City or one of its departments performs mission-essential functions.

Critical Essential Functions – Those essential functions that cannot be interrupted or can be only minimally interrupted following an incident.

Critical Time – The amount of time a particular function can be suspended before it adversely affects the Department’s core mission.

Delegated Authority – An official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.

Devolution – The capability to transfer statutory authority and responsibility for essential functions from a department’s primary operating staff and facilities to employees and facilities of other departments within the City or from another jurisdiction.

Emergency – A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, local operations. An emergency can cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the location to a new operating location environment.

Essential Functions – Those functions, stated or implied, that City departments are required to perform by statute, executive order, or City policy and are necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain

the industrial/economic base in an emergency.

Essential Records and Databases – Data information, in hard copy or electronic format, necessary to maintain the continuity of operations during an emergency, to recover full operations following an emergency, and to protect the legal rights and interests of citizens and the government.

Functional Exercise – A fully simulated interactive exercise performed in real time that tests the capability of an organization to respond to a simulated event without actually moving people and equipment to an actual site.

Interoperable Communications – Alternate communications that provide the capability to perform minimum departmental essential functions, in conjunction with other agencies, until normal operations can be resumed.

Key COOP Staff – Staff of the Department necessary for the performance of the Department's essential functions.

Long-term Essential Functions – Those essential functions that can be interrupted for the first 7 or more days following an incident but must be resumed thereafter.

Mitigation – Any sustained action taken to reduce or eliminate the Long-term risk to life and property from a hazard event.

Memorandum of Understanding and Memorandum of Agreement (MOU/MOA) - A legal document describing a bilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action, rather than a legal commitment. It is a more formal alternative to a gentlemen's agreement, but generally lacks the binding power of a contract.

Order of Succession – The order in which and conditions under which the responsibilities and authorities of a public official are passed to another official when the original holder of the responsibilities and authorities is unable or unavailable to exercise them.

Plan Maintenance – Steps taken to ensure the COOP is reviewed regularly and updated whenever major changes occur.

Primary Facility – The site of normal, day-to-day operations; the location where the employee usually goes to work.

Reconstitution – The resumption of non-emergency operations at a primary facility following emergency operations at an alternate facility.

Tabletop Exercise – A round table, open forum type of discussion in which an emergency situation is presented to the participants. A series of questions is offered for consideration by the participants. Individual emergency response plans from communities and industrial operators are used in a discussion on how to best deal with the fictional emergency situation.

Termination – Actions taken to end operations at an alternate facility and prepare for returning to non-emergency operations at a primary facility.

Animal Code Costs

YEAR	2021	2022	2023	2024	2025
Impounds Cle Elum	13	14	16	13	16
Impounds Roslyn	7	7	9	9	3
TOTAL	20	21	25	22	19
Cost of Officer (@ \$65 per hour)	\$ 1,300.00	\$ 1,365.00	\$ 1,625.00	\$ 1,430.00	\$ 1,235.00
Total# of Tags Sold (CLE ELUM)	43	65	72	43	58
Total # of Hosueholds	32	44	52	35	41
Single Dog Households	22	29	36	27	28
2 Dog Households	9	11	12	8	10
3 Dog Households	1	2	4	0	2
4 Dog Households	0	2	0	0	1
TOTAL FEES COLLECTED	\$ 352.50	\$ 633.00	\$ 663.50	\$ 366.00	\$ 551.50
Cost of Dog Tag/Material	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00
ARRF Fees	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
TOTAL COST PER YEAR	\$ 4,057.50	\$ 3,842.00	\$ 4,071.50	\$ 4,174.00	\$ 3,793.50

CERTIFICATION OF ENROLLMENT

ENGROSSED SUBSTITUTE SENATE BILL 6110

Chapter 159, Laws of 2026

69th Legislature
2026 Regular Session

ELECTRIC MOTORCYCLES AND ELECTRIC-ASSISTED BICYCLES

EFFECTIVE DATE: June 11, 2026—Except for section 3, which takes effect March 23, 2026.

Passed by the Senate March 10, 2026
Yeas 44 Nays 4

DENNY HECK

President of the Senate

Passed by the House March 4, 2026
Yeas 91 Nays 3

LAURIE JINKINS

**Speaker of the House of
Representatives**

Approved March 23, 2026 3:40 PM

BOB FERGUSON

Governor of the State of Washington

CERTIFICATE

I, Sarah Bannister, Secretary of the Senate of the State of Washington, do hereby certify that the attached is **ENGROSSED SUBSTITUTE SENATE BILL 6110** as passed by the Senate and the House of Representatives on the dates hereon set forth.

SARAH BANNISTER

Secretary

FILED

March 24, 2026

**Secretary of State
State of Washington**

ENGROSSED SUBSTITUTE SENATE BILL 6110

AS AMENDED BY THE HOUSE

Passed Legislature - 2026 Regular Session

State of Washington

69th Legislature

2026 Regular Session

By Senate Transportation (originally sponsored by Senators Shewmake, Llias, Dhingra, and Nobles)

READ FIRST TIME 02/02/26.

1 AN ACT Relating to addressing electric-assisted bicycles and
2 electric motorcycles; amending RCW 46.04.169; adding a new section to
3 chapter 46.08 RCW; creating a new section; and declaring an
4 emergency.

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

6 NEW SECTION. **Sec. 1.** A new section is added to chapter 46.08
7 RCW to read as follows:

8 The legislature recognizes the recent proliferation of electric
9 motorcycle use statewide, especially among teenagers and young
10 adults. The legislature also recognizes that there is a growing need
11 to focus on the differences between electric-assisted bicycles and
12 electric motorcycles to provide a clear means of regulating each type
13 of vehicle. While this work is occurring, the legislature recognizes
14 that the current definitions of "motorcycle" and "moped" apply to
15 many of the vehicles excluded from the "electric-assisted bicycle"
16 definition in RCW 46.04.169.

17 **Sec. 2.** RCW 46.04.169 and 2018 c 60 s 1 are each amended to read
18 as follows:

19 (1) "Electric-assisted bicycle" means a bicycle with two or three
20 wheels, a saddle, fully operative pedals for human propulsion, and an

1 electric motor. The electric-assisted bicycle's electric motor must
2 have a power output of no more than ~~((seven hundred fifty))~~ 750
3 watts. The electric-assisted bicycle must meet the requirements of
4 one of the following three classifications:

5 ~~((1))~~ (a) "Class 1 electric-assisted bicycle" means an
6 electric-assisted bicycle in which the motor provides assistance only
7 when the rider is pedaling and ceases to provide assistance when the
8 bicycle reaches the speed of ~~((twenty))~~ 20 miles per hour;

9 ~~((2))~~ (b) "Class 2 electric-assisted bicycle" means an
10 electric-assisted bicycle in which the motor may be used exclusively
11 to propel the bicycle and is not capable of providing assistance when
12 the bicycle reaches the speed of ~~((twenty))~~ 20 miles per hour; or

13 ~~((3))~~ (c) "Class 3 electric-assisted bicycle" means an
14 electric-assisted bicycle in which the motor provides assistance only
15 when the rider is pedaling and ceases to provide assistance when the
16 bicycle reaches the speed of ~~((twenty-eight))~~ 28 miles per hour and
17 is equipped with a speedometer.

18 (2) "Electric-assisted bicycle" does not include:

19 (a) Any vehicle capable of exceeding 20 miles per hour on solely
20 its electric motor; or

21 (b) Any vehicle that is designed, manufactured, or intended by
22 the manufacturer or seller to be easily configured in order not to
23 meet the requirements of an electric-assisted bicycle, whether by a
24 mechanical switch or button, by changing a setting in software
25 controlling the drive system, by use of an online application, or
26 through other means intended by the manufacturer or seller.

27 NEW SECTION. Sec. 3. (1) The legislature recognizes the recent
28 proliferation of electric motorcycle use statewide, especially among
29 teenagers and young adults. The legislature also recognizes that
30 there is currently no state regulatory framework that has
31 specifically been developed for such vehicles.

32 (2)(a) The department of licensing must convene a work group to
33 study and recommend a revised statutory framework for electric
34 motorcycles. The department may contract with a third-party
35 consultant for work group support and drafting the new statutory
36 framework.

37 (b) The work group must consist of, but is not limited to, the
38 following members:

1 (i) The secretary of the department of transportation or the
2 secretary's designee;

3 (ii) The executive director of the Washington traffic safety
4 commission or the executive director's designee;

5 (iii) The chief of the Washington state patrol or the chief's
6 designee;

7 (iv) A representative from the Cooper Jones active transportation
8 safety council;

9 (v) A representative of the association of Washington cities;

10 (vi) A representative of the Washington state association of
11 counties;

12 (vii) A representative of a nonprofit organization specializing
13 in active transportation or electric bicycle safety;

14 (viii) A representative of a nonprofit organization with
15 expertise in electric bicycles;

16 (ix) A representative of a statewide association representing
17 parks and recreation;

18 (x) A representative of a trails organization that represents
19 nonmotorized users who have encountered motor-powered vehicles on
20 nonmotorized trails;

21 (xi) A representative of a nonprofit motorcycle organization or a
22 motorcycle rider;

23 (xii) A representative of a tribal government or a tribal
24 government designee;

25 (xiii) A representative of a statewide organization directly
26 engaged in recreational electric motorcycle use; and

27 (xiv) Any other representative deemed necessary by the department
28 of licensing.

29 (c) The work group must address the following framework
30 components:

31 (i) How electric motorcycles should be defined or classified, and
32 any new definitions for or modifications needed to other similarly
33 defined vehicle or mobility types;

34 (ii) The extent to which electric motorcycles should be subject
35 to annual registration and license fees, and if driver licensing
36 examinations should include an electric bicycle or motorcycle
37 component;

38 (iii) The extent to which the operation of an electric motorcycle
39 should be subject to mandatory driver education requirements,

1 driver's license or permit requirements, or a minimum age
2 requirement;

3 (iv) Appropriate rules of the road or equipment requirements for
4 electric motorcycles;

5 (v) Opportunities for consistent enforcement of electric
6 motorcycle rules of the road and equipment requirements;

7 (vi) Exploration of the establishment of civil infractions that
8 may be imposed by local jurisdictions on juveniles between the ages
9 of 12 and 16 that may be adjudicated in courts of limited
10 jurisdiction to avoid impacts on juvenile court operations;

11 (vii) Exploration of the establishment of civil penalties for
12 adults who provide electric motorcycles to juveniles less than 16
13 years of age;

14 (viii) Appropriate penalties for deceptive electric bicycle
15 marketing practices and electric bicycle tampering;

16 (ix) The extent to which electric bicycle manufacturers and
17 vendors should provide disclosure statements or notices to consumers
18 regarding the type of vehicle being purchased; and

19 (x) Any other study component deemed necessary by the work group.

20 (d) The work group must submit an interim report consisting of
21 recommendations and draft legislation for (c)(i) of this subsection,
22 as well as related recommendations for (c)(ii) through (iv) of this
23 subsection, to the office of the governor and transportation
24 committees of the legislature by December 15, 2026. The work group
25 must submit a final report, including any recommendations or draft
26 legislation, to the office of the governor and transportation
27 committees of the legislature by October 31, 2027.

28 NEW SECTION. **Sec. 4.** Section 3 of this act is necessary for the
29 immediate preservation of the public peace, health, or safety, or
30 support of the state government and its existing public institutions,
31 and takes effect immediately.

Passed by the Senate March 10, 2026.

Passed by the House March 4, 2026.

Approved by the Governor March 23, 2026.

Filed in Office of Secretary of State March 24, 2026.

--- END ---